



FIRE DEPARTMENT

**Interim Deputy City Clerk Report to Mayor and City Council
2019.11.15, Edition No. 361**

Bi-Weekly Update:

- Community Development:
 - Attached are the October permits report and the substantial commercial projects list for November.
 - Project updates -
 - We had the preconstruction meeting for the Hangar & Apron Construction Project and the contractor anticipate starting site work yet this fall.
 - We had the preconstruction meeting for the Hangar & Apron Construction Project and the contractor anticipate starting site work yet this fall.
 - Staff has reviewed and worked with the School District and their architect to resolve deficiencies noted in the plans for the storm shelter/concession stand, including how adequate ventilation was being provided if the power went out during a storm. This will allow the contractor to obtain a building permit at their convenience.
 - Operations –
 - We are working to fully staff the Department beginning with posting 2 part-time clerical positions, filling the part-time Code Enforcement Official position, and we will be working to replace the Building Division Manager. As the construction season slows and due to a strong commitment from the inspectors, we appear to have adequate staff coverage to maintain quality building code inspections and work with those currently in the project planning phase. However, we do have contingency plans in place for staffing inspections and plan review if it becomes necessary.
 - Following the concern raised at the November 7 Council meeting regarding times for returning phone calls, we are working to identify any issues and identify appropriate service improvement opportunities.
 - Building Division customer surveys may now be completed on-line through the City's website at <https://www.muscatineiowa.gov/26/Community-Development> or <https://www.questionpro.com/t/APTzUZfIiI>. We are currently working on a process to notify all contractors who have pulled permits in 2019 and those who do so in the future of the option to provide feedback electronically. Paper versions of the survey are still available at the front desk of the Department.
- Attached is the Rental Housing Code Update PowerPoint and Rental License working draft document.
- Attached is the Project Team Meeting Notes – November 6, 2019. The Project Team has been meeting every other week, but in December these meetings will move to only once a month.

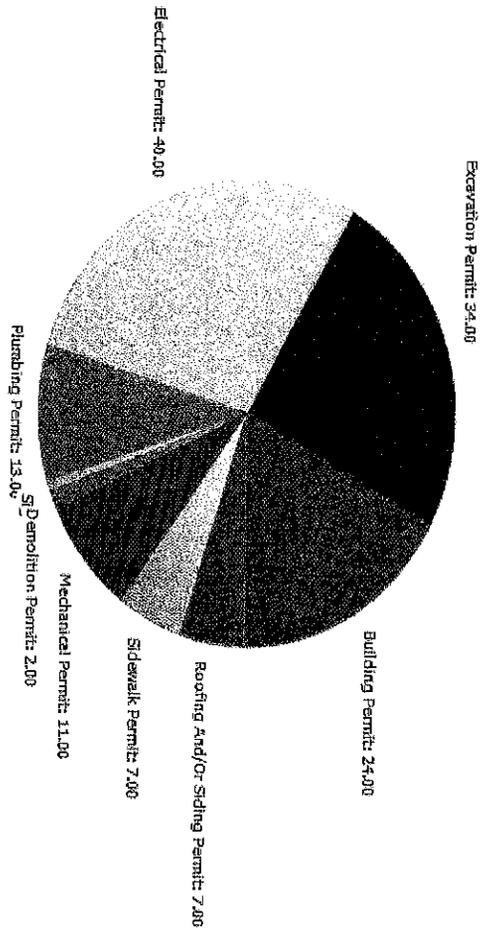
**"I remember Muscatine for its sunsets. I have never seen any
on either side of the ocean that equaled them" — Mark Twain**

- Revised ordinance change memo went out to staff on November 13, 2019 as directed by council.
- A friendly competition between the Muscatine Fire Department, Police Department, and County Sheriff will occur during the Salvation Army Red Kettle bell ringing on December 13, 2019. Whoever raises the most money during that day will get a traveling trophy. Police Department will be covering the left door at Walmart and the Fire Department will be covering the door to the grocery side. Let the best team win.
- Staff and Councilmember Malcom attended the October 28, 2019 Muscatine County Hazard Mitigation Planning Meeting and reviewed hazard profiles and hazard rankings. We are currently working on critical facilities and jurisdictional profiles. Next meeting is January 13, 2020 at 10:30 at the Discovery Center.
- Muscatine Police Department hired 4 new officers, pending testing. Start dates will be December 2, 18, 19, and 20. This will put MPD to full staff.
- Muscatine Fire Department hired 2 new members who started on October 21, 2019.
- We have updated the MuscaBus schedule and route maps and have them available online at: <http://www.muscatineiowa.gov/1363/MuscaBus-Route-Maps>
- Attached is the Iowa League of Cities Property Tax Assessment in Iowa information sheet.
- Bi-State: Attached is the November 20, 2019 Bi-State Regional Commission meeting packet. The Commission meeting is at 3:30 p.m. in the Scott County Administrative Center on the 6th floor conference room.

Building Permit Breakdown - Monthly

Run Date: 11/06/2019 10:11 AM

Permits Issued this Month



- Building Permit: 24.00
- Excavation Permit: 34.00
- Electrical Permit: 40.00
- Plumbing Permit: 13.00
- Sign Permit: 1.00
- Demolition Permit: 2.00
- Mechanical Permit: 11.00
- Sidewalk Permit: 7.00
- Roofing And/Or Siding Permit: 7.00

Reference No	Property Address	Category	Scope of Work	Permit Amount	Permit Type	Permit Status	Issue Date
BP002585-080519	2107 Stewart Rd	Building Permit	MUSCO 61,000 sq Pre-engineered metal building addition. FOUNDATIONS ONLY PERMIT	\$4,937,533	Commercial	Remodel/Addition	10/4/2019
BP002589-080919	3509 Steamboat Way	Building Permit	Interior remodel of sales area changing the floors and ceiling and a few walls	\$200,000	Commercial	Remodel/Addition	10/18/2019
BP002722-090919	312 Peachtree St	Building Permit	Roofing	1,500	Residential	Remodel/Addition	10/11/2019
BP002740-092519	207 E 2nd St	Building Permit	Repair 8" structural beam and general repairs in apartments	10,000	Commercial	Remodel/Addition	10/1/2019
BP002742-092619	300 Canon Ave	Building Permit	residing residence	4700	Residential	Remodel/Addition	10/2/2019
BP002745-100119	2516 Park Ave	Building Permit	Construct new Taco John's restaurant	914,000	Commercial	New Construction	10/7/2019
BP002746-100119	1115 E Mississippi Dr	Building Permit	Remove 10'x24' portion off back of the house and construct new 24'x24' addition	62,000	Residential	Remodel/Addition	10/7/2019
BP002747-100119	2108 Americana Ave	Building Permit	Construct 12'x16' roof extension	8600	Residential	Remodel/Addition	10/22/2019
BP002748-100219	2910 Mulberry Ave	Building Permit	Construct 16'x18' addition - 4 seasons room	75,000	Residential	Remodel/Addition	10/2/2019
BP002749-100319	5712 67th Ave W	Building Permit	Construct walk ramp addition to existing wheel chair ramp.	925	Commercial	Remodel/Addition	10/3/2019
BP002750-100319	505 W Pulliam Ave	Roofing And/Or Siding Permit	Replace siding on residence	2000	Residential	Remodel/Addition	10/3/2019
BP002751-100419	511 W 5th St	Building Permit	Construct 24'x24' detached garage	8000	Residential	Remodel/Addition	10/7/2019

BP002752-100719	102 Ford Ave	Building Permit	Pizza Ranch addition and remodel	210000	Commercial	Remodel/Addition	10/7/2019	Permit Issued
BP002753-100719	1718 Miles Ave	Building Permit	Replace 13 square vinyl siding	8800.00	Residential	Remodel/Addition	10/8/2019	Complete
BP002754-100819	3010 University Dr	Building Permit	Construct cooler and storage addition	70800	Commercial	Remodel/Addition	10/11/2019	Permit Issued
BP002755-100819	220 Iowa Ave	Roofing And/Or Siding Permit	Reroof apartment building	5500	Commercial	Remodel/Addition	10/8/2019	Complete
BP002756-101019	1301 Oakland Dr	Building Permit	Basement finish/remodel	650	Residential	Remodel/Addition	10/10/2019	Permit Issued
BP002757-101019	120 Roseawn Ave	Building Permit	Construct 7x20' front porch	800	Residential	Remodel/Addition	10/10/2019	Permit Issued
BP002758-101119	2900 Cedar St	Building Permit	12x24' Floating slab foundation for pre-built accessory structure	1500	Residential	Remodel/Addition	10/14/2019	Permit Issued
BP002759-101419	1615 Orange St	Building Permit	Construct 23x7' front porch	4000	Residential	Remodel/Addition	10/14/2019	Permit Issued
BP002760-101419	804 W 8th St	Building Permit	siding garage	1500.00	Residential	Remodel/Addition	10/14/2019	Complete
BP002761-101419	1566 Washington St	Roofing And/Or Siding Permit	Replacing siding on residence	5200	Residential	Remodel/Addition	10/14/2019	Complete
BP002762-101519	1711 Iselt Ave	Building Permit	siding 12 squares	\$2000	Residential	Remodel/Addition	10/15/2019	Complete
BP002763-101619	2806 Allen St	Roofing And/Or Siding Permit	Replace siding and reroof residence	8500	Residential	Remodel/Addition	10/16/2019	Complete
BP002765-101719	600 Evans St	Roofing And/Or Siding Permit	Replace siding and reroof residence	17000	Residential	Remodel/Addition	10/17/2019	Complete
BP002766-101819	615 Chestnut St	Roofing And/Or Siding Permit	Replace siding on residence	6000	Residential	Remodel/Addition	10/18/2019	Permit Issued
BP002767-101819	203 Eagle Ridge Rd	Roofing And/Or Siding Permit	Reroof residence	5021	Residential	Remodel/Addition	10/18/2019	Complete
BP002769-102319	3209 Majestic Dr	Building Permit	Basement finish	15700	Residential	New Construction	10/28/2019	Permit Issued
BP002770-102519	1311 Lucas St	Building Permit	New stairway from home; approx 24 inch of elevation change. Deck details provided to applicant.	\$300	Residential	New Construction	10/29/2019	Permit Issued
BP002771-102519	2792 Shamrock Dr	Building Permit	Addition to existing garage. Hit to perform concrete, framing, and roof membrane. Home owner to perform or secure the remaining work.	28000	Residential	Remodel/Addition	10/29/2019	Permit Issued
BP002772-102819	2615 Bidwell Rd	Building Permit	Enclose 2 sides of existing porch	1500	Residential	Remodel/Addition	10/28/2019	Permit Issued
DP000026-100119	2516 Park Ave	Demolition Permit	Demolish old Long John Silvers building	18945.00	Commercial	Remodel/Addition	10/4/2019	Complete
DP000027-100819	0824451010 Park Plaza	Demolition Permit	Demolish 8 mobile homes located in Park Plaza MHP LLC	16000	Residential	Remodel/Addition	10/11/2019	Complete
EP000236-093019	MHP LLC 126 W 2nd St Fl 3	Electrical Permit	200 amp up	25	Residential	Remodel/Addition	10/11/2019	Permit Issued
EP000237-093019	117 W 3rd St	Electrical Permit	Dig new underground 2" conduit from existing in groundbox to building and into the small furnace room in basement for US Cellular.	\$12,000	Commercial	Remodel/Addition	10/4/2019	Complete
EP000238-100119	2299 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #1 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000239-100119	2289 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #2 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000240-100119	2279 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #3 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000241-100119	2269 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #4 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000242-100119	2261 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #5 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000243-100119	2255 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #6 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000244-100119	2249 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #7 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000245-100119	2241 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #8 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000246-100119	2223 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #9 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000247-100119	2211 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #10 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000248-100119	2201 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #11 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000249-100119	2200 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #12 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000250-100119	2210 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #13 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000251-100119	2250 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #14 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000252-100119	2285 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #15 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued

EP000753-100119	2298 Oak Park Ave	Electrical Permit	Oak Park electrical for triplex building #16 - 3 meters per triplex	55	Residential	New Construction	10/1/2019	Permit Issued
EP000754-100119	913 Club House Dr	Electrical Permit	Oak Park electrical for the club house	8000	Commercial	New Construction	10/1/2019	Permit Issued
EP000755-100119	401 S Houser St	Electrical Permit	Service and lighting for new soccer fields		Commercial	New Construction	10/1/2019	Permit Issued
EP000756-100119	505 W Fulliam Ave	Electrical Permit	Small addition wiring	850.00	Residential	Remodel/Addition	10/8/2019	Permit Issued
EP000757-100119	1502 W Acre Dr	Electrical Permit	200 amp ug	25	Residential	Remodel/Addition	10/1/2019	Complete
EP000758-100119	2028 Fair Acres Dr	Electrical Permit	Moving panel for 200 amp ug service	25	Residential	Remodel/Addition	10/1/2019	Permit Issued
EP000759-100119	711 Sunrise Cir	Electrical Permit	Replace meter base for 200 amp ug	25	Residential	Remodel/Addition	10/1/2019	Complete
EP000760-100219	501 W Bypass G1	Electrical Permit	Add outlets for remodel & 1 stroke for fire alarm	1200.00	Commercial	Remodel/Addition	10/8/2019	Permit Issued
EP000763-100319	3301 Cherront Dr	Electrical Permit	Wiring power to pool equipment, 60 amp service	\$2,000	Residential	Remodel/Addition	10/10/2019	Permit Issued
EP000764-100319	708 Maiden Ln	Electrical Permit	60 amp overhead 240V 1 phase service for Alliant Energy	1925	Commercial	Remodel/Addition	10/3/2019	Complete
EP000765-100419	305 W 6th St	Electrical Permit	Rough-in, final and 200 amp ug	55	Residential	Remodel/Addition	10/4/2019	Permit Issued
EP000766-100719	102 Ford Ave	Electrical Permit	Temp service and wiring for Pizza Ranch remodel	75000	Commercial	Remodel/Addition	10/8/2019	Permit Issued
EP000767-100919	970 Lucas St	Electrical Permit	Garage wiring	15	Residential	Remodel/Addition	10/9/2019	Permit Issued
EP000768-101019	307 E 8th St	Electrical Permit	200 amp ug	25	Residential	Remodel/Addition	10/10/2019	Complete
EP000769-101019	112 Locust St	Electrical Permit	REMODEL KITCHEN & BATHROOMS AND RELOCATE SERVICE	1300.00	Residential	Remodel/Addition	10/11/2019	Permit Issued
EP000770-101019	1201 Oakland Dr	Electrical Permit	Wiring for basement finish	30	Residential	Remodel/Addition	10/10/2019	Permit Issued
EP000771-101019	901 W 4th St	Electrical Permit	200 amp ug	25	Residential	Remodel/Addition	10/10/2019	Permit Issued
EP000772-101519	2505 Mulberry Ave	Electrical Permit	Wiring for new garage	15	Residential	Remodel/Addition	10/14/2019	Complete
EP000773-101519	225 E 2nd St	Electrical Permit	Temporary service	1000	Commercial	Remodel/Addition	10/15/2019	Permit Issued
EP000774-101519	109 Brook St	Electrical Permit	200 amp underground	50	Residential	Remodel/Addition	10/15/2019	Complete
EP000775-101719	2516 Park Ave	Electrical Permit	Temp and permanent electrical service for new Taco John's building	70,000	Commercial	New Construction	10/17/2019	Permit Issued
EP000777-102419	3209 Majestic Dr	Electrical Permit	Basement Finish	\$3,500.00	Residential	Remodel/Addition	10/28/2019	Permit Issued
EP000778-102819	2107 Stewart Rd	Electrical Permit	Electrical for Musco warehouse addition	160000	Commercial	Remodel/Addition	10/28/2019	Permit Issued
EP000242-090419	242 Dillway St	Excavation Permit	EXTENDING COMMUNICATIONS CONDUIT, EXCAVATION AREA MARKED IN WHITE	50	Residential	Remodel/Addition	10/21/2019	Permit Issued
EP000243-090419	46 Gas Lantern Sq	Excavation Permit	INSTALLATION OF COMMUNICATION CONDUIT, EXCAVATION ROUTE MARKED IN WHITE PAINT	50	Residential	Remodel/Addition	10/21/2019	Permit Issued
EP000244-090419	29 Gas Lantern Sq	Excavation Permit	INSTALLATION OF COMMUNICATION CONDUIT, EXCAVATION AREA MARKED IN WHITE PAINT	50	Residential	Remodel/Addition	10/21/2019	Permit Issued
EP000245-090419	34 Gas Lantern Sq	Excavation Permit	INSTALLATION OF COMMUNICATIONS CONDUIT, EXCAVATION AREA MARKED IN WHITE	50	Residential	Remodel/Addition	10/3/2019	Permit Issued
EP000246-090419	805 W 4th St	Excavation Permit	INSTALLATION OF FIBER LINE, EXCAVATION AREA MARKED IN WHITE	50	Residential	Remodel/Addition	10/3/2019	Permit Issued
EP000248-091119	3300 Mulberry Ave	Excavation Permit	INSTALLATION OF FIBER DROP, ROUTE MARKED IN WHITE PAINT	50	Residential	Remodel/Addition	10/3/2019	Permit Issued
EP000249-091119	1105 Oak St	Excavation Permit	INSTALLATION OF FIBER DROP, ROUTE MARKED IN WHITE PAINT	50	Residential	Remodel/Addition	10/3/2019	Permit Issued
EP000252-091219	114 W 4th St	Excavation Permit	INSTALLATION OF FIBER DROP, ROUTE MARKED IN WHITE PAINT	50	Residential	Remodel/Addition	10/3/2019	Permit Issued
EP000253-091819	3124 Peartree Ln	Excavation Permit	INSTALLATION OF FIBER DROP FOR 328 CHESTNUT, WILL BE UNDERGROUND TO AERIAL, ROUTE MARKED IN WHITE PAINT	50	Residential	Remodel/Addition	10/3/2019	Permit Issued
EP000254-091819	10 Jeff Dr	Excavation Permit	Installation of communications conduit, route marked in white	50	Residential	Remodel/Addition	10/3/2019	Permit Issued
EP000255-091819	26 Gas Lantern Sq	Excavation Permit	Installation of communications conduit, route marked in white	50	Residential	Remodel/Addition	10/3/2019	Permit Issued
EP000256-091819	1722 Cedar St	Excavation Permit	Installation of fiber drop route marked in white	50	Residential	Remodel/Addition	10/2/2019	Permit Issued
EP000258-092519	2325 University Dr Apt 1	Excavation Permit	Installation of fiber drop route marked in white	\$0.00	Commercial	Remodel/Addition	10/9/2019	Permit Issued
EP000259-092619	226 E 2nd St	Excavation Permit	Eastern Iowa Light & Power would like to bore our underground cable (UG) (12,500V 3 Phase) from an existing pole that is along University Ave, about 265' north of E 24th St., to the south, parallel with the new fiber optic service placement to customer	n/a	Commercial	Remodel/Addition	10/10/2019	Permit Issued
EP000260-100119	501 Fairview Ave	Excavation Permit	Checking for communications conduit and installation of conduit if we are unable to locate	50	Residential	Remodel/Addition	10/2/2019	Permit Issued

EXP000261-100219	117 W 3rd St	Excavation Permit	Dig new underground 2" conduit from existing in groundbox to building and into the small furnace room in basement for US Cellular	20	Commercial	10/4/2019	Permit Issued
EXP000262-100719	2111 Park Ave	Excavation Permit	Construct concrete storm water let down to eliminate erosion into Hwy 92 ditch.	20	Commercial	10/10/2019	Permit Issued
EXP000263-100919	412 McArthur St	Excavation Permit	Replace driveway	20	Residential	10/11/2019	Permit Issued
EXP000264-10/01/19	513 Lorenz St	Excavation Permit	Installing gas service for gas main on opposite side of the street to the home.	0.00	Residential	10/28/2019	Permit Issued
EXP000265-10/01/19	1309 Smalley St	Excavation Permit	INSTALL GAS SERVICE TO HOME	0.00	Residential	10/28/2019	Permit Issued
EXP000268-10/4/19	419 Jefferson St	Excavation Permit	Replace sewer line 3 feet into the R.O.W.	20	Residential	10/28/2019	Permit Issued
EXP000269-10/8/19	2519 W Fullham Ave	Excavation Permit	*VOID - Digging in R.O.W. was not necessary* Will be excavating pipe in residents yard and possibly into the R.O.W. depending on condition of pipe	20	Residential	10/18/2019	VOID
EXP000270-10/24/19	215 Canon Ave	Excavation Permit	Repair of a water main break on Canon Street by the 215 address. Road has been repaired. 10" of concrete.	5000	Commercial	10/28/2019	Permit Issued
EXP000271-10/24/19	601 Walnut St	Excavation Permit	Replacement of the hydrant and valve on the corner of Walnut and E 6th Street. Street patch and sidewalk repair have been completed.	6000	Commercial	10/28/2019	Permit Issued
EXP000272-10/24/19	1357 Issett Ave	Excavation Permit	Water main break and patch in the middle of the street in front of Heliz. Patch has been completed.	6000	Commercial	10/28/2019	Permit Issued
EXP000273-10/24/19	2220 Stonebrook Dr	Excavation Permit	Water main break in the driveway at 2220 stonebrook. Patch has been completed.	5000	Commercial	10/28/2019	Permit Issued
EXP000274-10/24/19	1517 Lincoln Blvd	Excavation Permit	Water main break in front of 1517 Lincoln Blvd in the street. Street has been repaired in the area. Still have some driveway repair to complete.	8000	Commercial	10/28/2019	Permit Issued
EXP000275-10/24/19	2124 Grand Ave	Excavation Permit	Main break next to intersection with Lake Park Blvd. Heuler working on patches in area for the City. Our patch will be connected to the edge of project work.	5000	Commercial	10/28/2019	Permit Issued
EXP000276-10/24/19	2615 Houser St	Excavation Permit	Section of sidewalk to replace from main break along Tanglefoot street.	3000	Commercial	10/28/2019	Permit Issued
EXP000277-10/24/19	417 McArthur St	Excavation Permit	Broken valve that was leaking has been replaced in the street, actually patch is off to the west of 417 McArthur on 2nd Avenue.	5000	Commercial	10/28/2019	Permit Issued
EXP000278-10/24/19	301 Iowa Ave	Excavation Permit	Water main break in the middle of the block on E 3rd street between Iowa Avenue and Sycamore. Large patch from curb to curb and 26' wide. Shares the patch with the newer water service to the Hershey new pole placement.	15000	Commercial	10/28/2019	Permit Issued
EXP000279-10/25/19	725 E 2nd St	Excavation Permit	n/a		Commercial	10/28/2019	Permit Issued
EXP000281-10/28/19	1030 Grand Ave	Excavation Permit	Excavation for electric and communication	0	Commercial	10/30/2019	Permit Issued
EXP000282-10/30/19	836 Newell Ave	Excavation Permit	INSTALLATION OF FIBER DROP. EXCAVATION AREA IS MARKED IN WHITE PAINT	50	Residential	10/30/2019	Permit Issued
MP000521-09/26/19	203 W 2nd St	Mechanical Permit	Installation of 2 furnaces and 1 r/c	\$7415.00	Residential	10/1/2019	Permit Issued
MP000522-09/30/19	16 Debbie Ave	Mechanical Permit	Gas pressure test	20	Residential	10/1/2019	Complete
MP000523-10/01/19	2210 2nd Ave	Mechanical Permit	Install ductwork	2900	Commercial	10/1/2019	Complete
MP000524-10/02/19	1011 Dolliver St	Mechanical Permit	Install furnace	20	Residential	10/2/2019	Permit Issued
MP000525-10/04/19	215 W 8th St	Mechanical Permit	Replace furnace	2456	Commercial	10/4/2019	Permit Issued
MP000526-10/07/19	1309 Smalley St	Mechanical Permit	Install new gas line	20	Residential	10/7/2019	Complete
MP000527-10/11/19	2923 Proverce Ln	Mechanical Permit	Replacing AC and Furnace	7781	Residential	10/11/2019	Permit Issued
MP000528-10/17/19	600 Brian St	Mechanical Permit	Install AC and Furnace	40	Residential	10/17/2019	Permit Issued
MP000529-10/8/19	1718 Miles Ave	Mechanical Permit	Install AC and Furnace	14518	Residential	10/18/2019	Permit Issued
MP000530-10/29/19	3209 Mejestic Dr	Mechanical Permit	Install return air vents for basement finish	1000	Residential	10/18/2019	Permit Issued
MP000531-10/30/19	610 Karden Ln	Mechanical Permit	Mechanical for new 2nd floor apartments	12000	Commercial	10/29/2019	Permit Issued
PP000358-08/14/19	1202 Musser St	Plumbing Permit	Waste Water treatment plant Site water, sanitary, and grease interceptor	395621	Commercial	10/22/2019	Permit Issued
PP000360-08/22/19	2107 Stewart Rd	Plumbing Permit	MUSCO addition Site work plumbing only	98500	Commercial	10/4/2019	Permit Issued
PP000378-10/01/19	616 Monroe St	Plumbing Permit	*VOID - permit not needed for repair work* repair water heater venting per city inspection report	5	Residential	10/2/2019	VOID
PP000379-10/01/19	800 Coker St	Plumbing Permit	*VOID - permit not needed for repair work* replace water heater relief valve per city inspection report	5	Residential	10/2/2019	VOID
PP000381-10/02/19	1011 Dolliver St	Plumbing Permit	Water heater	1000	Residential	10/2/2019	Permit Issued
PP000381-10/09/19	612 Jackson St	Plumbing Permit	Spot repair to replace Orangeburg sewer pipe Replaced up to the sidewalk. Sidewalk permit needed, hold the contractor to contact per lynch. - NM	25	Residential	10/10/2019	Complete
PP000382-10/01/19	1201 Oakland Dr	Plumbing Permit	Bedroom addition - sink, toilet and shower	15	Residential	10/10/2019	Permit Issued
PP000383-10/14/19	419 Jefferson St	Plumbing Permit	Replace sewer line 6 feet into the property	25	Residential	10/14/2019	Permit Issued

PP000384-101419	2112 Bidwell Rd	Plumbing Permit	Sewer spot repair - no work in the right-of-way *contractor dug to the back of curb, I told them to contact pat Lynch - NNY	25	Residential	Remodel/Addition	10/14/2019	Complete
PP000385-102219	3209 Majestic Dr	Plumbing Permit	Finish bathroom in basement	15	Residential	Remodel/Addition	10/22/2019	Permit Issued
PP000386-102319	2516 Park Ave	Plumbing Permit	plumb new restaurant	\$51,262.00	Commercial	New Construction	10/31/2019	Permit Issued
PP000387-102919	2207 Lucas St	Plumbing Permit	Water service	25	Residential	Remodel/Addition	10/29/2019	Complete
PP000388-103019	610 Maiden Ln	Plumbing Permit	Plumbing for new 2nd floor apartments	7500	Commercial	Remodel/Addition	10/31/2019	Permit Issued
SEP00155-102919	1103 Grandview Ave	Sign Permit	Bosch Pest Control sign	50	Commercial	Remodel/Addition	10/29/2019	Complete
SMP000056-092419	612 E 8th St	Sidewalk Permit	Replace existing sidewalk	20	Residential	Remodel/Addition	10/9/2019	Permit Issued
SMP000057-092419	610 E 8th St	Sidewalk Permit	Replace existing sidewalk	20	Residential	Remodel/Addition	10/9/2019	Permit Issued
SMP000061-100219	117 W 3rd St	Sidewalk Permit	Demo and replace 24 feet of sidewalk	20	Commercial	Remodel/Addition	10/2/2019	Permit Issued
SMP000062-100219	2511 Lucas St	Sidewalk Permit	Replace 2 squares of sidewalk	20	Residential	Remodel/Addition	10/17/2019	Complete
SMP000063-101619	612 Jackson St	Sidewalk Permit	replace sidewalk after sewer repairs	time and material	Residential	Remodel/Addition	10/17/2019	Permit Issued
SMP000064-102919	3301 Clermont Dr	Sidewalk Permit	Construct new sidewalk - 6 panels	20	Residential	New Construction	10/29/2019	Permit Issued
SMP000065-102919	3204 Harmony Ln	Sidewalk Permit	Sidewalk for new storage building	20	Residential	New Construction	10/30/2019	Permit Issued

GovQA

Community Development Substantial Commercial Projects (not all projects)

November-19									
Owner	Project Name/Address	Description	Value	Time	SPR	Start	%		
Phelps Inc	Fire Restoration	replace structural, HVAC,elec, plumbing	300K	?	nr	18-May	99		
GPC Inc	Distillation Facility	new process building, and support structure	7M	15 mo		18-Jul	80		
HNI	Tech Center - 4 Phase Remodel	Remodel offices/warehouse, add storm shel	833K	2mo	nr	19-Mar	85		
Bush Investors	Hershey Building Apartments	change of use/ residential appts	1.8M	8 mo	nr	28-Nov	85		
JBL Developers	Oak Park	7 new 3 plex apartments	333K	17mo	Y	19-Apr	45		
Newcomb's	RV Storage	new building, elect (TCO until spring)	85K	3mo	Y	19-Apr	98		
MCSO McKinley School	New Classrooms/Gym Building	addition and remodel	7M	11mo	Y	19-Apr	55		
MCSO HS School	High School STEM Building	new addition	8.7M	11mo	Y	13-May	35		
Vasques (North Const)	500 Mulberry St	reconstruction/ design PLANS needed	?	?	nr	19-Jun	5		
Wolfe Developers	Arbor Commons - 36 lots	phase 1 Utilities infrastructure and streets		5mo	Y	19-Jul	20		
Alliant Energy	2933 University Drive	all new facility on 11 acre	2.5M	10m	Y	19-Aug	30		
Musco Lighting	2107 Stewart Rd	large addition to facility	pend	8mo	Y	19-Sep	20		
High Strenght Waste	City Waste Water	waste reclamation	1.7M	4mo	nr	19-Aug	80		
Sewer Process Pipe	City Waste Water	replacements & improvements	600K	2mo	nr	19-Aug	75		
Taco Johns	New restaurant on Park Ave	new food service restaurant	900K	5mo	Y	19-Oct	10		
Muscatine County	County Storage Bldg	Search and rescue storage building			Y	1-Nov	1		
Pizza Ranch	Increase Area & Remodel	new play area for kids	200k	3 mo	nr	19-Oct	15		
Basulto	Hwy 61/Bypass property demolition	refurbish existing metal building (*1)		pend	nr	Oct-19	30		
	note *1	waived siding and roofing demo permit> new siding and roofing and any structural needs a permit							
PENDING PROJECTS									
Cargill Grain Inc	Cargill Grain Elevator Restoration	restore/new of existing grain elevator & bric	pend	pend	nr	19-Oct			
Wallace Building	126 2nd St	change of use ? - elevator issue	pend	pend	nr	pend			
Bark Inc	2nd Street - Bark Building	building restoration change of use	pend	pend	nr	pend			
Church of God	Bidwell Rd	new sanctuary - plan review on hold	pend	pend		pend			
Kreiger Ford	12,000 sq ft bld ?	new auto detailing shop	pend	2 mo		pend			
Verizon Cell Tower	Hwy 61 (near water tower)	spr approved may issue permit	pend	3mo	Y	6-Jun			
Menards	Lumber Yard Vehicle Addition	new structure,roof and employee vestibule	2.2M	3mo	nr	Nov/Dec?			
Airport	New Hanger Building	plans needed	pend	pend	Y	19-Aug			
Joel Larue Hagerly Buildi	2832 Hwy 22	new storage/car repair	200k	pend		?			
MCSO High School	HS Storm Shelter/Concession Stand	SPR approved - plans in review	1.3M	pend	Y	Nov/Dec?			

Community Development Substantial Commercial Projects (not all projects)

Nonemergency Transpor	922 Hancock St	storage/parking garage - plans needed	?	pend	y	pend		
Casesys Remodel	University Dr	large interior remodel - plans in review	?	pend		pend		
Casesys Remodel	Mulberry/By-Pass	large interior remodel - plans in review	?	pend		pend		
Assisted Living Home	Dianna Queen Rd	6 units - need plans	pend	pend	nr	pend		
100% projects will not be shown on next months report after Certificate of occupancy is issued								

RENTAL HOUSING CODE UPDATE

November 14, 2019

INTENT OF RENTAL HOUSING CODE UPDATE

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

PREVIOUS STEPS IN PROCESS

- Initial draft for public and City Council review and comment was completed in May
- Initial draft presented to Council at the May 9th in depth meeting
- Shared with the landlord association

CURRENT STATUS

- An updated draft has been completed. This updated draft incorporates:
 - Council feedback
 - Comments from the public
 - Continued staff review

NEXT STEPS IN PROCESS

- Obtain City Council consensus on draft language
- Final legal review
- Proofreading and document cleanup
- Preparation of an ordinance adopting the new regulations for Council action

SIGNIFICANT CHANGES TO LICENSING PROCESS

- Removal of the requirement for annual registration
- Removal of the requirement for annual self inspection by the property owner of rental units
- Rental Facility Licenses will be valid for 3 years
- Addition of requirement for property owners to keep all pertinent information current with the City at all times

STREAMLINED LICENSING PROCESS

(NEW UNITS)

- Submission of application
- City schedules initial inspection
- City sends notice of inspection and invoice
- Inspection
- Reinspection(s) if necessary
- Issuance of license following passed inspection

STREAMLINED LICENSING PROCESS

(RENEWALS)

- Sixty days prior to the expiration of current license the City automatically schedules initial inspection
- City sends notice of inspection and invoice
- Inspection
- Reinspection(s) if necessary
- Issuance of license following passed inspection

STREAMLINED LICENSING PROCESS

(COMPARISON FOR RENEWALS)

- Sixty day prior to the expiration of current license the City automatically schedules initial inspection.
 - City sends notice of inspection and invoice
 - Inspection
 - Reinspection(s) if necessary
 - Issuance of license
- City mails property owner a self-inspection form, a registration renewal application, and an invoice (1 year after license issued)
 - Property owner performs self-inspection of rental unit
 - Property owner returns completed self inspections form, completed registration renewal application, and pays invoice
 - Annual registration issued
 - City mails property owner a self-inspection form, a registration renewal application, and an invoice (2 years after license issued)
 - Property owner performs self-inspection of rental unit
 - Property owner returns completed self inspections form, completed registration renewal application, and pays invoice.
 - Annual registration issued
 - City mails property owner, a registration renewal application, rental facility license renewal application, and an invoice for the registration fee (3 years after license issued)
 - Property owner returns completed, completed registration renewal application, completed rental facility license renewal application and pays invoice
 - City schedules inspection and mails property owner notification of inspections
 - Inspection
 - Reinspection(s) if necessary
 - Issuance of license upon completed inspection

ASSESSMENT OF OVERDUE FEES

- The streamlining of licensing process is made possible by following proposed changes:
 - Removal of requirement for annual registration
 - Removal of requirement for a self-inspection of rental units by the property owner
 - Addition of a requirement for all pertinent registration information be kept current at all times
- **Addition of the ability for the City to assess significantly overdue fees against the property**

ASSESSMENT OF OVERDUE FEES

- Currently all fees associated with obtaining a rental facility license must be paid prior to the required inspection being scheduled
- Implementation of an effective and uncomplicated method for collecting overdue fees will allow inspections to be scheduled immediately upon receipt of an application for a license or automatically 60 days prior to expiration of an existing license
- The assessment against the property of fees related to a rental housing inspection is explicitly authorized by Section 364.17(5) of the Code Iowa.

ASSESSMENT OF OVERDUE FEES

- a. A late payment penalty of a \$25 shall be added to a rental facility license inspection fee not paid by its due date.
- b. If a Rental Facility License inspection fee is not paid within 30 days of its due date monthly interest of 1.5% on, the original amount due plus the late payment penalty of \$25, shall be charged.
- c. The city shall send a notice of the late payment penalty to an owner subject to the payment penalty by first class mail.
- d. The late payment penalty and the interest shall not accrue if such owner files an appeal with the City, under the provision of Section 8-5-11, or the district court.
- e. Any unpaid fee, penalty, or interest shall constitute a lien on the real property and may be collected in the same manner as a property tax.
- f. Before a lien is filed, the City shall send a notice of intent to file a lien to the owner subject to the late payment penalty by first class mail to such owner.

RENTAL FACILITY STANDARDS

- The minimum standards that all rental facilities must meet, and which the rental housing inspection program is based is found in Section 8-11-7
- The intent is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the use, occupancy and maintenance of all residential rental buildings

RENTAL FACILITY STANDARDS

- The proposed rewrite also intends to make these standards as easy to understand and enforce as possible
- This rewrite will ensure that the rental facility standards are in harmony with other applicable rules and regulations, for example the requirement for Carbon Monoxide alarms that is contained within the Iowa Administrative code

RENTAL FACILITY STANDARDS

- Interior Structure
- Maintenance of Gas Appliances and Facilities
- Premises Identification
- Protective Treatment
- Structural members
- Foundation Walls
- Roofs, Gutters, and Downspouts
- Stairways, Decks, Porches, & Balconies
- Exterior Walls
- Chimneys and Towers
- Windows
- Exterior Doors
- Ingress, Egress, & Access

RENTAL FACILITY STANDARDS

- Lighting
- Fire Extinguishers
- Smoke Detectors
- Carbon Monoxide Alarms
- Bathrooms and Toilet Rooms
- Kitchens
- Water Heating
- Heating Facilities
- Ventilation
- Screens
- Electrical Requirements
- Extension Cord/Temporary Wiring
- Pest Extermination
- Accessory Buildings
- Lead Based Paint
- Ceiling Height
- Mobile Homes
- Occupant Responsibility for Controlled Areas

RENTAL FACILITY STANDARDS

(SIGNIFICANT PROPOSED CHANGES)

- The vast majority of proposed changes to rental facility standards do not represent an actual change to the standard a rental is being held to, but rather is intended to provide clarity and better guidance on existing standards
- However, there are a few more significant changes being proposed

RENTAL FACILITY STANDARDS

(SIGNIFICANT PROPOSED CHANGES)

- Screens – based on Council input one window per room must have a screen.

Any type of screen may be used, so long as it can be installed in a manner that credibly keeps insects out.

RENTAL FACILITY STANDARDS

(SIGNIFICANT PROPOSED CHANGES)

- Heating Facilities – A rental unit must be capable of being heated to 68 degrees.
- Currently a rental unit only has to be capable of being heated to 68 degrees between 6:30 am to 10:30 pm, otherwise the minimum is 60 degrees.

RENTAL FACILITY STANDARDS

(SIGNIFICANT PROPOSED CHANGES)

- Heating Facilities – A rental unit must be capable of being heated to 68 degrees.
- Currently a rental unit only has to be capable of being heated to 68 degrees between 6:30 am to 10:30 pm, otherwise the minimum is 60 degrees.

RENTAL FACILITY STANDARDS

(SIGNIFICANT PROPOSED CHANGES)

- GFCI Outlets– Requirements for the installation of GFCI outlets in all locations for which the current electrical code requires it. This standard is currently being enforced based on the adopted electrical code, this change provides additional clarity and notification about this requirement.

RENTAL FACILITY STANDARDS

(SIGNIFICANT PROPOSED CHANGES)

Minimum Space and Occupancy Standards

Dwelling Units Containing Only One Habitable Room (I.E. Efficiency Unit, Studio Apartments, Etc.)

Shall contain at least 120 square feet of floor space for the first occupant; at least 220 square feet of floor space for two occupants; and at least 320 square feet for three occupants.

Dwelling Units Containing Two Or More Habitable Rooms and Rooming Units

Every bedroom shall contain not less than 70 square feet and every bedroom occupied by more than one person shall contain not less than 50 square feet of floor area for each additional occupant thereof.

RENTAL FACILITY STANDARDS

(SIGNIFICANT PROPOSED CHANGES)

Smoke Detectors and Carbon Monoxide Alarms

Updated standards to reflect what is already required under the Iowa Administrative Code.

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Title 8 – Building Regulations

Chapter 11 – Rental Housing Code

Sections

8-11-1 General

8-11-2 Rental Facility License Required

8-11-3 Rental Facility License Issuance

8-11-4 Rental Facility Inspection

8-11-5 Rental Facility License Revocation

8-11-6 Change in License Application Information or Transfer of Property

8-11-7 Rental Facility Standards

8-11-8 Definitions

8-11-1 General

A. Title

This chapter and all provisions incorporated in this chapter, by reference or otherwise, shall be known as the Rental Housing Code of the City of Muscatine Code and hereafter will be referred to as this "Chapter".

B. Intent

The purpose of this Chapter is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the use, occupancy and maintenance of all residential rental buildings and related structures within the city and to establish a program of regular rental inspections.

C. Scope

The provisions of this chapter shall apply to all buildings or portions thereof which are non-owner occupied; for which are used or intended to be used for human occupancy; and which requires a payment in money, goods, labor, service to be made by the occupant to the owner for the possession or use thereof.

D. Violation

Any person who shall violate a provision of this Chapter, or fail to comply therewith, or with any of the requirements thereof, shall be subject to a fine and/or municipal infraction as provided for in Chapter 3 of Title 1 of City Code, the amount of which shall be established by resolution of the city council and set out in Appendix D of this Code of Ordinances. Continued violations of this code may also result in revocation of a Rental Facility License in addition to any fines levied.

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E. Other Codes and Regulations

1. This chapter shall be applied in conjunction with other chapters and titles of City Code and nothing in this chapter shall be interpreted as prohibiting or limiting enforcement by the Community Development Department or any other City departments any portion City Code as adopted and amended.
2. In cases where the provisions of this chapter are found to be in conflict with provisions of City Code or any applicable provision State or Federal law or regulations, the provisions which establish the higher standards for the promotion and protection of the health and safety of the people shall prevail.
3. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions City Code, which includes, but is not limited to the Building Code, Fire Code, Fuel Gas Code, Mechanical Code, Residential Code, Plumbing Code, and the Electrical Code.

F. Appeals

In any instance where a party is left aggrieved by an adverse action of the Building Official under this Chapter, such person shall have an opportunity to appeal the decision to the City Council or an equivalent Housing Appeals Board formed by Council as allowed by State law. The Council or equivalent board established by Council as allowed by law shall render all decisions and findings in writing to the appellant with a copy to the Building Official. Appeals shall be processed in accordance with the provisions contained in Section 8-5-11(B) of this Code.

8-11-2 Rental Facility License Required

No person shall rent, or offer for rent, any dwelling unit or rooming unit for use in whole or in part for human habitation, unless a valid Rental Facility License exists for each dwelling unit or rooming unit.

8-11-3 Rental Facility License Issuance

A. Application Requirements

1. The application shall be on such form and detail as prescribed by the Community Development Department.
2. An application for a Rental Facility License required by this Chapter shall be made to the Community Development Department at least 30 days prior to initial occupancy as a dwelling unit as rental facility.
3. Unless notified otherwise by the owner, an application for the renewal of an expiring Rental Facility License shall be deemed to be automatically submitted 60 days prior to expiration with no action required by the owner or authorized agent, using information on file for the rental facility which as per Section 8-11-8(B) has to be current with the Community Development Department.

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B. Rental Facility License Inspection Fees

1. Rental Facility License inspection fees, including fees for reinspection and a fee for the inspection of an occupied but unlicensed rental facility, shall be as set forth by resolution of the City Council and as set out in Appendix D to this Code of Ordinances.
2. A Rental Facility License inspection fee shall be due 30 days from the scheduled inspection date.
3. **Late Payment Penalty**
 - a. A late payment penalty of a \$25 shall be added to a Rental Facility License inspection fee not paid by its due date.
 - b. If a Rental Facility License inspection fee is not paid within 30 days of its due date a monthly interest of 1.5% on, the original amount due plus the late payment penalty of \$25, shall be charged.
 - c. The city shall send a notice of the late payment penalty to an owner subject to the payment penalty by first class mail.
 - d. The late payment penalty and the interest shall not accrue if such owner files an appeal with the City, under the provision of Section 8-5-11, or the district court.
 - e. Any unpaid fee, penalty, or interest shall constitute a lien on the real property and may be collected in the same manner as a property tax.
 - f. Before a lien is filed, the City shall send a notice of intent to file a lien to the owner subject to the late payment penalty by first class mail to such owner.

(Code of Iowa, Sec. 364.17[5])

C. Grounds for Issuance

The Community Development Department shall issue a valid Rental Facility License to an applicant once all of the following criteria has been met.

1. Submission of a complete application, accurately providing all requested information, on forms provided by the Community Development Department.
2. The dwelling unit or rooming unit for which the Rental Facility License is being applied for passes the Rental Facility Inspection per the provisions of Section 8-11-4.

D. Period of Validity for a Rental Facility License

A Rental Facility License shall expire three years from the date of the initial Rental Facility License inspection.

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8-11-4 Rental Facility License Inspection

A. Appointments for Inspections

1. Appointments for inspections for previously unregistered or new dwelling units or rooming units shall be scheduled by the Community Development Department upon receipt of a complete application for a Rental Facility License.
2. Inspections for the renewal of an expiring Rental Facility License shall be scheduled by the Community Development Department no sooner than 60 days prior to the expiration of the license. If necessitated by the availability of inspectors, the Community Development Department, at its discretion, may schedule the inspection later than 60 days prior to the expiration of expiring license, if this occurs, the validity of expiring license shall be extended so that it expires 60 days after the scheduled date of initial inspection.
3. The owner may request the appointment to be rescheduled. However, the inspection shall be performed within thirty days of the originally scheduled inspection date.
4. If a dwelling unit or rooming unit is vacant and is undergoing construction or repair the owner may request the appointment for inspection for said unit to be postponed until the construction/repair work has been completed.

B. Notice of Inspection

The owner shall notify all tenants of the inspection at least 24 hours prior to scheduled inspection, in accordance with Section 562A.19(3) of Iowa Code.

C. Inspection of All Areas of a Rental Facility

All areas necessary to determine compliance with the standards set forth in Section 8-11-7 shall be inspected. Should access not be obtained to all areas, a reinspection must be scheduled and an additional fee may be charged for each subsequent reinspection in accordance with the established fee schedule in Appendix D to this Code of Ordinances.

D. Inspection Standards

See Section 8-11-7

E. Notice of Failed Inspection and Order to Correct Violations

If the inspection determines that the condition of the dwelling unit or rooming unit violate any provision of this chapter, the Community Development Department shall give notice of the violation(s) to the owner of the rental facility. Such notice shall:

1. Be in writing;
2. Include a description of the real estate sufficient for identification;
3. Describe all violation(s) and remedial action(s) required.

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4. State that work to correct all violations and/or all required remedial actions must be completed within 60 days of said notice, except for:
 - a. **Imminent Danger:** Work to correct a condition which could cause serious or life-threatening injury or death or due to structurally unsound conditions, any portion of the structure is likely to fall, be carried by the wind, or otherwise detach or move, and in doing so cause physical injury or damage to a person on the property or to a person or property nearby at any time shall require immediate corrective action.
 - b. **Seasonal Dependent Items:** Work must be completed by May 1st if all following conditions are presents; otherwise work must be completed within 60 days of said notice.
 - i. Work is not necessary to correct an imminent danger.
 - ii. Work is not necessary to maintain a temperature within the rental facility of not less than 68 degrees Fahrenheit.
 - iii. Work cannot be reasonably completed during periods of cold weather.
 - iv. The date that the notice is issued falls between September 1st and March 1st.
5. Advise that reinspection is required to verify correction of code deficiencies; that there is no charge for the reinspection; and that repairs or corrections have been completed and no Code deficiencies are cited on the second inspection, then a Rental Facility License shall be issued.
6. Advise that if the identified corrections and/or remedial actions are not complete necessitating a third inspection to verify compliance with the notice of violation and order to correct violations, then a fee shall be charged for the third inspection, and there shall be a fee for each additional fee charged for each succeeding reinspection, if such reinspection's are necessitated until full compliance is verified.
7. Advise that if a violation still exists upon reinspection, the Rental Facility License may be revoked and advise the potential fees and fines that may result from the revocation of a Rental Facility License.
8. Be mailed to the owner(s) of the rental facility.

F. Extension to an Order to Correct Violations

1. An owner may request an extension of time to complete any action to correct a violation or complete a required remedial action that cannot be completed by the deadline set forth of such a notice under the provision of Section 8-11-4(E) because of circumstances not of the owner(s) or are beyond the owner's control.

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2. Such a request for an extension shall be made in writing to the Community Development Department.
3. Approval of an extension to an order to correct violations may granted if the Community Development Department finds that:
 - a. Strict compliance with the deadline sets by the order to correct violations is impractical;
 - b. That the granting of such an extension does not violate the intent and purpose of City Code;
 - c. That granting the requested extension does not endanger the life, health, or safety of the occupants or the integrity of the structure.
4. Approval shall be made in writing and state:
 - a. The new deadline to correct said violation(s).
 - b. What specific code violation(s) that the extension applies to.

G. Substandard Building

Any building or portion thereof, including any dwelling, dwelling unit, rooming unit, guest room, or the premises on which the same is located, in which there exists a violation of City Code to the extent that the violation endangers the life, limb, health, property, safety, or welfare of the public or the occupant(s) thereof shall be deemed and hereby is declared to be a substandard building, and notices and procedures shall comply with Section 8-5-9, 8-5-10, 8-5-11, 8-5-12, 8-5-13, and 8-5-14.

H. Other Rental Inspections

Rental facilities may be inspected on a more frequent basis to ensure compliance with this code based upon one or more of the criteria listed below, there shall be no charge to the Rental Facility License holder for an inspection conducted as a result of these criteria. Any inspection conducted for the following reasons shall not fulfil the requirement for an inspection prior to issuance of or renewal of a Rental Facility License as required per Section 8-11-3(C)(2). If an inspection is performed under auspices of this section, the Rental Facility License holder shall be informed of the reason for said inspection.

1. Information is received indicating that there is a violation of provisions of City Code, or any state or federal regulations;
2. An observation is made by a Government official of a possible violation of the standards or the provisions of City Code or any state or federal laws and/or regulations;
3. Information is received indicating that a rental facility or rental unit is unoccupied and unsecured or that a rental unit is damaged by fire, water, or other causes detrimental to the structure;

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4. A determination must be made whether there is compliance with a notice or an order issued by the Building Official;
5. A public health safety or welfare emergency is observed or is reasonably believed to exist;
6. A tenant makes a request for an inspection. If a tenant requests a nonemergency inspection, then the City of Muscatine shall give a written notice to the owner. Fourteen days after the written notification to the owner, an inspection may be conducted. In making such a request the tenant shall attach a dated copy of the notice in which he or she requested the owner or operator to correct the alleged violation, unless the complaint pertains to an emergency situation.
7. A property is declared a Dangerous or Unsafe Building or Structure pursuant to Section 9-3-3(R) of City Code; or
8. A property is declared a Substandard Building pursuant to Section 8-5-9 of City Code.

8-11-5 Rental Facility License Revocation or Denial of Renewal

A. Grounds for Revocation or Denial of Rental Facility License.

The Building Official may revoke or deny renewal of any Rental Facility License issued under this Subchapter where any of the following applies. False statements on any application or information or report required by this Subchapter to be given by the applicant, registrant, or permit holder:

1. Conviction or judgment of the licensee for violation of any provision of this Chapter;
2. Refusal by the owner to permit inspection by authorized personnel of the rental facility;
3. Failure to pay any application, penalty, reinspection, or reinstatement fee required by this Chapter as set out in Appendix D of this Code of Ordinances;
4. Failure to comply with a notice of violation and order to correct violations issued under the provision of Section 8-11-4(E);
5. Failure to comply with the provisions of the Title VIII of the Fair Housing Act of 1968 (as amended);
6. Declaration of status as a Dangerous or Unsafe Building or Structure pursuant to 9-3-3(R) of City Code;
7. Declaration of Status as dangerous or substandard building as defined by Section 8-5-9 of City Code;
8. Frequent and recurrent noncompliance with the provisions of this Chapter;

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9. The time period imposed by the Building Official for correction of a code violation has been exceeded for the same violation more than two consecutive times and has required more than two consecutive reinspection's to obtain code compliance.
- B. The owner of the affected rental facility shall be notified in writing by certified mail of the license revocation. An appeal may be submitted, within five business days of the notice, to the City Council or an equivalent Housing Appeals Board formed by Council as allowed by State law. The Council or equivalent board established by Council as allowed by law shall render all decisions and findings in writing to the appellant with a copy to the Building Official. Appeals shall be processed in accordance with the provisions contained in Section 8-5-11(B) of this Code.
- B. Reissuance of a Revoked Rental Facility License**

To reissue a revoked Rental Facility License, the procedure for the issuance of Rental Facility License set forth in Section 8-11-3 shall be followed, except that the Rental Facility License fees shall be as set forth by resolution of the City Council and as set out in Appendix D to this Code of Ordinances shall be doubled.
- C. A rental facility with a revoked license may posted for no occupancy if:
 1. The physical condition of the dwelling unit or rooming unit warrants, in accordance with all applicable standards contained with Title 8 of City Code, posting for no occupancy.
 2. Access for any inspection authorized by this Chapter is denied.
- D. If an owner allows for occupancy of a rental facility after the Rental Facility License has been revoked they shall be subject to a fine and/or municipal infraction, the amount of which shall be equal to the penalty for allowing the occupancy of an unregistered rental unit set forth in Section 8-11-1(D).

8-11-6 Change in License Application Information or Transfer of Property

A. Transfer of Property

A Rental Facility License shall be transferable from one person to another at any time prior to its expiration, termination, or revocation. The owner or agent shall notify the city of any change of interest or ownership in the property within thirty days of any conveyance or transfer of interest affecting the property and provide the name and address of all persons who have acquired an interest therein. In the event the city has not been notified of such conveyance or transfer within the designated period of time, the rental license may be transferred from one owner or agent to another upon payment of a fee, the amount of which shall be established by resolution of the city council. The fees shall be assessed to the new owner or agent.

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B. Change in License Application Information

Whenever there is a change in the information required for on the application for a Rental Facility License, the license holder or responsible agent shall notify the Community Development Department within thirty days of the change.

8-11-7 Rental Facility Standards

A. General Applicability

No person shall occupy or let to another for occupancy any dwelling unit, rooming unit, or part thereof which does not comply with the requirements of this section.

B. Interior Structure

1. Every foundation, roof, floor, wall, ceiling, stair, step, elevator, handrail, porch, guardrail, sidewalk, and appurtenance thereto shall be maintained in a safe and sound condition and shall be capable of supporting the loads that normal use may cause to be placed thereon.
2. The condition and equipment of interior and exterior stairs, halls, porches, and walkways must not present the danger of tripping and falling.
3. Peeling, blistered, or flaking paint shall be removed or effectively covered in a workmanlike manner so as to provide an easily cleaned finish.
4. Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.
5. Every supplied interior door shall fit reasonably well within its frame and shall be capable of being opened and closed properly; and securely attached to jambs, headers, or tracks as intended by the manufacturer of the attachment hardware.
6. Every supplied plumbing fixture and water and waste pipe shall be maintained in a good and sanitary working condition.
7. Water pressure shall be adequate to permit a proper flow of water from all open outlets at all times. (Except during maintenance and repair.)
8. **Maintenance of Gas Appliances and Facilities**
 - a. Every gas pipe shall be sound and tightly put together and shall be free of leaks, corrosion, and obstruction causing reduced pressure or volume.
 - b. Gas pressure shall be adequate to permit a proper flow of gas from all open gas valves at all times.

C. Exterior Structure

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

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1. Premises Identification

- a. Every building, except for accessory buildings, shall display an address number.
- b. These numbers shall be not less than four inches in height, contrasting sharply in color with the background on which they are affixed, and shall be placed in a position to plainly legible and visible from the street.
- c. Unit numbers for individual units within a building or complex shall be displayed on, above, or to the side of the doorway of each unit.
- d. The City shall assign the address number for each individual building.
- e. For buildings that contain more than one dwelling unit. The property owner shall assign a unit number for each individual dwelling unit.

2. Protective Treatment

- a. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment.
- b. Peeling, flaking, and chipped paint shall be eliminated and surfaces repainted.
- c. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight.
- d. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Surfaces designed for stabilization by oxidation are exempt from this requirement.

3. Structural members

All structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed dead and live loads.

4. Exterior Walls

All exterior walls shall be maintained free from holes, breaks, and loose or rotting materials.

5. Foundation Walls

All foundation walls shall be maintained safe and free from open cracks, holes, breaks, or other serious defects so to prevent entry of vermin and air infiltration.

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6. Roofs, Gutters, and Downspouts

- a. The roof and flashing shall be sound, tight and not have defects that admit rain.
- b. All roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure.
- c. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions.
- d. Rainwater shall be directed away from the building so as to prevent water damage to the building.

7. Decorative Features

All cornices, belt courses, corbels, terra cotta trim, wall facings, and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

8. Overhang Extensions

All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes, and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition.

9. Stairways, Decks, Porches, & Balconies

- a. Every stair, ramp, landing, balcony, porch, deck, or other walking surface shall be maintained in sound condition and good repair.
- b. Every exterior stairway, deck, porch, balcony, and all appurtenances attached thereto shall be maintained structurally sound, in good repair, with proper anchorage, and capable of supporting the imposed loads.

10. Chimneys and Towers

All chimneys, cooling towers, smoke stacks and similar appurtenances shall be maintained structurally safe and sound, and in good repair.

11. Windows

- a. Every window, including all associated hardware, shall be kept in sound condition, good repair, and weather tight.
- b. All glazing compound materials shall be maintained free from holes.
- c. Any openable window located in whole or in part within six feet above ground level or a walking surface below that provide access to a dwelling unit or rooming unit shall be equipped with a window sash locking device.

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12. Doors – Exterior

- a. All exterior doors, door assemblies, and hardware shall be maintained in good condition.
- b. Locks at all entrance doors to dwelling units or rooming units shall secure such doors.
- c. Doors providing access to a dwelling unit or rooming unit shall be equipped with a lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort. Such locks shall be installed according to the manufacturer's specifications and maintained in good working order.

13. Basement Hatchways

- a. Every basement hatchway shall be maintained to prevent the entrance of rodents, rain, and surface drainage water.
- b. Basement hatchways that provide access to a dwelling unit or rooming unit shall be equipped with devices that secure the units from unauthorized entry.

D. Ingress, Egress, & Access

1. Access to each dwelling unit or rooming unit shall not require first entering any other dwelling unit or rooming unit. **Exception:** Access to rooming units may be through a living room or kitchen of a unit occupied by the owner or operator of the structure.
2. No dwelling unit or rooming unit containing two or more sleeping rooms shall:
 - a. Have such arrangements that access to a bathroom or toilet room intended for use by occupants of more than one bedroom can be had only by going through another bedroom;
 - b. Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces.
3. Every dwelling unit and rooming unit shall have access to two independent, unobstructed means of egress remote from each other. At least one shall be an exit which discharges directly to corridors or stairways or both to a public way. If both means of egress are to a common corridor, they shall be in opposite directions or in compliance with adopted building and/or fire codes.
4. Every means of egress shall comply with the following requirements:
 - a. Handrails. All stairways comprised of four or more risers shall be provided with a substantial and safely constructed handrail.

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- b. All unenclosed floor and roof openings, open and glazed sides of landings and ramps, balconies, or porches which are more than 30 inches above grade and any roof used for other than maintenance purposes shall be protected by a substantial and safely constructed guardrail.
 - c. Every stairway shall have a reasonably uniform riser height and uniform tread width which shall be adequate for safe use.
 - d. In basement dwelling units or rooming units where one means of egress is a window, such window shall have an unobstructed opening no less in area than that required in the adopted Building Code.
 - e. No existing fire escape shall be deemed a sufficient means of egress unless it is in compliance with the fire codes of the State of Iowa and any applicable City rule or regulation.
 - f. Every doorway providing ingress or egress from any dwelling unit, rooming unit, or habitable room shall be at least six feet, four inches (6' 4") high and twenty-four inches (24") wide.
5. Every means of egress shall be maintained in good condition and shall be free of obstruction at all times. If the means of egress is a fire escape, it shall be maintained in a good state of repair.
6. All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge, or effort, except where the door hardware conforms to that permitted by adopted Building Code.
7. Every central heating unit, space heater, water heater, and cooking appliance shall be located and installed in such a manner so as to afford reasonable protection against interference of egress facilities or egress routes in the event of uncontrolled fire in the structure.
8. Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following and the following provisions.
 - a. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.
 - b. Bars, grilles, grates, or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction, and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

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E. Lighting

Lighting shall be provided as follows:

1. Every habitable room shall be provided with adequate natural and/or artificial light to permit normal indoor activities and to support the health and safety of the occupants.
2. Public passageways and stairways in structures accommodating three or more dwelling units or rooming units shall be provided with a convenient wall mounted light switch(es) which activates an adequate lighting system.
3. Exterior stairways serving individual dwelling units or rooming units shall be supplied with sufficient illumination to allow their safe use.

F. Fire Protection Equipment and Carbon Monoxide Alarms

All dwelling units or rooming units shall be provided with fire protection equipment and carbon monoxide alarms in accordance with the following provisions. These provisions at the time of adoption were compliant with the relevant portions of the Iowa Administrative Code and the Code of Iowa, if either change, the provisions which establish the higher standards for the promotion and protection of the health and safety of the people shall prevail.

1. Fire Extinguishers

- a. In all structures containing three or more dwelling units or rooming units shall be provide type 2A rated fire extinguishers, five pound minimum. One shall be provided on each floor, so located that they will be accessible to the occupants, and spaced so that no person will have to travel more than 75 feet from any point to reach the nearest extinguisher.
- b. All fire extinguishers shall be maintained in good working condition at all times.
- c. Occupant's shall not tamper with or disable any fire extinguisher. All tenants listed on the dwelling units or rooming units lease agreement shall be held responsible for any tampering or disabling within the unit and shall be subject to citation.

2. Smoke Detectors

All dwelling units and rooming houses shall be provided with carbon monoxide alarms in accordance with the following provisions:

a. Location and Installation

In accordance with 661 Iowa Administrative Code 210.3(11), smoke detectors shall be located as follows:

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- i. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of the bedrooms.
 - ii. In each room used for sleeping.
 - iii. In each story within a structure, including basements but not including crawl spaces and uninhabitable attics. In structures with split levels and without an intervening door between the adjacent levels, a smoke detector installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one story below the upper level.
 - iv. In multiple unit structures, there shall be smoke detectors in common hallways accessible to two or more dwelling units or rooming units. Smoke detectors shall also be located in cellars or basements when such cellars or basements are used for storage, laundry equipment or central heating units.
- b. All new smoke detectors are required to be a "dual sensor smoke detector". The term "dual sensor smoke detector" means a smoke detector which contains both an ionization sensor and a photoelectric sensor and which is designed to detect and trigger an alarm in response to smoke detected through either sensing device, or a smoke detector which has at least two sensors and is listed to Underwriters Laboratory Standard 217, Single and Multiple Station Smoke Alarms, or to another standard approved by the State Fire Marshal.
 - i. Smoke detectors shall be located in accordance with the manufacturer's recommendation and this Code.
 - ii. Smoke detectors hereinafter installed in areas where sleeping rooms are on an upper level shall be placed above the stairway.
 - iii. When actuated, the smoke detector shall provide an alarm for the dwelling unit or rooming unit.
- e. **Power Source**
 - i. In new buildings and additions constructed after July 1, 1991, required smoke detectors shall receive their primary power from the building wiring when such wiring is served from a commercial source. Wiring shall be permanent and without a disconnecting switch other than that required for overcurrent protection.
 - ii. Smoke detectors which receive their primary power from the building wiring shall be equipped with a battery backup.

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- iii. New and replacement smoke detectors installed after July 1, 2016, which receive their primary power from the building wiring where more than one smoke detectors is required to be installed shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms.

3. Owner's Responsibility

- a. The owner shall be responsible for the installation and maintenance, excluding the replacement of batteries, of all smoke detectors.
- b. At every change of tenancy, where the occupancy of the departed tenant was of one month or more, it shall be the duty of the owner to test and ascertain that those smoke detectors contained in the unit are in operable condition, and if not, the owner shall be responsible for placing them in operable condition.
- c. The owner shall be responsible for the installation and maintenance, including the replacement of batteries, of all detectors and batteries located in common corridors and other areas required by law that are not under the direct control of the occupant(s).

4. Occupant's Responsibility

- a. The occupant shall be responsible for the replacement of all batteries necessary for the proper operation of all supplied smoke detectors within the portions of the rental facility directly under their control.
- b. The occupant shall be required to notify the owner, in writing, of any deficiencies, aside from the need for a need for new batteries, known to exist in a supplied detector(s), whereafter the owner has 24 hours in which to repair or replace in operable condition said smoke detector(s).
- c. Failure to keep batteries replaced, as necessary for safe operation of a supplied smoke detector, shall cause the occupant to be in violation of this Section and subject to a municipal infraction citation.
- d. The occupant shall not tamper with or disable any smoke detector. All tenants listed on the dwelling unit's lease agreement shall be held responsible for any tampering or disabling within the unit and shall be subject to citation.

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5. Carbon Monoxide Alarms

All dwelling units and rooming houses shall be provided with carbon monoxide alarms in accordance with the following provisions:

a. Required Locations

A carbon monoxide alarm shall be installed in the following locations:

- i. In the immediate vicinity of every room used for sleeping purposes in each dwelling unit or rooming unit.
- ii. In each bedroom where a fuel-burning heater or furnace, fuel-burning appliance, or fireplace is located within the bedroom or its attached bathroom.
- iii. In each sleeping unit, if the sleeping unit or its attached bathroom contains a fuel-burning appliance, fuel-burning heater or furnace, or fireplace.
- iv. In the immediate vicinity of each sleeping unit where the sleeping unit or its attached bathroom does not contain a fuel-burning appliance, fuel-burning heater, or fireplace and is not served by a forced-air furnace.

b. Required Locations - Exceptions

A carbon monoxide alarm shall not be required in the locations specified by (Subsection a) when:

- i. There are no communicating openings between the fuel-burning heater or furnace, fuel-burning appliance, fireplace, or attached garage and a dwelling unit or sleeping unit.
- ii. There are no communicating openings between the fuel-burning heater or furnace, fuel-burning appliance or fireplace and a dwelling unit or sleeping unit and when a dwelling unit or sleeping unit is located more than one story above or below an attached garage.
- iii. There are no communicating openings between the fuel-burning heater or furnace, fuel-burning appliance, or fireplace and a sleeping unit or dwelling unit and the attached garage connects to the building through an open-ended corridor.
- iv. A carbon monoxide alarm is located on the ceiling of the room containing the fuel-burning heater, fuel-burning appliance or fireplace, or in the first room or area between the fuel-burning heater, fuel-burning appliance or fireplace and the dwelling unit or sleeping unit.

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c. **Forced-Air Furnace— Exception**

A carbon monoxide alarm shall not be required in a dwelling unit or sleeping unit which is served by a fuel-burning forced-air furnace when a carbon monoxide alarm is located on the ceiling of the room containing the forced-air furnace or in the first room or area served by each main duct leaving the forced-air furnace and the carbon monoxide alarm signals are automatically transmitted to the occupants of each dwelling unit or sleeping unit served by the forced-air furnace.

d. **Alternative Systems**

i. **Carbon Monoxide Detection Systems**

Commercially installed carbon monoxide detection systems which have the capability of notifying all occupants of dwelling units or sleeping units within a building shall be an acceptable alternative to the installation of carbon monoxide alarms and shall be deemed compliant with this chapter.

ii. **Combination Alarms**

1. The carbon monoxide alarm may be combined with smoke detecting devices provided that the combined unit complies with the respective provisions of this chapter regarding smoke detectors and this chapter regarding carbon monoxide alarms or other reference standards and applicable codes.
2. A combined carbon monoxide alarm/smoke alarm shall emit different alarm signals for carbon monoxide and for smoke.
3. Combination carbon monoxide alarm/smoke alarms shall be an acceptable alternative to carbon monoxide alarms.

e. **Power Source**

i. **New Construction**

1. In buildings for which construction is begun on or after July 1, 2018, carbon monoxide alarms shall receive their primary power from the building wiring when such wiring is served from a commercial source.
2. Wiring shall be permanent and without a disconnecting switch other than that required for overcurrent protection.
3. Carbon monoxide alarms shall be equipped with a battery backup.

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ii. Existing Building

New and replacement carbon monoxide alarms installed in buildings, already in existence, constructed or officially authorized prior to July 1, 2018, may be solely battery operated or may plug into an electrical socket and have a battery backup.

f. Responsibility for Installation and Maintenance of Carbon Monoxide Alarms

i. Owner's Responsibility

1. It is the responsibility of the owner to install carbon monoxide alarms.
2. It is the responsibility of the owner to ensure that the batteries are in operating condition at the time at the time the occupant takes possession of the dwelling unit.
3. If a carbon monoxide alarm is found to be inoperable, the owner shall promptly provide for repair or replacement of the carbon monoxide alarm.
4. The owner is responsible for providing written information regarding carbon monoxide alarm testing and maintenance to one occupant of the dwelling unit.
5. The owner shall, upon request of a tenant who has a hearing impairment, install light-emitting carbon monoxide alarms.

ii. Occupant's Responsibility

1. An owner may require an occupant who has a residency longer than 30 days to be responsible for general maintenance, including but not limited to replacement of any required batteries of the carbon monoxide alarms in the occupant's dwelling unit, and for testing the carbon monoxide alarms within the occupants dwelling unit.
2. The occupant is responsible for notifying the owner or manager in writing of any deficiencies that the lessee, tenant, guest or roomer cannot correct.
3. The occupant shall not tamper with or disable any carbon monoxide alarms. All tenants listed on the dwelling unit's or rooming unit's lease agreement shall be held responsible for any tampering or disabling within the unit and shall be subject to citation.

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G. Bathrooms and Toilet Rooms

1. Every dwelling unit shall contain the following:
 - a. A toilet
 - b. A bathtub or shower
 - c. A lavatory basin within or adjacent to the room containing the toilet
2. Every toilet and bath shall be contained within a room which will afford privacy to the user and shall be separated from a food preparation area by a tight-fitting door.
3. Every toilet, lavatory basin, and bathtub or shower shall be properly connected to an approved water and sewer system as required by City Code.
4. All toilets, bathtubs, showers, and lavatory basins shall be maintained in good working condition.
5. Every toilet room and/or bathroom floor surface shall be maintained so as to permit them to be kept in a clean, dry, and sanitary condition.
6. **Rooming Houses**
 - a. Not less than one toilet, lavatory basin, and bathtub or shower shall be supplied for each four rooming units.
 - b. Communal toilets and baths shall be located on the same floor or the floor immediately above or below the rooming unit.

H. Kitchens

1. Every dwelling unit shall have a kitchen or kitchenette equipped with the following:
 - a. A kitchen sink, meeting all applicable code requirements, connected to an approved water and sewer system as provided for in City Code.
 - b. The dwelling unit must have adequate space and utility hook-ups for a refrigerator, and a stove or range. The equipment may be supplied by either the owner or the occupant. All equipment provided by the owner must be in proper operating condition.
 - c. Space for the sanitary storage of food, dishes and cooking utensils.
 - d. The kitchen floor surface shall be maintained so as to permit it to be kept in a clean, dry, and sanitary condition
2. If a communal kitchen is supplied, it shall comply with the following requirements:
 - a. The minimum floor area of communal kitchens shall be 60 square feet.

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- b. Floor area in communal kitchens which permits roomers to prepare and eat meals shall either be 100 square feet or shall contain a communal dining room which complies with the following requirements:
 - 1. Every communal dining room shall be located on the same floor as the communal kitchen and located as nearly adjacent to the communal kitchen as is practicable.
 - 2. The communal dining room shall contain a table and adequate chairs for the normal use of the facilities.
 - 3. Every communal dining room shall contain not less than 70 square feet of floor area.
- c. The kitchen shall contain adequate food storage capacity, an approved sink, and a stove or range.
- d. It shall include at least one cabinet of size suitable for the storage of food and eating and cooking utensils.
- e. It shall contain a table and adequate chairs for the normal use of the facilities if a communal dining room is not supplied.
- f. Every communal kitchen and communal dining room shall be located within a room accessible to the occupants of each rooming unit sharing the use of such kitchen, without going outside of the dwelling and without going through a dwelling unit or rooming unit of another occupant.
- g. The kitchen floor surface shall be maintained so as to permit it to be kept in a clean, dry, and sanitary condition.

3. Cooking in Rooming Units

No owner shall knowingly allow the use of cooking equipment, except for a microwave, within any rooming unit.

I. Water Heating Facilities

- 1. Every kitchen sink, bathtub or shower, and lavatory basin required in accordance with the provisions of this Chapter shall be properly connected with supplied water heating facilities.
- 2. Where two separate handles control the hot and cold water, the left-hand control of the faucet where facing the fixture fitting outlet shall control the hot water. Faucets and diverters shall be connected to the water distribution system so that hot water corresponds to the left side of the fixture fitting. Single-handle mixing valves installed in showers and tub-shower combinations shall have the flow of hot water corresponding to the markings on the fixture fitting.

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3. Every supplied water heating facility shall be properly connected and shall be capable of heating water to such a temperature as to permit an adequate amount of water to be drawn on every kitchen sink and lavatory basin required at a temperature of not less than 110 degrees Fahrenheit (43 degrees Centigrade).
4. Every water heater shall be protected against overheating by appropriate pressure and temperature limit controls.
5. Every water heater shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended functions.
6. Every fuel-burning water heater shall be shall be installed and maintained in a safe condition as required in the adopted mechanical code, this code and any other applicable code, law or regulation.
7. Every fuel-burning water heater shall be equipped with an electronic ignition or with a pilot light and an automatic control to interrupt the flow of fuel to the unit in the event of failure of the ignition device.
8. Not be located within any sleeping room or bathroom unless there is adequate combustion air, an automatic shutoff is provided, and the continuing operation of the water heater poses no threat to the occupant, as determined by the Building Official.

J. Heating Facilities

1. Every dwelling and rooming unit shall have heating facilities which are properly installed and are capable of safely and adequately heating all habitable rooms, bathrooms and toilet rooms located therein to a temperature of at least 68 degrees Fahrenheit (20 degrees Celsius) at a distance of three feet above the floor level at all times. The heating facilities shall be so designed and equipped that heat, as specified in this subsection, is available for all dwelling units and rooming units.
2. The heating equipment of each dwelling shall be maintained in a good, safe working condition and shall be capable of heating all habitable rooms and bathrooms located therein to the minimum temperature required by this Chapter.
3. Every fuel-burning heating unit shall be effectively vented in a safe manner to a chimney or duct leading to the exterior of the building. The chimney duct and vent shall be of such design as to assure proper draft and shall be adequately supported.
4. Every steam or hot water boiler shall be protected against overheating by appropriate pressure and temperature limit controls.

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5. Every fuel-burning space heating unit and water heater shall be equipped with an electronic ignition or with a pilot light and an automatic control to interrupt the flow of fuel to the unit in the event of failure of the ignition device.
6. No fuel-burning furnace shall be located within any sleeping room or bathroom unless there is adequate combustion air, an automatic shutoff is provided, and the continuing operation of the furnace poses no threat to the occupant, as determined by the Building Official.

K. Maintenance of Heating and Supplied Cooling Facilities

1. The heating equipment and supplies cooling facilities of each dwelling shall be maintained in a good, safe working condition and shall be capable of heating all habitable rooms and bathrooms located therein to the minimum temperature required by this Chapter.

L. Ventilation

1. Required Natural Ventilation of Habitable Rooms

All habitable room shall have adequate natural meeting the following standards.

- a. At least one window or door in good repair located on an outside wall that is capable of being opened to admit fresh air.
- b. Screens, meeting the following criteria, shall be provided on any window or door that is necessary to provide the required natural ventilation of habitable room.
 1. Any window or door being used to provide the required ventilation for a room must have a screen of not less than 16 mesh per inch.
 2. Screens shall be maintained in good repair and be free from tears, holes, or other imperfections of either screen or frame that would admit insects such as flies or mosquitoes.
 3. If a screen door is being used to provide the required ventilation it shall have a self-closing device in good working condition.

2. Required Ventilation of Bathrooms and Toilet Rooms

All bathrooms and toilet rooms must be provided with natural ventilation that meets the standards set forth in Subsection 1 or be provided with a mechanical ventilation system that is capable of producing 2 air changes per hour.

3. Mechanical Ventilation

If provided any mechanical ventilation system shall meet the following criteria.

- a. All mechanical ventilation systems providing required ventilation shall be kept in good working order.

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- b. No mechanical exhaust system, exhausting vapors, gases, or odors shall be discharged into an attic, crawl space, or cellar unless such attic, crawl space, or cellar is adequately vented to the outside.

M. Electrical Requirements

1. The electrical system shall not by reason of overloading, dilapidation, lack of insulation, improper fusing, or for any other cause, expose the occupants to hazards of electrical shock or fire, and every electrical outlet, switch, and fixture shall be maintained in good and safe working condition.
2. Every habitable room shall contain at least two separate floor or wall-type electric double convenience outlets which shall be properly installed, on adjacent walls or otherwise separated for reasonable access from all spaces within the room.
3. Every toilet room, bathroom, laundry room, furnace room, basement, and cellar shall contain at least one supplied ceiling or wall-type electric light fixture, and one floor or wall-type electrical outlet which shall be properly installed.
4. Ground-fault circuit-interrupter protection for personnel shall be provided in the following locations:
 - a. Bathrooms
 - b. Garages and accessory buildings with a floor located at or below grade level not intended as habitable rooms and limited to storage areas, work areas, and areas of similar use
 - c. Outdoors
 - d. Crawl Spaces - at or below grade level
 - e. Unfinished portions of areas of the basement not intended as habitable rooms
 - f. Kitchens - where the receptacles are installed to serve the counter top surfaces
 - g. Sinks - where receptacles are installed within 6 feet from the top of the inside edge of the bowl of the sink
 - h. Bathtubs or shower stalls - where receptacles are installed within 6 feet of the outside edge of the bathtub or shower stall
 - i. Laundry Areas

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5. Extension Cord/Temporary Wiring

- a. Extension No temporary wiring may be used in any dwelling or dwelling unit except as approved by the Electrical Inspector or other authorized inspector under the adopted Electrical Code.
- b. Extension cords may be used to connect portable electric loads to a source of power. Such cords may not be used where the electric current to be supplied would exceed the cord's carrying capacity.
- c. Extension cords may not be passed through open doorways or windows or under floor coverings; they may not be placed in such a position that the passage of traffic over them could result in damage to the insulation.
- d. Multiplug adapters, such as cube adapters, unfused plug strips or any other device not complying with the electrical code as adopted by the City shall be prohibited.
- e. Power strips (relocatable power tap) may only be used when they are equipped with an overcurrent device, are of the polarized or grounded type, and shall be listed in accordance with UL 1363. These power strips must plug directly into the wall no other power strips, extension cords, or multiplug adapters may be plugged into the power strip.

N. Pest Extermination

1. Every occupant of a single-family dwelling unit shall be responsible for the extermination of any insects, rodents, or other pests on the premises.
2. Every occupant of a structure containing two or more dwelling units or rooming units shall be responsible for such extermination within the unit occupied by him or her whenever said unit is the only one infested. However, whenever it is determined by the Health Officer, or his or her designate, that infestation is caused by failure of the owner to maintain the structure in a reasonably rodent proof and/or insect proof condition, extermination shall be the responsibility of the owner.
3. The property owner shall be responsible for extermination of pests when it is determined by the Building Official, that the infestation is present in two or more dwelling units or rooming units within a structure.

O. Accessory Buildings

1. Every foundation, exterior wall, roof, window, exterior door, and appurtenance of every accessory structure shall be so maintained as to prevent the structure from becoming a harborage for rats or other vermin and shall be maintained in a reasonably watertight, structurally sound condition capable of withstanding imposed wind and snow loads.

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2. Every accessory building and/or garage shall be secured against unauthorized entry. It shall be the responsibility of the person(s) having the possession and use of the accessory building to comply with this Section.

P. Lead Based Paint

Every owner or operator of a dwelling unit or rooming house shall comply with HUD Lead Based Paint Regulations, 24 CFR, Part 35, issued pursuant to the Lead Based Paint Poisoning Prevention Act.

Q. Minimum Space and Occupancy Standards

1. Dwelling Units Containing Only One Habitable Room (I.E. Efficiency Unit, Studio Apartments, Etc.)

Shall contain at least 120 square feet of floor space for the first occupant; at least 220 square feet of floor space for two occupants; and at least 320 square feet for three occupants.

2. Dwelling Units Containing Two Or More Habitable Rooms and Rooming Units

Every bedroom shall contain not less than 70 square feet and every bedroom occupied by more than one person shall contain not less than 50 square feet of floor area for each occupant thereof.

3. Minimum space and occupancy standards shall be the minimum requirements established in this subsection.

4. A dwelling unit shall not exceed occupancy maximums.

5. No occupant shall allow the occupancy of any dwelling unit or rooming unit within which he or she resides to exceed the occupancy standards established in this section.

R. Ceiling Height

The ceiling height in every habitable room shall be at least six feet, eight inches (6' 8"). In addition, obstructions of space by such items as water and gas pipes, cabinetry, etc. shall be permitted when such obstructions are located in such a fashion that they do not interfere with normal or emergency ingress and egress and are approved by the Community Development Department.

S. Occupant Responsibility for Controlled Areas

1. Every occupant of a dwelling unit or rooming unit shall keep in a clean, safe, and sanitary condition that part of the dwelling, dwelling unit, rooming unit, or premises thereof he or she occupies and controls, to include:
 - a. Every floor and floor covering shall be kept reasonably clean and sanitary.
 - b. Every wall and ceiling shall be kept reasonably clean and free of dirt or greasy film.

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- c. No dwelling unit or rooming house shall be used for the storage or handling of refuse, except as provided in City Code.
 - d. Plumbing Fixtures. The occupants of a dwelling unit shall keep all supplied plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the reasonable care, proper use, and proper operation thereof.
 - e. Occupants shall not knowingly overload the circuitry of the dwelling unit or rooming unit.
 - f. The use of extension cords and power strips shall comply with Section 8-11-7(M)(5).
2. Any occupant who shall violate a provision of this section, or fail to comply therewith, or with any of the requirements thereof, shall be subject to a fine and/or municipal infraction as provided for in Chapter 3 of Title 1 of City Code.

T. Mobile Homes

All mobile homes shall be provided with two frame ties and two over-the-top tiedowns equal to or better than the specifications outlined in booklet TR-75 published by the Department of Defense.

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8-11-9 Definitions

A. Scope

Unless otherwise expressly stated, the following terms shall, for the purposes of this Chapter, have the meanings shown in this section.

B. Interchangeability

Words stated in the present tense include the future; words stated in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural, the singular.

C. Terms not defined

Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies.

Abate - To end a nuisance, emergency, or nonconformance.

Bathroom - A room containing plumbing fixtures including a bathtub or shower.

Bedroom - Any room or space used or intended to be used for sleeping purposes in either a dwelling unit or sleeping unit.

Building – Any structure used or intended for supporting or sheltering any use or occupancy.

Building Official - the Community Development Director or official designee, or any duly authorized representative of the City of Muscatine who is charged with the administration and enforcement of this Chapter.

Carbon Monoxide Alarm - One or more devices, including but not limited to combination carbon monoxide alarm/smoke alarms, which detect carbon monoxide gas for the purpose of alerting occupants by a distinct audible signal, which incorporate a sensor, control components, and an alarm notification appliance in a single unit operated from a power source either in the unit or obtained at the point of installation, and which meet the standards established by the Underwriters Laboratories (UL). All carbon monoxide alarms shall meet the requirements of the National Fire Protection Association (NFPA) Standard 720, 2013 edition, and be UL listed in accordance with UL 2034.

Carbon Monoxide Detection System - A system or portion of a combination system which consists of a control unit, components, and circuits arranged to monitor and annunciate the status of carbon monoxide alarm initiating devices and to initiate the appropriate response to those signals, and which meets the standards established by the Underwriters Laboratories (UL). All carbon monoxide detection systems shall meet the requirements of the National Fire Protection Association (NFPA) Standard 720, 2013 edition, shall display a label or other identification issued by an approved testing agency, and shall be UL listed in accordance with UL 2075.

City Code – The Municipal Code of the City of Muscatine, Iowa, 2015.

Communicating Opening - A door, window, or any other opening which allows air to be exchanged between a fuel-burning appliance or garage and a sleeping unit or dwelling unit.

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Dwelling unit - A room or suite of rooms used for human habitation which provide complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Egress - An arrangement of exit routes to provide a means of exit from buildings and/or premises

Escape and Rescue Opening – An operable window, door, or similar device that provides for a means of escape and access for rescue in the event of an emergency.

Extermination - The control and elimination of insects, rats or other pests by eliminating their harborage places; by removing or making inaccessible materials that serve as their food; by poison spraying, fumigating, trapping or by any other approved pest elimination methods.

Fuel - Coal, kerosene, oil, fuel gases, or other petroleum products or hydrocarbon products such as wood that emit carbon monoxide as a byproduct of combustion.

Fuel-Burning or Fuel-Fired

An appliance, heater, furnace, or fireplace which uses and combusts fuel as part of its designed use.

Good Repair - properly installed, safe, stable, and maintained sufficiently free of defects or deterioration so as to be functional for current use.

Guard - A building component or a system of building components located at or near the open sides of elevated walking surfaces (such as decks, porches, balconies, stairways) that minimizes the possibility of a fall from the walking surface to a lower level.

Habitable Room – room or enclosed space having a minimum of 70 square feet of total floor area within a dwelling unit or rooming unit used or intended to be used for living, sleeping, cooking and eating purposes, excluding bathrooms, toilet rooms, pantries, laundries, foyers, corridors, closets, storage spaces and stairways.

Habitable Space - Space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.

Imminent Danger - A condition which could cause serious or life-threatening injury or death or due to structurally unsound conditions, any portion of the structure is likely to fall, be carried by the wind, or otherwise detach or move, and in doing so cause physical injury or damage to a person on the property or to a person or property nearby at any time

Infestation - The presence, within or contiguous to, a structure or premises of insects, rats, vermin or other pests.

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Listed - Equipment, materials, products or services included in a list published by an organization acceptable to the state fire marshal or local fire code official and concerned with evaluation of products or services that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services and whose listing states either that the equipment, material, product or service meets identified standards or has been tested and found suitable for a specified purpose. All carbon monoxide alarms, combination carbon monoxide alarm/smoke alarms, and carbon monoxide detection systems installed under these rules must be listed with the Underwriters Laboratories.

Open-ended corridor - An interior corridor that is open on each end and connects to an exterior stairway or ramp at each end with no intervening doors or separation from the corridor.

Operator - Any person who has charge, care or control of a structure or premises which is let or offered for occupancy.

Owner - Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Rental Facility – Any dwelling unit or rooming house; or part thereof for the owner has or intends has entered into a written or verbal agreement with a person to exchange some cash, goods, or services in exchange for permission to occupy the dwelling, as a residence, for a specified period of time.

Rental Facility License - a license issued by the City of Muscatine which grants the owner or operator the option of letting a dwelling unit for rent and showing that the dwelling unit for which it is issued was in compliance with the applicable provisions of this chapter at the time of issuance.

Rooming Unit - Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

Rooming House - A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one- or two-family dwelling.

Rooming Unit - Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

Sanitary – a clean condition which guards against disease, illness or infection, or the growth of harmful bacteria.

Separate Sleeping Area -An area containing bedrooms which is separated from the sleeping area by a use area such as a kitchen or living room (but not a bathroom).

Sleeping Area - An area of a dwelling unit containing bedrooms which are separated from each other by no use area other than a bathroom.

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Sleeping Unit - A room or space in a building in which people sleep, which can also include permanent provisions for living, eating, and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units. Rooming units in which people sleep are also sleeping units.

Structure – That which is built or constructed.

Toilet Room - A room containing a toilet or urinal but not a bathtub or shower.

Tenant - In the context of this Chapter, an occupant of a rental dwelling unit who has entered into a written or verbal agreement to exchange some cash, goods, or services in exchange for permission to occupy the dwelling, as a residence, for a specified period of time.

U.L. Listed - Tested and listed by Underwriters' Laboratories, Inc.

Vermin - cockroaches, mice, rats, and similar pests that carry disease.

Workmanlike - Executed in a skilled manner; e.g., generally plumb, level, square, in line, undamaged and without marring adjacent work.

PROJECT MEETING NOTES – November 6, 2019

1. Phase IVB – West Hill Sewer Separation:

Phase IVB work includes general construction of approximately 2,600' of new 8" and 24" sanitary sewer on West Eighth Street, Sycamore Street, Iowa Avenue, and Pine Street. In addition it includes approximately 2,000' of new 15" through 30" storm sewer on West Eighth Street, Chestnut Street, and Fuller Street. Water main replacement includes approximately 2,900' of new 6" through 10" main. The following work is also included: new inlets, inlet piping, full-width pavement removal and replacement, sidewalk construction, seeding, filling and grading at the ravine fill site at the west end of Sixth Street.

Contractor: KE Flatwork
Bid Amount: \$2,407,510.60

- a. Work Accomplished:
 - 1) Installed curb & gutter on 8th, Fuller & Chestnut
 - 2) Paved Fuller
 - 3) Paved portion of Chestnut
 - 4) Backfilling & top soil application
 - 5) KMA – Had local plumber on site
- b. Upcoming Work
 - 1) Finish paving Chestnut
 - 2) Pave Pine
 - 3) Put in temporary concrete on 8th
- c. Council Action: Extend Substantial Completion via Change Order to November 22nd
 - 1) Council Meeting November 7, 2019

2. Riverside Park Master Plan:

The Master Plan update features the riverfront as an asset, promotes additional recreational activities, supports community wellness and continues to promote Muscatine's downtown as an opportunity for investment.

- a. "Almost Friday Fest"
 - 1) MUSCO/MPW proposal for lighting
- b. Facilitate Master Plan Development
 - 1) Beer Garden
 - 2) Truck Vendors
 - 3) Entertainment Area
 - 4) Riverview Center/Papoose Pump Station

- 5) Tiered Amphitheater
- 6) Riverfront Demountable Floodwall
 - August 16, 2019 Survey by Martin-Whitacre
 - Awaiting Preliminary Report
 - CP Rail contributing funds for study
- c. Winter 19/20 – begin In-Depth Discussion on Implementation
- d. Bridge Light Repairs
 - 1) Memo sent to Jim Berns at MUSCO (10/10/19)

3. Grandview Ave. Reconstruction Project:

- a. Plans completed
- b. Property Acquisition Underway
 - 1) Three (3) remaining
 - 2) November 26th: Final Plans deadline to DOT
 - 3) Need this completed to meet schedule
- c. Alliant relocating utility at this time
- d. Schedule:
 - 1) December 10, 2019: Contract Turn-In to DOT
 - 2) December 2019: Public Meeting
 - 3) January 2, 2020: Set Public Hearing
 - 4) January 16, 2020: Public Hearing
 - 5) January 16, 2020: Resolution Approving Plans & Specs
 - 6) February 18, 2020: DOT Bid Letting
 - 7) March 5, 2020: Award Contract
 - 8) March 19, 2020: Approve Contract & Bond
 - 9) April 2020: Begin Work

4. 2nd Street Streetscape Project:

- a. Leadership Muscatine included in proposed sound system
- b. Reconstruct Iowa/Sycamore/Cedar intersections
- c. Focus on sidewalk design
- d. Keep street repairs to a minimum
- e. Make street parking adjustments
- f. Basement/chutes locations and construction part of specifications
- g. Tentative Schedule: 2020 Construction
 - 1) November 7, 2019: Set Public Hearing
 - 2) November 21, 2019: Public Hearing
 - 3) November 21, 2019: Resolution Approving Plans & Specs
 - 4) December 17, 2019: Bid Letting
 - 5) December 19, 2019: Award Contract

- 6) January 2, 2020: Approve Contract & Bond
- 7) April/May 2020: Tentative Construction Start
- h. Façade Program Proposed for Businesses
 - 1) Façade is considered front of building
 - 2) \$50K Budget
 - 3) \$15K assistance per applicant
 - 4) Match program feature
 - 5) Administratively: Construction element and Building permit element
 - 6) Needs defined better
 - 7) Prepare for November 21st Public Meeting
 - 8) March 1, 2020: Selection process for applicants
- i. Establish Meeting schedule with business/property owners
 - 1) Coordinate property improvements with 2nd St. Construction Project
 - 2) Explain Façade Program
 - 3) Explain Small Business Loan Program

5. 2nd & Mulberry Roundabout:

The 2nd & Mulberry Roundabout project consists of the reconstruction of the intersection of Mulberry Avenue and East 2nd Street intersection as a roundabout. Construction primarily includes pavement removal, excavation, concrete paving, subdrains, granular subbase, underground utility improvements, concrete pavers, and streetscape amenities.

Contractor: Heuer Construction

Bid Amount: \$2,114,738

- a. Schedule – Building(s) removal:
 - 1) October 2019: HNI owned building demolition (Valley Construction)
- b. Schedule – 2nd Mulberry Construction
 - 1) November 2019: Resolve concerns with HNI
 - 2) Winter Construction start: After January 1, 2020
 - 3) Underground work – duct bank and storm sewer
 - 4) Above ground – pavement removal
- c. Pre-Con Meeting: November 20th
- d. Tentative Completion – Spring 2020

6. Westside Trail:

The Westside Trail project will construct a 1.26 mile graded and paved pedestrian and bike trail from approximately the southwest corner of Hershey Ave. at S. Houser St., parallel N.

Houser Street to the north side of Crossroads Inc. property, then turn directly west to Discovery Park utilizing a permanent easement across the Crossroads Inc. and Brian St. or Lori Wolfe properties.

Contractor: Heuer Construction

Bid Amount: \$1,221,380.28

- a. Schedule:
 - 1) November 11th: Construction Start
 - 2) Request a "Suspended Project" from DOT (over Winter)
- b. Mobilization Underway
- c. Silt Fence up
- d. Traffic Control Signs on site
- e. Need NPDES permit
- f. Will begin Fence Removal
- g. First use of Doc Express

7. DOT Lake Park Blvd. Site:

- a. RFQ (Request for Qualifications): preliminary design and cost estimate underway
- b. Winter 19/20: Screen and select preferred Engineering Firm
- c. 2020 Design
- d. 2020/21 Construction

8. Old Library Site:

- a. City to consider development options
- b. Winter 19/20 discussion needed

9. 2019 Full Depth Program:

The 2019 PCC Full Depth Patch Construction Project consists of constructing P.C. Concrete curb and gutter, full depth patching, driveways, sidewalks and handicap ramps at Houser, Lake Park Blvd., University Dr.

Contractor: Heuer Construction

Bid Amount: \$919,875

- a. Streets: Lake Park Blvd., University Dr.,

- b. University Dr. work underway
- c. Lake Park Blvd. work underway
- d. 60% Complete
- e. Spring 2020: Construction completed

10. City Hall Security:

- a. Recommended doors identified and ordered

11. Phase V – West Hill Sewer Separation Design:

- a. Survey:
 - 1) Remaining Field Work – Lucas St. East of 8th (95% completed)
 - 2) Office CAD work – 50% completed
 - 3) Completion Target goal: Late October/Early November
 - 4) Filing issues
 - 5) Question: Ongoing utility ownership/construction on Lucas
- b. Design Considerations:
 - 1) Lining or replacing 200' of Lower West Branch Sewer
 - 2) Televising any existing lines in West Hill #5
 - 3) Easements for sanitary sewer through ravine (rough estimate by December)
 - 4) Trail along Greenwood Cemetery side???
 - 5) Green infrastructure:
 - Permeable paver parking on Lucas
 - Inlet tree boxes
 - 6) City concepts on street intersections
- c. Design submittals Tentative Schedule:
 - 1) Next PMT meeting – December 19th, 10:00 a.m., PW
 - 2) Concept Design (30%) – End of March 2020
 - 3) Concept Design Cost Estimate – April 2020
 - 4) Preliminary Design (65%) – August/September 2020
 - 5) PreFinal (95%) – November/December 2020
 - 6) Final (100%) signed and sealed for bidding and advertise – January 2021
 - 7) February 2021 – Bid Opening
 - 8) March 2021 – Construction
- d. Record Drawings/As Builts – Contractor/Surveyor/Utilities

12. Park Ave. Three Lane Configuration Project:

- a. November 14th: Presentation to City Council
- b. Costs to be divided between City/DOT/MPW

- c. Revised Preliminary Plans submitted to DOT
- d. Schedule: To Be Determined
- e. Latest TPMS Development Letting Date: May 19, 2020

13. High Strength Waste Receiving Station Project:

Work comprises general construction of new high strength waste facilities including various pumps, piping, building mechanical systems, and electrical/control systems work in existing control building and tunnel system and within the existing digester control building at the Water Resource Recovery Facility. Work also includes modifications at the Muscatine Solid Waste Transfer and Recycling Center including plumbing, electrical, concrete modifications and paving.

Contractor: Leander Construction

Bid Amount: \$1,728,000

- a. 40% of work completed
- b. Piping rework and concrete trench underway at Transfer Station
- c. Piping work underway at Treatment Plan
- d. 80% of work completed on the Digester
- e. Requesting redesign of liquid waste receiving station
- f. Construction to be completed by January 30, 2020
 - 1) Dependent on Equipment Deliveries

14. Arbor Commons:

- a. City role limited: Inspecting public infrastructure (underground)
 - 1) Storm sewer needs installed
 - 2) Water/electrical/communication being installed
 - 3) Gas being installed
- b. This project indirectly impacts the following City Projects:
 - 1) HNI Pump Station
- c. Brian Wolfe Jr. point of contact

15. South End Sewer District Study:

Siting of Regional Sewage Lift Station in the area surrounding US 61 and Grandview Ave

Design Firm: Martin Whitacre/Watersmith Engineering

Contractor Amount: \$24,000

- a. 61/Grandview
- b. September: Agreement approved
- c. Kickoff meeting September 17th
- d. GIS information Provided
- e. Complete study by December 31, 2019

16. Redundant Force Main Line: Musser Park – Water Resource Recovery Facility

- a. DNR/EPA mandate to be completed by 2026
- b. RFP final draft being prepared
- c. RFP to be distributed by October 18, 2019
- d. Qualifications due December 3, 2019

17. Cedar to Houser Trail Segment

- a. MPW approves using their r-o-w for trail route
- b. Project design submitted to City staff for cost estimate
- c. Request TAP funds to pay 80% of costs

18. Asphalt Overlay – Alleys

The Public Works Department Asphalt Overlays City Alleys and Streets yearly. Every year the Public Works staff submits a list of alleys and/or streets that needs to be asphalt over-layed. These alleys/streets meet certain criteria before being submitted to City Council for their approval.

Contractor: Taylor Ridge Paving
Contract Amount: \$96,799.10

- a. Construction Start: Postponed until Spring 2020
- b. Proposed Alleys:
 - 1) 400 Block of Busch Street
 - 2) Grover & Charles: New Hampshire to Hershey
 - 3) Salvation Army (Oregon & Illinois): Earl to Baker
 - 4) Bond & Bleeker: Grandview to Liberty
 - 5) Iowa & Sycamore: E. 9th to E. 10th
 - 6) Iowa & Sycamore: E. 10th to E. 11th

19. Lake Park Study & Drainage Design

- a. RFP Design request distributed by October 31st
- b. Proposals due December 31, 2019

2019 Projects:

- a. 2019/2020 Westside Trail
- b. West Hill Sewer Separation Project – IVB
- c. 2019/2020 Full Depth Patch Program
- d. City Hall Security
- e. High Strength Waste Receiving Station
- f. Arbor Commons Development
- g. Riverfront Demountable Flood Wall Study
- h. South End Sewer District Study
- i. Lake Park Study and Drainage Design
- j. Redundant Force Main Line

2020 Projects:

- a. 2nd Street Streetscape Project
- b. West Hill Sewer Separation Phase V Design
- c. West Hill Sewer Separation Phase IVC
- d. Park Ave. 3 lane configuration
- e. Riverside Park Development and Master Plan Implementation
- f. Grandview Ave. Reconstruction Project
- g. Redundant Force Main Line: Musser Park – Water Resource Recovery Facility
- h. Asphalt Overlay – Alleys
- i. DOT Lake Park Facility Design
- j. 2nd/Mulberry Roundabout
- k. West Hill Sewer Separation Project – IVC

Phase IVC work includes general construction of approximately 2,700' of new 8" sanitary sewer of Linn Street, West Eighth Street, Roscoe Avenue, Maiden Lane, West Ninth Street, and Iowa Avenue. In addition it includes approximately 200' of storm sewer on West Eighth Street. Water main replacement includes approximately 3,100' of new 6" through 10" main.

Contractor: KE Flatwork

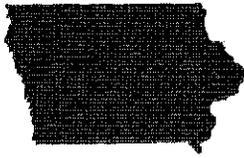
Bid Amount: \$2,105,175.75

Construction Start: March 20, 2020

PMT Meeting: January 9, 2020

The next Project Management Team Meeting will be held on Wednesday, November 20th, at 8:30 a.m. in the Community Development Conference Room.

Property Tax Assessment in Iowa



The *property tax assessment process* in Iowa is a complex state regulated system, prescribed in *Iowa Code*. Cities do not control this process. In fact, assessments are a completely separate process completed by assessors with the goal of establishing equitable, fair market value. As such, assessments are separate from local revenue needs. Property tax rates are determined after cities determine revenue needs for providing local services.

Taxable value is the portion of the assessed value on which a tax is applied, after equalization, rollbacks, and tax rates are determined, and credits and the results of any appeals are applied. Arriving at a taxable value for a given property taxes several steps, and joint efforts by the local assessors, county auditors, and the State. Here is more detail:

Property taxes tax "real property" such as land, buildings, structures, and improvements on the land.

These include six classes of property: residential, commercial, industrial, agricultural, multi-residential and utilities/railroad. All are assessed at the city or county level every other year, except annual state level assessment for utilities/railroad. There are a variety of types of property that are considered exempt or partially exempt from property taxes, or that receive credits to property tax.



How does the assessment process work? The assessor estimates the assessed value of each property (actual or market value) for most properties. This is NOT the final taxable value.

How is this determined? Typically, the assessor uses a blend of three approaches to value: market, cost, and income. Note: agricultural property follows a separate model based on productivity and earning capacity.

- Market Approach** ➡ Examines recent sales for comparable property
- Cost Approach** ➡ Estimates cost of labor and materials required to replace property
- Income Approach** ➡ Estimates a property's ability to produce income and capitalize this into an estimated value



Equalization is applied. The State requires that assessments of all taxable properties per classification be totaled together. The State then applies the equalization process every other year to ensure values are comparable among jurisdictions. In brief, this involves a state comparison of assessor abstracts to a "sales assessment ratio study." If this study is 5% or more above the median ration of the sales ratio study, the State changes the assessment to reach 100% of actual value. This is applied by property class, and at the jurisdiction level, not the individual property nor statewide basis.

its assessed value. Residential and agricultural property have a "tie" or "coupling" mechanism in place, which limits the growth in assessment of either class to either 3% or the lesser of the growth in either class whichever is lower. This is done on a statewide basis, and does not apply individually to an individual home or property. Therefore, individual homes may increase or decrease in revaluation by more or less than the 3% level.



Rollback is applied. Every year, the assessment limitation or "rollback" is applied. Each property classification has a rollback that limits property taxes in that classification. Historically, this was implemented for the purpose of guarding against volatile taxes due to inflation, particularly for residential property. Currently, commercial, industrial and railroad property is taxed at 90% of



Tax rates are established. Most property is taxed by more than one taxing authority (for example, city, county, K-12 schools, etc.). Therefore the budget process and tax rate calculation will comprise a cumulative tax rate.

- Credits are subtracted.
- An appeals process specified by State law follows new assessment notifications.



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Who pays/how much?

Chart A shows revenue of dollars collected from each property classification in Iowa.

Property Tax Revenues by Class FY20:

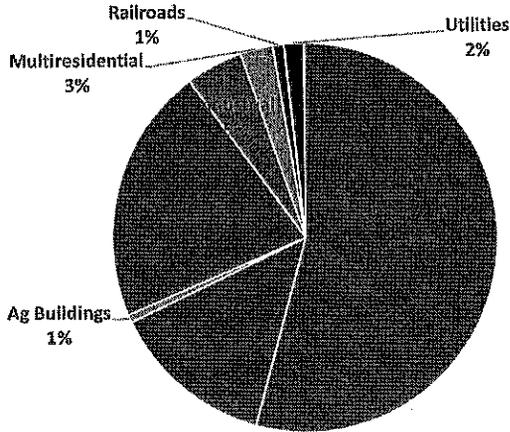


Chart A

So, can the tax bill on a house rise by more than 3%?

Yes. While the statewide rollback limits residential property to a 3% maximum increase, this is for statewide residential property collectively. An individual property can rise more than 3% in its assessed or taxable value.

If a property tax assessment went up by 8%, does that mean my tax bill will, too?

No. The equalization and rollback limitations are applied, as well as any eligible credits deducted, before the final individual tax bills are generated.

Who receives property tax revenues?

Schools, cities, and counties receive the largest property tax amounts, though other entities such as hospitals, assessors, ag extension districts, community college districts, and townships receive some funds.

Chart B shows the percentage of property tax revenue that flows to each type of local jurisdiction. As noted, cities receive approximately 29% of local property tax revenues.

Share of Property Tax Revenues by Tax Authority FY2020

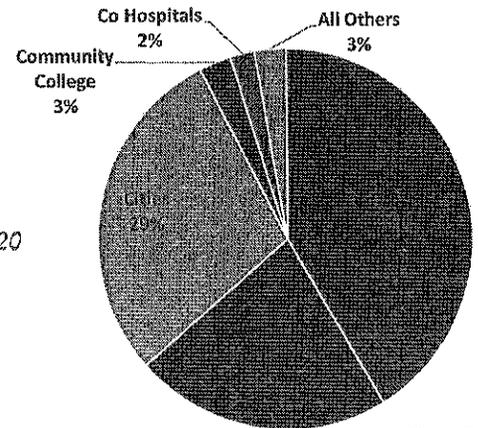


Chart B

Below, on the left, is an example of how homeowner tax bills are calculated. On the right, the city levy is isolated to show the portion of revenues the city receives.

Here's a sample of a homeowner tax bill:

➔	\$200,000 Assessment (residential home/land)
➔	State equalization process in that jurisdiction results in no change (assumption)
➔	56.9180% rollback applied (the math: $\$200,000 * 0.56918 = \$113,836$)
➔	\$113,836 becomes the taxable value

Here's a sample of what a portion the city receives:

➔	Assume consolidated tax rate of \$32.90/\$1,000 taxable value
➔	(the math: $(\$113,836/1,000) * \$32.90 = \$3,745$)
➔	Homestead credit is eligible for this property (assumption) — subtracts \$160 (the math: $(\$4,850/1,000) * \32.90)
➔	Assume no add'l exemption/credits
➔	Total tax bill (year): the math: $\$3,745 - \$160 = \$3,582$
➔	Paid twice per year @ \$1,793 per installment ($\$3,582/2$)

➔	Assume city tax rate of \$12.01/\$1,000 taxable value (simple average)
➔	(the math: $(\$113,836/1,000) * \$12.01 = \$1,367$)
➔	Homestead credit is eligible for this property (assumption) — subtracts \$58 (the math: $(\$4,850/1,000) * \12.01)
➔	Assume no add'l exemption/credits
➔	Total tax bill (year): the math: $\$1,367 - \$58 = \$1,309$
➔	Paid twice per year @ \$655 per installment ($\$1,309/2$)

**MEETING ANNOUNCEMENT AND AGENDA
BI-STATE REGIONAL COMMISSION**

Wednesday, November 20, 2019,* 3:30 p.m.
Scott County Administrative Center
Sixth Floor Conference Room
600 West Fourth Street
Davenport, IA

* NOTE: Meeting is on THIRD Wednesday

FINANCIAL (green)	ACTION NEEDED (yellow)	INFORMATIONAL (white)
	X	
X	X	
X	X	
X		X
X	X	
		X

1. Approval of the October 23, 2019 Minutes (See enclosed) – Ken Maranda, Chair
2. Treasurer’s Report (See enclosed) – Kathy Carroll-Duda, Treasurer
3. Finance and Personnel Committee/Financial Matters – Marty O’Boyle, Finance and Personnel Committee Chair
 - a. Bills (See enclosed)
 - b. Report on Progress on Commission’s FY 2019-20 Program Budget as of 10/31/2019 (Distributed at meeting)
 - c. Contracts/Grants for Consideration
 - I. Other Contracts/Grants
4. Introduction to iFiber, Northwest Illinois' Not-for-Profit Fiber Optic Network – Daniel Payette, Blackhawk Hills Regional Council, Executive Director
5. Questions or Comments by Commissioners
6. Other Business
7. Adjournment

NEXT MEETING: **Wednesday, December 18, 2019 – 3:30 p.m.**
Scott County Administrative Center
Sixth Floor Conference Room
600 West Fourth Street
Davenport, IA

NOTE: Meeting is on Third Wednesday

**MINUTES OF THE
BI-STATE REGIONAL COMMISSION**

Wednesday, October 23, 2019, 3:30 p.m.
Scott County Administrative Center
Sixth Floor Conference Room
600 West Fourth Street
Davenport, IA

MEMBERS PRESENT: Maranda – Chair, Acri, Brunk, Carroll-Duda, Deppe, Freeman, Gradert, Heninger, Jones, Kinzer, Kiser, Klipsch, Lawrence, Mendenhall, Newton-Butt, Parker, Schloemer, Sherwin, Sorensen, Tank, Thoms, Tompkins, Waldron

MEMBERS ABSENT: Beck, Broderson, Condon, Dawson, Gallagher, Knobbe, Lack, Mather, G. Moore, R. Moore, O’Boyle, Stoermer

OTHERS PRESENT: Colonel Stephen Marr, Rock Island Arsenal

STAFF PRESENT: Bulat, Grabowski, McCullough, Moritz

Chair Maranda called the meeting to order at 3:30 p.m.

1. Approval of the September 25, 2019 Minutes. Mayor Klipsch moved to approve the minutes of the September 25, 2019 meeting as presented. Mr. Gradert seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Mayor Carroll-Duda presented the Treasurer’s Report for the month ending September 30, 2019, noting an ending total bank and book balance of \$781,789.00. Mayor Carroll-Duda moved the report be accepted as written and mailed. Mayor Acri seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mayor Klipsch presented the bills totaling \$70,585.75, as listed on the following bills listing:

Bills List

Thomas A. Skorepa, P.C., Administrator Hearing Officer September 2019 services (cost reimbursed by participating member governments)	\$ 3,395.00
The Roosevelt Group LLC, September 2019 Legislative Technical Services (cost reimbursed by participating member governments)	20,000.00

Addendum

Blackhawk Bank & Trust, VISA charge card expenses related to Illinois Intergovernmental meeting; Managers & Administrators Committee meeting (cost reimbursed by participants); 1 staff attending the National Association of Development Organizations (NADO); 1 staff attending the Iowa Association of Councils of Governments; 4 staff attending the 34th Annual IDOT Fall Planning Conference; 1 staff attending the Iowa Association of Councils of Governments Executive Director’s retreat; 1 staff attending the National Association of Regional Councils (NARC) Executive Directors conference; 1 staff attending the

Iowa Employment Conference: Mental Health in the Workplace; 2 staff attending
 The Iowa APA Fall Conference; 1 staff attending the Illinois Public Transit Association
 (IPTA) 2019 Fall Conference; Quad City Riverfront Council meeting (cost
 reimbursed by participants); 1 staff attending the Iowa Downtown Conference;
 office supplies

City of East Moline, Municipal Code Enforcement System proceeds		11,693.33
City of Rock Island, Municipal Code Enforcement System proceeds		24,176.40
Rock Island County Treasurer		6,102.39
11/2019	Rent	4,689.58
11/2019	Internet Access	88.00
10/2019	Managed Print Services	323.72
06-08/2019	Overage	32.37
09/2019	Postage	769.52
09/2019	Printing	15.00
09/2019	Supplies	130.83
09/2019	Cell Phone	53.37

Mayor O’Boyle moved approval of the bills totaling \$70,585.75 as presented above. Mayor Limberg seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission’s FY 2019-20 Program Budget as of September 30, 2019. Mayor Klipsch explained the Program Budget Status Report was mailed in members' packets. The Commission is 25.0% through the fiscal year with 23.2% expended and within budget.
 - c. Contracts/Grants for Consideration. There were no contracts or grants for consideration.
4. Consideration of Resolution for Annual Certification of the Bi-State Revolving Loan Fund (RLF) Plan. Mr. Tank noted that the Bi-State Revolving Loan Fund in Rock Island and Scott Counties is celebrating 34 years of providing gap financing to businesses. Since the inception of the program in 1985, over \$10.7 million has been loaned to 114 businesses in Rock Island and Scott Counties. These loans have helped generate nearly \$441 million in total investments, accessing city and state public financing programs, financial institutions, and company equity. In addition, over 3,900 jobs have been created/retained in the two county area. Currently, there is approximately \$800,000 available to loan.

Mr. Tank moved approval of the resolution, and Mr. Schloemer seconded. The motion passed unanimously.

- 5. Consideration of Resolution for Annual Certification of the Mercer-Muscatine Revolving Loan Fund (RLF) Plan. Ms. Moritz reported there have been \$598,000 loaned to businesses in Mercer and Muscatine Counties. These loans have helped generate over \$43 million in total investments. Currently, there is \$400,000 available to loan for Mercer & Muscatine businesses.

Mayor Freeman moved approval of the resolution, and Mr. Kinzer seconded. The motion passed unanimously.

Ms. Moritz went on to report that Henry County’s RLF program is administered by Jim Kelley and has approximately \$628,000 available to loan to Henry County businesses with very similar requirements.

Companies in need of gap financing can find an application and program guidelines at www.bistateonline.org by clicking the RLF Programs link on the left hand side of the home

page. They should submit this application to the community's economic development staff where the business is located or to Bi-State Regional Commission. They need to prove their need for gap financing by providing a letter from their primary project lender/financial institution stating the gap and reason for not fully providing total lending. RLF funds cannot be used when conventional financing is available.

Ms. Moritz noted the loan amount is based on number of jobs the business will create or retain in two years. Other criteria reviewed included an owner of 20% or more must provide a personal guarantee, 10% of the total project cost should be funded by owner equity, adherence to federal laws and regulations is required, and the loan will be collateralize with a security agreement, mortgage, and/or UCC filings. Total public funds into a project maximum are 1/3. Once the application satisfies community and RLF staff reviews, the RLF Board determines if the project and loan request is approved.

Loans terms are typically 3 years for working capital, 5 to 7 years for equipment, and 7 to 10 years for real estate/fixed assets. The interest rate is below market with a floor of 75% of prime. Priority is given to manufacturing/industrial projects, then service, and lastly to retail businesses.

There are six categories: capital, assets, management, earning, liquidity, and strategic results for a total of 15 measurements. A score is given that affects reporting frequency and could result in a corrective action plan. The Bi-State and Mercer-Muscatine RLF programs scored an A and B respectively, doing well in all categories and measurements except liquidity. There is too much cash available to lend compared to other programs in this EDA region. There are two years to improve this measurement until a corrective action plan, sequestration, or possible return of grant funds to EDA would be required.

Ms. Bulat reported we had followed up on their marketing suggestions from last year and have contacted bankers, credit unions, business brokers, Chamber and Small Business Development Centers, SCORE and presented the program to other organizations. She stated we have working relationships with many of these organizations. We experienced an increase in inquiries and are hopeful these contacts will continue to provide potential applicants.

6. Status of Regional and Metropolitan Long Range Transportation Planning. Ms. McCullough reported that Bi-State Regional Commission staff facilitate long range transportation planning as directed by the States of Iowa and Illinois, and by the federal government requirements on 5-year cycles. Planning for 20-30 years into the future is the typical time horizon for these plans.

Long range transportation plans (LRTPs) are developed for the Quad Cities Metropolitan Area, Iowa/Illinois and the area known as Region 9, including rural Scott County and the entire geographic area of Muscatine County, Iowa. These are funded through federal transportation funds passed through the respective states. In Iowa, the Region 9 transportation planning process mirrors the metropolitan area process as an initiative supported through the Iowa Department of Transportation. In Illinois, the DOT supports rural transit planning, and provides some funding for rural transportation planning via a competitive grant process for the regional planning agencies state-wide. Specialty transportation plans have been developed for trails, transit, and comprehensive land use in Henry County, Illinois.

Ms. McCullough explained LRTPs frame the basis for future transportation investments. Policies and goals for future travel demand guide and support future priorities and improvements to transportation system performance. People and their wish to go place to place

is at the heart of these plans. Where people live and work, and examining an equitable way to distribute improvements to the system so they serve many of the populations' needs, is an important aspect of the planning process. Defining needs then leads to identifying gaps and necessary or wanted connectivity to destinations within a metro area or region.

She reported that pre-planning efforts are underway to fold into the 2050 Quad Cities Long Range Transportation Plan. A number of studies and reports are being prepared to incorporate findings into the LRTP. These are specialized plans to address corridor or rail river bridge crossing issues and extreme weather resilience.

Bi-State staff is working on data collection and the development of a travel demand model to predict future trips. Preliminary feedback related to travel issues include preparing for new technologies, replacing obsolete bridges, addressing system growth and operations, improving regional corridors, and educating transportation system users on the system itself. At the time of the writing of this article, there were 175 responses to the Citizen Survey, which was set to close October 25, 2019. Other opportunities for input are planned.

A draft plan is expected by the end of calendar year 2020. Public meetings will be held in early 2021 on the draft with consideration of adoption in March 2021.

Ms. McCullough also said that pre-planning efforts include an update of the Muscatine County Area Trails Plan, Scott and Muscatine County Hazard Mitigation Plans to coincide with resilience, and the Bi-State Regional Transit Development Plan. Data collection is underway. A public participation outline will be shared with the Technical and Policy Committees at upcoming meetings. A draft plan is anticipated in late summer with consideration of adoption targeted for October 2020.

7. Other Business. Ms. Bulat reported that there was good attendance at the recent Census trainings in Geneseo and Aledo. She urged those present to work with their local churches, neighborhood groups, businesses, and not-for-profits to encourage completing the Census. She noted Bi-State staff will contact Ms. Sherwin to work on ideas related to counting persons with disabilities. Ms. Bulat also reported that a draft letter of intent was submitted for the Mississippi River Ports of Eastern Iowa and Western Illinois on October 10. Bob Sinkler and she were drafting the final application.
8. Questions or Comments by Commissioners. Mr. Gradert asked about an update to the I-74 Bridge project. Ms. Bulat advised that the estimated completion date is 2021 with demolition of the old bridge in 2022.
9. Other Business. There was no other business.
10. Adjournment. The meeting adjourned at 4:26 p.m.

Respectfully submitted,



Jeff Sorensen
Secretary

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**BI-STATE REGIONAL COMMISSION
TREASURER'S REPORT
FOR THE MONTH ENDING OCTOBER 31, 2019**

	<u>Balance October 1</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Balance October 31</u>
GENERAL SAVINGS ACCOUNT BANK & BOOK BALANCE:				
Balance – October 1, 2019	\$ 709,279.86			
Add Deposits		\$ 318,959.84		
Less Transfers			\$ 291,768.89	
Balance – October 31, 2019				\$ 736,470.81
RLF SAVINGS ACCOUNT BANK & BOOK BALANCE:				
Balance – October 1, 2019	\$ 1,180.23			
Add Deposits		\$ 0.15		
Less Transfers			\$ 0.00	
Balance – October 31, 2019				\$ 1,180.38
CHECKING ACCOUNT BANK AND BOOK BALANCE:				
Balance – October 1, 2019	\$ (31,914.65)			
Add Deposits		\$ 212,899.11		
Less Checks Written			\$ 182,334.69	
Balance – October 31, 2019				\$ (1,350.23)
PAYROLL ACCOUNT BANK & BOOK BALANCE:				
Balance – October 1, 2019	\$ 3,243.56			
Add Deposits		\$ 98,867.38		
Less Checks Written			\$ 98,946.25	
Balance – October 31, 2019				\$ 3,164.69
INVESTMENT ACCOUNTS BANK & BOOK BALANCE:				
Balance – October 1, 2019	\$ <u>100,000.00</u>			
State Bank of Orion 6/25/19 - 12/25/19 (1.60%)				
Add Investments Made		\$ <u>0.00</u>		
Less Investments Matured			\$ <u>0.00</u>	
Balance – October 31, 2019				\$ <u>100,000.00</u>
TOTAL BANK & BOOK BALANCE:				
Balance – October 1, 2019	\$ <u>781,789.00</u>			
Deposits in October		\$ <u>630,726.48</u>		
Withdrawals in October			\$ <u>573,049.83</u>	
Balance – October 31, 2019				\$ <u>839,465.65</u>
<u>PASS THROUGH FUNDS</u>				
BI-STATE RLF ACCOUNTS:				
Balance – October 1, 2019	\$ <u>1,099,972.49</u>			
Add Deposits		\$ <u>8,015.92</u>		
Less Withdrawals			\$ <u>20,060.00</u>	
Balance – October 31, 2019				\$ <u>1,087,928.41</u>
MERCER-MUSCATINE RLF ACCOUNTS:				
Balance – October 1, 2019	\$ <u>400,137.57</u>			
Add Deposits		\$ <u>5,228.25</u>		
Less Withdrawals			\$ <u>15.00</u>	
Balance – October 31, 2019				\$ <u>405,350.82</u>

**BILLS TO BE CONSIDERED FOR APPROVAL
AT THE NOVEMBER 20, 2019
BI-STATE REGIONAL COMMISSION MEETING**

Bohnsack & Frommelt LLP, progress billing for year-end audit and single audit June 30, 2019	\$ 7,000.00
Gewalt Hamilton Associates, Inc. (GHA), September 2019 professional expenses related to the Illinois 92 Corridor Study (cost funded by SPR grant and local government participants)	14,727.68
Thomas A. Skorepa, P.C., Administrator Hearing Officer October 2019 services (cost reimbursed by participating member governments)	2,450.00
The Roosevelt Group LLC, October 2019 Legislative Technical Services (cost reimbursed by participating member governments)	20,000.00
	<hr/>
TOTAL	<u>\$44,177.68</u>

Additional bills for which invoices have not yet been received and will be listed on an addendum to be distributed separately.