



CITY OF MUSCATINE  
215 SYCAMORE STREET  
MUSCATINE, IA 52761  
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## CITY OF MUSCATINE PRESS RELEASE

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**FOR IMMEDIATE RELEASE  
JUNE 30, 2020**

### **WANT TO HELP ADJUDICATE PARKING APPEALS? APPLY TODAY**

*Applications sought from Muscatine residents for Administrative Review Panel*

**MUSCATINE, Iowa** – The City of Muscatine is seeking a resident who would welcome the opportunity to become a part of the decision making process on the Administrative Review Panel.

The purpose of the Administrative Review Panel is to adjudicate appeals made by motor vehicle operators and to hear appeals by vehicle owners prior to impoundment for unpaid parking fines. Panel meetings are scheduled after an appeal is filed with the City Finance Department.

The City has 12 different boards and commissions that support and advise different departments and different aspects of life within Muscatine.

#### **How can I apply to volunteer my time?**

Those interested in becoming a member of a board or commission can complete an [application](#) and email the form to the [administrative secretary](#) or mail the form to:



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## Boards & Commissions

c/o Administrative Secretary

Muscatine City Hall

215 Sycamore

Muscatine, IA 52761

The City keeps applications on file in case vacancies occur. If you are interested in volunteering your time, please submit your application for a future term of office.

All applications are reviewed by the Nominating Committee to ensure applicants meet the qualifications to serve on a specific board or commission, to ensure there is no potential conflicts of interests, and to ensure that each board or commission has a gender balance as prescribed by Iowa Code. The nominees that meet the requirements are submitted to the full Council for approval. The nominating committee includes the Mayor, two Council representatives, and the City Administrator or a representative from city staff.

The City of Muscatine welcomes all residents to submit their names and resumes for a specific board or commission or submit a general submission for any board or commission. Most boards or commissions do require some knowledge of the subject matter along with the responsibilities for the specific board of commission.

### **Working together to make a great community even better.**

Muscatine is a great place to live and work, and nothing demonstrates that fact more than how residents come together to serve for the betterment of the community as a whole. Whether that service comes by helping on a committee, volunteering for a project, offering to assist on an organizational level, or in just helping out a neighbor, Muscatine residents are working together to make a great community even better.

The City of Muscatine is very thankful and grateful for the many residents who have volunteered their time and service to be a member on one of the many boards and commissions that assist in developing and monitoring City programs, policies and services.

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**What are the City of Muscatine Boards and Commissions?**

The following are the boards or commissions authorized by City Code.

**Administrative Review Panel**

The purpose of the Administrative Review Panel is to adjudicate appeals made by motor vehicle operators and to hear appeals by vehicle owners prior to impoundment for unpaid parking fines. Panel meetings are scheduled when appeals are filed with the City Finance Department.

**Airport Advisory Commission**

The Airport Advisory Commission meets at 5 p.m. on the fourth Monday of each month in the Airport Terminal Building. The responsibilities of the commission include assisting in the preparation of the airport budget, recommending procedures and policies in connection with the administration of the airport, investigating means by which the airport can be improved, and making recommendations for the long-term needs of the airport. Members of the Airport Commission serve a five-year term with a maximum of two full terms.

**Art Center Board of Trustees**

The Art Center Board of Trustees meets at 5:30 p.m. on the third Thursday of the month at the Muscatine Art Center. The Board of Trustees exercises change, control, and supervision over the museum and the art center. Members are appointed to three-year terms with a maximum of two full terms.

**Civil Service Commission**

The Civil Service Commission meets at 4 p.m. on the first Thursday of the month in the City Council Chambers at Muscatine City Hall. The commission selects testing procedures for the personnel system, hears appeals on employee discipline cases, and administers the civil service system. Members are appointed to four-year terms, must be eligible electors, and must not hold or be a candidate for any public office.

**Convention & Visitor's Bureau Board**

The Convention and Visitors Board meets at 12 p.m. on the third Wednesday of the month at the Greater Muscatine Chamber of Commerce & Industry. The board provides oversight for the Convention and Visitors Bureau (CVB), adopts rules and procedures for the CVB, and oversees the development of visitor and tourism information, and approves programs for visitors to the City of Muscatine and Muscatine County. Members are appointed to a three-year term with a maximum of two consecutive full terms.

**Historic Preservation Commission**

The Historic Preservation Commission meets at 5:15 p.m. on the third Wednesday of the month in the City Council Chambers at City Hall. The commission safeguards the city's historic, aesthetic, and cultural heritage by preserving sites and districts of history and cultural significance. Members serve five-year terms with a maximum of two full terms.

**Library Board of Trustees**

The Library Board of Trustees meets at 4:30 p.m. the third Wednesday of each month in the Musser Public Library conference room pending move to the Musser Public Library & HNI Community Center. The Board is responsible for overseeing management of the library by the Library Director, employing and removing the Library Director as necessary, approving the expenditure of money allocated by the City Council to the library, and approving the library budget for submission to the Council. Members serve six-year terms with a maximum of two full terms with one member a resident of Muscatine County appointed from a list of names submitted by the Muscatine County Board of Supervisors.

**Planning & Zoning Commission**

The Planning & Zoning Commission meets at 5:30 p.m. on the second Tuesday of the month in the City Council Chambers at City Hall. Responsibilities include reviewing proposed subdivisions, rezoning requests, and sales of public property, making recommendations

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concerning growth management of the city, and formulating a five-year capital improvement plan for the city. Members are appointed to five-year terms with a maximum of two consecutive full terms, must be citizens of Muscatine, qualified in knowledge or experience to advise City Council in matters pertaining to the development of the city, and must not be elected officers of city government.

### **Public Art Advisory Commission**

The Public Art Advisory Commission has been established to promote and encourage programs to further public awareness of, accessibility to, participating in, and support for the artistic and cultural development of the City of Muscatine. The commission will meet at least four times per year. Five members will comprise the commission with one member representing or having an interest in public art from Muscatine County and the remaining four members being residents of the City of Muscatine. Members serve a three-year term and can serve two consecutive terms.

### **Recreation Advisory Commission**

The Recreation Advisory Commission meets at 5:30 p.m. on the first Wednesday of the month in the lower level conference room at City Hall. The commission is responsible for conferring with an assisting the City Administrator in the preparation of the Parks and Recreation budget, recommending procedures and policies in connection with the administrator of city parks, the cemetery, golf course, and harbor operations, investigating means by which parks and recreation can be improved, and making recommendations for the long-range needs of the recreation programs for the city. Members serve three-year terms with a maximum of two full terms.

### **Water, Electric, and Communications Trustees**

The board of Water, Electric, and Communications Trustees meets at 7 p.m. on the last Tuesday of the month at Muscatine Power & Water (MPW). The purpose of the board is to control and supervise the operations of the municipal electric and water utility, and present to Council a detailed annual report with a complete financial statement. Members are appointed to six-year terms, and cannot be public officers or salaried employees of the city.

## **Zoning Board of Adjustment**

The Zoning Board of Adjustment meets at 5:30 p.m. on the first Tuesday of the month in the City Council Chambers at City Hall. The board hears and decides on appeals involving an alleged error in any order, requirement, decision or determination made by an administrative official in the enforcement and interpretation of the zoning ordinance, and to hear and decide special exceptions to the zoning ordinance. Members serve a 5-year term with a maximum of 2 consecutive full terms.

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Details on the Nominating Committee are available by clicking [HERE](#).

Details on the various Boards, Commissions, and Committees of the City of Muscatine is available by clicking [HERE](#).