



City of Muscatine

MINUTES

Thursday, February 1, 2024

1. CALL TO ORDER

Mayor Bark called the Leadership Planning Committee Meeting for February 1, 2024 to order at 4:00 PM.

2. ROLL CALL

Members present were Mayor Brad Bark, Mayor Pro Tem Angie Lewis, Councilmember Don Lampe, City Administrator Carol Webb and Administrative Secretary Cinda Hilger.

3. DISCUSSION ITEMS

- A. Review proposed policy changes in City Code Section 1 - Administration including changes in responsibilities related to appointment and removal of certain city employees

City Administrator Webb started the meeting with discussion with questions regarding proposed changes to City Code to include: Appointment process for Boards and Commissions, Hiring and Dismissal of Certain Staff and changes to who certain staff would report to.

Mayor Bark stated he had no knowledge of changes being made to the appointment of boards and commissions process currently in place.

Mayor Bark stated council was looking at returning the City Code regarding the hiring and dismissal of the Fire Chief and Police Chief back to the 2016 Code.

Mayor Bark stated Council had requested changes regarding the reporting arrangements, not to take away the power of the City Administrator but to add a level of communication in the event of an emergency and the Police Chief and Fire Chief could then be directed by the Mayor. He states that the City Finance Director should remain completely under the City Administrator.

City Administrator Webb stated she just needed to have direction as to what direction City Council would like to proceed with these items.

Mayor Bark stated they should be put on the agenda for discussion where full council would have the option to discuss.

Councilmember Lampe suggested putting these topics on hold until after budget is complete and then bringing them back for discussion. Mayor Bark was in agreement.

Councilmember Lewis stated she would bring the items up at Council Meeting

to add to future agenda.

Mayor Bark asked that City Administrator Webb relay to staff they are allowed to talk to Councilmembers as long as it is not be complain about issues.

City Administrator Webb stated the leadership planning committee would plan out when these items will be placed on the agenda.

City administrator Webb had questions regarding the City Clerk portion of the City Administrator job being proposed to be removed as a separate position.

Mayor Bark stated this was a suggestion by the City Attorney Brent Hinders. He states it would put Muscatine more in line with how other cities structure their Administration.

City Administrator Webb stated she did not feel that Cinda Hilger, currently the Administrative Secretary was ready to take on the role of the City Clerk and suggested she be the Deputy City Clerk as proposed.

Mayor Bark suggested getting advice regarding this from Attorney Hinders on how separating the two positions could be accomplished.

Ms. Webb stated she would want to get job descriptions from other cities regarding the role of City Clerk and also stated she would want to hire an additional HR person prior to spending the City's finances on a separate City Clerk.

City Administrator Webb suggested allowing Ms. Hilger to operate as the Deputy City Clerk for a couple of years and then reevaluate.

Councilmember Lewis also stated she would like to bring up to City Council putting an item on the agenda for discussion regarding the separation of Community Development and Housing Departments and having separate directors for each.

Councilmember Lewis also discussed adding a future agenda item to discuss the review of all service contracts with the City.

Ms. Webb stated some contracts would not be able to be changed this year as they are in the middle of the contract but they could at least be looked into for future.

- B. Review proposed changes to the City Code related to the Construction Appeals and Advisory Board to include a resident of the County.

There was discussion with Attorney Brent Hinders regarding any issues with changing one position on the Construction Appeal and Advisory Board to allow for a resident of the county. Mr. Hinders stated that would be fine as long as the board would affect both the city and the county.

City Administrator Webb will bring back a motion at the Feb 15th regular city council meeting.

- C. Review and discuss proposed changes to Council resolution 2022-0103 regarding members of the Leadership Planning Committee

Mayor Bark requested a change to the Leadership Planning Committee to add one more position that would be a rotating councilmember. This would be on a sign up basis managed by the Administrative Secretary.

City Administrator Webb stated she would prepare a resolution to bring to council at the Feb 15, 2024 Council Meeting.

D. Review Current Council Agenda

There were no questions or discussion regarding items on the Feb. 1, 2024 agenda.

E. Review Council 6-month Planning Calendar

Councilmember Lampe stated he will be out of the country from Feb 9-25.

Special Joint Meeting on Feb 21 with School board and County. This meeting will be held at the Merrill.

Feb 22, 2024 will be a special meeting for final budget discussions.

The state has passed two new tax exemptions, a homestead exemption that will reduce taxes for seniors and one for military members or veterans. These exemptions will affect the amount of funding that the City will receive.

There was discussion about the possible raise in the tax rate and options that could be utilized in order to not have an increase in taxes. Ms. Webb stated the Franchise fee is currently at 3% and could be changed to up to 5%.

F. Review Status of City Council Priorities

4. **ADJOURNMENT**

Meeting was adjourned at 5:00 pm.