

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA**  
**RIVERSIDE CITY HALL COUNCIL CHAMBERS**  
**60 N GREENE STREET**  
REGULAR MEETING  
Monday, February 18, 2019

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 2019-02-04
  - b. Expenditures for 2019-02-18
  - c. RVFD – January update
4. **Public forum.** 3 minutes per person. See guidelines for public comments at the Clerk's table.
5. PeopleService monthly report
  - a. Water tower painting
  - b. Water rate review **pg.11**
6. MMS Consultants report
  - a. Northern Heights
  - b. Hwy 22 project
    - i. Status of easements
    - ii. Discussion of curb and gutter from Schnoebelen St. to city limits
  - c. Tupelo Blvd project
  - d. Bill for engineering services
7. Approval to publish FY19-20 budget **2<sup>nd</sup> packet**
8. Set public hearing for FY19-20 Budget. Resolution 021819-01 **pg.14**
9. Mayor's report
10. City Clerk's report
11. City Council comments
12. Closed session: City Administrator candidate evaluation - pursuant to Iowa Code Section 21.5(1)(i) Personnel
  - a. Roll Call vote to go into Closed Session
  - b. Roll Call vote to come out of Closed Session & Return to Meeting
13. City Administrator\Deputy Clerk discussion
14. Motion to adjourn

## COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: February 4, 2019

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, Andy Rodgers, Jeanine Redlinger, Bob Schneider Jr., and Edgar McGuire.

Motion by Schneider to approve the agenda, Second by Redlinger, passed 5-0.

Sexton moved to approve the minutes of January 21<sup>st</sup> and expenditures. Second by Redlinger, passed 5-0.

Kelli Schneider presented \$750 donation to the Community Building Fund.

Nick Turley, US Cellular addressed Council on available services, and tablets for fire department.

Rodgers moved to pass Resolution #020419-03; Approving contract renewal with Michael Hart with Northland Securities for financial planning, 1-1-19 through 12-31-19. Service not to exceed \$1500 per quarter. Second by McGuire, passed 5-0.

Scott Pottorff, MMS Consultants presented building plans for the Northern Growth Subdivision.

Rodgers moved to pass Resolution #020419-01; Resolution to set the date of Public Hearing for Annexation of the Northern Growth Area. Second by Schneider, passed 5-0.

Redlinger moved to pass Resolution #020419-02; resolution to set the date of Public Hearing for rezoning the Northern Growth Area. Second by McGuire, passed 5-0.

Pottorff reported that two easements for Hickory Street are complete. Mayor will contact remaining easement property owners.

Pottorff provide project timeline for Tupelo/Ash Street project. Final plans will be presented for March 4<sup>th</sup> meeting. Bids will go out and project will be awarded April 1, 2019.

Council discussed Capital Project funding for FY 19-20.

Bill Stukey, PeopleService, Inc. had pricing and painting options for the water tower. Painting will be done this summer. Stukey will obtain additional information will be at next meeting.

Council agreed to interview candidates G and H for City Administrator position.

Budget work session set for Tuesday, February 12, 2019 at 6pm.

2<sup>nd</sup> February meeting will be held on the regular day, 2-18-19, President's Day.

Bob Yoder, Washington County Supervisor, got permission from Council to research costs and grants for improving boat ramp at Hall Park.

Yoder congratulated the Council on all the improvements the City is doing on streets and developing housing growth.

COUNCIL PACKET

Rodgers moved to adjourn at 8:00 pm. Second by Redlinger, passed 5-0


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

Budget Work Session – Tuesday, February 12, 2019 at 6:00 pm

Council Meeting – Monday, February 18, 2019 at 6:30 pm

ATTEST:

  
Becky LaRoche; City Clerk

  
Allen Schneider; Mayor

# COUNCIL PACKET

EXPENDITURES 02/18/19					
	COUNCIL MEETING	UNPAID BILLS			
1	ALLIANT ENERGY	PARKS	001-5-430-6371	\$ 327.04	
2	ALLIANT ENERGY	SEWER	610-5-815-6371	\$ 1,010.91	
3	ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$ 265.42	
4	ALLIANT ENERGY	40 2ND STREET RENTAL	001-5-470-6310	\$ 35.19	
5	ALLIANT ENERGY	WATER	600-5-810-6371	\$ 228.13	
6	ALLIANT ENERGY	COMM BUILD	001-5-460-6371	\$ 42.52	
7	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$ 1,459.33	
8	ALLIANT ENERGY	FIRE STATION	001-5-150-6330	\$ 531.31	\$ 3,899.85
9	BROWN SUPPLY	WATER PLANT PARTS	600-5-810-6374	\$ 706.00	
10	BUSINESS RADIO	NEW DODGE TRUCK RADIO	001-5-150-6356	\$ 943.10	
11	CASEY'S	STREETS	110-5-210-6331	\$ 103.48	
12	CASEY'S	SNOW REMOVAL	110-5-210-6335	\$ 16.53	\$ 120.01
13	EMERGENCY SERVICES MARK.	IAMRESPONDING-3 YR	001-5-150-6332	\$ 2,096.00	
14	FP MAILING SOLUTIONS	INK- 3 MONTHS FEE	600-5-810-6508	\$ 390.85	
15	FELD FIRE	HELMET	001-5-150-6356	\$ 55.00	
16	IOWA SOLUTIONS	EMAIL HOST	001-5-650-6497	\$ 32.50	
17	ITECH	FEB SERVICE	001-5-650-6497	\$ 225.00	
18	JOHNSON COUNTY REFUSE	FEB. SERVICE	670-5-840-6499	\$ 1,874.25	
19	KALONA AUTO	SHOP	001-5-210-6372	\$ 351.30	
20	KALONA AUTO	RFVD	001-5-150-6352	\$ 318.96	
21	KALONA OIL	FUEL	110-5-210-6331	\$ 1,091.10	
22	KOCH	COPIES	001-5-650-6496	\$ 544.65	
23	LEAF	COPIER LEASE	001-5-650-6496	\$ 156.50	
24	MARC CHEMICAL	WATER	600-5-810-6374	\$ 77.01	
25	MARC CHEMICAL	STREETS	001-5-210-6372	\$ 77.01	\$ 154.02
26	MENARDS	CITY HALL	001-5-650-6310	\$ 53.47	
27	MENARDS	SHOP	001-5-210-6371	\$ 57.74	\$ 111.21
28	MMS CONSULTANTS	NORTH GROWTH DEV.	301-5-750-6784	\$ 685.85	
29	MMS CONSULTANTS	ASH/TUPELO	301-5-750-6789	\$ 20,791.10	
30	NORTHLAND SECURITIES	1ST QTR PLANNING	001-5-650-6499	\$ 1,500.00	
31	OFFICE EXPRESS	BINDERS	001-5-650-6506	\$ 130.48	
32	REC	SIGN	001-5-520-6510	\$ 87.94	
33	REC	SEWER	610-5-815-6371	\$ 3,874.70	
34	REC	SHOP	001-5-210-6371	\$ 36.50	
35	REC	WATER PLANT	600-5-810-6371	\$ 4,765.80	
36	REC	CASINO LIFT	610-5-815-6371	\$ 249.35	
37	REC	TRAFFIC LIGHT	001-5-230-6371	\$ 179.04	\$ 9,193.33
38	RIVERSIDE GRAIN	ICE MELT	001-5-210-6417	\$ 93.50	
39	RIVERSIDE TRAVEL MART	RFVD FUEL	001-5-150-6350	\$ 210.21	
40	SCHNOEBELEN INC	MOWER PARTS	001-5-430-6504	\$ 480.91	
41	STANDARD PEST CONTROL	FEB SERVICE	001-5-650-6310	\$ 50.00	
42	THE NEWS	PUBLICATIONS	001-5-650-6402	\$ 447.31	
43	VISA	U-STREAM	001-5-650-6497	\$ 105.93	
44	VISA	OFFICE	001-5-650-6506	\$ 26.75	
45	VISA	POSTAGE	001-5-650-6508	\$ 300.00	
46	VISA	FLAG	001-5-430-6325	\$ 139.95	\$ 572.63
47		TOTAL BILLS		\$ 47,225.62	
48	IOWA DEPT OF REVENUE	IOWA WITHHOLDINGS - 2019 AJN		\$ 565.00	
49	IOWA DEPT OF REVENUE	IOWA SALES TAX - 2019 JAN		\$ 791.00	
50	IOWA DEPT OF REVENUE	WATER EXCISE TAX -2019 JAN		\$ 1,547.00	
51	IPERS	CONTRIBUTIONS - 2019 JAN		\$ 2,229.73	
52	IRS	941 TAX DEPOSIT - 2019 JAN		\$ 4,540.49	
53	PAYROLL	PAYCHECKS - 2019 JAN		\$ 10,987.02	
54	DNR	HALL PARK DIRT PERMIT		\$ 175.00	\$ 20,835.24
55		TOTAL PAID BILLS			
		TOTAL EXPENDITURES		\$ 68,060.86	
	MTD TREASURERS REPORT	12/31/2018	REVENUES	EXPENSES	
42	GENERAL FUND		\$ 17,319.29	\$ 60,047.06	
43	ROAD USE TAX FUND		\$ 10,834.33	\$ 283.14	
44	LOCAL OPTION SALES TAX		\$ 8,553.16	\$ -	
45	CASINO REVENUE RUND		\$ 99,286.10	\$ 5,444.24	
46	CAPITAL PROJECTS FUND			\$ 133,073.51	
47	WATER FUND		\$ 29,156.40	\$ 63,114.93	
48	SEWER FUND		\$ 26,511.85	19480.24	
49	GARBAGE/LANDFILL FUND		\$ 2,166.22	\$ 1,874.25	
50	STORM WATER FUND		\$ 1,568.63	\$ -	
51	TOTAL		\$ 195,395.98	\$ 283,317.37	

MTD TREASURERS REPORT

AS OF: JANUARY 31ST, 2019

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRAUL ENDING CASH BALANCE
001-GENERAL FUND	1,426,009.55	17,319.29	60,047.06	1,383,281.78	( 116.29)	( 67.15)	1,383,330.92
110-ROAD USE TAX	220,860.96	10,834.33	283.14	231,412.15	0.00	0.00	231,412.15
121-LOCAL OPTION SALES TAX	183,112.25	8,553.16	0.00	191,665.41	0.00	0.00	191,665.41
125-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
145-CASINO REVENUE FUND	( 79,199.78)	99,286.10	5,444.24	14,642.08	0.00	0.00	14,642.08
200-DEBT SERVICE	218,850.00	0.00	0.00	218,850.00	0.00	0.00	218,850.00
301-CAPITAL PROEJECTS	389,728.32	0.00	133,073.51	256,654.81	0.00	0.00	256,654.81
600-WATER FUND	710,821.30	29,156.40	63,114.93	676,862.77	0.00	0.00	676,862.77
610-SEWER FUND	139,135.80	26,511.85	19,480.24	146,167.41	0.00	0.00	146,167.41
670-LANDFILL/GARBAGE	8,430.06	2,166.22	1,874.25	8,722.03	0.00	0.00	8,722.03
680-STORM WATER	( 4,979.66)	1,568.63	0.00	3,411.03	0.00	0.00	( 3,411.03)
GRAND TOTAL	3,212,768.80	195,395.98	283,317.37	3,124,847.41	( 116.29)	( 67.15)	3,124,896.55

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

POOLED CASH REPORT (FUND 999)  
AS OF: JANUARY 31ST, 2019

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>				
001-1110	CHECKING ACCT-GENERAL FUND	1,426,009.55 (	42,678.63)	1,383,330.92
110-1110	CHECKING ACCT-ROAD USE TAX	220,860.96	10,551.19	231,412.15
121-1110	CHECKING ACCT-LOST	183,112.25	8,553.16	191,665.41
125-1110	CHECKING ACCT-TIF	0.00	0.00	0.00
145-1110	CHECKING ACCT-CASINO REVENUE	( 79,199.78)	93,841.86	14,642.08
200-1110	CHECKING ACCT-DEBT SERVICE	218,850.00	0.00	218,850.00
301-1110	CHECKING ACCT-CAP PROJECTS	389,728.32 (	133,073.51)	256,654.81
600-1110	CHECKING ACCT-WATER	710,821.30 (	33,958.53)	676,862.77
610-1110	CHECKING ACCT-SEWER	139,135.80	7,031.61	146,167.41
670-1110	CHECKING ACCT-GARBAGE	8,430.06	291.97	8,722.03
680-1110	CHECKING ACCT-STORM WATER	( 4,979.66)	1,568.63	( 3,411.03)
TOTAL CLAIM ON CASH		3,212,768.80 (	87,872.25)	3,124,896.55
		=====	=====	=====

CASH IN BANK - POOLED CASH

999-1110	CASH IN BANK	358,862.65 (	203,231.75)	155,630.90
999-1112	PEOPLES BANK MONEY MARKET	2,116,212.54	1,527.73	2,117,740.27
999-1114	HILLS BANK	156,900.86	12,392.92	169,293.78
999-1115	CB FUND	17,800.60	100,000.00	117,800.60
999-1116	COMMUNITY BUILDING CD #18936	285,423.57	1,438.85	286,862.42
999-1117	COMMUNITY BUILDING CD#18975	<u>278,068.58</u>	<u>0.00</u>	<u>278,068.58</u>
SUBTOTAL CASH IN BANK - POOLED CASH		3,213,268.80 (	87,872.25)	3,125,396.55

WAGES PAYABLE

999-2010	WAGES PAYABLE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
SUBTOTAL WAGES PAYABLE		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

TOTAL CASH IN BANK - POOLED CASH		3,213,268.80 (	87,872.25)	3,125,396.55
		=====	=====	=====

DUE TO OTHER FUNDS - POOLED CASH

999-2100	DUE TO OTHER FUNDS	<u>3,213,268.80</u> (	<u>87,872.25)</u>	<u>3,125,396.55</u>
TOTAL DUE TO OTHER FUNDS		3,213,268.80 (	87,872.25)	3,125,396.55
		=====	=====	=====

CITY OF RIVERSIDE  
 POOLED CASH REPORT (FUND 999)  
 AS OF: JANUARY 31ST, 2019

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>DUE TO POOLED CASH</u>				
001-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
110-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
121-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
125-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
145-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
200-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
301-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
600-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
610-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
670-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
680-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
TOTAL DUE TO POOLED CASH		0.00	0.00	0.00

<u>DUE FROM OTHER FUNDS</u>				
999-1330	DUE FROM OTHER FUNDS	0.00	0.00	0.00
TOTAL DUE FROM OTHER FUNDS		0.00	0.00	0.00

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

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

(A)		(B)		(C)	
CLAIM ON CASH	3,124,896.55	CLAIM ON CASH	3,124,896.55	CASH IN BANK	3,125,396.55
CASH IN BANK	<u>3,125,396.55</u>	DUE TO OTHER FUNDS	<u>3,125,396.55</u>	DUE TO OTHER FUNDS	<u>3,125,396.55</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 \*\*\*

## COUNCIL PACKET

**Becky**

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**From:** Chad Smothers <chadsmothers.cs@gmail.com>  
**Sent:** Wednesday, February 6, 2019 11:20 AM  
**To:** Becky LaRoche; Mayor; Curtis Sexton; Toby Hancock  
**Subject:** RFD January update  
**Attachments:** CouncilMonthlyLetter.doc; lucas.jpg; MASIMO-RAD57-2.jpg

I am attaching the January 2019 update, also a picture of some new equipment we're getting from a grant. If you have questions let me know.

Thanks  
Chief Smothers



**RIVERSIDE FIRE  
DEPARTMENT**

**FIRE / RESCUE / EMS / HAZMAT**



**January 2019 Update**

**Calls for Service:**

Medicals - 12

Structure Fire - 0

Fire Alarms - 1

Car accidents - 1

Total calls - 14 calls for service in January

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

**Training:**

The members went over water supply for structure fires, fire hydrant locations in town and street study of the emergency response district.

**RESA**

The members are working on a list of projects to fund in 2019.

**Other News**

The department received a grant from Alliant Energy for \$1000 to go towards the purchase of a new pulse oximeter, this new monitor will read a person's heart rate, oxygen level and carbon monoxide level. This new monitor will provide us with a better way to monitor these levels in a medical patient and also will be used to monitor our own members levels after exiting a structure fire in the rehab area. The department also received an automated CPR machine from Washington County Ambulance. This device goes on a patient and does the chest compressions on a patient in cardiac arrest, this was provided from a grant program with the State of Iowa. We will have 2 members attending a training session from the device company to learn how to use the device. They will then train the entire department on its operations before it goes into use. This device now costs around \$15,000 and we're getting it for free. We have scheduled the meeting for the fire department with Becky to cover the annual report for March 4th, 2019. We will be getting some information together for upcoming budget work sessions.

Thanks

Fire Chief Smothers







CITY OF RIVERSIDE IOWA

WATER AND WASTEWATER RATE STUDY

This rate study was performed by PeopleService Inc. at the request of the City of Riverside IA. City Council. Water and Wastewater rate structures are developed to generate enough revenue to operate, maintain, and improve the water and wastewater utilities and infrastructure. Although there are no precise rate adjustment recommendations in this study, this study will provide the information needed to determine if adjustments are needed. As part of this rate study a workshop for the council can be scheduled to review options and calculate rate adjustments.

**Water Rates**

The current monthly water rates for inside city limits are:

Flat Rate is \$12.00

\$6.00 per 1,000 gallons up to 50,000 gallons    \$8.00 per 1,000 gallons over 50,000 gallons

The current monthly water rates for outside city limits are:

Flat Rate is \$18.00

\$9.00 per 1,000 gallons up to 50,000 gallons    \$12.00 per 1,000 gallons over 50,000 gallons

At the time this report there are 511 water meter connections.

**Water Utility Expenditures**

The expenditures are calculated using the fiscal 2017 Year to Date Actuals. The cost to operate and maintain the water department is \$381,962.00. The expenditures include a transfer of \$75,000.00 from the Water Department.

Operating costs for 2017 fiscal year	
Personnel Services	\$38,775.00
Services & Commodities	\$266,701.00
Transfer to other funds	\$75,000.00
Total Expenditures	\$380,476.00

It is recommended that a portion of the additional revenue be placed in a Reserve Fund for future capital improvements. A Revenue Fund was not listed in the expenditures report provided.



Water Utility Revenue

The revenue calculations were done using the fiscal 2017 budget Year to Date Actuals. The revenue from the water utility is \$386,659.00.

Your profit from the 2017 fiscal year was \$4,695.00. This does not include the \$75,000.00 that was transferred out of the water budget. As you can see the Water Utility is more than self-sustaining. The concern is not seeing any of these funds be put in a reserve fund for future capital improvements.

The current water rates are generating the required funds to maintain the water utility, there is no need to adjust these rates.

Sewer Rates

The current monthly sewer rates for inside city limits are:

Flat Rate is \$12.00

\$6.00 per 1,000 gallons up to 50,000 gallons    \$8.00 per 1,000 gallons over 50,000 gallons

The current monthly water rates for outside city limits are:

Flat Rate is \$40.00

\$9.00 per 1,000 gallons up to 50,000 gallons    \$12.00 per 1,000 gallons over 50,000 gallons

Sewer Utility Expenditures

The expenditures were calculated using the fiscal 2017 Year to Date Actuals. The cost to operate and maintain the sewer department is \$254,124.00.

It is recommended that a portion of the profit be placed in a Reserve Fund for future capital improvements. A Revenue Fund was not listed in the expenditures report provided.



Operating costs for 2017 fiscal year

Personnel Services	\$38,363.00
Services & Commodities	<u>\$217,246.00</u>
Total Expenditures	\$255,609.00

**Sewer Utility Revenue**

The revenue calculations were done using the fiscal 2017 budget Year to Date Actuals. The revenue from the sewer utility is \$351,490.00.

Your profit from the 2017 fiscal year was \$95,880.00. As you can see the sewer utility is also more than self-sustaining. The concern is not seeing any of these funds be put in a reserve fund for future capital improvements.

The current water rates are generating the required funds to maintain the water utility, there is no need to adjust these rates.

**Recommendations**

- If there are no reserve funds it is recommended to have reserve funds for both utilities.
- There is no need to adjust rates because of lack of revenue.
- If a goal is to restructure your water and sewer rates, now would be a good time to examine your options.

**RESOLUTION #021819-01**

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING FOR  
FY19-20 ANNUAL CITY BUDGET**

**Whereas**, the City of Riverside City Council sets the a date for public hearing for the Fiscal Year 2019-2020 Annual City Budget for March 4<sup>TH</sup>, 2019 at the regular Council Meeting starting at 6:30 pm at the Riverside City Hall.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve the date of the public hearing.

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

**ROLL CALL VOTE:** Redlinger, Schneider, Sexton, McGuire, Rodgers

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 18th day of February, 2019.

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

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