

**CITY OF RIVERSIDE COUNCIL TENTATIVE AGENDA  
RIVERSIDE CITY HALL COUNCIL CHAMBERS  
60 N GREENE STREET**

**Tuesday, February 16, 2016 at 6:30 pm**

**NOTICE TO THE PUBLIC:**

**This is a meeting of the City Council to conduct the regular business of the City. Every item on the agenda is an item of discussion and action if needed.**

**When citizens are recognized to speak, please approach the podium, spell your first and last name. Time is limited to 3 minutes. Reminder to citizens, this is a privilege, not a right.**

CALL TO ORDER: Mayor Schneider

Pledge of Allegiance

ROLL CALL:

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**APPROVAL OF AGENDA:**

1. Approve Consent Agenda
  1. a) Expenditures 02-18-16
  1. b) Minutes from 02-02-16
2. Committee Reports:
3. Citizens Comments
4. **Annual Fire Department Meeting pg 5**
5. Resolution #02162016-01 "Accepting New Volunteers to the Fire Department" **pg 6**
6. MMS Consultants – Project Update **pg 7-21**
  - Cherry Lane Project
    - Instruction to Contractors #1
    - Instruction to Contractors #2
  - Ella Street Project
    - Updated Cost Estimate
    - Project Timeline
    - Informational Meeting Date – February 23, 2016

- Pioneer Street Drainage Project
  - What to include in the project
  - Alley & Sidewalk issues
  - Project Timeline
- Casey's Sewer Project
  - Draft Agreement
  - Project Timeline

7. Consideration of Re-Zoning application from Larry Tener **pg 22-25**

8. Resolution #02162016-02 "Boise Street Project Close Out agreement – Yordi Excavating" **pg 26-32**

9. Resolution #02162016-03 "Rathje Construction – Pay Request #1 Cherry Lane Addition" **pg 33-36**

10. Resolution #02162016-04 "Set the date for Public Hearing – Ella Street Spine Project" **pg 37-38**

11. Resolution #02162016-05 "YMCA of Washington County Hotel/Motel Grant" **pg 39-43**

12. Resolution #02162016-06 "Riverside History Center Hotel/Motel Grant" **pg 44-46**

13. Resolution #02162016-07 "Riverside Area Community Club (RACC) Hotel/Motel Grant" **pg 47-49**

14. Resolution #02162016-08 "Paws & More Shelter Donation Request - Hotel/Motel Grant" **pg 50-51**

15. Resolution #02162016-09 "Donation to Captain Kirk Statue - Hotel/Motel Grant" **pg 52**

16. Resolution #02162016-10 "Purchase Agreement for Lot #1 – Cherry Lane" **pg 53**

17. Resolution #02162016-11 "Purchase Agreement for Lot #2,7,15 &16 – Cherry Lane" **pg 54**

18. Resolution #02162016-12 "Real Estate Listing for Commercial Lots" **pg 55-62**

19. Resolution #02162016-13 "Annual Urban Renewal Report" **pg 63-71**

20. Resolution #02162016-14 "Proposal from ECICOG to review & update Zoning & Subdivision Ordinances" **pg 72-77**

21. Clerk Comments

22. City Council Comments & Requests for Information with a majority vote

23. Adjourn Council Meeting

**BUDGET WORK SESSION IS SCHEDULED FOR FEBRUARY 18<sup>TH</sup> AT 6:00 PM**

EXPENDITURES 02/16/16		
PUBLICATIONS		
	UNPAID BILLS	
ARAMARK	JANUARY BILLING	\$ 1,053.00
BOUND TREE	EMS SUPPLY	\$ 61.34
BUSINESS RADIO SALES	FIRE DEPT	\$ 13.70
ELDER SERVICES	JANUARY MEALS - CITY/CITIZENS	\$ 1,224.00
EMC INSURANCE	DEDUCTABLE	\$ 1,500.00
HARN R/O	VITEC 3000	\$ 1,880.00
I TECH	FEB. COMPUTER MAINT.	\$ 155.00
IOWA FIREFIGHTERS ASSOC.	ANNUAL DUES	\$ 364.00
IOWA PAPER INC	COMM. BUILDING/PARKS	\$ 115.91
ITECH	FIRE DEPT. ROUTER	\$ 79.99
J & S PLUMBING	FIRE STATION SERVICE	\$ 279.00
JOHN'S	PICNIC TABLES	\$ 88.50
JOHNSON CO. MUTUAL AID ASSOC.	ANNUAL DUES	\$ 81.00
JOHNSON COUNTY REFUSE	FEBRUARY SERVICE	\$ 1,719.50
KALONA AUTO	JAN. RVFD	\$ 114.95
KALONIAL TREE SERVICE	TREE REMOVAL AT BOAT RAMP	\$ 2,875.00
LORY YOUNG	FEB CELL PHONE	\$ 50.00
MEDIACOM	FEB. BILLING	\$ 266.39
MENARDS	WASTE WATER	\$ 85.50
PITNEY BOWES	METER RENTAL	\$ 503.50
PSC	FIRE STATION	\$ 9.47
RIVERSIDE TRAVEL MART	FIRE TRUCK FUEL	\$ 176.33
SCHMBERG CO.	WATER PLANT	\$ 303.16
SCHNOEBELEN INC	SNOW BLAD REPAIR	\$ 42.55
STANDARD PEST CONTROL	FEB SERVICE	\$ 40.00
STATE HYGIENIC LAB	JAN TESTING	\$ 1,199.00
STOREY KENWORTHY	TAX FORMS	\$ 65.02
THREE CHICKS	PUBLISHING	\$ 212.08
UPS	SHIPPING	\$ 68.60
URBANDALE FIRE DEPT.	RVFD TRAINING	\$ 225.00
VISA	JANUARY BILLING	\$ 126.35
WASHINGTON CO. COMM.	ALARM RECEIVER	\$ 120.00
	TOTAL UN-PAID BILLS	\$ 15,097.84
	PAID BILLS	
IPERS	JANUARY 2016 - CONTRIBUTIONS	\$ 2,650.12
IOWA DEPT OF REVENUE	JANUARY 2016 - IOWA WITHHOLDINGS	\$ 884.00
IOWA DEPT OF REVENUE	JANUARY 2016 - IOWA SALES TAX	\$ 2,437.25
DECEMBER NET PAYROLL	JANUARY 2016 - EMPLOYEE PAYROLL CHECKS	\$ 11,969.79
IRS	941 TAX DEPOSIT FOR PAYROLL ENDING 1/23/16	\$ 2,277.45
	TOTAL PAID BILLS	\$ 20,218.61
	TOTAL EXPENDITURES	\$ 35,316.45
JANUARY 2016 REVENUES:		
GENERAL FUND		\$8,437.54
ROAD USE TAX FUND		\$8,930.29
LOCAL OPTION SALES TAX		\$8,636.80
CASINO REVENUE RUND		\$103,201.66
CAPITAL PROJECTS FUND		\$0.00
WATER FUND		\$27,502.93
SEWER FUND		\$24,950.77
GARBAGE/LANDFILL FUND		\$1,906.41
STORM WATER FUND		\$1,494.35
TOTAL MONTHLY REVENUE		\$185,060.75

*ok WJAP*

RIVERSIDE CITY COUNCIL MEETING; February 2, 2016.

The Riverside Council meeting opened at 6:33 PM in City Hall with Mayor Schneider requesting roll call. Council members present were: Ralph Schnoebelen, Jeanine Redlinger, Bob Schneider Jr., Tom Sexton, and Rob Weber.

Motion by Schnoebelen, second by Sexton to approve agenda. Passed 5-0.

Motion by Schnoebelen to approve consent agenda, minutes, with edits, and expenditures. Second by Schneider, passed 5-0.

Citizens Comments: Kelli Schneider presented \$250 to the Community Center fund from her volunteer hours through the Casino Volunteer Program.

Jeff Showalter reported to council on the cleaning out of his clogged sewer line. Schnoebelen moved to have city dig up line to find what the obstruction is, and then proceed with repair. Second by Sexton, passed 4-1 Schneider opposed. Homeowner will be given written notification of work schedule.

Kyle Martin, of Martin Gardner Architects gave a proposal to the council for services to plan and create conceptual drawings of the Community Center. Schneider moved to appoint Martin Gardner Architects to design plans for the Community Center. Second by Redlinger, passed 4-1, Sexton opposed.

Larry Tener and Pat Nole spoke to council about the re-zoning of the Tener Triangle Subdivision. MMS will review plans and address the Planning and Zoning Committee.

Sexton moved to pass Resolution #02022016-01; Protective Covenants for Cherry Lane with edits. Second by Schneider, passed 5-0.

Schneider moved to pass Resolution #02022016-02; 28e Agreements with Townships for fire protection, with corrections. Second by Schnoebelen, passed 5-0.

Schneider moved to pass Resolution #02022016-03; Northland Securities – Financial Planning. Second by Schnoebelen, passed 5-0.

Schnoebelen moved to pass Resolution #02022016-04; Community Building CD. Clerk will move \$260,000.00 from Casino Funds into a 36 month CD at 2.45% interest. Second by Weber, passed 5-0.

Sexton moved to donate \$8000.00 to the YMCA of Washington for Camp Highland Summer program. Motion died due to lack of a second. Council requests that the YMCA Director be asked to attend next meeting to explain their Hotel/Motel grant request.

Sexton moved to donate \$5000.00 of excess Hotel/Motel grant funds to the History Center fund for the Kirk Statue. Second by Weber, passed 5-0.

Mayor Schneider read City Proclamation designating February 14, 2016 as Salute to Hospitalized Veterans Day. Council Person Redlinger designed a giant card for citizens to sign. She will present them to the VA hospital.

Schnoebelen motioned to move the next council meeting to February 16, 2016 due to the President's Day holiday. Second by Sexton, passed 5-0.

Sexton moved to go into Closed Session at 8:40 pm to discuss Real Estate. Second by Schneider, passed 5-0.

Sexton moved to return to open meeting at 9:00 pm, second by Schneider. Passed 5-0.

Sexton moved to proceed with projects. Second by Redlinger, passed 5-0.

Council Comments; Schneider requested to have packet e-mailed to him. Sexton asked about final project walk through with Yordi Construction. It will be scheduled for next week.

Schnoebelen moved to adjourn at 9:06 pm. Second by Sexton passed 5-0.

Full content of Council Meetings can be viewed on the City Web Site;  
[www.cityofrivsideiowa.com](http://www.cityofrivsideiowa.com)

BUDGET WORKSHOP -- February 9, 2016 at 6:30 pm.

NEXT CITY COUNCIL MEETING --Tuesday, February 16, 2016 at 6:30 pm.

COMMUNITY CENTER MEETING -- Wednesday, February 17, 2016 at 6:30 pm at Community Bulding.

ATTEST:

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Lory Young: City Clerk

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Allen Schneider; Mayor

CITY OF RIVERSIDE  
 MTD TREASURERS REPORT  
 AS OF: JANUARY 31ST, 2016

Council Packet

UND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	NET CHANGE ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	1,572,082.01	8,437.54	51,684.71	1,528,834.84	0.00 (	498.66)	1,528,336.18
110-ROAD USE TAX	309,537.21	8,930.29	0.00	318,467.50	0.00	0.00	318,467.50
121-LOCAL OPTION SALES TAX	275,696.92	8,636.80	0.00	284,333.72	0.00	0.00	284,333.72
125-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
145-CASINO REVENUE FUND	1,244,635.86	103,201.66	7,355.17	1,340,482.35	0.00	0.00	1,340,482.35
200-DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-CAPITAL PROJECTS	( 320,655.55)	0.00	10,766.20	( 331,421.75)	0.00	0.00	( 331,421.75)
600-WATER FUND	620,197.38	27,502.93	28,092.62	619,607.69	0.00 (	279.63)	619,328.06
610-SEWER FUND	87,197.07	24,950.77	13,408.28	98,739.56	0.00 (	279.63)	98,459.93
670-LANDFILL/GARBAGE	4,819.62	1,906.41	2,319.50	4,406.53	0.00	0.00	4,406.53
680-STORM WATER	6,903.73	1,494.35	0.00	8,398.08	0.00	0.00	8,398.08
<b>GRAND TOTAL</b>	<b>3,800,414.25</b>	<b>185,060.75</b>	<b>113,626.48</b>	<b>3,871,848.52</b>	<b>0.00 (</b>	<b>1,057.92)</b>	<b>3,870,790.60</b>

*Handwritten red circle around 185,060.75 and initials 'ML' to the right.*

\*\*\* END OF REPORT \*\*\*

**2015 Riverside Fire & EMS Yearly Report**

Presented By

Fire Chief

Chad Smothers

- Review of emergency calls for the year
- Fire & EMS operations
- Officers for 2016
- New members
- Training completed for the year
- Public education and events for the year
- Upcoming projects for 2016
- Future needs for the department (equipment, recruiting & retention)
- Riverside Emergency Services Association
- Questions or Comments

**RESOLUTION #02162016-01**

**RESOLUTION ACCEPTING NEW MEMBERS TO THE RIVERSIDE  
VOLUNTEER FIRE DEPARTMENT**

**Whereas**, the City of Riverside City Council will accept Bryan Horesowsky, Brett Kiene, and Erica Schnoebelen as new members to the City of Riverside Volunteer Fire Department.

**Therefore**, be it resolved the City of Riverside City Council does hereby agree to these new members.

It was moved by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ to approve the foregoing resolution.

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 16<sup>nd</sup> day of February, 2016.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk



**Lory Young**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Thursday, February 04, 2016 12:00 PM  
**To:** 'Matt Bockenstedt'  
**Cc:** d.caldwell@mmsconsultants.net; 'Glen Meisner'; Lory Young; kevin@cityofriversideiowa.com  
**Subject:** Cherry Lane ITC #1 Water Main Along Kleopfer Street  
**Attachments:** 2245015ITC1.pdf; \_Certification\_.htm

Please find attached ITC #1 which outlines the change to the water main connection to existing along Kleopfer Street. I figured we would reduce 6" water main by the length indicated and increase for the extra valve. Let me know if any other price changes are required.

I will be sending out another email separately for the water main looping on the west side of the project.

Feel free to contact me with any questions.

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**MMS Consultants, Inc.**  
*Experts in Planning and Development Since 1975*

**Scott Pottorff, P.E.**

*Project Manager*

Office: (319) 351-8282

Mobile: (319) 631-0365

[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)

[www.mmsconsultants.net](http://www.mmsconsultants.net)

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Iowa City, Iowa 52240

**319.351.8282**

mmsconsultants.net  
mms@mmsconsultants.net

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

**INSTRUCTION TO CONTRACTOR**

**Cherry Lane Improvements**

To: Rathje Construction  
Date: February 4, 2016  
ITC #1

The following instructions are issued:

- To clarify drawings, specifications and/or procedures
- To approve use of materials or equipment
- To request an estimate for Owner's further consideration. Provide an itemized breakdown of proposed lump sum price in accordance with Article 12 of the General Conditions.
- To transmit drawings or documents for incorporation into the work, subject to the last paragraph below.
- In response to RFI No. \_\_\_\_\_

**DESCRIPTION:**

1. Connect to existing water main within existing Kleopfer Street ROW as shown. No work shall occur within Lot 43. Cut in 6"x6" tee with 6" gate valve to the north. Install 45 degree bend after valve.
2. Changes result in the following quantity changes:
  - a. DELETE 6" Water Main by 69 LF
  - b. ADD 6" Gate Valve by 1 EACH
  - c. DELETE 45 Degree Bends by 1 EACH
  - d. ADD Cut in 6"x6" Tee by 1 EACH

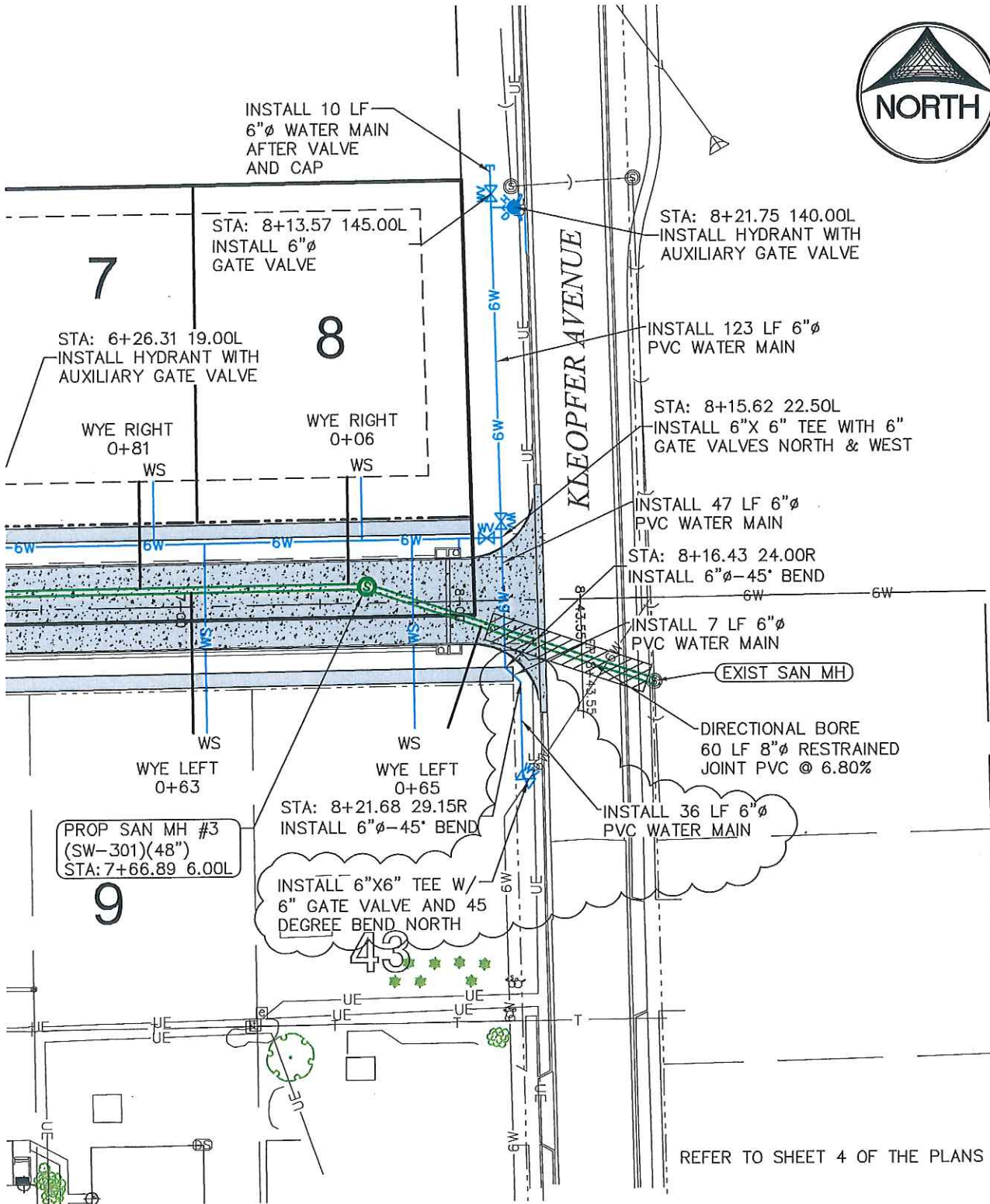
**ATTACHMENTS:** Supplemental Drawing ITC #1

**IF THESE INSTRUCTIONS INVOLVE WORK WHICH EITHER INCREASES OR DECREASES THE CONTRACT PRICE, SCOPE OF WORK, TIME, OR PERFORMANCE, YOU SHALL NOT PROCEED UNTIL YOU SUBMIT A WRITTEN CHANGE ORDER REQUEST AND RECEIVE OWNER APPROVAL OF THE CHANGE**

MMS CONSULTANTS, INC

By: Scott Pottorff

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REFER TO SHEET 4 OF THE PLANS

Designed by:	Scale:
SBP	
Drawn by:	Date:
SBP	2/4/16
Checked by:	Project No:
SBP	IC 2245-015

ITC #1 WATER MAIN REVISIONS

**CHERRY LANE IMPROVEMENTS**

RIVERSIDE  
WASHINGTON COUNTY, IOWA

MMS CONSULTANTS, INC.

IOWA CITY, IOWA 52240  
(319) 351-8282  
www.mmsconsultants.net



Date	Revision

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**Lory Young**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Thursday, February 04, 2016 12:24 PM  
**To:** 'Matt Bockenstedt'  
**Cc:** 'Glen Meisner'; d.caldwell@mmsconsultants.net; Lory Young;  
kevin@cityofriversideiowa.com  
**Subject:** Cherry Lane ITC #2 Water Main Loop Along Tupelo Boulevard  
**Attachments:** 2245015ITC2.pdf; \_Certification\_.htm

Please find attached ITC #2 which outlines proposed changes to the water main along Tupelo Boulevard. Please provide pricing as outlined in the ITC for review from the Owner. The Council plans to decide on the change at the Council meeting on February 16<sup>th</sup>. Pricing needs to be submitted to MMS for review by the end of the day on Tuesday February 9<sup>th</sup> in order to get into the City in time to be considered by the Council. The Council will also consider whether to keep the extension to the north based on unit prices or not.

Any pay request quantities also should be sent to MMS by the end of the day Tuesday February 9<sup>th</sup> in order to be processed at the next Council meeting.

Feel free to contact me with any questions.

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*Project Manager*

Office: (319) 351-8282

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[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)

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**INSTRUCTION TO CONTRACTOR**

**Cherry Lane Improvements**

To: Rathje Construction  
Date: February 4, 2016  
ITC #2

The following instructions are issued:

- To clarify drawings, specifications and/or procedures
- To approve use of materials or equipment
- To request an estimate for Owner's further consideration. Provide unit prices for the items outlined below.
- To transmit drawings or documents for incorporation into the work, subject to the last paragraph below.
- In response to RFI No. \_\_\_\_\_

**DESCRIPTION:**

1. Extend water main along Tupelo Boulevard to south to connect to existing 8" main on the south side of Buckeye Street. Eliminate water main extension to north along Tupelo Boulevard. Increase water main size along Tupelo Boulevard to 8" water main. Directional bore restrained joint PVC C900 pipe under Buckeye Street. Move hydrant south of Cherry Lane closer to Cherry Lane. See attached drawing.
2. Changes result in the following quantity changes:
  - a. ADD 8" Water Main PVC C900 357 LF = Provide Unit Price
  - b. ADD Directional Bore 8" Restrained Joint PVC C900 50 LF= Provide Unit Price
  - c. ADD 8" Gate Valve 2 EACH = Provide Unit Price
  - d. ADD 8"x6" Tee 1 EACH = Provide Unit Price for Increase from 6"x6" Tee
  - e. ADD Connect to Existing Water Main = Provide Unit Price
  - f. DELETE 6" Water Main labeled at 296 LF (Actual measured reduction from drawing is 232 LF) = \$3,944.00
  - g. DELETE Fire Hydrant Assembly 1 EACH = \$3,400.00
  - h. DELETE 6" Gate Valve 3 EACH = \$2,250.00
  - i. DELETE 6"x6" Tee
3. Provide unit prices for items listed above for Owner's consideration. **DO NOT PROCEED WITH WORK UNTIL WRITTEN AUTHORIZATION OF THE CHANGE IS RECEIVED FROM OWNER.**

**ATTACHMENTS:** Supplemental Drawing ITC #2



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Iowa City, Iowa 52240

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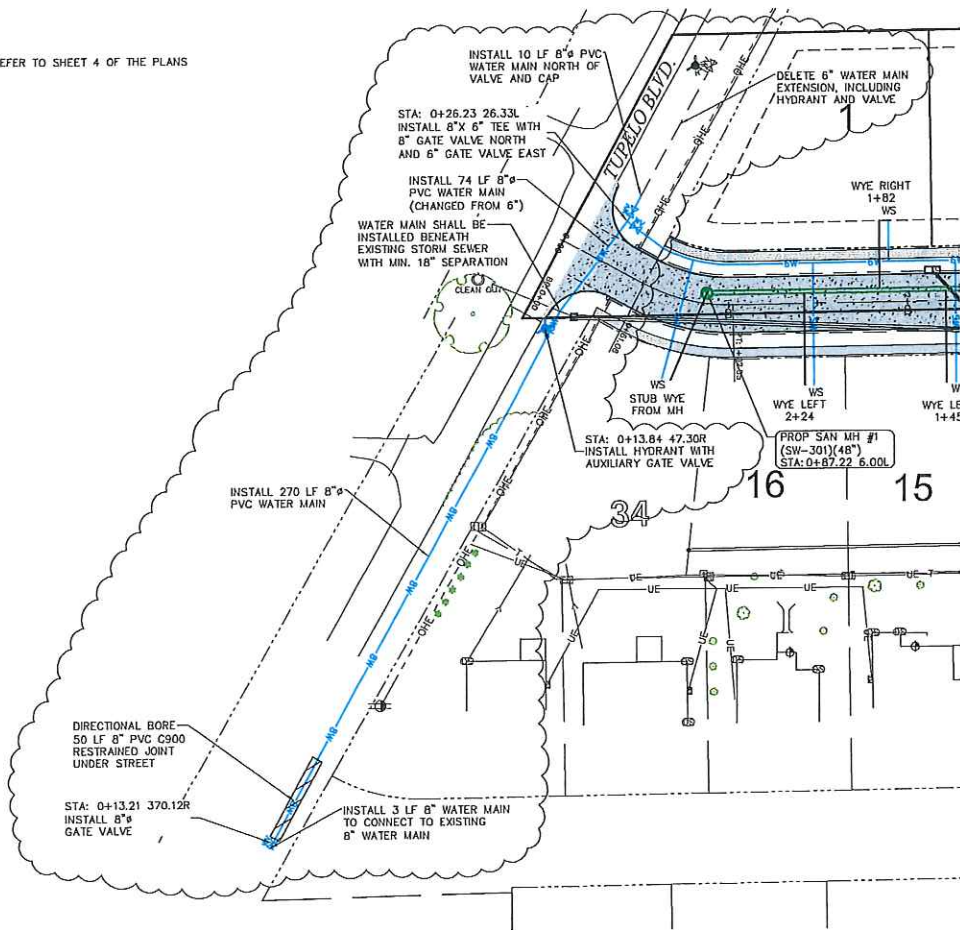
MMS CONSULTANTS, INC

By: Scott Pottorff

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REFER TO SHEET 4 OF THE PLANS



CIVIL ENGINEERS  
 LAND PLANNERS  
 LAND SURVEYORS  
 LANDSCAPE ARCHITECTS  
 ENVIRONMENTAL SPECIALISTS  
 1917 S. GILBERT ST.  
 IOWA CITY, IOWA 52240  
 (319) 351-8282  
[www.mmsconsultants.net](http://www.mmsconsultants.net)

Date	Revision

**ITC #2 WATER MAIN CHANGES**

**CHERRY LANE IMPROVEMENTS**  
 RIVERSIDE  
 WASHINGTON COUNTY  
 IOWA

**MMS CONSULTANTS, INC.**

Date:	2/4/16
Designed by:	SBP
Field Book No.:	
Drawn by:	SBP
Scale:	1"=50'
Checked by:	SBP
Sheet No.:	1
Project No.:	IC 2245-015
of:	1

**Lory Young**

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Tuesday, February 09, 2016 9:57 AM  
**To:** Lory Young  
**Cc:** 'Glen Meisner'  
**Subject:** Proposed Water Main Changes Cherry Lane  
**Attachments:** SKMBT\_C36016020516300.pdf; \_Certification\_.htm

Attached are the unit prices provided by Rathje. Here is a breakdown of the cost implications.

Complete 8" Loop to Buckeye, No 8" Extension North of Cherry Lane

ADD 8" Water Main 357 LF @ \$24.09/LF	\$8,600.13
ADD 8" Directional Bore 50 LF @ \$130.18/LF	\$6,509.00
ADD 8" Gate Valve 2 EACH @ \$1,460.80/EACH	\$2,921.68
ADD Upsize from 6x6 to 8x6 Tee 2 EACH @ \$60.01/EACH	\$120.02
ADD Connect to Existing Water Main at Buckeye 1 LS	\$2,249.46
DELETE 6" Water Main 232 LF @ \$17/LF	-\$3,944.00
DELETE Fire Hydrant Assembly 1 EACH @ \$3,400.00/EACH	-\$3,400.00
DELETE 6" Gate Valve 3 EACH @ \$750.00/EACH	-\$2,250.00
 TOTAL CHANGES	 ADD \$10,806.29

Add 8" Extension to North

ADD 8" Water Main 100 LF @ \$24.09/LF	\$2,409.00
ADD Fire Hydrant Assembly 1 EACH @ \$3,400.00/EACH	\$3,400.00
ADD 8" Gate Valve 1 EACH @ \$1,460.80 EACH	\$1,460.80
 TOTAL	 ADD \$7,269.80

Feel free to contact me with any questions.

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**Scott Pottorff, P.E.**

*Project Manager*

Office: (319) 351-8282

Mobile: (319) 631-0365

[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)

[www.mmsconsultants.net](http://www.mmsconsultants.net)



**Lory Young**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Wednesday, February 10, 2016 3:26 PM  
**To:** Lory Young  
**Cc:** 'Glen Meisner'  
**Subject:** Ella Street  
**Attachments:** 2245012CostEst021016.pdf; \_Certification\_.htm

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

I have updated the cost estimate based on actual design. I came up with about \$1,000,000 in construction costs based on the design. Attached is the current estimate. I wanted to let you know so that we could plan for the additional in the budget. The costs above do not include engineering costs (our contract is \$105,000) or much for contingency. Likely we would want to budget closer to \$1.2 million to include those.

Usually I try to estimate high so obviously we hope for better bids than this but I think we need to be prepared.

Feel free to contact me with any questions.

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**Scott Pottorff, P.E.**

*Project Manager*

Office: (319) 351-8282

Mobile: (319) 631-0365

[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)

[www.mmsconsultants.net](http://www.mmsconsultants.net)

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Ella Street Improvements

No.	Item Code	Item	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price
1	1070-206-A-3	Traffic Control	1	LS			\$10,000.00	\$ 10,000.00
2	1090-105-D-0	Mobilization	1	LS			\$50,000.00	\$ 50,000.00
3	2010-108-E-0	Excavation, Class 10, Onsite	2,500	CY			\$12.00	\$ 30,000.00
4	2010-108-F-0	Below Grade Excavation (Core Out)	200	CY			\$50.00	\$ 10,000.00
5	2010-108-G-0	Subgrade Preparation	6,038	SY			\$3.00	\$ 18,114.00
6	2010-108-I-0	Subbase, Modified, 6" Thick	5,415	SY			\$7.00	\$ 37,905.00
7	2010-108-J-0	Subbase, Macadam Stone, 6" Thick	623	SY			\$10.00	\$ 6,230.00
8	2010-108-I-0	Subbase, Class A Crushed Stone, 4" Thick	623	SY			\$6.00	\$ 3,738.00
9	2010-108-J-2	Removal of Culverts	22	EA			\$250.00	\$ 5,500.00
10	3010-108-C-0	Trench Foundation	50	TONS			\$25.00	\$ 1,250.00
11	3010-108-D-0	Replacement of Unsuitable Backfill Material, Granular Backfill	100	CY			\$50.00	\$ 5,000.00
12	3010-108-E-0	Granular Trench Backfill, Class A Roadstone, 4" Sanitary Service	160	LF			\$50.00	\$ 8,000.00
13	3010-108-E-0	Granular Trench Backfill, Class A Roadstone, 8" Sanitary Main	518	LF			\$60.00	\$ 31,080.00
14	3010-108-E-0	Granular Trench Backfill, Class A Roadstone, 12" Storm Sewer	534	LF			\$10.00	\$ 5,340.00
15	3010-108-E-0	Granular Trench Backfill, Class A Roadstone, 15" Storm Sewer	95	LF			\$15.00	\$ 1,425.00
16	3010-108-E-0	Granular Trench Backfill, Class A Roadstone, 18" Storm Sewer	35	LF			\$20.00	\$ 700.00
17	3010-108-E-0	Granular Trench Backfill, Class A Roadstone, 24" Storm Sewer	120	LF			\$25.00	\$ 3,000.00
18	3010-108-E-0	Granular Trench Backfill, Class A Roadstone, 6" Water Main	40	LF			\$10.00	\$ 400.00
19	3010-108-E-0	Granular Trench Backfill, Class A Roadstone, 8" Water Main	60	LF			\$10.00	\$ 600.00
20	3010-108-F-0	Trench Compaction Testing	0	LS			\$5,000.00	\$ -
21	4010-108-A-1	Sanitary Sewer Gravity Main, Trenched, PVC (SDR 26), 8" Dia.	518	LF			\$50.00	\$ 25,900.00
22	4010-108-H-0	Remove Existing Sanitary Sewer	518	LF			\$10.00	\$ 5,180.00
23	4010-108-K-1	Sanitary Sewer Existing Service Lateral Reconnection	8	EA			\$750.00	\$ 6,000.00
24	4020-108-A-1	Storm Sewer, Trenched, RCP, 12" Dia.	1,152	LF			\$35.00	\$ 40,320.00
25	4020-108-A-1	Storm Sewer, Trenched, RCP, 15" Dia.	391	LF			\$40.00	\$ 15,640.00
26	4020-108-A-1	Storm Sewer, Trenched, RCP, 18" Dia.	348	LF			\$50.00	\$ 17,400.00
27	4020-108-A-1	Storm Sewer, Trenched, RCP, 24" Dia.	293	LF			\$60.00	\$ 17,580.00
28	4020-108-C-0	Removal of Storm Sewer	289	LF			\$60.00	\$ 17,340.00
29	4040-108-A-0	Longitudinal Subdrain, Type 2, 4"	639	LF			\$7.00	\$ 4,473.00
30	4040-108-C-0	Subdrain Cleanout, Type A-1	3	EA			\$750.00	\$ 2,250.00
31	4040-108-D-0	Subdrain Outlet, Connection to Structure	3	EA			\$750.00	\$ 2,250.00
32	5010-108-A-1	Water Main, 6", PVC C900	184	LF			\$25.00	\$ 4,600.00
33	5010-108-A-1	Water Main, 8", PVC C900	727	LF			\$30.00	\$ 21,810.00
34	5010-108-C-1	Cut in 4"x4" Tee	2	EA			\$800.00	\$ 1,600.00
35	5010-108-C-1	Cut in 8"x8" Tee	2	EA			\$1,000.00	\$ 2,000.00
36	5010-108-C-1	Connect Existing Hydrant to New Main	1	EA			\$1,000.00	\$ 1,000.00
37	5010-108-D-0	Water Service Stub, Main to Curb Stop Short, 1" Copper (Type K)	3	EA			\$600.00	\$ 1,800.00
38	5010-108-D-0	Water Service Stub, Main to Curb Stop Long, 1" Copper (Type K)	4	EA			\$1,200.00	\$ 4,800.00
39	5010-108-E-0	Remove Tee and Install Sleeve	2	EA			\$750.00	\$ 1,500.00
40	5010-108-E-0	Remove Tee and Valve and Install Sleeve	2	EA			\$1,000.00	\$ 2,000.00
41	5010-108-E-0	Remove Valve Box and Rod	2	EA			\$500.00	\$ 1,000.00
42	5020-108-A-0	Gate Valve, 4"	2	EA			\$600.00	\$ 1,200.00
43	5020-108-A-0	Gate Valve, 6"	2	EA			\$800.00	\$ 1,600.00
44	5020-108-A-0	Gate Valve, 8"	7	EA			\$1,200.00	\$ 8,400.00
45	6010-108-A-0	Sanitary Manhole, Type SW-301, 48" Dia	2	EA			\$4,000.00	\$ 8,000.00
46	6010-108-A-0	Storm Manhole, Type SW-301, 48" Dia	7	EA			\$3,500.00	\$ 24,500.00
47	6010-108-A-0	Storm Manhole, Type SW-301, 48" Dia with SW-604 Type 3B Grate	2	EA			\$4,000.00	\$ 8,000.00
48	6010-108-B-0	Storm Intake, Type SW-501	1	EA			\$2,500.00	\$ 2,500.00
49	6010-108-B-0	Storm Intake, Type SW-509	6	EA			\$4,000.00	\$ 24,000.00
50	6010-108-B-0	Storm Intake, Type SW-512, 24"	9	EA			\$2,500.00	\$ 22,500.00
51	6010-108-B-0	Storm Intake, Type SW-513, 48"x48"	1	EA			\$5,000.00	\$ 5,000.00
52	6010-108-B-0	Storm Intake, Type SW-541 with SW-542 Extension	4	EA			\$6,000.00	\$ 24,000.00
53	6010-108-B-0	Storm Intake, Type SW-545 (12")	1	EA			\$6,000.00	\$ 6,000.00
54	6010-108-B-0	Storm Intake, Type SW-545 (14")	4	EA			\$7,000.00	\$ 28,000.00
55	6010-108-E-0	Manhole Adjustment, Minor	1	EA			\$250.00	\$ 250.00
56	6010-108-G-0	Connect to Existing Manhole	1	EA			\$500.00	\$ 500.00
57	6010-108-H-0	Remove Existing Sanitary Manhole	2	EA			\$500.00	\$ 1,000.00
58	6010-108-H-0	Remove Existing Storm Manhole or Intake	5	EA			\$500.00	\$ 2,500.00
59	7010-108-E-0	PCC Curb and Gutter, 24" Wide	3,436	LF			\$25.00	\$ 85,900.00
60	7020-108-A-0	HMA Base, 3/4" Mixture, 300K ESAL	850	TONS			\$65.00	\$ 55,250.00
61	7020-108-A-0	HMA Surface, 1/2" Mixture, 300K ESAL	850	TONS			\$75.00	\$ 63,750.00
62	7020-108-L-0	HMA Binder, PG 64-22	102	TONS			\$400.00	\$ 40,800.00
63	7020-108-B-0	Removal of HMA Paving	3,511	SY			\$10.00	\$ 35,110.00
64	7030-108-A-0	Removal of Sidewalk	743	SY			\$10.00	\$ 7,430.00
65	7030-108-A-0	Removal of PCC Driveway	177	SY			\$10.00	\$ 1,770.00
66	7030-108-E-0	Sidewalk, PCC, 5"	412	SY			\$40.00	\$ 16,480.00
67	7030-108-E-0	Sidewalk, PCC, 6"	1172	SY			\$45.00	\$ 52,740.00
68	7030-108-G-0	Detectable Warnings	465	SY			\$35.00	\$ 16,275.00
69	7030-108-H-1	PCC Driveway, 6"	245	SY			\$40.00	\$ 9,800.00
70	7030-108-H-2	Granular Driveway, 4"	0	SY			\$10.00	\$ -
71	7040-108-I-0	Removal of PCC Curb and Gutter	35	LF			\$15.00	\$ 525.00
72	7060-108-A-1	Bituminous Seal Coat	623	SY			\$15.00	\$ 9,345.00
73	9010-108-A-0	Seeding, Fertilizing and Mulching, Stabilization	6.2	AC			\$3,500.00	\$ 21,700.00
74	9040-108-A-2	SWPPP Management	1	LS			\$10,000.00	\$ 10,000.00
75	9040-108-Q-1	Silt Fence	1,200	LF			\$3.50	\$ 4,200.00
76	9040-108-Q-3	Removal of Silt Fence	1,200	LF			\$1.00	\$ 1,200.00
77	9040-108-S-1	Inlet Protection Device	12	EA			\$750.00	\$ 9,000.00
78	9040-108-S-2	Inlet Protection Device Maintenance	12	EA			\$200.00	\$ 2,400.00

TOTAL BASE BID

\$ 1,036,350.00

**Lory Young**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Thursday, January 28, 2016 10:19 AM  
**To:** Lory Young  
**Cc:** 'Glen Meisner'  
**Subject:** Ella Street Project Schedule

Here is what we are thinking for the Ella Street Project:

Set Public Hearing	February 16 <sup>th</sup>
Ad for Bids in Newspaper	February 25 <sup>th</sup>
Notice of Public Hearing in Newspaper	February 25 <sup>th</sup>
Plans Ready to Send Out	February 26 <sup>th</sup>
Hold Public Hearing on Plans and Specs	March 7 <sup>th</sup>
Bids Due	<del>March 17<sup>th</sup></del> <b>March 15<sup>th</sup></b>
Award Bid	March 21 <sup>st</sup>
Estimated Construction Start	May 1 <sup>st</sup>
Construction Completion Date	August 15 <sup>th</sup>

In an ideal world we could push all of this up two weeks but that would require holding the public hearing the same date as the award. This is OK but we usually want the public hearing to happen before the bids are accepted. Having 5 Mondays in February is unusual but also messes with the scheduling for this.

Let me know if you have any questions.

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**MMS Consultants, Inc.**  
*Experts in Planning and Development Since 1975*

**Scott Pottorff, P.E.**

*Project Manager*

Office: (319) 351-8282

Mobile: (319) 631-0365

[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)

[www.mmsconsultants.net](http://www.mmsconsultants.net)

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Version: 2016.0.7357 / Virus Database: 4522/11500 - Release Date: 01/28/16

**Lory Young**

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**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Friday, February 05, 2016 12:02 PM  
**To:** Lory Young  
**Cc:** 'Glen Meisner'  
**Subject:** Ella Street

We should start thinking about getting a public meeting for this project put together. I would like to do it before we go out for bids or during the bid period. Maybe something the week of February 22<sup>nd</sup> or the week after that. For me it would need to be Monday (22<sup>nd</sup>), Tuesday (23<sup>rd</sup>) or Thursday (25<sup>th</sup>). The following week I am also available Monday (29<sup>th</sup>), Tuesday (1<sup>st</sup>) or Thursday (3<sup>rd</sup>). The more people are aware of what is happening hopefully will make the construction go smoother. It will be inconvenient for those people but if they can plan for it and know what will happen hopefully we can work with them.

We are shooting for having plans ready to go out to bid by the 26<sup>th</sup> at the very latest. As we discussed we plan to take bids on March 15<sup>th</sup> at like 2 PM.

I want to get with Kevin early next week to go over some sewer/water stuff with him on that project. Also want to get with him on Cherry Lane water main and Yordi Walkthrough.

I also want to get with you and maybe Kevin as we will need to get permission from some of the residents along the project route to grade into their yards. From GIS these owners are Gehrs (311 Ella Street), Mast (280 Ella Street) and Mills (281 Ella Street). Also may need to get a small triangle of ROW from one person. GIS says the owner is Yeggy (491 Ella Street). We also maybe should get with property owners that will have trees removed from the ROW to let them know. I think we should plan on planting replacement trees but that will up to the Council.

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**Lory Young**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Tuesday, February 09, 2016 9:02 AM  
**To:** scott.cook@caseys.com; jeff.fliger@caseys.com  
**Cc:** mayor@cityofriversideiowa.com; Lory Young; 'Glen Meisner'  
**Subject:** Riverside Casey's Store Draft Agreement  
**Attachments:** 2245022CostEstimate.pdf; 2245022L2.docx; \_Certification\_.htm

Please find attached the start of an agreement we prepared for the sewer replacement we have discussed. We think there should be an agreement in place between Casey's and the City to make sure it is clear what everyone's responsibilities are for this. This agreement is a start but probably needs to be added to in order to make it official. Right now it is on MMS letterhead but in the end maybe should be on City letterhead or no letterhead at all. Also attached is the preliminary cost estimate we prepared which has been previously distributed to everyone I think.

Please review and comment as needed. It is our hope that this agreement can be finished up in time to be formally approved by the City Council at its meeting on March 7<sup>th</sup>. We would need to have everything ironed out by March 2<sup>nd</sup> in order to get the agreement on the agenda for that meeting.

Feel free to contact Glen or me with any questions or comments.

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Casey's Sanitary Sewer  
10-30-15

1. Two New Manholes	\$4,500.00	= \$ 9,000.00
2. 310 C.F. 8" San. Sewer	\$50.00	= \$15,500.00
3. Connection to existing manholes	\$500.00	= \$ 500.00
4. Connection of two services	\$500.00	= \$ 1,000.00
5. Erosion Control/Seeding	\$1,000.00	= \$ 1,000.00
6. Mobilization	5%	= <u>\$ 1,500.00</u>
Total		= \$28,500.00
Contingency 10%		= \$ 2,850.00
Engineering 15%		= <u>\$ 4,275.00</u>
		\$35,625.00



AGREEMENT FOR SANITARY SEWER CONSTRUCTION  
Between  
CITY OF RIVERSIDE and CASEY'S GENERAL STORES

The sanitary sewer service for the Casey's General Store in Riverside, Iowa has been a maintenance problem for the City over the past several years. The City of Riverside proposed to install a sanitary sewer main in place of a portion of the service and reconnect the service to the new main. The estimated quantities and costs for this sanitary sewer main are attached as Exhibit A. Therefore, the City of Riverside, Iowa (hereinafter referred to as "CITY"), and Casey's General Stores (hereinafter referred to as "CASEY'S") agree to the following:

1. The CITY shall install the sanitary sewer in general accordance with the quantities shown on Exhibit A. CASEY'S agrees to reimburse the CITY for 50% of the total costs to install the sanitary sewer, including construction, engineering and administration costs. CITY shall provide plans for the construction and shall solicit bids from at least two contractors for the work. CITY shall oversee construction and accept the sanitary sewer as a public improvement once complete. CITY shall provide documentation of all costs to CASEY'S after construction is complete and accepted for reimbursement.
2. CASEY'S shall be responsible for future maintenance of their sanitary sewer service between the building and the new sanitary sewer main in accordance with City codes.
3. CITY shall be responsible for future maintenance of the sanitary sewer main in a similar manner to other sanitary sewer mains in the City.

\_\_\_\_\_  
City of Riverside

\_\_\_\_\_  
Casey's General Stores

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

Application Number: 02-2016-01

APPLICATION REQUEST FOR AMENDMENT  
TO THE ZONING ORDINANCE OF RIVERSIDE, IOWA

Application fee of \$300 must accompany completed application when request is made.

Applicant: Larry and Janis Tener

Date: February 12<sup>th</sup>, 2016

Address: 1175 Underwood Ave  
Riverside, Iowa

Phone: 319-648-4277

Email: laja-farm@midweststream.net

Reason for request: separate sheet

The following change to the Zoning Ordinance is requested:

Current Zoning: \_\_\_\_\_ to Requested Zoning: \_\_\_\_\_

\*\*\*These items must accompany this application before it will be considered by the Planning and Zoning Commission or City Council. Incomplete applications will not be processed.

1. The legal description of the property requesting the zoning change.
2. Current physical address of the property requesting the zoning change.
3. The current use of the property requesting the zoning change.
4. The proposed use of the property requesting the zoning change.
5. A statement of reason why the applicant feels the current zoning classification will no longer apply.
6. A detailed site plan showing the layout, dimensions, and intended use of the property.
7. A complete list with current addresses of all the property owners within 200 feet of property requesting the zoning change.

I certify that the above information given on this application and that required by Chapter 5.20 of the Riverside zoning Ordinance, is true and accurate to the best of my knowledge.

Larry and Janis Tener  
Applicant's signature and date

Fee Paid: 300.00  
*pd cx # 1956  
2/12/16  
LJ*



Application Number: 02-2016-01

**APPLICATION REQUEST FOR AMENDMENT  
TO THE ZONING ORDINANCE OF RIVERSIDE, IOWA**

**Application fee of \$300 must accompany completed application when  
request is made.**

Applicant: \_\_Larry and Janis Tener      Date: \_February 12<sup>th</sup>, 2016

Address: 1175 Underwood Ave, Riverside, Iowa. 52327

Phone: 319-648-4777

Email: lajafarm@windstream.net

Reason for request: the buyer of the property wants to construct storage units and places of business that do not fall under the current zoning restrictions.

The following change to the Zoning Ordinance is requested:

Current Zoning: C 3      to Requested Zoning: M 1

**1. The legal description of the property requesting the zoning change.**

The Southwest quarter of the section nine lying south of the southerly right of way of Iowa State Highway 22 and lying North of the right of way across land formerly owned by the Chicago Rock Island and Pacific Railway Company

**2. Current physical address of the property requesting the zoning change.**

No formal address. It is lot 2 and 3 of the Tener Triangle development, located 1 mile east of Riverside, west of Bud's Custom Meats place of business.

**3. The current use of the property requesting the zoning change.**

agricultural

**4. The proposed use of the property requesting the zoning change.**

Lot 2 is to be sold to Pat Noel and his wife for construction of storage units and buildings to house businesses, such as tire retail, auto repair, etc.

**5. A statement of reason why the applicant feels the current zoning classification will no longer apply.**

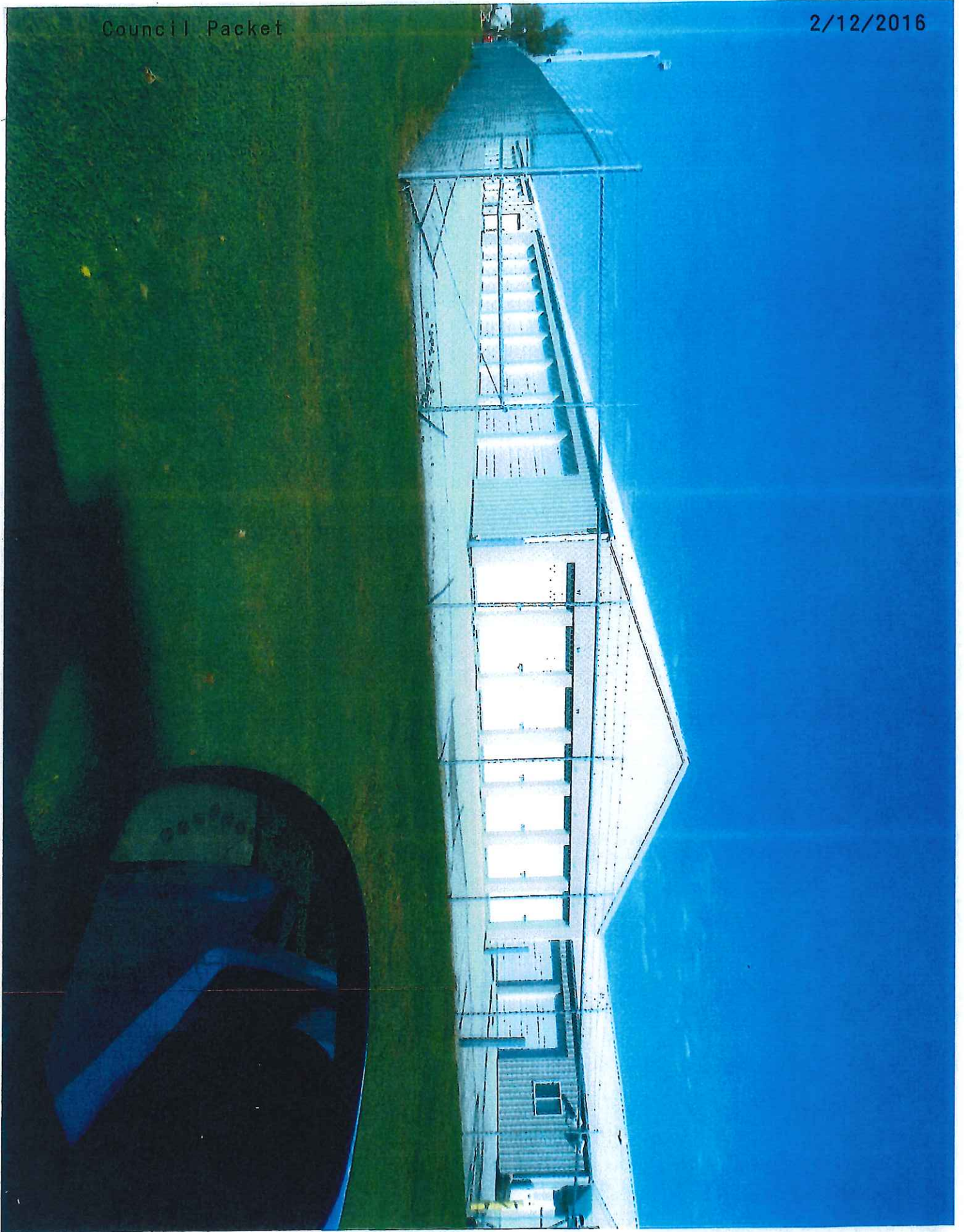
The zoning which is currently in effect (C 3) does not include the structures and uses which Mr. Noel is intending to build. M 1 does allow for these structures.

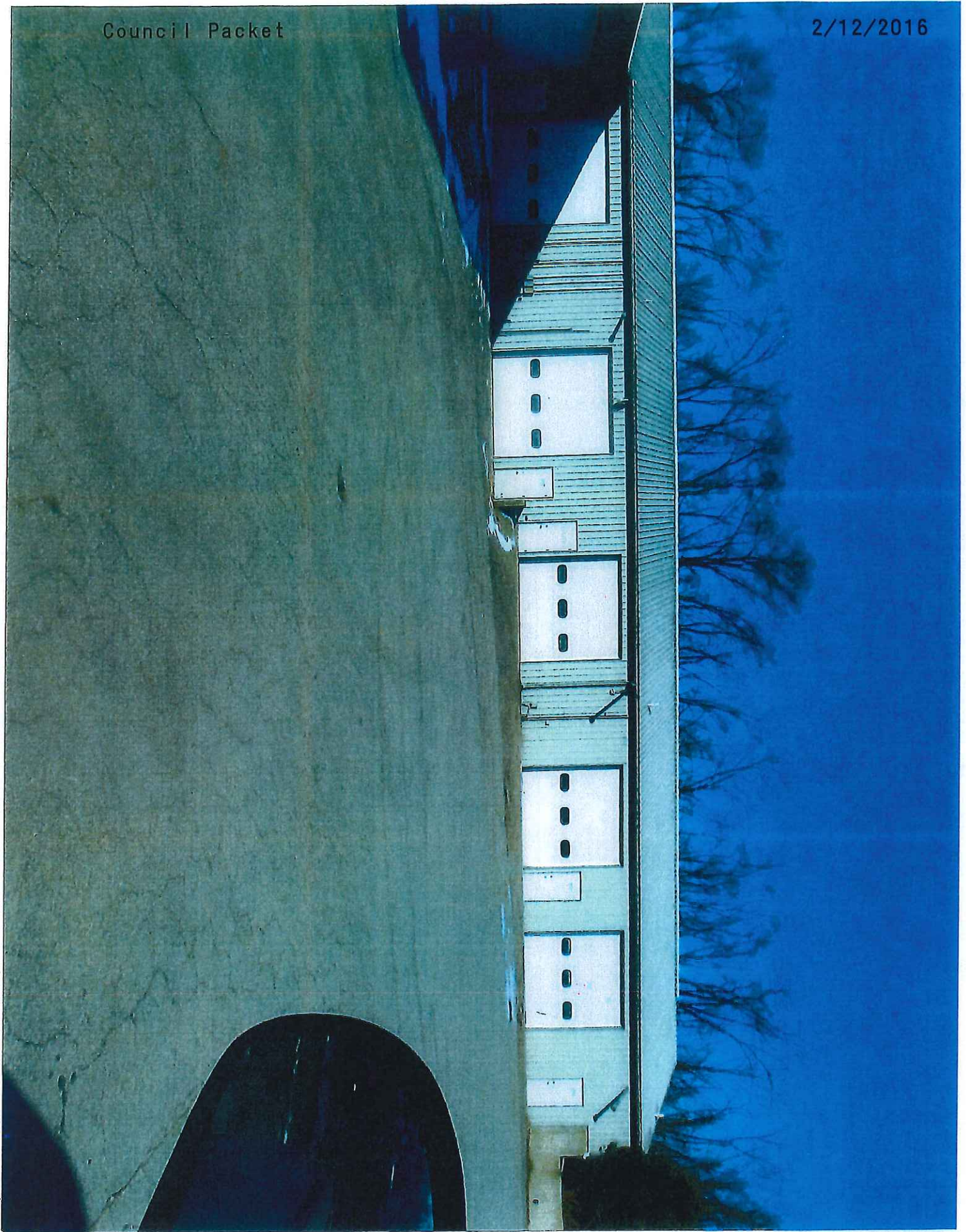
**6. A detailed site plan showing the layout, dimensions, and intended use of the property.**

On another sheet

**7. A complete list with current addresses of all the property owners within 200 feet of property requesting the zoning change.**

- a. Doug Havel (Bud's Custom Meats) 3027 Highway 22 East, Riverside, Iowa 52327
- b. Greg Schnoebelen (St. Francis Vet. Clinic) 3030 Highway 22, Riverside, Iowa 52327
- c. Terry Stumpf (Stumpf Construction Service) 2975 Highway 22 Riverside, Iowa 52327
- d. Steven Mann (developer east of vet clinic) 1205 Cedar Ave. Wellman, Iowa 52356





**RESOLUTION #02162016-02**

**RESOLUTION APPROVING FINAL PAY REQUEST AND FINAL ACCEPTANCE TO YORDI EXCAVATING ON THE BOISE STREET WATER MAIN PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this final pay estimate and final acceptance of the Boise Street water Main Project with Yordi Excavating.

**Therefore**, be it resolved the City of Riverside City Council does hereby approves this final pay estimate to Yordi Excavating for the Boise Street water Main Project in the amount of \$10,266.55 .

**Moved by** Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ to adopt the foregoing resolution.

Roll Call: Weber, Schneider, Sexton, Schnoebelen, Redlinger

Ayes:

Nays:

Absents:

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk



**MMS Consultants, Inc.**  
*Experts in Planning and Development Since 1975*

January 12, 2016

2245-011

Boise Street Water Improvements  
Contract Closeout Agreement

The contractor has requested that the contract for the above mentioned project be closed out and retainage released prior to the completion of all work on the project. Therefore the contractor, Yordi Excavating, and the City of Riverside agree to the following conditions of final acceptance of this project:

1. The work remaining to be completed includes final grading, seedbed preparation and seeding of disturbed areas of the project.
2. Yordi Excavating agrees to complete the above mentioned work once weather allows in the spring. Work shall be completed prior to May 1, 2016.
3. Yordi Excavating agrees to pay the City of Riverside \$5,000 as a retainer for the remaining work. The retainer shall be in the form of a check made out to the City.
4. The City of Riverside agrees to pay Yordi Excavating for the work at the contract unit price of \$3,300 per acre. The estimated quantity is 1 acre but the work will be paid for based on actual field measurements. The unit price includes final grading, seedbed preparation and seeding.
5. The City of Riverside agrees to hold the retainer check until the work is completed. Once the work is completed, the City shall destroy or return the check to Yordi Excavating.
6. If work is not completed by May 1, 2016, the City shall have the right to deposit the check and find another contractor to complete the work at their discretion.
7. The City agrees to provide final acceptance of the work and to release the retainage on the project at the January 18, 2016 Council meeting.

Approved by:

\_\_\_\_\_  
Yordi Excavating

*Allen Schreiber*  
\_\_\_\_\_  
City of Riverside

2245011closeoutagreement.docx

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

**Lory Young**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Tuesday, January 12, 2016 4:21 PM  
**To:** dennisyordi@outlook.com  
**Cc:** Lory Young; 'Glen Meisner'  
**Subject:** Boise Street Water Main Closeout Agreement  
**Attachments:** 2245011.closeoutagreement.pdf; \_Certification\_.htm

Dennis and Lory,

Attached is a proposed agreement between Yordi and the City which would allow the City to accept the project but also have Yordi come back to finish seeding in the spring. I tried to use what has been previously discussed with regard to this.

Please review and let me know of any changes. We need to have this to Lory by tomorrow noon to get on the agenda.

Feel free to contact me with any questions.

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*Project Manager*

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[www.mmsconsultants.net](http://www.mmsconsultants.net)

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January 12, 2016

2245-011


Boise Street Water Improvements  
Contract Closeout Agreement

The contractor has requested that the contract for the above mentioned project be closed out and retainage released prior to the completion of all work on the project. Therefore the contractor, Yordi Excavating, and the City of Riverside agree to the following conditions of final acceptance of this project:

1. The work remaining to be completed includes final grading, seedbed preparation and seeding of disturbed areas of the project.
2. Yordi Excavating agrees to complete the above mentioned work once weather allows in the spring. Work shall be completed prior to May 15, 2016.
3. Yordi Excavating agrees to pay the City of Riverside \$5,000 as a retainer for the remaining work. The retainer shall be in the form of a check made out to the City.
4. The City of Riverside agrees to pay Yordi Excavating for the work at the contract unit price of \$3,300 per acre. The estimated quantity is 1 acre but the work will be paid for based on actual field measurements. The unit price includes final grading, seedbed preparation and seeding.
5. The City of Riverside agrees to hold the retainer check until the work is completed. Once the work is completed, the City shall destroy or return the check to Yordi Excavating.
6. If work is not completed by May 15, 2016, the City shall have the right to deposit the check and find another contractor to complete the work at their discretion. Any costs for the work above and beyond the \$3,300 per acre outlined above that are incurred by the City shall be reimbursed out of the retainer check. Any unused funds from the retainer check shall be returned to Yordi Excavating after the work is complete and all expenses paid.
7. The City agrees to provide final acceptance of the work and to release the retainage on the project at the January 18, 2016 Council meeting.

Approved by:

  
Yordi Excavating

  
City of Riverside

2245011closeoutagreement.docx

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

CONSTRUCTION PROGRESS PAYMENT

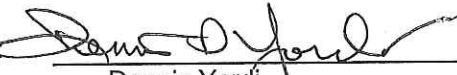
Project Description	<u>Boise Street Water Main Improvements</u>	PN:	<u>2245011</u>
Contract Date	<u>3-Aug-15</u>		
Contractor:	<u>Yordi Excavating</u>	Owner:	<u>City of Riverside</u>
Address:	<u>6518 Harrison Road SW</u>	Attn:	<u></u>
City, St., Zip:	<u>Cedar Rapids, Iowa 52404</u>	Address:	<u>60 N. Greene Street</u>
Phone:	<u>319-826-4632</u>	City, St., Zip:	<u>Riverside, IA 52327</u>
Fax:	<u></u>	Phone:	<u>319-648-3501</u>
		Fax:	<u></u>

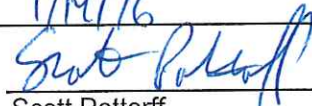
Estimate #	<input type="checkbox"/> 5	FOR PERIOD:	Owner PN
	<input type="checkbox"/> Partial Payment	FROM: <u>12/26/15</u>	Federal PN
	<input checked="" type="checkbox"/> Final Payment	TO: <u>1/13/16</u>	State PN

Base Contract Price	\$164,376.00
---------------------	--------------

Change #	1	\$9,000.00
Change #	2	\$4,850.00
Change #	3	\$2,475.00
Change #	4	\$5,200.00
Change #	5	\$740.00
Change #	6	\$1,500.00
Change #	7	\$10,695.00
Change #	8	\$4,865.00
Total Contract		\$203,701.00

Materials on Hand	\$ -
Construction Completed	\$205,331.00
Total Earned	\$205,331.00
Less Retainage	
Less Previous Payment	\$195,064.45
Amount Due This Est	\$10,266.55

Requested by:   
 Title: Owner  
 Date: 1/14/16

Recommended by:   
 Title: Project Engineer  
 Date: 1/18/16

Approved by: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Attested by: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

MMS Consultants, Inc.  
 1917 South Gilbert Street, Iowa City, IA 52240

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Boise Street Water Main Improvements

Pay Estimate No.: 5

Payable to: Yordi Excavating  
 Date: January 13, 2016  
 Week Ending: January 12, 2016

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
1	Traffic Control	LS	1	\$4,000.00	4,000.00	-	-	1.00	4,000.00
2	Mobilization	LS	1	\$5,000.00	5,000.00	-	-	1.00	5,000.00
3	Excavation, Class 13	CY	50	\$20.00	1,000.00	-	-	-	-
4	Below Grade Excavation (Core Out)	CY	20	\$20.00	400.00	-	-	-	-
5	Subgrade Preparation	SY	160	\$5.00	800.00	-	-	160.00	800.00
6	Subbase, Modified	Tons	20	\$25.00	500.00	-	-	20.00	500.00
7	Macadam Stone Base, 6" Thick	SY	188	\$10.00	1,880.00	-	-	188.00	1,880.00
8	Class A Crushed Stone Base, 3" Thick	SY	188	\$9.00	1,692.00	-	-	188.00	1,692.00
9	Sanitary Sewer Gravity Main, Trenched, PVC (SDR 26), 8" Dia.	LF	143	\$100.00	14,300.00	-	-	143.00	14,300.00
10	Remove Existing Sanitary Sewer	LF	143	\$4.00	572.00	-	-	143.00	572.00
11	Water Main, Trenched, PVC (DR 18), 6" Dia.	LF	952	\$35.00	33,320.00	-	-	760.00	26,600.00
12	Water Main, Trenchless, Restrained Joint PVC, 6" Dia.	LF	410	\$75.00	30,750.00	-	-	605.00	45,375.00
13	Water Service Stub, Main to Curb Stop Short, 1" Copper (Type K)	EA	6	\$1,400.00	8,400.00	-	-	6.00	8,400.00
14	Water Service Stub, Main to Curb Stop Long, 1" Copper (Type K), Trenchless *	EA	2	\$3,000.00	6,000.00	-	-	3.00	9,000.00
15	Water Service Stub, Main to Curb Stop Long, 2" Copper (Type K), Trenchless	EA	1	\$4,000.00	4,000.00	-	-	1.00	4,000.00
16	Valve, AWWA C-509, 6" Dia.	EA	2	\$1,000.00	2,000.00	-	-	3.00	3,000.00
17	Fire Hydrant Assembly	EA	1	\$5,500.00	5,500.00	-	-	1.00	5,500.00
18	Cut in 6" Valve in Existing Main	EA	1	\$4,000.00	4,000.00	-	-	1.00	4,000.00
19	Remove Existing Valve Box	EA	4	\$2,500.00	10,000.00	-	-	4.00	10,000.00
20	Sanitary Manhole, Type SW-301, 48" Dia	EA	2	\$6,000.00	12,000.00	-	-	2.00	12,000.00
21	Remove Existing Manhole	EA	2	\$700.00	1,400.00	-	-	2.00	1,400.00
22	Removal of Sidewalk	SY	70	\$10.00	700.00	-	-	47.00	470.00
23	Sidewalk, PCC, 5"	SY	70	\$45.00	3,150.00	-	-	47.00	2,115.00
24	Detectable Warnings	SF	32	\$30.00	960.00	-	-	-	-
25	Granular Driveway, 4"	SY	87	\$10.00	870.00	-	-	87.00	870.00
26	Bituminous Seal Coat	SY	188	\$14.00	2,632.00	-	-	188.00	2,632.00
27	Seeding, Fertilizing and Mulching, Type 1	AC	1.0	\$3,300.00	3,300.00	-	-	-	-
28	SWPPP Maintenance	LS	1	\$500.00	500.00	-	-	1.00	500.00
29	Silt Fence	LF	500	\$2.50	1,250.00	-	-	480.00	1,200.00
30	Removal of Silt Fence	LF	500	\$1.00	500.00	-	-	-	-
	<b>TOTAL CONTRACT</b>				<b>161,376.00</b>				<b>165,806.00</b>

C.O. #1	Water Service 300 1st Street	LS	1,000	\$6,500.00	6,500.00	-	-	1.00	6,500.00
	Water Service 260 1st Street	LS	1,000	\$5,500.00	5,500.00	-	-	1.00	5,500.00
	<b>TOTAL CHANGE C.O. #1</b>				<b>12,000.00</b>				<b>12,000.00</b>
C.O. #2	Remove and Reinstall Hydrant	LS	1,000	\$1,900.00	1,900.00	-	-	1.00	1,900.00
	Remove and Reinstall Valve with Restrained Fittings	LS	1,000	\$450.00	450.00	-	-	1.00	450.00
	Add 45 Degree Bends with Restrained Joints	LS	1,000	\$2,500.00	2,500.00	-	-	1.00	2,500.00
	<b>TOTAL CHANGE C.O. #2</b>				<b>4,850.00</b>				<b>4,850.00</b>

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
C.O. #3	Repair Water Service (Albrig Maple Street)	LS	1,000	\$2,475.00	2,475.00	-	-	1.00	2,475.00
	<b>TOTAL CHANGE C.O. #3</b>				2,475.00				2,475.00
C.O. #4	Grout Existing Water Main	LS	1,000	\$2,400.00	2,400.00	-	-	1.00	2,400.00
	Replace Failed Storm Sewer with 8" ADS N-12	LF	140,000	\$20.00	2,800.00	-	-	-	-
	<b>TOTAL CHANGE C.O. #4</b>				5,200.00				2,400.00
C.O. #5	1" Copper Water Service	LF	37,000	\$20.00	740.00	-	-	37.00	740.00
	<b>TOTAL CHANGE C.O. #5</b>				740.00				740.00
C.O. #6	Remove Concrete	LS	1,000	\$1,000.00	1,000.00	-	-	1.00	1,000.00
	8"x6" Reducers	EACH	2,000	\$250.00	500.00	-	-	2.00	500.00
	<b>TOTAL CHANGE C.O. #6</b>				1,500.00				1,500.00
C.O. #7	8" ADS N-12 Storm Sewer	LF	155,000	\$65.00	10,075.00	-	-	155.00	10,075.00
	Remove Existing Storm Sewer	LF	155,000	\$4.00	620.00	-	-	155.00	620.00
	<b>TOTAL CHANGE C.O. #7</b>				10,695.00				10,695.00
C.O. #8	PCC Patching in Highway 22	LS	1,000	\$4,865.00	4,865.00	-	-	1.00	4,865.00
	<b>TOTAL CHANGE C.O. #8</b>				4,865.00				4,865.00
	<b>TOTAL CONTRACT WITH CHANGE ORDERS</b>				203,701.00				205,331.00

\* Bid quantity changed per CO #1

Retainage

Total Value of Completed Work Less Retainage \$ 205,331.00

Pay Estimate #1 \$ 54,031.25  
 Pay Estimate #2 \$ 110,712.05  
 Pay Estimate #3 \$ 25,699.40  
 Pay Estimate #4 \$ 4,621.75

Previous Payments \$ 195,064.45  
 Current Payment Due \$ 10,266.55

**RESOLUTION #02162016-03**

**RESOLUTION APPROVING PAY REQUEST #1 FROM RATHJE CONSTRUCTION FOR CHERRY LANE SUBDIVISION PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this pay estimate from Rathje Construction for work performed and billed on Pay Request #1.

**Therefore**, be it resolved the City of Riverside City Council does hereby approves this pay request to Rathje Construction for the Cherry Lane Subdivision Project in the amount of \$87,161.74 .

**Moved by** Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ to adopt the foregoing resolution.

Roll Call: Weber, Schneider, Sexton, Schnoebelen, Redlinger

Ayes:

Nays:

Absents:

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk

**Lory Young**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Monday, February 08, 2016 10:51 AM  
**To:** Lory Young; becky@cityofriversideiowa.com  
**Cc:** 'Glen Meisner'  
**Subject:** Cherry Lane Pay Request #1  
**Attachments:** 2245015payrequest1-signed.pdf; \_Certification\_.htm

Please find attached pay request #1 for the Cherry Lane project. I recommend approval of this pay request.

Feel free to contact me with any questions.

[Sign up for our newsletter](#) – We promise short, meaningful updates just six times a year.



**MMS Consultants, Inc.**  
*Experts in Planning and Development Since 1975*

**Scott Pottorff, P.E.**

*Project Manager*

Office: (319) 351-8282

Mobile: (319) 631-0365

[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)

[www.mmsconsultants.net](http://www.mmsconsultants.net)

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CONSTRUCTION PROGRESS PAYMENT

Project Description Cherry Lane Improvements  
 Contract Date 16-Oct-15

PN: 2245015

Contractor: Rathje Construction  
 Address: 605 44th Street  
 City, St., Zip: Marion, Iowa 52302  
 Phone: 319-377-3179  
 Fax: 319-377-3827

Owner: City of Riverside  
 Attn: \_\_\_\_\_  
 Address: 60 N. Greene Street  
 City, St., Zip: Riverside, IA 52327  
 Phone: 319-648-3501  
 Fax: \_\_\_\_\_

Estimate #	<input type="checkbox"/> 1	FOR PERIOD: FROM: <u>11/1/15</u> TO: <u>2/5/16</u>	Owner PN _____
	<input checked="" type="checkbox"/> Partial Payment		Federal PN _____
	<input type="checkbox"/> Final Payment		State PN _____

Base Contract Price \$394,338.90

Materials on Hand \$ -

Change #		
Change #		
Change #		
Change #		
Change #		
Change #		

Construction Completed \$91,749.20

Total Earned \$91,749.20

Less Retainage \$4,587.46

Less Previous Payment \_\_\_\_\_

Total Contract \$394,338.90

Amount Due This Est \$87,161.74

Requested by: \_\_\_\_\_  
Matt Bockenstedt  
 Title: Project Manager  
 Date: \_\_\_\_\_

Approved by: Matt Bockenstedt  
 Title: Project Manager  
 Date: 2/8/2016

Recommended by: Scott Pottorff  
Scott Pottorff  
 Title: Project Engineer  
 Date: 2/8/16

Attested by: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

MMS Consultants, Inc.  
 1917 South Gilbert Street, Iowa City, IA 52240

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Cherry Lane Improvements

Pay Estimate No.: 1  
 Payable to: Rabble Construction  
 Date: February 5, 2016  
 Week Ending: February 5, 2016

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
1	Traffic Control	LS	1	\$750.00	750.00	0.50	375.00	0.50	375.00
2	Modification	LS	1	\$8,700.00	8,700.00	0.50	4,350.00	0.50	4,350.00
3	Excavation, Class 10, Onsite	CV	8,500	\$4.25	36,125.00	8,000.00	34,000.00	8,000.00	34,000.00
4	Below Grade Excavation (Core Cut)	CV	200	\$40.00	8,000.00	-	-	-	-
5	Subgrade Preparation	SY	3,287	\$0.50	2,598.50	-	-	-	-
6	Subbase, Modified, 6" Thick	SY	3,287	\$4.45	14,627.15	-	-	-	-
7	Trench Foundation	TONS	200	\$15.00	3,000.00	-	-	-	-
8	Replacement of Unsuitable Backfill Material, Granular Backfill	CV	600	\$37.00	22,200.00	-	-	-	-
9	Trench Compaction Testing	LS	1	\$250.00	250.00	0.50	125.00	0.50	125.00
10	Sanitary Sewer Gravity Main, Trenched, PVC (SDR 26), 8" Dia.	LF	728	\$25.00	18,200.00	450.00	11,250.00	450.00	11,250.00
11	Sanitary Sewer Gravity Main, Trenchless, Directional Boring & Drilling, (Restrained Joint PVC) 8" Dia.	LF	60	\$100.00	6,000.00	60.00	6,000.00	60.00	6,000.00
12	Sanitary Sewer Service Sub, Main to ROW, PVC (SDR 23.5), 4" Dia.	EA	18	\$950.00	17,100.00	12.00	11,400.00	12.00	11,400.00
13	Storm Sewer, Trenched, RCP or HDPE, 12" Dia.	LF	491	\$33.50	14,458.50	-	-	-	-
14	Storm Sewer, Trenched, RCP or HDPE, 12" Dia.	LF	589	\$24.00	13,656.00	500.00	12,000.00	500.00	12,000.00
15	Storm Sewer, Trenched, RCP 15" Dia.	LF	34	\$40.00	1,360.00	-	-	-	-
16	Storm Sewer, Trenched, RCP 24" Dia.	LF	471	\$59.00	27,789.00	-	-	-	-
17	Storm Sewer, Trenched, RCP or HDPE, 24" Dia.	LF	138	\$99.00	4,641.00	40.00	1,560.00	40.00	1,560.00
18	Longitudinal Subdrain, Type 2, 4"	LF	939	\$8.00	7,512.00	-	-	-	-
19	Subdrain Outlet, Connection to Structure	EA	2	\$80.00	160.00	-	-	-	-
20	Water Main, 6", PVC G90	LF	1,957	\$17.00	33,269.00	-	-	-	-
21	Water Service, 1" Type K Copper, Lots Adjacent to Main	EA	8	\$550.00	4,400.00	-	-	-	-
22	Water Service, 1" Type K Copper, Lots Across the Street from Main	EA	10	\$1,225.00	12,250.00	-	-	-	-
23	Gate Valve, 6"	EA	7	\$750.00	5,250.00	-	-	-	-
24	Fire Hydrant Assembly	EA	5	\$3,400.00	17,000.00	-	-	-	-
25	Sanitary Manhole, Type SW-401, 48" Dia.	EA	3	\$2,700.00	8,100.00	2.00	5,400.00	2.00	5,400.00
27	Storm Inlet, Type SW-509	EA	6	\$3,000.00	18,000.00	-	-	-	-
28	Storm Inlet, Type SW-512, 24"	EA	4	\$850.00	3,400.00	2.00	1,700.00	2.00	1,700.00
28	Storm Inlet, Type SW-513, 48"x48"	EA	1	\$2,600.00	2,600.00	-	-	-	-
30	Connected to Existing Sanitary Sewer Manhole	EA	1	\$500.00	500.00	1.00	500.00	1.00	500.00
31	PCC Pavement, 7"	SY	2,908	\$27.55	80,142.95	-	-	-	-
32	Removal of PCC Curb and Gutter	LF	81	\$10.00	810.00	-	-	-	-
33	Spreading, Fertilizing and Mulching, Stabilization	AC	62	\$850.00	52,700.00	0.50	750.00	0.50	750.00
34	SWPPP Management	LF	1,200	\$1,500.00	1,800.00	1,375.00	2,339.20	1,375.00	2,339.20
35	Site Fence	LF	1,200	\$0.50	600.00	-	-	-	-
36	Removal of Site Fence	EA	12	\$75.00	900.00	-	-	-	-
37	Inlet Protection Device	EA	12	\$50.00	600.00	-	-	-	-
38	Inlet Protection Device Maintenance	EA	12	\$50.00	600.00	-	-	-	-
<b>TOTAL CONTRACT</b>					<b>394,338.90</b>				<b>91,749.20</b>

Pay Estimate #1  
 Pay Estimate #2  
 Pay Estimate #3

\$ -  
 \$ -  
 \$ -

Retainage 5% \$ 4,587.46  
 Total Value of Completed Work Less Retainage \$ 87,161.74  
 Previous Payments \$ -  
 Current Payment Due \$ 87,161.74

**RESOLUTION #02162016-04**

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING  
FOR THE BID LETTING FOR THE "ELLA STREET  
IMPROVEMENTS PROJECT"**

WHEREAS, the City Of Riverside, Iowa, will set the date to hold a public hearing on proposed plans, specifications, form of contract and estimated costs for construction of the Ella Street Improvement Project for the City of Riverside, Iowa on March 7th, at 6:45 p.m. in the City Council Chambers located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

THEREFORE, BE IT RESOLVED, The City of Riverside City Council, hereby approves the date for the Public Hearing.

IT WAS MOVED BY Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ that the foregoing resolution be adopted.

Roll Call Vote: Schneider, Sexton, Redlinger, Schnoebelen, Weber

Ayes:

Nays:

Absent:

Signed: \_\_\_\_\_  
Allen Schneider, Mayor

Attest : \_\_\_\_\_  
Lory Young, City Clerk

**NOTICE OF PUBLIC HEARING ON  
PROPOSED ELLA STREET IMPROVEMENT PROJECT**

YOU ARE HEREBY NOTIFIED that the City Of Riverside, Iowa, will hold a public hearing on proposed plans, specifications, form of contract and estimated costs for construction of the Ella Street Improvement Project for the City of Riverside, Iowa on March 7th, at 6:45 p.m. in the City Council Chambers located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

All interested persons are invited to attend the public hearing and to offer comments, orally or in writing, on support of or in opposition to the proposed Ella Street Improvement Project. Written comments may be submitted to the Riverside City Clerk, P.O. Box 188, Riverside, IA 52327-0188, in advance of the public hearing. Any questions regarding the topic may also be directed to City Hall.

**This notice is published at the direction of the City Council for the City of Riverside,  
Iowa.**



**RESOLUTION #02162016-05**

**RESOLUTION APPROVING FY 16-17 HOTEL MOTEL TAX GRANT APPLICATION FOR THE YMCA OF WASHINGTON COUNTY FOR CAMP HIGHLAND**

**Whereas**, the City of Riverside City Council agrees to donate \$10,000.00 to the YMCA of Washington County to administer Camp Highland, an 8-week summer program for children for the summer of 2016.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to designate these Hotel Motel Tax Funds for the Camp Highland programs administered by the YMCA of Washington County.

It was moved by Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_ to approve the foregoing resolution.

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

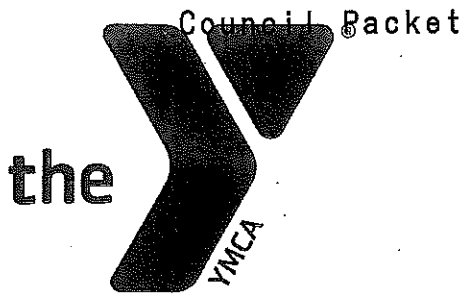
Passed by the City of Riverside City Council on this 16<sup>th</sup> day of February, 2016.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk



2/12/2016

**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

DATE: January 20, 2016  
TO: City of Riverside  
FROM: YMCA of Washington County  
Becky Harkema, CEO  
RE: Tax Fund Grant Application

Please accept the attached application for the 2016-2017 Tax Fund Grant Program. If you have any questions please contact me at 319-653-2141.

*Becky Harkema*

**YMCA of WASHINGTON COUNTY IOWA**  
121 E Main Street Washington, Iowa 52353  
Phone: 319-653-2141 Fax: 319-653-2142 [www.washingtony.org](http://www.washingtony.org)

**Name of Organization:** YMCA of Washington County

**Contact Person:** Becky Harkema **Title:** CEO **Email:** [bharkema@washingtonty.org](mailto:bharkema@washingtonty.org)

**Tax ID/Federal ID#:** 42-0698186

**Organization Address:** 121 East Main Street, Washington, Iowa 52353

**Telephone:** 319-653-2141

**Fax #:** 319-653-2142

**Type of Grant:** Category 2: Community Recreation and Events

**Requested Amount:** \$10,000

**Part 1: Quantitative Section:** The YMCA of Washington County is open seven days per week. Hours of operation are Monday – Friday (5am – 9pm) Saturday (7am – 3pm) Sunday (1-4:30pm). The YMCA has locations in Wellman, Kalona and two locations in Washington. We are currently offering programs in Riverside; particularly Camp Highland that is offered at the Riverside Elementary School. The YMCA of Washington County has 3200 members and serves 4400 non-members throughout Washington County. Ninety-five percent of these members live in Washington County. In 2015, there were a total of 89,000 visits at all locations.

**Part 2: Qualitative Section:** The YMCA of Washington County supervised Camp Highland the summer of 2015. The camp had a total roster of 30 children. They were from the towns of Riverside, Ainsworth, Crawfordsville, Lone Tree and Iowa City. This program collaborated with the Kalona Library, Washington Steele Aquatic Center, Kalona Pool, Washington State Theatre and participated with the University of Iowa's Mobile Museum. Camp Highland also collaborated with Highland School District as the school let the children be there for free. Joint marketing efforts for the camp were collaborated with the Washington Community YMCA's camp. This helped on expenses and advertised Camp Highland county-wide. All children swam for free in Washington since the YMCA manages that pool facility.

We are extremely happy to oversee Camp Highland because it creates a place where the children can have supervised fun activities close to their homes. It has given the Y an opportunity to provide different types of activities for a diverse group of children. The YMCA is also extremely happy to offer this program in the City of Riverside as it brings our mission to the community.

**Part 3: Fiscal Accountability:** See Attachments

**Quantitative Section:** Camp Highland is a wonderful experience for children grades kindergarten – fifth grade. It offers adult supervision with opportunities for trip experiences, physical activities, educational activities, mentoring and the ability to be creative. Swimming is also included. The program is offered during the months of June and July, 6am – 6pm, Monday – Friday.

**General attendance last year:** 25 youth, Monday – Friday each day

**Cost of program:** \$150 per week per child

**Assurances Continued**

All grants acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Riverside as contemplated by Iowa Code Chapter 423A.7(4)(a). The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Riverside that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 423A.7(4)(a). The grantee additionally and specifically acknowledges and assures the City of Riverside that it will not use the grant for any purpose, which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by the Iowa Code Section 423A.7 (4) (a) that it will reimburse, in full, the City of Riverside the entire amount of the grant.

Eric Deibel  
Officer Signature

11/17/15  
Date

Bobby Hankema  
Officer Signature

11-17-15  
Date

Statement Of Activities Report  
 Washington Community YMCA  
 08/01/2015 - 08/31/2015  
 Period 8 August 2015

Fund: All  
 Branch: Riverside 03  
 Department: Community Services 08  
 Major Account: All

Account Number	Account Name	Year to
		Actual
<b>Revenue</b>		
01-03-08-1430	Camp Highland	25,568.64
<b>Total Unrestricted Revenue</b>		25,568.64
<b>Total Temporarily Restricted Revenue</b>		0.00
<b>Total Permanently Restricted Revenue</b>		0.00
<b>Total Revenue</b>		25,568.64
<b>Expenses</b>		
01-03-08-2171	Day Camp wages	9,730.18
01-01-08-2180	Administrative wages	7,525.00
01-03-08-2310	FICA	1,227.98
01-03-08-2540	Supplies Expense	2,369.57
01-03-08-2810	Licenses and permits	75.00
01-03-08-3200	Field Trip Transportation	3,370.36
01-03-08-3300	Trainings	769.72
01-03-08-3400	Employee Expense	218.00
<b>Total Unrestricted Expenses</b>		25,285.81
<b>Total Temporarily Restricted Expenses</b>		0.00
<b>Total Permanently Restricted Expenses</b>		0.00
<b>Total Expenses</b>		25,285.81
<b>Change in Net Assets</b>		282.83

19-29 kids  
 Free swim at Washington Steele Family Aquatic Center

**RESOLUTION #02162016-06**

**RESOLUTION APPROVING FY 16-17 HOTEL MOTEL TAX GRANT APPLICATION FOR THE RIVERSIDE HISTORY CENTER**

**Whereas**, the City of Riverside City Council approved the Hotel Motel Grant Application from the Riverside History Center in the amount of \$15,000.00.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to designate these Hotel Motel Tax funds to the Riverside History Center in reimbursement of paid invoices UP TO \$15,000.00 presented to the City Clerk.

It was moved by Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_ to approve the foregoing resolution.

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 16<sup>th</sup> day of February, 2016.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk



**Trek**  
**"Where the Best Begins"**

**Application for Funding FY 2016-2017**

**Please attach additional sheets as required**

**Fiscal Year 2016-2017 Hotel-Motel Tax**

**Tax Fund Grant Program**

- About the program

The Hotel-Motel tax grant application provides non-profit organizations a mechanism to be considered for funding allocations derived from hotel/motel tax grant revenues. The funds are gross receipt revenues from the renting of any and all rooms where accommodations are furnished to transient guests for rent. State Code governs the use of revenues derived from the tax. All entities, excepting governmental entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds. All recommendations on allocations shall be subject to City Council approval.

**Name of Organization: RIVERSIDE HISTORY CENTER**

**INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED FROM CONSIDERATION**

**General Information**

**Contact Person**      **WENDEE MCKRAKEN**  
**Email:** [alamcc@iowatelecom.net](mailto:alamcc@iowatelecom.net)

**Title**      **PRESIDENT**

**Organization Name**      **RIVERSIDE HISTORY CENTER**

**Tax ID/Federal ID**      **#26-2338019**

Reviewed/revised

12/13 1

Organization Street Address 361 E. 1 STEET SUITE 2 City RIVERSIDE State IOWA  
 Zip Code 52327

Telephone # 319 648 2226

Fax #

Applications are due no later Than January 27, 2014 -9 AM  
 to the following address:

Riverside City Hall  
 60 N. Greene Street  
 PO Box 188  
 Riverside, Iowa 52327

Type of Grant (choice from category 1-3 below) TYPE 1

Requested Amt. 15000.00

**History and Uses**

The citizenry of the City of Riverside approved the implementation of the Hotel-Motel Tax in November of 2006 with the tax to become effective January 1, 2007. The percentage approved was seven percent and is imposed upon the gross receipts from the renting of any and all rooms, apartments, or sleeping quarters in any hotel, motel, inn, public lodging house, rooming house, tourist court, or in any place where sleeping accommodations are furnished to transient guests for rent. The intended use of the tax was to promote community development and tourism in Riverside.

**State Code 423A.7 (4) (a) governs the use of revenue derived from the tax and provides that:**

- 1) At least fifty percent of the revenues derived there from for the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining of recreation, convention, cultural, or entertainment facilities including but not limited to memorial buildings, halls, and monuments, civic center convention buildings, auditoriums, coliseums, and parking areas or facilities located at those recreation, convention, cultural, or entertainment facilities or the payment of principal and interest, when due, on bonds or other evidence of indebtedness issued by the county or city for those recreation, convention, cultural, or entertainment facilities, or for the promotion and encouragement of tourist and convention business in the city or county and surrounding areas.
- 2) The remaining revenues may be spent by the city or county, which levies the tax for any city or county operations authorized by law as a proper purpose for the expenditure within statutory limitations of city or county revenues derived from ad valorem taxes.

**Eligibility and Allocation Procedures**

All entities, excepting government entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds.

All recommendations on allocations shall be subject to City Council approval.

Reviewed/revised  
 12/132



**RESOLUTION #02162016-07**

**RESOLUTION APPROVING FY 16-17 HOTEL MOTEL TAX GRANT  
APPLICATION FOR THE RIVERSIDE AREA COMMUNITY CLUB  
(RACC)**

**Whereas**, the City of Riverside City Council approved the Hotel Motel Grant Application from the Riverside Area Community Club in the amount of \$26,000.00.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to designate these Hotel Motel Tax funds to the Riverside Area Community Club.

It was moved by Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_ to approve the foregoing resolution.

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 16<sup>th</sup> day of February, 2016.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk



City of

**IVERSIDE**

**Trek**  
**"Where the Best Begins"**

**Application for Funding FY 2016/2017**

**Please attach additional sheets as required**

**Fiscal Year 2016-2017 Hotel-Motel Tax**

**Tax Fund Grant Program**

- About the program

The Hotel-Motel tax grant application provides non-profit organizations a mechanism to be considered for funding allocations derived from hotel/motel tax grant revenues. The funds are gross receipt revenues from the renting of any and all rooms where accommodations are furnished to transient guests for rent. State Code governs the use of revenues derived from the tax. All entities, excepting governmental entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds. All recommendations on allocations shall be subject to City Council approval.

Name of Organization: RIACC

**INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED FROM CONSIDERATION**

**General Information**

Contact Person

*Becky LaRoche*

Title

*Treasurer*

Email:

*Kwik727@msn.com*

Organization Name

*RIACC*

Tax ID/Federal ID #

*19-2005565*

Organization Street Address

*P.O. Box 55*

City

*Riverside Ill*

State

Zip Code

*52327*

Telephone # 319-330-3091

Fax #

Applications are due no later than January 29, 2016 to the following address:

Riverside City Hall
60 N. Greene Street
PO Box 188
Riverside, Iowa 52327

Type of Grant (choice from category 1-3 below)

Requested Amt.

#2 Community Events

\$25,894.00

History and Uses

The citizenry of the City of Riverside approved the implementation of the Hotel-Motel Tax in November of 2006 with the tax to become effective January 1, 2007. The percentage approved was seven percent and is imposed upon the gross receipts from the renting of any and all rooms, apartments, or sleeping quarters in any hotel, motel, inn, public lodging house, rooming house, tourist court, or in any place where sleeping accommodations are furnished to transient guests for rent. The intended use of the tax was to promote community development and tourism in Riverside.

State Code 423A.7 (4) (a) governs the use of revenue derived from the tax and provides that:

- 1) At least fifty percent of the revenues derived there from for the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining of recreation, convention, cultural, or entertainment facilities including but not limited to memorial buildings, halls, and monuments, civic center convention buildings, auditoriums, coliseums, and parking areas or facilities located at those recreation, convention, cultural, or entertainment facilities or the payment of principal and interest, when due, on bonds or other evidence of indebtedness issued by the county or city for those recreation, convention, cultural, or entertainment facilities, or for the promotion and encouragement of tourist and convention business in the city or county and surrounding areas.
2) The remaining revenues may be spent by the city or county, which levies the tax for any city or county operations authorized by law as a proper purpose for the expenditure within statutory limitations of city or county revenues derived from ad valorem taxes.

Eligibility and Allocation Procedures

All entities, excepting government entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds.

All recommendations on allocations shall be subject to City Council approval.

- 1) Resolution: Allows council members to allocate funding to requesting organizations through a resolution. Prior to allocating funding, organizations must provide written justifications for the funding requested. Justification would include how the funds will be spent, benefit provided to the City through funding their request, and the positive effect their organization will have on the community if the

**RESOLUTION #02162016-08**

**RESOLUTION APPROVING FY 16-17 HOTEL MOTEL TAX REQUEST  
FOR DONATION TO PAWS & MORE ANIMAL SHELTER**

**Whereas**, the City of Riverside City Council approved the Request of Donation to Paws & More animal Shelter in the amount of \$2,500 for FY 16-17.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to designate these Hotel Motel Tax funds for a donation to Paws & More Animal Shelter.

It was moved by Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_ to approve the foregoing resolution.

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 16<sup>th</sup> day of February, 2016.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk



February 4, 2016

Dear Riverside City Council & Mayor:

PAWS & More thanks you for your continued support and for your service to Riverside. If you are new to the council and are not certain of the services PAWS & More provides the citizens of Riverside, please stop out to the shelter, email, or call us. We'll be glad to visit with you. The funding of each city is very important in order for PAWS to continue serving the entire Washington County and the communities within it. Please keep this in mind when voting on the budget for 2016-17.

PAWS & More is asking for Riverside's much-needed support in continuing our animal control services. Our animal intake remains high. Our animal intake remains high. Overall, we received 695 animals in 2015, up from 608 animals in 2014. The average number for the five years prior to 2014 was 672. The number fluctuates from year to year, but as you can see, PAWS' services are much needed.

For the past few years, we've been requested to fill out a hotel/motel grant application in order to receive funding from your city. We were not asked to do that this year, but please let us know if we need to and we'll be glad to oblige. We appreciate the \$2,500 in funding you've included in your budget for PAWS & More in the last few years and hope you'll see it beneficial to do so again when planning your 2016-2017 budget.

We look forward to continuing working with you to help animals in need. Could you please put PAWS & More on your council agenda? We would like to discuss the outcome of your TNR (Trap/Neuter/Release) Funds. Thank you for your time and consideration.

Sincerely,

Amber Talbot  
Operations Director, PAWS & More Animal Shelter  
amberjtalbot@gmail.com — 319-461-9708

Sheila Hanson  
Volunteer Board President, PAWS & More Animal Shelter  
shedesigns@iowatelecom.net — 319-461-5560

**RESOLUTION #02162016-09**

**RESOLUTION APPROVING FY 16-17 HOTEL MOTEL TAX REQUEST FOR DONATION FOR LIFE-SIZE STATUE OF CAPTIAN JAMES T. KIRK**

**Whereas**, the City of Riverside City Council approved the Request of Donation to Paws & More animal Shelter in the amount of \$10,000.00 for FY 16-17.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to designate these Hotel Motel Tax funds for a donation to the life-size statue of Captain James T. Kirk.

It was moved by Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_ to approve the foregoing resolution.

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 16<sup>th</sup> day of February, 2016.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk

**RESOLUTION #02162016-10**

**RESOLUTION APPROVING PURCHASE AGREEMENT BETWEEN THE CITY OF RIVERSIDE AND KEVIN & MARIA MELLER FOR LOT #1 OF THE CHERRY LAND SUBDIVISION**

**Whereas**, the City of Riverside City Council approved this Offer to Buy Real Estate and Acceptance in the amount of \$45,000.00 for Lot #1 in the Cherry Lane Subdivision, Riverside, Iowa.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to this purchase agreement for a single family dwelling. \$1,000.00 of Earnest Money was paid with this offer and the remaining purchase price will be paid at the date of closing.

It was moved by Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_ to approve the foregoing resolution.

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 16<sup>th</sup> day of February, 2016.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk

**RESOLUTION #02162016-11**

**RESOLUTION APPROVING PURCHASE AGREEMENT BETWEEN THE CITY OF RIVERSIDE AND TWRVR PROPERTIES FOR LOTS #2, 7, 15 & 16 OF THE CHERRY LANE SUBDIVISION**

**Whereas**, the City of Riverside City Council approved this Offer to Buy Real Estate and Acceptance in the amount of \$140,000.00 for Lots #2, 7, 15 & 16 in the Cherry Lane Subdivision, Riverside, Iowa.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to this purchase agreement for a single family dwellings. \$4,000.00 of Earnest Money was paid with this offer and the remaining purchase price will be paid at the date of closing.

It was moved by Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_ to approve the foregoing resolution.

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 16<sup>th</sup> day of February, 2016.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk



**RESOLUTION #02162016-12**

**RESOLUTION APPROVING REAL ESTATE LISTING AGREEMENT FOR ONE YEAR WITH LEPIC-KROEGER, REALTORS TO SELL CITY OWNED COMMERCIAL LOTS**

**Whereas**, the City of Riverside City will enter into an agreement for 12 months, beginning February 16<sup>th</sup>, 2016 ending February 15<sup>th</sup>, 2017 with Jeff Edberg of Lepic-Kroeger, Realtors to advertise and sell the City owned Commercial Lots located on Commercial Drive in Riverside, IA.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to enter into an agreement and will list the commercial property with Lepic-Kroeger, Realtors for the period of 12 months.

It was moved by Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_ to approve the foregoing resolution.

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 16th day of February, 2016.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk

**Lory Young**

---

**From:** Jeff Edberg <Jeff@icrealestate.com>  
**Sent:** Thursday, February 11, 2016 4:59 PM  
**To:** lory@cityofriversideiowa.com  
**Subject:** FW: Listing Agreement  
**Attachments:** Listing.pdf; \_Certification\_.htm

Lory,

Attached is the listing agreement, the agency disclosure and the dual agency agreement. The Listing is as we discussed, the agency disclosure just discloses I am your agent and have a fiduciary duty to you and the dual agency agreement just allows me, or anyone at LKR to sell these lots. Call if you need any further explanation. Thanks for the assignment. We're going to get this done!

**Jeff**

**Jeff Edberg, CCIM, SIOR**

Broker Associate / Owner  
Manager, Commercial Group

**Lepic-Kroeger, Realtors**

☎: (319) 331-6187 – cell

☎: (319) 351-8035 - fax

☎: (319) 351-8811 - office

✉: [jeff@icrealestate.com](mailto:jeff@icrealestate.com)

✉: [www.icrealestate.com](http://www.icrealestate.com)

licensed to sell real estate in Iowa

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2016.0.7442 / Virus Database: 4522/11601 - Release Date: 02/11/16



Lepic-Kroeger Realtors

## Commercial Listing Contract

Dated: February 11, 2016

**THIS EXCLUSIVE LISTING AGREEMENT** ("Agreement") is made this 11 day of February, 2016 at Iowa City, Iowa, between Lepic-Kroeger, Realtors. ("Broker") and the following person or entity ("Owner"):

Owner's Name: City of Riverside Iowa

**IN CONSIDERATION OF THE MUTUAL PROMISES IN THIS AGREEMENT, OWNER AGREES TO:**

- (1) Grant Broker the sole and exclusive right to find a purchaser / tenant for the real estate described below (the "Property") for a period commencing on 2/16/2016 and ending on 2/15/2017 (the "Term"), with 11:59 p.m. of the last day of the Term known as the "Expiration Time". In the event the Seller has accepted an offer to purchase this Property, whether subject to conditions or not, prior to the expiration of this listing Agreement, and the closing will occur after the expiration of this Agreement, the Broker is hereby authorized to sign and submit to the Multiple Listing Service documentation extending the listing to expire one day after the closing date. Such documentation shall be exclusively for the purpose of allowing the sale to be counted in the MLS statistical records. In the event that the contract fails to close on the date specified in the purchase agreement, the Seller may cancel the listing at any time after the original expiration date stated above.
- (2) Authorize Broker to place an appropriate sign on the Property and to immediately refer to Broker all inquiries regarding the Property.
- (3) Give possession of the Property on: closing of sale

Legal Description or Local Address of the Property: See attached Consisting of See Attached.

**IF THIS AGREEMENT IS FOR THE SALE OF THE PROPERTY, OWNER FURTHER AGREES TO:**

- (1) Offer to sell the Property for the sum of \$1.50 per square foot, see attached, subject to these terms/conditions: Cash
- (2) Furnish an Abstract of Title continued to date of sale showing that Owner has good and merchantable title to the Property, subject to existing restriction(s), and to furnish at the closing of the sale (the "Closing") a General warranty Deed conveying good title to the Property, as well as such other documents as may be legally required.
- (3) Pay to Broker at Closing a commission of 6% of the sales price. However, this commission shall be deemed earned by Broker and payable by Owner if: (1) Broker procures a purchaser who is ready, willing and able to purchase the Property on the terms set forth in this Agreement (or other terms acceptable to Owner), whether or not there is a Closing and/or (2) the Property is otherwise sold during the Term.

**IF THIS AGREEMENT IS FOR THE LEASE OF THE PROPERTY, OWNER FURTHER AGREES TO:**

- (1) Offer to lease the Property on these terms and conditions: NA
- (2) Pay Broker when the lease is executed by tenant a NA commission on the gross lease. This commission shall be deemed earned by Broker and payable by Owner if: (1) Broker procures a tenant who is ready, willing and able to lease the Property on the terms set forth in this Agreement (or other terms acceptable to Owner), whether or not a lease is signed and/or (2) the Property is otherwise leased during the Term. The minimum commission shall be one month's rent. In the event the property is sold during the term of this lease listing, the Owner shall pay the Broker a commission of 6% at the closing of the sale.

**IN CONSIDERATION OF THE MUTUAL PROMISES IN THIS AGREEMENT, BROKER AGREES TO: (1) USE ITS BEST EFFORTS TO PROCURE A PURCHASER/TENANT FOR THE PROPERTY PURSUANT TO THE TERMS OF THIS AGREEMENT, (2) FURNISH ANY ADDITIONAL INFORMATION ABOUT THE PROPERTY REQUESTED BY OTHER REALTORS AND (3) PROMPTLY SUBMIT THIS LISTING TO THE IOWA CITY AREA MULTIPLE LISTING SERVICE.**

**IN CONSIDERATION OF THE MUTUAL PROMISES IN THIS AGREEMENT, THE PARTIES FURTHER AGREE:** Conveyance of the Property by other means, (i.e., a like-kind exchange), shall be considered a "sale" within the meaning of this Agreement. All funds involved in the completion of a sale or lease transaction for the Property (such as earnest money, option fees, etc), shall be paid to Broker and held in Broker's trust account until Closing of the sale/lease.

Owner has furnished to Broker all relevant information concerning the Property, including specifically all information regarding any underground storage tanks, hazardous wastes or wells situated on the Property. Owner agrees to make any and all records and documents pertaining to the property available to the Broker, and agrees to allow Broker to show the property at reasonable times and upon reasonable notice, and to commit no act which might tend to obstruct the Broker's performance hereunder. Owner warrants and represents that the information provided is true, correct and complete to the best of Owner's knowledge. Owner agrees to indemnify and hold Broker harmless from any and all loss, damage or expense (including attorney's fees) in connection with any breach of this representation and warranty by Owner.

Broker shall be protected for a period of 6 months after the Expiration Time on all prospects introduced to the Property during the Term by Owner or Broker. This Agreement shall be binding upon the heirs, successors and assigns of the Owner. Nothing in this Agreement shall be construed to make Broker the manager of the Property. Owner is the manager of the Property and has all responsibility for collection of income and payment of expenses associated with the Property. In the event of suit to collect commissions due Broker under this Agreement, Owner agrees to pay Broker's attorney's fees.

**RELEASE OF INFORMATION:** I / we authorize third parties (banks, lenders, lawyers, abstracting companies) to release any information to Broker pertaining to the above indicated property. This may include loan balance, payoff, interest paid, repayment terms, title condition, vesting, and other financial or title concerns.

**THIS IS A LEGALLY BINDING AGREEMENT. IF NOT UNDERSTOOD SEEK LEGAL ADVICE BEFORE SIGNING. THE POSSIBILITY OF DUAL AGENCY IS PART OF THIS AGREEMENT.** The undersigned Owner warrants that he is the owner of record of the property or has the authority to execute this agreement.

**EXCHANGE:** Should other property be accepted by me in exchange, I hereby consent to you representing and accepting compensation from all parties to the transaction.

**MARKETING:** I authorize the placing of a lock box on this property. In order to show the property, you and your agents shall have access to it at all reasonable times, and I will give you all possible assistance in marketing the property. You are authorized to place a "For Sale" or "For Lease" sign on the property. You are authorized to and directed to submit this listing to the Multiple Listing Service of the Iowa City Area Association of REALTORS®, to be published and disseminated to its participants and to report to the Multiple Listing Service and its members, both before and after the sale, any information concerning price and terms of sale, encumbrances and financing as they may request. You are authorized to list the property on the Internet.

**EXCLUSIVE RIGHT TO SELL:** This listing shall be designated as an Exclusive Right to Sell listing. We authorize the listing broker as the exclusive entity to sell our property but further authorize the listing broker to cooperate with other brokers, including Buyer's brokers, in the sale of this listed property and to compensate such broker out of the commission provided for herein.

**NON-DISCRIMINATION:** This property is offered without regard to race, color, sex, sexual orientation, creed, religion, national origin, handicap and familial status. I further recognize, authorize and direct that the property be marketed in full compliance with all applicable federal, state and local statutes, regulations and ordinances relating to fair housing.

**EARNEST MONEY:** It is further understood that out of any forfeited earnest money, 100% shall go to the Seller. The seller agrees to be bound by the terms of the Initial Property Inspection Form of the Iowa City Area Association of REALTORS® relative to property repair issues.

**REPRESENTATION:** As the Seller, I will furnish to you the information concerning this property via this listing contract and I represent to the best of my knowledge and belief that such information is true and accurate. I further agree to inform you of any changes of this information during this contract period. If it is established that such information and/or representation is incorrect or untrue, I agree to indemnify and hold you harmless from any and all loss, damage or expense in connection therewith, including court costs and reasonable attorney's fees. I agree that at the time of possession, all included fixtures and appliances, furnace and other mechanical equipment will be operation and in good working order, except None

**GENDER AND NUMBER:** Words and phrases herein shall be construed as in the singular or plural number, as masculine, feminine or neuter gender, as may be indicated by the context hereof.

\_\_\_\_\_  
Owner's Legal Name (Please Print)

\_\_\_\_\_  
Owner's Legal Name (Please Print)

\_\_\_\_\_  
Owner's Signature or Authorized Officer

\_\_\_\_\_  
Owner's Signature or Authorized Officer

\_\_\_\_\_  
Lepic Kroeger, Realtors  
Jeff Edberg, CCIM, SIOR

**Exhibit "A"**

to Listing Agreement between City of Riverside, Iowa and Lepic-Kroeger, Realtors for the listing and sale of lots 1, 2 and 3 at Hwy 22 and Commercial Drive.

Lot #1, PIN: 04-09-451-009, .75 acres, \$49,005,

Lot #2, PIN: 04-09-451-010, 2.83 acres, \$184,912

Lot #3, PIN: 04-09-451-002, 3.52 acres, \$229,996.80

X  
\_\_\_\_\_  
City of Riverside, Iowa

/ Date

\_\_\_\_\_  
Jeff Edberg

/ Date

2-11-16

AGENCY POLICY  
DISCLOSURE AND ACKNOWLEDGEMENT FORM

NOTICE TO SELLERS / LESSORS

- 1. When Lepic-Kroeger, REALTORS® lists your property for sale or lease:
  - a. When we both list and sell or lease the property, it is the policy of Lepic-Kroeger, REALTORS® to represent both Seller / Lessor and Buyer / Lessee as a Consensual Dual Agent.
  - b. When we are listing company but not the selling / leasing company, it is the policy of Lepic-Kroeger, REALTORS® to represent the Seller(s) / Lessors Exclusively.
  - c. When we are the listing company, it is the policy of Lepic-Kroeger, REALTORS® to submit your listing to the MLS and to reciprocate cooperation and compensation with the selling / leasing brokerage firm.
  - d. An escrow fee of \$150.00, made payable to Mormon Trek Escrow LLC, will be due at the closing of the property, however no escrow fee will be due on leases.

NOTICE TO BUYERS / LESSEES

- 2. When Lepic-Kroeger, REALTORS® writes your purchase agreement / offer to lease:
  - a. When we both list and sell or lease the property, it is the policy of Lepic-Kroeger, REALTORS® to represent both Seller / Lessor and Buyer / Lessee as a Consensual Dual Agent.
  - b. When we are the selling or leasing cooperating with any other brokerage company and the property is in the MLS, it is our policy to represent the Buyer(s) / Lessee(s) Exclusively.
- 3. The undersigned acknowledges that in a Consensual Dual Agency (when it exists):
  - a. Lepic-Kroeger, REALTORS® will not aggressively represent the interest of either Buyer / Lessee or Seller / Lessor to the detriment of the other party. Buyer / Lessor and Seller / Lessee shall primarily negotiate on their own behalf, and Lepic-Kroeger, REALTORS® shall cease to serve as either Seller's / Lessor's or Buyer's / Lessee's sole and exclusive agent and shall become a Consensual Dual Agent for both parties.
  - b. Lepic-Kroeger, REALTORS® shall not, without prior consent of the Seller(s) / Lessor(s), disclose to the Buyer(s) / Lessee(s) that the Seller(s) / Lessor(s) might accept a price less than the Listing Price or material terms other than specified in the Listing, nor shall Lepic-Kroeger, REALTORS®, without the consent of Buyer(s) / Lessee(s), disclose to Seller(s) / Lessor(s) that Buyer(s) / Lessee(s) may be willing to pay a higher price or accept less favorable terms than indicated in the Buyer's / Lessor's initial offer.
  - c. Lepic-Kroeger, REALTORS® shall not disclose to Buyer(s) or Seller(s) personal confidences posed by the other. Lepic-Kroeger, REALTORS® shall disclose material adverse facts known except those matters prohibited by law or those reasonably discoverable, such as property condition defects or other related matters affecting property value or desirability.
  - d. Lepic-Kroeger, REALTORS® must inform the Buyer(s) or Seller(s) that they are not required to consent to dual agency.

The above Lepic-Kroeger, REALTORS® Policy is hereby approved and I/ve acknowledge receipt of a copy of this agency disclosure document before any specific assistance was offered by licensee.

Date: \_\_\_\_\_

 \_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Client's Signature

 \_\_\_\_\_  
Client's Print

\_\_\_\_\_  
Client's Print

# Consensual Dual Agency Addendum

**(Iowa law requires this document to be incorporated and added as a supplement to the purchase / lease agreement)**  
**TO BE SIGNED BY BUYER / LESSEE BEFORE SIGNING OFFER AND TO BE SIGNED BY SELLER / LESSOR BEFORE REVIEWING OFFER. DATE OF PURCHASE AGREEMENT \_\_\_\_\_**

**1. DESCRIPTION OF SITUATION**

Lepic-Kroeger, REALTORS® has an agreement with the Seller / Lessor whereby Lepic-Kroeger, REALTORS® is Seller's Agent to sell or lease property located

at \_\_\_\_\_  
Lepic-Kroeger, REALTORS® is also representing the Buyer / Lessee as the Buyer's Agent to locate property for the Buyer / Lessee to purchase or lease. Buyer / Lessee now wish to make an offer to purchase or lease Seller's property, and both Seller / Lessor and Buyer / Lessee wish to continue to use the services of Lepic-Kroeger, REALTORS® who now is a Consensual Dual Agent.

**2. DESCRIPTION OF LEPIC-KROEGER, REALTORS® ROLE**

Because Lepic-Kroeger, REALTORS® is acting as agent for both Seller / Lessor and Buyer / Lessee in this transaction; Lepic-Kroeger, REALTORS® shall make every reasonable effort to remain impartial to Seller / Lessor and Buyer / Lessee. However, representing more than one party to a transaction could present some concern since both clients may rely upon the Agent's advice, and clients' respective interests may be adverse to each other. Agent will endeavor to be impartial between Seller / Lessor and Buyer / Lessee and will not represent the interest of either the Seller / Lessor or Buyer / Lessee to the exclusion or detriment of the other. Seller / Lessor and Buyer / Lessee acknowledge that prior to the time this Consensual Dual Agency was entered into Lepic-Kroeger, REALTORS® acted as the Exclusive Agent of Seller / Lessor and acted as the Exclusive Agent of Buyer / Lessee. In those separate roles, Agent may have obtained information which, if disclosed, could harm the bargaining position of the party providing such information to Agent. Seller / Lessor and Buyer / Lessee agree that Lepic-Kroeger, REALTORS® shall not be liable to either party for refusing or failing to disclose information which in the sole discretion of the Agent would harm one party's bargaining position but would benefit the other party. The following information cannot be disclosed by Lepic-Kroeger, REALTORS® when acting as dual agents without the informed written consent of the client to whom the information pertains:

- A. That the Buyer / Lessee is willing to pay more than the purchase price offered for the property.
- B. That the Seller / Lessor is willing to accept less than the asking price for the property.
- C. What the motivating factors are for any client buying, selling, or leasing a property.
- D. That the Seller / Lessor will agree to financing terms other than those offered.

**3. DESCRIPTION OF BROKERAGE SERVICES**

- A. What Lepic-Kroeger, REALTORS® and its sales associates CAN DO for Seller / Lessors and Buyer / Lessees when acting as Consensual Dual Agents: \*Provide helpful information about the property and area to Buyer / Lessee. \* Respond accurately to questions about the property. \*Disclose financial qualifications of Buyer / Lessee to Seller / Lessor. \* Explain real estate terms and procedures. \*Explain to Buyer / Lessee the benefits of having the property inspected. \* Explain closing costs and procedures \* Help the Buyer / Lessee compare financing alternatives. \*Provide information about comparable properties so Seller / Lessor and Buyer / Lessee may make an educated decision on what price to accept or offer. \*Assist with the standard offer form that will include the necessary protections and disclosures for Seller / Lessor and Buyer / Lessee. \*Work diligently to facilitate the sale / lease within the scope of our expertise and recommend when outside experts should be retained.
- B. Lepic-Kroeger, REALTORS® and its affiliated agents MUST DO under Iowa law for Seller / Lessors and Buyer / Lessees when acting as Consensual Dual Agents: \*Inform Buyer / Lessees or Seller / Lessors that they ARE NOT REQUIRED to consent to dual agency. \* Provide brokerage services to Buyer / Lessee and Seller / Lessor honestly and in good faith. \* Diligently exercise reasonable skills and care in providing brokerage services to Buyer / Lessee and Seller / Lessor. \*Disclose to Buyer / Lessee and Seller / Lessor all material adverse facts that are known except for the following:
  - 1. Material adverse facts known by Buyer / Lessee and Seller / Lessor.
  - 2. Material adverse facts Buyer / Lessee or Seller / Lessor could discover through a reasonably diligent inspection, and which would be discovered by a reasonably prudent person under like or similar circumstances.
  - 3. Material adverse facts of the disclosure which is prohibited by law.
  - 4. Material adverse facts that are known to a person who conducts an inspection on behalf of Buyer / Lessee or Seller / Lessor.
- C. Account for all property coming into the possession of Lepic-Kroeger, REALTORS® that belongs to Buyer / Lessee or Seller / Lessor within a reasonable time of receiving the property.
- D. Disclose to the client all information known by Lepic-Kroeger, REALTORS® that is material to the transaction and that is not known by the client or could not be discovered by the client through a reasonably diligent inspection.
- E. Fulfill any obligation that is within the scope of the agency agreement, except those obligations that are inconsistent with other duties that Lepic-Kroeger, REALTORS® has under Iowa licensing law or any other law.
- F. Disclose any financial interest the agent or the brokerage has in any business entity to which the agent or brokerage refers a client for any service or product related to said transaction.

**4. DESCRIPTION OF SELLER / LESSOR'S AND BUYER / LESSEE'S ROLES**

Because of Agent's Consensual Dual Agency relationship, Seller / Lessor and Buyer / Lessee understand that they have the responsibility of making their own decisions as to what terms are to be included in any purchase agreement. Seller / Lessor and Buyer / Lessee also acknowledge that they are aware of the implication of Lepic-Kroeger, REALTORS® dual agency role, and that they have determined that the benefits of entering into a transaction between them and Lepic-Kroeger, REALTORS® outweigh said implications. Seller / Lessor and Buyer / Lessee understand that they may seek independent legal counsel in order to assist them with any matter relating to a purchase agreement / lease or to the transaction which is the subject matter of a purchase agreement / lease.

**5. IF PURCHASE AGREEMENT / LEASE IS NOT ACCEPTED OR DOES NOT CLOSE**

In the event that Seller / Lessor and Buyer / Lessee do not enter into an agreement for purchase and sale / lease of Seller / Lessor's property to Buyer / Lessee, or in the event that the purchase and sale / lease provided for in the purchase agreement / lease between the Seller / Lessor and Buyer / Lessee does not close, then the Consensual Dual Agency role of Lepic Kroeger, REALTORS® will cease and Lepic-Kroeger, REALTORS® will become the exclusive Agent of Buyer / Lessee and Seller / Lessor based on previously agreed terms.

**AGENCY DISCLOSURE AGREEMENT**

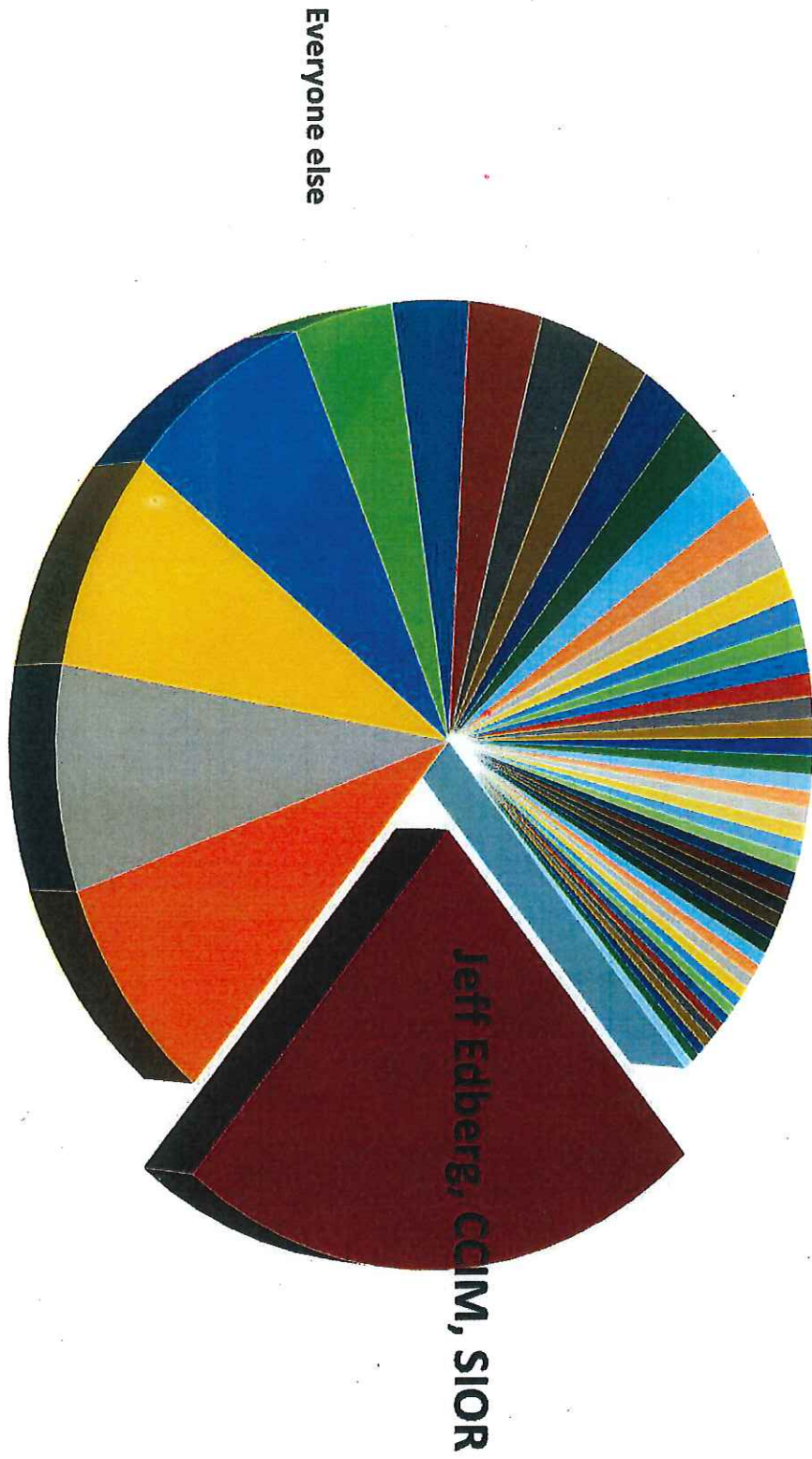
Seller / Lessor and Buyer / Lessee acknowledge and agree that Lepic-Kroeger, REALTORS® is undertaking a Consensual Dual Agency representation in the sale / lease of the above property. Seller / Lessor and Buyer / Lessee have previously been informed of the possibility of a Consensual Dual Agency arising if a Buyer / Lessee working with an Agent becomes interested in a property listed with Lepic-Kroeger, REALTORS®. Having read the type of representation to be provided, Seller / Lessor and Buyer / Lessee consent to this disclosed dual agency and hereby confirm by written signature(s). I/we hereby approve the Agent to select, prepare and complete all form documents for use incidental to my contemplated real estate transaction.

SELLER / LESSOR(S) \_\_\_\_\_ BUYER / LESSEE(S) \_\_\_\_\_

 \_\_\_\_\_  
Selled / Lessor's Signature Date Buyer / Lessee's Signature Date

# Commercial Real Estate Sale and Leasing Volume 2004-2014

(Source: Iowa City Area Association of Realtors)





**RESOLUTION #02162016-13**

**RESOLUTION APPROVING THE ANNUAL URBAN RENEWAL REPORT  
FOR FY 14-15**

**Whereas**, the City of Riverside City Council approves the submittal of the Annual Urban Renewal Report for Fiscal Year 14-15 to the State of Iowa Department of Management.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve the submittal of this report.

It was moved by Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_ to approve the foregoing resolution.

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 16th day of February, 2016.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk

Annual Urban Renewal Report, Fiscal Year 2014 - 2015

**Levy Authority Summary**

Local Government Name: RIVERSIDE  
 Local Government Number: 92G886

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
RIVERSIDE URBAN RENEWAL	92001	9

**TIF Debt Outstanding:** 0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2014:** 143,537      0      **Amount of 07-01-2014 Cash Balance Restricted for LMI**

TIF Revenue: 0  
 TIF Sp. Revenue Fund Interest: 0  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue:** 0

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 0  
 Returned to County Treasurer: 143,537  
**Total Expenditures:** 143,537

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2015:** 0      0      **Amount of 06-30-2015 Cash Balance Restricted for LMI**

**Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance:** 0

♣ Annual Urban Renewal Report, Fiscal Year 2014 - 2015

**Urban Renewal Area Data Collection**

Local Government Name: RIVERSIDE (92G886)  
 Urban Renewal Area: RIVERSIDE URBAN RENEWAL  
 UR Area Number: 92001

UR Area Creation Date: 05/2013

To modernize infrastructure prior to Highway 22 being resurfaced and to develop new housing opportunities

UR Area Purpose:

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
IOWA TWP/HIGHLAND SCH/RIVERSIDE UR TIF INCREM	92081	92082	0
IOWA TWP/HIGHLAND SCH/RIVERSIDE UR TIF INCREM	92083	92084	0
RIVERSIDE CITY AG/HIGHLAND SCH/RIVERSIDE UR TIF INCREM	92097	92098	0
RIVERSIDE CITY/HIGHLAND SCH/RIVERSIDE UR TIF INCREM	92099	92100	0
RIVERSIDE CITY/HIGHLAND SCH/RIVERSIDE UR TIF INCREM	92101	92102	0
RIVERSIDE CITY/HIGHLAND SCH/RIVERSIDE UR TIF INCREM	92103	92104	0
RIVERSIDE CITY/HIGHLAND SCH/RIVERSIDE 99 UR TIF INCREM	92119	92120	0
RIVERSIDE CITY AG/HIGHLAND SCH/RIVERSIDE UR TIF INCREM	92149	92150	0
RIVERSIDE CITY AG/HIGHLAND SCH/RIVERSIDE UR TIF INCREM	92163	92164	0

**Urban Renewal Area Value by Class - 1/1/2013 for FY 2015**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2014:** 143,537      0      **Amount of 07-01-2014 Cash Balance Restricted for LMI**

TIF Revenue: 0  
 TIF Sp. Revenue Fund Interest: 0  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 0**

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 0  
 Returned to County Treasurer: 143,537  
**Total Expenditures: 143,537**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2015:** 0      0      **Amount of 06-30-2015 Cash Balance Restricted for LMI**

♣ Annual Urban Renewal Report, Fiscal Year 2014 - 2015

Cash on hand returned to county for re-apportioning. Check sent Sept. 3rd, 2014.

256 Characters Left

Sum of Private Investment Made Within This Urban Renewal Area  
during FY 2015

♣ Annual Urban Renewal Report, Fiscal Year 2014 - 2015

**TIF Taxing District Data Collection**

Local Government Name: RIVERSIDE (92G886)  
 Urban Renewal Area: RIVERSIDE URBAN RENEWAL (92001)  
 TIF Taxing District Name: IOWA TWP/HIGHLAND SCH/RIVERSIDE UR TIF INCREM  
 TIF Taxing District Inc. Number: 92082  
 TIF Taxing District Base Year: 1996  
 FY TIF Revenue First Received: \_\_\_\_\_  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2033

UR Designation	
Slum	No
Blighted	No
Economic Development	05/2033

TIF Taxing District Value by Class - 1/1/2013 for FY 2015

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2015	633,920	0	0	0	0

FY 2015 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: RIVERSIDE (92G886)  
 Urban Renewal Area: RIVERSIDE URBAN RENEWAL (92001)  
 TIF Taxing District Name: IOWA TWP/HIGHLAND SCH/RIVERSIDE UR TIF INCREM  
 TIF Taxing District Inc. Number: 92084  
 TIF Taxing District Base Year: 1993  
 FY TIF Revenue First Received: \_\_\_\_\_  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2033

UR Designation	
Slum	No
Blighted	No
Economic Development	05/2013

TIF Taxing District Value by Class - 1/1/2013 for FY 2015

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2015	316,553	0	0	0	0

FY 2015 TIF Revenue Received: 0

♣ Annual Urban Renewal Report, Fiscal Year 2014 - 2015

**TIF Taxing District Data Collection**

Local Government Name: RIVERSIDE (92G886)  
 Urban Renewal Area: RIVERSIDE URBAN RENEWAL (92001)  
 TIF Taxing District Name: RIVERSIDE CITY AG/HIGHLAND SCH/RIVERSIDE UR TIF INCREM  
 TIF Taxing District Inc. Number: 92098  
 TIF Taxing District Base Year: 1992  
 FY TIF Revenue First Received: 0  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2033

UR Designation	
Slum	No
Blighted	No
Economic Development	05/2013

TIF Taxing District Value by Class - 1/1/2013 for FY 2015

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2015	10,581	0	0	0	0

FY 2015 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: RIVERSIDE (92G886)  
 Urban Renewal Area: RIVERSIDE URBAN RENEWAL (92001)  
 TIF Taxing District Name: RIVERSIDE CITY/HIGHLAND SCH/RIVERSIDE UR TIF INCREM  
 TIF Taxing District Inc. Number: 92100  
 TIF Taxing District Base Year: 1993  
 FY TIF Revenue First Received: 0  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2033

UR Designation	
Slum	No
Blighted	No
Economic Development	05/2013

TIF Taxing District Value by Class - 1/1/2013 for FY 2015

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2015	0	0	0	0	0

FY 2015 TIF Revenue Received: 0

♣ Annual Urban Renewal Report, Fiscal Year 2014 - 2015

**TIF Taxing District Data Collection**

Local Government Name: RIVERSIDE (92G886)  
 Urban Renewal Area: RIVERSIDE URBAN RENEWAL (92001)  
 TIF Taxing District Name: RIVERSIDE CITY/HIGHLAND SCH/RIVERSIDE UR TIF INCREM  
 TIF Taxing District Inc. Number: 92102  
 TIF Taxing District Base Year: 1996  
 FY TIF Revenue First Received:  
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	05/2013

TIF Taxing District Value by Class - 1/1/2013 for FY 2015

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2015	120,860	0	0	0	0

FY 2015 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: RIVERSIDE (92G886)  
 Urban Renewal Area: RIVERSIDE URBAN RENEWAL (92001)  
 TIF Taxing District Name: RIVERSIDE CITY/HIGHLAND SCH/RIVERSIDE UR TIF INCREM  
 TIF Taxing District Inc. Number: 92104  
 TIF Taxing District Base Year: 1992  
 FY TIF Revenue First Received: 1997  
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2013 for FY 2015

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2015	5,616,700	0	0	0	0

FY 2015 TIF Revenue Received: 0

♣ Annual Urban Renewal Report, Fiscal Year 2014 - 2015

**TIF Taxing District Data Collection**

Local Government Name: RIVERSIDE (92G886)  
 Urban Renewal Area: RIVERSIDE URBAN RENEWAL (92001)  
 TIF Taxing District Name: RIVERSIDE CITY/HIGHLAND SCH/RIVERSIDE 99 UR TIF INCREM  
 TIF Taxing District Inc. Number: 92120  
 TIF Taxing District Base Year: 1998  
 FY TIF Revenue First Received: \_\_\_\_\_  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2033

UR Designation	
Slum	No
Blighted	No
Economic Development	05/2013

TIF Taxing District Value by Class - 1/1/2013 for FY 2015

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2015	27,900	0	0	0	0

FY 2015 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: RIVERSIDE (92G886)  
 Urban Renewal Area: RIVERSIDE URBAN RENEWAL (92001)  
 TIF Taxing District Name: RIVERSIDE CITY AG/HIGHLAND SCH/RIVERSIDE UR TIF INCREM  
 TIF Taxing District Inc. Number: 92150  
 TIF Taxing District Base Year: 1996  
 FY TIF Revenue First Received: \_\_\_\_\_  
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	No
Economic Development	05/2013

TIF Taxing District Value by Class - 1/1/2013 for FY 2015

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2015	0	0	0	0	0

FY 2015 TIF Revenue Received: 0



♣ Annual Urban Renewal Report, Fiscal Year 2014 - 2015

**TIF Taxing District Data Collection**

Local Government Name: RIVERSIDE (92G886)  
 Urban Renewal Area: RIVERSIDE URBAN RENEWAL (92001)  
 TIF Taxing District Name: RIVERSIDE CITY AG/HIGHLAND SCH/RIVERSIDE UR TIF INCREM  
 TIF Taxing District Inc. Number: 92164

		UR Designation	
TIF Taxing District Base Year:	1993	Slum	No
FY TIF Revenue First Received:		Blighted	No
Subject to a Statutory end date?	No	Economic Development	05/2013

TIF Taxing District Value by Class - 1/1/2013 for FY 2015

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2015	0	0	0	0	0

FY 2015 TIF Revenue Received: 0

**RESOLUTION #02162016-14**

**RESOLUTION APPROVING THE PROPOSAL FROM EAST CENTRAL IOWA COUNCIL OF GOVERNMENTS TO REVIEW AND UPDATE THE CITY OF RIVERSIDE'S PLANNING & ZONING & SUBDIVISION ORDINANCES**

**Whereas**, the City of Riverside City Council approves the proposal from ECICOG to review and update the City of Riverside's City Code of Ordinances.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve the proposal NOT TO EXCEED \$11,500.00.

It was moved by Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_ to approve the foregoing resolution.

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 16th day of February, 2016.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk



**SCOPE OF SERVICES  
&  
SERVICE COST PROPOSAL**

**City of Riverside  
Zoning and Subdivision Ordinance Update**

**DATE:** February 11, 2016  
**TO:** City of Riverside  
**FROM:** Chad Sands, AICP  
 Housing & Community Development Department Director

**SECTION 1  
Scope of Services**

The City of Riverside has requested a scope of service and service cost proposal for updating the city’s zoning and subdivision ordinance. The following will be a framework for ECICOG to assist the city with the project.

At a minimum, the following elements will be incorporated in the process (specific elements will be formally acted upon during the planning process):

- 1) **Identify appropriate areas of the zoning ordinance to be updated.**  
 ECICOG will work closely with city staff and the Planning and Zoning Commission to establish appropriate sections of the ordinance to be updated. Proposed updates may include:
  - Ordinance format changes to facilitate ease of use;
  - Review of past variance approvals to see if required standards need to be changed;
  - Review of existing zoning districts to ensure future viability;
  - Review of existing setback and lot regulations for consistency and viability.
  
- 2) **Identify appropriate additions to the zoning ordinance.** In addition to identifying appropriate areas for updating the ordinance, ECICOG staff will



work with the city to establish additions to the ordinance. Proposed additions may include:

- Fence standards;
- Parking requirements;
- Sign requirements.
- New districts.

- 3) **Identify appropriate areas of the subdivision ordinance to be updated.** ECICOG will work closely with city staff and the Planning and Zoning Commission to establish appropriate sections of the subdivision ordinance to be updated. Proposed updates may include:
  - Ordinance format changes to facilitate ease of use;
  - Review of past development approvals to see if required standards need to be changed;
  - Review of existing standards to ensure future viability;
- 4) **Identify appropriate additions to the subdivision ordinance.** In addition to identifying appropriate areas for updating the ordinance, ECICOG staff will work with the city to establish additions to the ordinance, such as updated design standards.
- 5) **Review fee schedule.** ECICOG staff will review the city's current permit and fee structure to ensure it will meet future needs.
- 6) **Facilitate a training session for the P&Z, City Council and Board of Adjustment.** This training workshop would review each member's roles and responsibilities in administering and implementing the City's zoning and subdivision ordinances and other land use tools (i.e. comprehensive plan). Hypothetical scenarios would be discussed to further educate each member.

The Project Timeline is shown below. ECICOG staff would first work with city to update the zoning ordinance. Then the subdivision ordinance would be updated. Next, ECICOG staff would work with the city to review and possibly update the city's permit and fee structure. Finally, ECICOG would facilitate a training session for the city to review the city's roles and responsibilities in administering and implementing the city's land use tools.

During each step of the process (i.e. updating each ordinance), ECICOG will work with city staff to establish areas in the existing ordinances to be updated. Then, ECICOG will work with the P&Z to update the respective ordinance.



ECICOG staff will also assist the city through the adoption process for both ordinances. Public hearings should be held with the P&Z and City Council. After the P&Z's public hearing, they should forward a recommendation to the Council. The Council will also hold a public hearing before adopting each updated ordinance.

The project timeline will be as follows, but is meant only to be a guide and may change as dictated by the planning process:

**Zoning Ordinance Update**

- 1) Preliminary / organizational meeting w/ city staff Month 1
- 2) Ordinance update w/ P&Z Month 1 - 3
- 3) P&Z public hearing Month 4
- 4) Public hearing with Council / adoption Month 5

Sub-total time: 5 months

**Subdivision Ordinance Update**

- 1) Ordinance update w/ P&Z Month 1 - 2
- 2) P&Z public hearing Month 3
- 3) Public hearing with Council / adoption Month 4

Sub-total time: 4 months

**Permit and Fee Review and Training**

- 1) Review fees and permitting process Month 1
- 2) City Council approval of new fee schedule Month 2
- 3) Planning and zoning training session Month 3

Sub-total time: 3 months

Overall total time: 12 months



**SECTION 2  
Service Cost Proposal**

ECICOG charges only those fees which allow it to recover its costs. Therefore, the fees charged are usually less than those of a private consultant.

The Agency’s fee is a not-to-exceed figure. The City would be billed on a monthly basis for actual hours worked on the project during the month by ECICOG staff. The City will be billed monthly until the project is complete. If the time it takes to complete the project should exceed the fee stated below, the City shall only be responsible for the not-to-exceed figure. However, if additional, substantial unforeseen work needs to be completed, prior to initiating that work, an addendum to the Service Agreement shall be agreed upon by both parties stipulating the extra work and related costs.

<b>Riverside Zoning and Subdivision Ordinance Update</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
Meetings with city staff throughout planning process (3 meetings at 2 hours each)	6	\$83	\$498
Meetings with Planning and Zoning Commission to work on the zoning ordinance (3 meeting at 3 hours each)	9	\$83	\$747
Planning Commission public hearing and recommendation to the City Council @ 3 hrs.	3	\$83	\$249
City Council public hearing and adoption @ 3 hrs.	3	\$83	\$249
Meetings with Planning and Zoning Commission to work on the subdivision ordinance (2 meeting at 3 hours each)	6	\$83	\$498
Planning Commission public hearing and recommendation to the City Council @ 3 hrs.	3	\$83	\$249
City Council public hearing and adoption @ 3 hrs.	3	\$83	\$249
Zoning Ordinance writing/preparation	32	\$83	\$2,656
Subdivision Ordinance writing/preparation	24	\$83	\$1,992
Fee schedule review	6	\$83	\$488
Training work-session @ 4 hrs.	4	\$83	\$332
Staff time for copying, binding ordinances for dissemination to City	14	\$83	\$1,162
Planning support services (printing, copying, travel, materials, postage, calls)	-	-	\$750
10% contingency	-	-	\$1,013
<b>TOTAL PROJECT COST</b>	<b>113</b>		<b>\$11,142</b>

\* ECICOG reserves the right to move hours among planning elements  
Hours for each meeting includes time for travel to and from the meeting



EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS  
YOUR REGIONAL PLANNING AGENCY

ECICOG will provide staff services to update the city's Zoning and Subdivision Ordinance at a fee not to exceed **\$11,142.00**. This fee shall include the costs, as shown above, of traveling to meetings, printing drafts of the study, preparing hearing notices, preparing adoption materials, postage, and printing of the completed study.

#### **Deliverables**

- 20 bound copies of each ordinance for the City
- 1 digital copy of each ordinance

#### **Service Agreement**

This Scope of Services and the Service Cost Proposal shall be attached and made part of any Service Agreement between the City and ECICOG.

**Lory Young**

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**From:** mailbox@iowaleague.org  
**Sent:** Monday, January 04, 2016 5:54 PM  
**To:** Lory Young  
**Subject:** MLA Part Two Online Training Now Available

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Lory,

Thank you for registering for MLA Part Two! [This training is now available.](#) The training can be viewed all at once or separately in order to fit within a city's orientation program for new officials. We have designated January 4-8, 2016 as MLA Week. We are encouraging mayors and entire councils to watch these segments together in order to generate discussion and build the skills of all who are elected to serve in Iowa. The training segments will be archived and available throughout the whole year so there is no rush to view this training all at once or during MLA Week.

You will be asked to login into the League's Web site to access this material. Our records show you should use the following username which is connected to your MLA Part Two registration.

**Username: LORYYOUNG**

If you've forgotten your password, a password reset link is available on the login screen.

Segments for this training:

**Budget and Finance** (Session One 48 Minutes, Session Two 39 Minutes)

MLA Part Two builds upon the basic city finance information covered in Part One by helping city officials understand how a city budget is developed. The main focus is bringing new officials up-to-speed so they can participate effectively in the budget process. Presented by Cindy Kendall, ISU Extension Office of State and Local Government Programs/Iowa League of Cities

**Basics of Planning and Zoning** (49 Minutes)

Participants will receive an overview of Iowa planning and zoning laws, as well as the roles and responsibilities of the planning commission, the board of adjustment and the city council. Presented by Gary Taylor, AICP, Associate Professor and Extension Specialist, Community & Regional Planning, Iowa State University

**You Got Elected, Now What?** (42 Minutes)

This session covers strategies for success in office, dealing with major personnel issues, meeting basics and a brief overview of roles and responsibilities. Presented by Mark Tomb, Director of Membership Services, Iowa League of Cities

Additional information on the Municipal Leadership Academy  
Contact: Mark Tomb at [marktomb@iowaleague.org](mailto:marktomb@iowaleague.org) or (515) 244-7282



**Mark Tomb**

Director of Membership Services | Iowa League of Cities  
[marktomb@iowaleague.org](mailto:marktomb@iowaleague.org)

**Iowa League of Cities**

500 SW 7th Street, Suite 101 | Des Moines, IA 50309  
Phone: (515) 244-7282 | Fax: (978) 367-9733 | [www.iowaleague.org](http://www.iowaleague.org)

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**Lory Young**

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**From:** Mark Tomb <marktomb@iowaleague.org>  
**Sent:** Friday, February 12, 2016 10:53 AM  
**To:** lory@cityofriversideiowa.com  
**Subject:** MLA Part Three

Lory Young:

Part Three of the Municipal Leadership Academy is coming to a location near you. This session is designed for those looking for more in-depth information on the challenges facing cities. Attendees will hear some of the hottest topics in city government, network with other city officials, share a meal and discuss common concerns.

MLA Part Three will be presented at the following convenient location:

**10 a.m. to 2 p.m., Saturday, April 9, 2016**

**Fairfield, Iowa**

**Best Western Fairfield Inn (2200 West Burlington Avenue)**

If you can't make this particular session, it will be presented at five [other locations](#) across Iowa in late March and early April.

MLA Part Three will build on the information introduced in the first two sessions (although attendance at earlier MLA sessions not required). The program will feature a presentation on community betterment, which will include a discussion and examples of how city officials can improve their cities through nuisance abatement. A presentation on strategic planning and goal setting will allow city leaders to look into the future to better anticipate issues facing their community. The final presentation will discuss the city's role in economic development with an overview of the tools used by cities to retain and attract businesses.

Registration for MLA Part Three is \$75 for city officials from League Member Cities. Additional information and online registration can be found [here](#).

Sincerely,

**Mark Tomb**

Director of Membership Services  
Iowa League of Cities

Iowa League of Cities | 500 SW 7<sup>th</sup> St, Suite 101 | Des Moines, IA 50309  
Main: (515) 244-7282 | Fax: (978) 367-9733 | [www.iowaleague.org](http://www.iowaleague.org)

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FYI #2Lory Young

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**From:** Gary Hughes <gary.hughes@ecicog.org>  
**Sent:** Thursday, February 11, 2016 4:02 PM  
**To:** lory@cityofriversideiowa.com  
**Cc:** S.pottorff@mmsconsultants.net; Chad Sands  
**Subject:** FW: City of Riverside  
**Attachments:** 2245006X.pdf; 2245006CIP.pdf; \_Certification\_.htm

Lory,

Today I reviewed information conveyed to me with staff at the Iowa Economic Development Authority (IEDA), as concerned with proposed water / sewer improvements and prospective funding from the Community Development Block Grant (CDBG) Program. More specifically, how projects may possibly be qualified in accordance with providing a predominance of benefit to persons with low- to moderate-income (i.e., serving over 51% of households with an income that is at or below 80% of median for the area).

As a major arterial, that proposed in association with Highway 22 would need to have "LMI" be qualified on a community-wide basis. In other words a random survey of at least 300 households throughout the community would have to be conducted to determine whether the 51% threshold can be achieved.

For Ella Street, IEDA staff suggested that an engineer determine the service area if it is considered to be more of a local target area. In other words survey all households that would benefit from proposed improvement.

In addition, similar to the situation for Highway 22, a community facility such as recreational center would likewise require a community-wide survey.

As I had noted during our phone conversation, IEDA staff also believes the water / sewer projects probably would not score well competitively to other CDBG applications that demonstrate greater need (meaning old age would not be considered a problem to revolve compared to leakage, infiltration, etc.).

Assuming it may be difficult to establish a target area of benefit for Ellis Street it probably would be more prudent to conduct a community-wide income survey. If successful in attaining an LMI population over 51%, then any / all proposed projects would be qualified as eligible for CDBG Program funding. As I noted, I can assist with preparation needed to have an income survey conducted.

Please let me know if you have any questions or need more information, and also whether you would like to proceed with an income survey.

Thanks.

Gary

---

**From:** Scott Pottorff [<mailto:S.pottorff@mmsconsultants.net>]  
**Sent:** Wednesday, February 10, 2016 3:40 PM  
**To:** [gary.hughes@ecicog.org](mailto:gary.hughes@ecicog.org)  
**Cc:** Lory Young; 'Glen Meisner'  
**Subject:** City of Riverside

Lory asked me to send you exhibits for projects on Ella Street and for Highway 22. The attached exhibit shows several potential projects from our capital improvements planning about a year ago. The Ella Street project is shown as #1 in green and the Highway 22 project is shown as #2 in red. Also attached is the report with estimated project costs we

prepared at the time. Since then we have done design work on the Ella Street project and the extents of the project have expanded to where the estimated construction costs are now around \$1 million. We had prepared cost estimates for the Highway 22 work when the City applied for STP funding this winter. All told, we estimated about \$2.2 million for the extents through town.

Let me know if there is anything else you need for this.

[Sign up for our newsletter](#) – We promise short, meaningful updates just six times a year.



**MMS Consultants, Inc.**

*Experts in Planning and Development Since 1975*

**Scott Pottorff, P.E.**

*Project Manager*

Office: (319) 351-8282

Mobile: (319) 631-0365

[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)

[www.mmsconsultants.net](http://www.mmsconsultants.net)

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FYI #2

## Sample Script for Income Survey

Hello,

My name is \_\_\_\_\_ . Could I please speak with an adult in your home?

I'm taking a survey for the City of Riverside that we hope will qualify a grant application to help pay for Recreational Facility and/or roadway associated Water/Sewer improvements.

It's very important that we receive a high response from the survey and, because it is very brief, it will only take a minute or two of your time.

By sealing your survey in an envelope, your response will be anonymous and kept confidential.

Here's a copy of the survey form . . . *(show survey and point to parts as you explain them)*.

As you can see, there are only 3 simple questions:

**First**, we need you to mark, yes or no . . . *(show where)* . . . to indicate whether you would support a water improvement project for the town.

**Second**, . . . *(show where)* . . . we need you to place a mark next to the size of your household (meaning how many people live here) and . . . **this is very important** . . . **on that same line** to also place a mark indicating whether your total household income is above or below the amount shown. Again, please be sure to mark this on the same line as the size of your household.

*For example, a four person household would indicate whether their total income is above or below \$54,700.*

**Third**, and finally, . . . *(show where)* . . . we need you to mark the racial / ethnic characteristics of your household. If everyone is the same, you can just check the appropriate box. Otherwise, you can also write-in the appropriate number for each box.

After you're done with the survey, please fold it and place it in this envelope . . . *(hand envelope)* . . . and I'll mix it in with others that I've already collected.

Thank you very much for your time.

## CDBG INCOME SURVEY TRAINING

### Background:

- The survey is needed in order to apply for a Community Development Block Grant (“CDBG”) from the Iowa Economic Development Authority (IEDA), to reduce the local cost of improvements proposed by the City.
- *The purpose is to document that a “predominance” (51%) of those benefiting from the improvements have a household income that is considered “low- to moderate”, which means at or below 80% of the median for the community (the amount varies according to the size of the household). **Note: To avoid possibly biasing responses, this should not be told to those surveyed.***
- A project that will serve less than 300 households must survey all households that are to benefit from the proposed improvement(s).
- A project that will serve more than 300 households must randomly survey at least 300 households within the service area to benefit from the proposed improvement(s). Also, the method of randomly selecting which households are to be surveyed must be pre-approved in advance by the Iowa Economic Development Authority (IEDA).
- All households identified for contact are to be given the opportunity to complete the survey, and at least 80% must respond with useable results for statistical validation.
- The City must retain a record of households contacted, if less than the entire community.

### General Instructions:

- Compile and provide to each person who will be conducting the survey a list of addresses that they will be responsible to contact individually.
- Track the address of each household contacted, noting both those that do and do not respond. *This is because if at least an 80% overall response rate is not achieved it may be necessary to revisit those households that did not initially respond.* Keep the address list separate from the surveys.
- Familiarize yourself with the survey form and the procedure (below) for conducting the survey.

### Procedure for Conducting the Survey:

- Introduce yourself. If needed, show letter from the City that authorizes the survey.
- Explain the project and generally why the survey is being undertaken. Also explain that an 80% response rate is required.
- Assure those being surveyed that their response will be anonymous and kept confidential.
- Explain if they have any questions, they can contact the City Clerk or ECICOG.
- Explain the survey form and ask them to complete the three (3) parts.
- **1<sup>st</sup>**, ask them to answer the question of support.
- **2<sup>nd</sup>**, ask them to place an “X” next to the appropriate number of people in their household and to also place an “X” **on the same line as the household size** indicating whether their total household income is above or below the amount specified at the end of that line for the size of their household. **DO NOT ask their income.** By asking them to mark whether they are above or below the amount specified, their anonymity is protected. If it helps make the form easier to understand, you may explain the example shown on the form.

- 3<sup>rd</sup>, ask them to place the number persons in their household according to the racial / ethnic categories shown. *Note: the number(s) must equal the total persons in the household.*
- If requested / necessary, you may read the survey to a responsible adult.
- Have the responder place and seal their survey in the envelope you'll provide.
- Place the sealed envelope in a packet containing all survey responses.
- Thank them for their time.
- Once you have contacted every household assigned within your area, and you have at least an 80 percent response rate, submit your surveys and your list of households (noting both those contacted and not contacted) to the City Clerk.

**When Done:**

The City Clerk will send all of the surveys to the East Central Iowa Council of Government ("ECICOG") for tabulation to determine if the community is eligible to apply for CDBG grant assistance.

**Questions:**

Gary Hughes, ECICOG, 319/ 365-9941 ext. 129.



***City Letterhead***

The person presenting this letter to you has been authorized to conduct a door-to-door survey to determine if the City of may qualify to apply for a grant that will assist with Recreational Facility development and/or roadway associated Water/Sewer improvements.

You will be asked whether you support the project and to note just a couple of characteristics for your household: size & income; and race / ethnicity.

Your cooperation is important because at least 80% of the households being asked to complete the survey must respond in order to validate results for the possible grant.

**Please note your response will be anonymous and confidential.**

If the person at your door is not able to answer any questions you may have, you may contact:

Lory Young, City Clerk, at 319-648-3501; or

Gary Hughes, Planner with the East Central Iowa Council of Governments (ECICOG), at 319-365-9941 ext. 129.

This survey is being taken to obtain information in order to apply for Community Development Block Grant funds through the Iowa Economic Development Authority. It is extremely important to the success of this effort that you complete the following survey. There are only three (3) parts, and there is no need for you to put your name on the survey. **All information collected will be kept strictly confidential.** If you have questions concerning this survey, please contact Gary Hughes with the East Central Iowa Council of Governments (ECICOG) at: 319/365-9941 ext. 129.

**Proposed Grant Funding Will Assist the Community With  
 Recreational Facility and/or Water/Sewer Improvements**

**FIRST**, please check below to indicate whether or not you support proposed projects.

Recreational facility development:    **Yes** \_\_\_\_\_    **No** \_\_\_\_\_    **No Opinion** \_\_\_\_\_

Roadway associated water/sewer improvements:    **Yes** \_\_\_\_\_    **No** \_\_\_\_\_    **No Opinion** \_\_\_\_\_

**SECOND**, please check below the number of persons in your household **and, on the same line**, also check whether all household income is above or below the dollar figure shown on that line:

* * * COMPLETE THIS PORTION FOR YOUR HOUSEHOLD * * *				
_____	<b>1 Person</b>	household with income	_____ <b>ABOVE</b>	_____ <b>BELOW</b> <b>\$ 38,300</b>
_____	<b>2 Person</b>	household with income	_____ <b>ABOVE</b>	_____ <b>BELOW</b> <b>\$ 43,800</b>
_____	<b>3 Person</b>	household with income	_____ <b>ABOVE</b>	_____ <b>BELOW</b> <b>\$ 49,250</b>
_____	<b>4 Person</b>	household with income	_____ <b>ABOVE</b>	_____ <b>BELOW</b> <b>\$ 54,700</b>
_____	<b>5 Person</b>	household with income	_____ <b>ABOVE</b>	_____ <b>BELOW</b> <b>\$ 59,100</b>
_____	<b>6 Person</b>	household with income	_____ <b>ABOVE</b>	_____ <b>BELOW</b> <b>\$ 63,500</b>
_____	<b>7 Person</b>	household with income	_____ <b>ABOVE</b>	_____ <b>BELOW</b> <b>\$ 67,850</b>
_____	<b>8 or more</b>	household with income	_____ <b>ABOVE</b>	_____ <b>BELOW</b> <b>\$ 72,250</b>

**Following is a Sample:**

<b>Example:</b> A household has 4 persons and all income is \$52,000.				
_____	1 Person	household with income	_____ ABOVE	_____ BELOW    \$ 38,300
_____	2 Person	household with income	_____ ABOVE	_____ BELOW    \$ 43,800
_____	3 Person	household with income	_____ ABOVE	_____ BELOW    \$ 49,250
<u>  X  </u>	4 Person	household with income	_____ ABOVE	<u>  X  </u> BELOW    \$ 54,700
_____	5 Person	household with income	_____ ABOVE	_____ BELOW    \$ 59,100
_____	6 Person	household with income	_____ ABOVE	_____ BELOW    \$ 63,500
_____	7 Person	household with income	_____ ABOVE	_____ BELOW    \$ 67,850
_____	8 or more	household with income	_____ ABOVE	_____ BELOW    \$ 72,250

**THIRD**, please identify the respective number of persons in your household according to each of the racial / ethnic categories below, or check one space if all persons in the household are the same.

Racial / Ethnic Group	Number of Persons In Household Who Are:	
	Not Hispanic	Hispanic
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other Multi-Racial		