



City of Muscatine
Leadership Planning Committee
City Hall
April 18, 2024, 4:00 PM

AGENDA

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

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	
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
Jodi/CD (also someone from CFGM and MCSA)	Update on Mulberry Neighborhood Project	Informational	
Brian/PW	changes in sidewalk ordinance related to cost sharing (in-depth direction)	Ordinance	
Kevin & Brian/PW	Award professional design services contract for Isett Ave Reconstruction	Resolution	XXXX
Carol/CAO	Agreement with Humane Society	Request	
Kevin & Brian/PW	Wayfinding Implementation Phase 1 (Plans and Specs, Bidding, contract award, etc.)	Resolution, public hearing, etc.	XXXX
	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	
Nancy/Finance	Set public hearing on budget amendment #2	Resolution	
Kevin C./Public Works	Approval of Contract and Bond for West Hill Phase 6C	Resolution	
Andrew F./CD	Public hearing on proposed zoning changes at 910 E. 2nd Street	Public Hearing	
Carol/CAO	Public hearing on Title 1, 10-2-1-6 repeal of elected official communication	Public Hearing	
Carol/CAO	1st Reading of Ordinance repealing Title 1, 10-2-1-6 repeal of elected official communication	Ordinance	
Carol	Drainage District Pumping Agreement	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	xxxx
Kevin/CAO	Marketing and Branding Update	Feedback requested	xxxx
	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	
Nancy/Finance	Public Hearing on Budget Amendment #2	Public Hearing	
Nancy/Finance	REsolution approving Budget Amendment #2	Resolution	
Carol/CAO	Selecting Preferred developer for Hawkeye Lumber Site	Resolution	XXXX
Carol/Nancy/Jodi	Request for support for WF housing tax credits for Hawkeye Lumber Site Development	Resolution	XXXX
Rich/Parks	Approval of Greenwood Cemetery Retail Sales Operator (tentative)	Request	
Kevin C./Public Works	Resolution awarding Fulliam Ave Phase II Contract	Resolution	

Department/Person	Agenda Item	Purpose of Item	City Council Priority?
	Unscheduled Items		
Carol/CAO	2nd Reading of Ordinance repealing Title 1, 10-2-1-6 repeal of elected official communication	Ordinance	
April/CD	Property Sales (No. TBD)	Resolutions	XXXX
	June 6, 2024 Regular Meeting		
Department/Person	Agenda Item	Purpose of Item	
Nancy/Finance	Bond Sale Closing		
Carol/CAO	Final Reading of Ordinance repealing Title 1, 10-2-1-6 repeal of elected official communication	Ordinance	
Rich/Parks	Resolution Awarding Weed Park Lagoon Project Contract	Resolution	
Kevin C./Public Works	Resolution approving Contract and Bond for Fulliam Phase II	Resolution	
	June 13, 2024 In-Depth Meeting		
Department/Person	Agenda Item	Purpose of Item	
Tony/Kevin	Firing Range Update		
Andrew/CD,Nancy/Finance	Overview of urban renewal area, plan, etc.	Informational	XXXX
City Admin	Boards and Commissions Liaison follow-up	Council to get feedback from board members	
	Update on PetData process improvement		
	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	
Rich/Parks	Resolution Approving Contract and Bond for Weed Park Lagoon Project Contract	Resolution	
	June 27, 2024 Regular Meeting (Special Date)	hybrid instead of online	
Department/Person	Agenda Item	Purpose of Item	
	July 11, 2024 In-Depth Meeting		
Department/Person	Agenda Item	Purpose of Item	
CD	Update on online permitting process improvement		
Kevin J/CAO	Update on SeeClickFix		
Kevin Coon et al	Project Updates	Informational	
	July 25, 2024 Regular Meeting		
Department/Person	Agenda Item	Purpose of Item	

Department/Person	Agenda Item	Purpose of Item	City Council Priority?
	Unscheduled Items		
	August 1, 2024 Regular Meeting		
Department/Person	Agenda Item	Purpose of Item	
	August 15, 2024 Regular Meeting		
Department/Person	Agenda Item	Purpose of Item	
	September 5, 2024 Regular Meeting		
Department/Person	Agenda Item	Purpose of Item	
	September 12, 2024 In-Depth Meeting		
Department/Person	Agenda Item	Purpose of Item	
Parks/Rich/Melissa	Possible Boat Harbor/Marina improvements (boat lifts, covers, concessions, restrooms, showers, restaurant)/Riverfront Master Plan	Informational	xxxx
	September 19, 2024 Regular Meeting		
Department/Person	Agenda Item	Purpose of Item	
	October 3, 2024 Regular Meeting		
Department/Person	Agenda Item	Purpose of Item	

Department/Person	Agenda Item	Purpose of Item	City Council Priority?
	Unscheduled Items		
	October 12, 2024 In-Depth Meeting		
Department/Person	Agenda Item	Purpose of Item	
Kevin Coon et al	Project updates	informational	
	October 19, 2024 Regular Meeting		
Department/Person	Agenda Item	Purpose of Item	

Council Priorities

Employee Recruitment/Retention Strategies

Name	Status	Due date	Priority	Responsible	Notes	Last updated	Label	Start Year
Compensation Study	Working on it	2024-05-18	Medium	SR,NL	Action items	Carol Webb Apr 17, 2024 1:32 PM	ECS	2023
Succession Planning	Working on it	2024-10-31	Medium	CW	Meeting notes	Carol Webb Apr 17, 2024 1:32 PM	ECS	2023
Public Safety Recruitment	Working on it	2024-10-31	High	TK,JE	Other	Carol Webb Apr 17, 2024 1:32 PM	SC	2023
Staff Training	Working on it	2024-12-31	Medium	SR, Dept Directors		Carol Webb Apr 17, 2024 1:34 PM	ECS	2021
Employee Recognition Policy	Not Started	2024-10-31	Low	SR,NL		Carol Webb Apr 17, 2024 1:34 PM	ECS	2024
Employee Wellness Program	Working on it	2024-10-31	Medium	BA,SR		Carol Webb Apr 17, 2024 1:34 PM	ECS	2024
Payroll System Improvements	Not Started	2024-10-31	Medium	SR,NL		Carol Webb Apr 17, 2024 1:34 PM	ECS	2024
CD Staffing Assessments	Done	2024-02-29	Medium	CW,SR		Carol Webb Apr 17, 2024 1:34 PM	VC	2023
Boards and Commissions Improvements	Not Started					Carol Webb Apr 17, 2024 1:42 PM	VC	
2024-02-29 to 2024-12-31								

Improve Customer Relationships

Name	Status	Due date	Priority	Responsible	Notes	Last updated	Label	Start Year
Implement Construction Appeals Board	Working on it	2024-05-31	High	AF		Carol Webb Apr 17, 2024 1:34 PM	ECS	2023
Address building inspection complaints and improve relationships with build	Working on it	2024-10-31	High	AF		Carol Webb Apr 17, 2024 1:54 PM	ECS	2024
Conflict Resolution for Construction Inspectors	Not Started	2024-10-31	Medium	AF		Carol Webb Apr 17, 2024 1:54 PM	ECS	2024
Joint governing board meetings	Working on it			CH		Carol Webb Apr 17, 2024 1:54 PM	ECS	2020
2024-05-31 to 2024-10-31								

Economic Development Initiatives

Name	Status	Due date	Priority	Responsible	Notes	Last updated	Label	Start Year
Update Parking Technology Downtown	Working on it	2024-12-31	Medium	NL		Carol Webb Apr 17, 2024 1:31 PM	VC	2023
Downtown Revitalization Project	Working on it	2024-09-30	High	JRG		Carol Webb Apr 17, 2024 1:43 PM	VC	2023
Focus business loan programs on certain business types	Working on it	2024-06-30	Medium	JRG		Carol Webb Apr 17, 2024 1:43 PM	VC	2024
Implement vacant building registration	Not Started	2024-10-31	Medium	JRG		Carol Webb Apr 17, 2024 1:43 PM	VC	2024
Marketing/Branding for the City	Working on it	2024-08-31	Medium	KJ		Carol Webb Apr 17, 2024 1:53 PM	ECS	2024
Council Update on Urban Renewal Process	Not Started	2024-06-14	Low	AF, NL		Carol Webb Apr 17, 2024 1:43 PM	VC	2024
Public Art	Working on it		Low	MA		Carol Webb Apr 17, 2024 1:50 PM	VC	2020
Balanced budget	Not Started		High	CW,NL		Carol Webb Apr 17, 2024 1:54 PM	ECS	
2024-06-14 to 2024-12-31								

Housing Strategies & Infill Development

Name	Status	Due date	Priority	Responsible	Notes	Last updated	Label	Start Year
Update the 217 Housing Study	Done	2024-04-30	High	JRG		Carol Webb Apr 17, 2024 1:47 PM	VC	2023

Continue the substandard housing program	Working on it	Medium	AL	Carol Webb Apr 17, 2024 1:51 PM	VC	2021
Update the City's Comprehensive Plan	Working on it	High	AF	Carol Webb Apr 17, 2024 1:51 PM	VC	2024
Implement the 2024 Housing Study recommendations	Not Started	High	JRG	Carol Webb Apr 17, 2024 1:50 PM	VC	2024
Address rental unit quality	Working on it	Medium	AF	Carol Webb Apr 17, 2024 1:51 PM	VC	2024
Continue efforts related to housing development	Working on it	High	JRG	Carol Webb Apr 17, 2024 1:51 PM	VC	2020
2024-04-30						

Reliable Public Infrastructure

Name	Status	Due date	Priority	Responsible	Notes	Last updated	Label	Start Year
Aquatic Center Masterplan	Working on it		Low	RK		Carol Webb Apr 17, 2024 1:52 PM	VC	2024
Riverfront Amphitheater	Stuck		Low	BS		Carol Webb Apr 17, 2024 1:52 PM	VC	2022
Isett Avenue Reconstruction	Stuck		High	BS		Carol Webb Apr 17, 2024 1:55 PM	RPI	2022
West Hill Sewer Separation	Working on it		Medium	KC,BS		Carol Webb Apr 17, 2024 1:55 PM	RPI	
City Facility Upgrades	Working on it		Low	BS		Carol Webb Apr 17, 2024 1:55 PM	RPI	
Fulliam Ave Reconstruction	Working on it		Medium	BS/KC		Carol Webb Apr 17, 2024 1:55 PM	RPI	2023
Weed Park Lagoon Improvements	Working on it		Medium	RK		Carol Webb Apr 17, 2024 1:55 PM	RPI	2024
Art Center Building Addition	Not Started		Medium	MA		Carol Webb Apr 17, 2024 1:52 PM	VC	
Law Enforcement Training Facility	Working on it		Medium	TK/KC		Carol Webb Apr 17, 2024 1:54 PM	SC	2022
Dick Drake Way Grade Separation	Working on it		Medium	BS/CW		Carol Webb Apr 17, 2024 1:54 PM	SC	2022
Sidewalk Construction	Working on it		Medium	BS/KC		Carol Webb Apr 17, 2024 1:54 PM	SC	
Redundant sanitary sewer force main	Working on it		High	BS/KC		Carol Webb Apr 17, 2024 1:55 PM	RPI	
Indoor Sports Complex	Working on it		High	RK		Carol Webb Apr 17, 2024 1:54 PM	HC	2023
Dredge Spoils Relocation	Working on it		Medium	BS/KC		Carol Webb Apr 17, 2024 1:54 PM	VC	2024
Harbor/Marina Improvements	Not Started		Low	RK		Carol Webb Apr 17, 2024 1:55 PM	VC	
Muscatine Slough Improvements	Working on it		Low	JK		Carol Webb Apr 17, 2024 1:55 PM	VC	
Community Security Cameras	Working on it		Medium	SS		Carol Webb Apr 17, 2024 1:55 PM	SC	2023
Southend Community Projects	Working on it		Medium	RK		Carol Webb Apr 17, 2024 1:55 PM	HC	2021

Emerging Priorities

Name	Status	Due date	Priority	Responsible	Notes	Last updated	Label	Start Year
Council/staff communications	Working on it			CW		Carol Webb Apr 17, 2024 1:56 PM	ECS	
Hiring, Dismissal reporting for public safety	Working on it			CW		Carol Webb Apr 17, 2024 1:56 PM	ECS	
Reorg of Community Development	Working on it			CW		Carol Webb Apr 17, 2024 1:56 PM	ECS	
Contracted services evaluation	Working on it			CW		Carol Webb Apr 17, 2024 1:56 PM	ECS	



City of Muscatine

CITY COUNCIL

Thursday, April 18, 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 18, 2024, 6:00 PM

AGENDA

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

4. **PLEDGE OF ALLEGIANCE**

5. **FROM THE MAYOR**

- A. Proclamation on Skip the Plastic
- B. Request to Appoint Ken Gilkerson to the Construction Appeal and Advisory Board

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. April 4, 2024 City Council Special Meeting Minutes
- B. April 4, 2024 City Council Regular Meeting Minutes
- C. April 11, 2024 City Council In-Depth Meeting Minutes

11. *** PETITIONS AND COMMUNICATIONS**

- A. Request to Approve Application for Revitalization Property Tax Abatement - 515 Aspen Trail
- B. Request on second 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)
- C. Request for renewal of a Class "E" Retail Alcohol License for Wal-Mart Supercenter #559, 3003 North Highway 61 – Walmart, Inc. (pending inspections)
- D. Request for renewal of a Class "E" Retail Alcohol License for Casey's General Store #1484, 1111 Oregon Street – Casey's Marketing Company (pending inspections)

- E. Request for renewal of a Class “E” Retail Alcohol License for Casey’s General Store #3509, 3509 Steamboat Way – Casey’s Marketing Company (pending inspections)
- F. Request for renewal of a Class “E” Retail Alcohol License for Casey’s General Store #2944, 3010 University Drive – Casey’s Marketing Company (pending inspections)
- G. Request for Outdoor Service Class “C” Retail Alcohol License for The Traveling Nova, LLC, 2210 2nd Avenue – The Traveling Nova LLC (pending inspections)
- H. Request for Use of City Property from Greater Muscatine Chamber of Commerce & Industry for the 4th of July Activities to be held on Thursday, July 4, 2024
- I. Request for Use of City Property from Greater Muscatine Chamber of Commerce & Industry for the 4th of July Parade to be held on Thursday, July 4, 2024
- J. Request for Use of City Property from Megan Francis with Crossroads, Inc. for the Winter Light Display to be held from November 28, 2024 through December 31, 2024 at Weed Park.

12. * COMMUNICATION – RECEIVE AND FILE

- A. April 1, 2024, Muscatine County Board of Supervisors Minutes
- B. April 8, 2024 Muscatine County Board of Supervisors Meeting Minutes

13. * PURCHASE ORDERS AND AGREEMENTS

- A. Request to Approve the Issuance of a Purchase Order in the Amount of \$5,940 to Boxhub for the Delivery of Two Conex Containers for the Fire Department Training Facility

14. * APPROVAL OF BILLS

It is recommended bills totaling \$2,915,193.85, 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. Bills for Approval April 18, 2024

15. * PUBLIC HEARING

- A. Approval of Federal and State Transit Funds (2025 Consolidated Funding Application) and the Application for the FY24 Low-No program 5339c Grant Application for Electric Bus Funding
- B. Public Hearing Regarding the Plans and Specifications for Phase 2 of the Fulliam Avenue Reconstruction Project.

- C. Public Hearing Regarding the Plans and Specifications for the Weed Park Lagoon Project
- D. Public Hearing Regarding Amendment #1 to the City Budget for Fiscal Year 2023/2024
- E. Public Hearing #2 Regarding the Proposed City Budget for Fiscal Year 2024-2024

16. BOARDS AND COMMISSIONS

17. FROM THE CITY ADMINISTRATOR

- A. Resolution to Approve Federal and State Transit 2025 Consolidated Funding Application.(Public Hearing A)
- B. Resolution to Approve the Application for the FY24 Low-No program 5339c Grant for Electric Bus Funding and Garage.(Public Hearing A)
- C. Resolution Approving Plans and Specifications, Form of Contract, Cost Estimations and Establishing a Bid Opening Date for the Fulliam Avenue Reconstruction Project - Phase 2 (Public Hearing B)
- D. Resolution Approving Plans, Specifications, Form of Contract, Cost Estimations and Establishing a Bid Opening Date for the Weed Park Lagoon Project. (Public Hearing C)
- E. 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 (Public Hearing D)
- F. Resolution Adopting the City of Muscatine Budget for the Fiscal Year Ending June 30, 2025. (Public Hearing E)
- G. Resolution to Award Contract for West Hill Sanitary Sewer Separation Project - Phase 6C in the amount of \$6,293,697.60 to Langman Construction.
- H. Resolution to Award the Airport Lighting Project Contract to Kimrey Electric of Urbandale, Iowa, in the Amount of \$718,473.00.
- I. Resolution Authorizing Special Assessments for Unpaid Abatement Service Fees and Rental Housing Fees to Private Properties
- J. Resolution Approving a Final Plat of Grandview Subdivision
- K. Resolution Approving the Final Plat of Heuer Subdivision
- L. Resolution Setting the Time and Place of a Public Hearing on May 2, 2024, at 6:00 pm in the City Hall Council Chambers on Proposed Zoning Changes at 910 E. 2nd Street
- M. Resolution Setting a Public Hearing for May 2, 2024, at 6:00 pm, in City Council Chambers on an Amendment to Section 1, Chapter 12, Title 10 of City Code

Allowing for a Portion of the Ground Floor to be Used for Residential Purposes in the C-2 Zoning District, Outside the Downtown Core

- N. Resolution Authorizing the Muscatine County Conservation Board to Discharge into the Publicly Owned Treatment Works from Deep Lakes Park
- O. Resolution Approving a Contract with S&R Landscaping, Snow Removal and Landscaping, LLC. in the amount of \$5,000.00 for mowing services at the City's lift stations for 2024.
- P. Resolution Setting a Public Hearing on May 2 at 6:00 pm in City Council Chambers regarding repealing Title 1-10-2.E (1)(b) of the Muscatine City Code regarding Elected Official Communication with City Department Heads and Employees
- Q. Resolution to Amend Resolution No. 93571-0916 to Add One Additional Member to the Nominating Committee in Order to Create an Odd Number of Members and Avoid Tie Votes
- R. Request to Accept the 2024 Housing Market Analysis and Direction on Strategies
- S. Request to Accept Nuisance Property and Abandoned Remediation Fund Loan Agreement and Promissory Note and Authorizing the Mayor to Sign Said Agreement
- T. Request to Approve a Development Agreement with Muscatine Center for Social Action
- U. Request Approval of the Letter of Intent from Pine Creek RNG to Enter Into a Six Month Gas Rights, Site Lease and Easement Agreement to Collect and Process Digester Gas from the Water and Resource Recovery Facility Digesters.
- V. Request for Approval of a Five-Year Concessions Operations Agreement for Muscatine Aquatic Center with JJ Snacks/Carolina Ponce.
- W. A Request to Approve an Agreement between the City of Muscatine and the Greater Muscatine Chamber of Commerce and Industry (GMCCI) to support the provision of Economic Development Services in the amount of \$43,000 for Fiscal Year 2024/2025
- X. A Request to Approve an Agreement between the City of Muscatine and Senior Resources in the amount of \$30,000 to support the provision of Senior Resident Services in Fiscal Year 2024/2025
- Y. A Request to Approve an Agreement between the City of Muscatine and the Greater Muscatine Chamber of Commerce (GMCCI) to provide Tourism and Marketing Services in the amount of \$135,000 for Fiscal Year 2024/2025.
- Z. Presentation on Public Improvement Projects

18. MAYOR AND COUNCIL REPORTS

19. ADJOURNMENT