



Gregg Mandsager  
City Administrator  
City Hall, 215 Sycamore St.  
Muscatine, IA 52761-3840  
(563) 264-1550 Voice/TT  
Fax (563) 264-0750

## City Administrator Report to Mayor & City Council

*November 9, 2012, Edition No. 66*

### REPORT:

1. Draft Goals: Please see the attached draft values, vision, mission and goals that will be presented at the November 15<sup>th</sup> meeting for adoption. I believe that I addressed all of the edits that Council wished to make. Major changes are in red.
2. City Council Meeting: Reminder – Randy Hill will be sitting in for me at the November 15<sup>th</sup> City Council Meeting as I have meetings in Des Moines that Thursday Morning (Iowa League Board) and a CLE training session beginning early Friday morning as well (Being put on by the Iowa Municipal Attorney's Association).
3. CDBG (Downtown): CDBG funding is available in 2013 for local governments through a competitive basis through the States Downtown Revitalization Fund. The City could be eligible for up to \$500,000 for a downtown program to potentially address the Miss Drive Corridor side of our downtown buildings as well as 2<sup>nd</sup> Street facades or other related improvements. The Community Development Department will be following up on this opportunity and return to the City Council for an update and final grant approval.
4. DPW Grant: Per Community Development: The City (Kristi Korpi, Gale Fry and Steve Boka) have been in discussion with the State of Iowa Department of Natural Resources regarding potential funding to purchase and install diesel reduction equipment on buses and other municipal vehicles. As a result, the state is offering the city an agreement whereby we would become a sub-grantee for funds intended to purchase and install the following emissions reduction equipment:
  - The City will purchase and install 8 Diesel Particulate Filters and Back Pressure Monitors for transit vehicles,
  - The City will purchase and install 1 Regeneration Panel which is a plug-in panel to regenerate the filters for the transit vehicles,
  - The City will purchase and install 5 Crankcase Ventilation Systems (CCVs) and 5 Diesel Oxidation Catalysts (DOCs) as a part of the emissions (exhaust) improvements for 5 dump trucks.

Steve Boka has been named as the city representative for compliance with the guidelines as he is familiar with the EPA reporting requirements and due to his association as the chair of the Bi-State Air Quality Task Force. Kristi and Gale have done a lot of work on this Project and their involvement was key and much appreciated. Boka will be proceeding with signing the draft agreement and returning it to the IDNR by November 9th for inclusion in the final application and development agreement with EPA. The "hard" copy of the Agreement will be forwarded to the City as early as the week of November 12th. It is expected to be ready for formal approval by the City

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Council during their November 15th meeting. Work may begin on (or after) receipt of the executed agreement. The total cost for this program will be \$123,564.00 and it will come in the form of a 100% grant with no local match requirement(s).

5. Park & Recreation Update: Please note the following as provided by P&R.

The following is a list of items that have or will be taking place in the Parks and Recreation Department this fall:

- Lagoon Shelter Project - The shelter construction was completed this last week by City staff as weather made it difficult for the volunteer group. The sod and recognition plaque will be installed this week. The project turned out great and the volunteer group is pleased.
- Golf Course -
  - The year to date play numbers were sent to you last week. Numbers look good with revenues looking even better. The course will be open for play as long as the weather permits which is usually late November early December.
  - The simulator is up and ready to be used in the clubhouse. Dan will be doing some promotional activities this week.
  - The Irrigation Project began Monday, November 5th. There will be some disruption to play one hole at a time. Ideally this project will be completed this fall with little to no cosmetic issues to the course. There will be a change order deduct for a few thousand dollars coming forward.
  - The golf cart RFP is out and due back at the end of November. We should have accurate numbers for the budget process. Last year the carts rough annual cost was \$28,000.00 with annual revenues exceeding \$165,000.00.
- Tree Nursery - The staff has planted and laid out the tree nursery complete with water supply. A grant request was submitted to Branching Out for more trees. This will allow for tree replacement or placement in parks, the right-of-way or the riverfront at a reduced cost.
- Downtown Planting Plan - Mark and Les have fine-tuned the plan with cost estimates for trees and tree grates. Our intent is to get some of the plantings done this fall. A Branching Out Grant request was submitted.
- Soccer Complex
  - The complex closed for the season at the completion of play on Sunday, October 28th. Play this year was strong and for the most part we are entering winter in above average condition. Play requests are starting to come in for next year. The concessions operations appear at first glance to be consistent with past years both financially and usage group opinion.
  - The soccer drainage project is complete except for the sod cover of the drainage line.
- Kent Stein Park
  - The Park closed for the season at the completion of play on Sunday, October 28th. Participation was strong this fall with football, soccer, baseball, and softball activities. Again, it appears that concessions

were consistent with past years.

- The Bruner Field Project (High School Project – fencing, etc.) started last week. I believe the plan is to complete it this month. MCC is using Diamond #3 in Kent Stein Park for the first part of November and as weather allows.
- Stump Grinding - The Stump Grinder was received in early October. To date the staff has ground roughly over 150 stumps. The commercial price is \$50 to \$75 per stump depending on the size of the stump. (\$50 minimum X 150 = \$7500.00) The cost of the grinder was just under \$6000.00.
- Taylor Park - The neighborhood group raised money to put a new sign in Taylor Park. The materials have been ordered and will be installed this fall. The new sign bed will include a sign, landscaping and a drinking fountain.
- Phase 3 Development Project - The committee continues to meet and plan. Several letters of support have been received. The group made a presentation to Rotary on November 5th. Additional meetings are planned by the committee.
- Weed Park Central Corridor Project - The Commission continues to research the potential for the improvements. The Commission would like to invite local corporate and foundation representation to this discussion at an early stage. The project as of now looks like it could include a new restroom in the central area of the park, a new larger shelter, removal of the Tennis Shelter, removal of the tennis court fence and nets, and finally a new usage plan for the paved tennis court area.
- Riverfront - We are continuing to receive strong reservation requests for the Riverfront Buildings for next year. The Boat Harbor and Marina have been shut down for the season. Staff will begin the re-configuration of the long dock this month to better accommodate boats. Signage of the harbor needs to be completed prior to next boating season. The Meeker's riverboat will winter in the harbor this year. Lights in the parking lot continue to challenge the staff as the systems are so old and weathered. Signage for the buildings is being explored with a recommendation forth coming.
- Playgrounds - Staff has been in contact with a synthetic surface vendor for playgrounds and hopes to have a site visit and budget cost estimate soon. We did visit the playground in Bettendorf that has a synthetic surface and we spoke to a couple of parents in the area. All seemed favorable with minor concerns that staff will address with a vendor once we get them on site in preparation for budget.
- Greenwood Cemetery - The Fall clean up took place with no major issues brought to staff's attention. A Silver Cord group assisted the staff. The overall condition of the grounds continues to get praises from the citizens. We are still working on the Stone Repair Project that a citizen would like to fund. The method of repair with the 150-year old stones is holding us up. Staff has consulted with memorial stone service providers to help guide us with this project.
- Recreation Programs - The Turkey Trot will be taking place on November 17th at the golf course. The gymnastics program continues to be strong with over 140 participants in each session. A new youth volleyball program has over 50 participants this fall. The youth basketball, softball, and baseball

indoor programs will be run again this winter. The Adult Volleyball Leagues are stronger than ever with over 25 teams again this winter. The Zoomba Class continues to have good participation. Staff continues to work on the seasonal special events and to look for new and creative programs requested by the community.

- Wellness Programs - The Flu shots were well used by the employees. The Hearing Test program is now available. A "weigh to go" program is currently being offered as well.

**City of Muscatine**  
**2013 Council and Management Agenda**  
**Adopted November XX, 2012**

**Long-Term Goals**

- Promote in-fill and voluntary annexation opportunities.
- Develop effective economic development strategies to encourage local investment and partnership.
- Partner with local organizations and governments to combine services or cooperate where feasible and appropriate.

**Council Policy Agenda 2012-2013**

**Top Priority**

- **Develop a marketing and branding initiative for the City of Muscatine in cooperation with the Chamber and CVB. 2013**
- **Work to promote the City of Muscatine as a Blue Zones Community.**
- Meet with MPW to redefine annexation policy for the extension of utilities in unincorporated areas
- Monitor the long-term plan to eliminate the accumulated deficit in the landfill fund.
- **Update the City's Financial Policies to reflect a new target General Fund fund balance in excess of the present 10% threshold. This policy update will also address conditions for use of reserves, authority over reserves, and replenishment of reserves. 2013**
- Position the City to address potential shortfalls in revenue due to state and federal mandates.
- Develop a citywide comprehensive plan incorporating Iowa's Smart Planning Principles. 2013
- Develop policies/incentives to encourage in-fill opportunities within the city limits.
  - Adopt housing tax abatement plan.
  - Adopt historical housing tax abatement plan.

**High Priority**

- **Provide for the City's existing levels of service with an emphasis on essential services.**
- Prioritize and determine funding sources for capital projects identified in the 5-Year Capital Improvement Plan.
- Promote a climate for businesses to thrive in Muscatine and Work to retain Tax Increment Financing (TIF) as a municipal economic development tool.
- Adopt updated City Code. 2013 (Estimated Cost \$10,000)
- Adopt updated Citywide zoning ordinance. 2013-2014 (Estimated cost \$15,000)

**Management Agenda 2012-14**

The Management Agenda represents short-term projects for the City Administrator and staff. Included in the Management Agenda are items that

are considered major projects that involve significant city resources and may span more than one year for completion

### **Top Priority**

- Focus on continuous improvement and excellence in service throughout the organization.
- Enhance the City's new website and maximize web-based resources as a resource for public communication.
- Complete an update of the City Code and City's 1974 zoning ordinance. 2013
- Prepare a Unified Development Code for City Council review and adoption (Subdivision, Building, Zoning and Health regulations). 2014

### **High Priority**

- Utilize surveys and other tools to enhance policy and budget recommendations.
- Continue to develop the Continuous Service Improvement (CSI) Program and begin Lean training for all City employees in cooperation with HNI.
- Provide a pavement management program and work to develop a sidewalk management policy and plan. 2013
- **Continue to review and target means to improve energy efficiency throughout the organization and City facilities.**
- Complete the following Capital Projects:
  - Finalize and implement Combined Sewer Overflow (CSO) timeline. 2013
  - Cedar Street Reconstruction and Trail. 2013-2014
  - Colorado Street Reconstruction. 2013-2014
  - Identify Mississippi Drive Corridor funding mechanisms. 2013-2014
  - Provide support to the Phase III Soccer Committee.
  - Evaluate adding HVAC to City Hall and the Art Center. 2013
  - **Prepare cost estimates and a construction timeline for inclusion of reconstruction of Mulberry Street (Houser to Bypass) in the City's CIP.**

**City of Muscatine**  
**2013 Core Values, Vision and Mission**  
**Adopted, November XX, 2012**

**Core Values**

- Integrity
- Respect
- Innovation
- Excellence
- Professionalism
- Customer Service
- Fiscal Responsibility

**Vision**

Muscatine is a vibrant river community that values its history, has a strong sense of community pride, is rich in cultural and economic diversity, has strong global connections, and is a clean, safe, livable community. Muscatine residents, businesses and local government are engaged and achieve goals through valued partnerships.

Muscatine is a vibrant river community where a rich tradition of community pride and entrepreneurial spirit has created an outstanding environment to live and work. Muscatine values its history, has a strong sense of community pride, is rich in cultural and economic diversity, and has strong global connections. Muscatine residents, businesses and its local government are engaged and achieve goals through valued partnerships.

**Mission**

The City of Muscatine's mission is to provide a full-range of high quality, effective municipal services; excellent customer service; and sound fiscal management. We engage our community, producing results designed to enhance the safety, well-being and quality of life for our residents and business community. We are advocates for our community, valuing our history and working to shape our future.



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**COMMUNITY DEVELOPMENT**

**Planning,  
Zoning,  
Building Safety,  
Construction Inspection Services,  
Public Health,  
Housing Inspections,  
Code Enforcement**

**MEMORANDUM**

**To:** Mayor and City Council Members  
**Cc:** Gregg Mandsager, City Administrator  
**From:** Steven Boka, Director of Community Development  
**Date:** November 8, 2012  
**Re:** Request to approve a contract with the IDNR

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**INTRODUCTION:** The City has been working with the Iowa Department of Natural Resources (IDNR) to develop a program for reducing diesel emissions from city vehicles utilizing funds awarded to the State of Iowa from the Environmental Protection Agency (EPA).

**BACKGROUND:** A sub-grant agreement has been prepared that will allow the city to receive funding from the EPA via the IDNR through the 2013 State Clean Diesel Grant Program. If approved, the city will receive \$123,564.00 to purchase and install 8 Diesel Particulate Filters and 8 Back Pressure Monitors for existing city transit buses. The funding will also permit the purchase of 5 Crankcase Ventilation Systems, 5 Diesel Oxidation Catalysts, and 1 Regeneration Panel for city dump trucks. The funding does not require a local match.

**RECOMMENDATION/RATIONALE:** If approved, I will be signing the Agreement/Contract on behalf of the City of Muscatine. The executed documents will then be returned to the State for their final approval and signatures. It is anticipated that the completed Agreement will be returned to the City the week of November 21, 2012. Upon receipt of the fully executed Agreement/Contract, the city may begin to incur costs associated with the Program.

It is recommended that the City Council approve and authorize Steven Boka to sign the attached contract on behalf of the City of Muscatine.

**BACKUP INFORMATION:**

1. Contract

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