

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA**  
**RIVERSIDE CITY HALL COUNCIL CHAMBERS**  
**60 N GREENE STREET**  
REGULAR MEETING  
Monday, November 19, 2018

**6:00 WORK SESSION – St. Mary's / HWY 22 street project**

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 2018-11-05
  - b. Expenditures for 2018-11-18
4. Committee reports
  - a. RVFD monthly report – October **pg. 9**
5. **Public forum.** 3 minutes per person. See guidelines for public comments at the Clerk's table.
6. Riverside Soccer – Jennifer Mize **pg. 9**
7. Parking on 1182 Commercial Drive – Kelly Wood **pg. 13**
8. 3rd reading: Rezoning request for 111 Knisel Street – Ordinance #101518-01 **pg.14**
9. Easement for (Ellen Hall address) – Resolution 111918-01 **pg.17**
10. MMS Consultants report
  - a. Downtown streetscape project update
    - i. Pay Request #8 – Resolution 111918-02 **pg. 25**
  - b. Galileo Drive project update
    - i. Final acceptance – Resolution 111918-03 **pg.30**
  - c. Hwy 22 project update
    - i. Iowa DOT Title VI assurances **pg.36**
    - ii. Iowa DOT Title VI agreement – Resolution 111918-04 **pg.42**
  - d. Tupelo Blvd project
  - e. Northern Heights development project – Roetlin Annexation Request **pg.60**
11. Consideration of applications for Community Catalyst grant program **pg.63**
12. 2019 Health and Dental insurance – Resolution 111918-05 **pg.68**
13. PeopleService monthly report – October **pg.72**

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

14. Review of City Council priority surveys **pg. 80**
15. FY 2017-2018 Annual Financial Report – Resolution 111918-06 **pg. 82**
16. FY 2017-2018 Annual Urban Renewal Report – Resolution 111918-07 **pg.84**
17. WCRF Municipal Grant 2019 – Resolution 111918-08
18. DOT speed sign placement
19. Sale of 1971 Fire Truck – sealed bids through 11-15-18 **pg.87**
20. Mayor's report
21. City Clerk's report
22. City Council comments and requests for information
23. Motion to adjourn

## COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: November 5, 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: Tom Sexton, Bob Schneider Jr., Jeanine Redlinger, and Ralph Schnoebelen. Andy Rodgers was absent.

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

Sexton moved to approve the minutes from October 15<sup>th</sup>, expenditures, and Casey's beer license renewal. Second by Schnoebelen, passed 4-0.

Council received minutes from 10/22/18 Board of Adjustments, 9/24/18 Final P&Z, and 10/22/18 P&Z.

Schnoebelen moved to open Public Hearing for sale of Lot 7 on Cherry Lane at 6:39 pm. Second by Redlinger, passed 4-0. There were no written or oral comments. Schneider moved to close Public Hearing at 6:39 pm. Second by Redlinger, passed 4-0.

Schnoebelen moved to pass Resolution #110518-01; Selling Lot 7 in the Cherry Lane Subdivision to John Crumly for \$35,000.00. Second by Sexton, passed 4-0.

Schnoebelen moved to pass 2<sup>nd</sup> reading of Ordinance #101518-01; Rezoning 111 Knisel Street from R-2 Mixed residential to R-3 Multifamily Residential. Second by Schneider, passed 4-0. 3<sup>rd</sup> reading will be at the 11/19/18 Council Meeting.

Scott Pottorff, MMS Consultants gave updates on Capital Projects.

Schnoebelen moved to extend Downtown Streetscape project to 11/16/18. Second by Schneider, passed 4-0.

Schnoebelen moved to pass Resolution 110518-02; Approving Pay Request #5 for Triple B Construction, in the amount of \$60,378.67 for the Galileo Drive Street Project. Second by Schneider, passed 4-0.

Schnoebelen moved to table Resolution #110518-03; Approving Final Galileo drive Street project until additional change order is complete. Second by Schneider. Passed 4-0.

Schneider moved to have Triple B install safety grates on the flared end sections in the detention basin for a cost of \$2075. Second by Redlinger, passed 4-0.

Sexton moved to pass Resolution #110518-04; Pay Request #2 to Triple B Construction for Hwy 22 Improvements Project in the amount of \$178,435.41. Second by Schnoebelen, passed 4-0.

Redlinger moved to pass Resolution #110518-05; Change Order #3 for Triple B Construction to remove the storm letdown flume on the corner of Ella and St. Mary's street, at the request of property owner. MMS Consultants will pay 50% of \$1335.00 cost. Second by Schnoebelen, passed 3-1 Sexton opposed.

## COUNCIL PACKET

Schnoebelen moved to replace the tree at the corner of Sycamore and Hwy 22 if damaged by the street project within 3 years. Second by Redlinger, passed 4-0. City will remove dead tree, and replace with a new tree.

Redlinger moved to remove tree at 281 St. Mary's Street that will affect the street project, at a cost not to exceed \$1500. Second by Schneider, passed 4-0. MMS will contact Alliant Energy for possible cost share.

Redlinger moved to pass Resolution #110518-06; Approving Professional Services Agreement with MMS Consultants for the Ash/Tupelo, and Safe Walk to School projects. Second by Schneider, passed 4-0.

Redlinger moved to proceed with Community Catalyst Grant program. A pre-application will be submitted with Bob Ryan's project. Second by Schnoebelen, passed 3-1 Schneider opposed.

Bill Stuke, PeopleService, Inc. presented options for replacement of Water Plant stage 2 membranes. Sexton moved to proceed with Option #1, replacing 63 membranes at a cost of \$42,563.94 plus freight. Second by Redlinger, passed 4-0.

Sexton moved for the City to take no action on the citizen request to have tree removed at 10 N. Washington Street. Second by Redlinger, passed 4-0.

No action was taken on Resolution #110518-06 Health Insurance for 2019.

Redlinger moved to retain Iowa Municipal Benefits Plan as the City Agency for healthcare insurance. Second by Schnoebelen, passed 4-0.

Schneider moved to split the 4<sup>th</sup> quarter 2018 City insurance premium savings with employees at the same rate. Second by Redlinger, passed 4-0.

Mayor reported on the Riverside Community Corporation Shareholders meeting held on 10/29/18. Warranty Deed of title was signed over to the City of Riverside.

City has been involved with Washington County Contract Law meetings.

Sexton moved to adjourn at 9:17 pm. Second by Redlinger, passed 4-0.

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

Council Meeting – Monday, November 19, 2018 at 6:30 pm

ATTEST:

  
Becky LaRoche; City Clerk

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

# COUNCIL PACKET

EXPENDITURES 11/19/18					
COUNCIL MEETING					
		UNPAID BILLS:			
1	BANKERS TRUST	GO BOND INTEREST	200-5-710-6852	\$ 8,850.00	ACH
2	CASEY'S	MOWER FUEL	001-5-430-6323	\$ 89.55	
3	CITY OF IOWA CITY	LANDFILL - RENTAL UNIT	001-5-470-6310	\$ 38.48	
4	ENGLISH RIVER CONCRETE	STREETS REPAIR	610-5-815-6374	\$ 664.25	
5	ENGLISH RIVER CONCRETE	PARK PADS	001-5-430-6320	\$ 664.25	\$ 1,328.50
6	FERGUSON	12 METER WIRE READS	600-5-810-6374	\$ 165.78	
7	GAMBLES	CARPET CLEANER	001-5-470-6310	\$ 38.49	
8	HEATHER CORNETT	MILEAGE	001-5-650-6240	\$ 18.90	
9	HEIMAN FIRE EQUIP.	HOSE/NOZZLES	001-5-150-6356	\$ 220.50	
10	IOWA RURAL WATER ASS.	2019 MEMBERSHIP	600-5-810-6210	\$ 225.00	
11	IOWA SOLUTIONS	EMAIL HOST	001-5-650-6497	\$ 32.50	
12	ITECH	NOV SERVICE	001-5-650-6497	\$ 225.00	
13	ITECH	SERVER RACK	001-5-650-6497	\$ 575.99	\$ 800.99
14	JOHNS BUILDINGS	SHED	610-5-815-6504	\$ 20.70	
15	JOHNSON COUNTY MUTUAL AID	MEMBERSHIP	001-5-150-6345	\$ 190.00	
16	JOHNSON COUNTY REFUSE	NOV. SERVICE	670-5-840-6499	\$ 1,874.25	
17	JOHNSON COUNTY REFUSE	STICKERS	670-5-840-6372	\$ 600.00	\$ 2,474.25
18	KALONA AUTO	SHOP	001-5-210-6372	\$ 22.44	
19	KALONA AUTO	RVFD	001-5-150-6352	\$ 69.16	
20	KALONA AUTO	CITY HALL	001-5-650-6310	\$ 199.99	\$ 291.59
21	KALONA GRAPHICS	OFFICE	001-5-650-6506	\$ 57.00	
22	KALONA POST & FRAME	STORAGE SHED	610-5-815-6504	\$ 1,118.86	
23	LEAF	COPIER LEASE	001-5-650-6496	\$ 156.50	
	LENZ, BRYAN	UNIFORM ALLOWANCE	001-5-430-6181	\$ 125.00	
24	MENARDS	RVFD	001-5-150-6310	\$ 4.58	
25	MENARDS	SHOP	001-5-210-6371	\$ 9.42	\$ 14.00
26	MMS	HWY 22	301-5-750-6785	\$ 17,474.31	
27	MMS	GALILEO	301-5-750-6793	\$ 5,005.20	
28	MMS	NORTHERN HEIGHTS	301-5-750-6784	\$ 2,242.40	
29	MMS	HAHN RIVER NORTH	001-5-650-6407	\$ 885.50	\$ 25,607.41
30	OFFICE EXPRESS	OFFICE	001-5-650-6506	\$ 33.77	
31	REC	SIGN	001-5-520-6510	\$ 101.13	
32	REC	SEWER	610-5-815-6371	\$ 3,142.85	
33	REC	SHOP	001-5-210-6371	\$ 36.50	
34	REC	WATER PLANT	600-5-810-6371	\$ 2,864.60	
35	REC	CASINO LIFT	610-5-815-6371	\$ 226.70	
36	REC	TRAFIC LIGHT	001-5-230-6371	\$ 142.01	\$ 6,513.79
37	RIVERSIDE TRAVEL MART	RVFD FUEL	001-5-150-6350	\$ 358.40	
38	RON'S AUTO BODY	2/ H6 BATTERIES	001-5-210-6331	\$ 337.90	
39	SCHNOEBELEN, INC	DISC MOWER REPAIR	001-5-430-6504	\$ 614.98	
40	STANDARD PEST CONTROL	NOV SERVICE	001-5-650-6310	\$ 50.00	
	STUELKE, JAY	UNIFORM ALLOWANCE	001-5-430-6181	\$ 125.00	
41	TRAFFIC SAFETY WAREHOUSE	2 SPEED SIGNS	110-5-210-6415	\$ 9,300.00	
42	UTILITY SERVICE CO	WATER TOWER MAINT.	600-5-810-6324	\$ 5,653.00	
43	VISA	U-STREAM	001-5-650-6497	\$ 99.00	
44	VISA	I OF MA	001-5-650-6240	\$ 394.66	
45	VISA	HARRY'S PLAQUE	001-5-650-6506	\$ 8.27	
46	VISA	RENTAL UNIT	001-5-470-6310	\$ 12.23	
47	VISA	PARKS	001-5-430-6320	\$ 26.00	\$ 540.16
48	WASHINGTON COUNTY RECORDER	EASEMENTS	001-5-650-6401	\$ 160.00	
49	WINDSTREAM	NOV BILLING	600-5-810-6373	\$ 148.25	
50	WINDSTREAM	NOV BILLING	001-5-520-6510	\$ 56.80	\$ 205.05
51	YOTTY	SHOP	001-5-210-6372	\$ 116.03	
		TOTAL BILLS		\$ 65,872.08	
52	IOWA DEPT OF REVENUE	IOWA WITHHOLDINGS - 2018 OCT		\$ 522.00	
53	IOWA DEPT OF REVENUE	IOWA SALES TAX - 2018 OCT		\$ 1,481.00	
54	IOWA DEPT OF REVENUE	WATER EXCISE TAX -2018 SEPT		\$ 2,147.00	
55	IPERS	CONTRIBUTIONS - 2018 SEPT		\$ 1,941.91	
56	IRS	941 TAX DEPOSIT - 2018 OCT		\$ 2,658.42	
57	PAYROLL	PAYCHECKS - 2018 OCT		\$ 10,157.31	
58	D. POCH	54.75 HRS		\$ 657.00	
59	LINCOLN FINANCIAL	NOV INVOICE		\$ 179.14	
60	DELTA DENTAL	NOV INVOICE		\$ 106.98	
61	WELLMARK	NOV INVOICE		\$ 3,639.80	
		TOTAL PAID BILLS			\$ 23,490.56

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# COUNCIL PACKET

		TOTAL EXPENDITURES		\$ 89,362.64
		MTD TREASURERS REPORT		
	MTD TREASURERS REPORT	10/31/2018	REVENUES	EXPENSES
62	GENERAL FUND		\$ 411,110.00	\$ 58,183.31
63	ROAD USE TAX FUND		\$ 8,900.71	\$ 2,763.72
64	LOCAL OPTION SALES TAX		\$ 8,305.74	\$ -
65	CASINO REVENUE RUND		\$ 45,324.31	\$ 9,424.62
66	CAPITAL PROJECTS FUND		\$ 62,958.00	\$ 576,078.12
67	WATER FUND		\$ 39,939.49	\$ 17,983.52
68	SEWER FUND		\$ 35,965.53	17231.65
69	GARBAGE/LANDFILL FUND		\$ 1,803.15	\$ 1,874.25
70	STORM WATER FUND		\$ 1,549.05	\$ -
	TOTAL		\$ 615,855.98	\$ 683,539.19
	PAST DUE BALANCE - WATER	TOTAL DUE OCTOBER 31, 2018	\$ 1,934.81	

CITY OF RIVERSIDE  
MTD TREASURERS REPORT  
AS OF: OCTOBER 31ST, 2018

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	2,168,777.12	411,110.00	58,183.31	2,521,703.81	( 308.48)	( 2,561.77)	2,519,450.5
110-ROAD USE TAX	234,419.30	8,900.71	2,763.72	240,556.29	0.00	0.00	240,556.2
121-LOCAL OPTION SALES TAX	256,099.44	8,305.74	0.00	264,405.18	0.00	0.00	264,405.1
125-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.0
145-CASINO REVENUE FUND	678,302.67	45,324.31	9,424.62	714,202.36	0.00	0.00	714,202.3
200-DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
301-CAPITAL PROJECTS	( 786,832.17)	62,958.00	576,078.12	( 1,299,952.29)	0.00	0.00	( 1,299,952.2
600-WATER FUND	776,529.39	39,939.49	17,983.52	798,485.36	0.00	0.00	798,485.3
610-SEWER FUND	225,428.56	35,965.53	17,231.65	244,162.44	0.00	0.00	244,162.4
670-LANDELL/GARBAGE	9,004.00	1,803.15	1,874.25	8,932.90	0.00	0.00	8,932.9
680-STORM WATER	8,745.39	1,549.05	0.00	10,294.44	0.00	0.00	10,294.4

GRAND TOTAL 3,570,473.70 615,855.98 683,539.19 3,502,790.49 ( 308.48) ( 2,561.77) 3,500,537.2

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

*✓* *Exp.* *Exp.*

POOLED CASH REPORT (FUND 999)  
AS OF: OCTOBER 31ST, 2018

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>				
001-1110	CHECKING ACCT-GENERAL FUND	2,168,777.12	350,673.40	2,519,450.52
110-1110	CHECKING ACCT-ROAD USE TAX	234,419.30	6,136.99	240,556.29
121-1110	CHECKING ACCT-LOST	256,099.44	8,305.74	264,405.18
125-1110	CHECKING ACCT-TIF	0.00	0.00	0.00
145-1110	CHECKING ACCT-CASINO REVENUE	678,302.67	35,899.69	714,202.36
200-1110	CHECKING ACCT-DEBT SERVICE	0.00	0.00	0.00
301-1110	CHECKING ACCT-CAP PROJECTS	( 786,832.17)	( 513,120.12)	( 1,299,952.29)
600-1110	CHECKING ACCT-WATER	776,529.39	21,955.97	798,485.36
610-1110	CHECKING ACCT-SEWER	225,428.56	18,733.88	244,162.44
670-1110	CHECKING ACCT-GARBAGE	9,004.00	( 71.10)	8,932.90
680-1110	CHECKING ACCT-STORM WATER	8,745.39	1,549.05	10,294.44
TOTAL CLAIM ON CASH		3,570,473.70	( 69,936.50)	3,500,537.20

CASH IN BANK - POOLED CASH

999-1110	CASH IN BANK	56,885.72	617,356.96	674,242.68
999-1112	PEOPLES BANK MONEY MARKET	2,111,685.10	1,524.46	2,113,209.56
999-1114	HILLS BANK	822,587.48	( 688,563.38)	134,024.10
999-1115	CB FUND	17,762.52	12.82	17,775.34
999-1116	COMMUNITY BUILDING CD #18936	283,991.94	1,431.63	285,423.57
999-1117	COMMUNITY BUILDING CD#18975	276,361.95	0.00	276,361.95
SUBTOTAL CASH IN BANK - POOLED CASH		3,569,274.71	( 68,237.51)	3,501,037.20

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 3,569,274.71 ( 68,237.51) 3,501,037.20

DUE TO OTHER FUNDS - POOLED CASH

999-2100 DUE TO OTHER FUNDS 3,570,973.70 ( 69,936.50) 3,501,037.20

TOTAL DUE TO OTHER FUNDS 3,570,973.70 ( 69,936.50) 3,501,037.20



CITY OF WINDSOR  
**COUNCIL PACKET**  
 POOLED CASH REPORT (FUND 999)  
 AS OF: OCTOBER 31ST, 2018

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>DUE TO POOLED CASH</u>				
001-2020	ACCOUNTS PAYABLE	1,698.99 (	1,698.99)	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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL DUE TO POOLED CASH		<u>1,698.99 (</u>	<u>1,698.99)</u>	<u>0.00</u>

<u>DUE FROM OTHER FUNDS</u>				
999-1330	DUE FROM OTHER FUNDS	<u>1,698.99 (</u>	<u>1,698.99)</u>	<u>0.00</u>
TOTAL DUE FROM OTHER FUNDS		<u>1,698.99 (</u>	<u>1,698.99)</u>	<u>0.00</u>

<u>ACCOUNTS PAYABLE - POOLED CASH</u>				
999-2020	ACCOUNTS PAYABLE CONTROL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL ACCOUNTS PAYABLE POOLED CASH		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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

(A)		(B)		(C)	
CLAIM ON CASH	3,500,537.20	CLAIM ON CASH	3,500,537.20	CASH IN BANK	3,501,037.20
CASH IN BANK	<u>3,501,037.20</u>	DUE TO OTHER FUNDS	<u>3,501,037.20</u>	DUE TO OTHER FUNDS	<u>3,501,037.20</u>
DIFFERENCE	500.00		500.00		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	<u>0.00</u>	ACCOUNTS PAYABLE	<u>0.00</u>	ACCOUNTS PAYABLE	<u>0.00</u>
DIFFERENCE	0.00		0.00		0.00

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

**RIVERSIDE FIRE  
DEPARTMENT**

**FIRE / RESCUE / EMS / HAZMAT**



**October 2018 Update**

**Calls for Service:**

- Medicals - 14
- Structure Fire – 2
- Car accidents – 3
- Gas Leaks/Suspicious Odor – 1
- Grass Fire/Hay Bale - 1
- Total calls – 21 calls for service in October

(Members were again very busy this month responding to all types of calls)

**Training:**

Members trained on apparatus placement at a structure fire, roof types and how to operate on them for vertical ventilation, fire attack/hose line options and forcible entry. All of this training was done utilizing our new training building. The addition of this building has really expanded our training options and the realistic evolutions we can put our members through. This makes for a better prepared fire department to respond within the community.

**RESA**

The raffle dinner was completed and all bills paid for the event, we raised around \$12,000 dollars this year. This money will be used towards the completion of our new grass truck and future training needs.

**Other News**

The new grass truck has got the pump and tank installed and is now getting the emergency warning lights and siren. The vehicle will then go get decals and members will make a few final adjustments to it. Several members have put in a lot of time to work on this project and keep the cost down on it. We hope to have this truck in service by mid November. The members helped with the boy scout event on October 27<sup>th</sup>, the groups came to the fire station and we explained to them how a volunteer fire department works and then showed them the trucks and equipment. The fire station was used by Emergency Management to host training for a citizens disaster response training. The members also completed fire prevention visits to the school and had station tours for the younger grades.

Thanks  
Fire Chief Smothers



Trek  
"Where the Best Begins"

CITY of RIVERSIDE

AGENDA REQUEST

NAME Jennifer Mize

DATE 9/25/18

ADDRESS 3111 115th Street

PHONE 319-330-7799

CONCERNING Starting an Riverside Soccer Organization

REQUEST I have a few items that I would like to discuss.

One of which is, to start a youth soccer organization for Highland Elementary School Students, Prek-5th grade. I am asking for permission to use city fields for practices & games.

Also, I am requesting for any grants or funds to help ~~assist~~ assist in starting this organization.

Thank you!

COUNCIL MEETING AGENDA DATE 10-1-18

RECEIVED BY Bleu Roche DATE 9-26-18

MAYOR APPROVE Alex Schuler DATE 9/27/18



# Trek "Where the Best Begins"

Application for Funding FY 2018/2019

Please attach additional sheets as required

## Fiscal Year 2018-2019 Hotel-Motel Tax

### Tax Fund Grant Program

- About the program

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

Name of Organization: Riverside Soccer Association

INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED FROM CONSIDERATION

### General Information

Contact Person Jennifer Mize Title President Email: Claverjucky@yahoo.com

Organization Name Riverside Soccer Association Tax ID/Federal ID # 83-2209957

Organization Street Address 3111 115<sup>TH</sup> Street City Riverside State IA Zip Code 52327

**COUNCIL PACKET**  
Soccer Information for city council meeting on Monday,  
October 1st, 2018

- Riverside's Soccer League will include a range of kids between the ages of 4-11 years old(Prek-5th grade), with the plan to add 6th-8th graders, if there's interest.  
I have taken an unofficial poll, and there seems to be a huge interest in participation, as well as volunteers.
- The registration fee will be \$40. Uniform will be provided through the registration fee. Parents provide: Shin guards, long socks, soccer cleats and mouthguards (optional).

→ **Soccer Equipment**

- Soccer Balls- \$10-\$20 per ball x50 balls *\$1000 -*
- Cones- 100 pack \$35 x5 *175 -*
- Pop up goals(Set of 2)- \$100 *100 -*
- Steel Soccer goal posts- \$535-\$1430(includes nets) *1430 -*
- Uniform- \$10-\$12 (Add names and numbers \$6-\$10) *- Registration*
- Referees- Volunteers or Hire(\$40-\$50 per game) *-500. -*
- Coaches- Parent volunteers

*Total \$3205.00*

- League Name- "Riverside Soccer Association" "Riverside Soccer Organization"
- Practices and games held at Highland Elementary School to start
- I will provide a mock registration form from Sigourney



Account 145 5-650-6430

Fiscal Year 2018-2019 Current

Account Name MISC COMMUNITY DONATIONS

General | Balance | Budget | Budget Adjustments | History | Detail

Account Type Expense

Department CASINO MONEY GRANTS

Note CASINO MONEY

Status Active

Protected Account

Cash Account Info

Non-Cash

Last Check Number

Issued

Projects

Optional None Required

Encumbered 0.00

Balance 2,840.00

Pending 0.00

Budget Summary

	Annual Budget	Y-T-D Actual	Y-T-D Encumbrance	Reserve	Prior Year Adj	Budget Balance	%
Original	15,000	2,840	0			12,160	81.06
Current	15,000	2,840	0			12,160	81.06
Group	0	0	0			0	0.00

Next Year

Current	8,000	0	0			8,000	100.00
Group	0	0	0			0	0.00

Edit This Record

View

office



Trek  
"Where the Best Begins"

CITY of RIVERSIDE

AGENDA REQUEST

NAME Kelly Wood DATE 11/14/18  
ADDRESS 2105 Tulip Ave PHONE 319-693-1947  
Ainsworth, IA 52201

CONCERNING Parking - building on 1182 Commercial Drive

REQUEST I will no longer be renting to Hoard's Bakery.  
I plan to open an event center for receptions, meetings,  
graduations, etc.

My only concern is parking. The lot south of my  
building would be ideal to put in gravel and spruce up  
with landscaping. At this point I am unable to purchase  
from the City. Would the City consider allowing me to use  
if I maintain the grounds?

COUNCIL MEETING AGENDA DATE 11-19-18

RECEIVED BY Becky LaRoche DATE 11-14-18

MAYOR APPROVE \_\_\_\_\_ DATE \_\_\_\_\_

Prepared by and return to: Becky LaRoche, City of Riverside, 60 N Greene Street,  
PO Box 188, Riverside, IA 52327 319-648-3501

**ORDINANCE #101518-01**

**RESOLUTION TO APPROVE REZONING 111 Knisel Street from R-2  
Mixed Residential to R-3 Multifamily Residential**

**Whereas**, the City of Riverside City Council approves the Rezoning of 111 Knisel Street, Auditor's Parcel C, from R-2 Mixed Residential to R-3 Multifamily Residential

Parcel # 04-18-202-011, WEST ADD PAR C BLK B, Book 2016, Pg. 3317

**Therefore**, be it resolved the City of Riverside City Council does hereby approve the rezoning of 111 Knisel Street after the public hearing was held and recommendation from the Planning and Zoning Commission.

It was moved by Councilperson Schneider to approve the foregoing ordinance, with a Site Plan presented to P&Z before construction. Second by Sexton.

**Roll Call Vote:** Redlinger, Schneider, Sexton, Rodgers, Schnoebelen

Ayes: Schneider, Sexton, Rodgers, Schnoebelen

Nays: Redlinger

Absents:

**Passed and Approved** by the city Council of Riverside, Iowa on this 15<sup>TH</sup> day of October, 2018



COUNCIL PACKET

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

**2nd reading 11-6-18;** Motion by Councilperson Schnoebelen, second by Councilperson Schneider, to adopt the foregoing ordinance.

Ayes: Schneider, Sexton, Schnoebelen, Redlinger

Nays: Schneider, Sexton, Schnoebelen, Redlinger

Absent: Rodgers

Passed and Approved by the city Council of Riverside, Iowa on this 5th day of November, 2018

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

**3rd Reading 11-19-18:** Motion by Councilperson \_\_\_\_\_, second by Councilperson \_\_\_\_\_, to adopt the foregoing ordinance.

Ayes: Schneider, Sexton, Schnoebelen, Redlinger, Rodgers

Nays:

Nays:

Absent: Rodgers

Passed and Approved by the city Council of Riverside, Iowa on this 19th day of November, 2018

COUNCIL PACKET

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

RESOLUTION #111918-01

RESOLUTION APPROVING AN EASEMENT AGREEMENT BETWEEN THE CITY OF RIVERSIDE AND KEVIN AND ELLEN HALL FOR A PERMENANT EASEMENT FOR STORM SEWER

WHEREAS, the City of Riverside City Council and Ellen Hall has reviewed the easement documentation for a permanent storm sewer in the Hwy 22 Street project for the sum of \$1.00

WHEREAS, the location of easement is a portion of Lot 2 of Kleopfer's Subdivision, to the original plat of Riverside, Washington County, Iowa

THEREFORE, be it resolved the City of Riverside City Council does hereby approve the easement agreement.

MOVED BY Council person \_\_\_\_\_, seconded by Council person \_\_\_\_\_, to approve the foregoing resolution.

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

Ayes:

Nays:

Absents:

Passed and Approved by the City Council of Riverside, Iowa and approved this 19<sup>th</sup> day of November, 2018.

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

Allen Schneider, Mayor

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

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

Becky LaRoche, City Clerk

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

# COUNCIL PACKET

## STORM SEWER EASEMENT AGREEMENT

### HIGHWAY 22 IMPROVEMENTS PROJECT

#### RIVERSIDE, IOWA

THIS AGREEMENT, made and entered into by and between Ellen Hall ("Property Owner"), which expression shall include its successors in interest and assigns, and the City of Riverside, Iowa (the "City"), which expression shall include its successors in interest and assigns.

WITNESS ETH:

It is hereby agreed as follows:

For the sum of \$1.00 plus other valuable consideration, the receipt of which is hereby acknowledged, Property Owner hereby grants and conveys to the City an easement for the purposes of excavating for and the installation, replacement, maintenance and use of such storm water lines, pipes, mains, conduits and overland drainageways as the City shall from time to time elect for conveying storm water, with all necessary appliances and fittings for the use in connection with said pipe lines, together with adequate protection therefor, and also a right of way, with the right of ingress and egress thereto, over and across the areas designated as "Storm Sewer Easement" on the attached easement plat and referred to herein as "easement areas."

Property Owner further grants to the City:

The right of grading said easement area for the full width thereof, and to extend the cuts and fills for such grading into and onto said lands along and outside of the said easement area, to such extent as the City may find reasonably necessary.

The right from time to time to trim, to cut down and clear away any and all trees and brush on said easement area, and also to trim, cut down and clear away any trees on either side of said strip which now or hereafter in the opinion of the City may be a hazard to said easement areas or which may interfere with the exercise of the City's rights hereunder in any manner.

The City shall promptly backfill any trench made by it, and repair any damages caused by the City within the easement area. The City shall indemnify Property Owner against unreasonable loss or damage which may occur in the negligent exercise of the easement rights by the City. Except as expressly provided herein, the City shall have no responsibility for maintaining the easement area.

Property Owner reserves the right to use said easement areas for purposes which will not interfere with the City's full enjoyment of the rights hereby granted; provided that the Property Owner shall not erect or construct any building, fence or other structure, plant any trees, drill or operate any well, or construct any reservoir or other obstruction on said area, or diminish or substantially add to the ground cover over said easement areas.

COUNCIL PACKET

The proposed work is in the vicinity of an existing tree which will likely have damage to the roots during the work. The City agrees to remove the existing tree and install a tree (5'-6' install height) to replace this tree or to compensate the Property Owner for removal of existing tree and installation of a new tree if the existing tree dies within 3 years of the construction. If the new tree is installed more than 1 year after completion of the project, a tree with a 10'-12' install height will be installed.

Property Owner does hereby covenant with the City that it is lawfully seized and possessed of the real estate above described, and that it has a good and lawful right to convey it, or any part thereof.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land and with the title to the land.

Dated this 6<sup>th</sup> day of November, 2018.

Ellen Hall

By: Ellen Hall

CITY OF RIVERSIDE, IOWA

By: Allen Schneider  
Allen Schneider, Mayor

ATTEST:

By: Rebecca LaRoche  
Rebecca LaRoche, City Clerk

STATE OF IOWA, COUNTY OF WASHINGTON) ss:

This instrument was acknowledged on the \_\_\_\_\_ day of November, 2018 before me, by

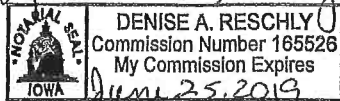
By: \_\_\_\_\_  
Notary Public in and for said State

COUNCIL PACKET

STATE OF IOWA, COUNTY OF WASHINGTON) ss:

On this 6<sup>th</sup> day of November, 2018 before me, the undersigned, a Notary Public in and for said County and State, personally appeared Allen Schneider and Rebecca LaRoche, to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Riverside, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and the instrument was signed and sealed on behalf of the corporation by authority of its City Council, and the said Mayor and City Clerk did acknowledge the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

*Denise A. Reschly* 11/6/2018



LOCATION: A PORTION OF LOT 2 OF KLEOPFER'S SUBDIVISION TO RIVERSIDE, WASHINGTON COUNTY, IOWA
LAND SURVEYOR, INCLUDING FIRM OR ORGANIZATION: GLEN D. MEISNER P.L.S MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA, 52240 PHONE: 319-351-8282
SURVEY REQUESTED BY: THE CITY OF RIVERSIDE PO BOX 188 RIVERSIDE, IOWA 52327
PROPRIETOR OR OWNER: ELLEN HALL 329 SYCAMORE STREET RIVERSIDE, IOWA, 52327
DOCUMENT RETURN INFORMATION: LAND SURVEYOR

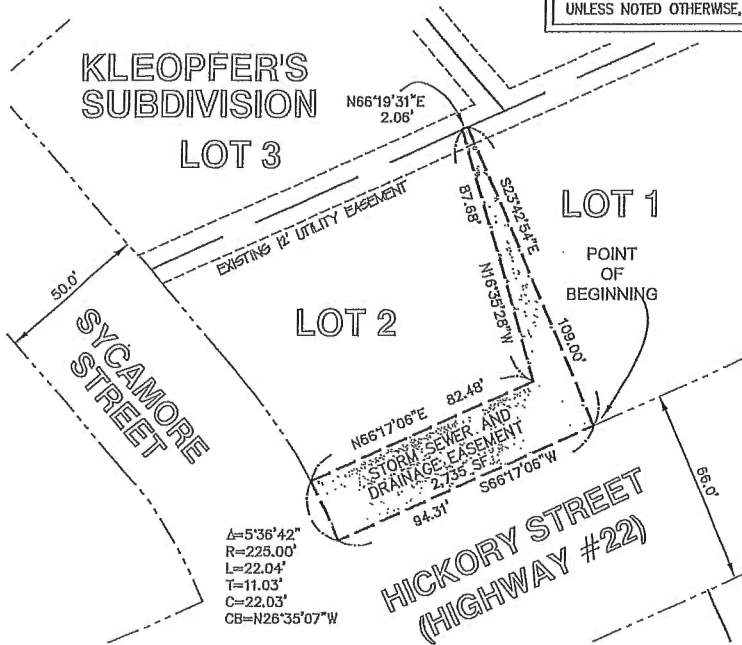
FOR COUNTY RECORDER'S USE

**EASEMENT PLAT**  
STORM SEWER AND DRAINAGE  
RIVERSIDE, WASHINGTON COUNTY, IOWA

**LEGEND AND NOTES**

- PROPERTY &/or BOUNDARY LINES
- - - - - RIGHT-OF-WAY LINES
- - - - - CENTER LINES
- - - - - LOT LINES, PLATTED OR BY DEED
- - - - - EASEMENT LINES, WIDTH & PURPOSE NOTED
- - - - - EXISTING EASEMENT LINES, PURPOSE NOTED
- (R) — RECORDED DIMENSIONS
- (M) — MEASURED DIMENSIONS

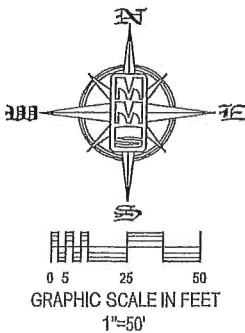
UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS



DESCRIPTION  
STORM SEWER AND DRAINAGE EASEMENT

A PORTION OF LOT 2 OF KLEOPFER'S SUBDIVISION TO RIVERSIDE, WASHINGTON COUNTY, IOWA, DESCRIBED AS FOLLOWS:

Beginning at the Southeast Corner of Lot 2 of Kleopfer's Subdivision to the City of Riverside, Washington County, Iowa, in accordance with the Recorded Plat thereof; Thence S66°17'06"W, along the South Line of said Lot 2, a distance of 94.31 feet, to the Southwest Corner thereof; Thence Northwesterly 22.04 feet, along the West Line of said Lot 2 on a 225.00 foot radius curve, concave Southwesterly, whose 22.03 foot chord bears N26°35'07"W; Thence N66°17'06"E, 82.48 feet; Thence N16°35'28"W, 87.68 feet, to a Point on the North Line of said Lot 2; Thence N66°19'31"E, 2.06 feet, to the Northeast Corner of said Lot 2; Thence S23°42'54"E, along the East Line of said Lot 2, a distance of 109.00 feet, to the Point of Beginning. Said Storm Sewer and Drainage Easement contains 2,735 square feet, and is subject to easements and restrictions of record.



SEAL

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

\_\_\_\_\_ 20\_\_\_\_

GLEN D. MEISNER  
P.L.S. Iowa Lic. No. 8165

My license renewal date is December 31, 20\_\_\_\_.

Pages or sheets covered by this seal:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Designed by: SBP	Scale: 1"=50'	STORM SEWER AND DRAINAGE EASEMENT PLAT	MMS CONSULTANTS, INC. IOWA CITY, IOWA 52240 (319) 351-8282 www.mmsconsultants.net	Date	Revision
Drawn by: RLW	Date: 11-1-2018	A PORTION OF LOT 2 OF KLEOPFER'S SUBDIVISION			
Checked by: GDM	Project No: IC 2245-038	RIVERSIDE WASHINGTON COUNTY, IOWA			

Street scope

**Becky LaRoche**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Thursday, November 08, 2018 2:43 PM  
**To:** 'J&L Construction'  
**Cc:** becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com  
**Subject:** RE: Warranty pavement markings - Riverside

The City has some striping that they wanted to do this fall and didn't get done so they will coordinate with Pelling in the spring to get this work completed along with that other work. We will plan to remove this work from the contract.

Let me know if you have any questions.

Sign up for our newsletter – We promise short, meaningful updates just six times a year.

Scott Pottorff, P.E.

Project Manager

Office: (319) 351-8282

Mobile: (319) 631-0365

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

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.mmsconsultants.net&c=E,1,UmCbJ6yvd3t4UTybPFFgviN7eOHnyFFOI\\_KK04ycdzfpuNuRAQr9TwlvCBM8e4AcwB1SFRVdaKZsvfcYjl-Z\\_V6h\\_z2oBoRzVcasXMDSpc,&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.mmsconsultants.net&c=E,1,UmCbJ6yvd3t4UTybPFFgviN7eOHnyFFOI_KK04ycdzfpuNuRAQr9TwlvCBM8e4AcwB1SFRVdaKZsvfcYjl-Z_V6h_z2oBoRzVcasXMDSpc,&typo=1)

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-----Original Message-----

From: J&L Construction [<mailto:jlconstr@cloudburst9.net>]

Sent: Thursday, November 8, 2018 11:39 AM

To: 'Scott Pottorff'

Subject: RE: Warranty pavement markings - Riverside

Jay said according to plans it is just parking stalls and handicap symbols. But he mentioned that we should also have "stop bars" at the following streets: Ella, Glasgow and Washington.

Nancy Wrage

Office Mgr.

J & L Construction, LLC

1971 Lexington Blvd.

Washington, IA 52353

Office: 319.653.3597

Fax: 319.653.2410

Email: [jlconstr@cloudburst9.net](mailto:jlconstr@cloudburst9.net)

-----Original Message-----



## COUNCIL PACKET

From: Scott Pottorff [<mailto:S.pottorff@mmsconsultants.net>]  
Sent: Thursday, November 08, 2018 11:30 AM  
To: 'J&L Construction' <[jlconstr@cloudburst9.net](mailto:jlconstr@cloudburst9.net)>  
Subject: RE: Warranty pavement markings - Riverside

What painting is left? Is it just parking spaces?

Sign up for our newsletter – We promise short, meaningful updates just six times a year.

Scott Pottorff, P.E.

Project Manager

Office: (319) 351-8282

Mobile: (319) 631-0365

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

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.mmsconsultants.net&c=E,1,0NeOqLhqQgMbEI5ox4iDzM2yvmQA\\_juHtMJKjFvg7J8DGgUSJVhCT8EJO4wfiWxdRRsvvSyOLtztqt1BXSEz95kPYLz8BFwv7ZToFTbtVVfy62RvFpTvua,,&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.mmsconsultants.net&c=E,1,0NeOqLhqQgMbEI5ox4iDzM2yvmQA_juHtMJKjFvg7J8DGgUSJVhCT8EJO4wfiWxdRRsvvSyOLtztqt1BXSEz95kPYLz8BFwv7ZToFTbtVVfy62RvFpTvua,,&typo=1)

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-----Original Message-----

From: J&L Construction [<mailto:jlconstr@cloudburst9.net>]  
Sent: Thursday, November 8, 2018 8:20 AM  
To: 'Scott Pottorff'  
Subject: FW: Warranty pavement markings - Riverside

Scott,

The attached email was received yesterday from LL Pelling with regard to the pavement markings in Riverside -- warranting the paint if applied below 45 degrees. Jay asked me to forward this to you -- to see if you wanted to wait to see if we get a couple of warm days yet this month rather than trying to get this done next week prior to the 15th??

Nancy Wrage

Office Mgr.

J & L Construction, LLC

1971 Lexington Blvd.

Washington, IA 52353

Office: 319.653.3597

Fax: 319.653.2410

Email: [jlconstr@cloudburst9.net](mailto:jlconstr@cloudburst9.net)

-----Original Message-----

From: Marianne Wainwright [<mailto:marianne@llpelling.com>]  
Sent: Wednesday, November 07, 2018 9:55 AM  
To: J & L Construction ([jlconstr@cloudburst9.net](mailto:jlconstr@cloudburst9.net)) <[jlconstr@cloudburst9.net](mailto:jlconstr@cloudburst9.net)>  
Subject: FW: Message from "RNP00267340013B"

COUNCIL PACKET

Jay

Please sign the attached cold weather waiver and return to our office.

Thanks

Marianne Wainwright

LL Pelling Co Inc

-----Original Message-----

From: [copier@llpelling.com](mailto:copier@llpelling.com) <[copier@llpelling.com](mailto:copier@llpelling.com)>

Sent: Wednesday, November 07, 2018 9:01 AM

To: Marianne Wainwright <[marianne@llpelling.com](mailto:marianne@llpelling.com)>

Subject: Message from "RNP00267340013B"

This E-mail was sent from "RNP00267340013B" (Aficio MP C4502).

Scan Date: 11.07.2018 10:01:29 (-0500)

Queries to: [copier@llpelling.com](mailto:copier@llpelling.com)

---  
This email has been checked for viruses by AVG.

<https://www.avg.com>

RESOLUTION #111918-02

RESOLUTION APPROVING PAY REQUEST #8 FOR J&L CONSTRUCTION, LLC, FOR DOWNTOWN STREETScape CONSTRUCTION PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this pay request in the amount of \$124,695.28 for partial payment of this project from 10/8-11/9/18.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Pay Request #8 for work done on the Downtown Streetscape project with 99.02% complete.

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 19th day of November, 2018.

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

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

# COUNCIL PACKET

## CONSTRUCTION PROGRESS PAYMENT

Project Description	Downtown Streetscape Improvements Project	PN:	2245013
Contract Date	12-Mar-18		
Contractor:	J & L Construction, LLC	Owner:	City of Riverside
Address:	1971 Lexington Boulevard	Attn:	
City, St., Zip:	Washington, IA 52353	Address:	60 N. Greene Street
Phone:	319-653-3597	City, St., Zip:	Riverside, IA 52327
Fax:	319-653-2410	Phone:	319-648-3501
		Fax:	

Estimate #	8	FOR PERIOD:	Owner PN
<input checked="" type="checkbox"/>	Partial Payment	FROM: 10/8/18	Federal PN
<input type="checkbox"/>	Final Payment	TO: 11/9/18	State PN

Base Contract Price	\$1,713,250.05
---------------------	----------------

Change #	1	(\$1,509.12)
Change #	2	\$2,213.19
Change #	3	\$5,126.75
Change #	4	\$1,212.32
Change #	5	\$1,478.46
Change #	6	\$2,371.17
Change #	7	\$1,811.25
Change #	8	\$93,113.06
Change #	9	\$2,242.50
Change #	10	\$3,500.00
Change #	11	\$4,281.07
Change #	12	\$1,210.00
Change #	13	\$2,240.00

Total Contract	\$1,832,540.70
----------------	----------------

Materials on Hand	
-------------------	--

Construction Completed	\$1,814,503.30
	99.02%
Total Earned	\$1,814,503.30
Less Retainage	\$90,725.17
Less Previous Payment	\$1,599,082.86
Amount Due This Est	\$124,695.28

Requested by: \_\_\_\_\_  
 Title: Jay Peiffer  
 Date: \_\_\_\_\_  
 Title: Project Manager

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

Recommended by: \_\_\_\_\_  
 Title: Scott Pottorff  
 Date: \_\_\_\_\_  
 Title: Project Engineer

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

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

i:\proj\forms\payreqst.xls

# COUNCIL PACKET

## Downtown Streetscape Improvements Project

Pay Estimate No.: 8

Payable to: J&L Construction

Date: November 15, 2018

Week Ending: November 9, 2018

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
1	Traffic Control	LS	1	\$19,120.00	\$ 19,120.00	-	\$ -	1.00	\$ 19,120.00
2	Mobilization	LS	1	\$76,000.00	\$ 76,000.00	-	\$ -	1.00	\$ 76,000.00
3	Off Site Topsoil **	CY	190	\$39.00	\$ 7,410.00	35.00	\$ 1,365.00	190.00	\$ 7,410.00
4	Excavation, Class 13, Waste **	CY	790	\$26.00	\$ 20,540.00	-	\$ -	790.00	\$ 20,540.00
5	Below Grade Excavation (Core Out)	CY	100	\$57.00	\$ 5,700.00	-	\$ -	171.40	\$ 9,769.80
6	Subgrade Preparation	SY	2,836	\$5.50	\$ 15,598.00	-	\$ -	3,322.00	\$ 18,271.00
7	Subbase, Modified, 6" Thick Rock for Mainline PCC Paving **	SY	2,904	\$8.25	\$ 23,958.00	-	\$ -	3,066.00	\$ 25,294.50
8	Subbase, Modified, 4" Thick Rock for PCC Sidewalk **	SY	1,376	\$8.00	\$ 11,008.00	250.00	\$ 2,000.00	1,370.00	\$ 10,960.00
9	Subbase, Macadam Stone, 6" Thick	SY	387	\$6.72	\$ 2,600.64	-	\$ -	396.00	\$ 2,661.12
10	Subbase, Class A Crushed Stone, 4" Thick	SY	387	\$6.72	\$ 2,600.64	-	\$ -	396.00	\$ 2,661.12
11	Trench Foundation	TONS	100	\$24.00	\$ 2,400.00	-	\$ -	15.00	\$ 360.00
12	Replacement of Unsuitable Backfill Material, Granular Backfill	CY	160	\$45.00	\$ 7,200.00	-	\$ -	-	\$ -
13	Trench Compaction Testing	LS	1	\$5,460.00	\$ 5,460.00	-	\$ -	0.50	\$ 2,730.00
14	Granular Trench Backfill, Class A Crushed Stone, Sanitary Sewer	LF	168	\$30.00	\$ 5,040.00	-	\$ -	129.00	\$ 3,870.00
15	Granular Trench Backfill, Porous Backfill, 12" Storm Sewer **	LF	346	\$27.00	\$ 9,342.00	-	\$ -	264.00	\$ 7,128.00
16	Granular Trench Backfill, Porous Backfill, 15" Storm Sewer **	LF	75	\$27.00	\$ 2,025.00	-	\$ -	-	\$ -
17	Granular Trench Backfill, Class A Crushed Stone, 12" Storm Sewer	LF	267	\$20.00	\$ 5,340.00	-	\$ -	166.00	\$ 3,120.00
18	Granular Trench Backfill, Class A Crushed Stone, 15" Storm Sewer	LF	53	\$20.00	\$ 1,060.00	-	\$ -	199.00	\$ 3,980.00
19	Granular Trench Backfill, Class A Crushed Stone, 18" Storm Sewer	LF	217	\$21.00	\$ 4,557.00	-	\$ -	288.00	\$ 5,628.00
20	Granular Trench Backfill, Class A Crushed Stone, 24" Storm Sewer	LF	197	\$24.00	\$ 4,728.00	-	\$ -	166.00	\$ 3,704.00
21	Sanitary Sewer, Trenched, PVC SDR 26, 8" Dia.	LF	560	\$29.00	\$ 16,240.00	-	\$ -	988.00	\$ 28,072.00
22	Sanitary Sewer, Trenched, PVC SDR 26, 8" Dia.	LF	168	\$180.00	\$ 30,240.00	-	\$ -	129.00	\$ 23,220.00
23	Sanitary Sewer Service Stub, Partial Replacement	EA	4	\$3,000.00	\$ 12,000.00	-	\$ -	4.00	\$ 12,000.00
24	Sanitary Sewer Service Stub, Complete Replacement	EA	5	\$2,000.00	\$ 10,000.00	-	\$ -	5.00	\$ 10,000.00
25	Storm Sewer, Trenched, RCP, 12" Dia. **	LF	410	\$61.00	\$ 25,010.00	-	\$ -	420.00	\$ 25,620.00
26	Storm Sewer, Trenched, RCP, 15" Dia. **	LF	233	\$65.50	\$ 15,261.50	-	\$ -	215.00	\$ 14,082.50
27	Storm Sewer, Trenched, RCP, 18" Dia. **	LF	532	\$67.00	\$ 35,644.00	-	\$ -	497.00	\$ 33,299.00
28	Storm Sewer, Trenched, RCP, 24" Dia.	LF	197	\$88.00	\$ 17,336.00	-	\$ -	196.00	\$ 17,248.00
29	Storm Sewer, Trenched, ADS N-12, 12" Dia.	LF	221	\$60.00	\$ 13,260.00	-	\$ -	221.00	\$ 13,260.00
30	Removal of Storm Sewer **	LF	363	\$35.00	\$ 12,645.00	-	\$ -	232.00	\$ 8,120.00
31	Fill Storm Sewer with Flowable Mortar **	LF	169	\$70.00	\$ 11,830.00	-	\$ -	135.00	\$ 9,450.00
32	Flared End Section, RCP, 18"	EA	1	\$1,600.00	\$ 1,600.00	-	\$ -	1.00	\$ 1,600.00
33	Longitudinal Subdrain, Type 2, 6"	LF	711	\$9.50	\$ 6,754.50	-	\$ -	1,261.00	\$ 11,979.50
34	Subdrain Cleanout, Type A-1	EA	4	\$400.00	\$ 1,600.00	-	\$ -	3.00	\$ 1,200.00
35	Subdrain Outlet, Connection to Structure	EA	4	\$500.00	\$ 2,000.00	-	\$ -	5.00	\$ 2,500.00
36	Water Main, 6", DIP with Nitrile Gaskets	LF	113	\$199.00	\$ 22,487.00	-	\$ -	113.00	\$ 22,487.00
37	Water Main, 8", DIP with Nitrile Gaskets	LF	1,239	\$82.00	\$ 101,598.00	-	\$ -	1,221.00	\$ 100,122.00
38	Water Main, Trenchless, 8", DIP with Nitrile Gaskets	LF	269	\$90.00	\$ 24,210.00	-	\$ -	273.00	\$ 24,570.00
39	Water Service, Main to Curb Stop, 1" Copper (Type K) *	EA	21	\$1,437.12	\$ 30,179.52	-	\$ -	23.00	\$ 33,053.76
40	Water Service, Main to Curb Stop, 1" Copper (Type K), Trenchless *	EA	3	\$3,937.12	\$ 11,811.36	-	\$ -	4.00	\$ 15,748.48
41	Water Service, 1" Copper (Type K), Trenchless	LF	74	\$24.00	\$ 1,776.00	-	\$ -	74.00	\$ 1,776.00
42	Gate Valve, 4"	EA	1	\$900.00	\$ 900.00	-	\$ -	-	\$ -
43	Gate Valve, 6"	EA	3	\$1,100.00	\$ 3,300.00	-	\$ -	3.00	\$ 3,300.00
44	Gate Valve, 8"	EA	2	\$4,000.00	\$ 8,000.00	-	\$ -	9.00	\$ 36,000.00
45	Fire Hydrant Assembly	EA	4	\$4,300.00	\$ 17,200.00	-	\$ -	4.00	\$ 17,200.00
46	Remove Existing Fire Hydrant Assembly	EA	2	\$750.00	\$ 1,500.00	-	\$ -	3.00	\$ 2,250.00

COUNCIL PACKET

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
47	Sanitary Sewer Manhole, 48" Dia.	EA	2	\$9,700.00	\$ 19,400.00	-	\$ -	2.00	\$ 19,400.00
48	Sanitary Sewer Manhole, 48" Dia., Install Only	EA	1	\$1,700.00	\$ 1,700.00	-	\$ -	1.00	\$ 1,700.00
49	Storm Intake, Type SW-501 **	EA	3	\$3,100.00	\$ 9,300.00	-	\$ -	3.00	\$ 9,300.00
50	Storm Intake, Type SW-507	EA	4	\$3,600.00	\$ 14,400.00	-	\$ -	4.00	\$ 14,400.00
51	Storm Intake, Type SW-511	EA	7	\$2,900.00	\$ 20,300.00	-	\$ -	7.00	\$ 20,300.00
52	Connect to Existing Storm Structure **	EA	4	\$1,000.00	\$ 4,000.00	-	\$ -	3.00	\$ 3,000.00
53	Remove Existing Storm Manhole or Intake	EA	2	\$400.00	\$ 800.00	-	\$ -	3.00	\$ 1,200.00
54	PCC Pavement, 7" **	SY	1808	\$37.00	\$ 66,896.00	-	\$ -	1,869.00	\$ 69,153.00
55	PCC Pavement, 8"	SY	764	\$47.00	\$ 35,908.00	-	\$ -	780.00	\$ 36,660.00
56	PCC Pavement, 10"	SY	216	\$61.00	\$ 13,176.00	-	\$ -	386.00	\$ 24,156.00
57	PCC Curb and Gutter, 6" Standard Curb, 24" Wide	LF	44	\$26.00	\$ 1,144.00	-	\$ -	56.00	\$ 1,456.00
58	PCC Curb and Gutter, 3" Roll Curb, 24" Wide	LF	319	\$26.00	\$ 8,294.00	-	\$ -	319.00	\$ 8,294.00
59	PCC Curb and Gutter, 6" Beam Curb	LF	123	\$34.00	\$ 4,182.00	-	\$ -	120.00	\$ 4,080.00
60	HMA Pavement, 6"	SY	262	\$64.50	\$ 16,899.00	-	\$ -	332.00	\$ 21,414.00
61	Removal of Sidewalk	SY	850	\$13.25	\$ 11,262.50	-	\$ -	850.00	\$ 11,262.50
62	Reinforced Sidewalk, PCC, 5"	SY	563	\$43.00	\$ 24,209.00	135.00	\$ 5,805.00	565.00	\$ 24,295.00
63	Reinforced Sidewalk, PCC, 6"	SY	343	\$50.50	\$ 17,321.50	184.50	\$ 9,317.25	340.50	\$ 17,195.25
64	Non-Reinforced Sidewalk, PCC, 5"	SY	214	\$35.50	\$ 7,597.00	10.25	\$ 363.88	216.25	\$ 7,673.88
65	Brick Pavers w/ Rock Base	SY	92	\$110.00	\$ 10,200.00	-	\$ -	89.00	\$ 9,790.00
66	Detectable Warnings **	SF	100	\$40.00	\$ 4,000.00	30.00	\$ 1,200.00	100.00	\$ 4,000.00
67	Granular Surfacing, Class A Crushed Stone **	TONS	160	\$16.00	\$ 2,560.00	15.23	\$ 243.68	103.23	\$ 1,651.88
68	Removal of Pavement **	SY	3,737	\$12.00	\$ 44,844.00	-	\$ -	3,984.00	\$ 47,808.00
69	Bituminous Seal Coat	SY	387	\$19.25	\$ 7,449.75	-	\$ -	384.40	\$ 7,399.70
70	Painted Pavement Markings, Waterborne or Solvent, 4", White	STA	15	\$68.00	\$ 1,020.00	-	\$ -	-	\$ -
71	Painted Symbols and Legends	EA	4	\$65.00	\$ 260.00	-	\$ -	-	\$ -
72	Sod **	SQ	152	\$78.83	\$ 11,982.16	108.67	\$ 8,566.46	165.67	\$ 13,059.77
73	SWPPP Management	LS	1	\$2,741.47	\$ 2,741.47	-	\$ -	0.50	\$ 1,370.74
74	Inlet Protection Device	EA	13	\$67.92	\$ 882.96	-	\$ -	10.00	\$ 679.20
75	Inlet Protection Device Maintenance	EA	13	\$47.53	\$ 617.89	-	\$ -	-	\$ -
76	PCC Steps	SF	72	\$80.00	\$ 5,760.00	36.00	\$ 2,880.00	72.00	\$ 5,760.00
77	Handrail for Steps and Ramps, Black Powder Coat	LF	110	\$77.50	\$ 8,525.00	-	\$ -	17.00	\$ 1,317.50
78	Connect Downspout & Roof Drain to Storm Sewer	EA	3	\$700.00	\$ 2,100.00	-	\$ -	4.00	\$ 2,800.00
79	Connect to Exist Water Main	EA	6	\$1,200.00	\$ 7,200.00	-	\$ -	8.00	\$ 9,600.00
80	Connect to Exist Water Main, Cut in 4"x4" Tee	EA	1	\$2,000.00	\$ 2,000.00	-	\$ -	-	\$ -
81	Abandon Exist Water Main, Fill w/ Flowable Mortar	LF	1632	\$7.00	\$ 11,424.00	-	\$ -	1,632.00	\$ 11,424.00
82	Decorative Retaining Wall	LF	550	\$975.00	\$ 536,250.00	89.00	\$ 86,775.00	550.00	\$ 536,250.00
83	Bollards	EA	2	\$1,750.00	\$ 3,500.00	-	\$ -	2.00	\$ 3,500.00
84	Area Drains, 18" ADS Nyloplast or Equivalent	EA	3	\$1,716.08	\$ 5,148.18	-	\$ -	3.00	\$ 5,148.18
85	Area Drain Connection to Existing Storm Sewer	EA	3	\$2,200.00	\$ 6,600.00	-	\$ -	3.00	\$ 6,600.00
86	Light Pole Base, LI-201	EA	14	\$950.00	\$ 13,300.00	7.00	\$ 6,650.00	14.00	\$ 13,300.00
87	Decorative Light Poles & Fixtures, Type LA	EA	4	\$7,100.00	\$ 28,400.00	-	\$ -	2.00	\$ 14,200.00
88	Decorative Light Poles & Fixtures, Type LB	EA	4	\$7,600.00	\$ 30,400.00	-	\$ -	1.00	\$ 7,600.00
89	Decorative Light Poles & Fixtures, Type LC	EA	5	\$5,800.00	\$ 29,000.00	-	\$ -	3.00	\$ 17,400.00
90	Decorative Light Poles & Fixtures, Type LD	EA	6	\$5,100.00	\$ 30,600.00	-	\$ -	5.00	\$ 25,500.00
91	Electrical Conduit, 2" PVC	LF	806	\$14.00	\$ 11,284.00	198.00	\$ 2,772.00	806.00	\$ 11,284.00
92	Lighting Control Cabinet	EA	1	\$11,000.00	\$ 11,000.00	-	\$ -	1.00	\$ 11,000.00
93	Electrical Circuit	LF	1,274	\$7.83	\$ 9,975.42	424.00	\$ 3,319.92	1,274.00	\$ 9,975.42
94	Hand Hole, LI-103, Type II	EA	3	\$500.00	\$ 1,500.00	-	\$ -	-	\$ -
	TOTAL CONTRACT				\$ 1,777,283.99		\$ 131,258.18		\$ 1,759,946.59
C.O. #2	Extend Water Service into Building and Connect to Existing Service Inside Building	EA	3,000	\$737.73	\$ 2,213.19	-	\$ -	3,000	\$ 2,213.19
	TOTAL CHANGE C.O. #2				\$ 2,213.19		\$ -		\$ 2,213.19
C.O. #3	Exploratory Excavation Work for Riverside Grain and Feed	LS	1,000	\$1,260.29	\$ 1,260.29	-	\$ -	1,000	\$ 1,260.29
	Extra Work for Peoples Trust and Savings Bank Water Service	LS	1,000	\$1,933.23	\$ 1,933.23	-	\$ -	1,000	\$ 1,933.23
	Extra Work for B&B Automotive Water Service	LS	1,000	\$1,933.23	\$ 1,933.23	-	\$ -	1,000	\$ 1,933.23

# COUNCIL PACKET

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
	TOTAL CHANGE C.O. #3				\$ 5,126.75				\$ 5,126.75
C.O. #4	Relocate Existing Sanitary Sewer Service to the Community Building	LS	1,000	\$1,212.32	\$ 1,212.32			1,000	\$ 1,212.32
	TOTAL CHANGE C.O. #4				\$ 1,212.32				\$ 1,212.32
C.O. #5	Relocate Existing Water Service in Conflict With Intake #6	LS	1,000	\$1,478.46	\$ 1,478.46			1,000	\$ 1,478.46
	TOTAL CHANGE C.O. #5				\$ 1,478.46				\$ 1,478.46
C.O. #6	Sanitary Manhole #3 Changes	LS	1,000	\$2,371.17	\$ 2,371.17			1,000	\$ 2,371.17
	TOTAL CHANGE C.O. #6				\$ 2,371.17				\$ 2,371.17
C.O. #7	Additional Signage	LS	1,000	\$1,811.25	\$ 1,811.25			1,000	\$ 1,811.25
	TOTAL CHANGE C.O. #7				\$ 1,811.25				\$ 1,811.25
C.O. #8	Storm Manhole SW-401, 48"	EA	2,000	\$4,800.00	\$ 9,600.00			2,000	\$ 9,600.00
	PCC Sidewalk, 6"	SY	58,000	\$50.00	\$ 2,900.00			58,000	\$ 2,900.00
	PCC Driveway, 6"	SY	198,000	\$50.00	\$ 9,900.00			204,000	\$ 10,200.00
	Modification to Storm WH 15	LS	1,000	\$1,020.00	\$ 1,020.00			1,000	\$ 1,020.00
	Collar to Existing Pipe	LS	1,000	\$550.00	\$ 550.00			1,000	\$ 550.00
	Traffic Control (Additional Time for Traffic Signals)	LS	1,000	\$3,600.00	\$ 3,600.00			1,000	\$ 3,600.00
	TOTAL CHANGE C.O. #8				\$ 27,570.00				\$ 27,570.00
C.O. #9	Tunneling for Water Service	LS	1,000	\$2,242.50	\$ 2,242.50			1,000	\$ 2,242.50
	TOTAL CHANGE C.O. #9				\$ 2,242.50				\$ 2,242.50
C.O. #10	Lower Intake and Lower Alley Grade to Match Intake	LS	1,000	\$3,500.00	\$ 3,500.00			1,000	\$ 3,500.00
	TOTAL CHANGE C.O. #10				\$ 3,500.00				\$ 3,500.00
C.O. #11	Additional Labor to run Water Service Through Basement Wall 81 W 1st Street	LS	1,000	\$214.13	\$ 214.13			1,000	\$ 214.13
	Lower Existing Sanitary Service to Accommodate Storm Sewer 90 W 1st Street	LS	1,000	\$1,196.56	\$ 1,196.56			1,000	\$ 1,196.56
	Exploratory Excavation Work to Connect Water Service - 90 W 1st Street	LS	1,000	\$702.60	\$ 702.60			1,000	\$ 702.60
	Install Reducer on 2nd Water Service - 31 W 1st Street	LS	1,000	\$317.35	\$ 317.35			1,000	\$ 317.35
	Exploratory Work to Find Existing Water Service	LS	1,000	\$1,850.43	\$ 1,850.43			1,000	\$ 1,850.43
	TOTAL CHANGE C.O. #11				\$ 4,281.07				\$ 4,281.07
C.O. #12	Remove/Install in Cistern in Alley	LS	1,000	\$1,210.00	\$ 1,210.00			1,000	\$ 1,210.00
	TOTAL CHANGE C.O. #12				\$ 1,210.00				\$ 1,210.00
C.O. #13	Install Area Intake Near 51 W 1st Street	LS	1,000	\$2,240.00	\$ 2,240.00			1,000	\$ 2,240.00
	TOTAL CHANGE C.O. #13				\$ 2,240.00				\$ 2,240.00
	<b>TOTAL CONTRACT WITH CHANGE ORDERS</b>				\$ 1,832,540.70		\$ 131,256.18		\$ 1,814,503.30

\* Items Changed with Change Order #1

\*\* Items Changed with Change Order #8

Retainage 5% \$ 90,725.16

Total Value of Completed Work Less Retainage \$ 1,723,778.14

Pay Estimate #1 \$ 130,043.60  
 Pay Estimate #2 \$ 382,895.64  
 Pay Estimate #3 \$ 261,248.05  
 Pay Estimate #4 \$ 61,111.59  
 Pay Estimate #5 (Not including Stored Materials) \$ 131,826.75  
 Pay Estimate #6 (Not including Stored Materials) \$ 351,904.18  
 Pay Estimate #7 (Not including Stored Materials) \$ 280,053.05

Previous Payments \$ 1,595,082.86  
 Current Payment Due \$ 124,695.28

RESOLUTION #111718-03

RESOLUTION APPROVING FINAL ACCEPTANCE FROM TRIPLE B CONSTRUCTION FOR GALILEO DRIVE STREET 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 hereby accepts the "Final Acceptance" from Triple B Construction for work performed for the Galileo Drive Street Project.

Therefore, be it resolved the City of Riverside City Council does hereby approve this request for "Final Acceptance" to Triple B Construction for the Galileo Drive Street Project.

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 19th day of November, 2018.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk



## COUNCIL PACKET

**Becky LaRoche**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Friday, November 16, 2018 8:14 AM  
**To:** becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com  
**Subject:** **FW: Galileo**  
**Attachments:** 20181115162033588.pdf

Attached are the lien waivers for Galileo Drive. He says below that the apron guards were installed yesterday as well. I think we should be ready to accept the project if the final plat is ready to go.

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

**Scott Pottorff, P.E.**

*Project Manager*

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Mobile: (319) 631-0365

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**From:** [brad@triplebconstructionia.com](mailto:brad@triplebconstructionia.com) [<mailto:brad@triplebconstructionia.com>]

**Sent:** Thursday, November 15, 2018 4:23 PM

**To:** Scott Pottorff

**Subject:** Galileo

Scott

Attached are the signed lien waivers for Galileo Drive. The guys aren't back yet, but unless they ran into problems, the trash racks should be installed.

Also, I passed the word onto my tree guy about St. Mary's being approved. He will probably take that tree and the smaller maple tree between 3rd and 4th streets down at the same time.

Thanks

Brad Jipp

President, Owner

Triple B Construction Corporation

710 Ayres Progress Drive, Wilton IA

319-631-0320 (Cell)

563-732-DIRT (Office)

[brad@triplebconstructionia.com](mailto:brad@triplebconstructionia.com)

Becky LaRoche

St. Marys Street

FWI

**From:** mayor@cityofriversideiowa.com  
**Sent:** Tuesday, November 13, 2018 9:47 AM  
**To:** 'Scott Pottorff'; becky@cityofriversideiowa.com  
**Subject:** RE: Highway 22 Project

I'm in agreement with you, Scott. I don't want to see anything tore up or closed through the winter. I'm not pleased with everything that's tore up now. I would say they shouldn't open up anything else they don't know they can get replaced in whatever weather window they have. I'll call you this afternoon or tomorrow to discuss.

---

**From:** Scott Pottorff <[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)>  
**Sent:** Tuesday, November 13, 2018 9:02 AM  
**To:** [mayor@cityofriversideiowa.com](mailto:mayor@cityofriversideiowa.com); [becky@cityofriversideiowa.com](mailto:becky@cityofriversideiowa.com)  
**Subject:** Highway 22 Project

I am a little bit hesitant to start tearing out any more sidewalk or paving this fall. With the temperatures like they are there isn't much concrete that can be poured. I don't want to get into a situation where Sycamore Street is closed all winter or where some sidewalks are removed all winter along Highway 22 in the vicinity of the school. Triple B says they are concerned about the completion date if they don't continue work this fall. Also worried about perception if the weather does warm up and they aren't working.

At a minimum they need to finish up St. Mary's Street and get it opened up for the winter. They have committed to that to me. But they also want to start some storm sewer work along the highway and I guess that is OK with me as long as we don't impact streets or sidewalks. I don't know how much they can do without impacting streets and sidewalks.

Right now the forecast I see shows highs in the 40s for the rest of this week after today and then highs in the 40s next week. Based on those temperatures work can continue and concrete can be poured. But next week is a short week with Thanksgiving and who knows what things will be like after Thanksgiving.

In my mind having sidewalks or streets closed all winter is a nightmare. Maybe others don't feel as strongly as I do about that. I guess I would prefer to give more time in the spring when the weather is better than to try to push something this fall and end up with a problem all winter.

Let me know your thoughts on this. We can discuss with the Council on Monday night as well.

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*Experts in Planning and Development Since 1975*

**Scott Pottorff, P.E.**

*Project Manager*

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Mobile: (319) 631-0365

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

Becky LaRoche

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Thursday, November 08, 2018 10:49 AM  
**To:** becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com  
**Subject:** FW: Tree Removal St. Mary's Street

See below from Alliant. I have asked Triple B to provide a price and schedule for removal of this tree.

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*Project Manager*

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**From:** Batterson, Jacob [<mailto:JacobBatterson@alliantenergy.com>]

**Sent:** Thursday, November 8, 2018 10:34 AM

**To:** Scott Pottorff

**Subject:** RE: Tree Removal St. Mary's Street

Scott,

I reached out to our Line Clearance Manager and he says that we would not, the tree is trimmed back clear that is all that we are required to do.

Thanks,

**Jacob Batterson | Field Engineering Specialist**



220 E 3<sup>rd</sup> Street | Washington, IA 52353

Office: (319) 653-8232 | Fax: (319) 653-8226

[alliantenergy.com](http://alliantenergy.com) | [jacobbatterson@alliantenergy.com](mailto:jacobbatterson@alliantenergy.com)

**1-800-ALLIANT** | For All New Inquiries

---

**From:** Scott Pottorff [<mailto:S.pottorff@mmsconsultants.net>]

**Sent:** Wednesday, November 7, 2018 4:57 PM

## COUNCIL PACKET

**To:** Batterson, Jacob  
**Subject:** Tree Removal St. Mary's Street

[This is an external email. Be cautious with links, attachments and responses.]

---

There is a tree which looks like it is in conflict with some overhead lines in front of 281 St. Mary's Street. The property owner is interested in having the tree removed and it is at least partially within the ROW so the City is contemplating removing this tree with the construction project. The City wanted me to ask if Alliant would be interested in participating in the cost of removing this tree. It looks like it has been trimmed over the years due to overhead lines. The City Clerk said she thought you guys had tree crews in Riverside this week doing some trimming in town. Maybe the City could participate in sharing the cost if your crew could do the work.

Let me know if we need to meet on site to look at this or if you can determine the location. I think we will need to do the removal yet this fall so let me know your thoughts on this.

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### **Scott Pottorff, P.E.**

*Project Manager*

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

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St. Mary's

**Becky LaRoche**

---

**From:** Mayor <mayor@cityofriversideiowa.com>  
**Sent:** Thursday, November 15, 2018 9:33 AM  
**To:** Scott Pottorff  
**Cc:** becky@cityofriversideiowa.com  
**Subject:** Re: St. Mary's Tree

Ok to proceed

On Nov 15, 2018, at 7:53 AM, Scott Pottorff <[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)> wrote:

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

<image001.png>

**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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**From:** [brad@triplebconstructionia.com](mailto:brad@triplebconstructionia.com) [<mailto:brad@triplebconstructionia.com>]  
**Sent:** Wednesday, November 14, 2018 4:31 PM  
**To:** Scott Pottorff  
**Subject:** St. Mary's Tree

Scott

The cost to drop and remove the large oak tree is \$2,300. This includes dropping and removing the tree from the site, grinding the stump to below grade, backfilling with black dirt.

Thank you,

Brad Jipp  
 President, Owner  
 Triple B Construction Corporation  
 710 Ayres Progress Drive, Wilton IA  
 319-631-0320 (Cell)  
 563-732-DIRT (Office)  
[brad@triplebconstructionia.com](mailto:brad@triplebconstructionia.com)



Title VI Non-Discrimination Agreement  
Iowa Department of Transportation  
and  
CITY of RIVERSIDE

**Agency Information**

Name and title of administrative head:

Name: ALLEN SCHNEIDER Title: MAYOR

Address: P.O. BOX 188

City: RIVERSIDE State: IA ZIP Code: 52327 County: WASHINGTON

Phone/FAX: 319-648-4012 Email: becky@cityofriversideiowa.com

Name and title of designated Title VI coordinator:

Name: SCOTT POTTORFF Title: MMS CONSULTANTS

Address: 1917 SOUTH GILBERT STREET

City: IOWA CITY State: ia ZIP Code: 52240 County: JOHNSON

Phone/FAX: 319-351-8746 Email: s.pottofr@mmsconsultants.net

\*If the Title VI coordinator changes, please contact the Iowa DOT Title VI specialist.

**Title VI Program**

**I. Organization and staffing**

Pursuant to 23 C.F.R. § 200, CITY of RIVERSIDE- WASHINGTON COUNTY has appointed a Title VI coordinator identified above, who is responsible for implementing and monitoring the local public agency's (LPA's) Title VI program per this agreement, and is the representative for issues and actions pertaining to this agreement. The LPA will provide the Iowa Department of Transportation with a copy of the LPA's organizational chart that illustrates the level and placement of the Title VI coordinator.

The LPA will notify the Iowa DOT in writing of any changes to the LPA's organization chart, Title VI coordinator or Title VI coordinator contact information.

**II. Assurances required**

Pursuant to 49 C.F.R. § 21.7, every application for federal financial assistance or continuing federal financial assistance must provide a statement of assurance and give reasonable guarantee that the program is (or, in the case of a new program, will be) conducted in compliance with all requirements imposed by or pursuant to 49 C.F.R. § 21 (Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964). Fully executed standard DOT Assurances (including Appendices A, B and C) are attached to this agreement.

# COUNCIL PACKET

## III. Implementation procedures

This agreement shall serve as the LPA's Title VI plan pursuant to 23 C.F.R. § 200 and 49 C.F.R. § 21. For the purpose of this agreement, "federal assistance" shall include all of the following.

- Grants and loans of federal funds.
- The grant or donation of federal property and/or interest in property.
- The detail of federal personnel.
- The sale and lease of, and permission to use (on other than a casual or transient basis), federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the LPA, or in recognition of the public interest to be served by such sale or lease to the LPA.
- Any federal agreement, arrangement or other contract that has as one of its purposes the provision of assistance.

The LPA shall:

1. Issue a policy statement, signed by the head of the LPA, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the LPA's organization and to the public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by the Iowa DOT, Federal Highway Administration or U.S. Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, to implement Title VI compliance in accordance with this agreement. The head of the LPA shall be held responsible for implementing Title VI requirements.
3. Designate a Title VI coordinator who has a responsible position in the organization and easy access to the head of the LPA. The coordinator shall be responsible for implementing and monitoring Title VI activities and preparing required reports.
4. Develop and implement a public involvement plan that includes low-income and minority community outreach and ensures those persons who are limited-English proficient (LEP) can access services.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigations. Identify each complainant by race, color, national origin or gender, the nature of the complaint, date the complaint was filed, date the investigation was completed, disposition, date of disposition, and other pertinent information. A copy of the complaint, together with a copy of the LPA's report of investigation, shall be forwarded to the Iowa DOT's civil rights coordinator within 60 days of the date the complaint was received by the LPA.
6. Collect statistical data (race, color, national origin, age, gender, disability, LEP and income of populations in service area) of participants in, and beneficiaries of, the programs and activities conducted by the LPA.
7. Conduct Title VI self-assessment of the LPA's program areas and activities, and of second-tier sub-recipients, contractor/consultant program areas and activities. Where applicable, revise policies, procedures and directives to include Title VI requirements. Ensure that programs, policies, and other activities do not have disproportionate adverse effects on minority and low-income populations.
8. Conduct training programs on Title VI and related statutes.
9. Prepare a yearly report of Title VI accomplishments and changes to the program covering the prior year, and identify goals and objectives for the coming year.
  - o **Annual work plan:** Outline Title VI monitoring and review activities planned for the coming year; and indicate a target date for completion.
  - o **Accomplishment report:** List major accomplishments made regarding Title VI activities. Include instances where Title VI issues were identified and discrimination was prevented. Indicate activities and efforts the Title VI coordinator and program area personnel have undertaken in monitoring Title VI. Include a description of the scope and conclusions of any special internal and external reviews conducted by the Title VI coordinator. List any major problem(s) identified and corrective action(s) taken. Include a summary and status report on any Title VI complaints filed with the LPA. Include a listing of complaints received against second-tier sub-recipients, if any, as well as a summary of complaints and actions taken.
10. Include Title VI compliant language in all contracts to second-tier sub-recipients.

## COUNCIL PACKET

### IV. **Discrimination complaint procedures – allegations of discrimination in federally assisted programs or activities**

The LPA adopts the following discrimination complaint procedures for complaints relating to federally assisted transportation-related programs or activities.

1. **Filing a discrimination complaint:** Any person who believes that he or she, or any class of individuals, or in connection with any disadvantaged business enterprise, has been or is being subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d; the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §§ 701 et seq.; and the Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28, has the right to file a complaint.

Any individual wishing to file a discrimination complaint must be given the option to file the complaint with the LPA, or directly with the Iowa DOT, FHWA, USDOT and U.S. Department of Justice. Complaints may be filed with all agencies simultaneously.

No individual or agency shall refuse service, discharge or retaliate in any manner against any persons because that individual has filed a discrimination complaint, instituted any proceeding related to a discrimination complaint, testified, or is about to testify, in any proceeding or investigation related to a discrimination complaint, or has provided information or assisted in an investigation.

2. **Complaint filing time-frame:** A discrimination complaint must be filed within 180 calendar days of one of the following.
  - (a) The alleged act of discrimination.
  - (b) Date when the person(s) became aware of the alleged discrimination
  - (c) Date on which the conduct was discontinued, if there has been a continuing course of conduct.

The LPA or their designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

3. **Contents of a complaint:** A discrimination complaint must be written. The document must contain the following information.
  - a) The complainant's name and address, or other means by which the complainant may be contacted.
  - b) Identification of individual(s) or organization(s) responsible for the alleged discrimination.
  - c) A description of the complainant's allegations, which must include enough detail to determine if the LPA has jurisdiction over the complaint and if the complaint was filed timely.
  - d) Specific prohibited bases of alleged discrimination (i.e., race, color, gender, etc.)
  - e) Apparent merit of the complaint.
  - f) The complainant's signature or signature of his/her authorized representative.

In the event that a person makes a verbal complaint of discrimination to an officer or employee of the LPA, the complainant shall be interviewed by the LPA's Title VI coordinator. If necessary, the Title VI coordinator will assist the complainant in reducing the complaint to writing and then submit the written version of the complaint to the person for signature.

4. **Complaints against the LPA:** Any complaints received against the LPA should immediately be forwarded to the Iowa DOT for investigation. The LPA shall not investigate any complaint in which it has been named in the complaint. The contact information for the Iowa DOT's Title VI program is:

Iowa Department of Transportation  
Office of Employee Services – Civil Rights  
800 Lincoln Way  
Ames, Iowa 50010  
515-239-1422  
515-817-6502 (fax)  
[dot.civilrights@iowadot.us](mailto:dot.civilrights@iowadot.us)



## COUNCIL PACKET

5. **Notice of Receipt:** All complaints shall be referred to the LPA's Title VI coordinator for review and action. Within 10 days of receipt of the discrimination complaint, the coordinator shall issue an initial written Notice of Receipt that:
- Acknowledges receipt of the discrimination complaint.
  - Advises the complainant of his/her right to seek representation by an attorney or other individual of his or her choice in the discrimination complaint process.
  - Contains a list of each issue raised in the discrimination complaint.
  - Advises the complainant of the timeframes for processing the discrimination complaint and providing a determination.
  - Advises the complainant of other avenues of redress of their complaint, including the Iowa DOT, FHWA, USDOT and USDOJ.
6. **Notification of the Iowa DOT of a complaint:** The LPA shall advise the Iowa DOT within 10 business days of receipt of the complaint. Generally, the following information will be included in every notification to the Iowa DOT.
- Name, address and phone number of the complainant.
  - Name(s) and address(es) of alleged discriminating official(s).
  - Basis of complaint (i.e., race, color, national origin, gender).
  - Date of alleged discriminatory act(s).
  - Date of complaint received by the LPA.
  - A statement of the complaint.
  - Other agencies (state, local or federal) where the complaint has been filed.
  - An explanation of the actions the LPA has taken or proposed to resolve the issue identified in the complaint.
7. **Processing a complaint and time-frame:** The total time allowed for processing the discrimination complaint is 90 calendar days from the date the complaint was filed. There is no extension available at this level. This time-frame includes 60 calendar days at the LPA level and 30 days for review at the state level, if needed.

If the complainant elects to file a complaint with both the LPA and Iowa DOT, the complainant shall be informed that the LPA has 90 calendar days to process the discrimination complaint and the Iowa DOT shall not investigate the complaint until the 90 calendar-day period has expired.

Immediately after issuance of the Notice of Receipt to the complainant (step four), the LPA's Title VI coordinator shall either begin the fact-finding or investigation of the discrimination complaint, or arrange to have an investigation conducted.

Based on the information obtained during that investigation, the coordinator shall render a recommendation for action in a Report of Findings to the head of the LPA.

8. **Alternative dispute resolution/mediation process:** The complainant must be given an invitation to participate in mediation to resolve the complaint by informal means. The LPA's Title VI coordinator shall include an invitation to mediation with the Notice of Receipt, offering the opportunity to use the alternative dispute resolution/mediation process.

If the complaint selects mediation, it allows disputes to be resolved in a less adversarial manner. With mediation, a neutral party assists two opposing parties in a dispute come to an agreement to resolve their issue. The mediator does not function as a judge or arbiter, but simply helps the parties resolve the dispute themselves.

Upon receiving a request to mediate, the LPA's Title VI coordinator shall identify or designate a mediator who must be a neutral and impartial third party. The mediator must be a person acceptable to all parties and who will assist the parties in resolving their disputes.

If the complainant chooses to participate in mediation, she or he or the designee must respond in writing within 10 calendar days of the date of the invitation. This written acceptance must be dated and signed by the complainant and must also include the relief sought.

## COUNCIL PACKET

After mediation is arranged, a written confirmation identifying the date, time and location of the mediation conference shall be sent to both parties. If possible, the mediation process should be completed within 30 calendar days of receipt of the discrimination complaint. This will assist in keeping within the 90 calendar-day time-frame of the written Notice of Final Action if the mediation is not successful.

If resolution is reached under mediation, the agreement shall be in writing. A copy of the signed agreement shall be sent to the Iowa DOT's Title VI program coordinator. If an agreement is reached, but a party to it believes his/her agreement has been breached, the non-breaching party may file another complaint. If the parties do not reach resolution under mediation, the LPA's Title VI coordinator shall continue with the investigation.

9. **Notice of Final Action:** A written Notice of Final Action shall be provided to the complainant within 60 days of the date the discrimination complaint was filed. It shall contain:
- a) A statement regarding the disposition of each issue identified in the discrimination complaint and reason for the determination.
  - b) A copy of the mediation agreement, if the discrimination complaint was resolved by mediation.
  - c) A notice that the complainant has the right to file a complaint with the Iowa DOT, FHWA, USDOT or USDOJ within 30 calendar days after the Notice of Final Action, if she or he is dissatisfied with the final action on the discrimination complaint.

The LPA's Title VI coordinator shall provide the Iowa DOT's Title VI program coordinator with a copy of this decision, as well as a summary of findings upon completion of the investigation. Should deficiencies be noted in the implementation of these discrimination complaint procedures by the LPA, the Iowa DOT's Title VI program coordinator will work in conjunction with the LPA's Title VI coordinator to review the information and/or provide technical assistance in the discrimination complaint process, mediation process, and/or investigation.

10. **Corrective action:** If discrimination is found through the process of a complaint investigation, the respondent shall be requested to voluntarily comply with corrective action(s) or a conciliation agreement to correct the discrimination.
11. **Confidentiality:** LPA and Iowa DOT Title VI program coordinators are required to keep the following information confidential to the maximum extent possible, consistent with applicable law and fair determination of the discrimination complaint.
- a) The fact that the discrimination complaint has been filed.
  - b) The identity of the complainant(s).
  - c) The identity of individual respondents to the allegations.
  - d) The identity of any person(s) who furnished information relative to, or assisting in, a complaint investigation.
12. **Record keeping:** The LPA's Title VI coordinator shall maintain a log of complaints filed that alleged discrimination. The log must include:
- a) The name and address of the complainant.
  - b) Basis of discrimination complaint.
  - c) Description of complaint.
  - d) Date filed.
  - e) Disposition and date.
  - f) Any other pertinent information.

All records regarding discrimination complaints and actions taken on discrimination complaints must be maintained for a period of not less than three years from the final date of resolution of the complaint.

**COUNCIL PACKET**

**V. Sanctions**

In the event the LPA fails or refuses to comply with the terms of this agreement, the Iowa DOT may take any or all of the following actions.

- a) Cancel, terminate or suspend this agreement in whole or in part.
- b) Refrain from extending any further assistance to the LPA under the program from which the failure or refusal occurred, until satisfactory assurance of future compliance has been received from the LPA.
- c) Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the LPA.
- d) Refer the case to the USDOJ for appropriate legal proceedings.

**IOWA DEPARTMENT OF TRANSPORTATION**

**CITY of RIVERSIDE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

ALLEN SCHNEIDER - MAYOR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

RESOLUTION #111718-04

**RESOLUTION AUTHORIZING AND ADOPTING A TITLE VI PLAN FOR  
THE CITY OF RIVERSIDE**

**Whereas**, Title VI of the Civil Rights Act of 1964 is a federal law that protects individuals, groups, and organizations on the basis of race, color, or national origin in federally assisted programs and activities;

**Whereas**, The Civil Rights Restoration Act of 1987 further clarified the intent of Title VI to include all programs and activities of entities whether those programs and activities are federally funded or not;

**Whereas**, The Environmental Justice (EJ) (Executive Order 12898) addresses disproportionate adverse environmental, social and economic impacts that may exist in communities, specifically minority and low-income populations;

**Whereas**, The Limited-English proficiency (LEP) (Executive Order 13166) addresses access to services for persons whose primary language is not English and who have limited ability to read, write, or speak, or understand English;

**Whereas**, The Uniform Relocation Act of 1970 (42 U.S.C. 46001) prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federal financially assisted programs or activities;

**Whereas**, The Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 790) prohibits discrimination based on handicap/disability;

**Whereas**, The Federal-Aid Highway Act of 1973 (U.S.C. 324) prohibits discrimination based on sex (gender);

**Whereas**, The Age Discrimination Act of 1975 (42 U.S.C. 6101) prohibits discrimination based on age;

**Whereas**, The City of Riverside must designate a liaison for Title VI and complaints within the organization;

**Now Therefore, Be It Resolved** that the City of Riverside will complete a statement of assurances in compliance with Title VI of the Civil Rights Act of 1964, will designate the Mayor of Riverside as the liaison for Title VI issues and complaints within the organization, will participate in the Iowa DOT's Limited-English Proficiency (LEP) program, and will adopt the City of Riverside's Title VI plan. These actions are hereby authorized and approved by the City Council of Riverside, Iowa.

COUNCIL PACKET

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 19th day of November, 2018.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

# COUNCIL PACKET

## Title VI Non-discrimination Policy Statement

The \_\_\_\_\_ (Name of City/County) \_\_\_\_\_, hereinafter referred to as the LPA, hereby assures that no person shall on the grounds of race, color, national origin, gender, age or disability, as provided by Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d, and the Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. The LPA further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, regardless of whether those programs and activities are federally funded.

It is the policy of the LPA to comply with Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e; Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §§ 4601-4655; 1973 Federal Aid Highway Act, 23 U.S.C. § 324; Title IX of the Education Amendments of 1972, Pub. L. No. 92-318, 86 Stat. 235; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §§ 701 *et seq.*; Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28; Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*; Title VIII of the Civil Rights Act 1968, 42 U.S.C. §§ 3601-3631; Exec. Order No. 12898, 59 Fed. Reg. 7629 (1994) (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations); and Exec. Order No. 13166, 65 Fed. Reg. 50121 (2000) (Improving Access to Services for Persons with Limited English Proficiency).

The Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of federal-aid recipients, subrecipients and contractors/consultants, regardless of whether such programs and activities are federally assisted.

Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 355, the LPA hereby gives assurance that no qualified disabled person shall, solely by reason of disability, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination, including discrimination in employment, under any program or activity that receives or benefits from this federal financial assistance.

The LPA also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. In addition, the LPA will take reasonable steps to provide meaningful access to services for persons with LEP. The LPA will, where necessary and appropriate, revise, update and incorporate nondiscrimination requirements into appropriate manuals, directives and regulations.

In the event the LPA distributes federal-aid funds to a second-tier subrecipient, the LPA will include Title VI language in all written agreements.

The LPA's \_\_\_\_\_ (Name of Person/Department) \_\_\_\_\_, is responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 C.F.R. § 200 and 49 C.F.R. § 21.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

# COUNCIL PACKET

## The United States Department of Transportation (USDOT)

### Standard Title VI/Non-Discrimination Assurances

#### DOT Order No. 1050.2A

The CITY OF RIVERSIDE (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), through the **Federal Highway Administration (FHWA)**, is subject to and will comply with the following:

#### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

#### General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the FHWA.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

#### Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **Federal Highway Program**:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

## COUNCIL PACKET

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all **Federal Highway Programs** and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*“The CITY OF RIVERSIDE \_\_\_\_\_, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal



COUNCIL PACKET

financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

- 10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, CITY OF RIVERSIDE also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the FHWA access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the FHWA. You must keep records, reports, and submit the material for review upon request to FHWA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

CITY OF RIVERSIDE gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal Highway Program. This ASSURANCE is binding on Iowa, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal Highway Program. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

CITY OF RIVERSIDE

(Name of Recipient)

by

(Signature of Authorized Official)

DATED 11/7/2018

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, **Federal Highway Administration**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the **Federal Highway Administration** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the **Federal Highway Administration**, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the **Federal Highway Administration** may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the **Federal Highway Administration** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

# COUNCIL PACKET

## APPENDIX B

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

**NOW, THEREFORE**, the Department of Transportation as authorized by law and upon the condition that the CITY OF RIVERSIDE will accept title to the lands and maintain the project constructed thereon in accordance with laws of the state of Iowa, the Regulations for the Administration of **Federal Highway Program**, and the policies and procedures prescribed by the **Federal Highway Administration** of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the CITY OF RIVERSIDE all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

#### (HABENDUM CLAUSE)

**TO HAVE AND TO HOLD** said lands and interests therein unto CITY OF RIVERSIDE and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the CITY OF RIVERSIDE, its successors and assigns.

The CITY OF RIVERSIDE, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the CITY OF RIVERSIDE will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

# COUNCIL PACKET

## APPENDIX C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the CITY OF RIVERSIDE pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, CITY OF RIVERSIDE will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the CITY OF RIVERSIDE will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the CITY OF RIVERSIDE and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

# COUNCIL PACKET

## APPENDIX D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/ agreements entered into by CITY OF RIVERSIDE pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, CITY OF RIVERSIDE will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, CITY OF RIVERSIDE will there upon revert to and vest in and become the absolute property of CITY OF RIVERSIDE and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

# COUNCIL PACKET

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

*Tupelo*  
Becky LaRoche

COUNCIL PACKET

*wait session!*

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Tuesday, November 13, 2018 2:46 PM  
**To:** mayor@cityofriversideiowa.com; becky@cityofriversideiowa.com  
**Subject:** Safe Routes to School

I was reviewing the submittal schedule for the TAP project and it shows preliminary plans to be submitted by 12/18. I would like to have a work session on this project again sometime before then, maybe the week of the 3<sup>rd</sup> (maybe before the Council meeting on the 3<sup>rd</sup>) or the 10<sup>th</sup> (I am at a conference on the 12th-14<sup>th</sup>).

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

**Scott Pottorff, P.E.**

*Project Manager*

Office: (319) 351-8282

Mobile: (319) 631-0365

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

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

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**Becky LaRoche**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Tuesday, November 13, 2018 2:18 PM  
**To:** 'Lentsch, Stacy'; becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com  
**Subject:** Concept Statement - TAP-R-6495(603)--8T-92  
**Attachments:** 2245043conceptstatement.pdf; 2245043locationmap.pdf

Please find attached the concept statement and location map for the above referenced project.

At this point the City is planning to have the sidewalk project be separate from the street project. We are still looking at both sides of the street along Ash/Tupelo to try and determine which makes the most sense. We are planning a 5 foot wide typical sidewalk with curb ramps and crosswalk markings at crosswalks. It will be on the north side of Galileo Drive in any case.

There is a historical building at the intersection of Blackberry and Ash at the NW corner which is in the "proximity" of the work. I doubt this project will have any impact on that building but that is the historic building referenced on the concept statement.

Feel free to contact me with any questions.

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# COUNCIL PACKET



## CONCEPT STATEMENT FOR LOCAL SYSTEMS FEDERAL AID PROJECTS

**Please Note:** Before completing this form, refer to the Concept Statement Instructions located in Index No. 6 of the Project Development Information Packet (referred to herein as the Packet).

### GENERAL INFORMATION:

County: Washington City: Riverside Date Submitted: 11/13/18  First  Revised  
 Project Number: TAP-R-6495(603)--8T-92 STIP Year: 2019 Estimated Letting Date: May 21, 2018  
 Contact Person: Scott Pottorff, P.E. Phone Number: 319-351-8282  
 Title: Project Engineer FAX Number: 319-351-8476  
 Address: 1917 South Gilbert Street, Iowa City, IA 52240 E-mail: s.pottorff@mmsconsultants.net

1.a. Project Location(s) (include road or street name(s) & project limits):

**ATTACH A DETAILED LOCATION**

Along Ash Street/Tupelo Boulevard and North Side of Galileo Drive

1.b. Project Title/Description: Ash/Tupelo Sidewalk Extension to Riverside Elementary

2. Type of Work (check all that apply):

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> HMA Paving            | <input type="checkbox"/> Grading                    | <input type="checkbox"/> PCC Widening           | <input checked="" type="checkbox"/> Bicycle or pedestrian facilities |
| <input type="checkbox"/> HMA Resurfacing       | <input type="checkbox"/> Intersection Modifications | <input type="checkbox"/> RCB Culvert            | <input type="checkbox"/> Scenic or landscaping improvements          |
| <input type="checkbox"/> HMA Widening          | <input type="checkbox"/> Lighting                   | <input type="checkbox"/> Traffic Signals        | <input type="checkbox"/> Historic restoration or renovation          |
| <input type="checkbox"/> Bridge Replacement    | <input type="checkbox"/> Patching                   | <input type="checkbox"/> Other (describe) _____ |  |
| <input type="checkbox"/> Bridge Rehabilitation | <input type="checkbox"/> PCC Paving                 |   |  |

3. Project Length: 0.4  Miles  km (to nearest tenth)

4. Existing Bridge information: FHWA No.: \_\_\_\_\_ Year Built: \_\_\_\_\_ Size: \_\_\_\_\_

Type: \_\_\_\_\_

5. Project Costs: For each item that applies, indicate if Federal aid reimbursement will be requested. If Yes, enter the estimated cost

Federal aid?	Cost Item	Estimated Cost
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Preliminary engineering (if Yes, see Index No. 1 of the Packet for procedures)	\$ _____
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Construction engineering (if Yes, see Index No. 1 of the Packet for procedures)	\$ _____
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Acquisition of land or property rights (if Yes, see Flow Chart No. 8 in the Packet)	\$ _____
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Construction	\$ <u>120,000</u>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Utility relocation (if Yes, see Flow Chart No. 9 in the Packet)	\$ _____
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Railroad work (if Yes, see Flow Chart No. 9 in the Packet)	\$ _____
	In-kind contribution (attach documentation as per Index No. 4 of the Packet)	\$ _____

6. Total Federal Aid (as shown in the STIP): \$ 96,000.00 Total Estimated Project Cost \$ 120,000

7. Estimate of Land or Property Acquisition Impacts: - Will the proposed project:

**ANSWER ALL SIX QUESTIONS**

- |  |  |
|--|--|
| <p>a. Require temporary construction easements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br/>If Yes, indicate the approximate area (acres): _____</p> <p>b. Require permanent easement(s) or fee title? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br/>If Yes, indicate the approximate area (acres): _____</p> <p>c. Require borrow material? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br/>If Yes, indicate the proposed source (check all that apply):<br/> <input type="checkbox"/> New borrow area <input type="checkbox"/> Not yet determined<br/> <input type="checkbox"/> Existing borrow area <input type="checkbox"/> Contractor furnished <input type="checkbox"/> Within existing right-of-way</p> | <p>d. Require total property acquisition(s)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br/>If Yes, approximately how many properties will be totally acquired? _____</p> <p>e. Involve relocation assistance for displaced person(s) and/or businesses? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br/>If Yes, approximately how many relocations will be required? _____</p> <p>f. Involve a change in property access which results in damage to the remainder of the parcel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> |
|--|--|

8. Public Acceptance: Is it anticipated that the proposed project will receive a substantial degree of public opposition?  Yes  No  
If Yes, explain:

# COUNCIL PACKET



Form 517001 (08-05)

## 9. Environmental Impacts - Will the proposed project:

**ANSWER ALL QUESTIONS**

- Yes  No a. Involve any undisturbed land, either public or private, including new borrow areas? If Yes, archaeological assessment and / or survey will be required. If No, and any of questions 7.a through 7.c are checked Yes, or if a new borrow area will be used, attach additional information to show that the land required for the property acquisitions, temporary or permanent easements, or new borrow areas has already been disturbed.
- Yes  No b. Be in the proximity of any known archaeological site? If Yes, an archaeological assessment and / or survey will be required.
- Yes  No c. Be in the proximity of any house, building, bridge, or other structure more than 50 years old? If Yes, an historic evaluation and / or survey will be required.
- Yes  No d. Be in the proximity of any known historic building, district, bridge, roadway, or structure? If Yes, an historic evaluation and / or survey will be required.
  - (1) Does the project involve an historic roadway?  Yes  No If Yes, list: \_\_\_\_\_
  - (2) Do the existing streets to be improved using federal funds contain brick pavers?  Yes  No
  - (3) Does the project involve an historic bridge?  Yes  No
  - If Yes, List: \_\_\_\_\_
- Yes  No e. If any of questions 9.a - 9.d are checked Yes, have the associated archaeological and / or historical investigations been completed? If Yes, attach the State Historical Preservation Officer (SHPO) approval letter(s).  
 N/A
- Yes  No f. Be in the proximity of a recreational area (i.e., park, playground, trail, greenbelt, etc.) or wildlife refuge? If Yes, answer the following questions:
  - (1) Is the property used as a recreational area or wildlife refuge?  Yes  No
  - (2) Is the property publicly owned?  Yes  No
  - (3) If a recreational area, is it open to the public?  Yes  No

If the answers to all of questions 9.f (1) - 9.f (3) are Yes for a recreational area, or if the answers to both questions 9.f (1) and 9.f (2) are Yes for a wildlife refuge, complete and submit the applicable portions of Environmental Data Sheet (Form 517006). Refer to the Environmental Data Sheet Instructions for more information.
- Yes  No g. Involve placement of fill in waters of the United States, including wetlands? If Yes, refer to the County Engineers Instructional Memorandum (I.M.) 3.13 to determine if a 404 permit is needed.
- Yes  No h. Affect a floodplain or floodway? If Yes, refer to I.M. 3.131 to determine if a permit is needed.
- Yes  No i. Disturb one or more acres of land? If Yes, NPDES General Permit No. 2 will be required from the Iowa DNR. When estimating the amount of disturbed land area, include all areas where soil will be exposed at any time to erosive forces. Refer to Storm Water Permits in Index No. 8 for more information.
- Yes  No j. Involve the acquisition of more than five acres of farmland in any one mile (or less) length of the project? If Yes, complete the Farmland Conversion Impact Rating (Form AD-1006).
- Yes  No k. Be in the proximity of known Federal or State threatened or endangered species or their habitat? If Yes, complete and submit the applicable portions of the Environmental Data Sheet (Form 517006).
- Yes  No l. Involve the cleanup of any known hazardous materials? If Yes, describe them below:
- Yes  No m. Have probable significant noise, air quality, or water quality impacts that may raise public concern or warrant special mitigation measures? If Yes, describe the types of impacts anticipated and the proposed mitigation, if any:

## 10. Miscellaneous Items - Will the proposed project:

- Yes  No a. Be within a 20,000 foot radius of a public airport? If yes, refer to I.M. 3.15 to determine if the Federal Aviation Administration (FAA) may need to be notified.
- Yes  No b. Have a railroad crossing or railroad signals within its limits? If yes, contact the railroad company to determine if an agreement will be required. If the railroad has already been contacted, will the project require an agreement between the railroad and the LPA?  Yes  No  Not Yet Determined
- Yes  No c. Include Intelligent Transportation System (ITS) elements?

# COUNCIL PACKET



11. Project Design Elements -- Provide the project design information requested below. If the project involves multiple facilities, or significantly different sections on the same facility, complete a separate page for each. For design elements that are not applicable for the facility listed below, enter "N/A" in the appropriate space. If the project does not involve a roadway, bicycle trail, or shared use path, this page may be left blank.

**Facility Name:** Ash/Tupelo Sidewalk Extension to Riverside Elementary

**Federal Functional Classification:**  Interstate  Other Principal Arterial  Minor Arterial  
 Rural Major Collector  Rural Minor Collector  Urban Collector  Local  N/A (trail or path)

**Traffic Volumes:** Existing AADT: \_\_\_\_\_ (Year = \_\_\_\_\_) Design Year AADT: \_\_\_\_\_ (Year = \_\_\_\_\_) % Trucks \_\_\_\_\_

**Design Speed:** \_\_\_\_\_ mph **Posted Speed:** \_\_\_\_\_ mph

**Terrain:**  Level  Rolling **Type of Area:**  Commercial or Industrial  Fringe or Residential  Rural

**Design Guidelines (check only one)**

For urban roadways, use the design guidelines contained in Index No. 5 of the Packet and indicate which table was used below:

Urban Design Aids  Alternative Urban Design Guides\*  Urban 3R Guidelines

For rural roadways, use the design guidelines contained in I.M.s 3.210 or 3.214 and indicate which table was used below:

Design Aids for Rural Collectors  AASHTO Guidelines for Rural Collectors\*  
 Design Aids for Rural Local Roads  AASHTO Guidelines for Rural Local Roads\*  
 3R Table for Rural Collectors (if checked, indicate type of improvement:  Rehabilitation  Restoration  Resurfacing)

(\*If any of these tables are used, explain reasons for not using the "Aids" tables in the cover letter or e-mail that accompanies this form.)

For bicycle trails or shared use paths, use the most current edition of the Urban Design Standards Manual, Chapter 8, Section 2, Table 2.1.

**Design Exceptions:** Will a design exception be required?  Yes  No If Yes, attach documentation for each exception requested.

Design Element	Existing	Proposed
<b>All Roadways (urban or rural)</b>		
Number of traffic lanes		
Travel lane width (ft.)		
Travelled way surface type		
<b>Urban Roadways</b>		
Total roadway width (ft) (back-of-curb to back-of-curb)		
Curb and gutter width (ft)		
Median width (ft) and type	<input type="checkbox"/> Raised <input type="checkbox"/> Painted	<input type="checkbox"/> Raised <input type="checkbox"/> Painted
On-street parking lane width (ft)		
Horizontal clearance (ft)		
<b>Rural Roadways</b>		
Roadway top width (ft) (shoulder-to-shoulder)		
Shoulder surface type		
Shoulder width (ft)		
Foreslope ratio (horizontal: vertical)		
Clear zone (ft)	N/A	
<b>Bridges (urban or rural)</b>		
Bridge roadway width (ft)		
Is guardrail present?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is guardrail proposed?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will channel change be required?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Bicycle Trails or Shared Use Paths</b>		
Trail/ path surface width (ft) and traffic direction:	<input type="checkbox"/> 2-Way <input checked="" type="checkbox"/> 1-Way	5' <input type="checkbox"/> 2-Way <input checked="" type="checkbox"/> 1-Way
Trail or path surface type		PCC Concrete
Shoulder width (ft)		2
Lateral clearance (ft)		2
Vertical clearance (ft)		10
Clear width of path on bridge (ft)		NA
<b>Traffic Signals</b>		
If new traffic signals are proposed, are MUTCD warrants met?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If yes, which warrants are met?	N/A	



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# COUNCIL PACKET

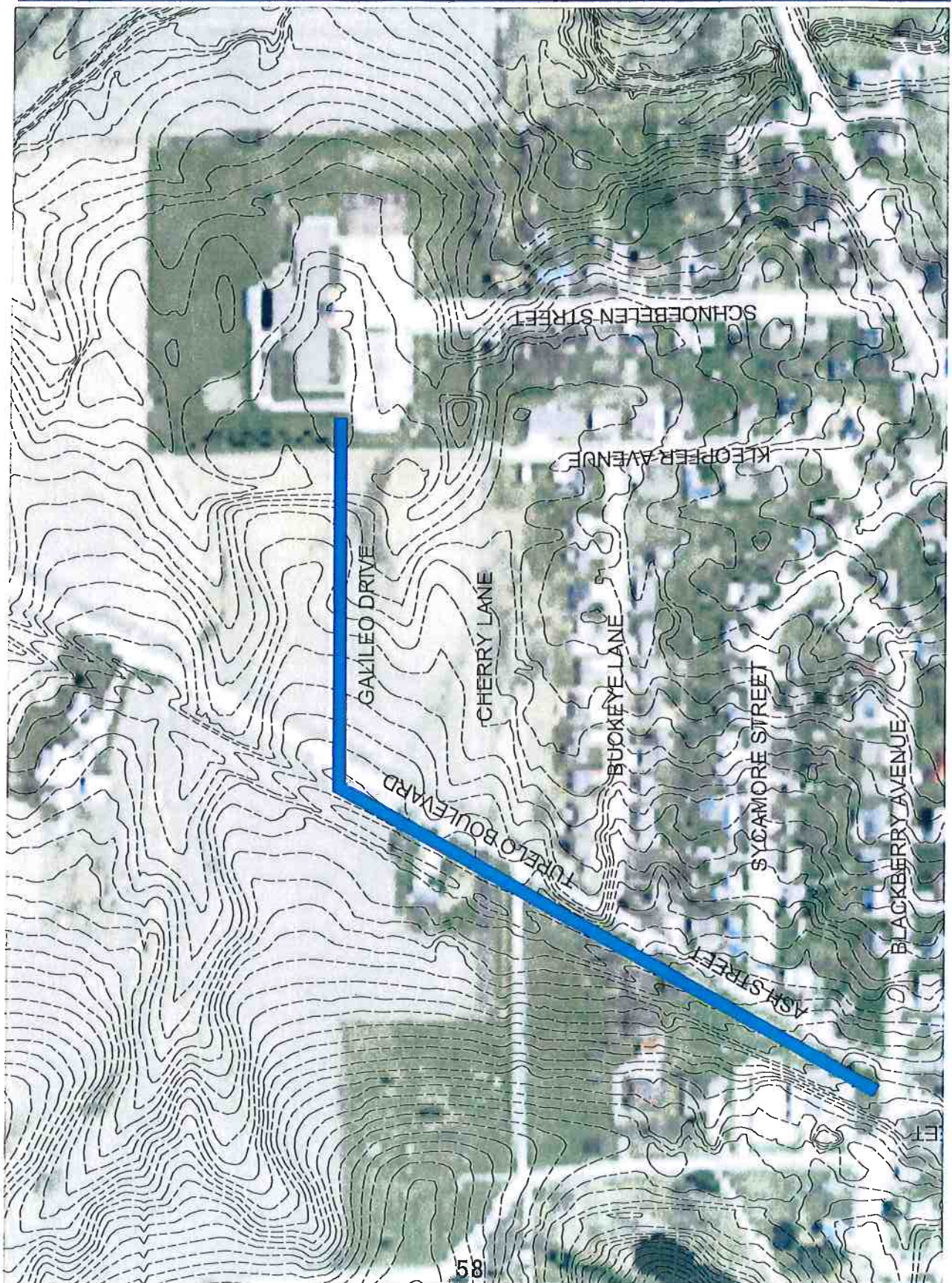
Date	Revision

## ROUTE EXHIBIT

SAFE ROUTES TO SCHOOL  
 TAP-R-6495(603)-8T-92  
 RIVERSIDE  
 WASHINGTON COUNTY  
 IOWA

**MMS CONSULTANTS, INC.**

Date:	11/13/18
Designed by:	SBP
Field Book No:	
Drawn by:	SBP
Scale:	1"=200'
Checked by:	SBP
Sheet No.:	1
Project No.:	IC 2245-043
of:	1



APEX

Annex

**Becky LaRoche**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Thursday, November 15, 2018 8:10 AM  
**To:** 'Becky LaRoche'; 'BILL SUEPPEL'  
**Cc:** mayor@cityofriversideiowa.com  
**Subject:** RE: Annexation request

If it isn't too late we should try and get a notice of hearing in the paper for next week so we can start the 14 day public notice period. I guess it still wouldn't be 14 days before the next Council meeting so I guess there is not rush. We should shoot for everything at the meeting on December 17<sup>th</sup>. We should publish the notice the week of the 26<sup>th</sup>.

Let me if there is anything I can do to help.

[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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**From:** Becky LaRoche [<mailto:becky@cityofriversideiowa.com>]  
**Sent:** Thursday, November 15, 2018 8:04 AM  
**To:** Scott Pottorff; BILL SUEPPEL  
**Cc:** [mayor@cityofriversideiowa.com](mailto:mayor@cityofriversideiowa.com)  
**Subject:** FW: Annexation request

Please find attached Northern Heights Annexation Request.

*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)

November 8, 2018



City of Riverside  
21 E First Street  
Riverside, Iowa 52327

RE: Annexation & Zoning – North Growth Area: Property located between Tulip Avenue and  
Tupelo Boulevard north of the cemetery in Riverside, Iowa

Dear City of Riverside Mayor, Council Members & Commissioners

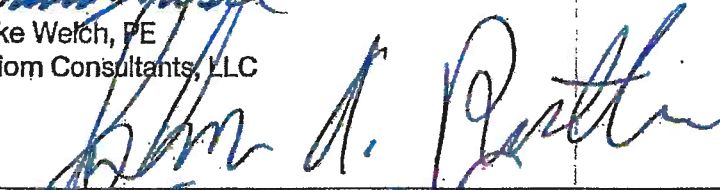
Axiom Consultants, LLC kindly requests the City of Riverside to consider a voluntary annexation  
and re-zoning of a 30.51-acre parcel of land located between Tulip Avenue and Tupelo  
Boulevard, otherwise known as the North Growth Area. Please refer to the attached Annexation  
Exhibit for additional information.

This re-zoning request is for R-2 – Mixed Residential District (27.60 acres) and R-3 – Multi-  
Family Residential District (2.91 acres). Our client, Apex Development Group, LLC, intends to  
develop the tract for uses consistent with the City of Riverside zoning ordinance. Based on City  
approval and market demands, the property would be developed as a subdivision with multiple  
residential lots and one multi-family residential lot. This zoning would allow flexibility in the  
number and style of the multi-family units intended. The annexation and rezoning would be  
subject to the City of Riverside financing and installing sanitary sewer to the property.

This request is being submitted on behalf of owner Yeggy-Roetlin Farms, LLC and developer  
Apex Development Group, LLC - however, this request does not exclude any future owners of  
the subject property. We appreciate your consideration of this item and if you have any further  
questions or issues, please do not hesitate to contact us.

Sincerely,

  
Mike Welch, PE  
Axiom Consultants, LLC

  
Owner Signature: John Roetlin, Yeggy-Roetlin Farms, LLC  
Date: 11-14-18

  
Developer Signature: Steve Schmidt, Apex Development Group, LLC  
Date: 11/8/18

  
86 E. Court St., Unit 3  
Iowa City, IA 52240

  
main 319.519.4229  
cell 319.519.1237

  
www.axiom-con.com  
info@axiomconsultants

# REZONING EXHIBIT

## PARCELS "1" AND "2"

### RIVERSIDE, WASHINGTON COUNTY, IOWA

**LEGAL DESCRIPTION**

**PARCEL 1 (R-2)**

ALL OF LOT 1, A SUBDIVISION OF THE NORTHWEST QUARTER (NW 21) OF THE SOUTHWEST QUARTER (SW 21) AND THE NORTHEAST QUARTER (NE 21) OF THE SOUTHWEST QUARTER (SW 21) (WHICH WEST OF TUPELO BOULEVARD, ALL IN RECORD PLAT 2303, P. 28, 2811) AS SHOWN ON THE CITY OF RIVERSIDE, WASHINGTON COUNTY, IOWA, EXCEPT PARCELS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 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761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

**APPLICANT INFORMATION**

OWNER/APPLICANT:  
APEX CONSTRUCTION  
STEVE SCHMIDT  
4234 YVETTE STREET SW  
IOWA CITY, IA 52240  
319-339-1543

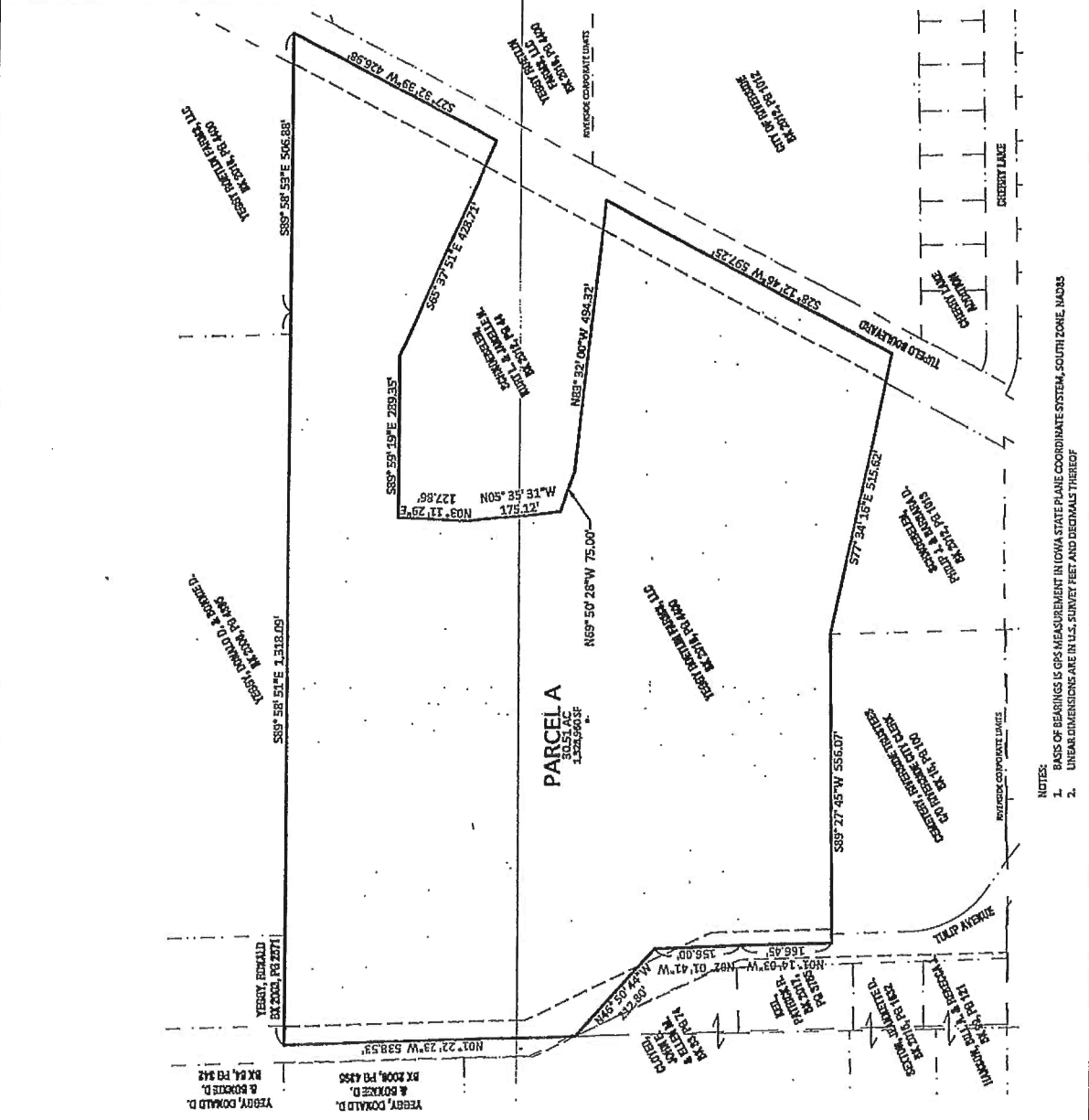
PREPARED BY:  
AXION CONSULTANTS, LLC  
MICHAEL A. WELCH, PE  
601 COURT STREET  
IOWA CITY, IOWA 52240

REZONING EXHIBIT	NORTHERN HEIGHTS SUBDIVISION RIVERSIDE, IOWA	APEX CONSTRUCTION	18-0059 WELCH
CITY REVIEW	DATE	DESCRIPTION OF CHANGES	DRAWING LOG



- NOTES:**
1. BEARINGS IS GPS MEASUREMENT IN IOWA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD83
  2. LINEAR DIMENSIONS ARE IN U.S. SURVEY FEET AND DECIMALS THEREOF

# ANNEXATION EXHIBIT PARCEL "A" RIVERSIDE, WASHINGTON COUNTY, IOWA



NOTES:  
1. BASIS OF BEARINGS IS GPS MEASUREMENT IN IOWA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD83  
2. OTHER DIMENSIONS ARE IN U.S. SURVEY FEET AND DECIMAL THEREOF

**LEGAL DESCRIPTION**

PARCEL A NW 1/4 OF SW 1/4 AND NE 1/4 OF SW 1/4 ALL OF LOT 1, A SUBDIVISION OF THE NORTHWEST QUARTER (NW 1/4) OF THE NORTHWEST QUARTER (SW 1/4) AND THE NORTHWEST QUARTER (NE 1/4) OF THE SOUTHWEST QUARTER (SW 1/4) LING WEST OF TUPELO BOULEVARD, ALL IN SECTION 8, TOWNSHIP 77 NORTH, RANGE 6 WEST OF THE 5TH P.M., WASHINGTON COUNTY, IOWA, EXCEPT PARCEL L AS DESCRIBED IN PUBLIC PAGE 17 OF THE WASHINGTON COUNTY RECORDS OR OTHER DESCRIBED AS:

SAID SECTION 8, THE NORTHWEST CORNER OF THE NORTHWEST QUARTER (NE 1/4) OF THE SOUTHWEST QUARTER (SW 1/4) OF SAID SECTION 8, 506.88 FEET TO THE CENTERLINE OF SAID TUPELO BOULEVARD; THENCE ALONG SAID CENTERLINE (SW 1/4) 549.535° E, 506.88 FEET TO THE NORTH LINE OF SAID PARCEL L; THENCE ALONG SAID NORTH LINE N89°59'59\"/>

**APPLICANT INFORMATION**

OWNER / APPLICANT:  
APEX CONSTRUCTION  
STEVE SCHMIDT  
4218 YVETTE STREET SW  
IOWA CITY, IA 52240  
319-338-5543

PREPARED BY:  
AIXIOM CONSULTANTS, LLC  
101 CARLA WELCH, PE  
60 SOUTH STREET  
SUITE 3  
IOWA CITY, IOWA 52240





**Application**

**228079 - Community Catalyst Building Remediation**

283327 - 11 East 1st Street  
Downtown Resource Center

Status: Editing Submitted Date:

**Applicant Information**

**Project Officer**

AnA User Id heather.cornett@iowaid  
 First Name\* Heather Cornett  
First Name Middle Name Last Name  
 Title: Deputy City Clerk  
 Email:\* heather@cityofriversideiowa.com  
 Address:\* P.O. Box 188

City\* Riverside Iowa 52327  
City State/Province Postal Code/Zip

Phone:\* 319-648-3501  
Phone Ext.

Program Area of Interest\* CDBG  
 Fax:

**Organization Information**

Organization Name:\* City of Riverside  
 Organization Type:\* City Government  
 DUNS: 42-600-5154  
 Organization Website:  
 Address: 60 N Greene st  
 PO Box 188  
 Riverside Iowa 52327  
City State/Province Postal Code/Zip  
 Phone: 319-648-3501  
Ext.  
 Fax: 319-648-4012

**Pre-Application**

City: Riverside, IA

City Population: 1031

Address of Project: 11 East 1st Street  
Upload a map of the city with the project address identified on the required uploads form.

Brief description of the project. Include planned property use when remediation is completed: (2,500 characters max.)  
 The funds will be used for completing renovations on the 1st floor of the building. Replacing windows, doors and storefront with energy efficient units, upgrade the HVAC system & add a garage door & ground work to match the new alley height and pitch. There are currently tenants on the 2nd floor that would benefit from the energy efficient windows. New windows will increase energy efficiency & cut down on road noise, which had been the residential tenants' main complaints. Facade improvement & interior issues on the first floor will help the present commercial tenant, English River Sewing Company, to expand.

Describe what is driving the project locally. Include how remediation specifically fits into a plan for the city and how  
 In addition to thermal efficiency, the improved appearance will benefit the entire downtown area. Interior improvements are required for English River Sewing Company respond to two interests in demand in the community. First is the interest in sewing and quilting classes. Many customers have inquired about this. Second is the demand for auto & motor cycle upholstery. This will benefit several established and respected existing businesses in Riverside as well as the surrounding communities.

this remediation will be a catalyst for economic development. (2,500 characters max.)

Who owns the property? Private Owner

Name of Owner: Robert Ryan

Length of Ownership (Years): 23

Current use of Property: Mixed Use

Proposed future use of Property: Mixed Use

Financial commitment from owner to insure project success: \$0.00

Describe the owners cooperation and any other information that shows commitment in making the project a success: (2,500 characters max.)

As with previous renovations, spanning almost 23 years, on the next block at 21-31 W. First Street, owner will begin by securing the exterior of the building. Owner is applying for a grant from the Washington County Casino Commission as well. Owner has already funded the renovations on his own to the amount of \$100,000.

Please rate the overall economic health and potential of the community: 10  
1 = Low, 10 = High

Please rate the overall economic health and potential of the downtown: 10  
1 = Low, 10 = High

**Required Documents**

Attachment	Description	File Name	Type	File Size
City map with project address identified	11 E. 1ST STREET on MAP	11 E 1ST STREET.pdf	pdf	141 KB
Taxpayer Identification Number & Certification for Fiscal/ Applicant Organization Download IRS form	W-9 Form	Bob Ryan W-9.pdf	pdf	144 KB

**Budget**

Grant Amount Requested \$75,000.00

City's financial \$0.00

contribution

City's in-kind contribution \$0.00

Other contributions \$0.00

Total estimated cost of project \$75,000.00

Pre-Application Award Amount \$0.00  
(if applicable) MUST be less than or equal to \$5,000

Recommended Application Amount: \$0.00  
(if invited to apply) Internal Use Only

*Photos of Building/Site*

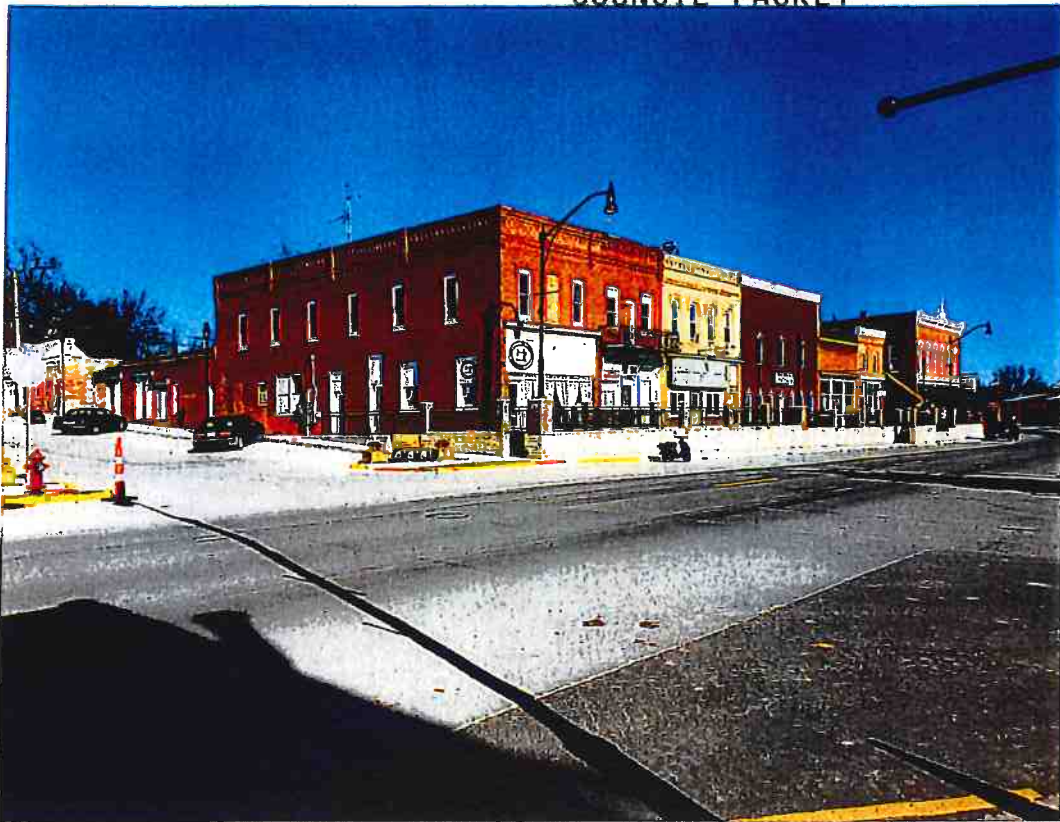
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1st Street Garage



1st Street Front



1st Street Side of Property



Main Street

***Miscellaneous Documents***

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RESOLUTION #111918-05

RESOLUTION APPROVING THE WELLMARK HEALTH INSURANCE RENEWAL RATES FOR CITY OF RIVERSIDE FOR PLAN YEAR OF JANUARY 1, 2019 THROUGH DECEMBER 31, 2019

WHEREAS, the City of Riverside City Council approves providing permanent full-time employees with health insurance coverage as one of their benefits.

THEREFORE, be it resolved the City of Riverside City Council does hereby approve Wellmark Blue Cross Blue Shield of Iowa, and Delta Dental as their insurance carriers for plan year of January 1, 2019 through December 31<sup>st</sup>, 2019.

WHEREAS, City Council of the City of Riverside will share the cost of insurance premiums with the City. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOVED BY Council Person \_\_\_\_\_ seconded by Council Person \_\_\_\_\_, to approve the foregoing resolution.

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

Ayes:

Nays:

Absents:

Passed and Approved by the City Council of Riverside, Iowa on this 19th day of November, 2018.

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

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

Allen Schneider, Mayor

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

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

Becky LaRoche, City Clerk

City of Riverside  
**Health Insurance Benefit Summary**  
 2018-2019

*C/O Mayor*

	HSA Gold 3000	HSA Silver 4500	HSA Gold 3000	Enhanced Blue 2000
Network	HMO	HMO	PPO	HMO
Plan type	City/EE	City/EE	City/EE	City/EE
Employee	100/0	100/0	95/5	95/5
Employee + spouse	89/11	90/10	85/15	85/15
Employee + child(ren)	89/11	90/10	85/15	85/15
Family	89/11	90/10	85/15	85/15
<b>Monthly*</b>				
	\$ 4,526.71	\$ 3,879.85	\$ 5,273.06	\$ 5,366.93
<b>Annual*</b>	\$ 54,320.52	\$ 46,558.20	\$ 63,276.72	\$ 64,403.16
Projected city expense	\$ 48,345.26	\$ 41,902.38	\$ 53,785.21	\$ 54,742.69
City expense 2018	\$ 53,998.96	\$ 53,998.96	\$ 53,998.96	\$ 53,998.96
Change	\$ (5,653.70)	\$ (12,096.58)	\$ (213.75)	\$ 743.73
Projected employee expense	\$ 5,975.26	\$ 4,655.82	\$ 9,491.51	\$ 9,660.47
Employee expense 2018**	\$ 6,416.76	\$ 6,416.76	\$ 6,416.76	\$ 6,416.76
Change	\$ (441.50)	\$ (1,760.94)	\$ 3,074.75	\$ 3,243.71
<b>HSA</b>				
Suggested contribution match (2:1)	Up to \$2,000.00	Up to \$3,000.00	Up to \$2,000.00	NA
Projected city expense	\$ 6,000.00	\$ 9,000.00	\$ 6,000.00	\$ -
City expense 2018	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
Change	\$ (2,000.00)	\$ 1,000.00	\$ (2,000.00)	\$ (8,000.00)
	\$ 54,345.26	\$ 50,902.38	\$ 59,785.21	\$ 54,742.69

\* if all employees select plan  
 \*\* adjusted for Becky changing plan type

**COUNCIL PACKET**  
WELLMARK HEALTH INSURANCE 2019

11/16/18

	ITEM	EMPLOYER/MO	%	EMPLOYEE/MO	%	
1	2017 BC/BS INSURANCE \$15 CO-PAY	\$ 1,663.39	90	\$ 184.82	10	
2	YEARLY PREMIUMS	\$ 19,960.68				
3	<b>TOTAL OUT OF POCKET /YR</b>			<b>\$ 2,217.84</b>		<b>1.07/hr</b>
4	2018 FAMILY PLAN PPO 2000/4000	\$ 1,621.49	90	180.16	10	
5	HEALTH SAVINGS ACCOUNT (2500.00)	\$ 208.34				
6	TOTAL /MONTH	\$ 1,829.83				
7	TOTAL/YEAR	\$ 21,957.96				<b>*21517.14</b>
8	DEDUCTABLE/YR			\$ 4,000.00		
9	LESS HEALTH SAVINGS/YR-CITY			\$ (2,500.00)		
10	YEARLY PREMIUMS			\$ 2,161.92		
11	<b>TOTAL OUT OF POCKET/YR</b>			<b>\$ 3,661.92</b>		<b>*3610.95</b>
12	4TH QTR EMPLOYEE CHANGE - HMO	\$ 1,468.55	90	\$ 163.17	10	1.74/hr
13	*3 MONTH SAVINGS PPO/HMO/MONT	\$ (458.82)	90	\$ (50.97)	10	
14	2019 FAMILY GOLD 3000/6000 HMO	\$ 1,342.76	89	165.95	11	
15	HEALTH SAVINGS ACCOUNT 2:1	\$ 166.67				
16	TOTAL/MONTH	\$ 1,509.43				
17	TOTAL/YR	\$ 18,113.16				
18	DEDUCTABLE/YR			\$ 6,000.00		
19	LESS HEALTH SAVINGS/YR-CITY			\$ (2,000.00)		
20	EMPLOYEE 2:1 MATCH			\$ 1,000.00		
21	YEARLY PREMIUMS			\$ 1,991.40		
22	<b>TOTAL OUT OF POCKET</b>			<b>\$ 6,991.40</b>		<b>3.37/hr</b>
23	SAVINGS OF NEW PLAN	\$ 3,403.98		\$ (3,380.45)		
24	2019 FAMILY SILVER 4500/9000 HMO	\$ 1,163.97	90	\$ 129.32	10	
25	HEALTH SAVINGS ACCOUNT 2:1	\$ 250.00				
26	TOTAL/MONTH	\$ 1,413.97				
27	TOTAL/ YR	\$ 16,967.64				
28	DEDUCTABLE/YR			\$ 9,000.00		
29	LESS HEALTH SAVINGS/YR - CITY			\$ (3,000.00)		
30	EMPLOYEY 2:1 MATCH			\$ 1,500.00		
31	YEARLY PREMIUMS			\$ 1,551.84		
32	<b>TOTAL OUT OF POCKET</b>			<b>\$ 9,051.84</b>		<b>4.36/hr</b>
33	SAVINGS OF NEW PLAN	\$ 4,990.32		\$ (5,389.92)		
34	2019 FT FAMILY BLUE 2000- HMO					
35	\$4000 DEDUCT. -\$25 CO-PAY W/ Rx	\$ 1,560.94	85	\$ 275.16	15	
36	DEDUCTABLE/YR			\$ 4,000.00		
37	TOTAL/ YR	\$ 18,731.28				
38	YEARLY PREMIMUMS			\$ 3,301.92		
39	<b>TOTAL OUT OF POCKET</b>			<b>\$ 7,301.92</b>		<b>3.51/hr</b>
40	SAVINGS OF NEW PLAN	\$ 3,226.68		\$ (3,640.00)		

*C/o Clerk*



**COUNCIL PACKET**  
Insurance Comparison 2017

CITY	POP	EMPLOYEE	FAMILY
Alta	1883	100%	100%
Audubon	2176	100%	100%
Avoca	1700	100%	100%
Bancroft	732	90%	90%
Calmar	978	100%	100%
Camanche	4448	92%	92%
Carson	812	100%	80%
Charles City	7652	80%	80%
Dallas Center	1623	99%	90%
Danville	934	100%	100%
De Soto	1050	80%	80%
DeWitt	5322	90%	90%
Dike	1209	100%	100%
Dunlap	1042	100%	100%
Earlham	1450	100%	80%
Eddyville	1024	90%	90%
Elk Run Heights	1117	90%	80%
Epworth	1860	100%	90%
Fairfax	2123	100%	EMP DIFF
Farley	1537	95%	50%
Garnavillo	745	100%	100%
Guttenberg	1919	100%	90%
Guthrie Ctr	1569	100%	85%
Hartley	1672	100%	100%
Hazelton	823	95%	95%
Hills	703	No one on any	
Hudson	2353	95%	50%
Humeston	494	100%	EMP DIFF
Independence	5966	90%	90%
Kalona	2363	100	75
Keota	1009		
Lake Park	1105	100%	80%
Lamoni	2324	100%	100%
Laurens	1258	100%	100%
Logan	1534	100%	EMP DIFF
Lone Tree	1300	100%	100%
Manning	1500	100%	100%
Marcus	1117	90%	EMP DIFF
Mediapolis	1560	100%	100%
Mo Valley	2838	100%	100%
Monroe	1830	85%	65%
Moulton	605	100%	100%
New Hampton	3571	90%	90%
New Sharon	1293	100%	EMP DIFF
North English	1041	100%	100%
Oakland	1527	100%	100%
Oelwein	6415	87%	87%
Otho	542	80%	80%
Pierson	366	100%	100%
Riceville	785	100%	100%
Sheffield	1172	90%	90%
Shelby	641	100%	89%
Sloan	973	100%	EMP DIFF
Walnut	785	100%	100%
Washington	7266		
Wayland	966		
Wellman	1408	80%	80%
West Liberty	3736	100%	90%
Williamsburg	3068	100%	100%
Woodbine	1459	100%	90%



Date: November 9, 2018

To: Riverside Council

From: Bill Stukey, Operator

O & M Report: October 2018

### **Water Operation & Maintenance**

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- All hydrants were flushed and oiled per bi-annual maintenance. The hydrant at the intersection of 3<sup>rd</sup> St and Ella is in poor condition and will be marked as out of service and fire department notified. We will wait on replacement of the hydrant to see when the water main on 3<sup>rd</sup> St will be replaced.
- Suez completed their annual inspection of the water tower on October 12<sup>th</sup>. We are still waiting on the final report.
- I looked into what it would take to run a service line to 3135 115<sup>th</sup> St. The service would have been around 1000' long and would need to be bored underneath Vine Ave. After speaking with some boring companies and the homeowner, he has decided to try and rehab his current well.
- New meters were installed at 111 and 116 Cherry Lane. These were the last two meters we had in stock and 12 more were ordered for upcoming new construction homes.
- All cartridge filters were changed for preventative maintenance.
- 36 locates for October, all complete.

### **Wastewater Operation & Maintenance**

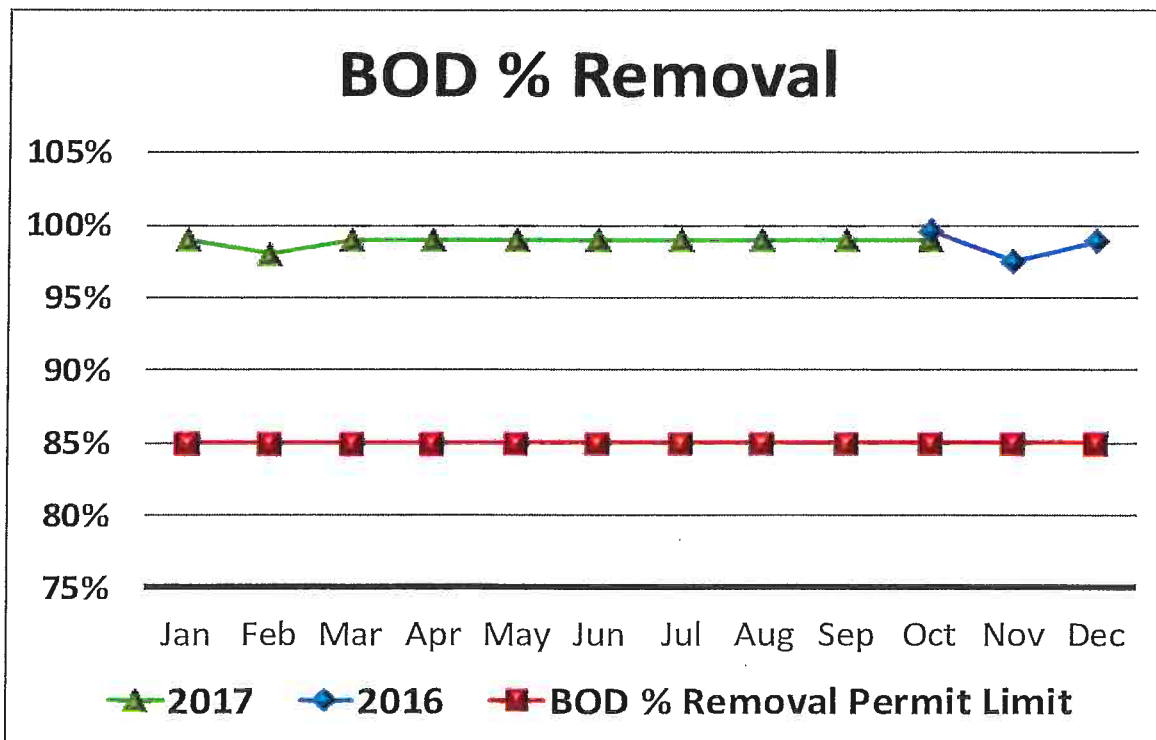
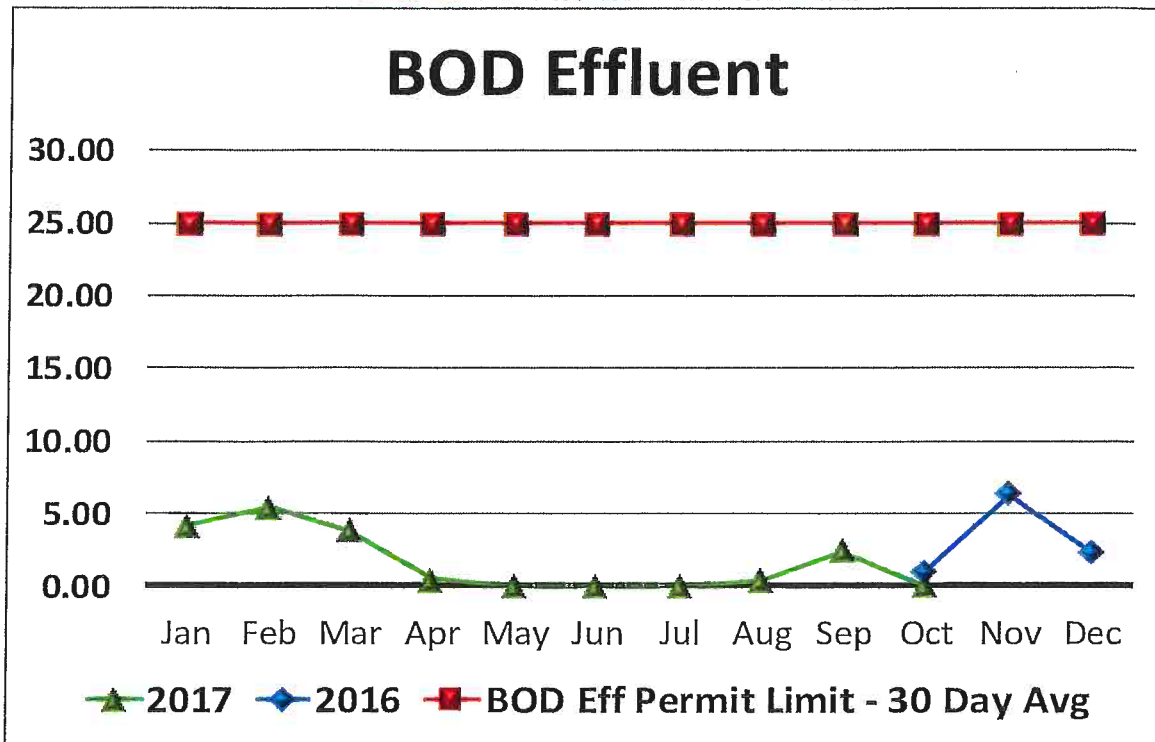
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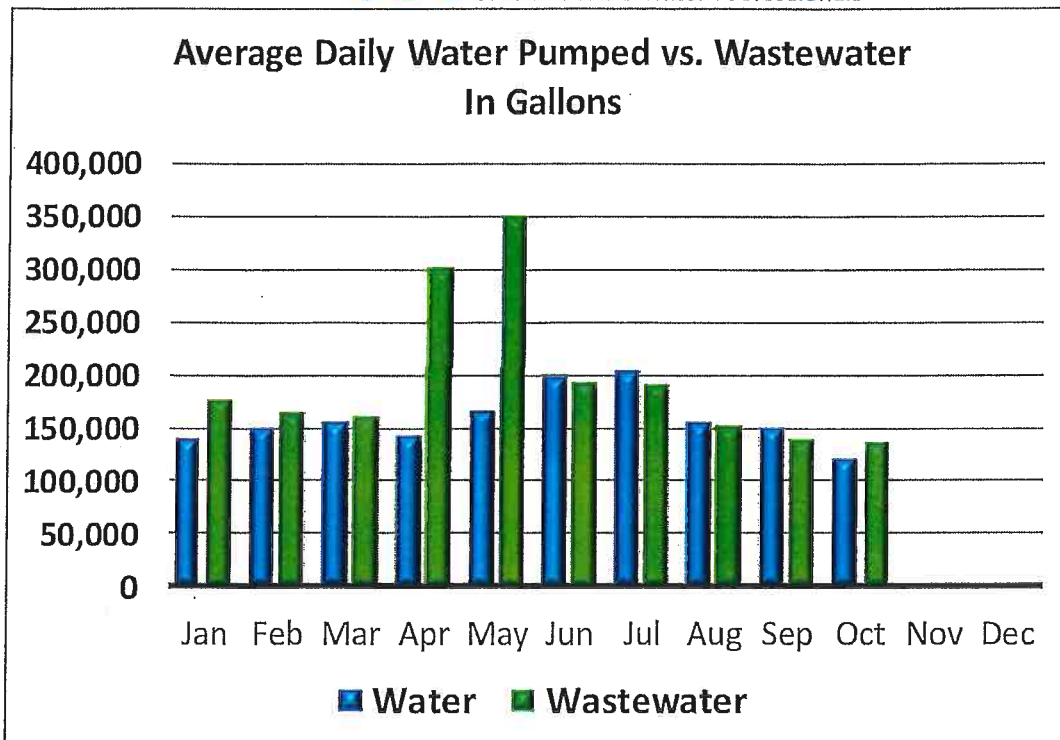
- I pulled SAM Pump 1B at the wastewater plant for failure to run. After pulling I found the pump had a short in the motor and was sent to Iowa Pump for repair. I replaced the pump with a spare and all pumps are operational.





- The sludge transfer pump was pumping at a reduced rate. I pulled the pump and found it was partially clogged with settled sludge. I washed the pump off and cleaned the volute and put the pump back in service.
- Construction was started on the UV storage shed at the wastewater plant. We are waiting for the door and it will be completed.





Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$25,117.00	\$3,512.71	14%	33%
Maintenance Budget	\$20,931.00	\$4,399.16	21%	33%
<b>Total</b>	<b>\$46,048.00</b>	<b>\$7,911.87</b>	<b>17%</b>	<b>33%</b>



		October-18	September-18	October-17
<b>Water</b>				
Total Monthly Pumped	gallons	4,139,000	4,584,000	3,772,000
Average Daily Pumped	gallons	133,520	152,800	121,680
Maximum Daily Pumped	gallons	245,000	253,000	218,000
Minimum Daily Pumped	gallons	96,000	118,000	36,000
<b>Chlorine</b>				
Chlorine - Total Avg Residual Plant	mg/L	2.45	1.87	1.45
Chlorine - Total Avg Residual System	mg/L	1.71	1.36	0.97
Chlorine - Recommended Residual System	mg/L	0.30	0.30	0.30
Chlorine used	lbs	160.00	169.00	183.00
<b>Iron</b>				
Iron - Avg Raw	mg/L	2.00	2.29	1.43
<b>Polyphosphate</b>				
Polyphosphate - Avg Residual	mg/L	1.45	1.38	1.08
Polyphosphate - Recommended Residual	mg/L	0.5 - 2.0	0.5 - 2.0	0.5 - 2.0
Polyphosphate used	lbs	17.75	9.00	13.50
<b>Water Loss</b>				
Water Billed	gallons	3,149,779	4,147,397	0
Water used in main breaks/hydrant flushing	gallons	450,000	20,000	0
Water used at city buildings	gallons	119,780	10,000	0
Loss	gallons	10%	9%	100%
<b>Wastewater</b>				
<b>BOD</b>				
BOD Influent Avg	mg/L	254	265	387
BOD Effluent Avg	mg/L	1	1.1	0
BOD Eff Permit Limit - 30 Day Avg	mg/L	25	25	25
BOD % Removal	%	99.80%	99.57%	99.00%
BOD % Removal Permit Limit	%	85%	85%	85%
<b>TSS</b>				
TSS Influent Avg	mg/L	187	212	457
TSS Effluent Avg	mg/L	1	1	2
TSS Effluent Permit Limit - 30 Day Avg	mg/L	30	30	30
TSS % Removal	%	99.40%	99.64%	99.56%
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	10	5	10
<b>Influent Flow</b>				
Total Monthly	gallons	10,552,400	8,065,500	4,218,000
Average Daily	gallons	340,400	268,850	136,064
Maximum Daily	gallons	1,057,000	834,000	366,600
Minimum Daily	gallons	109,100	116,300	96,600
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

COUNCIL PACKET



RIVERSIDE--OCTOBER '18

Water Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
10/22/18	First National Bank, VISA	Supplies	\$20.07
		<b>Total</b>	<b>\$20.07</b>

Water System Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
10/10/18	Barco	Fire Hose for Hydrant Flushing	\$220.23
10/10/18	Barco	Locate marking paint	\$166.04
		<b>Total</b>	<b>\$386.27</b>

Wastewater Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
10/22/18	First National Bank, VISA	Supplies	\$51.14
		<b>Total</b>	<b>\$51.14</b>

Wastewater System Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
10/22/18	First National Bank, VISA	Supplies	\$98.28
		<b>Total</b>	<b>\$98.28</b>

Water Plant Maintenance	\$20.07
Water System Maintenance	\$386.27
W/W Plant Maintenance	\$51.14
W/W System Maintenance	\$98.28
Month Total	<hr/> \$555.76

Annual Maintenance Budget	\$20,931.00
Total Maintenance Dollars Spent Year to Date	\$4,399.16

Percent Maintenance Budget Spent Year to Date	21%
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RIVERSIDE - OCTOBER '18

Water System Chemicals

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

Wastewater System Chemicals

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

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

Annual Chemical Budget	\$25,117.00
Total Chemical Dollars Spent Year to Date	\$3,512.71
Percent Chemical Budget Spent Year to Date	14%

Maintenance Month Total	\$555.76
Chemical Month Total	\$0.00
Month Total	\$555.76

Annual Budget	\$46,048.00
Total Spent Year to Date	\$7,911.87
Percent Budget Spent Year to Date	17%







Completed Work Order List Report

Completed	Equipment Name	Task	WO#
10/15/2018	6310-HIGH SERVICE PUMPS 1,2,3,4	MONTHLY PREVENTATIVE MAINTENANCE	15842
10/11/2018	6310-GEN	MONTHLY PREVENTATIVE MAINTENANCE	15843
10/9/2018	5310-LS-5	LS QRTL PM	15872
10/8/2018	6310-HTR	PREVENTATIVE MAINTENANCE	15841
10/8/2018	6310-FE	MONTHLY PREVENTATIVE MAINTENANCE	15844
10/5/2018	5310-LS-5	MONTHLY-PM	15873
10/5/2018	5310-LS-4	LS QRTL PM	15872
10/5/2018	5310-LS-4	MONTHLY-PM	15873
10/5/2018	5310-LS-3	LS QRTL PM	15872
10/5/2018	5310-LS-3	MONTHLY-PM	15873
10/5/2018	5310-LS-2	LS QRTL PM	15872
10/5/2018	5310-LS-2	MONTHLY-PM	15873
10/5/2018	5310-LS-1	LS QRTL PM	15872
10/5/2018	5310-LS-1	MONTHLY-PM	15873
10/5/2018	5310-BLOWERS 1,2,3	MONTHLY PREVENTATIVE MAINTENANCE	15877
10/4/2018	5310-UV	MONTHLY PREVENTATIVE MAINTENANCE	15868
10/4/2018	5310-SCREEN	MONTHLY PREVENTATIVE MAINTENANCE	15869
10/4/2018	5310-SAMP-INF	MONTHLY PREVENTATIVE MAINTENANCE	15870
10/4/2018	5310-SAMP-EFF	MONTHLY PREVENTATIVE MAINTENANCE	15871
10/4/2018	5310-LS-MAIN	MONTHLY-PM	15874
10/4/2018	5310-GEN	MONTHLY PREVENTATIVE MAINTENANCE	15875
10/4/2018	5310-FE	MONTHLY PREVENTATIVE MAINTENANCE	15876
10/3/2018	6310-DEH	MONTHLY PREVENTATIVE MAINTENANCE	15845
10/3/2018	6310-CARTRIDGE FILTERS 1,2,3	MONTHLY PREVENTATIVE MAINTENANCE	15846
10/3/2018	6310-BUG FILTER 1 & 2	MONTHLY PREVENTATIVE MAINTENANCE	15847

**COUNCIL PACKET**  
Riverside City Council Priorities Summary - DRAFT

November 2018

Priorities	M	C1	C2	C3	C4	C5	S	S	S	S	Total	
Safe Routes to Schools project	4	8	4	2	2	8	4	4	4	4	44	1
Hall Park shelter		8	4		2	8	4	4	4	4	38	2
Northern Heights development	8	2	2	8	4	8	1	2	2		37	3
Web site	4	2	8	8	4		4	4	2		36	4
Future capital projects	2	8	2	8	4	4	2		2		32	5
Community building sale	8	2	2	2	4		1	4	4	4	31	6
Highway 22 resurfacing project	8	2	2	4	4	8	1			2	31	7
Nuisance ordinances	2	4	4	8	4		1	4	4		31	8
Debbins building renovation (fire)	8	4	4	4	2	4	1			2	29	8
Downtown streetscape project	8	2	2	4		8				4	28	10
Mainstreet Iowa	2	2	2	2	8	4	1	2		4	27	
Audit follow-up	4	8	8	2			1				23	
Incode server upgrade	4	2	2	8	2		1			2	21	
Downtown grant program		2		4	4	4	1	2	2		19	
Community recreation center	2	4		4	2	4	1			1	18	
Employee handbook	4	8		2			2			1	17	
Gruefe report	2	2	4	2	4		2				16	
Deputy Clerk	4	2	2				1	2	4		15	
Email system upgrade	2	4		2			4				12	
Update ordinances	2	2	2	2			2	2			12	
Fireworks ordinance	2	2	2	2	2		1				11	
Security cameras and alarms				2	4		4			1	11	
Galileo Drive project	2	2	2	2			1			1	10	
Nuisance ordinance enforcement	2		8								10	
Speed enforcement			2	2	4		1			1	10	
Financial monitoring	2	2		2	2					1	9	
Capital projects for west side			8								8	
Engineering firm to bid			8								8	
Dog park					2		2			2	6	
School parking lot problem		2							2	2	6	

**COUNCIL PACKET**  
 Riverside City Council Priorities Summary - DRAFT

November 2018

Priorities	M	C1	C2	C3	C4	C5	S	S	S	S	Total	
New garbage containers (no stickers)		4									4	
Student ambassador program					4						4	
City Administrator				2							2	
Playground resurfacing					2						2	
Portable water meter				2							2	
Schnoebelen/Galileo extension			2								2	
Barn quilt location										1	1	
<b>Total</b>	86	90	86	90	70	60	44	30	30	37	623	

RESOLUTION #111918-06

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

WHEREAS, the City of Riverside City Council has reviewed the FY 17-18 Annual Financial Report for the City of Riverside as submitted by the City Clerk for the City of Riverside to be filed with Iowa Department of Management.

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

MOVED BY Council person \_\_\_\_\_, seconded by Council person \_\_\_\_\_ to approve the foregoing resolution.

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

Ayes:

Nays:

Absents:

Passed and Approved by the City Council of Riverside, Iowa and approved this 19<sup>th</sup> day of November, 2017.

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

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

Allen Schneider, Mayor

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

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

Becky LaRoche, City Clerk

CITY OF RIVERSIDE

YTD TREASURERS REPORT

AS OF: JUNE 30TH, 2018

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRAUAL ENDIN CASH BALANCE
001-GENERAL FUND	2,173,387.14	1,248,817.52	1,079,524.48	2,342,680.18	( 544.98)	19,335.58	2,362,560.7.
110-ROAD USE TAX	367,783.31	126,697.03	67,407.70	427,072.64	0.00 (	204,408.95)	222,663.6
121-LOCAL OPTION SALES TAX	235,668.07	100,318.39	105,000.00	230,986.46	0.00	0.00	230,986.4
125-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
145-CASINO REVENUE FUND	764,764.38	1,146,661.90	1,497,071.65	414,354.63	0.00	0.00	414,354.6
200-DEBT SERVICE	0.00	0.00	226,800.00	226,800.00)	0.00	226,800.00	0.00
301-CAPITAL PROJECTS	121,438.59	2,004,714.83	2,119,857.13	6,296.29	0.00	0.00	6,296.2
600-WATER FUND	675,171.56	410,587.65	388,754.46	697,004.75	0.00 (	183.80)	696,820.9.
610-SEWER FUND	218,099.05	373,445.88	376,783.57	214,761.36	0.00 (	183.83)	214,577.5.
670-LANDFILL/GARBAGE	7,696.71	23,805.70	22,898.75	8,603.66	0.00	0.00	8,603.6
680-STORM WATER	17,004.53	18,572.79	31,500.00	4,077.32	0.00	0.00	4,077.3.
GRAND TOTAL	4,581,013.34	5,453,621.69	5,915,597.74	4,119,037.29	( 544.98)	41,359.00	4,160,941.3

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

*State report copy on Monday  
11-19-18  
r DL*

RESOLUTION #111918-07

RESOLUTION APPROVING THE ANNUAL URBAN RENEWAL REPORT  
FOR FISCAL YEAR ENDING JUNE 30, 2018

**Whereas**, the City of Riverside City Council has reviewed the FY 17-18 Annual Urban Renewal 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 Annual Urban Renewal for the fiscal year ending June 30, 2018 as prepared by the City Clerk for the City of Riverside, Iowa.

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

**Roll Call:** Schneider, Redlinger, Sexton, Rodgers, Schnoebelen

Ayes:

Nays:

Absents:

**Passed and Approved** by the City Council of Riverside, Iowa on this 19<sup>th</sup> day of November, 2018.

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

Allen Schneider, Mayor

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

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

Becky LaRoche, City Clerk

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

Annual Urban Renewal Report, Fiscal Year 2017 - 2018

**Levy Authority Summary**

Local Government Name: RIVERSIDE  
 Local Government Number: 92G886

Active Urban Renewal Areas

U.R. # of Tif Taxing  
# Districts

**TIF Debt Outstanding:** 0

<b>TIF Sp. Rev. Fund Cash Balance as of 07-01-2017:</b>	<b>0</b>	<b>0</b>	<b>Amount of 07-01-2017 Cash Balance Restricted for LMI</b>
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TIF Revenue:	0
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
<b>Total Revenue:</b>	<b>0</b>

Rebate Expenditures:	0
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
<b>Total Expenditures:</b>	<b>0</b>

<b>TIF Sp. Rev. Fund Cash Balance as of 06-30-2018:</b>	<b>0</b>	<b>0</b>	<b>Amount of 06-30-2018 Cash Balance Restricted for LMI</b>
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**Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance:** 0

**RESOLUTION #111918-08**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE,  
IOWA APPROVING THE APPLICATION FOR THE PURPOSE OF  
RECEIVING BENEFITS FROM THE WASHINGTON COUNTY  
RIVERBOAT FOUNDATION**

**Whereas**, the Washington County Riverboat Foundation requires Washington County Cities to apply for the Municipal Grant quarterly reimbursement that is based on population, and

**Whereas**, the Washington County Riverboat Foundation has a grant application cycle for Municipal Grants, and the City of Riverside is supportive of the grant, which contributes to the City of Riverside for Community Development and Beautification, Economic Development, Arts and Education, Human, and Social Needs.

**Now, therefore be it resolved**, by the City Council of the City of Riverside, Iowa that the City authorizes the following grant application to be submitted to the Washington County Riverboat Foundation for the Municipal Grant paid quarterly to the City of Riverside.

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

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

Ayes:

Nays:

Abstain/Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa and approved this 19th day of November, 2018.

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

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

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

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





## **MUNICIPAL GRANT APPLICATION**

### **Applicant Organization Information:**

1. Applicant Organization: CITY OF RIVERSIDE
2. Mailing Address: P.O. BOX 188
3. City, State, Zip: RIVERSIDE, IA 52327
4. Federal Tax ID#: 42-6005154

### **Contact Information:**

9. Primary Contact Name: BECKY LAROCHE
10. Title in Organization: CITY CLERK
11. Daytime Phone: 319-648-3501
12. E-mail address: becky@cityofriversideiowa.com
13. Alternate Contact Name: ALLEN SCHNEIDER
14. Alternate Phone: 319-330-2102 Alt. E-mail: mayor@cityofriversideiowa.com

### **Project/Program Information:**

15. Project Title: HWY 22 Capital Improvements Project (Phase 3)
16. Project Address: Hwy 22 – Riverside City Limits
17. WCRF Funding Requested: \$60,000.00
18. Matching Funds: 1,884,394.00
19. Total Cost (17+18): 1,884,454.00 (include itemized budget if over \$5,000)
20. Anticipated project start: AUGUST 2018
21. Anticipated completion date: JUNE 2019



22. Provide a brief description of the project you are seeking funds for. You may attach additional pages to describe your project/program in more detail. Additional supporting material may also be submitted.

Phase 3 will complete the west side of our Downtown Streetscape project and the re-surfacing of Hwy 22 within the City limits of Riverside. ADA improvements along Highway 22, and installation of storm sewer to improve drainage within the right-of-way will greatly enhance our downtown area. The project will include curb and gutter on St. Mary's street starting at Ella, and continuing west to Schnoebelen Street, filling ditches and installing a new sidewalk for children to get to school.

23. In the space below, explain how the project/program will address the Foundation's interest category. See WCRF Grant Application Guidelines

Highway 22 carries approximately 7100 vehicles per day, according to the IA DOT traffic counts. These travelers will experience a much improved roadway. There are 23 commercial buildings located on our downtown area that will also benefit from the revitalization. With the downtown projects, we hope to attract new businesses and grow our population. The new storm drains and sidewalk on the north side of St. Mary's and Hickory streets will improve the quality of daily life for our residences, as this is the main walking route to school.

24. List name of matching funding sources and if contribution is projected (P) or confirmed (C). Private donations can generally be grouped together as one line item. Line "A" should show any cash contribution from the Applicant organization. **Do not include "in-kind" (non-cash) contributions in this table.** The "Total Matching Funds" should equal Line 18.

Source of Match Funds	Projected or Confirmed	Amount
A. (Applicant) CITY of RIVERSIDE	Projected	\$ 1,884,394.00
B.	Projected	\$
C.	Projected	\$
D.	Projected	\$
E.	Projected	\$
F.	Projected	\$
<b>Total Matching Funds:</b>		<b>\$ 1,884,394.00</b>



25. Complete the following budget form. List each work element for the project. To show the source of matching funds, reference the letter (A, B, C, etc.) from the table in Line 24. More than one source (letter) may be entered for a single work element. The Total Matching Fund should equal the amount entered in Line 18. The Total WCRF Funding Request should equal the amount entered in Line 17. **If the total project is over \$5,000, please attach a detailed itemization of the expected project expenses.**

Project	Matching Fund Source (letters)	Matching Fund \$ Amount	WCRF Funding Request	Total
1. TRIPLE B CONSTRUCTION	A	\$927,422.445	60,000.00	927,482.45
2. ALL AMERICAN CONCRETE	A	285,355.00	\$	285,355.00
3. LL PELLING	A	613,541.75	\$	613,541.75
4. STEVEN'S EROSION	A	28,750.00	\$	28,750.00
5. ADVANCED TRAFIC CONTROL	A	29,324.80	\$	29,324.80
6.		\$	\$	\$
7.		\$	\$	\$
TOTAL		\$ 1,884,394.00	\$ 60,000.00	1,884,454.00

NOTE: The WCRF does not normally fund personnel expenses, except for outside contracted services for specific projects. Personnel expenses include salaries and benefits for full- and part-time employees. Capital expenses include construction or remodeling costs. Equipment expenses include machinery, tools, vehicles, and appliances that are likely to remain in use for more than one year. Supplies refers to items which are consumable



26. Explain the source of additional matching funds shown in Questions 25 and 26, and the amounts necessary to complete the project/program. Include cash contributions from all other sources besides the WCRF.

City of Riverside paid through Capital Improvements Fund.

27. Explain any "in kind" non-cash contributions, if any. Include donated time, labor, materials, etc. Note that these "in kind" contributions should not be included in the matching funds (Line 18) or in the Total Cost of the project (Line 19).

n/a

28. Has your project been started? If yes what is the status?

Yes, this is for phase 3. All underground work is to be completed fall 2018. Re-surfacing of HWY 22 will be in spring 2019.

29. Explain how the Washington County Riverboat Foundation will be recognized by your organization for contributing to the project/program.

Local Newspapers, City Website, Plaque on decorative walls or lamp posts.

30. I hereby affirm that this application has been approved by its governing body. All data in this application and supporting material are correct and true. If awarded funds by the WCRF, the Applicant will comply with WCRF guidelines and grant agreement.

Signed: *Bruce R. Roche*  
(Signed by Primary Contact from Line 9.)

Date: 10-24-18

\*\* Please note that your application becomes a public document upon submission. \*\*

Send 1 signed copy and supporting documents to:

WCRF  
205 W Main  
Washington, IA 52353

Scan another copy with supporting documents and email to [wcrf@riverboatfoundation.org](mailto:wcrf@riverboatfoundation.org)

**Becky LaRoche**

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**From:** Becky LaRoche <becky@cityofriversideiowa.com>  
**Sent:** Friday, November 16, 2018 9:54 AM  
**To:** 'Lauderman, Brad'  
**Subject:** RE: riverside speed signs  
**Attachments:** 20181116095010193.pdf

Brad,  
Please find attached invoice of speed signs for Riverside.  
They will be permanent.  
Thanks,

*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)

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**From:** Lauderman, Brad [<mailto:Brad.Lauderman@lowadot.us>]  
**Sent:** Thursday, November 15, 2018 2:52 PM  
**To:** Becky LaRoche  
**Subject:** Re: riverside speed signs

Please send me the information with the make and modal of the equipment purchased. Also is the plan to have them mounted in permanent locations along Hwy. 22.

Thanks

Get [Outlook for iOS](#)

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**From:** Becky LaRoche <[becky@cityofriversideiowa.com](mailto:becky@cityofriversideiowa.com)>  
**Sent:** Thursday, November 15, 2018 12:02:09 PM  
**To:** Lauderman, Brad  
**Subject:** riverside speed signs

Hi Brad,  
Riverside Council has purchased 2 DOT approved radar speed signs.  
Not sure if Jeanine Redlinger talked to you, or someone else.

Anyway, what do we need to do to get authorization to install on hwy 22 within the city limits?  
Can you send me guidelines, options, etc.?  
Have a great day,

BID #1

113-18

City of Riverside

1971 FIRE TRUCK BID \$600.00

Beid Kyle

Nichols Feed Grain

Bid # 2

my BID IS

~~\$ 4,000.00~~ 4,001.<sup>00</sup>/<sub>100</sub>

Four Thousand <sup>AND ONE</sup> DOLLARS

AND <sup>00</sup>/<sub>100</sub>

DANIEL J.  
DEMPSEY

319.321.3393

*bid # 3*

**Becky LaRoche**

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**From:** Troy <Troy@voigtbus.com>  
**Sent:** Friday, November 16, 2018 9:27 AM  
**To:** becky@cityofriversideiowa.com  
**Subject:** Fire Truck Bid

Troy Voigt  
Voigt's Bus Service Inc.  
24243 County Road 7  
St. Cloud, MN 56301

[troy@voigtbus.com](mailto:troy@voigtbus.com)  
320-252-1807 w  
320-980-0066 c

For sealed bid is a 1971 C70 fire truck, 8,800 miles.

Our Bid- \$3051.51

Thank you!

*Troy D. Voigt*

***Voigt's Motorcoach Travel Inc./Voigt's School Bus Services Inc.***



Certified Member  
**IMG**  
International Motorcoach Group

*Providing Professional Worry-Free Transportation Solutions  
That Exceeds our Customer's Expectations.*

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