

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA**  
**RIVERSIDE CITY HALL COUNCIL CHAMBERS**  
**60 N GREENE STREET**  
REGULAR MEETING  
Monday, April 1, 2019 – 6:30 P.M.

**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 2019-03-18
  - b. Expenditures for 2019-04-01
  - c. Liquor License – Kum & Go #80
  - d. Liquor License – La Chiva Loka
  - e. P&Z Minutes 3-25-19
4. **Public forum.** 3 minutes per person. See guidelines for public comments at the Clerk's table.
5. Request to raise chickens in city limits – Maddie Peiffer **pg. 8**
6. YMCA Camp Highland hotel/motel tax grant request
  - a. Resolution 040119-01 **pg.16**
7. MMS Consultants report
  - a. Northern Heights
    - i. Resolution 040119-02 Accept Northern Heights Plans **pg.17**
  - b. Hwy 22 project
    - i. Temporary construction easements **pg. 18**
    - ii. East St. change order
    - iii. Rail Road park drainage
  - c. Tupelo Blvd project
    - i. Review project bids **pg. 21**
    - ii. Award Project Contract – Resolution 040119-03 **pg.22**
  - d. 4<sup>th</sup> Street project
8. Update on City Administrator search
  - a. City Administrator position profile **pg. 23**
  - b. City Administrator Search Process
9. City Hall LED light installation
10. DOT speed sign placement **pg. 37**
11. ISU Extension Summer Youth Camps – Resolution 040119-04 **pg. 39**
12. Crosswalk painting request – Rodgers

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

13. Mayor's report

14. City Clerk's report

15. City Council comments

16. Motion to adjourn

## COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: March 18, 2019

The Riverside City Council meeting opened at 6:33 pm in City Hall with Mayor Allen Schneider requesting roll call. Council members present were: Tom Sexton, Andy Rodgers, Bob Schneider Jr., Edgar McGuire, and Jeanine Redlinger.

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

Rodgers moved to approve the minutes of March 4<sup>th</sup>, expenditures, and February Fire Department Report. Second by Sexton, passed 5-0.

Sexton moved to open Public Hearing for Ash/Tupelo street project at 6:37 pm. Second by McGuire, passed 5-0. There were no written or oral comments. Rodgers moved to close Public Hearing at 6:38 pm. Second by Schneider, passed 5-0.

Rodgers moved to pass Resolution #031819-01; Accepting Plans and Specification Design for Ash/Tuplelo Street Project. Second by McGuire, passed 5-0.

Bill Stukey, PeopleService, Inc. presented February water and waste water report.

Scott Pottorff, MMS Consultants updated Council on Northern Heights Construction plans.

McGuire moved to approve Northern Heights Construction Plans. Second by Redlinger, passed 5-0.

Hwy 22 street project will resume around April 1, 2019.

Sexton moved to pass Resolution #031819-02; Permanent Easement for water main with Kathleen Goody for \$1.00. Second by McGuire, passed 5-0.

Sexton moved to pass Resolution #0318019-03; Permanent Easement for water main with Philip and Diane Kiene for \$1.00. Second by Redlinger, passed 5-0.

Rodgers moved to pass Resolution #0318019-04; Permanent Easement for water main with Adam Ledger for \$1.00. Second by McGuire, passed 5-0.

Sexton moved to pass Resolution #0318019-05; Permanent Easement for water main with Jeffrey and Katie Hall for \$1.00. Second by Redlinger, passed 5-0.

Pottorff reported on sod options and slope changes on the west side of Tupelo.

The cell eye has been replaced on the down town street lights.

Council reviewed preliminary plans for Prybil Housing development. Clerk will check with Iowa DOT on distance allowed between Vine Ave access and Hwy 22 stop sign.

Mayor reported hiring Deborah Chalupa as temporary, half time, Deputy Clerk at \$16.00 per hour. Start date was March 8, 2019.

COUNCIL PACKET

McGuire moved to hire Hinson Consulting, LLC to assist City Council in Administrator search with a fee of \$11,000. Second by Schneider, passed 4-1 Sexton opposed.

Redlinger moved to pass Resolution #031819-06; Approving Hotel-Motel tax grant for Paws and More Animal Shelter in the amount of \$2500. Second by McGuire, passed 5-0.

Schneider moved to pass Resolution #031819-08; Approving Hotel-Motel tax grant for Riverside History Center in the amount of \$19,000. Second by Redlinger, passed 5-0.

Schneider moved to pass Resolution #031819-09; Approving Hotel-Motel tax grant for Riverside Area Community Club in the amount of \$22,500. Second by Redlinger, passed 5-0.

Schneider moved to accept LED replacement light proposal from Sitler's Supplies, Inc. for City Hall in the amount of \$5494.60. Second by McGuire, passed 5-0.

Mayor proclaimed April 4, 2019 as "Junior Achievement Day" in the City of Riverside.

Mayor reported that the City received 3 Website proposals.

"Safe Route to School" sidewalk snow removal will be discussed at a future work session.

Finance Committee met last Friday with Jeremy Reynolds of People's Trust & Savings Bank.

Mayor is in negotiations for sale of City Commercial property lot.

Clerk reported that the City Wide Garage Sales will be on May 4<sup>th</sup>. City Clean-Up Day will be held on May 18<sup>th</sup>. Captain Kirk's Birthday is Saturday, March 23<sup>rd</sup>, starting at 6:30pm at Murhy's.

McGuire moved to allow Clerk to attend Iowa Municipal Finance Officers Association Spring Conference in Des Moines on April 10<sup>th</sup> through the 12<sup>th</sup>. Second by Redlinger, passed 5-0.

Redlinger report that she is working with Highland art students to paint murals in downtown windows.

Rodgers is gathering information and costs for student volunteers to paint crosswalks.

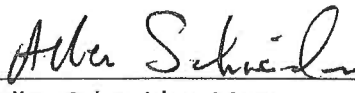
Rodgers moved to adjourn at 9:03 pm. Second by Redlinger, passed 5-0.

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

Council Meeting – Monday, April 1<sup>st</sup>, 2019 at 6:30 pm

ATTEST:

  
Becky LaRoche; City Clerk

  
Allen Schneider; Mayor

## COUNCIL PACKET

EXPENDITURES APRIL 1, 2019					
COUNCIL MEETING					
1	ALLIANT ENERGY	PARKS	001-5-430-6371	\$	340.77
2	ALLIANT ENERGY	SEWER	610-5-815-6371	\$	1,753.04
3	ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$	288.44
4	ALLIANT ENERGY	40 2ND STREET RENTAL	001-5-470-6310	\$	31.50
5	ALLIANT ENERGY	WATER	600-5-810-6371	\$	280.76
6	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$	1,414.13
7	ALLIANT ENERGY	FIRE STATION	001-5-150-6330	\$	352.47
8	AUDITOR OF STATE	FY18 AUDIT	001-5-650-6498	\$	5,845.52
9	BECKY LaROCHE	APRIL CELL	001-5-650-6373	\$	50.00
10	BIG IRON WELDING	FD TRUCK 161	001-5-150-6352	\$	151.08
11	BRYAN LENZ	APRIL CELL	001-5-430-6373	\$	50.00
12	DES MOINES STAMP	NOTARY	001-5-650-6506	\$	28.30
13	FISHER INS	INSURANCE 4-2019 TO 4-2020		\$	54,475.00
14	FISHER INS	CYBER POLICY		\$	1,000.00
15	FREEMAN LOCK	KEYS	001-5-430-6325	\$	15.00
16	HEIMAN	FD EMS SUPPLY	001-5-150-6356	\$	156.07
17	HENRY SCHEIN	FD BATT BACKUP	001-5-150-6370	\$	117.99
18	JAY STUELKE	APRIL CELL	001-5-210-6373	\$	50.00
19	JOHNS BUILDINGS	PICNIC TABLE	001-5-430-6504	\$	139.50
20	KALONA GRAPHICS	ENVELOPES	001-5-650-6506	\$	188.75
21	LABORCHEX	BACKGROUND CHECK	001-5-640-6411	\$	22.95
22	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$	281.79
23	MID AMERICAN ENERGY	RVFD	001-5-150-6371	\$	478.99
24	MID AMERICAN ENERGY	CITY HALL	001-5-650-6371	\$	114.92
25	MID AMERICAN ENERGY	40 E 2ND	001-5-470-6310	\$	54.69
26	PEOPLE SERVICES	APRIL SERVICE	610-5-815-6500	\$	10,972.50
27	PEOPLE SERVICES	APRIL SERVICE	600-5-800-6500	\$	10,972.50
28	RIVERSIDE HISTORY CENTER	1ST QTR GRANT	145-5-650-6413	\$	6,168.84
				\$	95,795.50
	MARCH EOM PAYABLES				
29	DELTA DENTAL	APRIL BILLING		\$	108.21
30	LINCOLN NAT'L LIFE INS	APRIL BILLING		\$	55.70
31	MEDIACOM	RVFD - MAR	001-5-150-6332	\$	349.31
32	MEDICAOM	CITY HALL	001-5-650-6373	\$	389.31
33	VERIZON	MAR SERVICE		\$	63.54
34	WELLMARK	APRIL BILLING		\$	3,174.71
35	WINDSTREAM	W.PLANT/SHOP		\$	381.85
		TOTAL PAID BILLS		\$	4,522.63
		TOTAL EXPENDITURES		\$	100,318.13

COUNCIL PACKET

Becky

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**From:** Licensing@IowaABD.com  
**Sent:** Friday, March 22, 2019 2:34 AM  
**To:** becky@cityofriversideiowa.com  
**Cc:** Licensing@IowaABD.com  
**Subject:** Liquor License Submitted to Local Authority

Insurance coverage/bond certification has been completed for the following application(s). The application(s) is awaiting local authority review. After local authority approval, the application will be submitted to the Iowa Alcoholic Beverages Division for review.

License #	License Status	Business Name
LE0001847	Submitted to Local Authority	Kum & Go # 80 (1178 Enterprise Dr Riverside Iowa, 52327)

Please do not respond to this email.

To check the status of your application follow these steps:

1. Click <https://elicensing.iowaabd.com>
2. Log in to your eLicensing account
3. After reading the 'Beginning April 1st' statement, click ok
4. Click the View Completed Applications link to see your status

Becky

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**From:** Licensing@IowaABD.com  
**Sent:** Wednesday, March 20, 2019 2:34 AM  
**To:** becky@cityofriversideiowa.com  
**Cc:** Licensing@IowaABD.com  
**Subject:** Liquor License Submitted to Local Authority

Insurance coverage/bond certification has been completed for the following application(s). The application(s) is awaiting local authority review. After local authority approval, the application will be submitted to the Iowa Alcoholic Beverages Division for review.

License #	License Status	Business Name
	Submitted to Local Authority	La Chiva Loka (70 W 1st Street Riverside Iowa, 52327)

Please do not respond to this email.

To check the status of your application follow these steps:

1. Click <https://elicensing.iowaabd.com>
2. Log in to your eLicensing account
3. After reading the 'Beginning April 1st' statement, click ok
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**COUNCIL PACKET**  
**PLANNING & ZONING COMMISSION MEETING**  
**RIVERSIDE CITY HALL COUNCIL CHAMBERS**  
**60 N GREENE STREET**

Monday, March 25, 2019, 6 p.m.

1. The meeting was called to order at 6 p.m. in City Hall by Mayor Allen Schneider.
2. Roll call showed the following members present. A quorum was present. Members from the Board of Adjustment also attended this meeting to participate in the training.

Members present:	Others present:	Absent:
Kevin Kiene	Allen Schneider, Mayor	Nate Robinson
Kris Westfall	Glenn Meisner, MMS	Mike O'Leary
Ralph Schnoebelen	Scott Pottorff, MMS	John Sojka
Christine Kirkwood		

Board of Adjustment members:	
Dennis Bush	Phil Richman
Linn Marie Eden	Mike Schneider

3. Schnoebelen moved, Kiene seconded and the members approved the agenda. Kiene moved, Schnoebelen seconded and the members approved the minutes of October 22, 2018.
4. Because the previous Chairperson was no longer on the P&Z Commission, the Mayor conducted the election of new officers. He indicated that Robinson, who was the Vice Chair, is willing to serve as Chair. Kirkwood moved, Kiene seconded and the members approved Robinson as the new Chairperson. Kirkwood moved, Westfall seconded and the members approved Kiene as the new Vice-Chairperson.
5. MMS conducted the training session.

Meisner stressed the importance of having good minutes for our meeting: Kirkwood volunteered last year to take minutes, the city clerk reviews and sends them on to the council. Someone should be prepared to cover this if neither of them can make the meeting.

Chapter 21 in the Riverside Code addresses the Planning and Zoning functions. Because more residential and commercial development is expected to take place in Riverside in the near future P&Z is likely to meet more regularly. There was some confusion about the documents given to the members and it was noted that the Zoning map is from 2011 and needs to be updated. Meisner asked the members to give Pottorff any changes to the map they could recall. He reviewed the zones and their descriptions from the code. He reviewed the duties of P&Z: Amending the Zoning Ordinances, reviewing requests to annex/rezone areas, reviewing final plats (the city engineers help with this by sending a letter listing any issues they see which might need to be addressed), and reviewing plans for county subdivisions within our 2-mile city limits. Scott mentioned that all public improvements (including parks) are currently part of this responsibility. The council should receive a report each year on P&Z activities. The Mayor noted that P&Z meetings are currently held the fourth Monday of each month and will continue unless the Commission decides to change it.

A copy of the State Code of Iowa, Chapter 414, was included in the handouts.

Riverside does not currently have a Site Plan Ordinance. Jay Stulke is currently the Riverside Building Inspector who issues permits for new buildings. Pottorff stated he has a copy of the Anamosa Site Plan that he thought would work well for us—there are others we could also look



COUNCIL PACKET  
**PLANNING & ZONING COMMISSION MEETING**  
**RIVERSIDE CITY HALL COUNCIL CHAMBERS**  
**60 N GREENE STREET**

at. It is not as restrictive or complicated as the one for Iowa City but covers the major factors we would deal with here. Glenn said these ordinances generally dealt with dimensions of buildings, parking, access, lighting, utilities, overall appearance, wastewater discharge, ADA restrictions, etc. This should be addressed soon for new construction, as Dollar General is considering a location within city limits and may have an application before us in the near future.

6. Kirkwood moved, Kiene seconded and the members voted unanimously to adjourn the meeting at 7:15 p.m. The next scheduled meeting will be held Monday, April 22, at 6 p.m. in City Hall.

Allen Schneider  
Temporary Chairperson

COUNCIL PACKET

CITY OF RIVERSIDE

URBAN CHICKEN APPLICATION

Name of Applicant: Maddie Peiffer / Jay Peiffer

Address: 100 Kleopfer Ave.

Home/Cell Phone: 319-530-6680 Work phone: \_\_\_\_\_

24 Hour Emergency Contact phone number: Jay 319-530-0168  
(This is the number we will contact if there is a complaint about the chickens)

Owner of property if different than Applicant: Jay & Cindy Peiffer

**No Roosters are allowed and the maximum number of chickens at one time is 6.**

Check list of Required Specifications must be met:

- Zoning of the property has to be Residential only (R-1, R-2, or R-3)
- Coop cannot be any larger than 40 square feet or 4 feet tall
- Please attach a coop design and sketch of site location on property  
(Please include a photo if possible)
- Completion of Signatures of all Residents within 200 feet of applicant

**Rental Property – Permission granted from Owner of Property**

I \_\_\_\_\_, give permission to my tenant, \_\_\_\_\_  
(Owner of Property) (Name of Tenant)

to have chickens on the property listed above. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Owners Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Owners Phone: \_\_\_\_\_

COUNCIL PACKET

I affirm that all statements contained in this application are true and correct and that I the applicant will keep chickens in compliance with all related regulations required by the City of Riverside and the State of Iowa. I understand that failure to comply with any regulations may result in revocation of my special permit to allow chickens on this property.

Signature of Applicant: [Handwritten Signature]

Date Submitted: 3/26/18

Application will be presented to Riverside City Council for approval at the regularly scheduled meeting. Council meetings are held the first and third Mondays of each month.



On \_\_\_\_ day of \_\_\_\_\_, 2014, the City of Riverside City Council did meet in open session and the above application was placed on the agenda for discussion and action. This application was approved \_\_\_\_\_ or denied \_\_\_\_\_ by the City Council.

\_\_\_\_\_  
City Administrator

COUNCIL PACKET

Signatures of property owners within 200 feet of the property where the chickens are to be kept.

Name of Applicant: Madeline Pitter (Jay + Cindy)

Physical location of Chickens: 100 Kleopfer Ave

Attached is a diagram of where the coop and the pen will be. I, the adjacent property owner, have no objections to the above named person, keeping chickens in accordance with special permission being granted to Applicants according to the City of Riverside City Ordinances.

Signatures:                      Address:                      Phone:

1. Ellen Hall ~~329~~ 329 Sycamore St 319-657-3031
2. Margie Moore 325 Sycamore St
3. Jenny Kenter 106 Kleopfer Ave 319-648-6033
4. Jessie D. Mc 513 Hickory Street (319) 530-2031
5. [Signature] 104 Kleopfer Ave 616-557-2340
6. Jayce Smith 344 Blackberry Ave 319-648-5333
7. Betsy Hallman 107 Kleopfer Ave 319-648-4142
8. Hannah Peterson 323 Sycamore St Riverside, 319-400-8504

COUNCIL PACKET

Signatures of property owners within 200 feet of the property where the chickens are to be kept.

Name of Applicant: \_\_\_\_\_

Physical location of Chickens: \_\_\_\_\_

Page 2

Attached is a diagram of where the coop and the pen will be. I, the adjacent property owner, have no objections to the above named person, keeping chickens in accordance with special permission being granted to Applicants according to the City of Riverside City Ordinances.

Signatures:

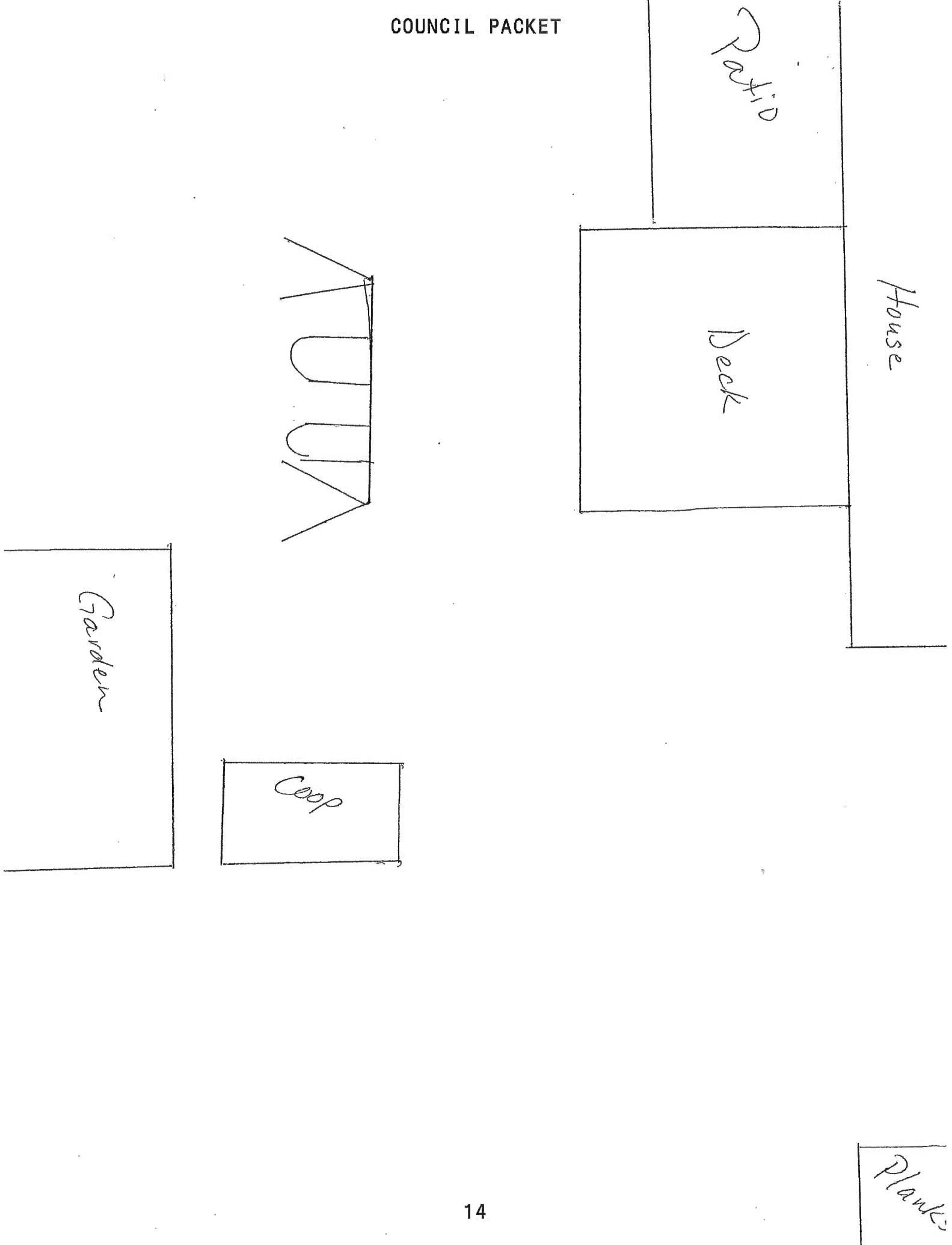
Address:

Phone:

1. Tom Simpson 342 Blackburn Ave (319) 325-1399
2. Gary Simpson 342 Blackburn Ave (319) 325-1499
3. Jo Ann 607 E Hickory St (319) 325-3748
4. Jami Plank 102 Kleopfer Ave 319-648-3107
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_











FOR YOUTH DEVELOPMENT®  
 FOR HEALTHY LIVING  
 FOR SOCIAL RESPONSIBILITY

Camp Highland Summer 2018  
 June 4, 2018 to August 3, 2018

Month	# of Campers	Resident/Non Resident
June	20	14/6
July	20	14/6
August	20	14/6

Nonresident kids: 3 Kalona, 1 Wellman, 1 Nichols & 1 Iowa City  
 In 2017 averaged 32 kids; 2016 we averaged 21 kids per week

Only 2 families applied for the scholarship program, both were given a 25% discount off of the rates. One of the families also qualified for DHS assistance so they received an additional reduction in their fees from that program as well.

Family 1 attended 32 days and received \$240 in scholarship discounts, \$69.18 in DHS assistance, \$222 in prorated fees

Family 2 attended 16 days and received \$157.50 in scholarship discounts and \$75 in prorated fees

Multi-child discounts were given to 5 families for a total of \$477.30

2018 loss of \$10,706.25 before the Hotel/Motel grant

2017 loss of \$952.93 before grant funds

2016 loss of \$676.01 before grant funds

The 15 passenger van that was purchased in 2017 was used for transporting the Camp Highland participants to and from activities and swim lessons.

**YMCA of WASHINGTON COUNTY IOWA**

121 E Main Street Washington, Iowa 52353

Phone: 319-653-2141 Fax: 319-653-2142 www.washingtony.org

**RESOLUTION #040119-01**

**RESOLUTION APPROVING FY 19-20 HOTEL MOTEL TAX GRANT APPLICATION FOR THE YMCA OF WASHINGTON COUNTY FOR CAMP HIGHLAND**

**Whereas**, the City of Riverside City Council agrees to donate \$10,000.00 to the YMCA of Washington County to administer Camp Highland, a 11-week summer program for children for the summer of 2019.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to designate these Hotel Motel Tax Funds for the Camp Highland programs administered by the YMCA of Washington County.

**Moved by** Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to approve the foregoing resolution, with the stipulation that the YMCA of Washington County set aside \$5000.00 of grant funds to be used for the City of Riverside scholarships.

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

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by the City of Riverside City Council on this 1<sup>st</sup> day of April, 2019.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

RESOLUTION #040119-02

**RESOLUTION TO ACCEPT PLANS AND DESIGN FOR  
NORTHERN HEIGHTS DEVELOPMENT**

**WHEREAS**, City of Riverside has reviewed with MMS Consultants, the plans and design of the Northern Heights Development in the City of Riverside.

**THEREFORE**, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF RIVERSIDE, APPROVES THE Plans, Specifications and Design of the Northern Heights Development Project.

**IT WAS MOVED BY** Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ that the foregoing Resolution be approved.

Roll call: Schneider, Sexton, Redlinger, Rodgers, McGuire

Ayes:

Nays:

Absent:

Passed by the City Council of Riverside, Iowa, and approved this 1st day of April, 2019.

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

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

## COUNCIL PACKET

**Becky**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Thursday, March 28, 2019 12:35 PM  
**To:** Andy Rodgers  
**Cc:** becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com  
**Subject:** Easements  
**Attachments:** 20190320110232720.pdf; 2245038privatepropertyagreement.docx

Andy,

You had asked at the last Council meeting whether we needed easements for removal of sidewalk on you and your neighbors properties. In reviewing that a little more closely I found that probably it would be best to get permission to work on private properties for removal of the sidewalks and restoration. I also realized that the proposed water main crosses the corner of your property and should probably have an easement as well. I'm sorry, you had asked me before about it and I was not remembering correctly. I am working on getting an easement plat worked up for your property for the water main. See attached exhibit.

For the sidewalk removal I would like to use a less formal agreement like I have attached. I wondered if you would be able to talk to your neighbors (Lyons, Patterson) about signing an agreement to work on their property.

Let me know if you have any questions.

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



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

**Scott Pottorff, P.E.**

*Project Manager*

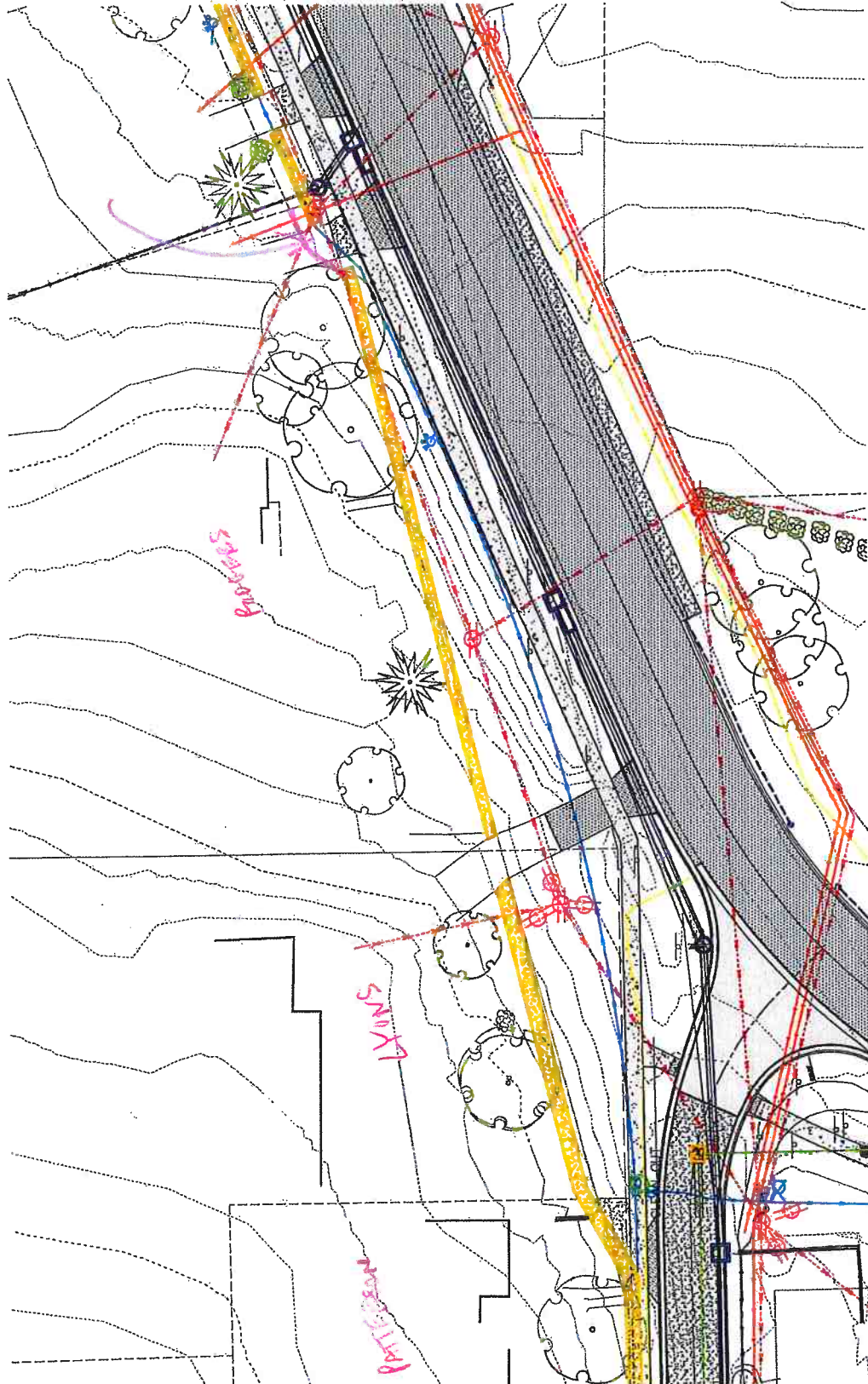
Office: (319) 351-8282

Mobile: (319) 631-0365

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

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

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

1917 S. Gilbert Street  
Iowa City, Iowa 52240

**319.351.8282**

mmsconsultants.net  
mms@mmsconsultants.net

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

AGREEMENT TO WORK ON PRIVATE PROPERTY  
HIGHWAY 22 IMPROVEMENTS PROJECT  
Between  
CITY OF RIVERSIDE and *PROPERTY OWNER*

The City of Riverside (hereinafter referred to as "City") has a public improvements project, Highway 22 Improvements Project (hereinafter referred to as "Project") in which they would like to request permission to work outside of the public right-of-way on private property. *Property Owner* (hereinafter referred to as "Property Owner") owns property at *ADDRESS* along the project route. The City would request to work on private property at *ADDRESS*. Therefore the City and Property Owner agree to the following:

1. Property Owner agrees to allow the City to work outside of the public right-of-way at *ADDRESS*. The work includes grading, removal of sidewalk, and surface restoration. The work shall be completed by a contractor hired by the City and contracted to complete the work on the Project.
2. City agrees to minimize the impact on private property and perform work outside the public right-of-way only as required to complete the work. The City agrees to spread a minimum of 4 inches of new topsoil in all disturbed areas on private property and install sod in all disturbed areas. It is anticipated that sod will be installed in June or July 2019.
3. City shall make every effort to ensure that the grass is established to the satisfaction of the Property Owner. The stand of grass shall be reviewed in fall 2019 to ensure Property Owner expectations are satisfied. City agrees to rectify any reasonable unsatisfactory areas in fall 2019 as requested by the Property Owner.

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

\_\_\_\_\_  
*Property Owner*

T:\2245\2245-038-\Easements\2245038privatepropertyagreement.docx



**RESOLUTION #040119-03**

**RESOLUTION TO AWARD THE CONSTRUCTION CONTRACT TO  
CORNERSTONE EXCAVATING INC. FOR THE ASH/TUPELO STREET  
IMPROVEMENTS PROJECT**

**Whereas**, the City of Riverside City Council hereby awards the Ash/Tupelo Street Improvements Project to Cornerstone Excavating, Inc. of Washington, Iowa in the amount of \$662,406.00.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve the award for contracted services. A public hearing was held and notices were published according to the legal requirements of the State of Iowa. A bid letting was held on March 27<sup>th</sup>, 2019 at 2:00 pm at Riverside City Hall where the sealed bids received were opened and a Bid tabulation sheet was prepared by Scott Pottorff of MMS Consultants.

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

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

Ayes:

Nays:

Abstain/Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa and approved this 1st day of April, 2019.

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

Allen Schneider, Mayor

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

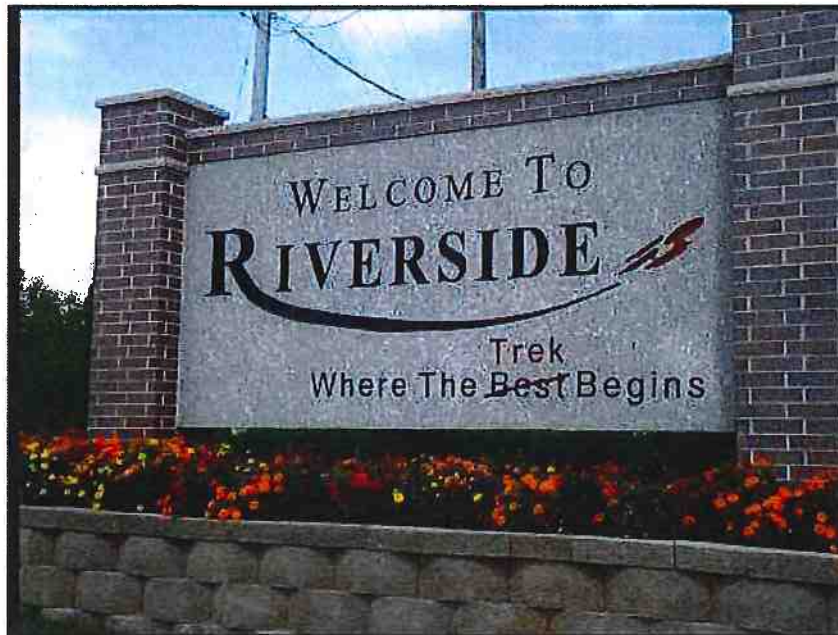
Becky LaRoche, City Clerk





**HINSON** CONSULTING, LLC  
LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

## RIVERSIDE, IOWA City Administrator Position Profile



Apply by May 2, 2019  
[riversideapps2019@gmail.com](mailto:riversideapps2019@gmail.com)

Contact:

Brent Hinson  
Hinson Consulting, LLC  
[hinsonconsultingllc@gmail.com](mailto:hinsonconsultingllc@gmail.com)  
641-373-2535

**CITY OF RIVERSIDE, IOWA  
CITY ADMINISTRATOR**

**Community and Position Profile**

**About Us**

The City of Riverside is offering an exceptional opportunity for leadership in a unique and growing community.

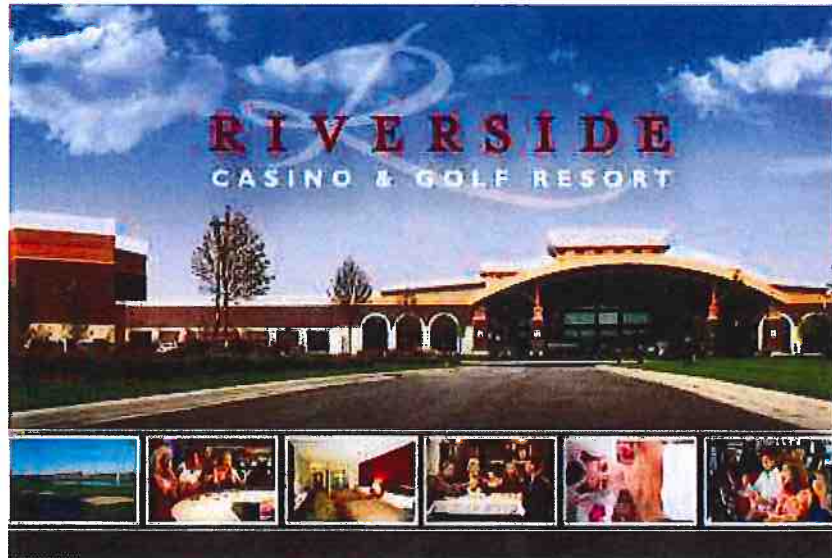
Riverside is poised for growth due to its positioning along the 4-lane Avenue of the Saints/US Highway 218 just 15 miles from central Iowa City. However, it is also the home of the \$90 million Riverside Casino & Golf Resort, which welcomes 1.5 million visitors per year. Riverside is the “future birthplace” of Captain James T. Kirk of Star Trek (his birth is expected March 22, 2228), and is poised for tourism growth in this area as well.



**Cherry Lane Housing Development**

Riverside Casino & Golf Resort greatly benefits the City of Riverside and the surrounding area in terms of sales tax, hotel/motel tax, and gaming tax revenue, direct payments, and additional grant opportunities through its nonprofit sponsor, the Washington County Riverboat Foundation. The vast majority of these funds are being used for capital improvements to provide for the long-term growth and improvement of Riverside.

Riverside is located in the far northeastern portion of Washington County, population 23,000, directly adjacent to Johnson County, home of the University of Iowa, and one of Iowa’s fastest-growing counties.



**Recent Accomplishments**

- Downtown streetscaping to complement DOT improvements to Highway 22 planned for Summer 2019.
- Completion of various street paving, water & sewer infrastructure improvements.

## COUNCIL PACKET

- Implementation of city-wide remote read water meters.
- Construction of 23 City-owned subdivision lots & related infrastructure improvements on Cherry Lane and Galileo Drive.
- Purchase of an aerial ladder truck for the Fire Department.

### **City Government**

The City of Riverside has a mayor-council with appointed city administrator form of local government. The mayor is elected every two years and the five city council members serve four year overlapping terms. All council members are elected at-large. The mayor does not vote, and the city council appoints the city administrator. The city council meets in regular session on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month at 6:30 p.m.

The City employs three full-time employees, not including the position of City Administrator. The position is returning to Riverside City government after a 4-year hiatus. The city's annual budget for Fiscal Year 2018-19 is \$5.8 million, not including transfers between funds. A breakdown of budgeted FY18-19 city expenditures is as follows:

Public Safety- Police (Contract), Fire & Animal Control.....	\$155,836
Public Works- Streets, Lighting & Snow Removal.....	\$354,039
Health & Social Services.....	\$0
Culture & Recreation- Library (Contract), Parks & Rec, Cemetery	\$320,791
Community & Economic Development.....	\$53,750
General Government.....	\$249,619
Debt Service.....	\$227,700
Capital Projects.....	\$3,775,000
Proprietary- Water, Sewer & Garbage (All by Contract) .....	\$680,950

The major sources of city revenues include the following:

Property Taxes.....	\$851,281
Tax Increment Financing.....	\$0
Gaming Wager Tax .....	\$410,000
Local Option Sales Taxes.....	\$105,000
Hotel/Motel Taxes.....	\$180,000
Road Use Taxes.....	\$122,000
Water Utility User Fees .....	\$433,350
Sewer Utility User Fees .....	\$405,000
Grants & Reimbursements .....	\$800,000
Other Fees & Charges for Service .....	\$1,002,773

The City's current tax rate is \$8.10 per \$1,000 valuation. Total fund balances estimated for 6/30/19 are \$3.2 million. The City has just \$860,000 in outstanding general obligation debt and no outstanding revenue debt.

## **City & Community Services**

Riverside's city departments include: Fire, Streets/Parks, Water/Sewer, and Administration & Finance. Many services are delivered through contractual arrangements. The Washington County Sheriff's Office provides law enforcement services. The northern Washington County communities of Wellman, Kalona, and Riverside budgeted additional funds for FY20 to allow for the addition of an officer to the Sheriff's Office to allow for increased coverage in the northern part of the county.



Riverside Fire Department

The Riverside Fire Department is exceptionally well-equipped and supported for a small city department. Their outstanding facility recently welcomed an aerial ladder truck.

The City contracts with Kalona for library services and with PeopleService for the operations of the municipal water and wastewater plants. The water and wastewater plants have been upgraded in recent years to accommodate the casino as well as projected future growth.

Boards & Commissions include a Planning & Zoning Commission. The community has a very active community partner in the Riverside Area Community Club, which plans the annual TrekFest and works to promote and improve the community. Riverside is also home to "The Voyage Home" museum, which celebrates the community and its Star Trek heritage.

## **Housing & Commercial Development**

In 2016, the City of Riverside took the lead role in developing the Cherry Lane addition on the City's north side. In 2018, a Galileo drive addition was completed adjacent to Cherry Lane. The success of these subdivisions has helped to attract private developer interest in Riverside. The City recently completed the annexation of 30 acres into the corporate limits for the Northern Heights Subdivision, a planned 71-lot subdivision to be developed by Apex Construction of Iowa City. The 14-lot first phase is expected to start construction in 2019. Additional condominium units are under construction near the casino and golf course.

The community enjoys great positioning along the 4-lane Highway 218/Avenue of the Saints, and commercial lots have been developed along both sides of the interchange in recent years. A focus on downtown improvement has included streetscaping and sidewalk improvements and a recent site visit by Main Street Iowa to identify areas of strength and areas for improvement in the downtown district.



Riverside Casino Bar Area

### **Riverside Casino & Resort**

The singular Riverside Casino & Resort was approved by the Iowa Racing & Gaming Commission in 2004, and began operations in 2006. This \$90 million facility sits on 375 acres that were annexed into the Riverside corporate limits. It includes a 200-room hotel, several restaurants, and an 18-hole golf course designed by the renowned course architect Rees

Jones. The casino complex employs 692. Renovations costing over \$11 million were recently completed.

### **Iowa City Region**

Riverside enjoys enviable positioning within 15 miles of the dynamic and growing Iowa City area, home of the University of Iowa and University Hospitals & Clinics. A variety of entertainment, from the Coral Ridge shopping mall, to Hancher Auditorium theatre and musical productions, to Big Ten athletics are easily accessible to Riverside residents. Johnson County, which includes Iowa City, is now estimated to include nearly 150,000 residents, which is a 14% increase from the 2010 Census.

Nearby Linn County, which includes Cedar Rapids and Marion and is home to Cedar Rapids Kernels minor-league baseball and the US Cellular Center multi-purpose arena, has an estimated population of nearly 225,000 people, which is a 6% increase from the 2010 Census.

### **Future Projects & Initiatives**

The new City Administrator will play an important role in the following upcoming projects & initiatives:

- Website redesign
- Safe Routes to School sidewalk project
- Downtown renovations/commercial redevelopment
- Northern Heights residential development & Ash/Tupelo street improvements
- Nuisance ordinance updating & enforcement improvements
- Hall Park shelter planning
- Highway 22 DOT resurfacing project
- 3<sup>rd</sup> & 4<sup>th</sup> Street paving & water main projects

**Duties and Responsibilities of the Position of City Administrator**

**Supervision Received:**

Works under the general supervision of the Mayor and City Council.

**Supervision Exercised:**

Exercises supervision over all municipal employees either directly or through subordinate supervision.

**The Position:**

The City Administrator is appointed by and serves under the general direction of the Mayor and City Council. The position is responsible for the overall administrative direction and supervision of all City employees. The position is responsible for the efficient and effective management of all facets of government under the control and jurisdiction of the City Council. The position provides coordination, communications, and cooperation between City employees, City Council, commissions, committees, and is the City's representative working with external stakeholders. The position also establishes and maintains a governmental organization which will support and promote retail, industrial, and all other economic development. The position will provide for systematic and orderly flow of information to and from the City Council, employees, and citizens of the community.

**Essential Duties:**

- Draft, implement, coordinate, and administer the policies of the City Council.
- Prepare agendas for all public meetings in collaboration with the Mayor and attend all City Council meetings.
- Prepare all resolutions, ordinances, policies, and procedures as approved by the City Council.
- Maintain a list of all funding sources available to the City.
- Receive, review, and recommend to the City Council all alcohol and tobacco permits.
- Maintain strong working relationship with local law enforcement and other local government officials.
- Represent the City at functions and meetings.
- Recommend modifications, additions, and deletions to the Code of Ordinances. Ensure that changes to the Code of Ordinances are handled according to State of Iowa law and federal regulations.
- Ensure that the duties and responsibilities of the City Clerk are carried out in the Clerk's absence.
- Oversee the financial management of City Hall and the annual budget.
- Supervise construction, improvement, repair, maintenance, and management of all City-owned facilities and equipment.

## COUNCIL PACKET

- Act as the main contact for all entities conducting business with the City. Examples include: City Attorney, engineering firms, contractors, vendors, and other outside organizations.
- Act as the Human Resources professional for the City, subject to City Council approval for hiring or firing. The position will provide day-to-day supervision of all City employees, authorize requested time off by employees, perform annual evaluations, develop short- and long-term goals for employees and recommend pay adjustments, promotions, demotions, and discharges to the City Council. The position is responsible for the recruitment of qualified individuals when vacancies occur.
- Maintain the City's website and continually review content to ensure the latest information is available to citizens and is easy to find. Maintain the City's presence on social media sites. Manage City signage and other forms of outbound communication.
- Act as the City's main contact for capital project management. Ensure all pre-construction procedures and paperwork are properly completed. Maintain contact with construction superintendents to ensure that projects are on budget and on schedule. Take any change order requests before the City Council for approval.
- Act as the City's Records Custodian, ensuring compliance with records requests under Chapter 22 of the Code of Iowa and the Iowa Records Retention Manual.
- Lead the City Council in goal-setting sessions and assist them in understanding and utilizing the Comprehensive Plan.
- Actively participate in county economic development organizations and other economic development activities.
- Promote local businesses and actively participate in the Riverside Area Community Club and other local organizations. Maintain regular contact with local business owners.
- Direct economic development initiatives to achieve goals and objectives outlined in the Comprehensive Plan.
- Assist businesses in the application and permitting process and service as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals established by the City Council.
- Promote City-owned properties that may be for sale and the orderly development of related projects.
- Work with developers of commercial and residential land adjacent to and within the City to bring additional tax revenues to the City.
- Lead any City fundraising campaigns.
- Prepare grant proposals and applications, contracts, and other necessary documents as required for community development.

## COUNCIL PACKET

- Work with local organizations in the development of activities and/or festivals to attract visitors to the City.

### **Knowledge, Skills, and Abilities:**

The City Administrator should have extensive knowledge of management practices and policies. Knowledge of principles of public finances, short- and long-term budget projections, intergovernmental relations, human resources principles, administration of grants, state and federal laws, and rules and procedures of local government. The position requires excellent communication skills and the ability to communicate clearly both verbally and in writing. The position requires the ability to read and understand complex materials. The position requires the establishment and maintenance of cooperative working relationships with a wide variety of organizations and individuals. Position requires working knowledge of municipal zoning and infrastructure requirements for residential and commercial expansion.

### **Announcement/Advertisement**

City Administrator, Riverside, Iowa.

The City of Riverside is offering an exceptional opportunity for leadership in a unique and growing community. Riverside is home to the \$90 million Riverside Casino & Resort, which hosts over 1.5 million visitors annually. It is located in Washington County just south of the line with Johnson County, one of Iowa's fastest growing counties. Salary range is \$70,000 to \$80,000, depending upon qualifications, with full range of benefits.

Preferred qualifications include four-year college degree in public or business administration or related field and two or more years of experience in a public sector management position, including supervisory experience. Residency within 20 miles of Riverside is permissible, with residency within Riverside preferred. Riverside seeks an administrator that will embrace and become an important part of the community.

Applications should be submitted to [riversideapps2019@gmail.com](mailto:riversideapps2019@gmail.com). Application materials requested include: a cover letter, resume, salary history, and five work-related references. Applications will be accepted until the position has been filled with the first review of applications on May 2, 2019.



# COUNCIL PACKET

## **Tentative Timetable For Search Process**

It is the City's intent to conclude the search process as expediently as possible with the goal of offering the position to a candidate by June 1. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

- |  |           |
|--|-----------|
| 1. First review of applications.....   | May 2     |
| 2. Notifications of finalists for the position.....  | By May 8  |
| 3. Candidates' day to tour the community and meet City employees, Mayor and Council members..... | May 31    |
| 4. Interviews of candidates.....   | June 1    |
| 5. Offer of employment.....  | June 1    |
| 6. City Council approval of employment contract .....  | By June 9 |
| 7. Proposed starting date of employment, if mutually agreeable....                               | July 11   |



## HINSON CONSULTING, LLC

LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

March 27, 2019

To: Mayor & City Council; Riverside, Iowa

From: Brent Hinson,  
Hinson Consulting, LLC

Re: City Administrator Search Process- April 1 Meeting

As we move forward in the CA search process, we need the Council's review and concrete direction on a number of items. I plan to join you at the April 1 meeting to discuss.

### **One-on-One Meetings**

Thanks to everyone for their time last week in meeting with me on a one-on-one basis. We greatly enjoyed the input we gained from those meetings, and it has been wonderful to get acquainted with each of you. It is great to see Riverside on the right track and we are going to do everything we can possibly do to find the right person to help you continue to move forward with confidence.

### **Proposed Timetable for the Search Process**

We are planning on the same timetable as was discussed at the March 13 workshop and approved in our proposal at your March 19 meeting. This process culminates in interviews occurring on Friday, May 31 and Saturday, June 1. We will need you to block out these dates on your schedules.

I have also included for the first time a preliminary schedule for interview weekend. This can be changed however you would like, but it gives you an idea of the elements involved. We are big believers in the idea that a single interview is not enough, and that you want to see the candidates in a variety of settings, from informal to formal, over the course of the two days. This process helps you

*Hinson Consulting, LLC*

*Brent Hinson, Principal; 1606 North 4<sup>th</sup> Avenue, Washington, Iowa 52353*

*hinsonconsultingllc@gmail.com*

# COUNCIL PACKET

Update to Riverside Mayor and Council on Search Process, 3/27/19

really get a feel for and understanding of each of the candidates and how they would interface with your organization and community. We will need specific guidance on how you would like to involve staff and community members in the process.

## **Position Advertising & Profile**

We have prepared a proposed position profile for your approval. Thanks very much to Becky for providing a great deal of information and to Mayor Allen for his review and suggestions. We are asking for approval of the position profile (with any final edits you may have) and permission to begin advertising. The ad we plan to run is included near the end of the position profile. Our proposal covers the cost of paid advertising on the International City/County Management Association, the Illinois Municipal League, and the Missouri Municipal League websites. We will need City staff's help in posting a free ad on the Iowa League of Cities website. Finally, you may choose to advertise locally as well, but this cost would be outside the cost quoted in our proposal. We would, however, be happy to work with you on getting those ads placed if desired.

## **Wage & Benefit Package**

At the March 13 workshop, I provided you with salary comparisons from comparable municipalities. We feel that the right range to advertise for this position is \$70,000 to \$80,000 based on those comparable cities. However, we would like to note that salary is not the only component that candidates will consider, and would like to have some discussion on benefits since it has been a while since Riverside had a contract with a City Administrator (Rusty).

We are presenting the information below not to lock the City into anything (each negotiation is unique and reasonable flexibility is usually needed on both sides), but rather to prepare you for the types of requests you may receive from candidates, and to make sure we have proper guidance from you when the time comes to negotiate a contract with your preferred candidate.

Here are some common points of negotiation for a City Administrator contract:

- Salary: Typically the #1 item.
- Vacation Time: We believe the City should be willing to allow for vacation time in excess to the normal starting employee, assuming that you are able to hire a trained professional with several years of experience, not a beginner. Often, we see this take shape in the form of a certain number of

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*Brent Hinson, Owner; 1606 North 4<sup>th</sup> Avenue, Washington, Iowa 52353  
hinsonconsultingllc@gmail.com*

# COUNCIL PACKET

Update to Riverside Mayor and Council on Search Process, 3/27/19

days "in the bank" to start or by crediting the new employee's past years of public service as if they worked in Riverside that whole time.

- Severance Pay: We would recommend 3 to 4 months' severance pay be included in the contract. In a position that involves a fair amount of political change over time, and also often requires a new manager to move from community to community, severance pay is considered a must for most experienced managers.
- Car allowance/City vehicle/mileage reimbursement: This really depends on your preferred candidate's preferences, but should be an item you will be ready to negotiate.
- Service club: You may receive a request to pay for a membership in a local service club (given the role of the RACC in the community, it would be advisable for the new person to be an active participant).
- Performance evaluations: Generally speaking, we encourage you to include initial and ongoing performance evaluations in the contract. Often, it works well to have a 3-month "check-up" in a closed session, and then to conduct a 6-month and 12-month formal evaluation. Thereafter, annually generally works fine.

There are certainly other items that could come up in negotiations, but we thought we would try to prepare you for the basics. Any specific feedback you have on these items is certainly appreciated.

### **Future Steps in the Process**

Our plan is to meet with you on May 6 to select finalists. To make the best use of your time, we as consultants are proposing to present you with the top 8 to 10 candidates, and then have you narrow the field to 4 to 5 finalists. We will also discuss the final schedule for interview weekend at that meeting.

### **Riverside Proposed Search Schedule**

<b>A. Phase I – Proposal Acceptance, Preliminary Work &amp; Marketing of Position</b>			<u>Done?</u>
1. Consideration of Proposal (Consultant Hinson available by phone)	City Council	March 4	X
2. Meet to review CA ordinance, discuss job description, pay & benefits, etc. (Consultant Hinson present at meeting)	City Council	March 18	X
2. One-on-One Meetings between Consultant Hinson and Mayor, Council, and Department Heads	City/Consultants	March 22-23	X

***Hinson Consulting, LLC***

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## COUNCIL PACKET

Update to Riverside Mayor and Council on Search Process, 3/27/19

3. Preparation of Position Profile and Advertisements	Consultants	By March 27	X
4. Consideration of Authorizing Position Profile, Ads, and Start of Advertising for Position (Consultant Hinson present at meeting)	City Council	April 1	
5. Placement of Advertisements & Release of Position Profile	Consultants	By April 3	
6. Emailing of Profiles/Phone Calls to Potential Candidates	Consultants	April 3- April 17	
7. Deadline for Applications	-	May 2	
<b>B. Phase II – Selection Process</b>			
8. Screening of Candidates	Consultants	May 3-5	
9. Selection of Candidates for Formal Interviews (Consultant Hinson present at meeting)	Consultants/City Council	May 6	
10. Contacts with Selected Finalists	Consultants	By May 8	
11. Criminal & Credit Background Checks for Finalists	Consultants	May 8-May 24	
12. Calls on Candidates' References	Consultants	May 8- May 24	
13. Coordination of Interviews	City/Consultants	May 13- May 30	
14. Actual Interviews (Consultants Hinson and Jackson present throughout)	City/Consultants	May 31- June 1	
15. Negotiations with Selected Candidate	Consultants	June 1-2	
16. Approval of Offer of Employment & Employment Contract (special meeting- Consultant Hinson present)	City Council	June 10	
17. New CA start date (tentative)		July 11	

### **Tentative Schedule for Interview Weekend**

Friday, May 31:

<u>Time</u>	<u>Event</u>
3:00 PM	Initial Briefing for Candidates
3:15-4:30 PM	City/Area Tours for Candidates & Spouses
5:00-7:00 PM	Reception- Either Public or Private
7:00-7:30 PM	Candidate Debriefing/ Q&A on Saturday Process

Saturday, June 1:

<u>Time</u>	<u>Event</u>
8:30-9:15 AM	Interview Time #1

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## COUNCIL PACKET

Update to Riverside Mayor and Council on Search Process, 3/27/19

9:30-10:15 AM	Interview Time #2
10:30-11:15 AM	Interview Time #3
11:30 AM- 12:15 PM	Interview Time #4
12:15- 1:00 PM	Lunch- Box Lunches Provided by City
1:00-1:45 PM	Interview Time #5
2:00-3:00 PM	Community & Staff Group Reports on Interviews; Full Council Discussion & Determination of Direction
3:00 PM	Offer to Selected Candidate/ Begin Negotiations or Schedule 2 <sup>nd</sup> Interviews for Another Date
By 4:00 PM	All Candidates Updated on Direction

Thanks for your confidence in us in helping you to conduct this important search. We look forward to further discussions, and feel free to reach out if you have any questions.

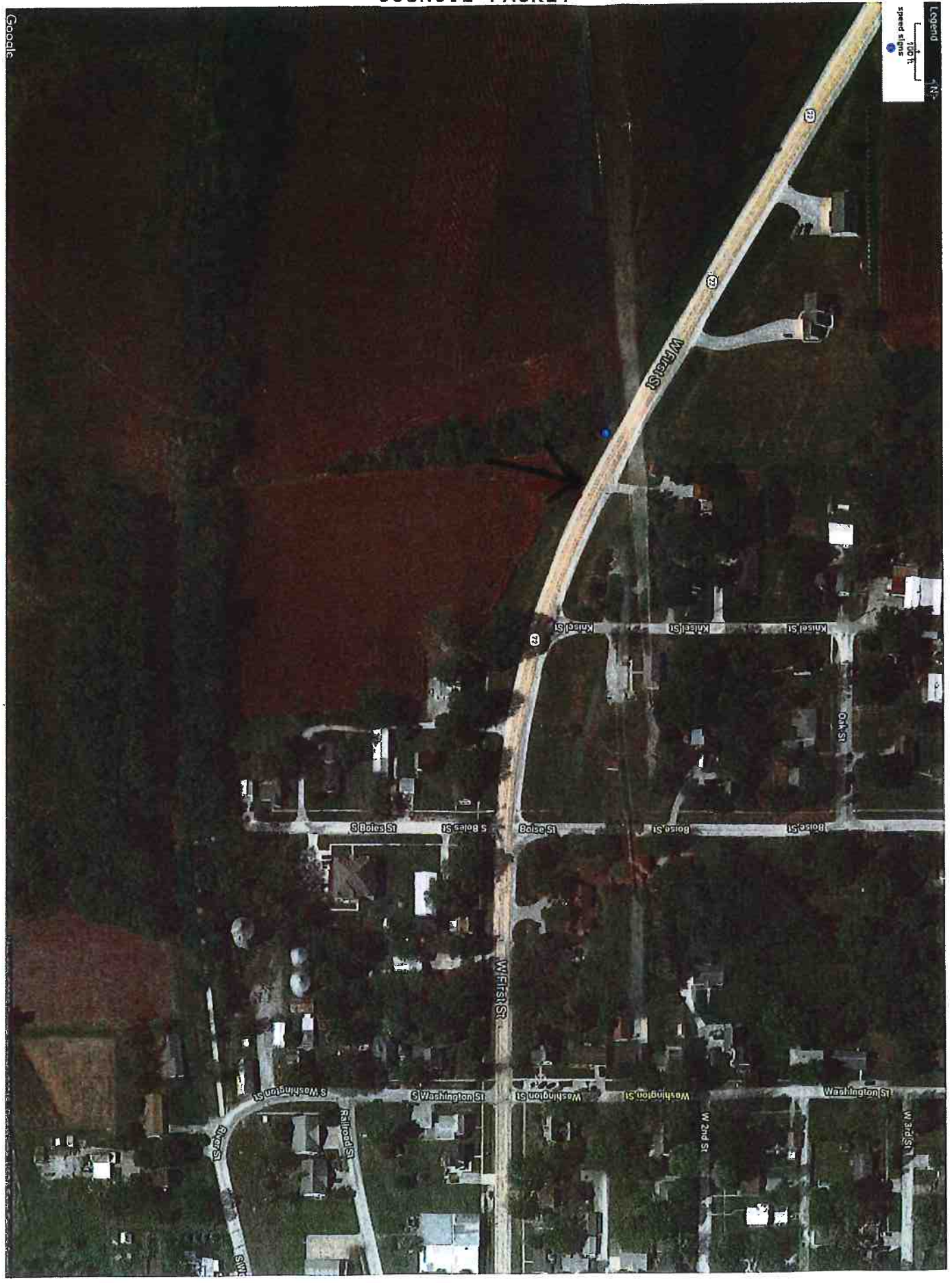
Brent and Mark

***Hinson Consulting, LLC***  
*Brent Hinson, Owner; 1606 North 4<sup>th</sup> Avenue, Washington, Iowa 52353*  
*hinsonconsultingllc@gmail.com*

COUNCIL PACKET



# COUNCIL PACKET



Google



**RESOLUTION #040119-04**

**RESOLUTION TO APPROVE IOWA STATE UNIVERSITY EXTENSION OF WASHINGTON COUNTY TO CONDUCT SUMMER YOUTH CAMPS**

**Whereas**, the City of Riverside City Council approves the Iowa State University Washington County Extension Office to conduct the Youth Day Camps at Hall Park for young children.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve the youth camps for young children, contributing \$10 per camper at a cost not to exceed \$600.00.

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

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

Ayes:

Nays:

Absents:

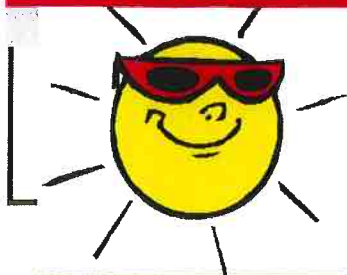
Passed and Approved by the City Council of Riverside, Iowa and approved this 1st day of April, 2019.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk



# Riverside Day Camps

Summer 2014

## Recruitment

- Flyers sent home to students with Riverside addresses only
- News Release in Journal and Riverside Current
- Flyers at City Hall
- Posted on city sign

## Daily Details

- Met at Hall Park
- 9 am- 3 pm
- Kids brought their lunch. Two snacks were provided.
- Used park shelter for outdoor activities
- High school 4-H students volunteered

## Washington County Extension & Outreach

Contact Amy Green,  
4-H & Youth Coordinator  
with any questions.

319-653-4811

[amygreen@iastate.edu](mailto:amygreen@iastate.edu)



## 6-11-14 "Jungle Safari"

- Pre-school age
- 7 youth total
- Learn about different habitats, animals with stripes and spots, make a safari vest and binoculars
- **HIGHLIGHT:** Safari hunt in the park following clues of different animals!

## 6-17-14 "Bug Mania"

- Kindergarten -1<sup>st</sup> grade, 10 youth
- Hunted for insects, built a bug, made insect snacks, created antennae hats and played bug bingo!
- **HIGHLIGHT:** Insect Scavenger Hunt!



## 6-24-14 "Fizz, Bubble, Goo"

- 2<sup>nd</sup> - 3<sup>rd</sup> grade, 15 youth
- Reading Bartholomew and the Oobleck, creating various goo's, creating a human bubble and making homemade root beer!
- **HIGHLIGHT:** Making goo's!



3 2014