

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA**  
**RIVERSIDE CITY HALL COUNCIL CHAMBERS**  
**60 N GREENE STREET**  
REGULAR MEETING  
Tuesday, September 4, 2018

- 5:30 Work session: Cherry Lane and Galileo Drive lot sales – Kris Westfall
- 6:30 Regular 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.

1. Call meeting to order
2. Approval of agenda
3. Consent agenda
  - a. Minutes from 2018-08-20
  - b. Minutes from 2018-08-23
  - c. Expenditures for 2018-09-04
4. **Public forum.** 3 minutes per person. See guidelines for public comments at the Clerk's table.
5. Appointment of replacement for open City Council seat – Resolution 090418-01 **pg. 8**
6. Request to have tree removed from right of way – Brian McDole **pg.14**
7. Approval of McCreedy-Ruth sewer applications **pg.15**
8. Approval of duplex site plan for Jason Shalla
9. Committee Reports
  - a. P&Z minutes from 2018-08-27 **pg.17**
10. Set date of Public Hearing for approval of final plat for Galileo Drive – Resolution 090418-02 **pg.18**
11. Trek Fest report
12. Discussion on Northern Heights development agreement. Resolution to set date for public hearing: Resolution 180904-03 **pg.20**
13. MMS Consultants report
  - a. Highway 22 project
  - b. Downtown streetscape project update **pg 29**
    - i. Resolution 090418-04 Change Order #9 Streetscape **pg.31**
    - ii. Resolution 090418-05 Change Order #10 Streetscape **pg.34**
  - c. Galileo Drive project update
  - d. A&S Holdings Walnut Ave. project update

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

14. PeopleService July water report **pg. 36**
  - a. update well #8 road
  - b. generator repairs- LS#1
15. W61 road repair- J&L Construction est. \$2500.00 **pg. 43**
16. Review and approval of annual road use report – Resolution 090418-06 **pg.45**
17. Discussion on nuisance abatement follow-up
18. Approval to purchase new server and Incode software upgrade **pg.53**
19. Approval for sale of 1971 Chevy C70 old Fire truck at auction - 8800 miles **pg. 57**
20. Approval for purchase of new tires for skid loader **pg.58**
21. Schedule goal setting work session
22. Mayor's report
23. City Clerk's report;
  - a. donate Ragbrai supply
  - b. 2019 insurance quotes **pg.59**
  - c. IMFOA **pg.62**
24. City Council comments and requests for information
25. Motion to adjourn

COUNCIL PACKET

RIVERSIDE LOTS

9-4-18

CHERRY LANE

80x120 = 9600 SF / SOLD \$35,000 (**\$3.6458/SF**)

GALILEO LOT # 1 / 14280 SF = \$52,062

LOT #3 & #5 = 9600SF / SALE \$35,000

LOT #2, #4, #6 = 10,080SF / SALE \$36,750

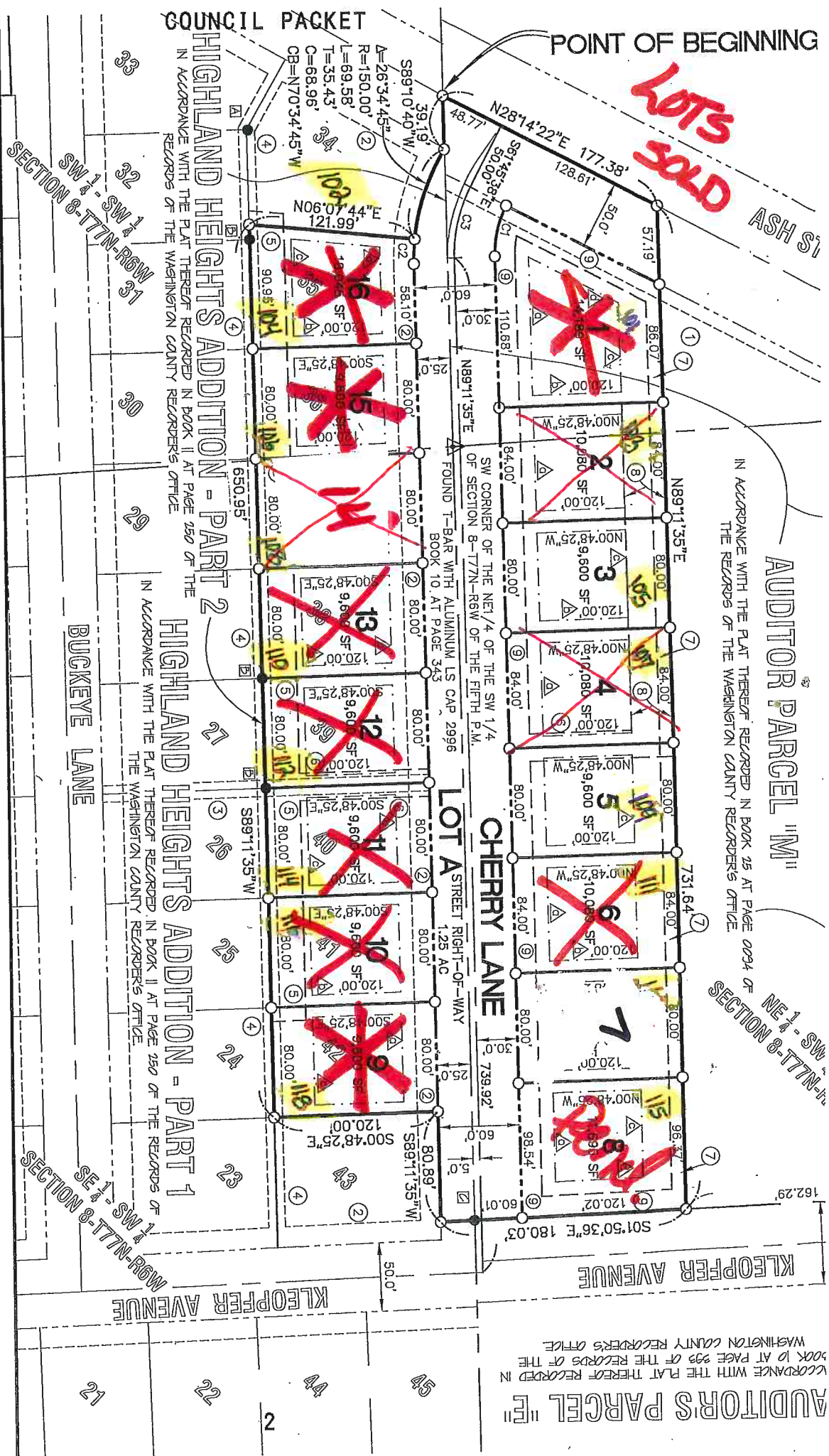
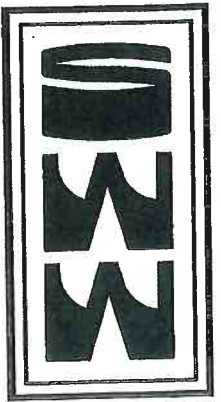
Date: 02-16-2016	
Designed by: GDM	Field Book No: 1105
Drawn by: RLW	Scale: 1"=100'
Checked by: GDM	Sheet No: 2
Project No: 2245015	IC of: 2

MMS CONSULTANTS, INC.  
 RIVERSIDE  
 WASHINGTON COUNTY  
 IOWA

**FINAL PLAT**  
 CHERRY LANE  
 ADDITION

Date	Revision
02-19-16	PER GDM REVIEW - RLW
04-29-16	PER GDM SUBMITTAL REVIEW - RLW

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



IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN BOOK 25 AT PAGE 0094 OF THE RECORDS OF THE WASHINGTON COUNTY RECORDERS OFFICE.

**LOTS SOLD**

AUDITOR'S PARCEL "M"

AUDITOR'S PARCEL "E"

COUNCIL PACKET

POINT OF BEGINNING

ASH ST

BUCKEYE LANE

CHERRY LANE

KLEOPFER AVENUE

KLEOPFER AVENUE

HIGHLAND HEIGHTS ADDITION - PART 2

HIGHLAND HEIGHTS ADDITION - PART 1

SECTION 8-T7N-R7W

SECTION 8-T7N-R6W

SECTION 8-T7N-R5W

UDITOR'S PARCEL "F"

IN ACCORDANCE WITH THE PLAT THEREOF  
RECORDED IN BOOK 10 AT PAGE 393 OF  
THE RECORDS OF THE WASHINGTON  
COUNTY RECORDER'S OFFICE.

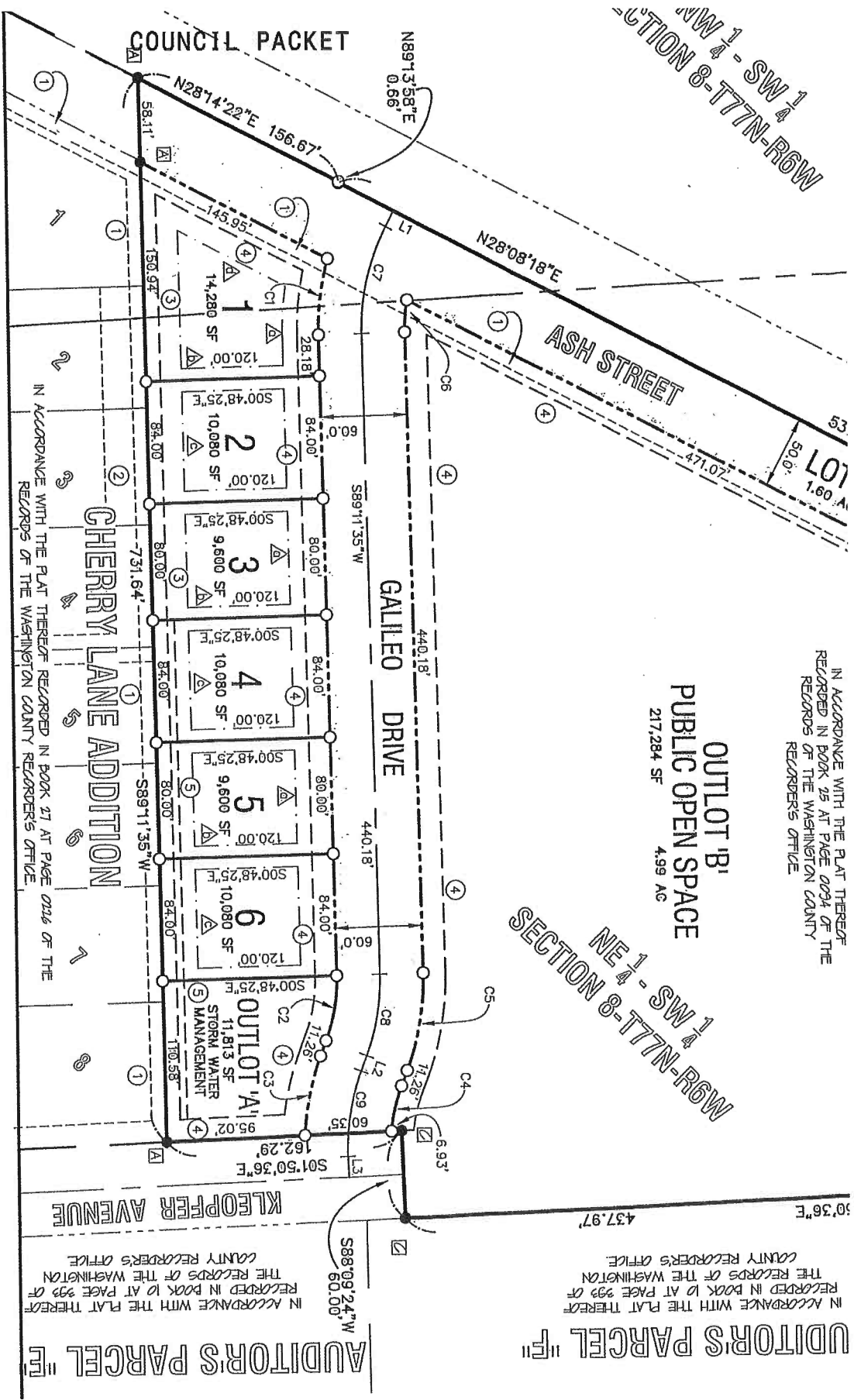
IN ACCORDANCE WITH THE PLAT THEREOF  
RECORDED IN BOOK 25 AT PAGE 0094 OF THE  
RECORDS OF THE WASHINGTON COUNTY  
RECORDER'S OFFICE.

OUTLOT 'B'  
PUBLIC OPEN SPACE  
217,284 SF  
4.99 AC

SECTION 8-T77N-R6W  
NE 1/4 - SW 1/4

AUDITOR'S PARCEL "E"

IN ACCORDANCE WITH THE PLAT THEREOF  
RECORDED IN BOOK 10 AT PAGE 393 OF  
THE RECORDS OF THE WASHINGTON  
COUNTY RECORDER'S OFFICE.



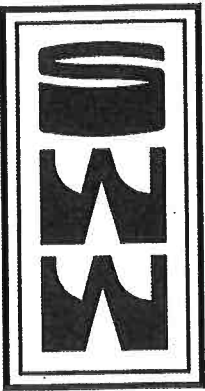
Date: 08--23-2018  
Designed by: GDM  
Field Book No. 1105

MMS CONSULTANTS, INC.  
RIVERSIDE  
WASHINGTON COUNTY  
IOWA

FINAL PLAT  
GALILEO DRIVE  
ADDITION

PER GDM REVIEW - RLM  
08-27-18  
Revision  
Date

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



## COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: August 20, 2018

The Riverside City Council meeting opened at 6:30 pm in City Hall with Mayor Allen Schneider requesting roll call. Council members present were: Andy Rodgers, Tom Sexton, Bob Schneider Jr., and Jeanine Redlinger. Rob Weber was absent.

Motion by Sexton to approve the agenda, Second by Schneider, passed 4-0.

Schneider moved to approve the minutes from August 6<sup>th</sup>, and the expenditures. Second by Redlinger, passed 4-0.

Mark Lyons thanked Mayor, MMS, and City Staff for meeting with him at the alley behind his building. He will be replacing the stairs soon.

Council received the July Fire Department update, and the PeopleService water reports.

Amy Schulte and Jill Klinsman of the Washington YMCA gave final report of Camp Highland Summer Program.

Scott Pottorff, MMS Consultants updated Council on the Downtown Streetscape project.

Redlinger moved to pass Resolution 082018-01; Pay request #5 for J&L Construction in the amount of \$209,707.01 for partial payment through 8-10-18. Project is 58.98% complete. Second by Schneider, passed 4-0.

Resolution 082018-02; Change Order #8 was tabled for more information on cost options on the storm drain repairs at Hwy 22 and Washington Street.

Galileo Drive is on schedule, and will pave this week. Final Plat will go to P&Z. Council will hold a work session before the next meeting to discuss lot pricing.

Rodgers moved to pass resolution 082018-03; Change Order #3 for Triple B Construction for change of Type K copper water pipe to HPDE SDR-9 plastic in the credit amount of \$360.00. Second by Sexton, passed 4-0.

Sexton moved to pass Resolution 082018-04; Pay Request # 3 for Triple B Construction for Galileo Drive in the amount of \$158,247.20 for partial payment through 8-10-18. Project is 54.11% complete. Second by Rodgers, passed 4-0.

Hwy 22 street project will start next week. New water main will be first, followed by storm sewers. Weekly updates will be posted on the city website.

A&S Holdings Walnut Ave. final updates are done. Mike Welch, Axiom Consultants answered Council questions.

Redlinger moved to pass Resolution 082018-05; Approving Development Agreement with A&S Holdings, LLC, Authorizing Annual Appropriation Tax Increment Payments not to exceed \$475,000. Second by Schneider, passed 4-0.

## COUNCIL PACKET

Rodgers moved to sell excess project dirt to public at \$2.50 per ton, with a \$10.00 minimum charge. Arrangements must be made with City Hall before purchase. Second by Redlinger, passed 3-0, Schneider abstained.

Council will move forward with Nuisance Abatement on E. Hickory.

Schneider moved to hold a Special Meeting on Wednesday, August 22, 2018 at 6:30 for the storm sewer options on Hwy 22 and Washington Street. Second by Redlinger, passed 4-0.

Sexton moved to hold the first September meeting on Tuesday, the 4<sup>th</sup> due to Labor Day. Second by Redlinger, passed 4-0,

Sexton moved to adjourn at 9:27 pm. Second by Redlinger, passed 4-0.

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

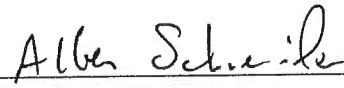
Special Council Meeting – Wednesday, August 22, 2018 at 6:30 pm

Council Work Session – Tuesday, September 4, 2018 at 5:30 pm

Council Meeting – Tuesday, September 4, 2018 at 6:30 pm

ATTEST

  
Becky LaRoche; City Clerk

  
Allen Schneider; Mayor

## COUNCIL PACKET

RIVERSIDE SPECIAL CITY COUNCIL MEETING: August 23, 2018

The Riverside City Council meeting opened at 6:00 pm in City Hall with Mayor Allen Schneider requesting roll call. Council members present were: Andy Rodgers, Tom Sexton, Jeanine Redlinger. Rob Weber and Bob Schneider Jr. was absent.

Motion by Sexton to approve the agenda, Second by Redlinger, passed 3-0.

Jay Peiffer of J&L Construction updated Council on storm sewer options on Hwy 22 and Washington Street.

Sexton moved to pass Resolution 082318-01; Change Order #8 for J&L Construction on additional storm sewer work near the intersection of Hwy 22 and Washington Street in the amount of \$93,113.06. Second by Redlinger, passed 3-0.

Sexton moved to accept the resignation of Councilman Rob Weber as of August 16, 2018. Second by Redlinger, passed 3-0.

Sexton moved to adjourn at 6:32 pm. Second by Redlinger, passed 3-0.

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

Council Work Session – Tuesday, September 4, 2018 at 5:30 pm

Council Meeting – Tuesday, September 4, 2018 at 6:30 pm

ATTEST:

  
Becky LaRoche; City Clerk

  
Allen Schneider; Mayor



## COUNCIL PACKET

EXPENDITURES SEPT 04, 2018				
	COUNCIL MEETING			
1	ACTION SERVICES INC.	RAGBRAI	001-5-650-6444	\$ 2,600.00
2	ALLIANT ENERGY	PARKS	001-5-430-6371	\$ 599.82
3	ALLIANT ENERGY	SEWER	610-5-815-6371	\$ 576.39
4	ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$ 534.64
5	ALLIANT ENERGY	WATER	600-5-810-6371	\$ 104.53
6	ALLIANT ENERGY	COMM BUILD	001-5-460-6371	\$ 136.17
7	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$ 1,370.99
8	ALLIANT ENERGY	FIRE STATION	001-5-150-6330	\$ 609.69
9	BECKY LaROCHE	SEPT CELL	001-5-650-6373	\$ 50.00
10	BRYAN LENZ	SEPT CELL	001-5-430-6373	\$ 50.00
11	CUMMINS SALES & SERVICE	GENERATOR MAINTENANCE x6	610-5815-6330	\$ 4,146.53
12	FISHER INSURANCE	ADD 2018 DODGE	001-5-210-6404	\$ 414.00
13	IOWA ONE CALL	LOCATES	600-5-810-6507	\$ 31.50
14	I TECH	TRANSFER DATE TO CLERK SYSTEM	001-5-650-6497	\$ 243.75
15	IOWA PRISON INDUSRIES	SIGNS	110-5-210-6415	\$ 47.50
16	KALONA OIL	FUEL	110-5-210-6331	\$ 724.50
17	MATT VAN WINKLE	RAGBRAI VIDEO EDITING	001-5-650-6444	\$ 100.00
18	MIDWEST BREATHING AIR	RVFD	001-5-150-6356	\$ 652.90
19	PEOPLE SERVICES	SEPT.SERVICE	610-5-815-6500	\$ 10,972.50
20	PEOPLE SERVICES	MAY SERVICE	600-5-800-6500	\$ 10,972.50
21	SANDRY FIRE SUPPLY	RVFD	001-5-150-6356	\$ 7,828.17
22	STRANSKY CONCRETE	7" CONCRETE AT SEWER PLANT	610-5-815-6504	\$ 37,446.00
23	STRANSKY CONCRETE	STORAGE SHED PAD	610-5-815-6504	\$ 1,760.00
24	JAY STUELKE	SEPT CELL	001-5-210-6373	\$ 50.00
25	TYLER TECH.	10-01-18/9-30-19 MAINT.	001-5-650-6495	\$ 3,461.03
26	WASH. CO. EXT.	SUMMER YOUTH CAMPS	001-5-430-6502	\$ 500.00
				\$ 85,983.11
	AUG. EOM PAYABLES			
27	ALLIANT ENERGY	RAGBRAI AUX. POWER	001-5-650-6444	\$ 163.00
28	DELTA DENTAL	SEPT. BILLING		\$ 106.98
29	LINCOLN NAT'L LIFE INS	SEPT. BILLING		\$ 179.14
30	MEDIACOM	AUG. SERVICE		\$ 277.14
31	MID AMERICAN ENERGY	AUG. SERVICE		\$ 57.44
32	VERIZON	AUG. SERVICE		\$ 63.60
33	WELLMARK	SEPT. BILLING		\$ 4,526.50
		TOTAL PAID BILLS		\$ 5,373.80
		TOTAL EXPENDITURES		\$ 91,356.91

## COUNCIL PACKET

### NOTICE OF INTENT TO FILL VACANCY BY APPOINTMENT

To the Electors of the City of Riverside, Iowa:

You are hereby notified that the City Council of the City of Riverside, Iowa, has a vacancy of the council seat previously held by Rob Weber. The office of this council seat which expires December 31, 2019, is vacant as of August 16, 2018, pursuant to Section 69.2, Code of Iowa.

You are further notified that pursuant to Section 372.13(2) of the Code of Iowa, the Council has elected to fill the vacancy by appointment, but the electors of the City have the right to file a petition requiring that the vacancy be filled by a special election. A valid petition would have to be filed with the Riverside City Clerk within 14 days after publication of this notice, or within 14 days after appointment is made.

The appointment shall be for the period until the next pending election, as defined by Section 69.12, Code of Iowa.

The Council intends to make the appointment to fill the vacancy at its regular City Council meeting on September 4, 2018 and the appointment will become effective immediately and will expire December 31, 2019.

Persons wanting to be considered should submit a request in writing to the City Clerk by 1:00 p.m. on August 31, 2018.

Becky LaRoche, City Clerk  
60 N Greene Street  
PO Box 188  
Riverside, IA 52327

*Sunt  
NEWS  
8-23-18  
RL*

COUNCIL PACKET

STATE OF IOWA  
ABSTRACT OF VOTES

Washington County, Iowa

We, the undersigned Members of the Board of Supervisors and ex-officio County Board of Canvassers for this County, do hereby certify the following to be a true and correct abstract of the votes cast in this County at the REGULAR CITY Election held on the 7th day of November, 2017, as shown by the tally list returned from the election precinct.

City of Riverside Mayor

Joseph A. Graff	Received fifty-nine (59) votes
Allen Schneider	Received one hundred fifty-four (154) votes
<b>Candidate Total</b>	<b>Two hundred thirteen (213) votes</b>
SCATTERING	Zero (0) votes
TOTAL	Two hundred thirteen (213) votes

We therefore declare:

Allen Schneider duly elected for the office of City of Riverside Mayor for the term of 2 years.

City of Riverside Council Member - At Large - Vote for 2


Edgar McGuire	Received eighty-two (82) votes
Andy Rodgers	Received one hundred sixteen (116) votes
Ralph Schoebelen	Received one hundred four (104) votes
Tom L. Sexton	Received one hundred seven (107) votes
<b>Candidate Total</b>	<b>Four hundred nine (409) votes</b>
SCATTERING	Three (3) votes
TOTAL	Four hundred twelve (412) votes


We therefore declare:


Andy Rodgers duly elected for the office of City of Riverside Council Member-At Large for the term of 4 years.  
Tom L. Sexton duly elected for the office of City of Riverside Council Member-At Large for the term of 4 years.

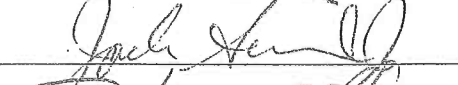
IN TESTIMONY WHEREOF, we have hereunto set our hands and caused to be affixed the seal of this county by the Clerk of the Board of Supervisors.


Done at Washington the county seat of Washington County, this 14th day of November, 2017.

  
Chairperson





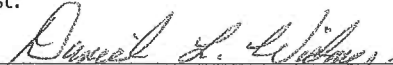




(Seal)

Members of the Board  
of Supervisors and  
ex-officio County  
Board of Canvassers

Attest:

  
County Auditor and Clerk of the Board of Supervisors

I Kevin Mills apply for an open  
seat on Riverside City Council

Kevin D. Mills  
8-28-2018

RECEIVED  
AUG 28 2018  
BY: VBE

To the Riverside City Council,

I, Ralph Schnobelen am Applying for the Council Position vacated by Rob Weber. My Past experience would be beneficial to the Council. There is several Projects to be completed in the next several years.

Thank you  
Ralph Schnobelen

RECEIVED  
AUG 29 2018  
BY: \_\_\_\_\_

COUNCIL PACKET

Edgar F. McGuire

August 29, 2018

Mayor Allen Schneider  
City Council Members of Riverside  
60 Greene St. Riverside, IA

Subject: Letter of Interest for City Council Member Appointment

I, Edgar F. McGuire, would like to express my interest in the vacant city council seat. As was true when I ran for this position during the last election, I believe that I am a viable candidate and would be an asset to the city. It is this that brings me to ask for your consideration.

I, along with my wife, have enjoyed living in Riverside since 2016 and I welcome this opportunity to contribute to the city's growth and development. For 14 years I have successfully owned and operated my own business. The skills I have acquired and refined from managing employees, finances, and other business-related responsibilities during this time will certainly augment my role as a city council member. I understand that I will be committing myself to the remainder of Mr. Weber's term and would intend to seek election in 2019.

I would like to thank you for taking the time to consider my qualifications. I will attend the city council meeting on Tuesday, September 4. I appreciate the opportunity to answer any questions you and other council members may have. I look forward to serving the people of this community as a part of the council.

Thank you,



Edgar F. McGuire



COUNCIL PACKET

RESOLUTION #090418-01

RESOLUTION APPOINTING \_\_\_\_\_ TO FILL THE VACANT CITY COUNCIL SEAT UNTIL THE NEXT CITY ELECTION

Whereas, City Council member Robert J. Weber has resigned from the Riverside City Council; and

Whereas, a vacancy on the City Council must be filled in accordance with Iowa Code; and

Whereas, the Riverside City Council is desirous of filling the vacancy by appointment as provided by Section 372.13 (Iowa Code); and

Whereas, the City has published notice pursuant to Section 363.3 (Iowa Code) regarding its intent to fill the vacancy by appointment; and

Whereas, \_\_\_\_\_ has indicated a willingness to serve and is qualified for the position.

Therefore, be it resolved by the City of Council of the City of Riverside, Iowa, that \_\_\_\_\_ is hereby appointed to fill the vacancy on the Riverside City Council.

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

Roll Call: Schneider, Redlinger, Sexton, Rodgers

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 4<sup>th</sup> day of September, 2018.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

RECEIVED  
AUG 23 2018  
BY: \_\_\_\_\_



CITY of RIVERSIDE  
AGENDA REQUEST

NAME Brian McDole

DATE 8-23-2018

ADDRESS 10N Washington St

PHONE 319-551-5141

CONCERNING Walnut Tree In front of House in  
City right of way

REQUEST Remove Please A good portion of  
the roots have been dug up during multiple  
updates the city has been doing and will dis  
eventually. PS. Also it is considered a nuisance tree  
which is also against City Ordinance to be in your  
right of way

COUNCIL MEETING AGENDA DATE 9/4/18

RECEIVED BY Blair Roche DATE 8-23-18

MAYOR APPROVE Alla Schiele DATE 8/23/18



COUNCIL PACKET

47

CITY OF RIVERSIDE  
60 N. GREENE STREET  
RIVERSIDE, IA 52327  
319-648-3501

Acct # \_\_\_\_\_

SEWER SERVICE APPLICATION AND AGREEMENT

The City of Riverside, hereinafter referred to as the CITY,

McCreedy Ruth Construction LLC, Hereinafter referred to as the OWNER,

1. **SERVICE REQUESTED.** Owner hereby requests sewer service to be provided at the property listed herein and that the charges for sewer services delivered to such property to be billed to the owner of said property.

NAME: McCreedy Ruth Construction, LLC

Address of Property: 3105 Hwy 22

Mailing Address: Riverside IA 52327

Date Service Begins: \_\_\_\_\_ Phone: 319-330-9096 Tim

SSN: 479-76-1581 DL #: 199AD9623 Date: 8/29/18

2. **BILLING AND COLLECTION.** The City will exercise reasonable diligence in the billing and collection of services of said properties as identified by the OWNER. If the bill becomes delinquent, services may be discontinued for non-payment.

4. **CONNECTION RIGHTS FEE.** This agreement is subject to receipt of \$100.00 fee.

5. **CONNECTION TAP FEE.** This agreement is subject to receipt of a tap fee of \$50.00

PAID \$ \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ BY \_\_\_\_\_

Printed: Owner: Tim Ruth Signature: [Signature]

City of Riverside Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Council Approved \_\_\_\_\_ Vote \_\_\_\_\_

COUNCIL PACKET

CITY OF RIVERSIDE  
60 N GREENE STREET  
RIVERSIDE, IA 52327  
319-648-3501

Acct # \_\_\_\_\_

SEWER SERVICE APPLICATION AND AGREEMENT

The City of Riverside, hereinafter referred to as the CITY,

Midwest Poly-Solutions Properties LLC  
Hereinafter referred to as the OWNER,  
Susan Moyer

1. SERVICE REQUESTED. Owner hereby requests sewer service to be provided at the property listed herein and that the charges for sewer services delivered to such property to be billed to the owner of said property.

NAME: Midwest Poly-Solutions Properties LLC

Address of Property: Susan Moyer 3102 115th St Riverside, IA 52327

Mailing Address: 1143 Briar Drive, Iowa City IA

Date Service Begins: \_\_\_\_\_ Phone: 319-356-6500

EIN: 83-1714073

SSN: \_\_\_\_\_ DL#: 428XX4225 Date: 8-30-18

2. BILLING AND COLLECTION. The City will exercise reasonable diligence in the billing and collection of services of said properties as identified by the OWNER. If the bill becomes delinquent, services may be discontinued for non-payment.

4. CONNECTION RIGHTS FEE. This agreement is subject to receipt of \$100.00 fee.

5. CONNECTION TAP FEE. This agreement is subject to receipt of a tap fee of \$50.00

PAID \$ \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ BY \_\_\_\_\_

Printed: Owner: Mack Moyer  
Susan Moyer Signature: [Signature]

City of Riverside Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Council Approved \_\_\_\_\_ Vote \_\_\_\_\_

**COUNCIL PACKET**  
**CITY OF RIVERSIDE MEETING**  
**RIVERSIDE CITY HALL COUNCIL CHAMBERS**  
**60 N GREENE STREET**  
**PLANNING AND ZONING COMMISSION**  
Monday, August 27, 2018, 6 p.m.

1. The meeting was called to order at 6:05 p.m. in City Hall.
2. Roll call showed the following members present:

Ryan Rogerson, Chairperson  
Marcy Musser  
Ellen Cloyd  
Ralph Schnoebelen  
Christine Kirkwood

Others present:  
Allen Schneider, Mayor  
Diane Poch

3. Commission members reviewed the final plat for Galileo Drive. The city has inquiries already coming in from people wanting to purchase lots as soon as the street is completed.
4. The Commission discussed the number and placement of lots. There was some confusion over an area marked Lot 'A' and another area marked Outlot 'A'. Lot 'A' is an easement along Tupelo and Outlot 'A' is at the SE corner near the school that will be reserved for storm water management. Work on the street is progressing and concrete should soon be poured. Rogerson moved and Musser seconded to send this plat to the council recommending approval. The Commission voted unanimously to approve the motion.
5. The Commission unanimously voted to approve the P&Z minutes from the July 23, 2018, meeting, noting the correction to the spelling of Mike Welch's name.
6. Rogerson moved to adjourn the meeting at 6:15 p.m., unanimously approved. The next scheduled meeting will be held Monday, September 24, at 6 p.m. There are already issues being discussed that will likely make this meeting necessary.

Ryan Rogerson  
Chairperson

COUNCIL PACKET

**RESOLUTION #090418-02**

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING  
FOR ACCEPTING THE FINAL PLAT FOR GALILEO DRIVE**

WHEREAS, the City of Riverside, Iowa, will set the date to hold a public hearing on the acceptance of the final plat for the Galileo Drive, at the City Council meeting, on September 17<sup>th</sup>, which begins at 6:30 p.m., in the City Council Chambers located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

WHEREAS, Planning and Zoning Commission recommended approval of Galileo Drive Final Plat on August 27<sup>th</sup>, 2018.

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

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

Roll Call Vote: Schneider, Sexton, Redlinger, Rodgers, \_\_\_\_\_

Ayes:

Nays:

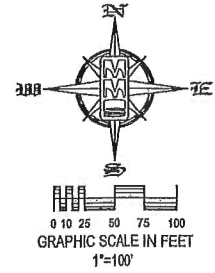
Absent:

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

Attest : \_\_\_\_\_ Date: \_\_\_\_\_  
Becky LaRoche, City Clerk

**COUNCIL PACKET**  
**FINAL PLAT**  
**GALILEO DRIVE ADDITION**  
 RIVERSIDE, WASHINGTON COUNTY, IOWA  
 (SHEET 2 OF 2)

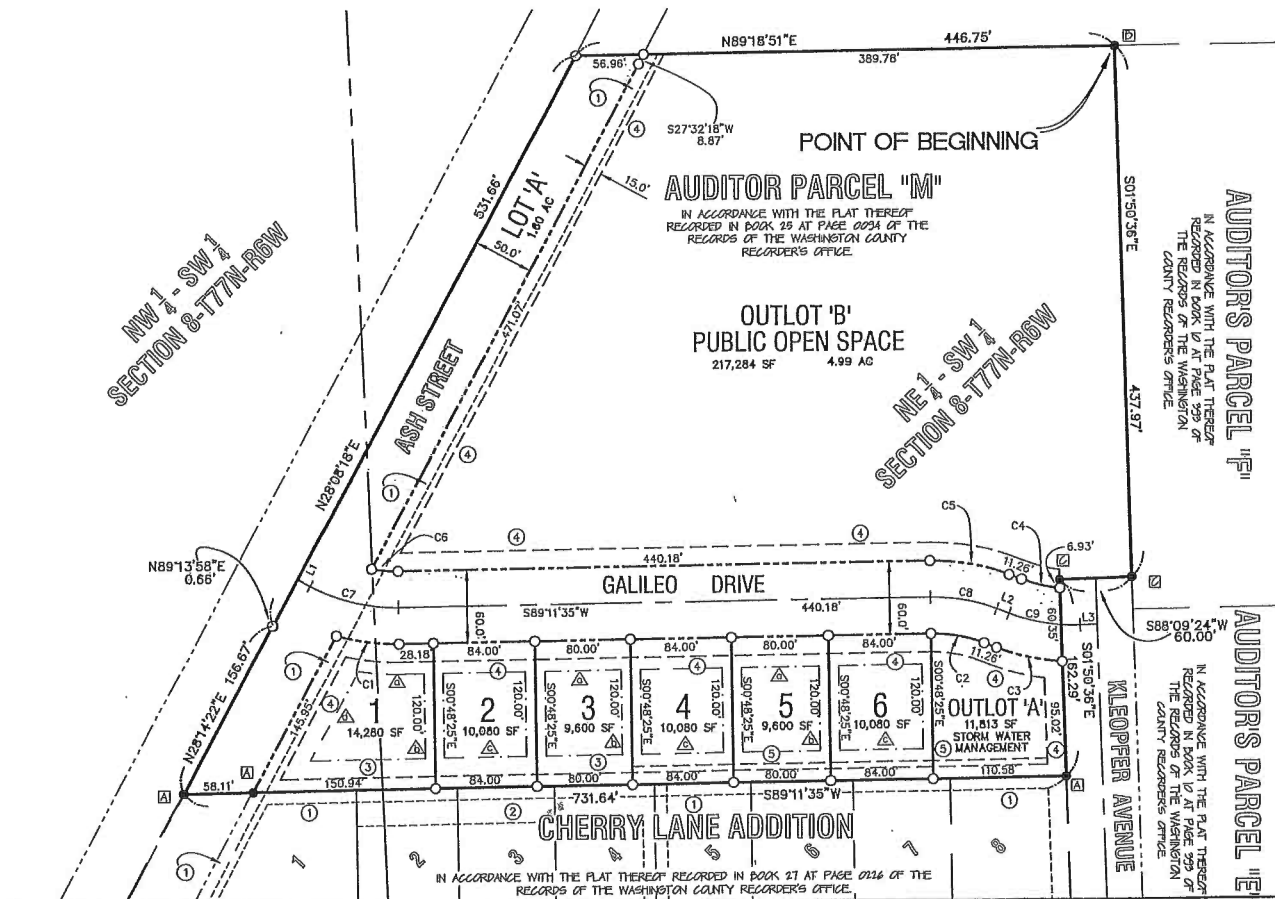
FOR COUNTY RECORDER'S USE



EASEMENT LABEL TABLE	
LABEL	DESCRIPTION
①	EXISTING 10.0' WIDE UTILITY EASEMENT
②	EXISTING 30.0' WIDE DRAINAGE EASEMENT
③	10.0' WIDE UTILITY EASEMENT
④	15.0' WIDE UTILITY EASEMENT
⑤	15.0' WIDE DRAINAGE EASEMENT

REQUIRED BUILDING SETBACK LABEL TABLE	
LABEL	DESCRIPTION
△	25.0 FOOT WIDE FRONT YARD SETBACK LINE (TYPICAL)
△	8.0 FOOT SIDE YARD SETBACK LINE (TYPICAL)
△	25.0 FOOT WIDE REAR YARD SETBACK LINE (TYPICAL)
△	25.0 CORNER LOT SIDE YARD SETBACK LINE (TYPICAL)

FOUND PROPERTY CORNER LABEL TABLE	
LABEL	DESCRIPTION
ⓐ	FOUND 5/8" REBAR W\ YELLOW PLASTIC LS CAP 8165
ⓑ	FOUND 5/8" REBAR RED PLASTIC LS CAP (ILLEGIBLE)
ⓒ	FOUND 5/8" REBAR W\ RED PLASTIC LS CAP 16546



**FINAL PLAT**  
**GALILEO DRIVE**  
**ADDITION**

A PORTION OF AUDITOR PARCEL "M" IN THE NORTHEAST QUARTER AND THE SOUTHWEST QUARTER AND THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 77 NORTH, RANGE 6 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, RIVERSIDE WASHINGTON COUNTY IOWA

**MMS CONSULTANTS, INC.**

Date: 08-23-2018

Designed by: GDM  
 Field Book No: 1705

Drawn by: RLW  
 Scale: 1"=100'

Checked by: GDM  
 Sheet No: 2

Project No: IC 2245-039  
 of: 2

08-27-18 PER GDM REVIEW - RLW

19

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 LAND SURVEYORS  
 LANDSCAPE ARCHITECTS  
 ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.  
 IOWA CITY, IOWA 52240  
 (319) 381-8282



COUNCIL PACKET

RESOLUTION #090418-03

RESOLUTION TO SET THE DATE FOR PUBLIC HEARING FOR THE NORTHERN HEIGHTS DEVELOPMENT AGREEMENT

WHEREAS, the City of Riverside, Iowa, will set the date to hold a public hearing on the acceptance of the Northern Heights Development Agreement, at the City Council meeting, on September 17<sup>th</sup>, which begins at 6:30 p.m., in the City Council Chambers located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

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

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

Roll Call Vote: Schneider, Sexton, Redlinger, Rodgers, \_\_\_\_\_

Ayes:

Nays:

Absent:

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

Attest : \_\_\_\_\_ Date: \_\_\_\_\_  
Becky LaRoche, City Clerk

# COUNCIL PACKET

PREPARED BY AND AFTER RECORDING RETURN TO: Douglas D. Wolfe, Wolfe Law Offices, 202 1st Street SW, Mount Vernon, IA 52314 (319)-895-8578

## DEVELOPMENT AGREEMENT NORTH GROWTH AREA POTENTIAL PROJECT TO THE CITY OF RIVERSIDE, WASHINGTON COUNTY, IOWA

In this Development Agreement, the City of Riverside, Iowa, who shall hereinafter be known as the "City", whose mailing address is \_\_\_\_\_ and Apex Development Group, L.L.C., who shall hereinafter be known as "Developer", whose address is PO Box 2297, Iowa City, Iowa 52244 state:

WHEREAS, the City is desirous to assist with annexation and subdivision approval for the phased residential development of approximately 28 acres of property the subject matter of a purchase agreement between Yeggy Roetlin Farms, LLC and Apex Development Group, LLC.

WHEREAS, Developer is intent on proceeding to subdivide the foregoing property in phases and be responsible for the construction of certain improvements pursuant to City specifications by contractor Apex Construction, Inc., in exchange for financial reimbursement to Developer on a progress basis;

WHEREAS, Developer and Developer's agents and representatives are familiar with the Riverside Code of Ordinances, and Developer acknowledges Developer's and Developer's agents' and representatives' responsibility to comply with all applicable City standards, specifications, and regulations as established by the Riverside Code of Ordinances;

WHEREAS, City is intent on the development of residential expansion of its community and in furtherance of such intent is prepared to financially promote such development through periodic payment and reimbursement of construction and infrastructure costs to Developer and Developer's agents and to such extent provide City services at its sole cost to the entrance of the foregoing property to be known as Northern Heights Subdivision, and

IN CONSIDERATION OF ONE DOLLAR AND OTHER VALUABLE CONSIDERATION, RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED, IT IS AGREED BY EACH OF THE UNDERSIGNED PARTIES AND/OR

## COUNCIL PACKET

THEIR DESIGNATED REPRESENTATIVES, as follows:

1. Design and Construction Costs. For purposes of this Agreement, any reference to "design and construction costs" shall be intended to refer to costs and improvements that include preliminary and final design engineering; construction phase engineering, including but not limited to staking, inspection and testing; street excavation, grading, base, under-drainage, and paving with curb; water main and service lines; sanitary sewers and service lines; storm sewers and retention and storm water management; catch basins, manholes; and street lighting, all as is required by and pursuant to City specifications.

2. Public Improvements. The Developer agrees to construct the public improvements in accordance with final plat for the Northern Heights Subdivision to Riverside, Washington County, Iowa and all relevant local land use regulation. Prior to constructing the public improvements, the Developer will submit copies of all engineering documents (the "Engineering Documents"), including the plans and specifications and timeline for construction, related to the proposed public improvements to the City. The City may request reasonable changes in such documents, to ensure compliance with any applicable ordinances or regulations.

The City shall retain all rights to inspect the public improvements for quality of work and full compliance with City Code. Inspection by the City shall be random during the construction stage of such public improvements and shall be undertaken when requested by Developer. Nothing in this subsection shall be interpreted as limiting the City's rights to not accept the work if the public improvements are not completed to the satisfaction of the City.

Upon completion of the public improvements, provided that (i) such improvements are of the type ordinarily dedicated to the City in connection with housing development projects; (ii) the City confirms to the Developer in writing that such completed improvements meet City requirements; and (iii) the City accepts such public improvements in accordance with State law, the Developer will provide the City with either a deed or permanent easement to the improvements and related right-of-way comprising the public improvements, which shall thereafter be owned and maintained by the City.

Furthermore, from time-to-time during the construction of the public improvements, the Developer agrees to submit pay requests to the City (each a "Pay Request") providing documentation of the costs then-incurred in the completion of the work. Such costs may include all infrastructure-related land acquisition costs, cost of designing and constructing the public improvements, landscaping and grading all land for public improvements, interest expense and other costs of financing, and other reasonably related costs of installing the public improvements.

Each Pay Request will be accompanied by invoices, and such other documentation as is reasonably requested by the City, confirming that the costs detailed in such documentation were in fact incurred in the installation of the public improvements and that such costs are of an amount reasonably to have been expected with respect to such installation.

2. Annexation. City agrees to proceed and undertake the annexation of the subject property sold by Yeggy Roetlin Farms, LLC and purchased by Apex Development, LLC to with which both Seller(s) and Buyer(s) have agreed to participate and consent to such annexation. Upon



## COUNCIL PACKET

completion of the required annexation Developer shall submit its preliminary plat for the first sixteen (16) lots, identified as Phase One, of the phased subdivision, along with all other submission of required information pursuant to the ordinance requirements of the City.

3. Financial Commitment of City. The City intends to fund infrastructure improvements for the expansion (in multiple phases) of the Northern Heights Subdivision through at least 2022 and thereafter and pay Developer an amount per linear foot of street, beginning with Phase One with an annual increase per foot equal to the Consumer Price Index adjustment. There will be not less than four (4) additional ten (10) lot phases for which the City intends to provide funding for each phase of infrastructure improvements. The number of lots and density of each lot in each phase may vary. Developer knows and understands each subdivision phase must contain at least \$5,000.00 (defined as county assessed valuation) of expected property valuation per foot of street (both sides, not each side). As part of defraying the costs associated with installing the Phase One infrastructure required of the Developer, the City agrees to cover the expense of the design and construction costs of concrete paving of Tupelo Blvd. to the entrance of the subdivision, as well as the design and construction cost of sanitary sewer, water, gas and electric utilities, cable and other improvements to such entrance as identified by MMS Engineers as the "North Growth Area Potential Project." With respect to the remainder of the Phase One infrastructure, the City agrees to cover a portion of the costs thereof as hereinafter set forth. The City's share of such costs shall be calculated at an amount equal to \$610.00 per linear foot of street installed in Phase One. The City's total payments under this Agreement shall not exceed the maximum aggregate amount of \$ 450,000.00 (the "Max Payments Amount").

Provided that a Pay Request is accompanied by adequate documentation, as described in Section 2 above, the City shall remit payment to the Developer within 30-days of the receipt thereof in an amount equal to the improvement costs detailed in the Pay Request, provided, however that no such payments shall be made after the aggregate amount of payments has reached the Max Payments Amount.

The cost and expense of a retention basin area as depicted on Concept A of Axiom consultants identified as Riverside North Growth Area is to be included in the Phase One infrastructure costs and is a portion of the calculated amount per linear foot of paved roadway and will be part of the said public improvements to be owned and maintained by the city as stated in paragraph 2 of this agreement.

4. Developer's Costs. The Developer shall be responsible for all costs associated with the survey and engineering of the plat process requirements of the City in addition to all required public improvements, as agreed to in a separate document for each phase, including but not limited to, erosion control, grading, any required open space, utility easements, maintenance bond, construction or building permits, certificate of occupancy and sidewalk. The Developer shall have no obligation for the cost and expense incurred for the engineer or its firm on behalf of the City or for any legal expense incurred by or on behalf of the City, except as herin set forth. The Developer shall acquire the land for design and build the retention basin depicted on Concept A of hbk engineering identified as Riverside North Growth Area.

The Developer hereby agrees to cover the legal fees and administrative costs incurred by the City in connection with the drafting, negotiation and authorization of this Agreement, including the prerequisite amendment to the urban renewal plan, up to an amount not in excess of \$7,000. The

## COUNCIL PACKET

Developer agrees to remit payment to the City within 30-days of the submission of reasonable documentation by the City to the Developer evidencing such costs.

5. Time for Completion. Completion of all such required phased improvements shall occur within that time frame allowed by the existing City of Riverside Subdivision Ordinance and approved by the City and the Developer. The Developer anticipates at least a three (3) year time period, if not sooner, from the City's approval of a Final Plat for each phase to certify for occupancy at least 75% of the lots in each phase. The City and Developer agree 75% of phased lots must be certified for occupancy prior to the start of the next phase.

6. Termination. Although the Developer anticipates the sale of at least 75% of the lots in each phase within a three (3) year time period from Final Plat approval, this agreement will not be subject to termination if such event fails to occur. If the Developer fails to complete the required infrastructure improvements within the period agreed to between the parties the City may terminate this Agreement upon sixty (60) days prior written notice to Developer of such failure without such required improvements thereafter being completed. If the City fails to make payment to the Developer as provided herein, the Developer may terminate this Agreement upon sixty (60) days prior written notice to City without such payments thereafter being made. Either party may not otherwise terminate this Agreement. Upon termination by either party, each are entitled to utilize any and all remedies or actions at law or in equity available to them, and the prevailing party shall be entitled to obtain judgment for costs and attorney fees.

7. Recording. This Agreement shall be fully executed by both parties, filed with the City Clerk, and if approved by resolution of the City Council, recorded at the Office of the Washington County, Iowa Recorder. The Developer shall provide a recorded copy of this Agreement and any related documents required by the City in a timely manner.

8. Waiver or Amendments. The action or inaction of the City or the Developer shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers must be in writing, signed by both parties and approved by written resolution of the City.

9. Successors and Assigns. This Agreement shall be a covenant running with the land and inure to the benefit of and be binding upon the parties, their successors and assigns. The Developer may not assign this Agreement or the obligations imposed by this Agreement without the written permission of the City, which consent will not be unreasonably withheld.

10. Notices to Developer. Notices mailed in conformance with this section

COUNCIL PACKET

shall be deemed properly given. Required notices to the Developer shall be in writing and hand delivered to either Steve Schmidt or Harvey Miller or mailed to the Developer by registered mail at the address above stated.

11. Notices to City. Notices mailed in conformance with this section shall be deemed properly given. Required notices to the City shall be in writing and hand delivered to the Mayor or mailed to the City by registered mail in care of the Mayor at the address above stated.

Signed and executed this \_\_\_\_\_ day of September, 2018.

APEX DEVELOPMENT GROUP, L.L.C.

By \_\_\_\_\_  
Steve Schmidt, MEMBER / MANAGER

Signed and executed this \_\_\_\_\_ day of September, 2018.

CITY OF RIVERSIDE, IOWA,

By \_\_\_\_\_  
Allen Schneider, MAYOR

Attest:

\_\_\_\_\_  
Becky LaRoche, CITY ADMINISTRATOR

COUNCIL PACKET

STATEOF IOWA )  
 ) ss:  
JOHNSON COUNTY )

This instrument was acknowledged before me on this \_\_\_\_\_ day of June, 2018 by Steve Schmidt, as Member/Manager of Apex Development Group, L.L.C.

\_\_\_\_\_  
Notary Public in and for said State

STATEOF IOWA )  
 ) ss:  
WASHINGTON COUNTY )

On this \_\_\_\_\_ day of June, 2018 before me, a Notary Public in and for the State of Iowa, personally appeared \_\_Allen Schneider\_\_\_\_\_ and \_Becky LaRoche\_\_\_\_, to me personally known, and who, being by me duly sworn, did say that they are the Mayor and the City Administrator of the City of Riverside, Iowa; and that the instrument was signed on behalf of the City of Riverside, by authority of its City Council, as contained in Ordinance No. \_\_\_\_\_, passed by Resolution of the City Council on the \_\_\_ day of June, 2018 and the said Mayor and City Administrator acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the City, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in and for said State

PREPARED BY AND AFTER RECORDING RETURN TO: Douglas D. Wolfe, Wolfe Law Offices, 202 1st Street SW, Mount Vernon, IA 52314 (319)-895-8578

DEVELOPMENT AGREEMENT  
NORTH GROWTH AREA POTENTIAL PROJECT  
TO THE CITY OF RIVERSIDE, WASHINGTON COUNTY, IOWA

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WHEREAS, Developer and Developer's agents and representatives are familiar with the Riverside Code of Ordinances, and Developer acknowledges Developer's and Developer's agents' and representatives' responsibility to comply with all applicable City standards, specifications, and regulations as established by the Riverside Code of Ordinances;

WHEREAS, City is intent on the development of residential expansion of its community and in furtherance of such intent is prepared to financially promote such development through periodic payment and reimbursement of construction and infrastructure costs to Developer and Developer's agents and to such extent provide City services at its sole cost to the entrance of the foregoing property to be known as Northern Heights Subdivision, and

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The Developer hereby agrees to cover the legal fees and administrative costs incurred by the City in connection with the drafting, negotiation and authorization of this Agreement, including the prerequisite amendment to the urban renewal plan, up to an amount not in excess of \$7,000. The Developer agrees to remit payment to the City within 30-days of the submission of reasonable documentation by the City to the Developer evidencing such costs.

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7. Recording. This Agreement shall be fully executed by both parties, filed with the City Clerk, and if approved by resolution of the City Council, recorded at the Office of the Washington County, Iowa Recorder. The Developer shall provide a recorded copy of this Agreement and any related documents required by the City in a timely manner.

8. Waiver or Amendments. The action or inaction of the City or the Developer shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers must be in writing, signed by both parties and approved by written resolution of the City.

9. Successors and Assigns. This Agreement shall be a covenant running with the land and inure to the benefit of and be binding upon the parties, their successors and assigns. The Developer may not assign this Agreement or the obligations imposed by this Agreement without the written permission of the City, which consent will not be unreasonably withheld.

10. Notices to Developer. Notices mailed in conformance with this section shall be deemed properly given. Required notices to the Developer shall be in writing and hand delivered to either Steve Schmidt or Harvey Miller or mailed to the Developer by registered mail at the address above stated.



11. Notices to City. Notices mailed in conformance with this section shall be deemed properly given. Required notices to the City shall be in writing and hand delivered to the Mayor or mailed to the City by registered mail in care of the Mayor at the address above stated.

Signed and executed this \_\_\_\_\_ day of September, 2018.

APEX DEVELOPMENT GROUP, L.L.C.

By \_\_\_\_\_  
Steve Schmidt, MEMBER / MANAGER

Signed and executed this \_\_\_\_\_ day of September, 2018.

CITY OF RIVERSIDE, IOWA,

By \_\_\_\_\_  
Allen Schneider, MAYOR

Attest:

\_\_\_\_\_  
Becky LaRoche, CITY ADMINISTRATOR

## COUNCIL PACKET

**Becky LaRoche**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Thursday, August 30, 2018 4:25 PM  
**To:** jlconstr@cloudburst9.net  
**Cc:** c.kuepker@mmsconsultants.net; becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com; b.mitchell@mmsconsultants.net  
**Subject:** Revised Sheet 18  
**Attachments:** 2245013GRD 18-REV083018.pdf

Attached are the revised grades for the alley around the intake with the revised intake grade.

Let me know if you have any questions.

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



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

**Scott Pottorff, P.E.**

*Project Manager*

Office: (319) 351-8282

Mobile: (319) 631-0365

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

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

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**LAND PLANNERS**  
**LAND SURVEYORS**  
**LANDSCAPE ARCHITECTS**  
**ENVIRONMENTAL SPECIALISTS**  
 100 WEST 10TH STREET  
 RIVERSIDE, IOWA 52576  
 (515) 281-5500  
 www.mmsconsultants.com

Date	Description
08/20/18	ADDITIONAL 41' SIDEWALK
08/20/18	REVISIONS
08/20/18	BTM
08/20/18	ITC #16
08/20/18	ITC #5

# COUNCIL PACKET

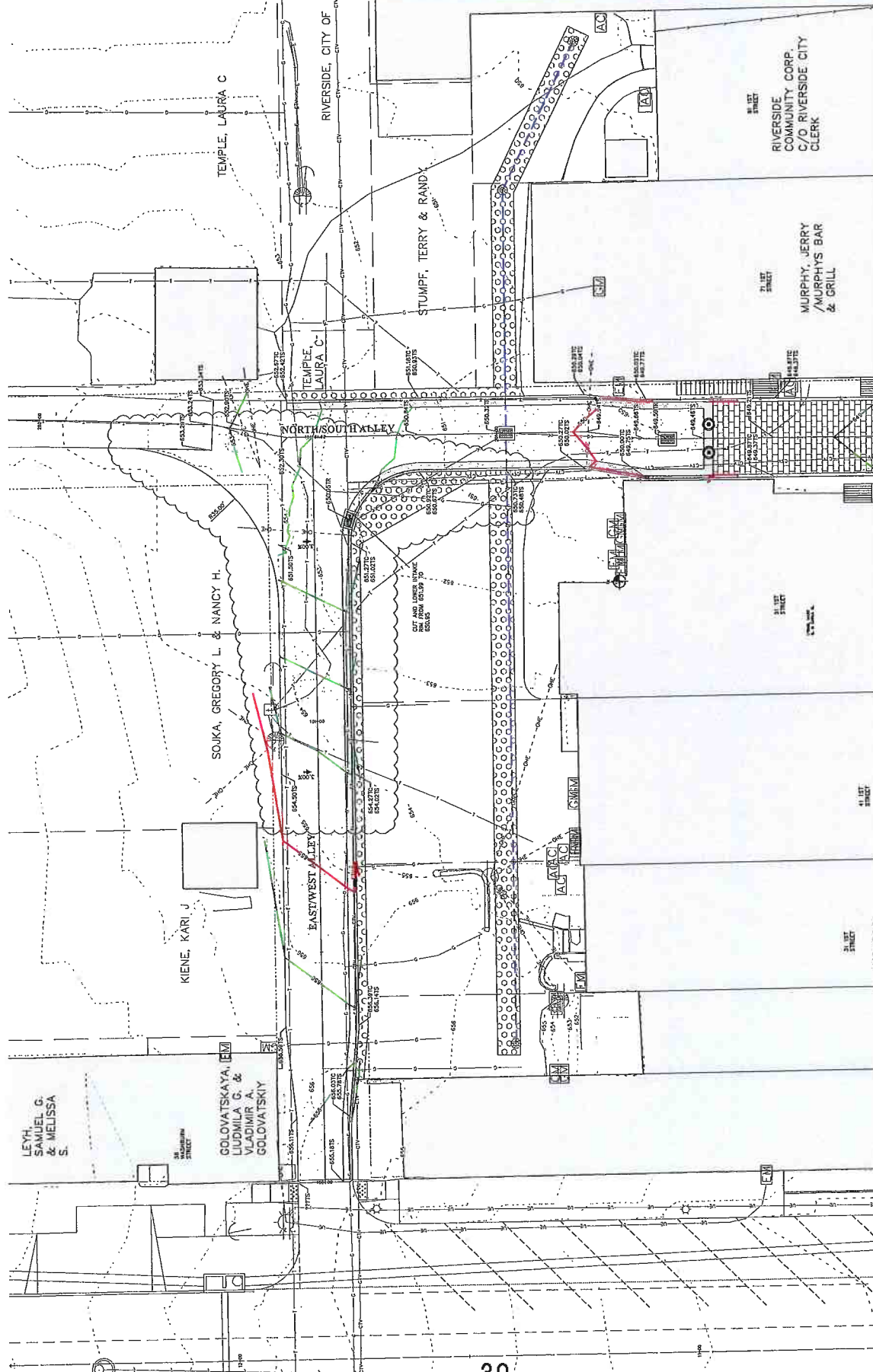
**GRADING  
 DETAIL:  
 ALLEY**

**2018 DOWNTOWN  
 STREETSCAPE  
 IMPROVEMENTS**

**RIVERSIDE  
 WASHINGTON COUNTY,  
 IOWA**

**MMS CONSULTANTS, INC.**

Drawn by:	BTM	Year:	2018
Checked by:	BTM	Scale:	1"=40'
Project No.:	2245013	Sheet No.:	18
		of	33



COUNCIL PACKET

RESOLUTION #090418-04

RESOLUTION APPROVING CHANGE ORDER #9 FOR J & L CONSTRUCTION, LLC FOR THE DOWNTOWN STREETScape IMPROVEMENTS PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this Change Order #9 in the amount of \$ 2,242.50.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #9 for replacement of lead water service at 51 W 1st Street in the Downtown Streetscape Project.

It was moved by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to approve the foregoing resolution on September 4th, 2018.

Roll Call: Redlinger, Schneider, Sexton, Rodgers, \_\_\_\_\_

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 4th day of September, 2018.

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

Attest: \_\_\_\_\_ Date \_\_\_\_\_  
Becky LaRoche, City Clerk



**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 30, 2018

2245-013

Downtown Streetscape Improvements Project  
Change Order #9

The following changes to the contract are requested to pay for replacement of the lead water service at 51 W 1<sup>st</sup> Street.

The attached pricing breakdown shows the cost for replacement of the lead water service. The changes required for this work are as follows:

**ADD**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Tunneling for Water Service	1 LUMP SUM	\$2,242.50	\$2,242.50
TOTAL ADDED			\$2,242.50

Change to the Contract

This change order would add the above item to the contract and increase the amount of the contract by \$2,242.50.

Reason for changes

Since this building does not have a basement, replacing the lead service required tunneling under the building to the rear of the building where the water service comes into the building. As noted on the attached, this cost is in addition to the unit price already established of \$737.73 for extending the water service into the building and connecting to existing inside the building.

Approved by:

\_\_\_\_\_  
J&L Construction, LLC

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

2245013changeorder9.docx

COUNCIL PACKET

**J & L CONSTRUCTION, LLC**

1971 Lexington Blvd.  
Washington, IA 52353  
Ph: (319) 653-3597  
Fax: (319) 653-2410  
Email: [jlconstr@cloudburst9.net](mailto:jlconstr@cloudburst9.net)



**PROPOSED CHANGE ORDER # 11**

To: City of Riverside  
60 N. Greene Street  
Riverside, IA 52327

Subcontractor: Carter & Associates, Inc.

Project: **2018 Downtown Streetscape Improvements  
City of Riverside, Iowa**

Re: **Additional costs for tunneling  
under salon bldg. to install  
new water service**

This proposed change order is to cover additional costs involved to perform tunneling under building to install new water service to salon building. (This expense is in addition to the charge of \$737.73 to extend water service into building and connect to existing service inside building as shown on Change Order #2.)

30	Manhours	Tunneling	@	\$65.00	=	\$ 1,950.00
	Overhead/Profit					<u>\$ 292.50</u>
						\$ 2,242.50

Dated: August 16, 2018

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

Submitted by:  
*Jay Peiffer*, Vice President  
J & L Construction, LLC  
Cell: (319) 530-0168

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

COUNCIL PACKET

RESOLUTION #090418-05

RESOLUTION APPROVING CHANGE ORDER #10 FOR J & L CONSTRUCTION, LLC FOR THE DOWNTOWN STREETScape IMPROVEMENTS PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this Change Order #10 in the amount of \$ 3,500.00.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #10 for lowering the intake in the alley behind 51 E 1st Street in the Downtown Streetscape Project.

It was moved by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to approve the foregoing resolution on September 4th, 2018.

Roll Call: Redlinger, Schneider, Sexton, Rodgers, \_\_\_\_\_

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 4th day of September, 2018.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk



**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 30, 2018

2245-013

Downtown Streetscape Improvements Project  
Change Order #10

The following changes to the contract are requested to pay for lowering the intake in the alley behind 51 E 1<sup>st</sup> Street.

The contractor offered a lump sum price for this work. The changes required for this work are as follows:

**ADD**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Lower Intake and Lower Alley Grade to Match Intake	1 LUMP SUM	\$3,500.00	\$3,500.00
TOTAL ADDED			\$3,500.00

Change to the Contract

This change order would add the above item to the contract and increase the amount of the contract by \$3,500.00.

Reason for changes

During easement discussions with the property owner at 51 E 1<sup>st</sup> Street, he raised concerns about the elevation of the alley and intake at the NE corner of his property. He expressed that he thought the intake should be lowered along with the alley. He agreed to give the City an easement if the City would lower the intake. Pricing includes cutting and lowering the rim of the intake, regrading the area around the intake, removing and replacing granular base material as required. No curb and gutter will be replaced but will match the new grades.

Approved by:

\_\_\_\_\_  
J&L Construction, LLC

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

2245013changeorder10.docx





Date: August 10, 2018

To: Riverside Council

From: Bill Stukey, Operator

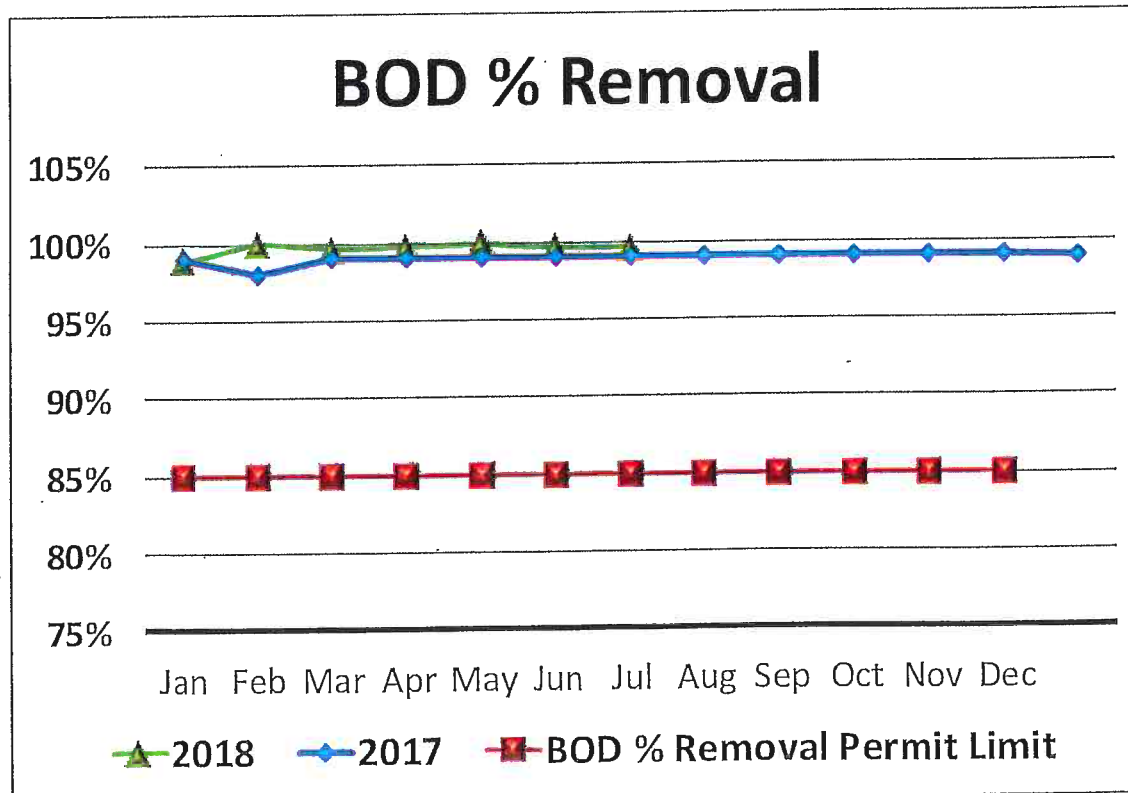
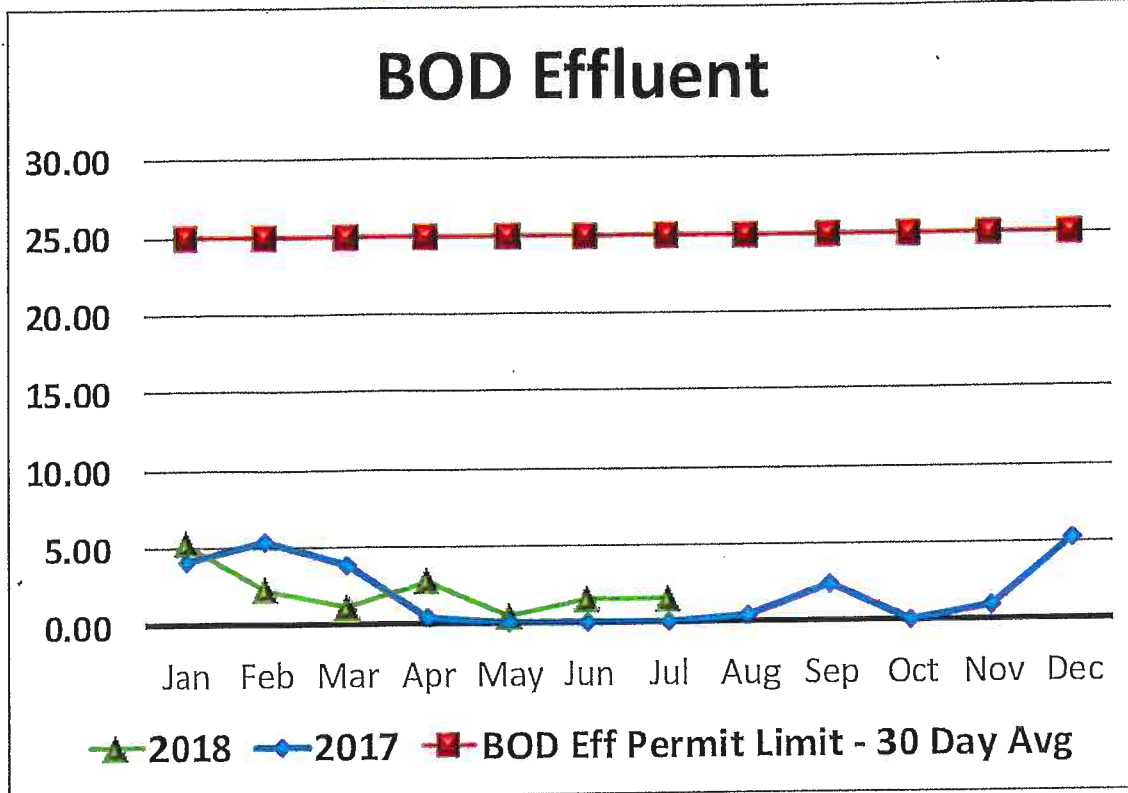
O & M Report: July 2018

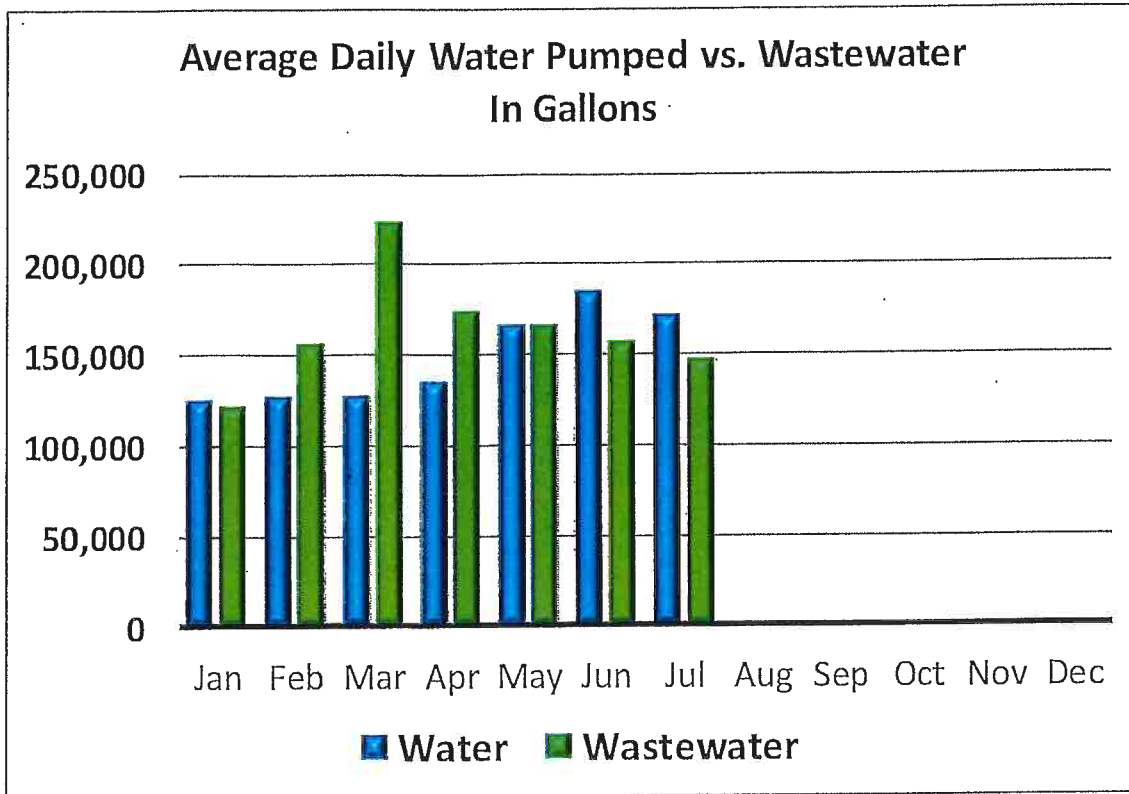
### Water Operation & Maintenance

- Eric and I replaced the east chlorine bulk tank. The old tank was degrading and was no longer suitable for chemical storage.
- We fixed 8 curb stops along Sycamore St. We cut out small sections of the sidewalk around the curb stops that were sticking up in the air causing trip hazards and lowered the existing curb stops before replacing the cement.
- I investigated a high-water bill for the VFW. After some inspections and talking to the staff, it appeared the leak was coming from a toilet that was constantly running.
- On 7-22-18 I arrived at the water plant for weekend rounds. The plant had just started running and I noticed water coming from the bag filter area of the plant. After further inspection it appears the glue joint for an 8" schedule 80 joint had failed and was spraying a large amount of water. I shut down the plant and called Eric to assist. We were able to make a new joint with parts we had on hand and had the plant fixed within a few hours.
- 26 locates for the month of July, all completed.

### Wastewater Operation & Maintenance

- We collected five E.coli samples from the effluent stream in accordance with our NPDES permit during the month of July, all samples came back with non-detect results.
- Eric and I dug up two hydrants at the wastewater plant that had been leaking for some time. The brass fittings at the bottom of the hydrants had corroded through causing the leaks. Both are now fixed and back in operation.





COUNCIL PACKET



		July-18	June-18	July-17
<b>Water</b>				
Total Monthly Pumped	gallons	5,335,000	5,551,000	6,293,000
Average Daily Pumped	gallons	172,100	185,030	203,000
Maximum Daily Pumped	gallons	265,000	189,000	536,000
Minimum Daily Pumped	gallons	106,000	47,000	0
<b>Chlorine</b>				
Chlorine - Total Avg Residual Plant	mg/L	1.57	1.40	1.39
Chlorine - Total Avg Residual System	mg/L	1.68	1.53	1.45
Chlorine - Recommended Residual System	mg/L	0.30	0.30	0.30
Chlorine used	lbs	204.50	176.00	212.00
<b>Iron</b>				
Iron - Avg Raw	mg/L	2.26	2.58	1.51
<b>Polyphosphate</b>				
Polyphosphate - Avg Residual	mg/L	1.28	1.33	1.43
Polyphosphate - Recommended Residual	mg/L	0.5 - 2.0	0.5 - 2.0	0.5 - 2.0
Polyphosphate used	lbs	17.00	16.50	16.00
<b>Water Loss</b>				
Water Billed	gallons	4,245,662	3,979,944	0
Water used in main breaks/hydrant flushing	gallons	50,000	70,000	0
Water used at city buildings	gallons	10,000	10,000	0
Loss	gallons	19%	27%	100%
<b>Wastewater</b>				
<b>BOD</b>				
BOD Influent Avg	mg/L	376	450	256
BOD Effluent Avg	mg/L	2	1.5	0
BOD Eff Permit Limit - 30 Day Avg	mg/L	25	25	25
BOD % Removal	%	99.60%	99.66%	99.00%
BOD % Removal Permit Limit	%	85%	85%	85%
<b>TSS</b>				
TSS Influent Avg	mg/L	270	364	312
TSS Effluent Avg	mg/L	1	1	2
TSS Effluent Permit Limit - 30 Day Avg	mg/L	30	30	30
TSS % Removal	%	99.60%	99.86%	99.36%
TSS % Removal Permit Limit	%	85%	85%	85%
<b>Nitrogen Ammonia</b>				
NA Effluent Avg	mg/L	0	0	0
NA Effluent Permit Limit - 30 Day Avg	mg/L	5	4	5
<b>Influent Flow</b>				
Total Monthly	gallons	4,569,900	4,712,200	5,943,900
Average Daily	gallons	147,416	157,073	191,738
Maximum Daily	gallons	328,800	304,800	348,700
Minimum Daily	gallons	114,900	108,300	142,800
Permit Limit - 30 Day Avg	gallons	444,000	444,000	444,000
Permit Limit - Daily Maximum	gallons	1,425,000	1,425,000	1,425,000

Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$25,117.00	\$495.00	2%	8%
Maintenance Budget	\$20,931.00	-\$3,524.41	-17%	8%
Total	\$46,048.00	-\$3,029.41	-7%	8%

**COUNCIL PACKET**



**RIVERSIDE--JULY '18**

**Water Plant Maintenance**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
7/12/18	Hawkins	Chemical Tank	\$450.50
7/22/18	First National Bank, VISA	Supplies	\$37.68
		<b>Total</b>	<b>\$488.18</b>

**Water System Maintenance**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
7/1/18	Core & Main (ACCR)		-\$4,050.00
7/22/18	First National Bank, VISA	Supplies	\$6.56
		<b>Total</b>	<b>(\$4,043.44)</b>

**Wastewater Plant Maintenance**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
7/22/18	First National Bank, VISA	Supplies	\$11.79
		<b>Total</b>	<b>\$11.79</b>

**Wastewater System Maintenance**

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
7/22/18	First National Bank, VISA	Supplies	\$19.06
		<b>Total</b>	<b>\$19.06</b>

Water Plant Maintenance	\$488.18
Water System Maintenance	(\$4,043.44)
WW Plant Maintenance	\$11.79
WW System Maintenance	\$19.06
Month Total	<u>(\$3,524.41)</u>
Annual Maintenance Budget	\$20,931.00
Total Maintenance Dollars Spent Year to Date	(\$3,524.41)
Percent Maintenance Budget Spent Year to Date	-17%

COUNCIL PACKET



RIVERSIDE - JULY '18

Water System Chemicals

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
7/12/18	Hawkins	Sodium Hypochlorite	\$495.00
		Total	\$495.00

Wastewater System Chemicals

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
		Total	\$0.00

Water System Chemicals	\$495.00
WW System Chemicals	\$0.00
Month Total	\$495.00

Annual Chemical Budget \$25,117.00

Total Chemical Dollars Spent Year to Date \$495.00

Percent Chemical Budget Spent Year to Date 2%

Maintenance Month Total	-\$3,524.41
Chemical Month Total	\$495.00
Month Total	-\$3,029.41

Annual Budget \$46,048.00

Total Spent Year to Date -\$3,029.41

Percent Budget Spent Year to Date -7%

# COUNCIL PACKET



## Completed Work Order List Report

Completed	Equipment Name	Task	WO#
7/3/2018	6310-HTR	PREVENTATIVE MAINTENANCE	15475
7/3/2018	6310-HIGH SERVICE PUMPS 1,2,3,4	MONTHLY PREVENTATIVE MAINTENANCE	15476
7/3/2018	6310-GEN	MONTHLY PREVENTATIVE MAINTENANCE	15477
7/3/2018	6310-DEH	MONTHLY PREVENTATIVE MAINTENANCE	15479
7/3/2018	6310-CARTRIDGE FILTERS 1,2,3	MONTHLY PREVENTATIVE MAINTENANCE	15480
7/3/2018	6310-BUG FILTER 1 & 2	MONTHLY PREVENTATIVE MAINTENANCE	15481
7/3/2018	5310-UV	MONTHLY PREVENTATIVE MAINTENANCE	15489
7/3/2018	5310-SCREEN	MONTHLY PREVENTATIVE MAINTENANCE	15490
7/3/2018	5310-SAMP-INF	MONTHLY PREVENTATIVE MAINTENANCE	15491
7/3/2018	5310-SAMP-EFF	MONTHLY PREVENTATIVE MAINTENANCE	15492
7/3/2018	5310-LS-MAIN	MONTHLY-PM	15495
7/3/2018	5310-LS-5	LS QRTLY PM	15493
7/3/2018	5310-GEN	MONTHLY PREVENTATIVE MAINTENANCE	15496
7/3/2018	5310-FE	MONTHLY PREVENTATIVE MAINTENANCE	15497
7/3/2018	5310-BLOWERS 1,2,3	MONTHLY PREVENTATIVE MAINTENANCE	15498
7/5/2018	5310-LS-5	MONTHLY-PM	15494
7/5/2018	5310-LS-4	LS QRTLY PM	15493
7/5/2018	5310-LS-4	MONTHLY-PM	15494
7/5/2018	5310-LS-3	MONTHLY-PM	15494
7/5/2018	5310-LS-2	LS QRTLY PM	15493
7/5/2018	5310-LS-2	MONTHLY-PM	15494
7/5/2018	5310-LS-1	LS QRTLY PM	15493
7/5/2018	5310-LS-1	MONTHLY-PM	15494
7/13/2018	6310-FE	MONTHLY PREVENTATIVE MAINTENANCE	15478
7/15/2018	5310-LS-3	LS QRTLY PM	15493

COUNCIL PACKET

#15

Becky LaRoche

From: Jacob Thorius <thorius@co.washington.ia.us>  
Sent: Wednesday, August 29, 2018 3:14 PM  
To: 'Becky LaRoche'  
Subject: RE: riverside w-61

Becky-

Good afternoon, hopefully things are drying out in Riverside. See below for my answers to your questions.

- 1) Since this is in the city limits, patching is your responsibility. In general, we would follow the Iowa DOT Specifications, [specification 2529 link](#), and the construction manual related to pcc patching ([link to this section](#)). SUDAS may also have guidelines for patching that cities are familiar with. It appears the problem is related to a weak subbase at this location. So, we would remove concrete the width of one lane in this location and would probably remove at least 2 feet longer on either side of the damaged area. Then we would see what the subgrade is like, most likely it will be soft/sloppy; so we would then probably over excavate about 1 foot of material and backfill that with modified subbase from the quarry. We would put back the same thickness of pavement to match what is there and we would use rebar as tie bars with the adjoining pavement.
- 2) This board has to stay up till the project is complete with all of the necessary paperwork. Since this will still be a while, we will have the contractor come put it back up. Thanks for letting us know it was knocked down. . .
- 3) We are aware of this bump and we are working on getting a grinder scheduled to use with our skid steer so we can grind down the bump on the south side of the bridge. I'm thinking it should be taken care of in the next couple of weeks.

Hopefully I have answered your questions. If you need anything else, please don't hesitate to ask.

Jacob Thorius, PE  
Washington County Engineer

JIL Const Est. \$2500.00

From: Becky LaRoche [mailto:becky@cityofriversideiowa.com]  
Sent: Wednesday, August 29, 2018 12:42 PM  
To: Washington County Engineer <engineer@co.washington.ia.us>  
Subject: riverside w-61

Good Afternoon Jaco

- 1) -Please see below, collapse of section of W-61 North of bridge.  
What is the procedure/specs for getting this repaired?
- 2) Permit board at W61 and River street was hit by last night's winds.  
Is this your board, or Pelling's? Can it be removed from City park?
- 3) Large lip/bump at south end of bridge. We have gotten several complaint for quite some time.  
We assumed it would be corrected with the project. How can we get this ground down level with road?

Becky LaRoche





COUNCIL PACKET

RESOLUTION #090418-06

RESOLUTION APPROVING THE STREET FINANCIAL REPORT FOR  
FISCAL YEAR ENDING JUNE 30, 2018

**Whereas**, the City of Riverside City Council has reviewed the FY 17-18 Street Financial Report for the City of Riverside as submitted by the City Clerk for the City of Riverside.

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the Street Financial Report for the fiscal year ending June 30, 2018 as prepared by the City Clerk for the City of Riverside, Iowa.

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

Roll Call: Schneider, Redlinger, Sexton, Rodgers, \_\_\_\_\_

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 4<sup>th</sup> day of September, 2018.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

# COUNCIL PACKET



Form 517007 {5-2018}  
Office of Local Systems  
Ames, IA 50010

City Name
RIVERSIDE
City Number
6495

## City Street Financial Report

Report Generated
8/28/2018 1:34 PM
Fiscal Year
2018
Sheet
1 of 8

### Cover Sheet

Now therefore let it be resolved that the city council           RIVERSIDE          , Iowa  
(City Name)

On           09/04/2018           did hereby approve and adopt the annual  
(month/day/year)

City Street Financial Report from July 1,           2017           to June 30,           2018            
(Year) (Year)

#### Contact Information

Name	E-mail Address	Street Address	city	ZIP Code
Becky LaRoche	becky@cityofriversideiowa.com	60 N Greene Street	Riverside	52327-0000
Hours	Phone	Extension	Phone(Alternative)	
8-4:30 Monday-Friday	319-648-3501		319-330-3091	

#### Preparer Information

Name	E-mail Address	Phone	Extension
BECKY LaROCHE	becky@cityofriversideiowa.com	319-648-3501	

#### Mayor Information

Name	E-mail Address	Street Address	city	ZIP Code
Allen Schneider	mayor@cityofriversideiowa.com	60 N Greene Street	Riverside	52327-0000
Phone	Extension			
319-330-2102				

Resolution Number

          09041800           *RC OB*

          Allen Schneider            
Signature Mayor

          Becky LaRoche            
Signature City Clerk

# COUNCIL PACKET



Form 517007 {5-2018}  
Office of Local Systems  
Ames, IA 50010

<b>City Name</b>
RIVERSIDE
<b>City Number</b>
6493

## City Street Financial Report

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Fiscal Year
2018
Sheet
2 of 8

### Summary Statement Sheet

Column 1    Column 2    Column 3    Column 4  
Road use    Other Street    Street Debt    Totals  
Tax Fund    Monies

Round Figures to Nearest Dollars

Column 1    Column 2    Column 3    Column 4  
Road use    Other Street    Street Debt    Totals  
Tax Fund    Monies

Round Figures to Nearest Dollars

<b>A. BEGINNING BALANCE</b>				
	Column 1	Column 2	Column 3	Column 4
	Road use	Other Street	Street Debt	Totals
	Tax Fund	Monies		
1. July 1 Balance	\$367,783	\$6,533	\$0	\$374,316
2. Adjustments (Note on Explanation Sheet)	\$0	\$0	\$0	\$0
3. Adjusted Balance	\$367,783	\$6,533	\$0	\$374,316
<b>B. REVENUES</b>				
	Column 1	Column 2	Column 3	Column 4
	Road use	Other Street	Street Debt	Totals
	Tax Fund	Monies		
1. Road Use Tax	\$126,697			\$126,697
2. Property Taxes		\$99,020	\$0	\$99,020
3. Special Assessments		\$0	\$0	\$0
4. Miscellaneous		\$0	\$0	\$0
5. Proceeds from Bonds, Notes, and Loans		\$0	\$0	\$0
6. Interest Earned		\$0	\$0	\$0
7. Total Revenues (Lines B1 thru B6)	\$126,697	\$99,020	\$0	\$225,717
C. Total Funds Available (Line A3 + Line B7)	\$494,480	\$105,553	\$0	\$600,033

<b>EXPENSES</b>				
	Column 1	Column 2	Column 3	Column 4
	Road use	Other Street	Street Debt	Totals
	Tax Fund	Monies		
<b>D. Maintenance</b>				
1. RoadWay Maintenance	\$65,598	\$84,879	\$0	\$150,477
2. Snow and Ice Removal	\$1,810	\$0	\$0	\$1,810
<b>E. Construction, Reconstruction and Improvements</b>				
1. Engineering	\$0	\$0	\$0	\$0
2. Right of Way Purchased	\$0	\$0	\$0	\$0
3. Street/Bridge Construction	\$228,000	\$0	\$0	\$228,000
4. Traffic Services	\$0	\$0	\$0	\$0
F. Administration	\$0	\$0	\$0	\$0
G. Equipment	\$0	\$0	\$0	\$0
H. Miscellaneous		\$0	\$0	\$0
<b>J. street Debt</b>				
1. Bonds, Notes and Loans -Principal Paid	\$0	\$0	\$0	\$205,000
2. Bonds, Notes and Loans - Interest Paid	\$0	\$0	\$0	\$21,300
<b>TOTALS</b>				
K. Total Expenses (Lines D thru J)	\$295,408	\$84,879	\$0	\$380,287
L. Ending Balance (Line C-K)	\$199,072	\$20,674	\$0	\$219,746
M. Total Funds Accounted For (K + L = C)	\$494,480	\$105,553	\$0	\$600,033

# COUNCIL PACKET

**IOWADOT**  
 Form 517007 {5-2018}  
 Office of Local Systems  
 Ames, IA 50010

City Name
RIVERSIDE
City Number
6495

## City Street Financial Report

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2018
Sheet
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### Bonds, Notes and Loans Sheet

New Bond ?	Debt Type	Debt Purpose	DOT Use Only	Issue Date	Issue Amount	% Related to Street	Year Due	Principal Balance as of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance as of 6/30
<input type="checkbox"/>	General Obligation	Street Improvements	101	06/15/2016	\$1,265,000	100	2022	\$1,065,000	\$205,000	\$21,300	\$205,000	\$21,300	\$860,000
New Bond Totals					\$0	\$0	Totals	\$1,065,000	\$205,000	\$21,300	\$205,000	\$21,300	\$860,000

# COUNCIL PACKET



Form 517007 {5-2018}  
Office of Local Systems  
Ames, IA 50010

City Name
RIVERSIDE
City Number
6495

## City Street Financial Report

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### Project Final Costs Sheet

For construction, reconstruction, and improvement projects with costs equal to or greater than 90% of the bid threshold in effect as the beginning of the fiscal year.

[Check here if there are no entities for this year](#)

### Project Final Costs Sheet (Section A)

1. Project Number	2. Estimated Cost	3. Project Type	4. Public Letting?	5. Location/Project Description (limits, length, size of structure)
6782	\$1,069,353	RDWY	Yes	ELLA STREET SPINE
6781	\$1,312,864	RDWY	Yes	WASHBURN AND 2ND STREET PAVING PROJECT

### Project Final Costs Sheet (Section B)

1. Project Number	6. Contractor Name	7. Contract Price	8. Additions/ Deductions	9. Labor	10. Equipment	11. Materials	12. Overhead	13. Total
6782	CORNERSTONE EXCAVATING	\$1,108,056	\$90,370	\$0	\$0	\$0	\$0	\$1,198,426
6781	DAVE SCHMITT CON.	\$1,322,934	\$84,978	\$0	\$0	\$0	\$0	\$1,407,912

# COUNCIL PACKET

**IOWADOT**  
 Form 517007 {5-2018}  
 Office of Local Systems  
 Ames, IA 50010

## City Street Financial Report

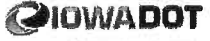
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Fiscal Year
2018
Sheet
6 of 8

City Name
RIVERSIDE
City Number
6495

### Road/Street Equipment Inventory Sheet

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost	/Unit	6. Rental Cost	/Unit	7. Used On Project this FY?	8. Status
	2008	Chevy 1 Ton Truck	\$40,000	\$0		\$0		No	NOCH
	2008	Case Skid Loader	\$17,900	\$0		\$0		No	NOCH
	2000	Case Tractor	\$20,000	\$0		\$0		No	NA
	1994	Case Loader	\$12,500	\$0		\$0		No	NOCH
	2017	Chevy Silverado 1 ton	\$55,000	\$0		\$0		Yes	NOCH
	2006	Chevy Silverado 1 ton	\$15,000	\$0		\$0		Yes	NOCH
	1971	Chevy Fire Truck to Brine Streets	\$2,000	\$0		\$0		Yes	NOCH
	1990	GMC SIDE KICK TRUCK	\$15,508	\$0		\$0		Yes	NOCH
	2004	SIMPLICITY BRUSH SWEEPER	\$5,000	\$0		\$0		Yes	NOCH

COUNCIL PACKET



Form 517007 {5-2018}  
Office of Local Systems  
Ames, IA 50010

City Name
RIVERSIDE
City Number
6495

City Street Financial Report

Report Generated
8/28/2018 1:34 PM
Fiscal Year
2018
Sheet
7 of 8

Explanation Sheet

Comments

E. 3 / TRANSFER \$228,000 FROM ROAD USE TO CAPITAL IMPROVEMENT PROJECTS.



# COUNCIL PACKET



Form 517007 {5-2018}  
Office of Local Systems  
Ames, IA 50010

City Name
RIVERSIDE
City Number
6495

## City Street Financial Report

Report Generated
8/28/2018 1:34 PM
Fiscal Year
2018
Sheet
8 of 8

### Monthly Payment Sheet

Month	Road Use tax Payments
July	\$12,865.09
August	\$13,296.08
September	\$12,982.67
October	\$8,535.49
November	\$11,469.60
December	\$9,945.67
January	\$8,283.93
February	\$13,960.08
March	\$8,843.42
April	\$4,829.30
May	\$11,927.40
June	\$9,758.30
<b>Totals</b>	<b>\$126,697.03</b>

## COUNCIL PACKET

**Becky LaRoche**

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**From:** Cavazos, Mark <Mark.Cavazos@tylertech.com>  
**Sent:** Tuesday, July 17, 2018 4:35 PM  
**To:** becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com  
**Subject:** Riverside, IA - Incode Upgrade  
**Attachments:** Incode Upgrade FAQ.pdf

Good afternoon,

You are receiving this email today because according to our records you are still running an older version of the Incode software. Our latest version of Incode is 9.01 release 2018.2.

Tyler Technologies is currently working to get all Incode 8 customers upgraded to 9.01 by the end of the year. We have included an attachment for the FAQs of upgrading Incode, which should answer many of the questions you may have about the software upgrade.

Here shortly a Deployment Engineer will reach out to you to schedule an upgrade, and answer any questions you may have.

### Ready to upgrade now? How to Schedule a Software Upgrade:

1. You can find our server requirements online by visiting [Tyler Check Site](#) and use any valid email address for the username and Tyler for the password. Choose the product you currently have and then choose View System Requirements
2. Customers can schedule upgrades themselves using our [online scheduling site called Acuity](#). This site allows you to see what days and times are available. There is also an FAQ section on that site that addresses upgrade and hardware concerns
3. If a server migration is needed with an upgrade, then a CRM case will need to be created for the LGD Technical Services Deployment Team [Online Community Login](#) or call 800-646-2633 to create the CRM case.

**Mark Cavazos**  
Deployment Engineer  
Tyler Technologies, Inc.

P: 800.646.2633

[www.tylertech.com](http://www.tylertech.com)



Empowering people who serve the public™

## COUNCIL PACKET

**Becky LaRoche**

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**From:** Kendall A. Sinn <kendall.sinn@kctc.net>  
**Sent:** Friday, August 31, 2018 11:31 AM  
**To:** Becky LaRoche  
**Subject:** RE: riverside  
**Attachments:** new server no exchange.pdf; refurb server no exchange.pdf

Good morning Becky attached you will find a quote for a new server with a full 3 year warranty and also a quote for a refurbished server that has a 90 day warranty. I would personally go with the new server because of the warranty . Please let us know if there is anything else we can help with.



**Kendall Sinn**                      **Computer Tech**  
Voice: 319-656-3668              Fax: 319-656-4484  
510 B Ave • PO Box 1208 • Kalona, IA 52247  
KALONA COOPERATIVE TECHNOLOGY COMPANY  
Providing world class technology services ~ with a hometown touch  
  Find us Online!



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**From:** Becky LaRoche [<mailto:becky@cityofriversideiowa.com>]  
**Sent:** Friday, August 31, 2018 10:21 AM  
**To:** Kendall A. Sinn <[kendall.sinn@kctc.net](mailto:kendall.sinn@kctc.net)>  
**Subject:** riverside

I am putting the new system on the agenda for a vote on Tuesday 9-4-18.  
I have a stack of e-mails and quotes since we started this.  
Can you send me a quote summary of my options and what they include?  
It needs to be "simple" for council to understand.  
Please include your opinion on what would be best for us, and the time line for installation.

Sorry for short notice, but I need to print at 1:00 pm today.

You're the BEST!

*Becky LaRoche*

City Clerk  
City of Riverside  
P.O. Box 188  
Riverside, IA 52327  
Office 319-648-3501  
Cell 319-330-3091  
[becky@cityofriversideiowa.com](mailto:becky@cityofriversideiowa.com)

**COUNCIL PACKET**

Technology Services Of Iowa, LLC  
 PO Box 1208  
 Kalona, IA 52247  
 (319)656-8324  
 (319)656-3311 Fax

**Sales Quote**

<b>Customer Number</b>	<b>Date</b>	<b>Quote Number</b>
CUST-2652	8/16/2018	QO-1613

**Bill To:**

City Of Riverside  
 PO Box 188  
 Riverside, IA 52327

**Ship To:**

City Of Riverside  
 PO Box 188  
 Riverside, IA 52327

**Ship Via**

UPS Ground

**Terms**

Net 30

**Sales Rep**

Description	Quantity	Sales Price	Total
Configure Server And Installation	30.00	95.00	2,850.00
Windows Server 2012 R2 Standard License	1.00	549.99	549.99
Hewlett-Packard 461137-B21 1TB 7.2K 3G 3.5IN SAS HD	5.00	250.00	1,250.00
HPE ProLiant DL380 Gen9 Server - 2U Rack-mountable, 2-Way, 2 X Xeon E5-2670V3 Deca-Core 2.3GHz Processor, 64GB RAM, SAS, 2.5" Hot-swap, No HDD, Matrox G200eH2 Graphics, 10 GigE - 784655-S01	1.00	8,015.99	8,015.99

*This estimate is good for 15 days from the date of estimate.*

*If bid is accepted, please sign and date.*

**Valid Until**

9/14/2018

Signature

Date

Subtotal:	12,665.98
Freight:	0.00
Total Tax:	0.00
<b>Total:</b>	<b>12,665.98</b>

**COUNCIL PACKET**

Technology Services Of Iowa, LLC  
 PO Box 1208  
 Kalona, IA 52247  
 (319)656-8324  
 (319)656-3311 Fax

**Sales Quote**

Customer Number	Date	Quote Number
CUST-2652	5/3/2018	QO-1541

**Bill To:**

City Of Riverside  
 PO Box 188  
 Riverside, IA 52327

**Ship To:**

City Of Riverside  
 PO Box 188  
 Riverside, IA 52327

**Ship Via**

UPS Ground

**Terms**

Net 30

**Sales Rep**

Description	Quantity	Sales Price	Total
Hp Proliant D1360 G7 4x Sff Refurbished Server	1.00	869.99	869.99
Setup Configure And Install Server	30.00	95.00	2,850.00
Microsoft Windows Server 2012 R2 Essentials 64B 1-2CPU	1.00	549.99	549.99

*This estimate is good for 15 days  
 from the date of estimate.*

*If bid is accepted, please sign and date.*

**Valid Until**

9/14/2018

Signature

Date

Subtotal:	4,269.98
Freight:	0.00
Total Tax:	0.00
<b>Total:</b>	<b>4,269.98</b>



COURT REPORT

#19

57

## City of Riverside – skid loader tires quotes 8/31/18

B&B Auto	HD 2000 8 ply	\$732.12
B&B Auto	Titan 8 ply (2xtread)	\$1040.00
Reliable Tire	HD 2000 8 ply	\$902.56
Schnoebelen Inc.	Titan HD 2000 8-ply	\$948.00
Schnoebelen Inc.	Power King HD -10 ply	\$660.00

Tires rated for 600 hours



# IOWA

MUNICIPAL BENEFITS PLAN

23b

## List of Current Cities

- Allison
- Atkins
- Burt
- Camanche
- Carter Lake
- Decorah
- Delhi
- Dike
- Floyd
- Ft. Atkinson
- Grand Mound
- Greene
- Harpers Ferry
- Hazelton
- Hopkinton
- Lawton
- Maynard
- Monona
- Nashua
- New Albin
- Nora Springs
- Ossian
- Postville
- Riceville
- Rockford
- Sigourney
- Springville
- Titonka
- Winneshiek County





**The power of small towns combined**

### **Use the Power in Numbers to Receive Better Insurance Benefits**

The **Iowa Municipal Benefits Plan** is an innovative offering designed to help small cities provide a benefits package to their employees that compares with what larger municipalities and private organizations offer.

As a member of the **Iowa Municipal Benefits Plan**, you will be able to offer your employees a comprehensive suite of insurance benefits, which include:

- Group Dental Insurance
- Group Vision Insurance
- City-Provided Group Life Insurance
- Employee-Paid Supplemental Life Insurance
- Short-Term Disability Coverage
- Long-Term Disability Coverage
- Employee Assistance Program

This program gives you tools designed to bring more value to small cities who currently offer a group health plan to its employees. Some of these valuable service enhancements include:

- Plan Design Analysis
- Health Plan Compliance Assistance
- Human Resource Consulting
- Affordable Care Act Guidance
- Employee Claims Assistance Hotline
- Flexible Spending Account Plan Administration

These value-added services are included at no cost to you upon joining this program.

The **Iowa Municipal Benefits Plan** was developed by a team of experienced insurance agents from across Iowa who are excited to provide you with more information. One of our agents, Eric Willis, will be in contact with you soon to answer questions you have. Feel free to call our offices and speak with our program administrator Kandi Nissen at 855-284-7955 or visit our website at [iowamunibenefits.com](http://iowamunibenefits.com).



**The power of small towns combined**

### Frequently Asked Questions

**Q – Our city already has health insurance and we do not want to change. Is this beneficial for us?**

A – Yes! Most cities are part of a “small group pool” with their current carrier, not maximizing their benefits or potential savings. Our goal is to give you access to a bigger “pool” for those other benefits, to give you the opportunity to offer benefits you could not before.

**Q – We already offer many of these benefits. Can you still help us?**

A – We expect to be able to. We are bundling groups together to achieve better pricing by having more participants and spreading the risk. We would be happy to give you a comparison to see if we can help you save expense or offer more benefits for the same money you are currently spending.

**Q – Our employees are currently covered by individual health insurance plans. Can we still use your program?**

A – Yes. It would be smart to discuss options. The group health insurance market is currently priced below the individual market. It may be beneficial to your employees for you to offer a group plan (so their rates would be less expensive). It may also create savings for you because of the pre-tax nature of group plans.

**Q – We already have life & disability insurance. Will you still be able to help us?**

A – We expect to be able to provide a better benefit at a lesser cost by combining groups into one pool. It is difficult for employers with just a few employees to access some benefits without medical underwriting or higher costs. The reason for an association is to combine and save, as well as access benefits that are difficult for small groups to offer.

**Q – We have heard of other association plans for counties/hospitals/banks. Is this like those?**

A – It is the same concept, where like-minded employers in the same industry and with similar needs, get together to gain access to more products at better rates.

**Q – Why hasn't this been done before?**

A – With the changes caused by health care reform in the past few years to groups with under 50 employees, new opportunities exist. It is now possible to have lessened risk with enhanced benefits at a lower cost. We feel strongly that Iowa Municipal Benefits Plan will be able to provide more options and lower prices, catering specifically to small cities.

**Q – How do I learn more about the program?**

A – Call our office at 855-284-7955 and ask for Kandi or Eric. We have currently endorsed five offices throughout Iowa with agents who have been trained on our offerings and are ready to assist you. We look forward to hearing from you and helping you become an employer of choice in your community.



23c.

## Fall Conference 2018: October 17-19

(Yes, the postcard said spring. Whoops!)

### Holiday Inn Des Moines Airport

6111 Fleur Drive | Des Moines, IA 50321

(800) 248-4013

Rooms: \$90 single | \$100 double

Registration is now available.

Agenda

Menus

Vendor Booths

Registered Attendees

Event Policies

IMFOA By The Numbers

## FALL 2018 IMFOA CONFERENCE HIGHLIGHTS

### OCTOBER 17-19, 2018

#### Wednesday, October 17

##### 9:00 a.m. - 3:30 p.m. - Athenian Leadership Dialogue: Hidden Figures

IMFOA will again be hosting an Athenian Leadership Dialogue in conjunction with the conference. The dialogue will be held on Wednesday, October 17, 9:00 a.m. – 3:30 p.m. The book selection is Hidden Figures: The American Dream and the Untold Story of the Black Women Mathematicians Who Helped Win the Space Race, by Margot Lee Shetterly, and it will be facilitated by Ellen Freeman-Wakefield, Nebraska Institute Director, University of Nebraska-Omaha. Hidden Figures follows the interwoven accounts of Dorothy Vaughan, Mary Jackson, Katherine Johnson, and Christine Darden, four African American women who participated in some of NASA’s greatest successes. It chronicles their careers over nearly three decades as they faced

challenges, forged alliances, and used their intellects to change their own lives - and their country's future. The dialogue is eligible for IMFOA and IIMC education credits. Separate registration materials are available on the website at [www.imfoa.org](http://www.imfoa.org).

**4:30 – 7:00 p.m. – Welcome Reception – Fall Frolic**

We look forward to seeing you at the welcome reception in the Ballroom. Join in celebrating the season of Fall! A great opportunity to share with your peers, network with the vendors, (they are the "pick of the patch"), and enjoy some light refreshments too! Play the Vendor Scavenger Hunt game for a chance to win a gift basket and gift cards! Vendor booths will also be open on Thursday from 10:00 a.m. to 12:45 p.m.

**Thursday, October 18**

**9:00 a.m. – Welcome by President Ondrea Elmquist**

**9:15 – 10:00 a.m. – IPERS Update**

IPERS CEO Donna M. Mueller will talk about key funding measurements, recent actuarial assumption updates, a rule change regarding bona fide retirements, system administration software upgrade and more.

**10:00 – 10:30 a.m. – Break with vendors**

**10:30 – 11:15 a.m. – Making Improvements to Your Downtown**

Tips & Tricks: How the little things can be "big" improvements in your downtown. Jim Engle, Director of the Iowa Downtown Resource Center at the Iowa Economic Development Authority, will show before and after photos from cities and offer suggestions and tips for improving your downtown. He will also discuss the programs the Downtown Resource Center offers.

**11:15 a.m. – 12:00 p.m. – Alcoholic Beverages Division**

Jake Holmes, Education & Outreach; Jason Hohn, Lead Licensing Clerk Specialist; and Karen Freund, Administrative Actions will review an application in its entirety to provide an understanding of what the Alcoholic Beverages Division does during the review process. They will also inform you as to what local authorities should do

during their review process and show where resources are available on the ABD website and discuss denials and suspensions.

**12:00 - 1:00 p.m. - Lunch with Vendors**

**1:00 – 1:30 p.m. – Resource Center**

Representatives from the state agencies and organizations that provide services to cities will be available for any questions you may have. You will be able to visit with as many resource people as you choose.

**1:30 – 3:00 p.m. – Ethics**

Presenting this session will be Michael A. Gillette of Bioethical Services of Virginia, Inc., Lynchburg, Virginia. This highly interactive, case-based discussion will consider a series of ethical issues that are associated with the provision of services in the public sector. We will begin by examining a pragmatic approach to careful ethical analysis and then move on to a discussion of issues of specific interest to those working in local government. Topics may include organizational and leadership ethics, managing conflicting expectations from elected officials, staff members, citizens and other stake holders, maintaining appropriate professional boundaries, and the ethical management of resources in an environment of scarcity. Case studies will be drawn from all departments and areas of public service.

**3:00 – 3:15 p.m. – Break**

**3:15 – 4:30 p.m. – Ethics - continued**

**4:30 p.m. – Door Prizes**

**6:00 – 7:00 p.m. – Friendship Hour**

Enjoy a cocktail before dinner with your colleagues.

**7:00 – 8:30 p.m. – Banquet**

**8:30 – 9:30 p.m. – Entertainment will be provided by comedian Greg Hahn**

[Check out this YouTube video of Greg Hahn.](#) We think you'll want to join us!

**Friday, October 19****8:00 – 9:00 a.m. – Nuts & Bolts of Nuisance Abatement.**

This session to be presented by Mickey Shields, Assistant Director of Membership Services for the Iowa League of Cities, will focus on the basics of nuisance abatement to help refine your processes. Discussion will include best practices for city nuisance codes, how to fairly and consistently conduct enforcement, abatement processes, and collecting costs from property owners.

**9:00 – 10:00 a.m. – Ask the Experts**

Come with questions to ask this expert panel: Iowa State University Extension Program Specialist Cindy Kendall; Larry Burger and Maggie Burger with Speer Financial, Inc.; and Pat Callahan with Callahan Municipal Consultants, LLC.

**10:00 – 10:15 a.m. - Break****10:15 – 11:30 a.m. – Transfers, Debt Service, & Administrative Code**

During this session, Ted Nellesen, Senior Fiscal and Policy Analyst - Local Government Budgets - Iowa Department of Management, will present information on properly budgeting, approving, and performing transfers between funds. Also to be discussed during this session will be using the Administrative Rules Code in connection with budgeting and transfers. Topics related to the issuing and paying of various forms of debt will be presented as well.

Door Prizes

