

CITY OF RIVERSIDE COUNCIL **TENTATIVE** AGENDA

RIVERSIDE CITY HALL COUNCIL CHAMBERS

60 N GREENE STREET

Monday, August 15, 2016 at 6:30 pm

**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 08-01-16
1. b) Expenditures 08-15-16

**2. Committee Reports:**

1. a) Visioning Committee Appointments
2. b) RACC Demo Derby

**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. Al Dehogues Property - 51 S Boise Street **pg 9****

**5. Doug Havel Proposal **pg 11****

**6. MMS Consultants Update:**

- Cherry Lane Subdivision
  - Punch List for Completion
  - \$500 per day fee
  - Mowing/Cutting Grass & Weeds
- Ella Street Project
- Highway 22 Project/Pioneer Street (Appraisal Cost Estimate)

- Proposal for TOPO Water Main Survey work
- Veteran's Park Sidewalk Cost Estimate

**7. Closed Session: Real Estate pursuant to Code of Iowa Section 21.5(1)(j)**

- Motion to go into Closed Session
- Motion to return to Public Meeting
- Motion to proceed as directed

**8. Sick Leave Payouts pg 16**

**9. Kevin Engel Exit Forms & Vacation Payout pg 26**

**10. Nuisance Property pg 30**

- Julie Lang
- Calvin Geyer

**11. Job Descriptions – Ralph Schnoebelen pg 33**

**12. Ron Hembry Employment – Ralph Schnoebelen pg 43**

**13. Institute of Public Affairs - Jeff Schott Proposal for Work Session pg 44**

**14. Water Well Maintenance – Cahoy Pump Service pg48**

**15. Employee Evaluation Process**

**16. City Clerks Comments**

**17. City Council Comments & Requests for Information**

**18. Adjourn Council Meeting**

Approved: \_\_\_\_\_

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

Allen Schneider, Mayor

## RIVERSIDE CITY COUNCIL MEETING; AUGUST 1, 2016

The Riverside Council meeting opened at 6:31 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 Redlinger to approve agenda. Passed 5-0.

Motion by Schnoebelen to approve consent agenda, minutes, Travel Mart Liquor License, Job Descriptions, and expenditures. Second by Schneider, passed 5-0.

Committee Reports; Larry Simon, Visioning Committee, reported that Phil Richman and Marge Schnoebelen have agreed to fill positions on the Visioning Committee. They will be on the next agenda for council vote of acceptance.

Citizens Comments; Andy Rodgers of RACC asked permission for a Demo Derby in Hall Park on October 8, 2016 for a fundraiser to improve the demo pit. Mayor will place on next agenda.

Fire Chief Smothers discussed starting a Fire Cadet program, and selling two older trucks to purchase a new grass fire truck. Schneider would like to have a maintenance record on both trucks, along with a list of safety issues. Redlinger moved to advertise trucks for sale, for 3 months to see what offers we get. Second by Weber, passed 5-0.

Jacob Thorius, Washington County Engineer, asked the council for their cooperation in the Grant that he is writing for the resurfacing of the Washington/Riverside Road. Riverside will be responsible for the portion of road from the bridge to Hwy 22. Work is being scheduled for the 2018 season.

Schnoebelen moved to participate in the Grant program for shoulder repairs from the bridge to Hwy 22 adjacent to their project. Second by Weber, passed 5-0.

Glen Meisner, MMS reported on construction projects. Cherry Lane is getting ready for seeding. Ella Street project is waiting for Mediacom to move their poles. The plan is to have all work done on the project, and then lay the final top asphalt layer.

Sexton motioned to remove the tree at the NW corner of 4<sup>th</sup> and Ella. Second by Schneider, passed 5-0. Discussion held on Hwy 22 resurfacing project, and Vets Park sidewalks. MMS will have estimates at next meeting. Meisner feels that council should continue discussion about Pickering Building as it will affect the Hwy 22 project. Council approved staff to apply for a DNR Reap Grant for Hall Park expansion.

Doug Havel discussed the installation of Solar Panels with the council. MMS will locate the utilities that run through the city property. Schneider requested that the city obtain a legal opinion from Sueppel on the lease, or sale of city property to Havel.

Schneider moved to accept the resignation of Kevin Engel. Second by Redlinger, passed 5-0.

Discussion held on Ron Hembry's residency affidavit. Hembry stated that it was no longer valid since PeopleService, Inc is coming in, and his job will be eliminated. Hembry will continue to work for the City through the transition.

Schnoebelen moved to terminate Hembry's employment immediately due to violations of hiring resolution and Employee Handbook.

Weber stated, and Schneider agreed, that we should keep Hembry through the transition. Mayor Schneider also agreed that we could benefit from Hembry's direct knowledge of our plants. Schnoebelen stated that he spoke with PeopleService, Inc today, and they are able to cover the plant with the people we have. Schnoebelen's motion died from a lack of a second. Hembry is on vacation next week, and PeopleService will cover the plant. Schneider moved that we table the Residency issue as requested by Hembry. Second by Weber, passed 4-1 Schnoebelen opposed.

Employees have been given their self-evaluation forms for completion. They are to be turned into council at the next meeting.

Schneider moved to pass Resolution #08012016-01 Cornerstone Excavating Pay Request #4 in the amount of \$66,456.06. Second by Sexton, passed 5-0.

Schneider moved to pass Resolution #08012016-02 KMA Trucking Pay Request #1 for \$24,497.65. Second by Sexton, passed 5-0.

Sexton moved to send LaRoche to Excel Training Seminar. Second by Schneider, passed 5-0.

Council Comments; Schnoebelen stated that Job Descriptions need to return to agenda, since we just voted tonight to not follow them. "If Council is not going to follow Resolutions, then get rid of them."

Schneider voiced concern about sticking to Building Inspections, Occupancy Permits, and addressing safety issues with abandoned houses.

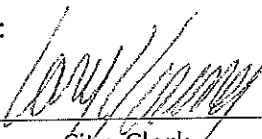
Bob Yoder, Washington County Supervisor, addressed council on the Washington County Ambulance Service.

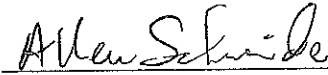
Schnoebelen moved to adjourn at 9:31 pm. Second by Weber, passed 5-0.

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

NEXT CITY COUNCIL MEETING – Monday, August 15, 2016 at 6:30 pm.

ATTEST:

  
\_\_\_\_\_  
Lory Young: City Clerk

  
\_\_\_\_\_  
Allen Schneider; Mayor

EXPENDITURES 8/15/16				
COUNCIL MEETING				
	UNPAID BILLS			
ALLIANT ENERGY	PARKS	001-5-430-6371	\$	673.75
ALLIANT ENERGY	SEWER	610-5-815-6371	\$	725.72
ALLIANT ENERGY	WATER	600-5-810-6371	\$	97.46
ALLIANT ENERGY	FIRE STATION	001-5-150-6330	\$	491.61
ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$	496.76
ALLIANT ENERGY	COMM BUILD	001-5-460-6371	\$	190.21
ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$	1,225.38
ARAMARK	CITY HALL	001-5-650-6310	\$	375.04
ARAMARK	SHOP	001-5-210-6372	\$	177.04
ARAMARK	WATER	600-5-810-6181	\$	83.14
ARAMARK	SEWER	610-5-815-6181	\$	83.14
ARAMARK	STREETS	001-5-210-6181	\$	83.14
ARAMARK	PARKS	001-5-430-6181	\$	83.14
CARDINAL SIGN	STREET SIGNS	110-5-210-6415	\$	203.40
CARUS	WATER CHEMICALS	600-5-810-6501	\$	237.60
ECICOG	ZONING	001-5-650-6499	\$	1,494.00
ELDER SERVICES	CITY CONTRIBUTION	001-5-460-6150	\$	500.00
ELDER SERVICES	CITIZENS PAID	001-5-460-6160	\$	676.50
FEDERATION PRINTING	CHERRY LANE LOT MARKERS	301-5-750-6772	\$	80.00
FELD FIRE	RVFD -TIGER BLADE	001-5-150-6356	\$	192.46
FREEMAN LOCK	RVFD	001-5-150-6356	\$	84.00
HACH	SEWER CHEMICALS	610-5-815-6507	\$	140.25
HARN R/O	500# VITEC	600-5-810-6501	\$	1,880.00
IOWA ONE CALL	LOCATES	600-5-810-6507	\$	14.40
IOWA ONE CALL	LOCATES	610-5-815-6507	\$	14.40
J&S PLUMBING	FIRESTATION A/C REPAIR-REPLACE	001-5-150-6310	\$	2,313.43
JOHNSON COUNTY REFUSE	AUGUST SERVICE	670-5-840-6499	\$	1,719.50
KALONA AUTO	PARKS	001-5-210-6331	\$	15.05
KALONIAL TREE SERVICE	LIMB PICK-UP - JULY	001-5-510-6320	\$	1,087.50
LAROCHE, BECKY	MILEAGE	001-5-650-6240	\$	56.16
MEARDON, SUEPPEL & DOWNER	CHERRY LANE	301-5-750-6772	\$	1,936.00
MEARDON, SUEPPEL & DOWNER	ELLA STREET	301-5-750-6782	\$	80.00
MEARDON, SUEPPEL & DOWNER	HOLDERNESS	145-5-650-6427	\$	96.00
MEARDON, SUEPPEL & DOWNER	VAN ZANTE	145-5-650-6427	\$	464.00
MEARDON, SUEPPEL & DOWNER	LEGAL SERVICES	001-5-640-6411	\$	3,041.20
MENARDS	OFFICE	001-5-650-6506	\$	7.97
MENARDS	PARKS	001-5-430-6325	\$	31.96
MENARDS	WATER	600-5-810-6507	\$	25.72
MMS CONSULTANTS	GENERAL ENGINEERING/ZONING	001-5-650-6407	\$	307.50
MMS CONSULTANTS	ELLA STREET	301-5-750-6782	\$	6,990.00
MMS CONSULTANTS	CHERRY LANE	301-5-750-6772	\$	3,925.00
MMS CONSULTANTS	CASEY'S SEWER	301-5-750-6787	\$	427.50
MMS CONSULTANTS	PIONEER STORM SEWER	301-5-750-6783	\$	357.00
MMS CONSULTANTS	HWY 22	301-5-750-6785	\$	357.00
OFFICE EXPRESS	SUPPLY	001-5-650-6506	\$	260.08
PITNEY BOWES	COPIER	600-5-810-6508	\$	29.99
PSC DIST.	PARKS	001-5-430-6504	\$	43.09
REC	SIGN	001-5-430-6371	\$	3,397.15
REC	SEWER EXPENSE	610-5-815-6371	\$	82.88
REC	SHOP	001-5-210-6371	\$	32.25
REC	WATER PLANT	600-5-810-6371	\$	2,556.83
REC	CASINO LIFT	610-5-815-6371	\$	352.24
REC	TRAFIC LIGHT	001-5-230-6371	\$	133.07
REDIGER TIRES	PARKS	001-5-430-6504	\$	57.12
RIVERSIDE TRAVEL MART	FIRE TRUCK FUEL	001-5-150-6350	\$	296.12
SANDRY FIRE SUPPLY	STOCK GEAR	001-5-150-6356	\$	99.00
SCHNOEBELEN INC	DISC MOWER REPAIR	600-5-810-6320	\$	283.94
SCHNOEBELEN INC	DISC MOWER REPAIR	001-5-430-6504	\$	94.65
STANDARD PEST CONTROL	SERVICE - AUG	001-5-650-6310	\$	40.00
STATE HYGIENIC LAB	PWS TESTING	600-5-810-6490	\$	196.00
STATE HYGIENIC LAB	REF TESTING	610-5-815-6490	\$	1,386.00
STUTSMANS	POND ALGAE TREATMENT	001-5-430-6320	\$	31.63
UNITED LABS	PARKS	001-5-430-6325	\$	112.50
UPS	SHIPPING	610-5-815-6510	\$	163.31
VESSCO, INC	WATER	600-5-810-6507	\$	154.76
VISA	USTREAM	001-5-650-6497	\$	99.00
VISA	CLEAN SUPPLY	001-5-650-6310	\$	94.86
VISA	CONFERENCE	001-5-650-6240	\$	205.00
WASHINGTON CO. RECORDER	CHERRY LANE	301-5-750-6772	\$	104.00
WASHINGTON COUNTY EXTENTION	SUMMER CAMPS	001-5-430-6502	\$	585.00
	TOTAL UNPAID BILLS		\$	44,431.50
	PAID BILLS			
IPERS	CONTRIBUTIONS - 2016 JULY		\$	2,658.97
IOWA DEPT OF REVENUE	IOWA WITHHOLDINGS - 2016 JULY		\$	1,374.00
IOWA DEPT OF REVENUE	IOWA SALES TAX - 2016 JULY		\$	3,241.76

*rok w/AD BE*

PAYROLL	PAYCHECKS - 2016 JULY		\$	12,631.66
IRS	941 TAX DEPOSIT - 2016 JULY		\$	4,729.54
WATER REFUNDS	JULY REFUNDS		\$	172.57
WASHINGTON TITLE CO	ABSTRACTS FOR CHERRY LANR	301-5-750-6772	\$	3,600.00
	TOTAL PAID BILLS		\$	28,408.50
	TOTAL EXPENDITURES		\$	123,760.87
MAY 2016 REVENUES & EXPENSES:		REVENUES	EXPENSES	
GENERAL FUND		\$ 10,508.69	\$ 73,454.86	
ROAD USE TAX FUND		\$ 9,241.45	\$ 1,090.56	
LOCAL OPTION SALES TAX		\$ 8,531.05	\$ -	
CASINO REVENUE RUND		\$ 98,757.75	\$ 30,830.88	
CAPITAL PROJECTS FUND		\$ (929.00)	\$ 208,881.07	
WATER FUND		\$ 34,518.41	\$ 15,253.48	
SEWER FUND		\$ 31,090.13	\$ 14,754.82	
GARBAGE/LANDFILL FUND		\$ 1,870.26	\$ 1,719.50	
STORM WATER FUND		\$ 1,516.67	\$ -	
		\$ 195,103.41	\$ 345,985.17	
TOTAL				

PACKET: 02831 EXPENDITURES 8-15-16 BL

VENDOR SET: 01 City of Riverside

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

ITM DATE		GROSS	P.O. #				
-----ID-----	BANK CODE	DISCOUNT	G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION		
** G/L ACCOUNT TOTALS **							
BANK YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	301-5-750-6787	CASEY'S SEWER PROJECT	427.50	0	25,138.90- Y	1,433,184	1,128,944.89
	600-2020	ACCOUNTS PAYABLE	5,559.84-*				
	600-5-810-6181	UNIFORMS	83.14	500	312.93	255,054	236,921.37
	600-5-810-6320	MOWING GROUNDS	283.94	0	283.94- Y	255,054	236,720.57
	600-5-810-6371	ELECTRIC AND GAS	2,654.29	32,000	26,750.53	255,054	234,350.22
	600-5-810-6490	WATER SAMPLE TESTING	196.00	8,750	8,497.00	255,054	236,808.51
	600-5-810-6501	CHEMICALS	2,117.60	25,000	21,376.04	255,054	234,886.91
	600-5-810-6507	OPERATING EXPENSES & SUP	194.88	3,000	2,674.75	255,054	236,809.63
	600-5-810-6508	POSTAGE - WATER	29.99	2,000	1,720.01	255,054	236,974.52
	610-2020	ACCOUNTS PAYABLE	2,947.94-*				
	610-5-815-6181	UNIFORMS	83.14	1,000	812.93	236,670	219,102.53
	610-5-815-6371	ELECTRIC & GAS	1,160.84	58,000	52,119.15	236,670	218,024.83
	610-5-815-6490	SAMPLE TESTING - HYGENIC	1,386.00	8,750	5,765.50	236,670	217,799.67
	610-5-815-6507	OPERATING EXPENSES	154.65	5,000	4,678.70	236,670	219,031.02
	610-5-815-6510	UPS - SEWER	163.31	500	293.87	236,670	219,022.36
	670-2020	ACCOUNTS PAYABLE	1,719.50-*				
	670-5-840-6499	JOHNSON CO REFUGE	1,719.50	22,500	19,061.00	23,700	20,261.00
	999-1330	DUE FROM OTHER FUNDS	44,431.50 *				
		** 2016-2017 YEAR TOTALS	44,431.50				

*✓ w/ 8-15-16 Exp. EQ*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

\*\* END OF REPORT \*\*

AS OF: JULY 31ST, 2016

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	1,679,332.04	10,506.69	73,454.86	1,616,383.87	242.70 (	3,028.15)	1,613,113.02
110-ROAD USE TAX	332,160.99	9,241.45	1,090.56	340,311.88	0.00	0.00	340,311.88
121-LOCAL OPTION SALES TAX	233,410.58	8,531.05	0.00	241,941.63	0.00	0.00	241,941.63
125-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
145-CASINO REVENUE FUND	911,469.80	98,757.75	30,830.88	979,396.67	0.00	0.00	979,396.67
200-DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-CAPITAL PROJECTS	862,543.53 (	929.00)	208,881.07	652,733.46	0.00	0.00	652,733.46
600-WATER FUND	675,461.68	34,518.41	15,253.48	694,726.61	0.00 (	165.20)	694,561.41
610-SEWER FUND	125,452.89	31,090.13	14,754.82	141,788.20	0.00 (	165.18)	141,623.02
670-LANDFILL/GARBAGE	5,748.00	1,870.26	1,719.50	5,898.76	0.00	0.00	5,898.76
680-STORM WATER	16,185.47	1,516.67	0.00	17,702.14	0.00	0.00	17,702.14
GRAND TOTAL	4,841,764.98	195,103.41	345,985.17	4,690,883.22	242.70 (	3,358.53)	4,687,281.99

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



# Council Packet

8-11-2016 02:32 PM

CITY OF RIVERSIDE  
 POOLED CASH REPORT (FUND 999)  
 AS OF: JULY 31ST, 2016

PAGE: 1  
 8/11/2016

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>				
001-1110	CHECKING ACCT-GENERAL FUND	1,679,332.04 (	66,219.02)	1,613,113.02
110-1110	CHECKING ACCT-ROAD USE TAX	332,160.99	8,150.89	340,311.88
121-1110	CHECKING ACCT-LOST	233,410.58	8,531.05	241,941.63
125-1110	CHECKING ACCT-TIF	0.00	0.00	0.00
145-1110	CHECKING ACCT-CASINO REVENUE	911,469.80	67,926.87	979,396.67
200-1110	CHECKING ACCT-DEBT SERVICE	0.00	0.00	0.00
301-1110	CHECKING ACCT-CAP PROJECTS	862,543.53 (	209,810.07)	652,733.46
600-1110	CHECKING ACCT-WATER	675,461.68	19,099.73	694,561.41
610-1110	CHECKING ACCT-SEWER	125,452.89	16,170.13	141,623.02
670-1110	CHECKING ACCT-GARBAGE	5,748.00	150.76	5,898.76
680-1110	CHECKING ACCT-STORM WATER	16,185.47	1,516.67	17,702.14
TOTAL CLAIM ON CASH		4,841,764.98 (	154,482.99)	4,687,281.99
		=====	=====	=====

CASH IN BANK - POOLED CASH

999-1110	CASH IN BANK	1,450,118.74 (	168,046.26)	1,282,072.48
999-1112	PEOPLES BANK MONEY MARKET	2,071,660.73	1,495.57	2,073,156.30
999-1114	HILLS BANK	774,502.63	9,413.85	783,916.48
999-1115	CB FUND	14,183.23	1,006.39	15,189.62
999-1116	COMMUNITY BUILDING CD #18936	269,711.51	1,647.46	271,358.97
999-1117	COMMUNITY BUILDING CD#18975	261,588.14	0.00	261,588.14
SUBTOTAL CASH IN BANK - POOLED CASH		4,841,764.98 (	154,482.99)	4,687,281.99

WAGES PAYABLE

999-2010	WAGES PAYABLE	0.00	0.00	0.00
SUBTOTAL WAGES PAYABLE		0.00	0.00	0.00

TOTAL CASH IN BANK - POOLED CASH		4,841,764.98 (	154,482.99)	4,687,281.99
		=====	=====	=====

DUE TO OTHER FUNDS - POOLED CASH

999-2100	DUE TO OTHER FUNDS	4,841,764.98 (	154,482.99)	4,687,281.99
TOTAL DUE TO OTHER FUNDS		4,841,764.98 (	154,482.99)	4,687,281.99
		=====	=====	=====

# Council Packet

8-11-2016 02:32 PM

CITY OF RIVERSIDE  
 POOLED CASH REPORT (FUND 999)  
 AS OF: JULY 31ST, 2016

8/11/2016  
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FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>DUE TO POOLED CASH</u>				
001-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
110-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
121-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
125-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
145-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
200-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
301-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
600-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
610-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
670-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
680-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
<b>TOTAL DUE TO POOLED CASH</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>DUE FROM OTHER FUNDS</u>				
999-1330	DUE FROM OTHER FUNDS	0.00	0.00	0.00
<b>TOTAL DUE FROM OTHER FUNDS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>ACCOUNTS PAYABLE - POOLED CASH</u>				
999-2020	ACCOUNTS PAYABLE CONTROL	0.00	0.00	0.00
<b>TOTAL ACCOUNTS PAYABLE POOLED CASH</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\*\*\* PROOF CASH BALANCES \*\*\*

(A)		(B)		(C)	
CLAIM ON CASH	4,687,281.99	CLAIM ON CASH	4,687,281.99	CASH IN BANK	4,687,281.99
CASH IN BANK	4,687,281.99	DUE TO OTHER FUNDS	4,687,281.99	DUE TO OTHER FUNDS	4,687,281.99
DIFFERENCE	0.00		0.00		0.00

\*\*\* PROOF ACCOUNTS PAYABLE BALANCES \*\*\*

(D)		(E)		(F)	
AP PENDING	0.00	AP PENDING	0.00	DUE FROM OTHER FUNDS	0.00
DUE FROM OTHER FUNDS	0.00	ACCOUNTS PAYABLE	0.00	ACCOUNTS PAYABLE	0.00
DIFFERENCE	0.00		0.00		0.00

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

Al Dehogues  
51 S Boise - Fire

Lory Young

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**From:** shawn.fisher@nationwide.com  
**Sent:** Wednesday, July 06, 2016 3:47 PM  
**To:** Al D  
**Cc:** lory@cityofriversideiowa.com  
**Subject:** Re: Fwd: Claim 386715  
**Attachments:** 515.150 Demo Reserve Code.pdf; \_Certification\_.htm

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

Lory,

Pursuant to the Iowa Code 515.150, please submit in writing the City's release of the demolition reserve. I have attached a copy the code for your review. If the City of Riverside is satisfied we will be happy to release the funds.

Thank you,



Shawn Fisher | Large Loss Claims Specialist  
One Nationwide Gateway 5574 Des Moines, IA 50391  
Phone: 515-505-4928 | Fax: 877-580-4928  
Shawn.fisher@nationwide.com

---

**Important Note: The information contained in this e-mail message, including any attachments, is CONFIDENTIAL and is intended only for the individual or entity named in this communication.**

---

From: Al D <papaphin@gmail.com>  
To: lory@cityofriversideiowa.com, shawn.fisher@nationwide.com  
Date: 07/06/2016 02:13 PM  
Subject: Fwd: Claim 386715

---

Lori,

Please send Shawn a letter on city letterhead authorizing Nationwide to release the Iowa Demolition Reserve money.

Thanks.

Al

----- Forwarded message -----  
From: <[shawn.fisher@nationwide.com](mailto:shawn.fisher@nationwide.com)>  
Date: Wednesday, July 6, 2016

**515.150 Demolition reserve on fire and casualty claims on property.**

1. An insurer shall reserve ten thousand dollars or ten percent, whichever amount is greater, of the payment for damages to the property excluding personal property on which the insurer has issued a fire and casualty insurance policy as demolition cost reserve if the following are applicable:
  - a. The property is located within the corporate limits of a city.
  - b. The damage to the property renders it uninhabitable or unfit for the purpose for which it was intended, without repair.
  - c. Proof of loss has been submitted by the policyholder for a sum in excess of seventy-five percent of the face value of the policy covering the building or other insured structure.
2. An insurer which has received a proof of loss in excess of seventy-five percent of the face value of the policy covering a building or other insured structure, shall notify the city council of the city within which the property is located. The notice shall be made by certified mail within five working days after receipt of the proof of loss.
3. The city shall release all interest in the demolition cost reserve within one hundred eighty days after receiving notice of the existence of the demolition cost reserve unless the city has instituted legal proceedings for the demolition of the building or other insured structure, and has notified the insurer in writing of the institution of the legal proceedings. Failure of the city to notify the insurer of the legal proceedings terminates the city's claim to any proceeds from the reserve.
4. A reserve for demolition costs is no longer required if either of the following is true:
  - a. The insurer has received notice from both the insured and the city council that the insured has completed repairs to the property or has completed demolition of the property in compliance with all applicable statutes and local ordinances.
  - b. The city has failed to notify the insurer as provided under subsection 3.
5. If the city has instituted legal proceedings, undertaken emergency action, or is required to demolish the damaged property at city expense, the city shall present to the insurer costs incurred, since the date of the fire or other occurrence, including but not limited to legal costs, engineering costs, and demolition costs related directly to the enforcement of any local ordinance, and the insurer shall compensate the city for the incurred costs up to the amount in the demolition cost reserve. Any amount left from the demolition cost reserve after the cost of demolition of the property is paid to the city shall be paid to the insured if the insured is entitled to the remaining proceeds under the policy.
6. The insurer is not liable for any amount in excess of the limits of liability set out by the policy.
7. Insurers complying with this section or attempting in good faith to comply with this section shall be immune from civil and criminal liability.

**Section History: Recent form**

88 Acts, ch 1176, §1; 89 Acts, ch 16, §1; 91 Acts, ch 59, §1; 92 Acts, ch 1163, § 100

326-006  
1.05

326-004  
3.5

Enterprise Park

**Owner Information**  
RIVERSIDE, CITY OF

**Site Information**  
04-09-300-016  
Book: 57  
Page: 434  
Legal: ABD RR ROW THRU SW1/4 EXC NE PT

HWY 22

HIG

RIVERSIDE  
9

351-004  
1  
Toner Triangle

300-014

TAKE

300-016

300-022  
29.82

WANT

RIVERSIDE 300-016

300-022  
29.82

9

300-022  
29.82

9

0

175

Feet

This map is for illustrative purposes only and does not represent a survey. It is provided 'as is' without warranty or any representation of accuracy, timeliness or completeness. The user acknowledges and accepts all inherent limitations of the maps and data, including the fact that the maps and data are dynamic and in a constant state of maintenance, correction and revision. No liability is assumed by Washington County or by the accuracy of the data.



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

1917 S. Gilbert Street  
Iowa City, Iowa 52240  
319.351.8282  
mmsconsultants.net  
mms@mmsconsultants.net

Environmental Specialists  
Landscape Architects  
Land Planners  
Land Surveyors  
Civil Engineers

August 10, 2016

Mayor Allen Schneider and City Council  
City of Riverside, Iowa  
60 N. Greene Street  
Riverside, Iowa 52327

Proposal for Additional Topographic Survey for Pioneer Street and Highway 22 Projects

We are pleased to offer the following proposal for additional topographic survey work along Highway 22, 2<sup>nd</sup> Street, Greene Street and St. Mary's Street. This topographic survey information will be used to determine drainage patterns and future storm sewer and water main alignments. This topographic survey work will be utilized for the Pioneer Street project initially but also for future 2<sup>nd</sup> Street paving, St. Mary's Street water main and a portion of Highway 22 overlay projects.

Attached is an exhibit which shows areas already surveyed and the areas proposed to be added under this agreement. The proposed scope of work is as follows:

**A. TOPOGRAPHIC AND BOUNDARY SURVEY**

The intent of this phase is to obtain an accurate topographic and boundary survey of the project area. The extent of the topographic survey is expected to include the street ROW and approximately 25 feet outside of the ROW in the areas shown on the attached exhibit. Work under this phase is expected to include:

1. Locate all existing features above ground within the area to be affected by the proposed sanitary sewer improvements:
  - i. Top of curb, gutter and centerline elevations of streets at 50 foot intervals
  - ii. Fences, walls, posts, poles, trees, etc.
  - iii. Location, size, and depth of all buried utilities, structures and features not reasonably accessible from the ground surface shall be as marked and identified in the field by the owner of each utility or from "Record-of-Construction" information provided by the respective utility owner. Specific utilities to be located are as follows:
    1. water and gas mains
    2. power, communication and CATV lines
    3. existing storm and sanitary sewer on/near the site, including flow direction, slope, type, size, top and invert elevations of all inlets, culverts, manholes, headwalls, etc.



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- iv. Locate and tie down existing property corners and other survey monuments to determine existing property boundaries
- 2. Research existing property records to determine land ownership and to determine existing ROW lines to ensure that the work under the project remains within existing ROW.

We would propose a lump sum fee of \$22,900.00 for the scope of work outlined above.

Feel free to contact me with any questions regarding this proposal.

Sincerely yours,

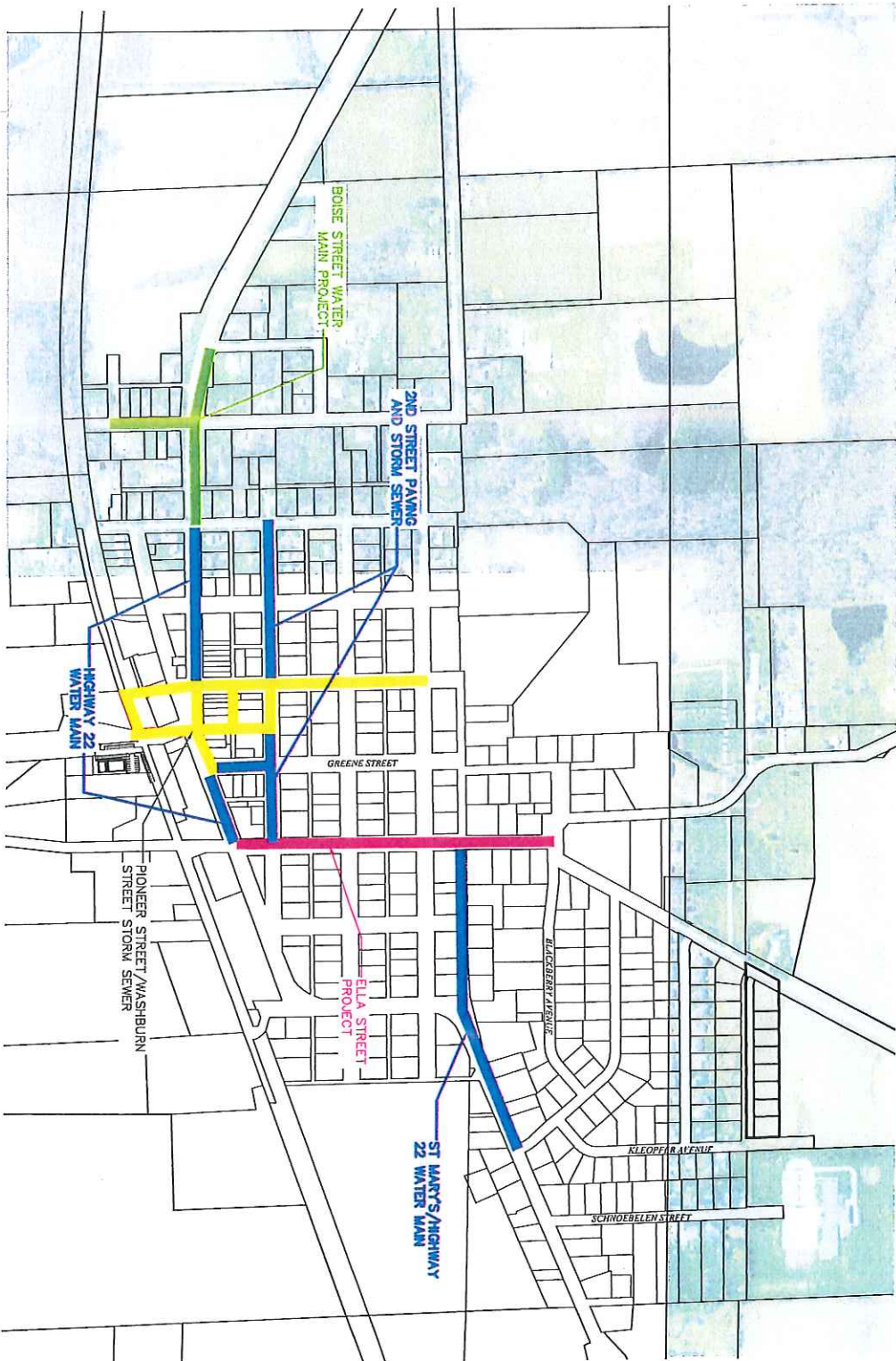
Glen D. Meisner, L.S. and P.E.  
MMS Consultants, Inc.

This proposal is hereby accepted:

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

T:\2245\2245-013-\Proposal\Proposal-AdditionalTopo.docx

TOPOGRAPHIC SURVEY EXHIBIT  
**PIONEER STREET AND HIGHWAY 22 PROJECTS**  
 CITY OF RIVERSIDE



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
------	----------

**PIONEER STREET/  
 HIGHWAY 22 PROJECTS**  
**TOPOGRAPHIC  
 SURVEY AREAS**  
 RIVERSIDE  
 WASHINGTON COUNTY  
 IOWA

**MMS CONSULTANTS, INC.**  
 Dates: 8/10/16  
 Designed by: SBP Field Book No.  
 Drawn by: SBP Scale: 1"=500'  
 Checked by: SBP Sheet No.  
 Project No.: IC 2245-013 of 1



**Lory Young**

---

**From:** Glen Meisner <G.meisner@mmsconsultants.net>  
**Sent:** Wednesday, August 10, 2016 11:10 AM  
**To:** lory@cityofriversideiowa.com  
**Subject:** FW: 8' Wide Sidewalk Along Veteran's Park

Here it is



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

**Glen Meisner, P.L.S. & P.E.**

*Partner*

Office: (319) 351-8282

Mobile: (319) 631-2705

[G.meisner@mmsconsultants.net](mailto:G.meisner@mmsconsultants.net)

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

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---

**From:** Scott Pottorff [<mailto:S.pottorff@mmsconsultants.net>]  
**Sent:** Thursday, July 28, 2016 11:11 AM  
**To:** 'Glen Meisner'  
**Subject:** 8' Wide Sidewalk Along Veteran's Park

We have a length of about 90 feet to remove 4' wide and install 8' wide sidewalk. I am assuming we would use 6" sidewalk like the rest of the wider sidewalk.

90x4 = 360 /9 = 40 SY Removal

90x8 = 720 /9 = 80 SY Install

Removal of Sidewalk is \$7.50/SY

6" Sidewalk is \$69.75/SY

Estimated cost to do this work is  $(40*7.5) + (80*69.75) = \$5,880.00$

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**COPY**

**RESOLUTION 04202015-2**

**RESOLUTION APPROVING THE REVISED EMPLOYEE HANDBOOK**

**Whereas**, the City of Riverside met in regular session on April 20, 2015 and did make the following motion to approve the Revised Employee Handbook, effective upon signature of this resolution..

**THEREFORE, BE IT HEREBY RESOLVED** that the City Council of Riverside, Iowa has approved the revised edition of the Employee Handbook and established the effective date of immediately.

It was moved by Ralph, seconded by Bob to adopt this resolution.

**The foregoing resolution shall be adopted.**

**Roll Call:** Schneider, Kasdorf, Sexton, Kirkwood, Schnoebelen

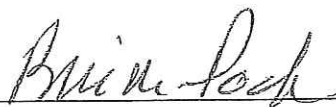
**AYES:** Schneider, Kasdorf, Sexton, Kirkwood, Schnoebelen

**NAYS:**

**ABSTAIN/ABSENT:**

ATTEST:

  
\_\_\_\_\_  
Lory Young, City Clerk

  
\_\_\_\_\_  
Bill Poch, Mayor

*Sent to Snappell  
& the Mayor  
8/3/16.  
LY*

**WELCOME****Welcome**

We hope you will find a great deal of challenge and personal satisfaction in your employment with the City of Riverside. You have an important role in accomplishing the goals of the City. The City has a proud tradition built on the excellence of its employees and their work. We challenge you to help maintain and improve our tradition.

As a City employee, it is very important that you always present the best possible image to the public. Remember to act promptly, be courteous and treat people, our customers, respectfully. Your actions will make a lasting impression. Be sure it is a positive one.

**Employment – At – Will**

This handbook is presented as a matter of information only; it is not intended to form a contract between the City of Riverside and the employee. Riverside reserves the right to change or eliminate any or all of the policies, procedures, work rules or benefits herein at any time, with or without prior notice.

The policies and procedures outlined in this handbook are applicable to all employees of the City of Riverside.

Whenever the provisions of this handbook are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the City and a certified bargaining unit, the provisions of the Code of Iowa and/or the collectively-bargained agreement will prevail.

Just as you retain the right to terminate your employment at any time for any reason, Riverside retains a similar right. No policy or practice of the City should be construed to change this relationship. Only the City Council has the right to modify or change this practice, and such action must be in writing.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

The policies contained in this Handbook are informational in nature and may not address every situation or answer every question about employment. If you can't find an answer to your question in the handbook, contact either the City Administrator or City Clerk for assistance.

CITY OF RIVERSIDE

EMPLOYEE ACKNOWLEDGEMENT FORM

This Employee Handbook and its statements supersede and have control over all prior and existing policy statements, representations, understandings, or agreements, whether verbal or written, dealing with the same subject matter. The City of Riverside reserves the right to change or eliminate any of the policies or benefits in this Handbook.

I acknowledge that I have received a copy of the Employee Handbook of the City of Riverside and that this Handbook describes important information about my employment with the City. I further understand that I should consult with the City Administrator concerning any questions I may have regarding these policies.

Since the information and benefits described within the Employee Handbook may be subject to change, I acknowledge that revisions may occur. I also understand that revised information concerning these policies may supersede, modify, or eliminate existing policies. Only the Riverside City Council has the authority to adopt any revisions to the Employee Handbook.

I acknowledge that my employment relationship with the City of Riverside is at-will and subject to termination at any time by either the City or me, and that it can be terminated either with or without cause. I further acknowledge that the Employee Handbook is neither a contract of employment nor a guarantee of employment.

I hereby acknowledge that I have read and received a copy of the City of Riverside's Employee Handbook.



Employee's Signature

Kevin Edwards

Employee's Name (typed or printed)

4-21-15

Date

**Lory Young**

---

**From:** Jennifer Campbell <Jennifer.Campbell@auditor.state.ia.us>  
**Sent:** Friday, July 22, 2016 11:53 AM  
**To:** 'lory'  
**Subject:** Re: Sick pay  
**Attachments:** \_Certification\_.htm

Lory-

We had a finding in the special investigation report issued December 20, 2013. In that report, we reviewed sick leave payouts issued to certain employees upon their termination. We determined these payments were not in compliance with the City's employee handbook dated December 17, 2007. There was no provision for the payout of unused sick leave.

If the City's employee handbook has been revised and/or updated since then, any payouts made need to be in compliance with current policy. If the policy is silent to payouts of sick leave, **they are considered to not be permissible.**

Does that help?

Jennifer

>>> "Lory Young" <[lory@cityofriversideiowa.com](mailto:lory@cityofriversideiowa.com)> 7/22/2016 11:01 AM >>>

Good morning,

Kevel Engle gave his two week notice and there have been some comments made about "sick leave" payouts. I know in previous audits, you mentioned the sick leave payouts. Can you please reiterate that comment for me?

Thanks,

Lory Young, IaCMC, IaCMFO  
City Clerk/Finance Officer  
City of Riverside (Pop. 993)  
PO Box 188  
City of Riverside, IA 52327  
319-648-3501  
[lory@cityofriversideiowa.com](mailto:lory@cityofriversideiowa.com)

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The Auditor of State website is <http://auditor.iowa.gov/>.

**Lory Young**

---

**From:** Paul Greufe <greufe@me.com>  
**Sent:** Friday, July 22, 2016 2:31 PM  
**To:** Lory Young  
**Subject:** Re: Information

Lory,

My understanding of a situation regarding an employee who recently provided his voluntary resignation is as follows:

1. A prior council passed a resolution allowing for the payout of unused sick leave for certain employees. It appears that this action took place in 2012.

2. A different council passed, by resolution, the approval of a newly revised employee handbook, which does not provide for the payout of unused sick leave. This action was taken after 2012.

It was my understanding that the new employee handbook was intended to replace any/all prior documents - thus establishing a new standard for all employees. Since this was done after the council's action in 2012 - it could be assumed to have eliminated that prior agreement.

I'm not aware of any labor law that requires the payout of unused sick leave. If the council would like to pay out the employee, I recommend passing, by resolution, that decision at an upcoming meeting. Although I would not recommend to any entity that they payout unused sick leave, as it results in tremendous liability to the taxpayers.

Additionally, the handbook provides for the payout of accrued, but unused vacation. Given the fact that vacation accrual and usage is currently being reviewed for accuracy of existing employees - I would recommend delaying the payout until final audited numbers are presented to the council. Although not in compliance with the handbook, I believe in this instance it is more important to insure the payout is accurate.

Paul

Sent from my iPhone

On Jul 22, 2016, at 1:11 PM, Lory Young <[lory@cityofriversideiowa.com](mailto:lory@cityofriversideiowa.com)> wrote:

Paul,

Here is the information per our conversation. Please advise.

Thank you,

Lory Young, IaCMC, IaCMFO  
City Clerk/Finance Officer  
City of Riverside (Pop. 993)  
PO Box 188  
City of Riverside, IA 52327  
319-648-3501  
[lory@cityofriversideiowa.com](mailto:lory@cityofriversideiowa.com)

<20160722125541664.pdf>

No virus found in this message.

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

Version: 2016.0.7688 / Virus Database: 4627/12660 - Release Date: 07/22/16

MEARDON, SUEPPEL & DOWNER P.L.C.  
122 South Linn Street  
Iowa City, IA 52240  
Telephone: (319) 338-9222

## MEMORANDUM

TO: Mayor Allen Schneider  
City of Riverside, Iowa

FROM: William J. Sueppel

DATE: August 11, 2016

RE: Kevin Engel Sick Leave Payout

Mayor, I have been asked to address the request of Kevin Engel to receive sick leave payout that he believes he is entitled to pursuant to a Resolution adopted by the Riverside City Council in August of 2012 (Resolution No. 08062012-01). That Resolution provided that employees hired after August 6, 2012 would no longer be paid accrued sick leave upon termination of employment. Additionally, the Resolution froze the accrued hours of sick leave and the hourly pay rate in effect August 6, 2012. At that time, Mr. Engel had 480 hours of accrued sick leave and was earning \$23.38 per hour. The sick leave payout was calculated to be \$11,222.40. In March 2015, the Riverside City Council adopted a new employee handbook. The handbook provides for sick leave benefits (page 13), but the handbook does not make provision for payout of sick leave benefits. It is my understanding that the Council has determined that sick leave benefits will not be paid out going forward.

The handbook further states (page 3) that: "This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded."

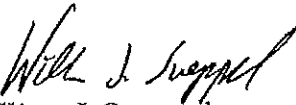
The question is whether this language and the fact that the Council has chosen to no longer pay out sick leave benefits affects the payout of Mr. Engel's grandfathered benefits established in the 2012 Resolution. It is my opinion that this presents a very close call, but I do not believe that the language in the handbook supersedes the Resolution adopted by the Council.

The issue is what was the Council's intent when it revised and adopted the new employee handbook in 2015. Did the Council intend to no longer pay out sick leave benefits to any employee, including the three employees subject to the 2012 Resolution? If so, was this change communicated to the employees? If it is the Council's intent to no longer pay out sick leave benefits to anyone, it should adopt a Resolution rescinding the 2012 Resolution and specifically provide that no benefits will be paid out and that Mr. Engel, as well as the other two individuals, would not receive sick leave payout benefits.

I believe that if the City chose to take this matter to court, it would be problematic and could not guarantee that the City would prevail in this matter. My concern would be that the City would spend approximately the same amount in attorney fees litigating this matter as it would simply paying out Mr. Engel. That is assuming that the City won. Obviously, if the City did not prevail at trial, the amount that the City would end up paying would be approximately double.

I believe that the two best options available to the City are either pay out the sick leave as set forth in the 2012 Resolution or adopt a new Resolution specifically rescinding the 2012 Resolution and providing that no sick leave payments will be made to Mr. Engel. This is a decision that the City Council will need to make.

Please call me if you have any questions or need anything further.

  
William J. Sueppel



7-20-2016

Mayor Schnieder and Riverside City Council,

It is with a heavy heart that I submit to you my Two Week notice to end my employment with the City Of Riverside. August 3<sup>rd</sup> will be my final day. I was raised to always be honest and work hard. I feel I have always accomplished this in my fifteen years of service to the citizens of Riverside.

I want to thank the citizens of Riverside for the opportunity to have served them during this time. I have made some friendships that will always be there. There have been times that I know I did not make them happy but hopefully they understood that situations sometimes dictate that.

One of my goals in life is that when you leave something that you leave it better than you found it. I feel that is the case with the Water and Wastewater systems in Riverside. Riverside has great water and hopefully that will always be the case.

So in closing, once again thanks for a wonderful ride.



Kevin Engel

RECEIVED  
JUL 21 2016  
BY: \_\_\_\_\_

RESOLUTION #08062012-01

#10

RESOLUTION AMENDING THE MANUAL OF PERSONNEL POLICIES FOR THE CITY OF RIVERSIDE, IOWA

WHEREAS, the City Council of the City of Riverside, Iowa, desires to provide for effective and efficient performance of city services and operations, and further desires to maintain and promote harmonious relations with its officers and employees; and

WHEREAS, the City council of the City of Riverside, Iowa, to that end, previously established by resolution certain guidelines for sick leave pay for City employees upon termination of employment; and

5-0

WHEREAS, the prior Resolution is outdated and in need of revision; and

WHEREAS, The City Council of the City of Riverside, Iowa, has determined that ~~sick leave pay for all~~ employees hired after August 6<sup>th</sup>, 2012 will not be paid accrued sick leave upon termination of employment. All current City of Riverside employees will accrue sick leave pay in the same manner prescribed in the City Manual, but for the purposes of sick leave pay upon termination the amount will be frozen at both the accrued hours earned and hourly pay rate effective August 6<sup>th</sup>, 2012.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverside, Iowa, does hereby adopt the amendment to the Personnel Policies as the official policy statement for the City of Riverside, Iowa, regarding sick leave pay upon termination of employment.

IT WAS MOVED BY Kasdorf, seconded by Schnoebelen  
That the foregoing Resolution be adopted. On roll call vote there were:

YES	NO	ABSENT	ABSTAIN	
✓	_____	_____	_____	KASDORF
✓	_____	_____	_____	KIENE
✓	_____	_____	_____	SCHNEIDER
✓	_____	_____	_____	SCHNOEBELEN
✓	_____	_____	_____	KIRKWOOD

Passed by the City Council of Riverside, Iowa, and approved this \_\_\_\_ day of August, 2012.

\_\_\_\_\_  
BILL POCH, Mayor

ATTEST:

\_\_\_\_\_  
LORY YOUNG, City Clerk

#10

### City of Riverside Sick Pay Balance Effective August 6<sup>th</sup>, 2012

On August 6<sup>th</sup>, 2012 the City Council of the City of Riverside, Iowa, passed Resolution # 08062012-01 amending the payout of sick leave for current employees. Effective August 6<sup>th</sup>, 2012 the current employees will be grandfathered into having sick leave paid upon termination of employment with the City of Riverside. Sick leave pay will be based upon both current accumulated sick hours earned as well as current hourly pay rate.

Kevin Engel	480 hours accrued at \$ 23.38 per hour:	\$ 11,222.40
Bryan Lenz	467.29 hours accrued at \$ 15.75 per hour:	\$ 7,359.82
Ron Hembry	21.25 hours accrued at \$ 21.63 per hour:	\$ 459.64

I acknowledge that I understand the new policy and agree with the hours of sick time earned and the current hourly pay rate.

Kevin Engel \_\_\_\_\_ Date \_\_\_\_\_

Bryan Lenz \_\_\_\_\_ Date \_\_\_\_\_

Ron Hembry \_\_\_\_\_ Date \_\_\_\_\_

*The Cost of Living Increase*

\_\_\_\_\_  
BILL POCH, Mayor

\_\_\_\_\_  
Date

# EMPLOYEE EXIT FORM

KCE Uniforms, coats, vests & other safety equipment purchased by City

KCE Cell Phone, cases & phone numbers

KCE Keys to any and all City owned equipment and facilities

KCE Any passwords on City Computers, programs or Computer Files

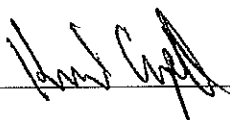
KCE Any other City owned property in my possession

KCE List of uncompleted tasks to be completed

I, Kevin Engel, have relinquished all city-owned property in my possession back to the City of Riverside. I am voluntarily resigning my employment with the City of Riverside, pursuant to the resignation letter submitted to the Mayor on July 20<sup>th</sup>, 2016.

I understand that the City has transferred and provided me with the phone number owned by the City. I agree to forward all phone calls relating to any City business to that number to the City of Riverside and the appropriate person. ~~Should any calls come to that number that are not appropriately forwarded to the City or appropriate person, I will relinquish my interest in the phone number and transfer it back to the City of Riverside at my own expense.~~ AOS 8/5/16  
KCE 8/5/16

I have received my continuation of health care coverage information and will return those forms within ten (10) days if I elect to continue that coverage.

Employee Signature: 

Date: 8-5-16

Supervisor: Allen Schneider

**Lory Young**

---

**From:** Lory Young <lory@cityofriversideiowa.com>  
**Sent:** Wednesday, August 03, 2016 10:14 AM  
**To:** 'Catherine S. Gerlach'  
**Cc:** 'mayor@cityofriversideiowa.com'  
**Subject:** RE: Employee Exit

Great! Thanks for your help.

---

**From:** Catherine S. Gerlach [mailto:cadyg@meardonlaw.com]  
**Sent:** Wednesday, August 03, 2016 9:43 AM  
**To:** Lory Young  
**Cc:** mayor@cityofriversideiowa.com  
**Subject:** RE: Employee Exit

This is perfect, Lory. Let me know if you have any other questions before he signs it today.

Catherine S. Gerlach



122 SOUTH LINN STREET  
IOWA CITY, IA 52240  
P: 319.338.9222 F: 319.338.7250

[MeardonLaw.com](http://MeardonLaw.com) • [Bio](#) • [VCard](#)

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Thank you.

---

**From:** Lory Young [mailto:lory@cityofriversideiowa.com]  
**Sent:** Wednesday, August 03, 2016 9:27 AM  
**To:** Catherine S. Gerlach  
**Cc:** [mayor@cityofriversideiowa.com](mailto:mayor@cityofriversideiowa.com)  
**Subject:** RE: Employee Exit

Good morning Cady,

I have made the changes to the form as you suggested. Please review and advise.

Thank you,

Lory Young, IaCMC, IaCMFO  
City Clerk/Finance Officer  
City of Riverside (Pop. 993)  
PO Box 188  
City of Riverside, IA 52327  
319-648-3501  
[lory@cityofriversideiowa.com](mailto:lory@cityofriversideiowa.com)

---

**From:** Catherine S. Gerlach [<mailto:cadyg@meardonlaw.com>]  
**Sent:** Tuesday, August 02, 2016 5:00 PM  
**To:** [mayor@cityofriversideiowa.com](mailto:mayor@cityofriversideiowa.com); Lory Young  
**Cc:** Bill J. Sueppel  
**Subject:** FW: Employee Exit

FYI -- Got a bounceback. Sending again in case it wasn't received.

Catherine S. Gerlach



122 SOUTH LINN STREET  
IOWA CITY, IA 52240  
P: 319.338.9222 F: 319.338.7250

[MeardonLaw.com](http://MeardonLaw.com) • [Bio](#) • [VCard](#)

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Thank you.

---

**From:** Catherine S. Gerlach  
**Sent:** Tuesday, August 02, 2016 4:59 PM  
**To:** 'Lory Young'  
**Cc:** Bill J. Sueppel; 'mayor@cityofriversideiowa.com'  
**Subject:** RE: Employee Exit

Hi Lory:

I reviewed the documents and spoke with the Mayor. Here is what I can recommend for the City.

You can edit the statement to say: "I have relinquished all City owned property in my possession back to the City of Riverside. I hereby voluntarily resign my employment pursuant to the resignation letter submitted on DATE. I have

received continuation of health care coverage information and will return those forms within ten days if I elect to continue that coverage."

As for the items listed, you will want to include any electronic files. As for the cell phone number, it is technically City property under the employee handbook as listed and as we discussed, however, since it has already been transferred there may be some issue in getting it returned and the cost of fighting that may not be worth it. In order to avoid any issues that will arise, I would suggest adding a sentence to the form that states:

*"I understand that the City has transferred and provided me with the phone number owned by the City. I agree to forward all phone calls relating to any City business to that number to the City of Riverside and the appropriate person. Should any calls come to that number that are not appropriately forwarded to the City or appropriate person, I will relinquish my interest in the phone number and transfer it back to the City of Riverside at my own expense."*

As for his sick leave, as I mentioned, if there is an agreement with this employee that supersedes the resolutions adopted, you will want to ensure that his sick leave is paid out as agreed upon. You mentioned that there is a resolution on the books that overrides his sick leave resolution/agreement. I haven't seen any of the resolutions so I can't speak to those, but it is my understanding that Bill and the Mayor discussed this and I will defer to Bill on what they discussed, as I am not sure the entire context right now. I think they had discussions regarding the cost-benefit of paying out leave accrued as well and I don't want to expend City funds to dive into that when Bill has already done that analysis. I don't think you will have to pay it out until after Bill returns to the office, though, so you can have that discussion with him at that time.

Let me know if you have any questions during the exit tomorrow.

Best,  
Cady

Catherine S. Gerlach



122 SOUTH LINN STREET  
IOWA CITY, IA 52240  
P: 319.338.9222 F: 319.338.7250

[MeardonLaw.com](http://MeardonLaw.com) • [Bio](#) • [VCard](#)

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Thank you.

---

**From:** Tami Werning  
**Sent:** Tuesday, August 02, 2016 1:42 PM  
**To:** Catherine S. Gerlach

May 27, 2016

## SECOND REQUEST FOR CONTACT

**This is the second request the City of Riverside is making to have you clean up your property. Washington County Environmental Health has also been notified and is now involved and working on things through the Washington County Attorney.**

**Your prompt attention to this matter would be appreciated.**

**Lory Young  
City Clerk**

May 9th, 2016

Julie Lang  
162 Railroad Street  
PO Box 333  
Riverside, IA 52327-0333

Dear Julie,

The City of Riverside has received several complaints about the condition of your home and yard located at 162 Railroad Street in Riverside. This is a concern because this situation is in violation of the **Code of Iowa, Section 657** "*Whatever is injurious to health, or unreasonably offensive to the senses, or an obstruction to the free use of property, so as essentially to interfere unreasonably with the comfortable enjoyment of life or property is a nuisance.*" In addition, your property is in violation of many of the City of Riverside Code of Ordinances.

**City Ordinance Chapter 50, Section 50.01** states, "*Whatever is injurious to health, or unreasonably offensive to the senses, or an obstruction to the free use of property, so as essentially to interfere unreasonably with the comfortable enjoyment of life or property is a nuisance.*"

### **Chapter 50.02:**

**Section 2**, "*Filth or Noisome Substance, causing or suffering any offal (Smell), filth, or noisome substance to be collected or to remain in any place to the prejudice of others.*"

**Section 9**, "*Weeds, Brush, Dense growth of all weeds, vines, brush, or other vegetation in the City so as to constitute a health, safety, or fire hazard.*"



**Section 13,** *"Household refuse or appliances. Storage of household refuse or appliances, including but not limited to, stoves or ranges, refrigerators, washers or dryers, water heaters, televisions, heating devices upon the grounds of any property or upon any unenclosed porch, breezeway, carport, deck or similar.*

**Section 14,** *"Excrement of Household Pets. Failing to dispose of, promptly and properly, excrement and waste products associated with household pets or domestic animals or allowing such material to collect upon or escape from property."*

**Chapter 50.03, Section D** *"Infestation of Animals or Vermin, including, but not limited to, insects, rodents, and reptiles.*

**Chapter 50.04, Nuisance Prohibited.** The creation or maintenances of a nuisance is prohibited, and a nuisance, public or private, may be abated in the manner provided for in this chapter or Iowa State Law.

**Chapter 50.05, Nuisance Abatement.** *"Whenever any authorized municipal office finds nuisance exists, such officer has the authority to determine on a case-by-case basis whether to utilize the nuisance abatement procedure described in Section 50.06 of this chapter or the Municipal Infraction Procedure referred to in Section 50.07.*

Washington County Environmental Health Department has also been included in this notification because you are also in violation of the Washington County Code of Ordinances. I have included a copy of Chapter 65 from the Washington County Code of Ordinances.

The City of Riverside is requesting that you clean up your property within 45 days from the receipt of this letter, or the City will be forced to take legal action. If legal action is brought against you, there may be fines and court costs. If the City has to come and clean up your property, the cost of cleaning will be assessed to your property taxes for collection. If we do not get cooperation, the Washington County Board of Health will be contacted, and they will take action to enter your property and have it professionally cleaned and exterminated, at your expense.

It has been brought to our attention that a special needs relative is living in the property. If it is true, that a special needs relative is living with you, it makes this matter much more concerning and may be a situation that must be reported to the State of Iowa, Department of Human Services.

Your prompt attention to this matter is appreciated.

Sincerely,

Lory Young  
City Clerk

Cc: Mayor Allen Schneider  
Bill Sueppel, City Attorney  
Washington Environmental Health Department

**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 supporting documentation for agendas at the direction of the Mayor
- Present City Council fund balance information at the 2<sup>nd</sup> City Council meeting of each month
- Calculate payroll bi-weekly with review by Mayor. Insure at minimum a yearly review of employee's leave usage, accrual and documentation by an independent party
- 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
- Continual 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, or
- 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 Mayor or City Council.**

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, or
- 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 Mayor, City Clerk, or City Council,.**

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
- Communicate essential activities with City Hall on a daily basis, and complete assigned work orders in a timely manner
- 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 Mayor, City Clerk or City Council.**

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
- Communicate essential activities with City Hall on a daily basis and complete assigned work orders in a timely manner
- 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 Water Treatment, Distribution and Wastewater Treatment Grade level as required by DNR for current permit regulations
- 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 Mayor, City Clerk, or City Council,.**

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 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
- Assist other City Staff 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 will require bending, stretching and light lifting.

**\*\*\*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 Mayor, City Clerk or City Council.**

**Lory Young**

---

**From:** Paul Greufe <greufe@me.com>  
**Sent:** Friday, July 22, 2016 5:40 PM  
**To:** Lory Young  
**Subject:** Re: Information

Regarding the employee who has defied the residency requirement.

As I understand the situation, the City of Riverside can require residency as noted when Ron was originally hired. My understanding is that 1. He never adhered to the requirement. 2. He purchased a home that actually makes him farther from Riverside. 3. He advised the Council that he could indeed respond within 30 minutes, but lives more than 50 miles from Riverside. 4. The council has given him 10 days to sign an affidavit that he will agree to adhere to the residency requirement.

If he signs the affidavit, the City should allow him to adhere to the new agreement. (I believe the City provided a few months?) If he refuses to submit the document within the timeframe, the City will need to make a decision regarding his employment.

If he simply states he has no intention of moving - as an at will employee the City can terminate his employment.

As it relates to unemployment - the strength of the case is that 1. He knew this was a requirement when hired and failed to adhere to the requirement. (Breach of contract? But I'm not sure he actually has a contract. So could be insubordination, or simply failure to live up to the understanding.) 2. Actually moved farther away and didn't notify the City. (May be handbook language about notifying clerk of any move). 3. If it is believed that he didn't tell the truth at a recent council meeting about being able to respond - that would be another concern. The downside of the case is that the city made the requirement in 2012 - but never checked to see if he actually adhered to the agreement. The argument can be made that the city didn't really care, otherwise they would have followed up. And that this action isn't valid - just trying to get rid of him because the City may be changing the department anyway.

So no guarantees of winning unemployment. If the Council decides to go a new direction at tomorrow's meeting, it sounds like the position will be eliminated anyway. As I look at it, the "downsizing" - you will lose unemployment. With the termination due to residency - you would have a chance to win unemployment.

Paul

On Jul 22, 2016, at 02:47 PM, Lory Young <lory@cityofriversideiowa.com> wrote:

That is perfect for Kevin, now if you can give me something for Ron, the one who they gave 10 days to give the affidavit that he will move to comply to the 20 mile residency requirement. That one will probably be the thing they talk about tomorrow.

---

**From:** Paul Greufe [mailto:greufe@me.com]  
**Sent:** Friday, July 22, 2016 2:31 PM  
**To:** Lory Young  
**Subject:** Re: Information

**Lory Young**

---

**From:** Schott, Jeffrey A <jeff-schott@uiowa.edu>  
**Sent:** Thursday, August 11, 2016 10:39 AM  
**To:** Young, Lory  
**Subject:** Proposal  
**Attachments:** Riverside Duties & Responsibilities - Proposal for Services -8-11-16.doc;  
\_Certification\_.htm

Lori,

Attached is the proposal for the work session with mayor/council that we discussed. We can certainly make revisions if there are areas that need to be added, deleted or modified.

Pls review and let me know if this proposal meets your expectations and if any changes needs to be made.

Jeff

Jeff Schott  
Director, Institute of Public Affairs  
The University of Iowa  
124 Grand Avenue Court  
Iowa City, IA 52240  
Office: 319-335-7586  
Cell: 319-329-6207  
[jeff-schott@uiowa.edu](mailto:jeff-schott@uiowa.edu)

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No virus found in this message.

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

Version: 2016.0.7752 / Virus Database: 4633/12791 - Release Date: 08/11/16

**Lory Young**

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**From:** Schott, Jeffrey A <jeff-schott@uiowa.edu>  
**Sent:** Thursday, August 11, 2016 10:13 AM  
**To:** Lory Young  
**Subject:** RE: Proposal for work session

Am working on it right now. Should have something back to you within the hour.

As it turns out, I was just notified that a session I had scheduled for Mon Aug 22 needs to be rescheduled so Aug 22 is now available.

Also available are Aug 22, 23, 24, 25, 31 & Sept 1.

If we are going to do this, I would also like to receive copies of the sections of your City Code dealing with the duties & responsibilities of the Mayor, City Council, City Clerk.

Jeff Schott  
Director, Institute of Public Affairs  
The University of Iowa  
124 Grand Avenue Court  
Iowa City, IA 52240  
Office: 319-335-7586  
Cell: 319-329-6207  
[jeff-schott@uiowa.edu](mailto:jeff-schott@uiowa.edu)

**From:** Lory Young [<mailto:lory@cityofriversideiowa.com>]  
**Sent:** Thursday, August 11, 2016 10:08 AM  
**To:** Schott, Jeffrey A <[jeff-schott@uiowa.edu](mailto:jeff-schott@uiowa.edu)>  
**Subject:** Proposal for work session

Jeff,

Just touching base with you to see if you can get me that proposal this morning and a few dates you are available. It would be great if you had something open the week of August 22<sup>nd</sup>.

Thanks,

Lory Young, IaCMC, IaCMFO  
City Clerk/Finance Officer  
City of Riverside (Pop. 993)  
PO Box 188  
City of Riverside, IA 52327  
319-648-3501  
[lory@cityofriversideiowa.com](mailto:lory@cityofriversideiowa.com)

INSTITUTE OF PUBLIC AFFAIRS

THE UNIVERSITY OF IOWA

---

By e-mail transmission

August 11, 2016

Lori Young  
City Clerk  
City of Riverside  
PO Box 188  
Riverside, IA 52327

RE: Proposal for Services

Dear Lori:

In response to our conversation of August 10, 2016, I am pleased to submit this proposal for the Institute of Public Affairs (IPA) of the University of Iowa to facilitate a work session with the Mayor, City Council and key staff to discuss and clarify roles and responsibilities of the Mayor, City Council, City Clerk, and Department heads. At the session we would also discuss strategies to enhance organizational effectiveness, working relationships and teamwork for the City of Riverside ("City").

Subject to review and approval by the City, the structure of the work session would be as follows: (all components to be facilitated by IPA Director Jeff Schott):

- Review, discuss and clarify duties, roles and responsibilities of the following positions based on the Code of Iowa, the City Code and Best Practices:
  - Mayor
  - City Council
  - Council Committees
  - City Clerk
  - Department Heads
  - Boards and Commissions

Discussion would include (but not be limited to) the following topics:

- Administration of municipal affairs
- Ordinance enforcement
- Human resources administration
- Purchasing and finance
- Other areas as may be identified by the participants

- Review, discuss other key areas of effective governance to include:
  - Effective processes and methods
  - Agreement to the basic rules of the game
  - Open communication
  - Shared direction and set of goals
- Other issues, concerns opportunities, or comments as may be raised by the participants.
- IPA would assist the City regarding implementation issues, including identification of action steps and responsibilities, proposed timelines and related matters.

The fee for the activities described above would be \$1,000, plus reimbursement of direct expenses such as mileage at IRS reimbursement rate, meals, supplies and materials for the meeting. In the event that additional meetings may be deemed necessary, the fee for any additional meetings would be \$750 per meeting plus reimbursement of direct expenses.

If you have any questions, please feel free to contact me. I can be contacted at 319-335-7586 or by e-mail at [jeff-schott@uiowa.edu](mailto:jeff-schott@uiowa.edu).

Sincerely,

Jeff Schott  
Director, Institute of Public Affairs  
University of Iowa  
100 IPA  
124 Grand Avenue Court  
Iowa City, IA 52242



**Well And Pump Service**  
Municipal • Industrial • Environmental

**Cahoy Pump Service**

**Great Lakes Water Resources Group**  
(an affiliate)

January 8, 2016

Riverside Municipal Water Department  
21 East First Street  
Riverside, Iowa 52327

Attn: Mr. Kevin Engel  
RE : Water Well Maintenance

AUG 03 2016

Greetings Kevin:

We understand you wish to receive a proposal to conduct a "pull and inspect" on your wells No. 7 & 8. To that end we are pleased to provide you with the following Scope of Work and cost analysis for your review:

**SCOPE OF WORK:**

- Mobilize to the site & conduct a brief performance test through the system.
- Install Lock Out / Tag Out equipment on control panel.
- Conduct a meggar test down-the-hole.
- Pull pumping equipment. Load motor, pump, drop pipe, and pitless spool.
- Transport to Cahoy machine shop, teardown, measure, and inspect pump end.
- Provide report to Owner.
- Return to site, install pumping equipment, and provide startup service.
- Pull the 2<sup>nd</sup> well and repeat the above.

**PRICING STRUCTURE:**

#	DESCRIPTION	U	Q	UNIT PRICE	TOTAL PRICE
1	Mobilizations	EA	2	\$ 150.00	\$ 300.00
2	Performance tests	EA	2	\$ 150.00	\$ 300.00
3	Pull both pumps, load equipment at site, set both pumps	HR	16	\$ 180.00	\$ 2,880.00
4	Transport, teardown, & inspect pumps	EA	2	\$ 275.00	\$ 550.00
5	Televis wells	EA	2	\$ 775.00	\$ 1,550.00
TOTAL ESTIMATED COST				XX XX	XXXXXXXX \$ 5,580.00

Kevin, we sincerely appreciate the opportunity to provide you with this proposal. Please note that in order to keep your costs down we have based this proposal on the work being down in conjunction with other work we have in the area.

Please feel free to contact me if you have any questions or wish to have us proceed with scheduling the work.

Sincerely,

Mike Whittenbaugh  
President

Corporate Office:  
24568 150th Street • Suite 200  
Sumner, Iowa 50674  
(563) 578-1130

Great Lakes Water Resources Group  
1127 Plainfield Road  
Joliet, Illinois 60435  
(815) 726-2720

Cahoy - West  
200 Grant Street  
Mame, Iowa 51552  
(712) 781-2030

Cahoy - Illinois North  
887 South Farwell Bridge Road  
Ridott, Illinois 61067  
(800) 552-5341



STANDARD TERMS AND CONDITIONS

Unless specified otherwise in the proposal, the following terms and conditions apply:

- Proposal is valid for 30 days.
- Prices specified herein do not include federal, state, municipal, use, excise, or other taxes. Therefore, any applicable tax to materials or equipment shall be paid by the Purchaser at the time of invoices(s) as an extra, or in lieu thereof, Purchaser shall provide to CPS tax exemption certificates acceptable to said taxing authorities prior to the ordering of materials and equipment.
- Except for Lump Sum items, the Proposal is an estimate only. The final invoice will be determined by the actual quantities used – be it more or less.
- Unforeseen replacement parts will be invoiced at the rate of cost x 1.78. Any and all replacement parts must be approved by owner prior to ordering.
- Monthly Progress Pay Requests will be submitted to owner. All invoices and due and payable within 30 days of invoice date. All accounts past thirty days accrue interest at the rate of 1.5% per month (18% APR) unless prior arrangements are made and approved by Cahoy Pump Service (CPS).
- Jobsite must be accessible with heavy, rubber-tired vehicles and equipment. Any additional costs incurred by CPS will be passed on to the owner.
- While CPS will take reasonable steps to minimize damage to ground and surrounding areas, Cahoy is not responsible for final grading, seeding, ect. if necessary.
- Standby time will be invoiced at the rate of \$ 225.00 per man-hour plus any applicable Per Diems involved.
- CPS does not, in any way, guarantee the water quality or quantity produced in any well. Well rehabilitation is not an exact science and, in some instances, may render the well useless. Positive BacT results may result in the Owner paying CPS to return to the jobsite to disinfect the well, pumping equipment, and possibly the discharge line(s).
- CPS will furnish owner a copy of all Daily Log sheets and Expense Reports upon request from owner.
- CPS will furnish owner a copy of Insurance Certificate to owner upon request.
- All materials furnished and installed by CPS holds a one (1) year warranty from date of installation. CPS warrants that its services will be performed in conformity with the standard of care in effect in its industry at the time of performance of such services. CPS agrees to the extent it is permitted to pass on any warranties provided by the manufacturer of materials and/or equipment furnished under this contract. CPS itself provides no warranty, express, implied, or otherwise, on any such materials or equipment. CPS will not be responsible for work done materials or equipment furnish or repairs or alterations made by others.
- Warranty is only valid if account is paid in full.
- CPS shall not be liable for any bodily injury, death, or injury to or destruction of tangible property except as the same may have been caused by the negligence of CPS. In no event shall CPS be liable for any delays or special, indirect, incidental or consequential damages. Purchaser agrees that the total limit of CPSs' liability (whether based on negligence, warranty, strict liability or otherwise) hereunder, shall not exceed the aggregate amount due CPS for services rendered under this contract. All claims, including claims for negligence or any other cause whatsoever, shall be deemed waived unless made in writing and received by CPS within one (1) year after CPSs' completion of work hereunder.
- All materials are priced F.O.B. origin.
- In the event a lost circulation zone or a cobble zone is encountered the owner will be invoiced for any additional costs for materials and labor required to remedy the lost circulation zone / cobble zone. CPS reserves the sole right to determine if these conditions exist without input or agreement from owner or owners' representative(s).

APPROVED BY: Darin Cahoy DATE: 1/08/16  
Cahoy Pump Service

I/we accept these conditions and direct GLWRG to proceed with the work as described in the above proposal. I/we understand that payment in full is due within 30 days of invoice date unless prior arrangement have been made. I/we also understand that all past due account accrue interest an at annual rate of 18%.

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Owner

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

**Lory Young**

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**From:** Mike Whittenbaugh <mike@cahoypump.com>  
**Sent:** Wednesday, August 03, 2016 4:56 PM  
**To:** 'Lory Young'  
**Subject:** RE: Riverside

Lory;

The last time these wells were serviced was 2008, normally we recommend a 5 year window, but these wells have performed well so the 7 years is understandable, however it isn't recommended to go beyond 7 years, the time line of the 15<sup>th</sup> is perfectly fine, one question I have is, can you (the city) live with both wells down together, I believe those two are your highest producers so we would probably need to only pull one of them the week of the 22<sup>nd</sup> & when we get that back in service pull the other, the pricing for the pull & inspect is for both, I just want to clarify the timing for everyone so there is no confusion, if they can both be down, that's great, & we would pull them both that week. Please let me know if you have any questions what so ever on this.

Thank you for the quick response as well.

Sincerely;

**Mike Whittenbaugh**

**President**

Cell Phone: 641-330-9961

Email: [mike@cahoypump.com](mailto:mike@cahoypump.com)



***Cahoy Pump Service, Inc.***

***Great Lakes Water Resources Group***

**Corporate Offices:**

**24568 150th Street, Sumner, IA 50674**

Phone: 563-578-1130

Fax: 563-578-1135

Joliet, IL: 815-726-2720

Durand, IL: 800-552-5341

Marne, IA: 712-781-2030

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**From:** Lory Young [mailto:[lory@cityofriversideiowa.com](mailto:lory@cityofriversideiowa.com)]

**Sent:** Wednesday, August 03, 2016 4:29 PM

**To:** [mike@cahoypump.com](mailto:mike@cahoypump.com); 'Dennis White'

**Cc:** 'Chris Gutschow'  
**Subject:** RE: Riverside

Mike,

Thank you for the information. I was not made aware we needed anything done. Can you please tell me when the last time this was done and how often it needs to be done? I will put this on the agenda for the meeting on Aug. 15<sup>th</sup> for approval. Is that enough notice if approved that evening?

Thank you,

Lory Young, IaCMC, IaCMFO  
City Clerk/Finance Officer  
City of Riverside (Pop. 993)  
PO Box 188  
City of Riverside, IA 52327  
319-648-3501  
[lory@cityofriversideiowa.com](mailto:lory@cityofriversideiowa.com)

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**From:** Mike Whittenbaugh [<mailto:mike@cahoypump.com>]  
**Sent:** Wednesday, August 03, 2016 4:16 PM  
**To:** 'Dennis White'  
**Cc:** 'Lory Young'; 'Chris Gutschow'  
**Subject:** RE: Riverside

Dennis;

Thank you for the response, sorry for any confusion on the well work being approved, I simply meant that we had provided the proposals I included, I will follow up with Lory on this.

Lory;

Sorry for any confusion on this front, I am bringing this to your attention due the fact that we are working in Washington, Iowa the week of the 22<sup>nd</sup> & if it was something that Riverside wants to move forward with, we could execute the work at that time & I can honor the pricing from January with that. I will try to connect with you tomorrow.

Sincerely;

Mike Whittenbaugh  
President  
Cell Phone: 641-330-9961  
Email: [mike@cahoypump.com](mailto:mike@cahoypump.com)



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Fax: 563-578-1135

Joliet, IL: 815-726-2720  
Durand, IL: 800-552-5341  
Marne, IA: 712-781-2030

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**From:** Dennis White [mailto:DWhite@peopleservice.com]  
**Sent:** Wednesday, August 03, 2016 3:46 PM  
**To:** Mike Whittenbaugh  
**Cc:** Lory Young; Chris Gutschow  
**Subject:** Re: Riverside

Mike

I want to inform you that at this time PeppleService is not providing full time service to the City of Riverside. I have forwarded your information on to the city and you will need to contact Lory Young with the City about this work. Lory informed me that the City has not approved any planned service work from Cahoy. So I think this may be your first step is to get approval.

Dennis White  
Sent from my iPhone

On Aug 2, 2016, at 9:45 AM, Mike Whittenbaugh <mike@cahoypump.com> wrote:

Dennis;

I got your contact info from Chris Gutschow, Kevin from Riverside had gotten pricing back in January to do the scheduled maint. On Wells #7 & 8, he had told me about the transition to you folks & I wanted to check in with you on this work, these two wells are overdue for a pull & inspect, & we have some work in the area the week of the 22<sup>nd</sup>, we have historically always tried to take care of Riverside in that fashion to mitigate costs. Please let me now if you have any questions on the proposals, I will honor these numbers if we can tie it to work in the area. I look forward to meeting you in the near future & hope you have a quick recovery.

Sincerely;

**Mike Whittenbaugh**  
**President**  
Cell Phone: 641-330-9961  
Email: [mike@cahoypump.com](mailto:mike@cahoypump.com)

<image001.gif>

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<#7 & #8 Well Maint Proposal.pdf>

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Version: 2016.0.7690 / Virus Database: 4627/12739 - Release Date: 08/03/16

No virus found in this message.

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

Version: 2016.0.7690 / Virus Database: 4627/12739 - Release Date: 08/03/16



*Working Today for Your Tomorrow*

**IPERS IS COMING TO YOUR AREA.**

**HOMWOOD SUITES BY HILTON –IOWA RIVER LANDING**

**921 E. 2<sup>ND</sup> AVENUE**

**CORALVILLE, IA 52241**



**Monday 10/24/16 – Thursday 10/27/16**

To schedule call the IPERS office @ 1-800-622-3849.

**SCHEDULED APPOINTMENTS ONLY**

*Appointments are limited to 30 minutes.*

FYI

**Lory Young**

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**From:** Dee Simon <dee@hawkeyeworldtravel.com>  
**Sent:** Wednesday, August 10, 2016 1:55 PM  
**To:** lory@cityofriversideiowa.com  
**Subject:** St. Mary's Labor Day Celebration  
**Attachments:** 2016 Labor Day Poster.pdf; \_Certification\_.htm

Hi Lory:

Thanks for chatting with me on the phone today. Here is a recap of our conversation for your reference:

- The St. Mary's Labor Day Celebration flyer is attached for your reference and printing out.
  - Please add to the community calendar on the city website.
  - Please post in City Hall and the Community Building
    - If you need copies from me, just let me know. I have some!
- Need to have St. Mary's street in front of the Rectory and Church closed for Labor Day, Monday, September 5, 2016 from 8:00am until 5:00pm to set up and take down the obstacle course.
  - I am sure Ralph Schnoebelen will need barricades for parking, but I let him handle that stuff. Whatever Bryan can do for us will be greatly appreciated!
- Need picnic tables and trash barrels for the event.
  - We start set-up on Sunday, September 4, 2016 – late morning to early afternoon – whenever we can get tables and trash cans. We will return to the park(s) on Monday, September 5, 2016 after 5pm.

If you need to get in contact with me, you may reach me at my office phone during business hours or on my cell phone at 319.330.6531 at any time.

A big THANK YOU to everyone at the City of Riverside for supporting our celebration! After all, it does take a village!

Have a great day and weekend!

Dee

**Dee Simon**

Hawkeye World Travel, Inc.  
125 South Dubuque Street  
Iowa City, IA 52240  
Phone: 319.351.0300 or 800.446.0322  
Fax: 319.351.2641  
Email: [dee@hawkeyeworldtravel.com](mailto:dee@hawkeyeworldtravel.com)

Check out our website at [www.hawkeyeworldtravel.com](http://www.hawkeyeworldtravel.com)

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No virus found in this message.

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

Version: 2016.0.7752 / Virus Database: 4633/12785 - Release Date: 08/10/16

# ST. MARY'S CHURCH, RIVERSIDE

## LABOR DAY CELEBRATION

**Monday, September 5, 2016**

### FOOD (11:00 am-2:00 pm)

	Advance*	At Door
Smoked Iowa Chop Dinner	\$11.00	\$12.00
Fried Chicken Dinner	\$10.00	\$11.00
Hot Dog Kid's Meal	\$ 5.00	\$ 6.00
Kids under 5 FREE Hot Dog Meal!!		

\*Tickets can be purchased in advance by calling (319)648-4149.  
Please leave a message.

Meal includes: mashed potatoes, gravy, home-made noodles, green beans, corn, coleslaw, applesauce, rolls, dessert and drink.

**Carry Outs Available**



**COME AND JOIN US!!!**

### MILLENNIUM RAFFLE

**Purchase tickets for \$100 each for a chance to win!**

**1 GRAND PRIZE WINNER — \$1,500**

1 Second Prize Winner \$1,000    3 Winners—\$500  
1 Winner—\$250                    10 Winners—\$100

The day's festivities include:

- CRAFTS
- FARMER'S MARKET
- GAMES
  - Bingo
  - Paddle Wheel
- KIDS GAMES
  - Tractor Pull—1:00pm (sign up at 12:30pm)
  - Obstacle Course
  - Many more games of fun and skill!!!
- RAFFLE
  - Purchase tickets for your chance at hundreds of dollars in prizes!!
- AUCTION—BEGINS AT 2:30PM
  - The highlight of the day! Items to be auctioned include quilts, handcrafted furniture, garden ornaments, pews for Christmas Eve mass, and many more items to be announced on Labor Day!

