



City of Muscatine
Leadership Planning Committee
City Hall
April 4, 2024, 4:00 PM

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION ITEMS**
 - A. Review Current Council Agenda
 - B. Review Council 6-month Planning Calendar
 - C. Review Status of City Council Priorities
4. **ADJOURNMENT**



City of Muscatine

ITEM NUMBER 2024-345

AGENDA ITEM SUMMARY

DATE: 4/4/2024

STAFF

SUBJECT

Review Current Council Agenda

EXECUTIVE SUMMARY

STAFF RECOMMENDATION

BACKGROUND/DISCUSSION

CITY FINANCIAL IMPACT

ATTACHMENTS

1. April 4 City Council Agenda



City of Muscatine

CITY COUNCIL

Thursday, April 4, 2024

Brad Bark, Mayor

Don Lampe, 1st Ward
Jeff Osborne, 2nd Ward
Peggy Gordon, 3rd Ward
Nadine Brockert, 4th Ward
John Jindrich, 5th Ward

Angie Lewis, At Large
Matt Conard, At Large
Carol Webb, City Administrator
Cinda Hilger, Admin. Professional
Brent Hinders, City Attorney

City Council meetings are held at 6:00 p.m. on the 1st and 3rd Thursday of each month. In-depth sessions are held at 6:00 p.m. on the 2nd Thursday of each month. All meetings are available for review on the City of Muscatine YouTube page.
The public is welcome to attend virtually using the information below.

Please join my meeting from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/82551691259?pwd=NERydEJOandvWWNXbDM3UkZxZmE4QT09>

April 4, 2024, 6:00 PM

AGENDA

1. CALL TO ORDER
2. INVOCATION
3. ROLL CALL

4. PLEDGE OF ALLEGIANCE

5. FROM THE MAYOR

- A. Proclamation Declaring April 4, 2024 as Junior Achievement Day
- B. Proclamation Declaring April 26, 2024 as Arbor Day
- C. Proclamation for Drinking Water Week

6. APPROVAL OF AGENDA AS PRESENTED AND/OR AS AMENDED

7. COMMUNICATIONS - CITIZENS

8. COUNCILMEMBER FOLLOW UP TO CITIZEN COMMUNICATION

9. CONSENT AGENDA * (ITEMS 10-14)

The following items are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered separately.

10. * REVIEW AND POTENTIAL VOTE TO APPROVE MINUTES

- A. March 21, 2024 Regular City Council Meeting Minutes

11. * PETITIONS AND COMMUNICATIONS

- A. Request on first reading for a new Class “B” Retail Alcohol License for Sal Vitale’s Take & Bake, 128 East 2nd Street – Sal Vitale and Sons Pizza Factory LLC (pending inspections)
- B. Request for renewal of a Class “C” Retail Alcohol License and Outdoor Service for Mike’s Hilltop Tap, 929 Lucas Street – Mike’s Hilltop Tap, Inc. (pending inspections and insurance)
- C. Request for renewal of a Special Class “C” Retail Alcohol License for Salvatores by Papa Reno and Family, 313 East 2 nd Street – Salvatores by Papa Reno & Family, LLC (pending inspections)
- D. Request for Use of City Property from Brenda Smith for a car show benefitting diabetes to be held on Sunday, June 2, 2024
- E. Request for Use of City Property from Muscatine County Sgt. Willie Leza with the MCSO/Special Olympics of Muscatine for the “Law Enforcement Torch Run” – bike ride to held on Monday, May 13, 2024

- F. Request for Use of City Property from Chris Boar and Brenda Christensen with the Keep Muscatine Beautiful – Community Foundation for the Outdoor Music and Family Fun Events to be held from May 23, 2024 through September 28, 2024
- G. Request for Use of City Property from Megan Francis with Crossroads, Inc. for the Crossroads Annual Festival to be held on Saturday, September 21, 2024
- H. Request for Use of City Property from C. Scott Richardson and Chris Benner with the Muscatine Amateur Radio Club for the Amateur Radio Field Day Event to be held from Friday, June 21, 2024 through Sunday, June 23, 2024

12. * COMMUNICATION – RECEIVE AND FILE

- A. December 19, 2023 MUSCOM Meeting Minutes
- B. December 27, 2023 Muscatine County Joint Communications Commission Meeting Minutes
- C. March 6, 2024 Parks and Recreation Advisory Commission Meeting Minutes
- D. March 25, 2024 Muscatine County Board of Supervisors Meeting Minutes
- E. March 28, 2024 Muscatine County Board of Supervisors Meeting Minutes

13. * PURCHASE ORDERS

- A. Request to Approve the Issuance of a Purchase Order to Nevco, in the Amount of \$12,558.00, for the Purchase of Two Soccer Scoreboards.
- B. Request to Issue a Purchase Order in the Amount of \$10,000 to Martin & Whitacre Surveyors & Engineers for Survey Work at 910 E 2nd Street

14. * APPROVAL OF BILLS

It is recommended bills totaling \$1,601,970.78, be approved and that the City Council authorize the Mayor and City Clerk to issue warrants for the same. It should be noted that this listing is subject to the approval of any related agenda item(s).

- A. April 4, 2024 Bills for Approval

15. PUBLIC HEARING

16. BOARDS AND COMMISSIONS

17. FROM THE CITY ADMINISTRATOR

- A. Third and Final Reading of an Ordinance Amending Title 3, Chapter 1, Section 2, Subsection D of City Code – Sidewalk Installation and Repair; Right-of-Way Maintenance, Duty of Owner to Repair and Maintain

- B. A Resolution Authorizing the Execution of a Special Warranty Deed to Said Described Real Estate located at 409 E 6th St
- C. A Resolution Authorizing the Execution of a Special Warranty Deed to Said Described Real Estate located at 1900 Block of Roby (Parcel ID 1303456014)
- D. Resolution Accepting a Dedication of Right of Way at 2456 Sampson Street.
- E. Resolution Approving a Sidewalk or Street Café Easement Agreement with Boonie's On the Avenue for the Purpose of Outdoor Dining.
- F. Resolution Approving the Contract and Bond with Valley Construction Company for the Clark House Elevator Modernization Project in the Amount of \$897,000
- G. Resolution to Submit a Catalyst Grant Application to the Iowa Economic Development Authority for the Rehabilitation of 113 Iowa Avenue
- H. Resolution Approving a Contract for the Lift Station HVAC Project to Crawford Company in the Amount of \$286,349.00.
- I. Resolution Approving A Storm Sewer Easement, and Easement Plat on City Owned Parcels 1302159011, 1302159012, and 1302305001 located at Carver Corner
- J. Resolution Setting Public Hearing for the Fulliam Avenue Reconstruction Project - Phase 2
- K. Resolution Setting a Public Hearing on April 18, 2024 for the Weed Park Lagoon Project Plans and Specifications
- L. Resolution Setting a Public Hearing for April 18, 2024, on the Proposed Amendment #1 to the City Budget for Fiscal Year 2023/2024
- M. Resolution Setting a Public Hearing for April 18, 2024 on the Proposed City Budget for Fiscal Year 2024/2025 (Public Hearing #2)
- N. Request to Approve A Contract with Notch Above for Tree Removal Services
- O. Request to Approve A Contract with Kellor & Kellor Landscape Inc for Nuisance, Mowing and Vegetation, and Snow and Ice Removal Services
- P. Request to approve the bargaining agreement between the City of Muscatine and the Muscatine Association of Firefighters Local #608
- Q. Request to Approve a Consultant Services Agreement with Watersmith Engineering for the Houser Street Lift Station Upgrade Project in the Amount of \$34,500.00.
- R. Request to Issue a Supplemental Purchase Order to Donald Consulting in the Amount of \$37,000 for the City Security Camera Project

18. MAYOR AND COUNCIL REPORTS

19. ADJOURNMENT

20. CLOSED SESSION MEETING

- A. Request to enter Closed Session per Iowa Code 21.5.1.j to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property



City of Muscatine

ITEM NUMBER 2024-346

AGENDA ITEM SUMMARY

DATE: 4/4/2024

STAFF

SUBJECT

Review Council 6-month Planning Calendar

EXECUTIVE SUMMARY

STAFF RECOMMENDATION

BACKGROUND/DISCUSSION

CITY FINANCIAL IMPACT

ATTACHMENTS

1. 6 Month Council Planning Calendar

Department/Person	Agenda Item	Purpose of Item	City Council Priority?
	Unscheduled Items		
Jodi/CD	presentation of community heart and soul action plan/adoption, etc.	discussion/Feedback	xxxx
Public Works/Brian & Kevin	Award contract for 2nd Ave Stormsewer Project (tentative)	Resolution	
Carol/Nancy	service contract bidding	in-depth	
Parks/Rich/Melissa	Possible Boat Harbor/Marina improvements (boat lifts, covers, concessions, restrooms, showers, restaurant)	In-Depth	xxxx
Kevin & Brian/PW	Devitt Sidewalk - (Plans and Specs, Bidding, contract award, etc.)	Resolution, public hearing, etc.	XXXX
CD/Andrew	Building Code updates	Resolution, ordinance, public hearing	XXXX
HR/Finance	Employee Recognition/Public Purpose Policy	In-depth, resolution	XXXX
Kevin & Brian/PW	Award professional design services contract for Isett Ave Reconstruction	Resolution	XXXX
Kevin & Brian/PW	update on gun range	Informational	
Kevin & Brian/PW	Wayfinding Implementation Phase 1 (Plans and Specs, Bidding, contract award, etc.)	Resolution, public hearing, etc.	XXXX
	April 4, 2024 Special Meeting		
Department/Person	Agenda Item	Purpose of Item	
Nancy/Carol	Public hearing on tax statement	Public Hearing	
	April 4, 2024 Regular Meeting		
Department/Person	Agenda Item	Purpose of Item	
Kevin C./PW	Third Reading of an Ordinance Amending Title 3, Chapter 1, Section 2, Subsection D of City Code – Sidewalk Installation and Repair; Right-of-Way Maintenance, Duty of Owner to Repair and Maintain	Ordinance	
Nancy/Carol	Resolution Setting a Public Hearing on April 18, 2023 for the City Budget for Fiscal Year 2024/2025	Resolution	
Nancy/Carol	Resolution Setting a Public Hearing on April 18, 2023 for the Proposed Amendment #1 to the City Budget for Fiscal Year 2023/2024	Resolution	
Brian/PW	Award Airport Lighting Project Contract (approve contract & bond same date?)	Resolution	
April L./CD`	Surplus Property Sales (2 properties with bids)	Resolutions	xxxx
Jodi/CD	Approve contracts for nuisance abatement and tree removal	Requests	
Jodi/CD	Approval of Clark Elevator Contract and Bond	Resolution	xxxx
	April 11, 2024 In-Depth Meeting		
Department/Person	Agenda Item	Purpose of Item	
Andrew/CD,Nancy/Finance	Overview of urban renewal area, plan, etc.	Informational	XXXX
Carol, Brent/CAO	Hiring, Dismissal, and reporting structure for public safety	Request Feedback	
Carol/Brent/CAO	Ordinance regarding communication between councilmembers and city staff	In-depth, public hearing, ordinance, etc	
Brian/PW	Cost-Share Options for Sidewalks	Request Feedback	XXXX
Kevin/Brian	Relocation of Dredge Spoils	Request Feedback	xxxx
Jodi/CD (also someone from CFGM and MCSA)	Update on Mulberry Neighborhood Project	Informational	
PW/Parks	Right of Way Mowing	Feedback Requested	
jon/WPCP	pinecreek rng (sale of methane gas)	Feedback Requested	
	April 18, 2024 Regular Meeting		

Department/Person	Agenda Item	Purpose of Item	City Council Priority?
Department/Person	Agenda Item	Purpose of Item	
Nancy/Carol	Hold Public Hearing on FY 2024/2025 Budget	Public Hearing	
Jodi/CD	Public Hearing on Housing Agency 5-year plan	Public Hearing	
Amy/PW	Public Hearing for the 2025 Consolidated Funding Application and FY24 Low-No program 5339c Grant Application for Electric Bus Funding at 6:00 PM on April 18, 2024 in the City Hall Council Chambers.	Public Hearing	
Nancy/Carol	Public Hearing on the Proposed Amendment #1 to the City Budget for Fiscal Year 2022/2023	Public Hearing	
Brian/Kevin	Public Hearing for the Fulliam Avenue Reconstruction Project - Phase 2	Public Hearing	
Rich/Parks	Public Hearing for the Weed Park Lagoon Project Plans and Specifications	Public Hearing	
Nancy/Carol	Adoption of the budget by City Council	Resolution	
Nancy/Carol	Resolution Approving Amendment #1 to the City Budget for Fiscal Year 2023/2024 and Authorizing the Mayor and City Clerk to Sign the Record of Hearing and Adoption of Budget Amendment #1 in the form required by the Iowa Department of Management	Resolution	
Carol	Approve agreements with outside agencies for FY24/25 (GMCCI, MCSA, Senior Resources, MHS)	Request	
Stephanie/HR	Approval of Employee Handbook Update (tentative)	Request	
Brian/Kevin C.	Resolution approving West Hill Phase 6c contract and bond	Resolution	
Brian/Kevin	Resolution Approving Plans/Specs for the Fulliam Avenue Reconstruction Project - Phase 2	Resolution	
Rich/Parks	Resolution approving Weed Park Lagoon Project Plans and Specifications	Resolution	
Jodi/CD	Approval of Housing Agency 5-year plan	Resolution	
Brian/Kevin C.	Award West Hill Phase 6c contract - Langman Construction	Resolution	
Carol	Drainage District Pumping Agreement	Request	
May 2, 2024 Regular Meeting			
Department/Person	Agenda Item	Purpose of Item	
Nancy/Finance	Set bond sale date/Approve Preliminary Official Statement (POS)	Resolution	
Stephanie/HR	Adopt non-union pay plan	Resolution	
Rich/Parks	Approval of Concession lease	Request	
May 9, 2024 In-Depth Meeting			
Department/Person	Agenda Item	Purpose of Item	
Andrew/CD	Update on status of 2012 Comprehensive Plan Goals	Feedback/Discussion	XXXX
Jodi/Carol	CD/Housing Organizational Structure	Feedback Requested	
Nancy/Finance	Parking meter changes and costs	Feedback requested	
Carol/CAO	Ordinance regarding Council/staff communication	Feedback requested	
Kevin/CAO	Marketing and Branding Update	Feedback requested	
May 16, 2024 Regular Meeting			
Department/Person	Agenda Item	Purpose of Item	
Nancy/Finance	authorizing and approving a loan agreement,providing for the sale and issuances of GO Bonds, Series 2024	Resolution	
Carol/CAO	Selecting Preferred developer for Hawkeye Lumber Site	Resolution	

Department/Person	Agenda Item	Purpose of Item	City Council Priority?
Carol/Nancy/Jodi	Request for support for WF housing tax credits for Hawkeye Lumber Site Development	Resolution	
Rich/Parks	Approval of Greenwood Cemetery Retail Sales Operator (tentative)	Request	
April/CD	Property Sales (No. TBD)	Resolutions	
June 6, 2024 Regular Meeting			
Department/Person	Agenda Item	Purpose of Item	
Nancy/Finance	Bond Sale Closing		
June 13, 2024 In-Depth Meeting			
Department/Person	Agenda Item	Purpose of Item	
	Firing Range Update?		
June 20, 2024 Regular Meeting			
Department/Person	Agenda Item	Purpose of Item	
Stephanie	Insurance Renewal, including property, casualty, and liability insurance, worker's compensation coverage, and various lines of other specialty coverage.	Request	



City of Muscatine

ITEM NUMBER 2024-347

AGENDA ITEM SUMMARY

DATE: 4/4/2024

STAFF

SUBJECT

Review Status of City Council Priorities

EXECUTIVE SUMMARY

STAFF RECOMMENDATION

BACKGROUND/DISCUSSION

CITY FINANCIAL IMPACT

ATTACHMENTS

1. Council Priorities 2024

GOAL	DUE DATE	Checklist It	Checklist It	List Name	Accountabl	Responsibl	Waiting For	Status
Develop a l	2024-04-30	18	13	KEEP DOII	Carol	Nancy		Complete
Develop a wayfinding r		12	12	KEEP DOII	Carol	Brian Stineman		Complete
Continue st	2024-05-16	16	14	EMPLOYEE	Carol	Stephanie		In Progress
Develop a s	2024-10-31	6	1	EMPLOYEE	Carol	Carol, Department Hea		In Progress
Continue re	2024-10-31	3	1	EMPLOYEE RECRUITMENT/RET		Notice of G		In Progress
Continue C	2024-10-31	0	0	EMPLOYEE RECRUITMENT/RETENTION S				In Progress
Develop an	2024-10-31	0	0	EMPLOYEE	Carol	Stephanie & Nancy		In Progress
Evaluate ar	2024-09-30	0	0	EMPLOYEE	Carol	Stephanie, Rich, Nanc		In Progress
Implement	2024-10-31	0	0	EMPLOYEE	Carol	Stephanie & Nancy		In Progress
Implement	2024-08-30	9	2	IMPROVE	Andrew Fai	Andy Oien		In Progress
Study and v	2024-11-29	0	0	IMPROVE	Andrew Fai	Andy Oien		In Progress
Provide cor	2024-10-31	0	0	IMPROVE	Andrew Fai	Andy Oien		In Progress
Fine tune b	2024-06-30	0	0	ECONOMI	Carol	Jodi		In Progress
Implement	2024-06-30	2	0	ECONOMI	Carol	Kevin		In Progress
Provide infc	2024-04-11	0	0	ECONOMI	Carol	Andrew Fangman		In Progress
Update the	2024-04-01	7	6	HOUSING	Jodi			In Progress
Continue th	2024-12-31	0	0	HOUSING	Andrew	April & Tamara Wagne		In Progress
Update the	2025-10-31	8	4	HOUSING	Carol	Jodi		In Progress
Continue el	2025-09-30	8	4	HOUSING	Jodi/Brian			In Progress
Transfer Responsibility		0	0	HOUSING	Jodi	Jodi		In Progress
Aquatic Center Master		0	0	RELIABLE	Rich			In Progress
Continue el	2026-12-31	8	5	RELIABLE	Brian			In Progress
Continue w	2026-12-31	7	4	RELIABLE	Brian Stine	Kevin Coon		In Progress
Continue V	2028-12-31	0	0	RELIABLE PUBLIC INFRASTRUCTURE/CAF				In Progress
Continue upgrades to (		0	0	RELIABLE PUBLIC INFRASTRUCTURE/CAF				In Progress
Fulliam Rex	2026-10-31	20	10	RELIABLE PUBLIC INFRASTRUCTURE/CAF				In Progress
Weed Park	2024-11-01	0	0	RELIABLE PUBLIC INFRASTRUCTURE/CAF				In Progress
Art Center l	2024-10-31	0	0	RELIABLE PUBLIC INFRASTRUCTURE/CAF				In Progress
Law Enforc	2025-11-01	0	0	RELIABLE PUBLIC INFRASTRUCTURE/CAF				In Progress
Indoor Sports Comple	x	6	2	RELIABLE	Rich Klimes			In Progress
Dredge Spr	2025-03-21	0	0	RELIABLE PUBLIC INFRASTRUCTURE/CAF				In Progress
Continue el	2024-10-31	0	0	RELIABLE PUBLIC INFRASTRUCTURE/CAF				In Progress
Update Par	2024-10-31	5	2	KEEP DOII	Carol	Nancy		In Progress
Develop ke	2024-10-31	0	0	KEEP DOING			CivicPlus tc	In Progress
Evaluate opportunites		16	13	KEEP DOII	Melanie			In Progress
Continue E	2024-06-01	22	19	KEEP DOII	Jodi Royal-Goodwin			In Progress
Install secu	2024-08-31	6	3	KEEP DOII	Rich Klimes			In Progress
Southend C	2024-07-01	0	0	KEEP DOII	Rich Klimes			In Progress
Improveme	2024-08-31	4	0	KEEP DOII	Carol Webb			In Progress
Continue jo	2025-01-01	0	0	KEEP DOING				In Progress
Improve rel	2024-11-29	0	0	IMPROVE	Andrew Fai	Andy Oien		Not Started
Implement	2025-06-30	0	0	ECONOMI	Andrew Fai	April Limburg		Not Started
Implement	2024-12-31	0	0	HOUSING	Jodi Royal-	TBD		Not Started
Address th	2024-12-31	5	0	HOUSING	Jodi	April/Tamara W.		Not Started
Update zon	2025-09-30	0	0	HOUSING	Jodi	Andrew		Not Started
Evaluate options for th		0	0	HOUSING	Jodi			Not Started
Evaluate implementati		0	0	RELIABLE	Carol	Brian		Not Started
Harbor/Marina (includir		0	0	RELIABLE	Rich/Brian			Not Started
Energy Efficiency in Ci		0	0	RELIABLE PUBLIC INFRASTRUCTURE/CAF				Not Started
Improveme	2026-10-31	0	0	RELIABLE PUBLIC INFRASTRUCTURE/CAF				Not Started
Pursue a grade separa		0	0	RELIABLE	Brian S/Carol W.			Roadblocks

Devitt Side\2025-12-31	0	0 RELIABLE PUBLIC INFRASTRUCTURE/CAF Roadblocks
Redundant 2026-12-31	0	0 RELIABLE PUBLIC INFRASTRUCTURE/CAPITAL PRO.

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