

CITY OF RIVERSIDE COUNCIL TENTATIVE AGENDA

RIVERSIDE CITY HALL COUNCIL CHAMBERS

60 N GREENE STREET

Monday, July 18, 2016 at 5:30 pm

5:30 PM – Work Session “People Service Contract Review”

6:30 PM – Regular City Council Meeting

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.

CALL MEETING TO ORDER: Mayor Schneider

- Pledge of Allegiance
- Roll Call

APPROVAL OF AGENDA:

1. Approve Consent Agenda

1. a) Minutes from 07-05-16
1. b) Expenditures 07-18-16
1. c) Liquor License – St. Mary’s Church

2. Committee Reports:

- Trek Fest Report

3. Citizens Comments:

This time is for items NOT on the agenda. Please notify the City Clerk if you wish to comment on an agenda item and you will be recognized when that item comes up. When citizens are recognized to speak, please approach the podium, spell your first and last name before proceeding. Citizens should refrain from addressing individual Council Members and should not expect a response to any questions. Time is limited to 3 minutes.

4. Water and Wastewater Monthly Report **pg 7**

5. MMS Consultants Update:

- Cherry Lane Subdivision
- Ella Street Project
- Casey’s Sewer Project
- Washington County Engineering Project –Washington Riverside Road

6. Employee Discussion (possible action)

*Closed session at employee request – Iowa Code Sec 21.5(1)(i)

7. Real Estate Discussion

- John Roetlin
- Doug Havel
- Pickering

8. Resolution #07182016-01 “Approval of People Service Contract” pg 10

9. Barn Quilt Location

10. Review Employee Evaluation Form pg 11

11. Motion to approve Job Descriptions pg 13

- City Clerk Finance Officer
- Deputy City Clerk
- Maintenance Worker – Streets & Parks
- Water Wastewater Team Member
- Part-time Cleaning Position

12. Pat Callahan Suggestions Update pg 22

13. Audit Recommendations Status

14. Monthly Fund Balance Report pg 24

15. City Clerk Comments

16. City Council Comments & Requests for Information

17. Adjourn Council Meeting

Approved: _____

Date: _____

Allen Schneider, Mayor

RIVERSIDE CITY COUNCIL MEETING; JULY 5, 2016

The Riverside Council met at 5:30 pm for a work session on the People Services Contract.

The Riverside Council meeting opened at 6:30 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 Sexton, second by Schneider to approve agenda. Passed 5-0.

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

Committee Reports; Larry Simon, Visioning Committee, Quilt Block revealed at TrekFest. He questioned council about placement. Simon informed council of his resignation from the Visioning Committee in August. Kathy Lindhorst stated her position on the location of the barn quilt. Barn Quilt installation will be on the next agenda.

Citizens Comments; Larry Simon asked about Ella Street project. Kevin Mills asked why you would put the quilt where no one can see it.

Fire Chief Smothers gave fire department report and answered council questions. Smothers discussed starting a Fire Cadet program, and selling two older trucks to purchase a new grass fire truck. Mayor will put items on the next agenda.

Employee issue discussed with council. Redlinger, Weber, and Mayor will collect more information and bring back to next meeting for decision.

Schneider moved to pass Resolution #07052016-01 Cornerstone Excavating Pay Request #3 in the amount of \$170,071.75. Second by Redlinger, passed 5-0.

Schnoebelen moved to pass Resolution #07052016-02 Change Order #6 Ella Street for \$10,496.25. Second by Schneider, passed 5-0.

Schneider moved to pass Resolution #07052016-03 Investment Policy with bonding to be set at \$100,000.00. Second by Redlinger, passed 5-0.

Sexton moved to cancel re-cycling service to anyone outside of City limits, effective July 31, 2016. Second by Weber, passed 5-0.

Redlinger moved to accept the agreed upon employee evaluation form to be used by employee and committee. Second by Weber, passed 5-0.

Schneider moved to pass Resolution #07052016-04 Cost of Living adjustment of 2% to all regular employees. Second by Redlinger, passed 3-2 Sexton and Schnoebelen voted nay.

Schneider moved to grade and fill holes on 114th street with gravel. Second by Sexton, passed 5-0.

All street signs for Cherry Lane and Railroad Street have been ordered.

Council set July 7, 2016 as a work session at 6:00 pm for employee job descriptions.

Council Comments; Bob Schneider wanted to thank the Boy Scouts, City Staff, and Larry Simon for all the work in the park, and city, for TrekFest. Redlinger agreed with Bob's comment. Sexton stated his concern about Council being more involved with Capital Projects. He would like Council to be included in final Project Approval.

Weber discussed problems with the ditch on 2nd Street after the last water main replacement project.

Schnoebelen moved to adjourn at 8:42 pm. Second by Weber, passed 5-0.

Full content of Council Meetings can be viewed on the City Web Site;
www.cityofriversideiowa.com

Council Work Session – July 7, 2016 at 6:00 pm for Employee Job Descriptions
NEXT CITY COUNCIL MEETING – Monday, July 18, 2016 at 6:30 pm.

ATTEST:

Lory Young: City Clerk

Allen Schneider; Mayor

| EXPENDITURES 7/18/16 | | | | |
|---------------------------|-----------------------------------|----------------|---------------|--------------|
| COUNCIL MEETING | | | | |
| | | UNPAID BILLS | | |
| ARAMARK | CITY HALL | 001-5-650-6310 | \$ 375.04 | |
| ARAMARK | SHOP | 001-5-210-6372 | \$ 221.30 | |
| ARAMARK | WATER | 600-5-810-6181 | \$ 103.93 | |
| ARAMARK | SEWER | 610-5-815-6181 | \$ 103.93 | |
| ARAMARK | STREETS | 001-5-210-6181 | \$ 103.92 | |
| ARAMARK | PARKS | 001-5-430-6181 | \$ 103.92 | \$ 1,012.04 |
| AUDITOR OF STATE | FY JUNE 2015 AUDIT | 001-5-650-6498 | \$ 12,995.77 | |
| BOUND TREE | EMS SUPPLY | 001-5-160-6490 | \$ 154.76 | |
| BUSINESS RADIO | FIRE TRUCK | 001-5-150-6356 | \$ 90.00 | |
| RIVERSIDE HISTORY CENTER | CAPT. KIRK STATUE | 145-5-650-6430 | \$ 5,000.00 | |
| CARUS | WATER CHEMICALS | 600-5-810-6501 | \$ 853.76 | |
| DNR | ANNUAL WATER SUPPLY FEE FY 17 | 600-5-810-6245 | \$ 115.34 | |
| ELDER SERVICES | CITY CONTRIBUTION | 001-5-460-6150 | \$ 500.00 | |
| ELDER SERVICES | CITIZENS PAID | 001-5-460-6160 | \$ 648.58 | \$ 1,148.58 |
| I TECH | COMPUTER MAINT. - JULY | 001-5-650-6497 | \$ 155.00 | |
| FREEMAN LOCK | RVFD | 001-5-150-6356 | \$ 135.02 | |
| IOWA SOLUTIONS | QTR E-MAIL HOSTING | 001-5-650-6494 | \$ 60.00 | |
| JOHNSON COUNTY REFUSE | JULY SERVICE | 670-5-840-6499 | \$ 1,719.50 | |
| IOWA ONE CALL | LOCATES - JUNE | 600-5-810-6374 | \$ 19.40 | |
| IOWA ONE CALL | LOCATES - JUNE | 610-5-815-6374 | \$ 19.40 | \$ 38.80 |
| KOCH BROTHERAS | COPIER FEES | 001-5-650-6496 | \$ 758.78 | |
| KALONA AUTO | PARKS | 001-5-210-6331 | \$ 238.39 | |
| KALONA OIL CO | FUEL | 110-5-210-6331 | \$ 1,090.56 | |
| KALONIAL TREE SERVICE | LIMB PICK-UP - JUNE | 001-5-510-6320 | \$ 1,087.50 | |
| KALONIAL TREE SERVICE | TREE REMOVAL | 001-5-510-6495 | \$ 670.00 | \$ 1,757.50 |
| KUENSTER PLUMBING | DRINKING FOUNTAIN REPAIR | 001-5-430-6325 | \$ 135.35 | |
| LORY YOUNG | MILEAGE | 001-5-650-6240 | \$ 86.40 | |
| MARTIN GARDNER ARCH. | COMMUNITY CENTER SCHEMATIC DESIGN | 301-5-750-6786 | \$ 3,723.75 | |
| MARIE ELECTRIC | PARK POWER POLE REPAIR | 001-5-430-6320 | \$ 205.05 | |
| MENARDS | PARKS | 001-5-430-6325 | \$ 39.95 | |
| MIDWEST SAFETY COUNCIL | INSTRUMENT CALIBRATION | 600-5-810-6504 | \$ 75.00 | |
| MMS CONSULTANTS | GENERAL ENGINEERING/ZONING | 001-5-650-6407 | \$ 312.62 | |
| MMS CONSULTANTS | ELLA STREET | 301-5-750-6782 | \$ 13,260.00 | |
| MMS CONSULTANTS | CHERRY LANE | 301-5-750-6772 | \$ 5,495.00 | |
| MMS CONSULTANTS | CASEY'S SEWER | 301-5-750-6787 | \$ 213.75 | |
| MMS CONSULTANTS | PIONEER STORM SEWER | 301-5-750-6783 | \$ 194.70 | \$ 19,476.07 |
| PAWS AND MORE | FY 2017 CONTRIBUTION | 145-5-650-6423 | \$ 2,500.00 | |
| RAWS AND MORE | 2ND QTR CITIZEN'S CONTRIBUTION | 001-5-190-6413 | \$ 132.00 | |
| PRECISION ELECTRIC | FIRE STATION LIGHT REPAIR | 001-5-150-6310 | \$ 95.50 | |
| STOREY KENWORTHY | LASER UTILITY BILLS | 600-5-810-6506 | \$ 167.38 | |
| STOREY KENWORTHY | LASER UTILITY BILLS | 610-5-815-6506 | \$ 167.37 | \$ 334.75 |
| RACC | HOTEL/MOTEL GRANT | 145-5-650-6415 | \$ 18,136.71 | |
| REC | SIGN | 001-5-430-6371 | \$ 105.34 | |
| REC | SEWER EXPENSE | 610-5-815-6371 | \$ 3,813.46 | |
| REC | SHOP | 001-5-210-6371 | \$ 38.63 | |
| REC | WATER PLANT | 600-5-810-6371 | \$ 2,499.62 | |
| REC | CASINO LIFT | 610-5-815-6371 | \$ 306.94 | |
| REC | TRAFFIC LIGHT | 001-5-230-6371 | \$ 135.86 | \$ 6,899.85 |
| RON HENBRY | WATER SUPPLY | 600-5-810-6507 | \$ 110.97 | |
| RON'S AUTO BODY | 06 MOWER BATTERY | 001-5-430-6504 | \$ 69.95 | |
| RON'S AUTO BODY | FORD F350 REPAIR | 610-5-815-6332 | \$ 487.00 | \$ 556.95 |
| RIVERSIDE TRAVEL MART | FIRE TRUCK FUEL | 001-5-150-6350 | \$ 190.26 | |
| SCHNOEBELEN INC | PARKS | 001-5-430-6504 | \$ 24.50 | |
| STANDARD PEST CONTROL | SERVICE - JULY | 001-5-650-6310 | \$ 40.00 | |
| RIVERSIDE GRAIN | FLY SPRAY | 001-5-460-6310 | \$ 22.68 | |
| STATE HYGIENIC LAB | PWS TESTING | 600-5-810-6490 | \$ 57.00 | |
| STATE HYGIENIC LAB | REF TESTING | 610-5-815-6490 | \$ 1,598.50 | \$ 1,655.50 |
| STUTSMANS | POND ALGAE TREATMENT | 001-5-430-6320 | \$ 30.50 | |
| STUTSMANS | WASTE WATER | 610-5-815-6507 | \$ 3.48 | \$ 33.98 |
| THREE CHICKS | PUBLICATIONS | 001-5-650-6402 | \$ 237.58 | |
| UPS | SHIPPING | 600-5-810-6508 | \$ 130.64 | |
| USA BLUEBOCK | WASTEWATER | 610-5-815-6507 | \$ 143.77 | |
| VISA | USTREAM | 001-5-650-6497 | \$ 99.00 | |
| VISA | PARKS | 001-5-430-6325 | \$ 635.00 | |
| VISA | CONFERENCE | 001-5-650-6240 | \$ 185.00 | \$ 919.00 |
| WASHINGTON COUNTY AUDITOR | 3RD QTR LAW ENFORCEMENT | 001-5-110-6499 | \$ 13,042.75 | |
| WASHINGTON COUNTY AUDITOR | 3RD QTR COMMUNICATIONS | 001-5-110-6490 | \$ 10,246.50 | \$ 23,289.25 |
| WASHINGTON CO. EMERGENCY | FY 16/17 ASSESSMANT | 001-5-130-6210 | \$ 1,737.75 | |
| | TOTAL UNPAID BILLS | | \$ 108,257.01 | |
| | PAID BILLS | | | |
| IPERS | CONTRIBUTIONS - 2016 JUNE | | \$ 4,270.70 | |
| IOWA DEPT OF REVENUE | IOWA WITHHOLDINGS - 2016 JUNE | | \$ 908.00 | |
| IOWA DEPT OF REVENUE | IOWA SALES TAX - 2016 JUNE | | \$ 2,872.53 | |
| PAYROLL | PAYCHECKS - 2016 JUNE | | \$ 15,819.59 | |
| IRS | 941 TAX DEPOSIT - 2016 MAY | | \$ 3,846.48 | |
| WATER REFUNDS | JUNE REFUNDS | | \$ 565.98 | |

W/A-P

| | | | | | | |
|-------------------------------|------------------------------|----------------|----------|--------------|----|--------------|
| WASH CO TREASURER | TAXES CHERRY LANE/HOLDERNESS | | \$ | 770.00 | | |
| FELD FIRE | LADDER TRUCK | 001-5-150-6356 | \$ | 3,629.00 | | |
| KALONIAL TREE | TREE RENMOVAL | 001-5-430-6320 | \$ | 300.00 | | |
| MEDICOM | JUNE SERVICE | | \$ | 457.55 | | |
| US BANK EQUIP. | COPIER LEASE | 001-5-650-6496 | \$ | 332.74 | | |
| | TOTAL PAID BILLS | | \$ | 33,772.57 | | |
| | | | | | | |
| | TOTAL EXPENDITURES | | \$ | 123,760.87 | | |
| | | | | | | |
| | | | | | | |
| MAY 2016 REVENUES & EXPENSES: | | | REVENUES | EXPENSES | | |
| | | | | | | |
| GENERAL FUND | | | \$ | 86,530.26 | \$ | 127,920.18 |
| ROAD USE TAX FUND | | | \$ | 11,002.19 | \$ | 31,483.15 |
| LOCAL OPTION SALES TAX | | | \$ | 8,531.05 | \$ | 90,000.00 |
| CASINO REVENUE RUND | | | \$ | 140,228.67 | \$ | 910,513.20 |
| CAPITAL PROJECTS FUND | | | \$ | 2,203,111.10 | \$ | 504,932.42 |
| WATER FUND | | | \$ | 29,870.44 | \$ | 16,051.05 |
| SEWER FUND | | | \$ | 27,646.76 | \$ | 17,401.67 |
| GARBAGE/LANDFILL FUND | | | \$ | 1,988.65 | \$ | 1,719.50 |
| STORM WATER FUND | | | \$ | 1,572.15 | \$ | - |
| | | | | | | |
| TOTAL | | | \$ | 2,510,481.27 | \$ | 1,700,021.17 |

PACKET: 02812 EXPENDITURES 7/18/16 BL

VENDOR SET: 01 City of Riverside

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

**** T O T A L S ****

INVOICE TOTALS 108,257.01
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 108,257.01

w/ Excel BL

**** G/L ACCOUNT TOTALS ****

| BANK YEAR | ACCOUNT | NAME | AMOUNT | -----LINE ITEM----- | | -----GROUP BUDGET----- | |
|-----------|----------------|--------------------------|-------------|---------------------|----------------------------|------------------------|----------------------------|
| | | | | ANNUAL BUDGET | BUDGET OVER AVAILABLE BUDG | ANNUAL BUDGET | BUDGET OVER AVAILABLE BUDG |
| 2016-2017 | 001-2020 | ACCOUNTS PAYABLE | 46,146.15-* | | | | |
| | 001-5-110-6490 | COMMUNICATIONS CONTRACT | 10,246.50 | 37,767 | 27,520.50 | 86,345 | 76,098.50 |
| | 001-5-110-6499 | LAW ENFORCEMENT | 13,042.75 | 48,578 | 35,535.25 | 86,345 | 73,302.25 |
| | 001-5-130-6210 | EMERGENCY MANAGEMENT | 1,737.75 | 1,600 | 137.75- Y | 6,600 | 4,862.25 |
| | 001-5-150-6310 | FIRE BUILDING MAINT & RE | 95.50 | 5,000 | 4,904.50 | 198,745 | 198,158.42 |
| | 001-5-150-6350 | FIRE DEPT - FUEL FOR TRU | 190.26 | 3,500 | 3,309.74 | 198,745 | 198,063.66 |
| | 001-5-150-6356 | FIRE DEPT - TOOLS & EQUI | 225.02 | 7,500 | 7,274.98 | 198,745 | 198,028.90 |
| | 001-5-160-6490 | EMS SERVICES OPERATING E | 154.76 | 6,500 | 6,345.24 | 198,745 | 198,099.16 |
| | 001-5-190-6413 | PAWS CITIZEN DONATION | 132.00 | 700 | 568.00 | 198,745 | 198,121.92 |
| | 001-5-210-6181 | UNIFORMS-STREETS | 103.92 | 500 | 396.08 | 112,594 | 109,839.44 |
| | 001-5-210-6331 | VEHICLE OPERATIONS | 238.39 | 4,000 | 3,761.61 | 112,594 | 109,704.97 |
| | 001-5-210-6371 | SHOP UTILITIES | 38.63 | 2,200 | 2,161.37 | 112,594 | 109,904.73 |
| | 001-5-210-6372 | SHOP SUPPLIES | 221.30 | 4,000 | 3,778.70 | 112,594 | 109,722.06 |
| | 001-5-210-6504 | MINOR EQUIPMENT EXPENSE | 24.50 | 1,000 | 975.50 | 112,594 | 109,918.86 |
| | 001-5-230-6371 | ELECTRIC FOR STREET LIGH | 135.86 | 17,000 | 15,653.70 | 112,594 | 109,807.50 |
| | 001-5-430-6181 | UNIFORMS-PARKS | 103.92 | 500 | 396.08 | 108,140 | 105,206.90 |
| | 001-5-430-6320 | GROUNDS MAINTENANCE | 235.55 | 11,000 | 10,664.45 | 108,140 | 105,075.27 |
| | 001-5-430-6325 | PARK SUPPLIES | 175.30 | 5,000 | 4,614.18 | 108,140 | 105,135.52 |
| | 001-5-430-6371 | PARK ELECTRIC & GAS | 105.34 | 8,000 | 7,210.17 | 108,140 | 105,205.48 |
| | 001-5-430-6504 | PARK MINOR EQUIPMENT | 704.95 | 5,000 | 4,295.05 | 108,140 | 104,605.87 |
| | 001-5-460-6150 | SR DINING- CITY CONTRIBU | 500.00 | 6,000 | 5,500.00 | 151,557 | 148,017.02 |
| | 001-5-460-6160 | SR DINING - CITIZENS CON | 648.58 | 10,000 | 9,351.42 | 151,557 | 147,868.44 |
| | 001-5-460-6310 | BLD MAINT & EXPENSE | 22.68 | 1,000 | 977.32 | 151,557 | 148,494.34 |
| | 001-5-510-6320 | GROUND MAINTENANCE | 1,087.50 | 7,500 | 6,412.50 | 25,450 | 16,862.50 |
| | 001-5-510-6495 | TREE REMOVAL | 670.00 | 5,000 | 4,330.00 | 25,450 | 17,280.00 |
| | 001-5-650-6240 | MEETINGS & CONFERENCES | 271.40 | 4,000 | 3,576.32 | 69,950 | 68,427.17 |
| | 001-5-650-6310 | BUILDING MAINTENANCE | 415.04 | 5,500 | 5,084.96 | 69,950 | 68,283.53 |
| | 001-5-650-6402 | PUBLICATIONS | 237.58 | 3,500 | 2,771.26 | 69,950 | 68,460.99 |
| | 001-5-650-6407 | ENGINEERING | 312.62 | 0 | 312.62- Y | 69,950 | 68,385.95 |
| | 001-5-650-6494 | WEBSITE | 60.00 | 2,500 | 2,440.00 | 69,950 | 68,638.57 |
| | 001-5-650-6496 | COPIER | 758.78 | 3,000 | 2,241.22 | 69,950 | 67,939.79 |
| | 001-5-650-6497 | COMPUTER SUPPORT | 254.00 | 4,500 | 4,246.00 | 69,950 | 68,444.57 |
| | 001-5-650-6498 | AUDIT- EXPENSE | 12,995.77 | 10,000 | 2,995.77- Y | 69,950 | 55,702.80 |
| | 110-2020 | ACCOUNTS PAYABLE | 1,090.56-* | | | | |
| | 110-5-210-6331 | VEHICLE OPERATIONS & REP | 1,090.56 | 10,000 | 8,909.44 | 96,000 | 94,909.44 |
| | 145-2020 | ACCOUNTS PAYABLE | 25,636.71-* | | | | |

Lory Young

From: Licensing@IowaABD.com
Sent: Tuesday, July 12, 2016 2:34 AM
To: lory@cityofriversideiowa.com
Cc: Licensing@IowaABD.com
Subject: [POSSIBLE SPAM] Liquor License Submitted to Local Authority

The following licenses are completed and awaiting local authority approval:

| License # | License Status | Business Name |
|-----------|------------------------------|--|
| | Submitted to Local Authority | St. Mary's Church of Riverside, IA (360 Washburn St. Riverside Iowa 52327) |

Please do not respond to this email. Contact the Division's Licensing Section with questions regarding the application process or application status toll-free at 866.iowaABD (866.469.2223) (select option 1), locally 515.281.7400 (select option 1).

For assistance by email contact Licensing@IowaABD.com

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2016.0.7640 / Virus Database: 4627/12599 - Release Date: 07/11/16



Operations Report – Water and Wastewater

June 2016

Administrative

Water meter route completed for monthly billing.
Water Use Permit Submitted to Des Moines Central Office of IDNR.
Final read at 90 S. Boise Street.
Final read at 451 Elm Street.
Final read at 671 Palm Street.
Final read at Walnut Towers #202.
Final read at 180 E. 3rd Street.
Final read at 191 Washburn Street.
Final read at Walnut Towers #209.
Final read at 1092 Walnut Towers #315.

Treatment

Well drawdown completed for well 7.
Carrus representative evaluated chemical usage in the water plant.
Vegetation control applied to lagoon banks at wastewater plant.
Adjusted HWL float in SBR tank 2 at the WW Plant.
Well number 6 exercised as required by permit.
Weekly cleaning of micro screen at the WW Plant completed.
Routine check for the supernatant level in the ISAM Tanks at the WW Plant completed.
Solids wasted from the ISAM tanks 152 minutes to storage lagoon during the month.
Storm water returned from the EQ basin.
Blower 1 failed and tripped motor control overload at the WW Plant. Electrical failure repaired.
Programmable Logic Controller repaired for UV unit at wastewater plant.
Leg connections repaired for blower 1. Wire appears to have been damaged when originally installed.
Sample pump for influent samples repaired at wastewater plant.

Collection/Distribution

Alarm dialer batteries checked in the lift station dialers.
Several water main valves exercised.
Water service to 90 N. Washington Street turned on.
Lift stations and water plant sprayed to control weeds.
The homeowner at 140 E. 2nd Street repaired the sewer lateral that had had the fiber line through it.
Lagoon banks sprayed to control weeds.

Customer Service

Home owner at 11 E. 3rd Street concerned about low water pressure. Suggested they change the whole house filter. Replacement fixed the problem.
Residents at Walnut Towers units 321, 322, and 113 had concerns on consumption and meter issues.
New meters installed at #321 and #322. The original water meters were installed correctly.



Operations Report – Water and Wastewater

Project Updates

Tracer wire on the new water main for Cherry Lane checked. Bypass the terminal at the fire hydrants to get signal. MMS informed of the problem.
 Contractor helped for the water main abandonment at Ella and Blackberry. School House Condo residents informed of the required boil advisory.
 Checked all the valves on Cherry Lane to make sure we could exercise them. Valves opened for the line to be put into service. Informed the Fire Dept. the line was operational.

Regulatory

Operations report for water treatment completed and emailed to DNR.
 Operations report for wastewater emailed to DNR from water plant.
 Monthly Total Dissolved Solids testing completed for raw water at water plant.
 Monthly bacteria sample for distribution system completed.

Training

Shop

Brake light repaired on the WW06 truck.
 Bent blade replaced on PWM06. All 3 replaced and repaired tear in side of mower deck.
 Drinking fountain serviced and pump worked on in Veterans Park.
 PW08 serviced and tires rotated.
 40 Stainless steel straps ordered for Bryan to use for street projects.
 Bucket repaired on PWL97 (Case Loader).
 PW06 serviced and tires rotated for Bryan.
 Tailgate repaired on PW08.

Concerns for the Month

Tie rod end broke on front of PW97 while checking lift stations.

Positives for the Month

Water and Wastewater plants met permit requirements.
 Meeting with Regional DNR Inspector concerning customer complaint in Senior Village was good. Not a City issue or concern.

Capital Items or Issues

Water Supply System

| | Well # 7 | Well # 8 | Distribution |
|-------------------------|-----------------|-----------------|---------------------|
| Total Gals. Pumped (MG) | 5.508 MG | | 4.958 MG |
| Ave. run time | 10.4 hrs. | | 3.46 hrs. |
| Chlorine Used gal. | | | gal.164.8 |
| Fluoride Used gal. | | | gal.18.4 |
| Polyphosphate Used gal. | | | gal.27 |



Operations Report – Water and Wastewater

| | | |
|-----------------------------|--|----------|
| Anti Scalant Used gal. | | gal.30.7 |
| Min. Free Cl2 Residual mg/l | | mg/l.70 |
| Coliform Absent/Present | | Absent |

Testing

Total water tests performed this month - 301

Wastewater Treatment

| Parameter | Unit |
|-------------------|------------------|
| Hydraulic Loading | .233 MGD |
| Organic Loading | 220 lbs. BOD/day |
| TKN | 22 lbs. TKN/day |

NPDES Permit Compliance 9260001

| Parameter | Monthly Average | Permit Limit |
|-----------------------|--------------------------|------------------------|
| Ph SU | 7.65 SU | 6.50 – 9.00 SU |
| CBOD5 mg/l | 0.88 mg/L, 2.28 lbs. | 25 mg/l, 136.4 lbs. |
| TSS mg/l | 6.25 mg/L, 15.77 lbs. | 30 mg/l, 163.6 lbs. |
| NH3-N mg/l | 0.14 mg/L, 0.55 lbs. | 4.4 mg/l, 19.6 lbs. |
| Total Nitrogen mg/l | Not required this period | Monitoring Requirement |
| Total Phosphorus mg/l | Not required this period | Monitoring Requirement |
| E-Coli #100 ml | Not required this period | Summer 634.0 #/100 ml |

Testing

Total testing performed this month – 199

Definitions

| | | | |
|------|--|-------|--|
| SU | Standard Units | mg/l | milligram per liter |
| CBOD | Carbonaceous Biochemical Oxygen Demand | TSS | Total Suspended Solids |
| MLSS | Mixed Liquor Suspended Solids | MLVSS | Mixed Liquor Volatile Suspended Solids |
| TKN | Total Kjeldahl Nitrogen | MPN | Most Probable Number |

RESOLUTION #07182016-01

**RESOLUTION APPROVAL OF CONTRACT WITH PEOPLE SERVICES
FOR OPERATION AND MAINTENANCE OF CITY WATER AND
WASTEWATER FACILITIES**

Whereas, the City of Riverside City Council has decided to enter into contract with People Services to provide operation and maintenance operations for the City of Riverside's Water and Wastewater plants.

Therefore, be it resolved the City of Riverside City Council does hereby approve to enter into an agreement with People Services beginning _____, 2016.

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

| CITY OF RIVERSIDE EMPLOYEE EVALUATION FORM | | | |
|---|----------------------------------|--|---------------------|
| | | | |
| | Employee name: | | Date: |
| | | | |
| 1. | QUALITY OF WORK: | | Outstanding |
| | | | Exceeds Expectaions |
| | Competence, Accuaracy | | Meets Expectations |
| | Neatness, Thoroughness | | Needs Improvement |
| | | | Unsatisfactory |
| | | | |
| 2. | QUANTITY OF WORK: | | Outstanding |
| | | | Exceeds Expectaions |
| | Time management, Meet | | Meets Expectations |
| | schedules, Productivity | | Needs Improvement |
| | | | Unsatisfactory |
| | | | |
| 3. | JOB KNOWLEDGE: | | Outstanding |
| | | | Exceeds Expectaions |
| | Technical Knowledge, | | Meets Expectations |
| | Understanding of Procedures | | Needs Improvement |
| | | | Unsatisfactory |
| | | | |
| 4. | WORKING RELATIONSHIPS: | | Outstanding |
| | | | Exceeds Expectaions |
| | Ability to cooperate and work | | Meets Expectations |
| | with Supervisor, Co-workers, | | Needs Improvement |
| | citizens and vendors | | Unsatisfactory |
| | | | |
| 5. | ORGANIZATION SKILLS: | | Outstanding |
| | (As appropriate) | | Exceeds Expectaions |
| | Training, Directing, Delegating | | Meets Expectations |
| | Planning, Organizing, Problem | | Needs Improvement |
| | Solving, Communitcation | | Unsatisfactory |
| | | | |
| 6. | OBSERVATION OF SCHEDULES: | | Outstanding |
| | | | Exceeds Expectaions |
| | Attendance, Punctuality, Breaks | | Meets Expectations |
| | Overtime | | Needs Improvement |
| | | | Unsatisfactory |
| | | | |

| | | | |
|-----|--|--|---------------------|
| 7. | ADDITIONAL FACTORS: | | Outstanding |
| | | | Exceeds Expectaions |
| | | | Meets Expectations |
| | | | Needs Improvement |
| | | | Unsatisfactory |
| 8. | OVERALL RATING: | | Outstanding |
| | | | Exceeds Expectaions |
| | | | Meets Expectations |
| | | | Needs Improvement |
| | | | Unsatisfactory |
| | ADDITIONAL COMMENTS: | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 9. | TRAINING & STAFF DEVELOPMENT NEEDS OR SUGGESTIONS | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 10. | GOALS TO REACH FOR IN NEXT EVAULATION PERIOD | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Evaluator Name & Title (Print) | | |
| | Evaluator Signature | | |
| | Date of Evaluation | | |
| | Employee Signature | | |

EMPLOYEE JOB DESCRIPTION FOR THE CITY OF RIVERSIDE, IOWA**City Clerk Finance Officer****RESIDENCY REQUIREMENT: Must reside within 20 miles of Riverside City Limits.****SUPERVISOR:** Mayor**EMPLOYEE STATUS:** Full-time Non-exempt

The City Clerk Finance Officer is responsible for the financial activities and accounting of all city monies for the City of Riverside including but not limited to budgeting, accounting, purchasing, and financial analysis. This position is required to complete and file all required reporting documents to local, county, state and federal agencies. The City Clerk Finance Officer is the official Records Custodian of the City.

Job duties include, but are not limited to:

- Prepare the Annual financial Budget for the City in collaboration with the City Council, Mayor, and other department heads
- Oversee all tasks completed by Deputy City Clerk
- Prepare and submit all required mandatory reports in a timely manner
- Act as the City of Riverside's Zoning Administrator
- Administer the City Building Permits, insure compliance and collection of fees
- Work with the Mayor to prepare City Council Meeting agendas
- Provide all supporting documentation for agendas
- Present City Council fund balance information at the 2nd City Council meeting of each month
- Calculate payroll bi-weekly with review by Mayor
- Coordinate all insurance programs for the City as required, including an annual review of coverage
- Annual review of accounting software
- Annual review of all contractual services provided to the City of Riverside
- Provide Mayor and City Council information as requested
- Continually development of 5 year Capital Improvement Program
- Maintain compliance with Iowa Records Retention
- Conduct research and cost analysis for ways to operate more efficiently
- Prepare for Annual Financial Audits
- Maintain accurate accounting of all obligations, agreements, commitments, and franchise agreement of the City
- Act as the purchasing agent of the City
- Seek and participate in on-going educational opportunities to keep current knowledge of best practices

Required Education and Training:

- Bachelor's Degree in Business administration, Public Administration, accounting or Finance
- Minimum of five years' experience in full-time professional level budgeting analysis, financial management, office management, or accounting
- Valid Iowa Driver's License

Required skills and abilities:

- Strong background in governmental fund accounting
- In depth understanding and knowledge of public financing
- Knowledge of long and short term financial budgeting
- Maintain current knowledge of all local, state and federal regulations which affect local city government.
- Ability to read and understand the Iowa State Code, Planning and Zoning Ordinances, Subdivision Ordinances and City Ordinances.
- Strong problem solving and analytical skills
- Ability to conduct research and cost analysis to make recommendations to the City Council on ways to provide the best services to citizens.
- Possess excellent written and oral communication skills
- Ability to adapt to change and multitask on many levels.
- Willingness to obtain Iowa Certification for Certified Municipal Clerk and Municipal Finance Officer
- Ability to write grant applications and administer grants
- Acts as the Zoning Administrator for the City
- Knowledge of Building, Plumbing, and Electrical Codes
- Knowledge of City Comprehensive Plans and Land use requirements
- Ability to look for ways to increase population and attract businesses to community

Working Environment:

- The City Clerk should have a strong knowledge of computers and a variety of software programs. Must have the ability to adapt to a challenging, demanding fast paced environment that is ever changing. The City Clerk shall demonstrate excellent communications skills, both written and verbal and possess superior customer service skills in dealing with citizens, vendors, public officials, co-workers and the general public. This position can be very demanding at times and requires the ability to listen and resolve issues and concerns in a timely manner.

*****This job description is not intended to limit responsibilities of any employee assigned to this position to those listed herein. The employee is expected to follow any other lawful and reasonable instructions and performing any other reasonable duties when requested by the City Council, Mayor or City Clerk.**

July 2016

EMPLOYEE JOB DESCRIPTION FOR THE CITY OF RIVERSIDE, IOWA**Deputy City Clerk****RESIDENCY REQUIREMENT: Must reside within 20 miles of Riverside City Limits.****SUPERVISOR:** Mayor**EMPLOYEE STATUS:** Part-time Non-exempt

The Deputy City Clerk is appointed by the City Council as needed and is under the daily direction of the City Clerk. This position performs all aspects of utility billing, assists in coordinating financial and accounting tasks, clerical work and acts as back-up for the City Clerk.

Job duties include, but are not limited to:

- Performs all aspects of utility billing including, but not limited, receiving, recording, and reconciling payments, data entry, billing, collection, analyze utility accounts
- Assist in the direction and coordination of the City Clerk office, acts as back-up for City Clerk in case of absence
- Meet and greet public in person and telephone, directing questions, concerns, comments to the appropriate person
- Performs clerical duties and related work as required to assist City Clerk, City Council and Mayor as needed
- Maintains confidentiality of information as required by the state of Iowa
- Liaison for Senior Dining, insure all monies are accounted for and properly recorded
- Prepare Bank reconciliations of all City accounts
- Conduct records research as requested
- Assist in preparing for Annual Financial Audits
- Maintain office supplies for City Offices
- Process all liquor and tobacco permits
- Assist City Clerk with grant writing opportunities
- Manage and maintain the City of Riverside website
- Records and Livestream all City Council meetings
- Attend training opportunities to enhance job skills

Required Education and Training:

- Associate's Degree in related field: Business or Public Administration, Accounting, Finance
- Minimum of 3 years of general office and accounting experience
- Valid Iowa Driver's License

Required skills and abilities:

- Must have the ability to establish and maintain effective working relationships with City Elected Officials, Office Staff, other employees, citizens, and general public.
- Strong organizational and clerical skills
- Ability to work independently or with a team
- Knowledge of various software and social media
- Basic understanding of accounting and payroll rules and regulation

Working Environment:

- The Deputy City Clerk should have a strong knowledge of computers and a variety of software programs. Must have the ability to adapt to a challenging, demanding fast paced environment that is ever changing.

*****This job description is not intended to limit responsibilities of any employee assigned to this position to those listed herein. The employee is expected to follow any other lawful and reasonable instructions and performing any other reasonable duties when requested by the City Council, Mayor or City Clerk.**

July 2016

EMPLOYEE JOB DESCRIPTION FOR THE CITY OF RIVERSIDE, IOWA**Maintenance Worker – Streets & Parks****RESIDENCY REQUIREMENT: Must reside within 20 miles of Riverside City Limits.****SUPERVISOR:** Mayor**EMPLOYEE STATUS:** Full-time Non-exempt

The Maintenance Worker is responsible for the maintenance, repair and upkeep of all City parks, streets, and City-owned facilities and property.

Job duties include, but are not limited to:

- Maintain and repair city facilities, parks, streets, and equipment as needed
- Snow removal
- Assist in maintenance of the Water and Wastewater Facilities as needed
- Assist in maintenance and repair of city vehicles and equipment
- Attend City Council meetings as requested by City Council, Mayor or City Clerk
- Oversees work schedule of Seasonal Employee
- All other duties as assigned

Required Education and Training:

- High School Diploma or equivalent
- 2 years of general maintenance experience
- Valid Iowa Driver's License

Required skills and abilities:

- Must have the ability to establish and maintain effective working relationships with City Elected Officials, Office Staff, other employees, citizens, and general public.
- Ability to stand, walk, occasional crouching, crawling, stooping, kneeling, pushing, pulling, lifting and carrying heavy objects.
- Intensive use of hands, fingers, legs, arms in grasping objects, driving equipment and using hand tools.
- Must be able to climb into cabs of various equipment, use hoist, jacks, and other related tools for maintenance and repair of various equipment.
- Must wear safety gear at all times as needed to perform duties.

Working Environment:

- Primarily outside work subject to temperature extremes at various times of year. Work is performed in numerous undesirable conditions including but not limited to: noise, dust, fumes, occasional heavy lifting and exposure to moving parts. Work may involve conditions which are potentially dangerous or hazardous including direct contact with machinery and chemicals, working from heights, in holes, and confined spaces, possible handling of hazardous materials.

*****This job description is not intended to limit responsibilities of any employee assigned to this position to those listed herein. The employee is expected to follow any other lawful and reasonable instructions and performing any other reasonable duties when requested by the City Council, Mayor or City Clerk.**

July 2016

EMPLOYEE JOB DESCRIPTION FOR THE CITY OF RIVERSIDE, IOWA**Water Wastewater Team Member****RESIDENCY REQUIREMENT: Must reside within 20 miles of Riverside City Limits.****SUPERVISOR:** Mayor**EMPLOYEE STATUS:** Full-time Non-exempt

The Water Wastewater Team Member is responsible for the operation, maintenance and efficiencies of the City's water and wastewater systems.

Job duties include, but are not limited to:

- Efficiently operate and maintain the Water and Wastewater Facilities
- Install and maintain all water meters in the city
- Responsible for establishing and maintaining routine and preventative maintenance schedules for, but not limited to, Water and Wastewater facilities, lift stations, fire hydrants, valves, generators, and sewer lines
- Maintenance and upkeep of Sewer Lagoon
- Complete water shutoffs as requested by City Clerk
- Complete all locates for Iowa One Call
- Responsible for compliance to all local, state and federal regulations relating to the operations of the Water and Wastewater facilities
- Complete monthly water meter reading
- Responsible to complete all testing required by DNR requirements
- Keep City Office Staff informed at all times of what is going on
- Responsible for establishing and maintaining a physical inventory for all work facilities including but not limited to the maintenance shop, lift stations, water and wastewater facilities, Water Tower
- Assist with Parks, Streets, and other City operations as needed

Required Education and Training:

- High School Diploma or equivalent
- Valid Iowa Driver's License
- Must have and maintain a Grade 3 Water Treatment and Distribution
- Must have and maintain a Grade 3 Wastewater Treatment
- Must have a minimum of 5 years' experience in facility operations

Required skills and abilities:

- Strong background of principle and practices of water and wastewater operations
- In depth understanding and knowledge DNR Rules and regulations
- Must use all safety equipment and gear when handling chemicals
- Ability to use basic mathematic calculations
- Ability to operate basic hand tools, testing equipment, and machinery
- Strong problem solving and analytical skills

- Knowledge of various software programs for filing reports
- Willingness to maintain certifications and obtain additional certifications as requested or needed.
- Ability to adapt to change and multitask as needed

Working Environment:

- Primarily outside work subject to temperature extremes at various times of year. Work is performed in numerous undesirable conditions including but not limited to: noise, dust, fumes, occasional heavy lifting and exposure to moving parts. Work may involve conditions which are potentially dangerous or hazardous including direct contact with machinery and chemicals, working from heights, in holes, and confined spaces, possible handling of hazardous materials.

*****This job description is not intended to limit responsibilities of any employee assigned to this position to those listed herein. The employee is expected to follow any other lawful and reasonable instructions and performing any other reasonable duties when requested by the City Council, Mayor or City Clerk.**

July 2016

EMPLOYEE JOB DESCRIPTION FOR THE CITY OF RIVERSIDE, IOWA**Part-time Cleaning Position****SUPERVISOR:** City Clerk**EMPLOYEE STATUS:** Part-time Non-exempt

The Part-time Cleaning position is responsible for the cleaning city offices and Community Building.

Job duties include, but are not limited to:

- Cleaning offices and Community Building weekly
- Wiping down chairs, equipment, desks, council chambers
- Clean and mop restrooms
- Vacuum all carpets
- Clean all windows, mirrors and doors, inside and out
- Clean kitchen counters, sink & microwave
- Assist with any other cleaning functions as needed

Required skills and abilities:

- Must have the ability to establish and maintain effective working relationships with City Elected Officials, Office Staff, other employees, citizens, and general public.

*****This job description is not intended to limit responsibilities of any employee assigned to this position to those listed herein. The employee is expected to follow any other lawful and reasonable instructions and performing any other reasonable duties when requested by the City Council, Mayor or City Clerk.**

July 2016

CITY OF RIVERSIDE, IOWA

**MAYOR & COUNCIL WORK SESSION
MAY 18, 2016**

SUMMARY OF CONSULTANT'S RECOMMENDATIONS

- 1. City Administrator Position**
 - A. Make a decision regarding the need for the position
 - B. Revise the City Code, as needed
 - C. Revise job descriptions, as needed
 - D. Re-assign the duties of the city administrator

- 2. Contract with Peoples Service**
 - A. Clearly define the City's expectations with an RFP
 - B. Conduct a pro & con analysis
 - C. Prepare a cost analysis
 - D. Discuss with the City Employees
 - E. Prepare an implementation plan

- 3. Consider and Address Employee Concerns**
 - A. Schedule a work session with all employees to discuss concerns
 - B. Make decisions on best ways to resolve issues and concerns

- 4. Chain of Command and City Employee Supervision**
 - A. Implement work order form
 - B. Daily "check in" at City Hall by all City employees
 - C. Schedule Mayor & City Employees weekly update meetings for all employees
 - D. Schedule monthly City Council Work Session to review City Employee work plans and project updates

- 5. Personnel and Employee Documents**
 - A. Finish the review and updating of employee job descriptions
 - B. Approve job descriptions by Council resolution
 - C. Review Employee Handbook and revise, as needed
 - D. Review Employee Handbook with the City Employees
 - E. Prepare an employee performance evaluation form

- 6. City Employee Performance Evaluation Process**
 - A. Adopt an employee evaluation form and process
 - B. Schedule annual employee evaluation in April of each year for all employees
 - C. Prepare "Request for Closed Session" form for employees to sign.

7. City Employee Salary & Wage Review

- A. Conduct a salary & wage analysis or survey
- B. Determine an acceptable wage scale for each position
- C. Implement wage adjustments, as needed.
- D. Consider an annual review of employee wages

8. City Council Committee Structure

- A. Request a written city attorney opinion on whether Committee meetings are subject to the State Open Meetings Law.
- B. Clearly define the purpose and role of each Council Committee.
- C. Use City Council Work Sessions for major issues and projects.

9. City Council Meetings

- A. Review and adopt a protocol for public comments
- B. Set a Wednesday deadline for agenda items
- C. Deliver the Council packets on Thursday
- D. Request additional information from city staff on specific items on Friday
- E. Develop a "briefing paper" format for new business items on the agenda.

10. City Code of Ordinances Updates

- A. Contrast with ECICOG on the update of the City Code
- B. Delete requirements or regulations that will not be enforced
- C. Determine who will be responsible for the enforcement of the sections of the City Code and the procedure that will be followed

11. Miscellaneous Council Actions

- A. Review, refine, and adopt the Mayor & City Council Code of Conduct
- B. Schedule a Mayor & City Council Goal Setting Session
- C. Develop an "Action Plan" for all capital projects and significant projects included in the City Budget (Cresco Example)

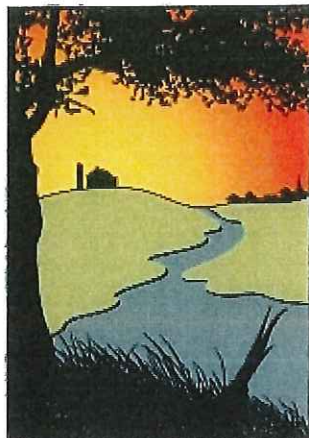
Prepared by:
Patrick Callahan
May 19, 2016
563-599-3708
Callahan.cmc@gmail.com

CITY OF RIVERSIDE
 WPD TREASURERS REPORT
 AS OF: JUNE 30TH, 2016

7/15/2016

| FUND | BEGINNING | | M-T-D | | M-T-D | | CASH BASIS | | NET CHANGE | | NET CHANGE | | ACCRUAL ENDING | |
|----------------------------|---------------|--------------|--------------|--------------|--------------|-------------|--------------|--------------|-------------|--------------|--------------|-------------|----------------|--|
| | CASH BALANCE | REVENUES | EXPENSES | BALANCE | OTHER ASSETS | LIABILITIES | CASH BALANCE | OTHER ASSETS | LIABILITIES | CASH BALANCE | OTHER ASSETS | LIABILITIES | CASH BALANCE | |
| 001-GENERAL FUND | 1,719,058.09 | 86,530.26 | 127,920.18 | 1,677,668.17 | 0.00 | 1,663.87 | 1,679,332.04 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,679,332.04 | |
| 110-ROAD USE TAX | 352,641.95 | 11,002.19 | 31,483.15 | 332,160.99 | 0.00 | 0.00 | 332,160.99 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 332,160.99 | |
| 121-LOCAL OPTION SALES TAX | 314,879.53 | 8,531.05 | 90,000.00 | 233,410.58 | 0.00 | 0.00 | 233,410.58 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 233,410.58 | |
| 125-TIF | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 145-CASINO REVENUE FUND | 1,681,754.33 | 140,228.67 | 910,513.20 | 911,469.80 | 0.00 | 0.00 | 911,469.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 911,469.80 | |
| 200-DEBT SERVICE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 301-CAPITAL PROJECTS | (835,635.15) | 2,203,111.10 | 504,932.42 | 862,543.53 | 0.00 | 0.00 | 862,543.53 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 862,543.53 | |
| 600-WATER FUND | 660,879.09 | 29,870.44 | 16,051.05 | 674,698.48 | 0.00 | 0.00 | 675,461.68 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 675,461.68 | |
| 610-SEWER FUND | 114,444.58 | 27,646.76 | 17,401.67 | 124,689.67 | 0.00 | 0.00 | 125,452.89 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 125,452.89 | |
| 670-LANDFILL/GARAGE | 5,478.85 | 1,988.65 | 1,719.50 | 5,748.00 | 0.00 | 0.00 | 5,748.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,748.00 | |
| 680-STORM WATER | 14,613.32 | 1,572.15 | 0.00 | 16,185.47 | 0.00 | 0.00 | 16,185.47 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,185.47 | |
| GRAND TOTAL | 4,028,114.59 | 2,510,481.27 | 1,700,021.17 | 4,838,574.69 | 0.00 | 3,190.29 | 4,841,764.98 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,841,764.98 | |

*** END OF REPORT ***




ENGLISH RIVER WATERSHED

ALL DAY DRAINAGE WATER NITRATE SAMPLING EVENT

Greetings! With the 2016 growing season active for a couple months now, we are reminded of our role in the Iowa Nutrient Reduction Strategy to reduce nutrients 45% by 2030.

Knowledge is power! So we want to share an upcoming FREE water nitrate sampling event with you, sponsored by the Washington Soil & Water Conservation District and the West Fork Crooked Creek Watershed. The event is being held at the Washington NRCS Office on **July 13th**, from **7:00am - 3:00pm**, and is open to the public. Owner/operators from outside of Washington County are also encouraged to attend!

Bring in 1 cup samples of water from a pond, stream, or tile outlet taken in the past 24 hours and they'll test the nitrate level for

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About Us

The English River watershed covers portions of Iowa, Johnson, Keokuk, Mahaska, Poweshiek, and Washington counties.

The English River Watershed Management Authority (ERWMA) was formally established in August of 2013, and is a voluntary partnership of cities, counties, and soil and water conservation districts in the area.

The ERWMA's goals are to improve the watershed through research and education, increasing participation in voluntary conservation efforts, and making technical and financial

free.

assistance available to individuals and communities who need them.

Please keep the sample *cool* prior to testing.

The Washington NRCS Office is located at
1621 E. Washington Street, Washington.

For more information about the English River
Watershed Management Authority, please visit
our [website](#), call (319) 656.2310, or [email us](#).

[follow on Twitter](#) | [friend on Facebook](#) | [forward to a friend](#)

Contact Us:

English River Watershed Management Authority
511 C Ave., P.O. Box 1213
Kalona, IA 52247-1214

319.656.2310

Visit our website:

www.englishriverwma.org

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RIVERSIDE CITY COUNCIL MEETING; June 20, 2016

The Riverside Council meeting opened at 6:34 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 Schneider, second by Sexton to approve agenda with the addition of Riverside Travel Mart Tobacco permit. Passed 5-0.

Motion by Sexton to approve consent agenda, minutes, Travel Mart tobacco permit, and expenditures, pulling Schnoebelen Inc. invoice for separate vote. Second by Weber, passed 5-0. Schneider moved to pay the Schnoebelen Inc. invoice, second by Weber. Passed 4-0, Schnoebelen abstained.

Committee Reports; Larry Simon, Visioning Committee, reported that the quilt block is complete, and will be revealed at Trek Fest.

Ryan Schlabaugh of the English River Watershed presented reports to council on watershed activities and grants received. He thanked the council for Riverside's participation in the Watershed project.

Mayor opened the Public Hearing on Amendment to Riverside Sidewalk Ordinance at 6:45 pm. There were no written or oral comments from the public or council. Mayor closed Public Hearing and returned to open meeting at 6:46 pm.

Schneider moved to pass Resolution #06202016-01 Changes to Riverside Sidewalk Ordinance. Second by Schnoebelen, passed 5-0.

Kevin Engel presented the monthly Water and Waste Water Report.

Glen Meisner of MMS gave construction updates to the Council for Ella Street, Cherry Lane, and Casey's sewer.

Schnoebelen moved to pass Resolution #06202016-02 Rathje Construction pay request #4 for Cherry Lane in the amount of \$157,894.54. Second by Sexton, passed 5-0.

Schnoebelen moved to pass Resolution #06202016-03 Stop Signs on Cherry Lane. Second by Redlinger, passed 5-0.

Schneider moved to pass Resolution #06202016-04 to enter into a Contract negotiations with People Services for Water and Wastewater Operations with a final decision by the end of July. Second by Schnoebelen, passed 4-1, Weber voting nay.

*Sexton moved to add negotiations, 7-5-16 meeting.

Schnoebelen moved to table Resolution #06202016-05 Code of Ethics. Second by Redlinger, passed 5-0.

Schnoebelen moved to table Resolution #06202016-06 Investment Policy for clarification of wording. Second by Schneider, passed 5-0.

Councilman Schneider reported of complaints he received about semi air brakes on Vine Ave. Clerk will check with county on jurisdiction on north Vine Ave.

Redlinger moved to sell requested items to Joel Van Zante for \$300 with removal by July 5, 2016. Second by Schneider, passed 5-0.

Redlinger moved to allow volleyball group to use lights on Friday nights, with lights off by 10:30 when park closes. Second by Weber, passed 5-0.

Schneider moved to have city treated for mosquitoes on June 22, 2016. Second by Schnoebelen, passed 5-0.

Schnoebelen moved to have Clerk contact Re-Store for donating useable items in the Van Zante house. Second by Weber, passed 5-0.

Schneider moved to approve expenses for Clerk and Council members to attend the fall Iowa League of Cities Conference in Des Moines. Second by Schnoebelen, passed 5-0.

Schnoebelen moved to change the July 4th council meeting to Tuesday, July 5th. Second by Redlinger, passed 5-0.

Council set a work session for July 5, 2016 at 5:30 pm to review People Service's contract with City Attorney.

Redlinger moved to adjourn at 8:55 pm. Second by Weber, passed 5-0.

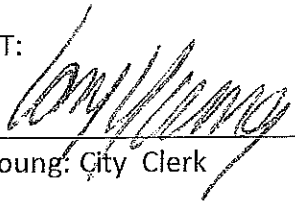
Full content of Council Meetings can be viewed on the City Web Site;
www.cityofriversideiowa.com

Council Work Session – June 22, 2016 at 6:30 pm with Martin Gardner on Community Center.

Council Work Session – July 5, 2016 at 5:30 pm.

NEXT CITY COUNCIL MEETING – Tuesday July 5, 2016 at 6:30 pm.

ATTEST:



Lory Young; City Clerk



Allen Schneider; Mayor