

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA**  
**RIVERSIDE CITY HALL COUNCIL CHAMBERS**  
**60 N GREENE STREET**  
REGULAR MEETING  
Monday, May 6, 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 2019-04-15
  - b. Expenditures for 2019-05-06
  - c. RVFD April update
  - d. Alcohol permit – Kum & Go
  - e. Alcohol permit – Copper Creek Ridge
4. **Public forum.** 3 minutes per person. See guidelines for public comments at the Clerk's table.
5. Discussion on possible insurance coverage changes – Scott Enyart, AW Welt Ambrisco
6. MMS Consultants project updates
  - a. Northern Heights
    - i. Request to add lots and infrastructure to phase I of development
    - ii. Pay request #1 – Resolution 050619-01 **pg. 12**
  - b. Hwy 22 project
    - i. Curb and gutter to East St.
    - ii. Cost estimate for St. Mary's paving
    - iii. Pay request #4 – Resolution 050619-02 **pg. 35**
    - iv. Updated project schedule
  - c. Tupelo Blvd project
    - i. Change order #1: Intake change - Resolution 050619-03 **pg.45**
    - ii. Burnett work outside ROW
    - iii. Updated project schedule
  - d. 4<sup>th</sup> Street project
    - i. Proposed schedule
  - e. Downtown project
    - i. Updated punch list
7. Resolution 050619-04 - Setting Date for a Public Hearing on Designation of the Northern Heights Housing Urban Renewal Area and on Urban renewal Plan and Project **pg. 55**
8. Authorization to establish account(s) with Iowa Public Agency Investment Trust (IPAIT) for the purpose of investing funds – Resolution 050619-05 **pg. 57**
9. Approval of FY19-20 law enforcement contract with Washington County Sheriff's Department – Resolution 050609-06 **pg. 62**

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

10. Acceptance of proposal for review and revision to Code of Ordinances – Resolution 050609-07 **pg.65**
11. Selection of proposal for City website redesign and maintenance
12. Approval of Disaster Recovery Plan
13. Consideration of iTech systems update proposal
14. Mayor's report
15. City Clerk's report
  - a. Tree removal pioneer
  - b. SE Iowa housing Conf.- 5/21/19
  - c. Small city workshop – 6/13/19
  - d. TIF Administration workshop – 7/11/19
  - e. IA Downtown Conf. – 8/27-29/19
16. City Council comments
17. CLOSED SESSION pursuant to Iowa Code 21.5 (l) (j) real estate
18. Motion to adjourn

## COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: April 15, 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, Bob Schneider Jr., Edgar McGuire, and Jeanine Redlinger.

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

Rodgers moved to approve the minutes of April 1<sup>st</sup>, expenditures, and March Fire Department Update. Second by Redlinger, passed 5-0.

Bill Stuke; PeopleService, Inc. presented March Water and Waste Water report.

Schneider moved to paint water tower white with red letters. Second by Sexton, passed 5-0.

PeopleService will start flushing hydrants next week, 4-22-19.

Scott Pottorff, MMS Consultants updated Council on Capital Improvement Projects.

Final punch list for Downtown Streetscape is near completion.

Driveways on St. Mary's Street will be poured this week. Pottorff will have final numbers on asphalt for next meeting. Sexton stated that he would like to see asphalt instead of Chip 'n Seal on future street projects. East Street change order will be on next agenda. Sexton and Rodgers expressed concerns about the design where storm pipes come together at a (T) near the corner of Hwy 22 and Sycamore St. They wondered whether this could effectively handle large rain events and whether backup might cause flooding elsewhere. After extensive discussion, Pottorff stated he is comfortable with the design and it should handle storm water at least as well as the existing system.

Sexton moved to pass Resolution #041519-01; Agreement with Morgan Larimer, 431 E Hickory Street, for permanent water main easement in the Hwy 22 Street project. Second by McGuire, passed 5-0.

Rodgers moved to pass Resolution #041519-02; Change Order #5 for Triple B Construction, Hwy 22 Project, for \$58,365 credit. Credit resulted from water main work that was not needed. Second by Sexton, passed 5-0.

Redlinger moved to pass Resolution #041519-03; Change Order #6 for Triple B Construction, Hwy 22 project, in the amount of \$5850.00, for a new storm drain manhole. Second by Schneider, passed 5-0.

Pottorff held a meeting with contractor and utility companies for the Ash Street project.

Council discussed updating the City Zoning map from 2009. Rodgers moved to hire MMS to update City Zoning Map at standard engineering rates, not to exceed \$5000. Second by Redlinger, passed 5-0.

## COUNCIL PACKET

Sexton moved to accept the LL Pelling street repair bid for \$19,003.80. second by Redlinger, passed 5-0.

Schneider moved to accept Precision Electric bid of \$2690 to replace lighting at City Hall. Second by McGuire, passed 5-0.

Mayor reminded Council of Work Session, 4-22-19. Agenda will be Website presentations, IPAIT investment information, and snow removal needs for next winter. The P&Z meeting will be moved to May 28<sup>th</sup>.

Sexton requested notice in water bills about property clean-up, as City Wide Clean-Up day is set for May 18<sup>th</sup>. The City will take a more active role in Nuisance Abatement procedures.

McGuire motioned to enter into Closed Session pursuant to Iowa Code 21.5 (l) (j) real estate at 8:55 pm. Second by Sexton, passed 5-0.

Sexton moved to return to open meeting at 9:21 pm. Second by Redlinger, passed 5-0.

Redlinger moved to have Mayor proceed with real estate negotiations. Second by Sexton, passed 5-0.

Redlinger moved to adjourn at 9:22 pm. Second by McGuire, passed 5-0.


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

Work Session – Monday, April 22<sup>nd</sup>, 2019 at 6:00 pm

Council Meeting – Monday, May 6<sup>th</sup>, 2019 at 6:30 pm

ATTEST:

  
\_\_\_\_\_  
Becky LaRoche; City Clerk

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

COUNCIL PACKET

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

Monday, April 22, 2019 – 6:00 P.M.

1. Web site vendor demos and Q&A

- a. Neapolitan Labs – 6:00 – 6:45
- b. ReviZe – 6:45 – 7:30
- c. GovOffice – 7:30 – 8:15

ATTENDANCE: Rodgers, Redlinger, Schneider, McGuire, Mayor Schneider, Clerk LaRoche

Brian McMillin – Neapolitan Labs presented website/services.

Thomas Jean – Revize gave info on his company and website building.

GovOffice will present next Monday, 2-28-19 @6pm.



**COUNCIL PACKET**

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA  
RIVERSIDE CITY HALL COUNCIL CHAMBERS  
60 N GREENE STREET  
WORK SESSION  
Monday, April 29, 2019 – 6:00 P.M.**

1. IPAIT – Paul Kruse
2. Downtown snow removal – Bob Jindrich
3. Web site vendor demos and Q&A
  - a. GovOffice
4. County radio tower

Attendance: Bob Schneider, Jeanine Redlinger, Edgar McGuire, Mayor Schneider, Andy Rodgers, Tom Sexton, City Clerk LaRoche, Staff Bryan Lenz, Paul Kruse of IPAIT. Jim Johnson of News.

Council discussed investments with Paul Kruse.

Lenz discussed snow removal on down town raised sidewalk.

Mike Chaloupka of GovOffice hosted webinar on website design services.

Council looked at plans for Washington County Communications tower installation at City maintenance shop property at 1197 Vine Ave.

## COUNCIL PACKET

EXPENDITURES MAY 6, 2019				
COUNCIL MEETING				
1	ALLIANT ENERGY	PARKS	001-5-430-6371	\$ 342.58
2	ALLIANT ENERGY	SEWER	610-5-815-6371	\$ 1,640.01
3	ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$ 222.30
4	ALLIANT ENERGY	40 2ND STREET RENTAL	001-5-470-6310	\$ 20.68
5	ALLIANT ENERGY	WATER	600-5-810-6371	\$ 181.06
6	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$ 1,453.23
7	ALLIANT ENERGY	FIRE STATION	001-5-150-6330	\$ 380.23
8	BECKY LaROCHE	MAY CELL	001-5-650-6373	\$ 50.00
9	BECKY LaROCHE	588 APRIL MILEAGE	001-5-650-6240	\$ 341.04
10	BRYAN LENZ	MAY CELL	001-5-430-6373	\$ 50.00
11	CASEY'S	PARK FUEL	001-5-430-6320	\$ 9.58
12	HOLIDAY INN	IMFOA CONFERENCE	001-5-650-6240	\$ 215.33
13	IOWA SOLUTIONS	MAY SERVICE	001-5-650-6497	\$ 32.50
14	ITECH	MAY SERVICE	001-5-650-6497	\$ 225.00
15	JAY STUELKE	MAY CELL	001-5-210-6373	\$ 50.00
16	JIM'S SMALL ENGINE	HP OIL	001-5-430-6504	\$ 32.80
17	JOHNSON COUNTY REFUSE	MAY SERVICE	670-5-840-6499	\$ 1,874.25
18	KOCH OFFICE GROUP	COPIES 1-23/4-22	001-5-650-6496	\$ 546.04
19	MENARDS	40 E 2ND STAIR RAIL	001-5-470-6310	\$ 99.09
20	MENARDS	PARKS	001-5-210-6371	\$ 18.47
21	MENARDS	CITY HALL	001-5-650-6310	\$ 71.61
22	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$ 108.96
23	MID AMERICAN ENERGY	RVFD	001-5-150-6371	\$ 148.87
24	MID AMERICAN ENERGY	CITY HALL	001-5-650-6371	\$ 38.36
25	MID AMERICAN ENERGY	40 E 2ND	001-5-470-6310	\$ 27.25
26	MMS CONSULTANATS, INC.	ENGINEERING	001-5-650-6407	\$ 1,197.00
27	MMS CONSULTANATS, INC.	HWY 22	301-5-750-6788	\$ 6,595.59
28	MMS CONSULTANATS, INC.	4TH STREET	301-5-750-6777	\$ 4,123.50
29	NORTHLAND SECURITIES	FINANCIAL PLANNING	001-5-650-6499	\$ 1,500.00
30	OMNISITE	6 RADIO UPDATES	610-5-815-6499	\$ 1,826.16
31	PEOPLE SERVICES	MAY SERVICE	610-5-815-6500	\$ 10,972.50
32	PEOPLE SERVICES	MAY SERVICE	600-5-800-6500	\$ 10,972.50
33	PSC DIST.	PARKS	001-5-430-6325	\$ 32.96
34	SIMPLY TREES	MAY PICK-UP	001-5-510-6320	\$ 577.50
35	STANDARD PEST	MAY SERVICE	001-5-650-6310	\$ 60.00
36	THE NEWS	PUBLICATIONS	001-5-650-6402	\$ 161.10
				\$ 46,198.05
APRIL EOM PAYABLES				
37	DELTA DENTAL	MAY BILLING		\$ 108.21
38	LINCOLN NAT'L LIFE INS	MAY BILLING		\$ 179.14
39	MEDIACOM	RVFD - MAR	001-5-150-6332	\$ 18.87
40	MEDICAOM	CITY HALL	001-5-650-6373	\$ 73.20
41	VERIZON	MAR SERVICE		\$ 63.58
42	WELLMARK	MAY BILLING		\$ 3,174.71
43	WINDSTREAM	W.PLANT/SHOP		\$ 356.68
44	ADAM LEDGER	EASEMENT	301-5-750-6785	\$ 1.00
45	KATHLEEN GOODY	EASEMENT	301-5-750-6785	\$ 1.00
46	JEFFREY HALL	EASEMENT	301-5-750-6785	\$ 1.00
47	PHIL KIENE	EASEMENT	301-5-750-6785	\$ 1.00
48	MORGAN LARIMER	EASEMENT	301-5-750-6785	\$ 1.00
49	FOBIAN	WATER REFUND	600-4-810-4501	\$ 73.20
		TOTAL PAID BILLS		\$ 4,052.59
		TOTAL EXPENDITURES		\$ 50,250.64

**RIVERSIDE FIRE  
DEPARTMENT**

**FIRE / RESCUE / EMS / HAZMAT**



**April 2019 Update**

**Calls for Service:**

- Medicals - 16
- Structure Fire – 2
- Car Accidents – 4
- Grass Fire – 4
- Car Fire - 1

Total calls – 27 calls for service in March

Members were again very busy this month responding to all types of calls, we had some very challenging calls that were very stressful for our members. All members of RFD continue to perform very professionally and at a high standard.

**Training:**

Members had training on fire attack, vertical ventilation, aerial ladder operations, hose line management and pumping. This was all done out at the burn building.

**RESA**

The pancake breakfast went great this year, we served around 850 people and raised around \$10,000. The money raised will go towards future equipment and apparatus purchases.

**Other News**

The station interior lighting project is complete and looks great, the rebates from Alliant Energy were received by Becky. We are looking at adding 2 new members to fill openings that we have from members retiring over the last 2 years. I will provide more information on these 2 people after we meet with them in May.

Thanks  
Fire Chief Smothers



COUNCIL PACKET

Becky

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**From:** Licensing@IowaABD.com  
**Sent:** Wednesday, April 24, 2019 2:34 AM  
**To:** becky@cityofriversideiowa.com  
**Cc:** Licensing@IowaABD.com  
**Subject:** Liquor License Renewal Sent

The following license(s)/permit(s) will expire in 70 days. Iowa law states that all licensees must receive a 60 day renewal reminder.

License #	License Status	Expiration Date	Business Name
LE0001847	Renewal Sent	06/30/2019	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

## COUNCIL PACKET

**Becky**

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**From:** Licensing@IowaABD.com  
**Sent:** Thursday, April 18, 2019 2:33 AM  
**To:** becky@cityofriversideiowa.com  
**Cc:** Licensing@IowaABD.com  
**Subject:** Liquor License Pending Dram Shop

The following application(s) is complete and awaiting dramshop insurance endorsement by the appropriate insurance carrier. After the insurance carrier has endorsed coverage, the application(s) will be submitted to the local authority for review.

<b>License #</b>	<b>License Status</b>	<b>Business Name</b>
	Pending Dram Shop	Copper Creek Ridge (1182 Commercial Drive 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

4-29-19 W.S.

Becky

**From:** Scott Enyart <SEnyart@awwelt.com>  
**Sent:** Thursday, April 11, 2019 12:01 PM  
**To:** becky@cityofriversideiowa.com  
**Cc:** Diane Sanders  
**Subject:** City of Riverside - AW Welt Ambrisco Insurance

Becky

We are back to the cold! Yuck.

I had a few follow up items to check into from our recent renewal meeting. As we discussed, I was to check into possible savings if you adopted a larger property deductible, the additional costs of increasing your Umbrella limits, and possible quotes for increased Employee Dishonesty quotes. Below are the results:

- Increasing your Property deductible from \$1,000 to \$2,500 would save \$1,171 annually.
- Increasing your Property deductible from \$1,000 to \$5,000 would save \$2,342 annually.
- Increasing your Umbrella limit from \$1,000,000 to \$2,000,000 would cost an additional \$616 annually.
- Increasing your Umbrella limit from \$1,000,000 to \$3,000,000 would cost an additional \$1,232 annually.

I highly suggest you consider increasing the Umbrella limits due to the overall exposure of a municipality. Obviously, that creates additional cost, which is why I also suggested offsetting some of the cost by increasing the Property deductible in some manner. The items above do each stand on their own, so you don't need to increase the deductible in order to proceed with higher Umbrella limits.

EMC was unable to provide increased Employee Dishonesty limits as your internal controls are somewhat limited. Your latest audit shows one person have control of most of the financial transactions, so this prevents the higher limit options. We can check into other carriers for this specific coverage, but the costs will be quite a bit higher. Let me know if you wish to discuss this in more detail and/or if you would like me to pursue with other carriers (just this coverage).

I will be a little hit and miss today and tomorrow, but feel free to email me at any time. If you call and get my voicemail, just let me know the best time to reach you and I'll do my best. Otherwise, my availability is much better next week.

Thank you,  
Scott

**SCOTT A. ENYART, CIC, AIC**  
President | AW Welt Ambrisco Insurance, Inc.  
24 Westside Drive | Iowa City, IA 52246 | Direct: (319) 887-3774  
[www.awwelt.com](http://www.awwelt.com)



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**Becky**

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**From:** Mayor <mayor@cityofriversideiowa.com>  
**Sent:** Monday, April 29, 2019 1:16 PM  
**To:** Steve Schmidt  
**Cc:** Becky; Scott Pottorff; Mike Welch  
**Subject:** Re: Northern Heights

The other thing to keep in mind is that this additional work would not be at \$610/ft. That rate was set to allow for the additional expense associated with the retention basin. We'd be more in the \$535 range. I'll have to review the agreement to determine exactly what we'd discussed.

On Apr 29, 2019, at 11:25 AM, Steve Schmidt <[steve@apexconstructionco.com](mailto:steve@apexconstructionco.com)> wrote:

Thank you Allen. We will be looking at having lots for sale this summer and intend to have the work done and streets in by early fall. Home construction could start as early as September. I will will get you a more detailed analysis yet this week

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**From:** Mayor <[mayor@cityofriversideiowa.com](mailto:mayor@cityofriversideiowa.com)>  
**Sent:** Monday, April 29, 2019 10:44:39 AM  
**To:** Steve Schmidt  
**Cc:** Becky; Scott Pottorff; Mike Welch  
**Subject:** Re: Northern Heights

Thanks for the info, Steve. We'll put it on the agenda for next week's meeting. From my standpoint, if we're committing another \$170k, I'd like to have a rough idea of your timeline for having lots or homes for sale. Is that something you can provide this week?

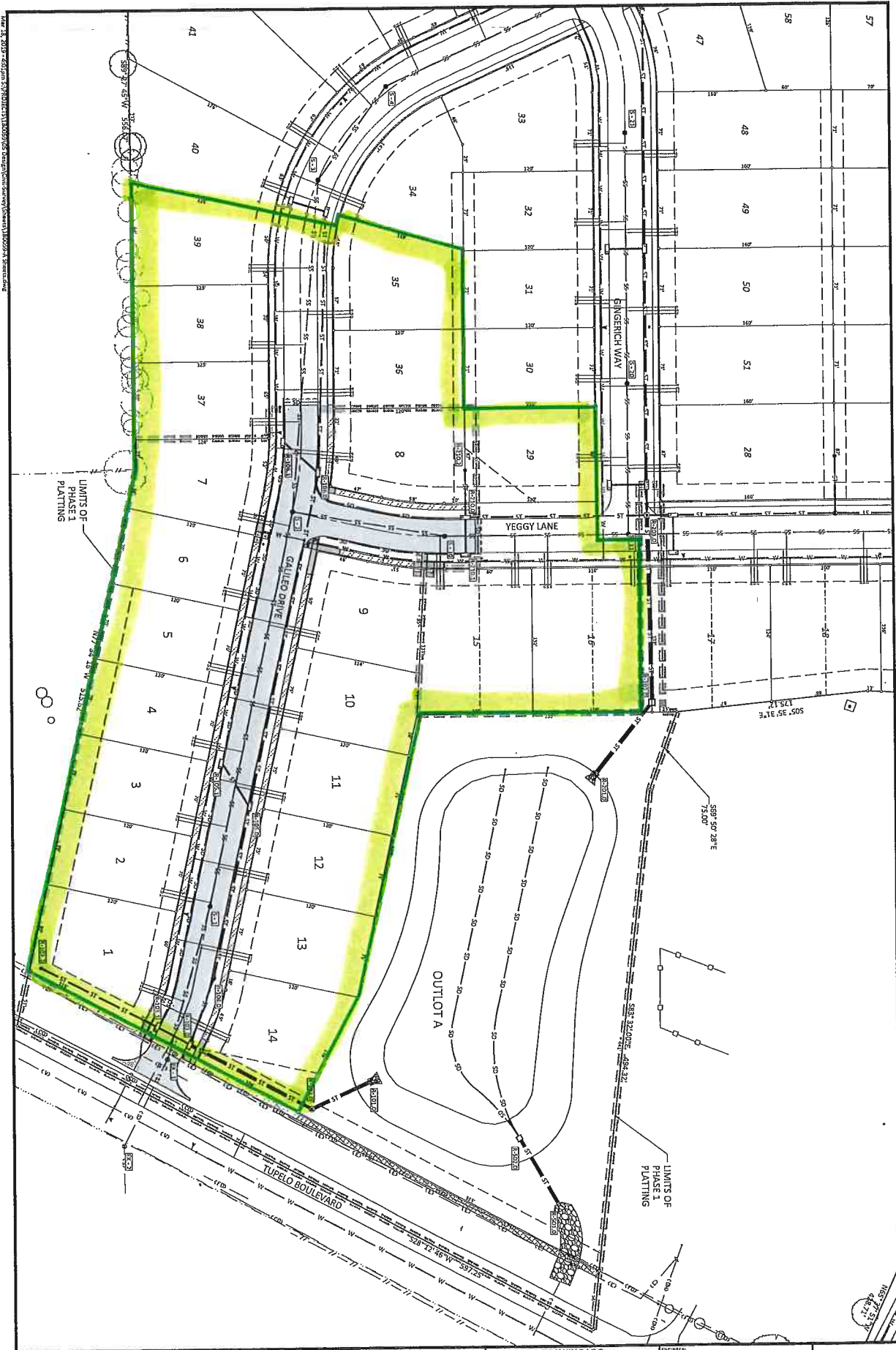
On Apr 29, 2019, at 10:15 AM, Steve Schmidt <[steve@apexconstructionco.com](mailto:steve@apexconstructionco.com)> wrote:

Hello Allen and Becky, We would like to propose to the city adding some additional lots to phase I of the Northern Heights subdivision. With the design of the water detention basin and storm drainage, we are needing to complete most of the grading for lots 15, 16, 29, 35, 36, 37, 38 and 39 so it makes sense to include them. Lots 15 and 16 will be for 0 lot construction so will add another option for building type construction and sales. The other lots will be for single family homes. This concept will increase the amount of lots in phase I from 14 to 22 and would require about 280lf of additional street construction. Based on our current agreement, the cost share for the city would amount to 170,800 dollars. I am attaching a plan indicating the phase I lots outlined in green. Comments are welcome. If this concept will be acceptable, we would like submit for review by the city council.

Thanks !

<Northern Heights Phase I Concept.pdf>

# COUNCIL PACKET



SHEET NAME: <b>UTILITY PLAN PHASE 1</b>		PROJECT NAME: <b>NORTHERN HEIGHTS SUBDIVISION RIVERSIDE, IOWA</b>		SUBMITTED FOR: <b>CITY APPROVAL</b>		DRAWING LOG <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>REV</th> <th>DESCRIPTION OF CHANGES</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>CITY REVIEW</td> <td>03-28-2019</td> </tr> </tbody> </table>		REV	DESCRIPTION OF CHANGES	DATE	A	CITY REVIEW	03-28-2019
REV	DESCRIPTION OF CHANGES	DATE											
A	CITY REVIEW	03-28-2019											
CLIENT NAME: <b>APEX DEVELOPMENT GROUP</b>		DATE ISSUED: <b>MARCH 18, 2019</b>		CURRENT REV: <b>3</b>		ENGINEER:  60 EAST COURT STREET, UNIT 3, IOWA CITY, IA 52240							
SHEET NO. / FILE NO.: <b>A.12 / 18-0059</b>		PROJECT MANAGER: <b>WELCH</b>											

COUNCIL PACKET

RESOLUTION #050619-01

RESOLUTION APPROVING PAY REQUEST #1 APEX DEVELOPMENT GROUP LLC, FOR NORTHERN HEIGHTS DEVELOPMENT AGREEMENT 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 \$49,742.90 for partial payment of this project.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Pay Request #1 for work done on the Northern Heights Development project.

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 6th day of May, 2019.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

## COUNCIL PACKET

**Becky**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Wednesday, May 1, 2019 12:19 PM  
**To:** 'Becky'  
**Cc:** mayor@cityofriversideiowa.com  
**Subject:** Northern Heights Pay Request #1

I have reviewed the pay request submitted by Apex and the associated documentation and the signed agreement.

In the end the City is on the hook for \$610/LF of street for the first phase and that includes reimbursement for "all infrastructure related land acquisition costs, cost of designing and constructing the public improvements, landscaping and grading all land for public improvements, interest expense and other costs of financing, and all reasonably related costs of installing the public improvements". While I think for sure the engineering and legal expenses are intended to be included in the \$610/LF amount agreed to by the City, I think the "Coordination for design of subdivision", the "Contractor fees" and "Developer fees" are a little less clear. These are estimates of costs incurred by Apex directly but there are no invoices which document these costs other than the invoice from Apex and there is no breakdown of any of those. There is no way to verify where these costs were incurred or if they relate to the things included for reimbursement above.

Having said all of that, it looks to me like the City is going to pay \$610/LF for the first phase of construction no matter what. So what is the difference if some of that is paid now as "Contractor fees" or "Developer fees" instead of later for construction?

It would be my recommendation to go ahead and pay this entire pay request as the first of several payments which in the end will total the \$610/LF of street agreed to.

Based on plans previously approved, Phase One includes 791.36 LF of street (Galileo Sta. 20+00 to Sta. 26+37.33 (637.33 LF) and Yeggy Sta. 30+65.50 to Sta. 32+19.53 (154.03 LF)) so the City's portion of the costs would be \$482,729.60. The agreement also outlines a maximum payment by the City for Phase One of \$500,000.

Feel free to contact me with any questions

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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)

# COUNCIL PACKET



## Apex Development Group LLC

PO Box 2297 P: 319-400-4408  
 Iowa City, Iowa 52244 F: 319-339-1562

Bill To: City of Riverside Phone: 319-648-3501  
 Address PO Box 188 Fax:  
 Riverside, Iowa 52327 Email:

Invoice #: 102  
 Invoice Date: April 8, 2019

Invoice For: Design and coordination for Northern Heights

Item #	Description	Qty	Unit Price	Price
1	Coordination for design of subdivision			\$ 3,324.00
2	Engineering costs			\$ 39,729.00
3	legal costs			\$ 2,065.00
			Invoice Subtotal	\$ 45,118.00
			Contractor markup	5.00%
			Contractor fees	2,255.90
			Developer fees	2,369.00
			Deposit Received	
			<b>TOTAL</b>	<b>\$ 49,742.90</b>

Make and send all checks payable to Apex Development Group LLC,  
 PO Box 2297, Iowa City, Iowa 52244  
Total due in 30 days. Overdue accounts subject to a service charge of 1.5% per month.

Thank You !



COUNCIL PACKET



4218 Yvette Street SW, Bldg A  
P.O. Box 2297  
Iowa City, IA 52244  
Phone: (319) 339-1543  
Fax: (319) 339-1562

INVOICE

APEX Development Group  
4218 Yvette St SW, Bldg A  
P.O. Box 2297  
Iowa City, IA 52244

Date: February 27, 2019

Invoice Number: 18034-1  
PO#

DATE	CHARGES AND CREDITS	BALANCE
Feb 2019	Invoice for Services to Date	
	Attorney Fees	\$ 2,065.00
	Engineering Fees	\$ 39,728.75
	Labor, Material, Etc.	\$ <u>3,324.29</u>
	Subtotal	\$ 45,118.04
	GC OH & P @ 5%	\$ <u>2,255.90</u>
	Total Due	\$ 47,373.94

THANK YOU

Apex Construction Company, Inc. • P.O. Box 2297 • Iowa City, IA 52244  
Phone (319) 339-1543 • Fax (319) 339-1562

ANY INVOICES OR PAYMENTS MADE AFTER LAST POSTING DATE WILL APPEAR ON THE NEXT STATEMENT. ALL ACCOUNTS ARE DUE NET 30 FROM THE INVOICE DATE. A SERVICE CHARGE OF 1.5% PERMONTH OR 18% PER YEAR WILL BE CHARGES ON ALL ACCOUNTS 30 DAYS PAST DUE. IN THE EVENT OF NON-PAYMENT, ALL COSTS INCURRERD BY APEX CONSTRUCTION COMPANY, INC, TO COLLECT PAST DUE AMOUNTS, INCLUDING REASONABLE ATTORNEY'S FEES, SHALL BE PAID BY THE CUSTOMER

**Axiom Consultants LLC.**

60 East Court Street, Unit 3  
Iowa City, IA 52240  
Tel: 319-519-6220



**INVOICE**

**INVOICE DATE:** 8/9/2018  
**INVOICE NUM:** 1041  
**BILLING THROUGH:** 8/3/2018

Steve Schmidt  
Apex Construction Company, Inc.  
4218 Yvette Street SW  
Iowa City, IA 52240

**180059 - 001 Survey Services - PO #:180059 - 001 Survey**

Managed By : Brian Boelk

SERVICES

ACTIVITY

- Project Admin:
- Staking:
- Survey:

TOTAL SERVICES \$4,352.50

SUBTOTAL \$4,352.50

**Project (180059 - 001) TOTAL AMOUNT DUE \$4,352.50**

**180059 - 002 Annexation & Rezoning - PO #:180059 - 001 Survey**

Managed By : Brian Boelk

SERVICES

ACTIVITY

- Design:
- MeetingClient:
- Survey:

TOTAL SERVICES \$1,492.50

SUBTOTAL \$1,492.50

**Project (180059 - 002) TOTAL AMOUNT DUE \$1,492.50**

**AMOUNT DUE THIS INVOICE \$5,845.00**

This invoice is due on 9/8/2018

**ACCOUNT SUMMARY**

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$5,845.00	\$0.00	\$5,845.00

**Axiom Consultants LLC.**



60 East Court Street, Unit 3  
Iowa City, IA 52240  
Tel: 319-519-6220

**INVOICE**

**INVOICE DATE:** 9/12/2018  
**INVOICE NUM:** 1070  
**BILLING THROUGH:** 8/31/2018

Steve Schmidt  
Apex Construction Company, Inc.  
4218 Yvette Street SW  
Iowa City, IA 52240

**180059 - 001 Survey Services - PO #:Riverside North Growth Area** Managed By : Brian Boelk

SERVICES

ACTIVITY

- Design:
- Survey:

TOTAL SERVICES \$955.00

SUBTOTAL \$955.00

**Project (180059 - 001) TOTAL AMOUNT DUE \$955.00**

**180059 - 002 Annexation & Rezoning - PO #:Riverside North Growth Area** Managed By : Brian Boelk

SERVICES

ACTIVITY

- Design:
- MeetingInternal:
- Survey:

TOTAL SERVICES \$1,860.00

SUBTOTAL \$1,860.00

**Project (180059 - 002) TOTAL AMOUNT DUE \$1,860.00**

**180059 - 003 Preliminary Plat - PO #:Riverside North Growth Area** Managed By : Brian Boelk

SERVICES

ACTIVITY

- Design:

TOTAL SERVICES \$5,505.00

SUBTOTAL \$5,505.00

**Project (180029 - 003) TOTAL AMOUNT DUE \$5,505.00**

COUNCIL PACKET

Axiom Consultants LLC.



60 East Court Street, Unit 3  
Iowa City, IA 52240  
Tel: 319-519-6220

Steve Schmidt  
Apex Construction Company, Inc.  
4218 Yvette Street SW  
Iowa City, IA 52240

**INVOICE**

INVOICE DATE: 9/12/2018  
INVOICE NUM: 1070  
BILLING THROUGH: 8/31/2018

**AMOUNT DUE THIS INVOICE                      \$8,320.00**

This invoice is due on 10/12/2018

**ACCOUNT SUMMARY**

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$14,165.00	\$0.00	\$14,165.00



**Axiom Consultants LLC** COUNCIL PACKET # 18034

60 East Court Street, Unit 3  
Iowa City, IA 52240  
Tel: 319-519-6220

Steve Schmidt  
Apex Construction Company, Inc.  
4218 Yvette Street SW  
Iowa City, IA 52240

**INVOICE**

INVOICE DATE: 10/4/2018  
INVOICE NUM: 1097  
BILLING THROUGH: 9/28/2018

**180059 - 001 Survey Services - PO #:Riverside North Growth Area**

Managed By : Brian Boelk

SERVICES

ACTIVITY

Project Admin:

TOTAL SERVICES \$112.50

SUBTOTAL \$112.50

Project (180059 - 001) TOTAL AMOUNT DUE \$112.50

**180059 - 002 Annexation & Rezoning - PO #:Riverside North Growth Area**

Managed By : Brian Boelk

SERVICES

ACTIVITY

Design:

MeetingClient:

Project Admin:

Survey:

TOTAL SERVICES \$1,825.00

SUBTOTAL \$1,825.00

Project (180059 - 002) TOTAL AMOUNT DUE \$1,825.00

**180059 - 003 Preliminary Plat - PO #:Riverside North Growth Area**

Managed By : Brian Boelk

SERVICES

ACTIVITY

Calc:

Design:

Project Admin:

TOTAL SERVICES \$4,268.75



**Axiom Consultants LLC COUNCIL PACKET**

60 East Court Street, Unit 3  
Iowa City, IA 52240  
Tel: 319-519-6220

Steve Schmidt  
Apex Construction Company, Inc.  
4218 Yvette Street SW  
Iowa City, IA 52240

**INVOICE**

**INVOICE DATE:** 10/4/2018  
**INVOICE NUM:** 1097  
**BILLING THROUGH:** 9/28/2018

SUBTOTAL \$4,268.75  
**Project (180029 - 003) TOTAL AMOUNT DUE \$4,268.75**

**180059 - 004 Construction Drwgs - PO #:Riverside North Growth Area**

Managed By : Brian Boelk

SERVICES

ACTIVITY

Design:

Project Admin:

TOTAL SERVICES \$420.00

SUBTOTAL \$420.00

**Project (180059 - 004) TOTAL AMOUNT DUE \$420.00**

**AMOUNT DUE THIS INVOICE \$6,626.25**

This invoice is due on 11/3/2018

**ACCOUNT SUMMARY**

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$20,791.25	\$0.00	\$20,791.25

COUNCIL PACKET

STATEMENT BY  
CLIENT



**Axiom Consultants LLC.**  
60 East Court Street, Unit 3  
Iowa City, IA 52240  
Tel: 319-519-6220  
www.axiom-con.com

Steve Schmidt  
Apex Construction Company, Inc.  
4218 Yvette Street SW

Apex Construction Company, Inc. Balance: \$5,867.50

Iowa City, IA 52240

18034

STATEMENT OF ACCOUNT

PRIOR INVOICES:

INVOICE	INVOICE DATE	DUE DATE	BILL AMOUNT	AMOUNT PAID	PAY METHOD	LAST PAY DATE	BALANCE
1145	11/12/2018	12/12/2018	\$5,867.50	\$0.00			\$5,867.50
Apex Construction Company, Inc. Balance:							\$5,867.50

*Please review the statement. If any invoice has been paid, please contact us at your earliest convenience. If you are unable to pay the balance in full, please contact our office to make alternate arrangements.*

AGED BALANCES:

CURRENT	31 TO 60	61 TO 90	>90	BALANCE
\$0.00	\$0.00	\$5,867.50	\$0.00	\$5,867.50

COUNCIL PACKET

Axiom Consultants LLC.



60 East Court Street, Unit 3  
Iowa City, IA 52240  
Tel: 319-519-6220

18034

INVOICE

INVOICE DATE: 2/8/2019  
INVOICE NUM: 1245  
BILLING THROUGH: 2/1/2019

Steve Schmidt  
Apex Construction Company, Inc.  
4218 Yvette Street SW  
Iowa City, IA 52240

180059 - 001 Survey Services - PO #:Riverside North Growth Area

Managed By : Brian Boelk

SERVICES

ACTIVITY

SUR:

TOTAL SERVICES \$972.50

SUBTOTAL \$972.50

Project (180059 - 001) TOTAL AMOUNT DUE \$972.50

180059 - 002 Annexation & Rezoning - PO #:Riverside North Growth Area

Managed By : Brian Boelk

SERVICES

ACTIVITY

PA:

STK:

SUR:

TOTAL SERVICES \$355.00

SUBTOTAL \$355.00

Project (180059 - 002) TOTAL AMOUNT DUE \$355.00

180059 - 003 Preliminary Plat - PO #:Riverside North Growth Area

Managed By : Brian Boelk

SERVICES

ACTIVITY

PA:

TOTAL SERVICES \$62.50

SUBTOTAL \$62.50

Project (180029 - 003) TOTAL AMOUNT DUE \$62.50



COUNCIL PACKET

Axiom Consultants LLC.



60 East Court Street, Unit 3  
Iowa City, IA 52240  
Tel: 319-519-6220

Steve Schmidt  
Apex Construction Company, Inc.  
4218 Yvette Street SW  
Iowa City, IA 52240

INVOICE

INVOICE DATE: 2/8/2019  
INVOICE NUM: 1245  
BILLING THROUGH: 2/1/2019

180059 - 004 Construction Drwgs - PO #:Riverside North Growth Area

Managed By : Brian Boelk

SERVICES

ACTIVITY

DES:

PA:

TOTAL SERVICES \$11,680.00

SUBTOTAL \$11,680.00

Project (180059 - 004) TOTAL AMOUNT DUE \$11,680.00

AMOUNT DUE THIS INVOICE \$13,070.00

This invoice is due on 3/10/2019

ACCOUNT SUMMARY

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$39,683.75	\$20,791.25	\$18,892.50

**COUNCIL PACKET**  
**Wolfe Law Office**

#18034

202 First Street SW  
P. O. Box 174  
Mount Vernon, IA 52314  
Phone (319) 895-8578 Fax (319) 895-8434

Date	10/4/2018
------	-----------

Invoice #	5363
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<b>Bill To</b>
Apex Development Group, L.L.C. 4218 Yvette Street SW PO Box 2297 Iowa City, Iowa 52240

<b>Regarding:</b>
Development Agreement with City of Riverside

Date	Description	Time	Amount
3/9/2018	Receipt and Review of E-mail from Steve Schmidt w Northern Heights Subdivision material	0.3	52.50
3/14/2018	Phone Discussion w SS regarding concept agreement	0.2	35.00
3/15/2018	Receipt and Review of E-mail from SS w Riverside Mayor emails	0.1	17.50
	Phone Discussion w SS re current status & expectations	0.3	52.50
3/19/2018	Phone Discussion w Tammi at attorney Sueppl's office	0.1	17.50
5/9/2018	Receipt and Review of E-mail from SS re TIF analysis	0.2	35.00
5/15/2018	Receipt and Review of E-mail from SS seeking update	0.1	17.50
5/18/2018	Phone Discussion w SS & email receipt of further documentation	0.4	70.00
6/11/2018	Preparation of initial draft of Development Agreement	2.5	437.50
6/13/2018	Preparation of draft of storm water management language	0.3	52.50
	Preparation of revision to Development Agreement	1.5	262.50
6/13/2018	Receipt and Review of comments by SS	0.3	52.50
6/18/2018	Phone Discussion w SS re termination language	0.3	52.50
	Preparation of further revision & email to SS for further review	0.5	87.50
6/19/2018	Receipt and Review of E-mail from SS w changes listed	0.2	35.00
6/20/2018	Receipt and Review of E-mail from SS & replies (3); revision of added language	1.5	262.50
8/21/2018	Phone Discussion w SS re possible phone conference	0.1	17.50
8/23/2018	Receipt and Review of E-mail from SS w conference info	0.1	17.50
8/29/2018	Phone Discussion & conference w parties	0.7	122.50
	Receipt and Review of E-mail from SS w suggested changes	0.2	35.00
8/30/2018	Receipt and Review of E-mail from SS (3) and revisions	0.9	157.50
	Phone Discussion w John Danos & email revision	0.4	70.00
8/31/2018	Receipt and Review of E-mail from JD w revisions & phone disc.	0.4	70.00
9/3/2018	Receipt and Review of E-mail from JD w revised Agreement	0.2	35.00

Billing rate is \$195.00 per hour

**PLEASE INCLUDE INVOICE NO. ON PAYMENT**

<b>Total</b>	\$2,065.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$2,065.00



**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

**INSTRUCTION TO CONTRACTOR**

**HIGHWAY 22 IMPROVEMENTS**  
**Revised 4/30/19**

To: Triple B Construction Company  
Date: April 24, 2019  
ITC #3

The following instructions are issued:

- To clarify drawings, specifications and/or procedures
- To approve use of materials or equipment
- To request an estimate for Owner's further consideration. Provide an itemized breakdown of proposed lump sum price in accordance with Article 12 of the General Conditions.
- To transmit drawings or documents for incorporation into the work, subject to the last paragraph below.
- In response to RFI No. \_\_\_\_\_

**DESCRIPTION:**

The City of Riverside would like to install additional sidewalk and curb and gutter along the north side of Highway 22, east of Schnoebelen St.

The estimated quantities are modified as outlined below:

**BID ITEMS (ADD OR DELETE QUANTITY)**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Subbase, Modified, 4" Thick Rock for PCC Sidewalk, PCC Driveway and HMA Shoulder	-112 SY	\$6	-\$672
Subbase, Modified, 6" Thick Rock for PCC Paving	-129 SY	\$8	-\$1,032
Storm Sewer, Trenched, RCP, 12" Dia.	- 114 LF	\$47	-\$5,358
Flared End Section, RCP, 12"	- 1 EA	\$1,100	-\$1,100
Removal of Pavement	-114 SY	\$12	-\$1,368

COUNCIL PACKET



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PCC, Pavement, 7"	-129 SY	\$49	-\$6,321
Granular Shoulder and Surfacing, Class A Crushed Stone	-40 TONS	\$25	-\$1,000
Base Widening, Hot Mix Asphalt Mixture	-40 TONS	\$70	-\$2,800
Excavation, Class 13, Waste	+82 CY	\$40	+\$3,280
Removal of Paved Driveway	+51 SY	\$10	+\$510
PCC Sidewalk, 5"	+174 SY	\$39	+\$6,786
PCC Curb and Gutter, 24" Wide	+27 LF	\$26	+\$702
PCC Curb and Gutter, 48" Wide	+292 LF	\$39	+\$11,388
Removal of Sidewalk	+9 SY	\$8	+\$72
Sod	+30 SQ	\$60	+\$1,800
Topsoil	+72 CY	\$30	+\$2,160
Backfilling of Curbs	+319 LF	\$3	+\$957
PCC Driveway, 6" Thick	+ 66 SY	\$47	+\$3102
Subbase, Modified, 4" Thick Rock for PCC Sidewalk, PCC Driveway and HMA Shoulder	+240 SY	\$6	+1,440
Subbase, Special Backfill 6" Thick	+136 SY	\$10	+\$1,360
Longitudinal Subdrain, Type 2, 6"	+239 LF	\$10	+\$2,390
Subdrain Outlet, Connection to Structure	+1 EA	\$225	+\$225
Detectable Warnings	+8 SF	\$30	+\$240



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Iowa City, Iowa 52240

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mms@mmsconsultants.net

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

**NEW BID ITEMS**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Remove and Cap FES	+ 1 EA	\$500	+\$500
		<b>TOTAL CHANGE</b>	<b>\$17,261</b>

**ATTACHMENTS:**

ITC# PLAN SHEETS: ITC 3.1 & ITC 3.2

**IF THESE INSTRUCTIONS INVOLVE WORK WHICH EITHER INCREASES OR DECREASES THE CONTRACT PRICE, SCOPE OF WORK, TIME, OR PERFORMANCE, YOU SHALL NOT PROCEED UNTIL YOU SUBMIT A WRITTEN CHANGE ORDER REQUEST AND RECEIVE OWNER APPROVAL OF THE CHANGE**

MMS CONSULTANTS, INC

By: Scott Pottorff

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**CIVIL ENGINEERS**  
**LAND PLANNERS**  
**LAND SURVEYORS**  
**LANDSCAPE ARCHITECTS**  
**ENVIRONMENTAL SPECIALISTS**

1817 G. S. SALTER AVENUE  
 IOWA CITY, IOWA 52242  
 WWW.MMSCONSULTANTS.COM

DATE: 08/14/19  
 DRAWN: JACOBSON  
 CHECKED: JACOBSON  
 ITC: JACOBSON  
 ITC: JACOBSON  
 ITC: JACOBSON

# COUNCIL PACKET

**SIDEWALK AND CURB AND GUTTER, NORTH OF SCHNOEBELN**

**HIGHWAY 22 IMPROVEMENTS**  
 STPN-022-2(80)-2-1-92  
 CITY OF RIVERSIDE  
 WASHINGTON COUNTY  
 STATE OF IOWA  
 BOP STA: 4874+19  
 EOP STA: 5157+64

**MMS CONSULTANTS, INC.**  
 1817 G. S. SALTER AVENUE  
 IOWA CITY, IOWA 52242  
 515.273.4444  
 WWW.MMSCONSULTANTS.COM

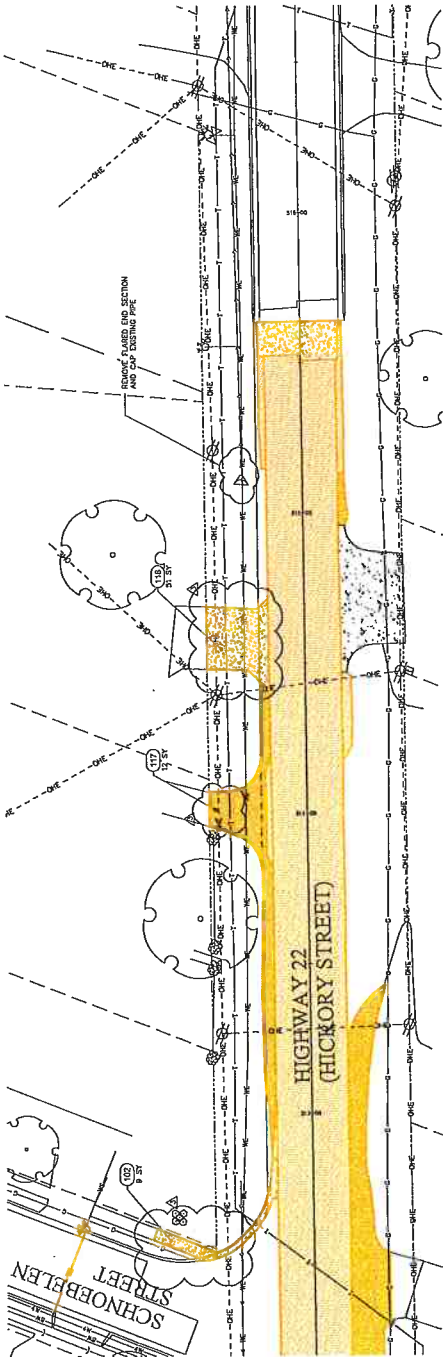
Drawn By: JACOBSON  
 Checked By: JACOBSON  
 Project No.: ITC 3-1  
 Scale: AS SHOWN

**DEMO HATCH LEGEND**

MATERIAL	GRAVEL	CONCRETE

**DEMOLITION KEYNOTES**

NUMBER	REMARKS
(102)	REMOVE EXISTING SIDEWALK
(117)	REMOVE EXISTING SIDEWALK
(118)	REMOVE EXISTING SIDEWALK
(119)	REMOVE EXISTING SIDEWALK
(120)	REMOVE EXISTING SIDEWALK



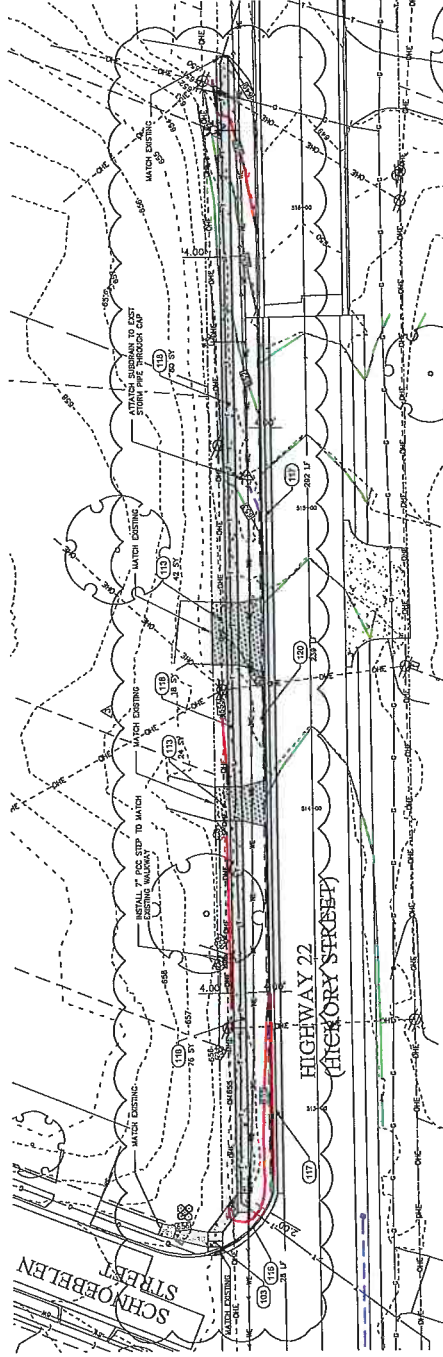
**ITC 3 DEMO**  
 SCALE: 1"=20'

**PAVING HATCH LEGEND**

MATERIAL USE	4" FOC SIDEWALK ON 4" ROCK BASE	4" FOC SIDEWALK ON 4" ROCK BASE

**PAVING KEYNOTES**

NUMBER	REMARKS
(102)	INSTALL CONCRETE CURB RAMP WITH THICKENED SECTION
(117)	INSTALL 4" FOC SIDEWALK ON 4" ROCK BASE
(118)	INSTALL 4" FOC SIDEWALK ON 4" ROCK BASE
(119)	INSTALL 4" FOC SIDEWALK ON 4" ROCK BASE
(120)	INSTALL 4" FOC SIDEWALK ON 4" ROCK BASE



**ITC 3 PAVING**  
 SCALE: 1"=20'

# COUNCIL PACKET



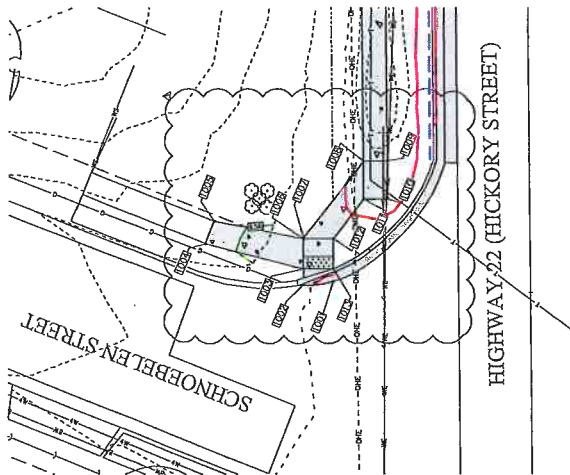
**MMS CONSULTANTS, INC.**  
 CIVIL ENGINEERS  
 LAND PLANNERS  
 LAND SURVEYORS  
 LANDSCAPE ARCHITECTS  
 ENVIRONMENTAL SPECIALISTS  
 1977 S. SILBERT ST.  
 IOWA CITY, IA 52202  
 www.mmsconsultants.com

Scale: As Shown  
 1"=40'  
 1"=80'  
 1"=160'  
 1"=320'

**SIDEWALK  
 COMPLIANCE:  
 SYCAMORE  
 STREET**

**HIGHWAY 22  
 IMPROVEMENTS  
 ITRN-022-2(80)-2J-92  
 CITY OF RIVERSIDE  
 WASHINGTON COUNTY  
 STATE OF IOWA  
 BOP STA: 467+43  
 EOP STA: 516+64**

**MMS CONSULTANTS, INC.**  
 07/15/2018  
 Prepared by: gsp  
 Drawn by: gsp/gdc  
 Checked by: gsp/gdc  
 Project No: ITC 3.2  
 2245-038



INTERSECTION DETAIL: HIGHWAY 22 & SCHNOEBELEN ST.

Point	Station	Offset	Elevation	Alignment
1001	16+53.44	33.09	654.92	hwy 22 cl profile
1002	16+52.96	38.07	655.05	hwy 22 cl profile
1003	16+52.96	38.05	655.16	hwy 22 cl profile
1004	16+60.00	54.51	656.37	hwy 22 cl profile
1005	16+63.72	52.99	656.24	hwy 22 cl profile
1006	16+60.58	38.01	655.25	hwy 22 cl profile
1007	16+73.39	27.72	654.88	hwy 22 cl profile
1008	16+73.39	23.72	654.82	hwy 22 cl profile
1009	16+67.06	23.71	654.94	hwy 22 cl profile
1010	16+67.06	27.71	654.90	hwy 22 cl profile
1011	16+60.55	33.02	655.16	hwy 22 cl profile
1012	16+60.55	33.05	655.09	hwy 22 cl profile
1013	16+55.55	33.05	655.09	hwy 22 cl profile



Point	Station	Offset	Elevation	Point to Point	Sidewalk Designation	Distance*		Slope	Legally Acceptable Range
						FT	%		
1001	16+53.44	33.09	654.92	1001	Crosswalk Cross Slope - Yield Condition	5.00	0.13	2.6%	0.5% TO 2.0%
1002	16+52.96	38.07	655.05	1002	Ramp Running Slope	2.63	0.11	4.2%	0.5% TO 8.3%
1003	16+52.96	38.05	655.16	1003	Sidewalk Running Slope	17.84	1.21	7.1%	0.5% TO 5.0%
1004	16+60.00	54.51	656.37	1004	Sidewalk Cross Slope	4.91	0.86	1.5%	0.5% TO 2.0%
1005	16+63.72	52.99	656.24	1005	Sidewalk Running Slope	15.31	-1.19	-2.0%	0.5% TO 5.0%
1006	16+60.58	38.01	655.25	1006	Ramp Running Slope	0.17	0.81	5.5%	0.5% TO 8.3%
1007	16+73.39	27.71	654.88	1007	Ramp Running Slope	16.30	-0.37	-2.3%	0.5% TO 8.3%
1008	16+73.39	23.71	654.82	1008	Landing/Turning Space	4.98	-0.06	-1.5%	0.1% TO 2.0%
1009	16+67.06	23.72	654.94	1009	Landing/Turning Space	6.32	0.82	0.2%	0.1% TO 2.0%
1010	16+67.06	27.71	654.90	1010	Ramp Running Slope	4.89	0.96	1.5%	0.5% TO 8.3%
1011	16+60.55	33.02	655.16	1011	Ramp Running Slope	8.48	0.26	3.1%	0.5% TO 8.3%
1012	16+60.55	33.05	655.09	1012	Ramp Running Slope	5.00	-0.67	-1.4%	0.5% TO 8.3%
1013	16+55.55	33.05	655.09	1013	Ramp Running Slope	5.00	-0.67	-1.4%	0.5% TO 8.3%
1008				1008	Ramp Cross Slope	5.00	-0.68	-1.6%	0.1% TO 2.0%
1001				1001	Ramp Running Slope	6.32	0.82	0.2%	0.1% TO 2.0%
1013				1013	Ramp Running Slope	2.10	0.17	8.1%	0.5% TO 8.3%

SLOPE REQUIRED TO MATCH EXISTING CONDITIONS

SLOPE REQUIRED TO MATCH EXISTING CONDITIONS

6 b i.

Becky

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**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Tuesday, April 30, 2019 5:32 PM  
**To:** Sanders, Brenda  
**Cc:** becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com  
**Subject:** Riverside Highway 22  
**Attachments:** 2245038SWK-ITC-3 ITC3.1 (1).pdf; 2245038SWK-ITC-3 ITC3.2 (1).pdf

Attached are plans for some additional work the City would like to do with the Highway 22 project. The work includes curb and gutter and sidewalk on the north side of Highway 22 between Schnoebelen Street and East Street.

We have issued an ITC to the Contractor for this work. Are there additional permits that the City needs to get for this additional work?

[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

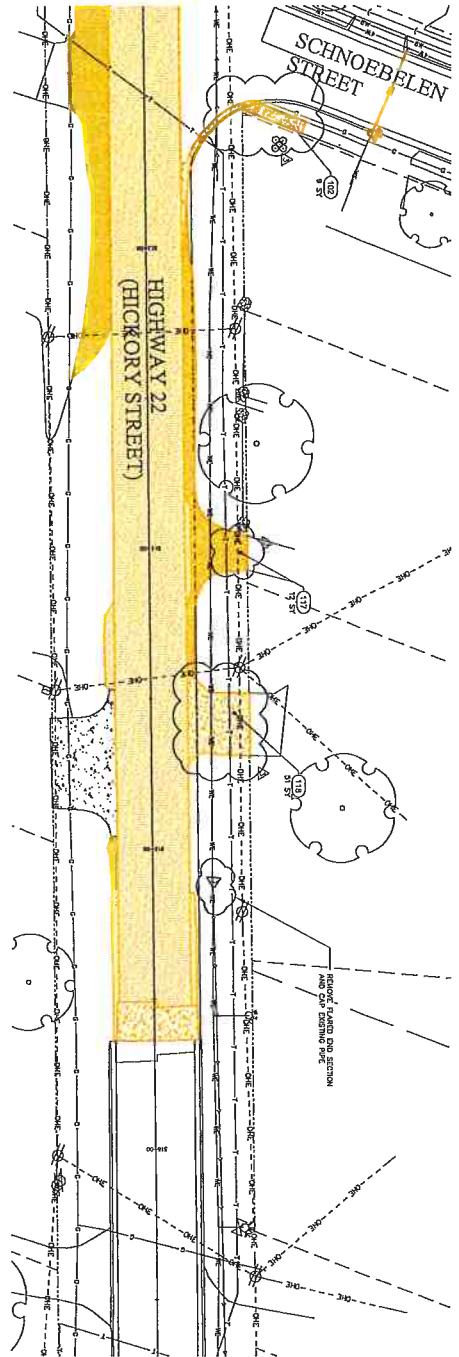
Mobile: (319) 631-0365

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

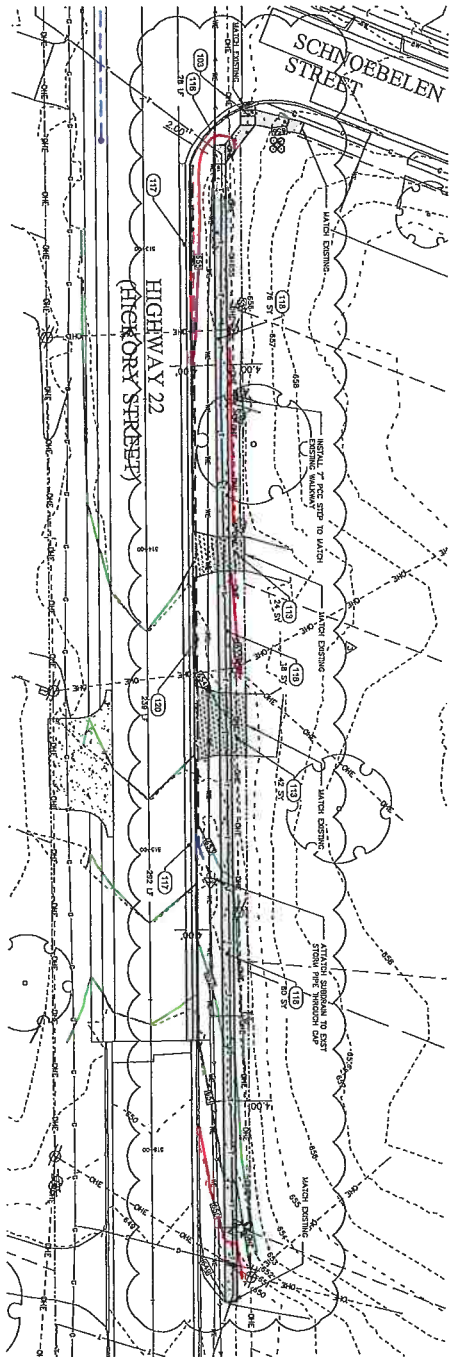
[www.mmsconsultants.net](http://www.mmsconsultants.net)

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**ITC 3 DEMO**  
SCALE: 1/8\"/>



**ITC 3 PAVING**  
SCALE: 1/8\"/>

**DEMO HATCH LEGEND**

	MATERIAL
	GRAVEL
	CONCRETE

**DEMOLITION LEGENDS**

MARKER	DESCRIPTION
(108)	REMOVE EXISTING SIDEWALK
(117)	REMOVE EXISTING SIDEWALK
(119)	REMOVE EXISTING SIDEWALK

**PAVING HATCH LEGEND**

**MATERIALS USED**

	5" RCP DOWNGRADE ON 4" ROCK
	4" RCP DOWNGRADE ON 4" ROCK
	3" RCP DOWNGRADE ON 4" ROCK

**PAVING FEATURES**

MARKER	DESCRIPTION
(108)	REMOVE EXISTING SIDEWALK WITH REPAIRED ROADS
(113)	INSTALL 2" RCP DOWNGRADE ON 4" ROCK
(117)	INSTALL 3" RCP DOWNGRADE ON 4" ROCK
(119)	INSTALL 5" RCP DOWNGRADE ON 4" ROCK



**J3 ENGINEERS**  
LANDSCAPE ARCHITECTS  
AND SURVEYORS  
ENVIRONMENTAL SPECIALISTS  
1000 N. W. 10TH AVENUE, SUITE 200  
MIAMI, FL 33136  
TEL: 305.573.2822  
WWW.J3ENGINEERS.COM

**DATE:** 07/05/2018  
**SCALE:** AS SHOWN  
**DATE:** 07/05/2018  
**SCALE:** AS SHOWN

**SIDEWALK AND CURB AND GUTTER, NORTH OF SCHNOEBELEN**

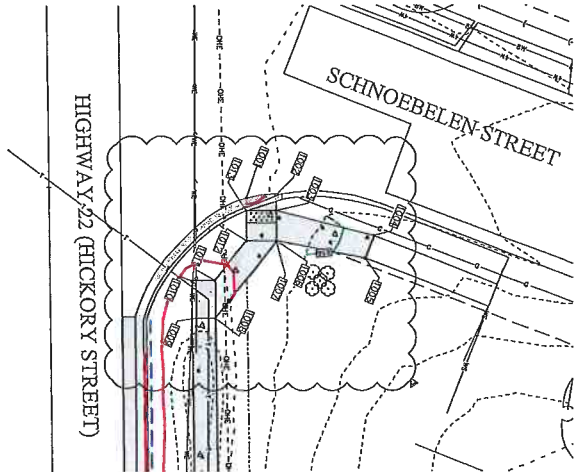
**MMS CONSULTANTS, INC.**  
14100 SW 10TH AVENUE, SUITE 200  
MIAMI, FL 33186  
TEL: 305.556.1100  
WWW.MMSCONSULTANTS.COM

**DATE:** 07/05/2018  
**SCALE:** AS SHOWN  
**DATE:** 07/05/2018  
**SCALE:** AS SHOWN

**DESIGNED BY:** JMM  
**CHECKED BY:** JMM  
**DATE:** 07/05/2018

**PROJECT NO.:** ITC 3.1  
**DRAWN BY:** JMM  
**DATE:** 07/05/2018

Point	Station	Offset	Elevation	Alignment
1001	16+53.44	33.09	654.82	hwy 22 cl profile
1002	16+52.96	38.07	653.05	hwy 22 cl profile
1003	16+55.58	38.05	655.16	hwy 22 cl profile
1004	16+60.00	54.51	656.37	hwy 22 cl profile
1005	16+63.72	52.99	656.43	hwy 22 cl profile
1006	16+60.58	38.01	655.24	hwy 22 cl profile
1007	16+60.75	38.01	655.25	hwy 22 cl profile
1008	16+73.39	27.72	654.88	hwy 22 cl profile
1009	16+73.39	23.72	654.82	hwy 22 cl profile
1010	16+67.07	23.71	654.84	hwy 22 cl profile
1011	16+67.06	27.71	654.90	hwy 22 cl profile
1012	16+60.55	33.02	655.16	hwy 22 cl profile
1013	16+55.55	33.05	655.09	hwy 22 cl profile



INTERSECTION DETAIL: HIGHWAY 22 & SCHNOEBELEN ST.

Point	Station	Offset	Elevation	Point to Point	Sidewalk Destination	Distance*		Δ Elevation		Slope	Legally Acceptable Range
						FT	FT	FT	%		
1001	16+53.44	33.09	654.82	1001	Crosswalk Cross Slope - Yield Condition	5.00	0.13	2.6%	0.0%	to 2.0%	
1002	16+52.96	38.07	653.05	1002	Ramp Running Slope	2.63	0.11	4.2%	0.5%	to 8.3%	
1003	16+55.58	38.05	655.16	1003	Sidewalk Running Slope	17.04	1.21	7.1%	0.5%	to 5.0%	
1004	16+60.00	54.51	656.37	1004	Sidewalk Cross Slope	4.01	0.06	1.5%	0.5%	to 2.0%	
1005	16+63.72	52.99	656.43	1005	Sidewalk Running Slope	15.31	-1.19	-7.6%	0.5%	to 5.0%	
1006	16+60.58	38.01	655.24	1006	Ramp Running Slope	0.17	0.61	5.9%	0.5%	to 8.3%	
1007	16+60.75	38.01	655.25	1007	Ramp Running Slope	16.30	-0.37	-2.3%	0.5%	to 8.3%	
1008	16+73.39	27.72	654.88	1008	Landing/Turning Space	4.00	-0.06	-1.5%	0.1%	to 2.0%	
1009	16+73.39	23.72	654.82	1009	Landing/Turning Space	6.32	0.02	0.3%	0.1%	to 2.0%	
1010	16+67.07	23.71	654.84	1010	Landing/Turning Space	4.00	0.06	1.5%	0.1%	to 2.0%	
1011	16+67.06	27.71	654.90	1011	Ramp Running Slope	8.40	0.26	3.1%	0.5%	to 8.3%	
1012	16+60.55	33.02	655.16	1012	Ramp Running Slope	5.00	-0.07	-1.4%	0.5%	to 8.3%	
1013	16+55.55	33.05	655.09	1013	Ramp Running Slope	5.00	-0.08	-1.6%	0.5%	to 8.3%	
				1006	Ramp Cross Slope	2.00	-0.07	-3.5%	0.1%	to 2.0%	
				1008	Ramp Cross Slope	2.00	-0.08	-4.0%	0.1%	to 2.0%	
				1012	Landing/Turning Space	6.32	0.02	0.3%	0.1%	to 2.0%	
				1001	Ramp Running Slope	2.10	0.17	8.1%	0.5%	to 8.3%	

SLOPE REQUIRED TO MATCH EXISTING CONDITIONS  
SLOPE REQUIRED TO MATCH EXISTING CONDITIONS

**M&S CONSULTANTS, INC.**  
 07/05/2018  
 2245-038

HIGHWAY 22 IMPROVEMENTS  
 SPP#22-2(00)-21-92  
 WYOMING COUNTY  
 STATE OF IOWA  
 BPP STA: 467+13  
 EOP STA: 515+64

SIDEWALK  
 COMPLIANCE:  
 SYCAMORE  
 STREET

**33**  
 CIVIL ENGINEERS  
 LAND PLANNERS  
 LAND SURVEYORS  
 LANDSCAPE ARCHITECTS  
 ENVIRONMENTAL SPECIALISTS  
 IOWA CITY, IOWA 52208  
 WWW.MTSINC.COM

6611

Becky

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Wednesday, April 24, 2019 4:27 PM  
**To:** 'Becky'  
**Subject:** RE: Asphalt Paving on St. Mary's

We would either pay the \$10k for seal coat or the higher numbers for the asphalt. So you could take off the \$10,408 from the asphalt numbers if you want.

So to go the asphalt it would be \$23,466 more for the 3" and \$32,010 more for the 4" when compared to the seal coat.

Does that make sense?

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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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**From:** Becky [<mailto:becky@cityofriversideiowa.com>]

**Sent:** Wednesday, April 24, 2019 4:21 PM

**To:** 'Scott Pottorff'

**Subject:** RE: Asphalt Paving on St. Mary's

Scott,

What is the total amount of increase for project after we take off

Seal coat cost?

3" = \$ ???

4" = \$ ???

*Becky LaRoche*

City Clerk

City of Riverside

60 N Greene Street

## COUNCIL PACKET

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

---

**From:** Scott Pottorff [<mailto:S.pottorff@mmsconsultants.net>]  
**Sent:** Wednesday, April 24, 2019 3:48 PM  
**To:** [becky@cityofriversideiowa.com](mailto:becky@cityofriversideiowa.com); [mayor@cityofriversideiowa.com](mailto:mayor@cityofriversideiowa.com)  
**Cc:** [d.caldwell@mmsconsultants.net](mailto:d.caldwell@mmsconsultants.net)  
**Subject:** Asphalt Paving on St. Mary's

After talking to Triple B, I estimate the following costs for options on St. Mary's Street:

Seal Coat	\$10,408
3" Asphalt	\$33,854
4" Asphalt	\$42,418

3" and 4" asphalt include removal of rock already installed (paid for using Class 13 Excavation item) and adding back 2" Class A under asphalt (assumed \$3/SY unit price per conversation with Brad).

For comparison's sake I looked at what the costs would have been based on unit prices (for projects going forward):

4" Asphalt on 6" Rock Base	\$40,243
Seal Coat with 6" Macadam and 4" Class A Base	\$27,972

It sounds like Pelling may be starting to mobilize their seal coat crew next week and this may be one of the first few spots they plan to go to. Right now it looks like a lot of rain next week but if we can get a sense of whether we even want to pursue the asphalt by the end of this week that would be helpful to Triple B to get Pelling called off if needed.

I understand (and I told Brad) that the final decision likely won't happen until the May 6<sup>th</sup> Council meeting. But if it is not even going to be something to consider we can get Pelling here when their schedule allows. If it is something we want to discuss further then we can have Pelling hold off until at least after the meeting on the 6<sup>th</sup>.

Let me know if you have any questions.

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

**Scott Pottorff, P.E.**

*Project Manager*

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

COUNCIL PACKET

RESOLUTION #050619-02

RESOLUTION APPROVING PAY REQUEST #4 FOR TRIPLE B CONSTRUCTION, FOR HWY 22 IMPROVEMENTS PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this pay request in the amount of \$104,651.55 for partial payment of this project from 4/01 TO 4/26/19.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Pay Request #3 for work done on the Hwy 22 Improvements project with 26.83% complete.

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 6th day of May, 2019.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

COUNCIL PACKET

6 b iii

CONSTRUCTION PROGRESS PAYMENT

Project Description Highway 22 Improvements Project  
 Contract Date 19-Aug-18

PN: 2245038

Contractor: Triple B Construction  
 Address: 710 Ayres Progress Drive  
 City, St., Zip: Wilton, IA 52778  
 Phone: 563-732-3478  
 Fax: 563-732-2105

Owner: City of Riverside  
 Attn: \_\_\_\_\_  
 Address: 60 N. Greene Street  
 City, St., Zip: Riverside, IA 52327  
 Phone: 319-648-3501  
 Fax: \_\_\_\_\_

Estimate #	<input checked="" type="checkbox"/> 4	FOR PERIOD:	Owner PN
	<input type="checkbox"/> Partial Payment	FROM: <u>4/1/19</u>	Federal PN
	<input type="checkbox"/> Final Payment	TO: <u>4/26/19</u>	State PN

Base Contract Price	\$1,884,454.00	
Change #	1	\$25,328.50
Change #	2	(\$50.00)
Change #	3	\$1,335.00
Change #	4	\$2,300.00
Change #	5	(\$58,365.00)
Change #	6	\$5,850.00
Total Contract	\$1,860,852.50	

Materials on Hand	\$ (11,417.55)
Construction Completed	\$499,273.75
	26.83%
Total Earned	\$487,856.20
Less Retainage	\$24,963.69
Less Previous Payment	\$358,240.96
Amount Due This Est	\$104,651.55

Requested by: \_\_\_\_\_  
 Title: Brad Jipp  
 Date: \_\_\_\_\_  
 Title: President/Owner  
 Date: \_\_\_\_\_

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

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

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

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

i:\proj\forms\payreqst.xls

# COUNCIL PACKET

Highway 22 Improvements Project

4

Pay Estimate No.:

Triple B Construction

Payable to:

May 1, 2019

Date:

April 26, 2019

Week Ending:

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	\$100,000.00	\$ 100,000.00	0.10	\$ 10,000.00	0.20	\$ 20,000.00
2	Mobilization	LS	1	\$150,000.00	\$ 150,000.00	-	\$ -	0.50	\$ 75,000.00
3	Removal of Tree	EA	1	\$500.00	\$ 500.00	-	\$ -	1.00	\$ 500.00
4	Off Site Topsoil	CY	750	\$35.00	\$ 26,250.00	120.00	\$ 4,200.00	120.00	\$ 4,200.00
5	Excavation, Class 13, Waste	CY	1520	\$40.00	\$ 60,800.00	75.00	\$ 3,000.00	575.00	\$ 23,000.00
6	Backfilling of Curbs	LF	3,877	\$3.00	\$ 11,031.00	-	\$ -	1,400.00	\$ 4,200.00
7	Below Grade Excavation (Core Out)	CY	100	\$40.00	\$ 4,000.00	-	\$ -	-	\$ -
8	Subgrade Preparation	SY	2,863	\$2.00	\$ 5,726.00	-	\$ -	1,704.00	\$ 3,408.00
9	Subbase, Modified, 4" Thick Rock for PCC Sidewalk, PCC Driveway and HMA Shoulder *	SY	3,165	\$6.00	\$ 18,990.00	-	\$ -	412.00	\$ 2,472.00
10	Subbase, Modified, 6" Thick Rock for PCC Paving *	SY	1,624	\$8.00	\$ 12,992.00	-	\$ -	708.00	\$ 5,664.00
11	Subbase, Macadam Stone, 6" Thick *	SY	1,704	\$8.00	\$ 13,632.00	-	\$ -	1,704.00	\$ 13,632.00
12	Subbase, Class A Crushed Stone, 4" Thick *	SY	1,704	\$5.50	\$ 9,372.00	-	\$ -	1,704.00	\$ 9,372.00
13	Removal of Pedestrian Bridge	LS	1	\$1,500.00	\$ 1,500.00	-	\$ -	-	\$ -
14	Removal of Fence	LF	130	\$5.00	\$ 650.00	-	\$ -	-	\$ -
15	Granular Trench Backfill, Porous Backfill, 12" Storm Sewer	LF	48	\$9.00	\$ 432.00	-	\$ -	-	\$ -
16	Granular Trench Backfill, Class A Crushed Stone, 12" Storm Sewer	LF	55	\$8.00	\$ 440.00	-	\$ -	-	\$ -
17	Granular Trench Backfill, Porous Backfill, 15" Storm Sewer	LF	1,332	\$9.50	\$ 12,654.00	170.00	\$ 1,615.00	741.00	\$ 7,039.50
18	Granular Trench Backfill, Class A Crushed Stone, 15" Storm Sewer	LF	96	\$7.50	\$ 720.00	-	\$ -	-	\$ -
19	Granular Trench Backfill, Porous Backfill, 18" Storm Sewer	LF	156	\$9.00	\$ 1,404.00	16.00	\$ 144.00	115.00	\$ 1,035.00
20	Granular Trench Backfill, Class A Crushed Stone, 18" Storm Sewer	LF	121	\$8.00	\$ 968.00	-	\$ -	89.00	\$ 712.00
21	Granular Trench Backfill, Porous Backfill, 21" Storm Sewer	LF	21	\$8.00	\$ 168.00	75.00	\$ 600.00	75.00	\$ 600.00
22	Granular Trench Backfill, Class A Crushed Stone, 21" Storm Sewer	LF	66	\$7.00	\$ 462.00	-	\$ -	-	\$ -
23	Granular Trench Backfill, Porous Backfill, 24" Storm Sewer	LF	298	\$11.00	\$ 3,278.00	24.00	\$ 264.00	24.00	\$ 264.00
24	Granular Trench Backfill, Class A Crushed Stone, 24" Storm Sewer	LF	428	\$12.50	\$ 5,350.00	8.00	\$ 100.00	8.00	\$ 100.00
25	Granular Trench Backfill, Porous Backfill, 30" Storm Sewer	LF	55	\$12.00	\$ 660.00	-	\$ -	-	\$ -
26	Granular Trench Backfill, Class A Crushed Stone, 30" Storm Sewer	LF	21	\$20.00	\$ 420.00	16.00	\$ 320.00	16.00	\$ 320.00
27	Storm Sewer, Trenched, ADS N-12, 8" Dia. *	LF	31	\$40.00	\$ 1,240.00	-	\$ -	-	\$ -
28	Storm Sewer, Trenched, RCP, 12" Dia.	LF	153	\$47.00	\$ 7,191.00	-	\$ -	-	\$ -
29	Storm Sewer, Trenched, RCP, 15" Dia.	LF	1,487	\$49.00	\$ 72,883.00	170.00	\$ 8,330.00	741.00	\$ 36,309.00
30	Storm Sewer, Trenched, RCP, 18" Dia.	LF	316	\$53.00	\$ 16,748.00	16.00	\$ 848.00	204.00	\$ 10,812.00
31	Storm Sewer, Trenched, RCP, 21" Dia.	LF	75	\$59.00	\$ 4,425.00	75.00	\$ 4,425.00	75.00	\$ 4,425.00
32	Storm Sewer, Trenched, RCP, 24" Dia.	LF	442	\$66.00	\$ 29,172.00	24.00	\$ 1,584.00	24.00	\$ 1,584.00
33	Storm Sewer, Trenched, RCP, 30" Dia.	LF	473	\$68.00	\$ 32,204.00	8.00	\$ 544.00	8.00	\$ 544.00
34	Storm Sewer, Trenched, RCP, 36" Dia.	LF	21	\$120.00	\$ 2,520.00	16.00	\$ 1,920.00	16.00	\$ 1,920.00
35	Removal of Storm Sewer	LF	852	\$6.00	\$ 5,112.00	40.00	\$ 240.00	220.00	\$ 1,320.00
36	Flared End Section, RCP, 12"	EA	1	\$1,100.00	\$ 1,100.00	-	\$ -	-	\$ -
37	Flared End Section, RCP, 15"	EA	1	\$1,200.00	\$ 1,200.00	1.00	\$ 1,200.00	1.00	\$ 1,200.00
38	Flared End Section, RCP, 24"	EA	3	\$1,500.00	\$ 4,500.00	1.00	\$ 1,500.00	1.00	\$ 1,500.00
39	Longitudinal Subdrain, Type 2, 6"	LF	2,082	\$10.00	\$ 20,820.00	-	\$ -	-	\$ -
40	Subdrain Cleanout, Type A-1	EA	4	\$300.00	\$ 1,200.00	-	\$ -	-	\$ -
41	Subdrain Outlet, Connection to Structure	EA	7	\$225.00	\$ 1,575.00	-	\$ -	-	\$ -
42	Connect Existing Sump Pump Outlet or Downspout Drain to Storm Sewer or Subdrain	EA	3	\$500.00	\$ 1,500.00	-	\$ -	-	\$ -
43	Water Main, 6", PVC DR-18 ***	LF	21	\$37.00	\$ 777.00	-	\$ -	-	\$ -
44	Water Main, 8", PVC DR-18 ***	LF	1,759	\$42.00	\$ 73,778.00	690.00	\$ 28,980.00	1,416.00	\$ 59,472.00
45	Water Main, 12", PVC DR-18 ***	LF	10	\$61.00	\$ 610.00	-	\$ -	-	\$ -
46	Water Main, Trenchless, 8", Restrained Joint PVC DR-18	LF	302	\$85.00	\$ 25,670.00	-	\$ -	302.00	\$ 25,670.00

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	Cut in 12" x 8" Tee	EA	1	\$1,700.00	\$ 1,700.00	-	\$ -	1.00	\$ 1,700.00
48	Connect to Exist Water Main ***	EA	5	\$1,500.00	\$ 7,500.00	1.00	\$ 1,500.00	6.00	\$ 9,000.00
49	Water Service, Main to Curb Stop, 1" PE 200 PSI ***	EA	16	\$825.00	\$ 13,200.00	-	\$ -	8.00	\$ 6,600.00
50	Water Service, Trenchless, Main to Curb Stop on Opposite Side of Highway 22, 1" PE 200 PSI ***	EA	3	\$2,500.00	\$ 7,500.00	-	\$ -	1.00	\$ 2,500.00
51	Removal of Water Main ***	LF	609	\$5.00	\$ 3,045.00	-	\$ -	-	\$ -
52	Exploratory Excavation for Water Main	EA	3	\$1,000.00	\$ 3,000.00	-	\$ -	4.00	\$ 4,000.00
53	Gate Valve, 6" ***	EA	2	\$950.00	\$ 1,900.00	-	\$ -	-	\$ -
54	Gate Valve, 8" ***	EA	2	\$1,200.00	\$ 2,400.00	1.00	\$ 1,200.00	2.00	\$ 2,400.00
55	Gate Valve, 12"	EA	1	\$2,500.00	\$ 2,500.00	-	\$ -	-	\$ -
56	Fire Hydrant Assembly	EA	4	\$4,300.00	\$ 17,200.00	2.00	\$ 8,600.00	3.00	\$ 12,900.00
57	Remove Existing Fire Hydrant Assembly	EA	2	\$500.00	\$ 1,000.00	-	\$ -	-	\$ -
58	Storm Sewer Manhole, Type SW-401-48"	EA	5	\$3,300.00	\$ 16,500.00	2.00	\$ 6,600.00	3.00	\$ 9,900.00
59	Storm Intake, Type SW-512, 24"	EA	4	\$1,750.00	\$ 7,000.00	-	\$ -	-	\$ -
60	Storm Intake, Type SW-541 With SW-542 Extensions Each Way	EA	7	\$5,500.00	\$ 38,500.00	-	\$ -	4.50	\$ 24,750.00
61	Storm Intake, Type SW-545, LO = 12' **	EA	11	\$5,350.00	\$ 58,850.00	1.00	\$ 5,350.00	1.00	\$ 5,350.00
62	Storm Intake, Modified Type SW-545, LO = 12' **	EA	0	\$6,500.00	\$ -	-	\$ -	-	\$ -
63	Storm Intake, Type SW-545, LO = 12', Connect to Box Culvert	EA	1	\$6,500.00	\$ 6,500.00	-	\$ -	-	\$ -
64	Storm Sewer Junction Structure	EA	1	\$10,000.00	\$ 10,000.00	1.00	\$ 10,000.00	1.00	\$ 10,000.00
65	Connect to Existing Storm Structure	EA	2	\$1,000.00	\$ 2,000.00	1.00	\$ 1,000.00	1.00	\$ 1,000.00
66	Remove Existing Storm Manhole or Intake	EA	6	\$500.00	\$ 3,000.00	1.00	\$ 500.00	1.00	\$ 500.00
67	PCC Pavement, 7" *	SY	1,002	\$49.00	\$ 49,098.00	-	\$ -	-	\$ -
68	PCC Pavement, 10"	SY	55	\$110.00	\$ 6,050.00	-	\$ -	-	\$ -
69	PCC Curb and Gutter, 24" Wide *	LF	1,529	\$26.00	\$ 39,754.00	56.00	\$ 1,456.00	1,456.00	\$ 37,856.00
70	Adjustment of Fixtures	EA	17	\$150.00	\$ 2,550.00	-	\$ -	-	\$ -
71	Removal of Sidewalk	SY	683	\$8.00	\$ 5,440.00	263.00	\$ 2,104.00	629.00	\$ 5,032.00
72	Removal of Paved Driveway	SY	316	\$10.00	\$ 3,160.00	18.00	\$ 180.00	77.00	\$ 770.00
73	PCC Sidewalk, 5"	SY	1303	\$99.00	\$ 50,817.00	18.00	\$ 702.00	418.00	\$ 16,302.00
74	Detectable Warnings	SF	180	\$30.00	\$ 5,400.00	-	\$ -	-	\$ -
75	PCC Driveway, 6" Thick *	SY	380	\$47.00	\$ 17,860.00	106.00	\$ 4,982.00	106.00	\$ 4,982.00
76	HMA Driveway, 6" Thick *	SY	174	\$63.00	\$ 10,962.00	-	\$ -	-	\$ -
77	Granular Shoulder and Surfacing, Class A Crushed Stone	TONS	500	\$25.00	\$ 12,500.00	-	\$ -	151.85	\$ 3,796.25
78	Removal of Pavement	SY	526	\$12.00	\$ 6,312.00	-	\$ -	710.00	\$ 8,520.00
79	Bituminous Seal Coat *	SY	1704	\$8.00	\$ 13,632.00	-	\$ -	-	\$ -
80	Painted Pavement Markings, Temporary, Waterborne or Solvent	STA	124	\$30.00	\$ 3,720.00	-	\$ -	-	\$ -
81	Painted Pavement Markings, Permanent, Durable	STA	122	\$60.00	\$ 7,320.00	-	\$ -	-	\$ -
82	Mulching for Erosion Control	ACRE	1.0	\$750.00	\$ 750.00	-	\$ -	-	\$ -
83	Sod	SQ	400	\$60.00	\$ 24,000.00	-	\$ -	-	\$ -
84	SWPPP Management	LS	1	\$4,000.00	\$ 4,000.00	-	\$ -	0.25	\$ 1,000.00
85	Inlet Protection Device	EA	24.0	\$50.00	\$ 1,200.00	-	\$ -	-	\$ -
86	Inlet Protection Device Maintenance	EA	24	\$25.00	\$ 600.00	-	\$ -	-	\$ -
87	Patches By Count (Repair)	EA	10	\$500.00	\$ 5,000.00	-	\$ -	-	\$ -
88	Patches, Full-Depth Repair	SY	280	\$150.00	\$ 42,000.00	-	\$ -	-	\$ -
89	Base Widening, Hot Mix Asphalt Mixture	TONS	260	\$70.00	\$ 18,200.00	-	\$ -	-	\$ -
90	Pavement Scarification	SY	13875	\$5.50	\$ 76,312.50	-	\$ -	-	\$ -
91	HMA Interlayer Base Course, 3/8"	TONS	775	\$65.00	\$ 50,375.00	-	\$ -	-	\$ -
92	HMA Mixture, High Traffic, Surface Course, 1/2" Mix, Friction L-4	TONS	1280	\$71.00	\$ 90,880.00	-	\$ -	-	\$ -
93	HMA Mixture, High Traffic, Intermediate Course, 1/2" Mix	TONS	1280	\$65.00	\$ 83,200.00	-	\$ -	-	\$ -
94	Asphalt Binder, PG 58-28S	TONS	16	\$570.00	\$ 9,120.00	-	\$ -	-	\$ -
95	Asphalt Binder, PG 58-28H	TONS	155	\$635.00	\$ 98,425.00	-	\$ -	-	\$ -
96	Asphalt Binder, PG 58-34E	TONS	80	\$705.00	\$ 56,400.00	-	\$ -	-	\$ -
97	HMA Pavement Samples	LS	1	\$5,500.00	\$ 5,500.00	-	\$ -	-	\$ -
98	PCC Curb and Gutter, 48" Wide	LF	1633	\$39.00	\$ 63,687.00	-	\$ -	-	\$ -
99	Remove and Reinstall Signs	EA	20	\$200.00	\$ 4,000.00	-	\$ -	-	\$ -
TOTAL CONTRACT					\$ 1,827,747.50		\$ 114,128.00		\$ 487,236.75



# 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
C.O. #1	Subbase, Special Backfill, 6" Thick	SY	907.000	\$10.00	\$ 9,070.00	-	\$ -	-	\$ -
	Silt Fence/Filter Sock, Including Mobilization During Rain Events, Maintenance and Removal	LF	500.000	\$5.50	\$ 2,750.00	400.000	\$ 2,200.00	464.000	\$ 2,552.00
	<b>TOTAL CHANGE C.O. #1</b>				\$ 11,820.00		\$ 2,200.00		\$ 2,552.00
C.O. #2	Storm Intake, Type SW-509	EA	1.000	\$5,750.00	\$ 5,750.00	-	\$ -	-	\$ -
	Storm Intake, Type SW-510	EA	1.000	\$6,050.00	\$ 6,050.00	-	\$ -	-	\$ -
	<b>TOTAL CHANGE C.O. #2</b>				\$ 11,800.00		\$ -		\$ -
C.O. #3	Removal of Flume and Intake, Plug Storm Sewer Per SUDAS, Furnish Fall and Grade, including Topsoil	LS	1.000	\$1,335.00	\$ 1,335.00	-	\$ -	1.000	\$ 1,335.00
	<b>TOTAL CHANGE C.O. #3</b>				\$ 1,335.00		\$ -		\$ 1,335.00
C.O. #4	Removal of Tree at 281 St. Mary's Street	LS	1.000	\$2,300.00	\$ 2,300.00	-	\$ -	1.000	\$ 2,300.00
	<b>TOTAL CHANGE C.O. #4</b>				\$ 2,300.00		\$ -		\$ 2,300.00
C.O. #6	Storm Manhole, 60"x60", with Frame and Grate	LS	1.000	\$5,850.00	\$ 5,850.00	1.000	\$ 5,850.00	1.000	\$ 5,850.00
	<b>TOTAL CHANGE C.O. #6</b>				\$ 5,850.00		\$ 5,850.00		\$ 5,850.00
	<b>TOTAL CONTRACT WITH CHANGE ORDERS</b>				\$ 1,860,852.50		\$ 122,178.00		\$ 499,273.75

\* Quantity Changed with Change Order #1  
 \*\* Quantity Changed with Change Order #2  
 \*\*\* Quantity Changed with Change Order #5

Pay Estimate #1  
 Pay Estimate #2  
 Pay Estimate #3

Retainage 5% \$ 24,963.69  
 Total Value of Completed Work Less Retainage \$ 474,310.06  
 Previous Payments \$ 355,240.96  
 Current Payment Due \$ 119,069.10

\$ 101,685.15  
 \$ 178,435.41  
 \$ 78,120.40 (Not Including Stored Materials)

COUNCIL PACKET

INVOICE



(800) 289-2569 Fax: (715) 443-3768  
 P.O. BOX 100  
 MARATHON, WI 54448-0100

SHIPPED		INVOICE DATE	ORDER NO.
10/31/18		10/31/18	3176112-00
		P.O. NO.	PAGE #
73	ls		1 of 1

CUST #: 50086  
 IC073-259A-18  
 SHIP TO: HWY 22 IMPROVEMENTS  
 ZONE 2  
 RIVERSIDE IA 52327

BILL TO: TRIPLE B CONSTRUCTION CORP  
 710 AYRES PROGRESS DRIVE  
 WILTON IA 52778

LINE NO.	PRODUCT AND DESCRIPTION	QTY. SHIPPED	QTY. U/M	UNIT PRICE	AMOUNT (NET)
1	7230380 30" RCCP C3 [ -8']	72.00	LFT	37.34	2688.48
2	7236380 36" RCCP C3 [ -8']	24.00	LFT	60.10	1442.40
3	com	1.00	each	0.00	0.00
45,300					
Total					4130.88
Invoice Total					4130.88

*16 LF 36" \$60.10 \$961.60*  
*8 LF 30" \$37.34 \$298.72*

COUNCIL PACKET

INVOICE



(800) 289-2569 Fax: (715) 443-3768  
 P.O. BOX 100  
 MARATHON, WI 54448-0100

SHIPPED		INVOICE DATE	ORDER NO.
10/31/18		10/31/18	3176103-00
		P.O. NO.	PAGE #
73	Is		1 of 1

CUST #: 50086  
 IC073-259A-18  
 SHIP TO: HWY 22 IMPROVEMENTS  
 ZONE 2  
 RIVERSIDE IA 52327

BILL TO: TRIPLE B CONSTRUCTION CORP  
 710 AYRES PROGRESS DRIVE  
 WILTON IA 52778

LINE NO.	PRODUCT AND DESCRIPTION	QTY. SHIPPED	QTY. U/M	UNIT PRICE	AMOUNT (NET)
1	7212300w 12" ENDWALL MALE	1.00	EA	295.39	295.39
2	7212581w 12" RCCP C5 [ -8']TIED	24.00	LFT	14.50	348.00
3	7212580w 12" RCCP C5 [ -8']	88.00	LFT	14.50	1276.00
4	7215380 15" RCCP C3 8'	200.00	LFT	14.73	2946.00
5	com	1.00	each	0.00	0.00
	40,860				
			Total		4865.39
			Invoice Total		4865.39

170 LF 15" \$14.73 \$250.41

COUNCIL PACKET

INVOICE



(800) 289-2569 Fax: (715) 443-3768  
 P.O. BOX 100  
 MARATHON, WI 54448-0100

SHIPPED		INVOICE DATE		ORDER NO.	
10/31/18		10/31/18		3176106-00	
		P.O. NO.		PAGE #	
73		ls		1 of 1	

CUST #: 50086  
 IC073-259A-18  
 SHIP TO: HWY 22 IMPROVEMENTS  
 ZONE 2  
 RIVERSIDE IA 52327

BILL TO: TRIPLE B CONSTRUCTION CORP  
 710 AYRES PROGRESS DRIVE  
 WILTON IA 52778

LINE NO.	PRODUCT AND DESCRIPTION	QTY. SHIPPED	QTY. U/M	UNIT PRICE	AMOUNT (NET)
1	7215380 15" RCCP C3 8'	24.00	LFT	14.73	353.52
2	7218380w 18" RCCP C3 [ -8']	80.00	LFT	16.38	1310.40
3	7224380 24" RCCP C3 [ -8']	40.00	LFT	25.76	1030.40
5	7230380 30" RCCP C3 [ -8']	24.00	LFT	37.34	896.16
6	com	1.00	each	0.00	0.00
	40,540				
			Total		3590.48
			Invoice Total		3590.48

16 LF 18" # <sup>16.38</sup>~~25.76~~ \$ 262.08  
 24 LF 24" # 25.76 \$ 618.24

COUNCIL PACKET



INVOICE

1830 Craig Park Court.  
St. Louis, MO 63146

Invoice # J430677  
 Invoice Date 9/11/18  
 Account # 227405  
 Sales Rep CHRISTOPHER RICHTER  
 Phone # 319-362-1698  
 Branch # 235 Cedar Rapids, IA  
 Total Amount Due \$8,656.46

Remit To:  
 CORE & MAIN LP  
 PO BOX 28330  
 ST LOUIS, MO 63146

711 1 MB 0.424 E0231X 10367 D4021973036 S2 P5708924 0001:0001



TRIPLE B CONSTRUCTION CORP  
 710 AYRES PROGRESS DR  
 WILTON IA 52778-9362

Backordered from:  
 Shipped to: 8/30/18 J416225  
 HIGHWAY 22 IMPROVEMENT PROJECT  
 CALL BRAD FOR DIRECTIONS  
 RIVERSIDE, IA

CUSTOMER JOB- HIGH22 HIGHWAY 22

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
8/28/18	9/10/18	HIGHWAY 22	HIGHWAY 22	HIGH22		CORE & MAIN LP	J430677

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
21106R04M	6X4 MJ RED C153 IMP	1	1		56.46000	EA	56.46
140015424491	6"0" CLOW MEDALLION W/ 5"	4	4		2150.00000	EA	8,600.00

CLOW MEDALLION 2 \$2150.00 \$4300.00

Effective 8/29/2017  
 Visit coreandmain.com  
 for forms (see right)

HD SUPPLY WATERWORKS IS NOW:

Available on the new website

- New W-9
- Formal name change letter
- FAQ for customers & vendors

Freight Delivery Handling Restock Misc.

Subtotal: 8,656.46  
 Other: 0.00  
 Tax: 0.00  
 Invoice Total: \$8,656.46

Terms: NET 30 Ordered By: BRAD

This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted.  
 To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>.

COUNCIL PACKET



INVOICE

1830 Craig Park Court  
St. Louis, MO 63146

Invoice # J416225  
Invoice Date 8/30/18  
Account # 227405  
Sales Rep CHRISTOPHER RICHTER  
Phone # 319-362-1698  
Branch # 235 Cedar Rapids, IA  
Total Amount Due \$31,603.03

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST LOUIS, MO 63146



TRIPLE B CONSTRUCTION CORP  
710 AYRES PROGRESS DR  
WILTON IA 52778-9362

Shipped to:  
HIGHWAY 22  
CALL BRAD FOR DIRECTIONS  
RIVERSIDE, IA

CUSTOMER JOB- HIGH22 HIGHWAY 22

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
8/28/18	8/29/18	HIGHWAY 22	HIGHWAY 22	HIGH22		CORE & MAIN LP	J416225

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
96020PT100	2 POLYTape 100'	12	12		5.50000	EA	66.00
020818W	8 C900 DR18 PVC PIPE (G) PC235	<del>120</del> 1760	1760	720	6.85000	FT	12,102.00
		690	LF	\$ 6.85	\$ 4,726.50		<del>8403.2</del>
21108T080M	8 MJ TEE C153 IMP	1	1		144.00000	EA	144.00
21108T060M	8X6 MJ TEE C153 IMP	1	1		139.59000	EA	139.59
211084M	8 MJ 45 C153 IMP	2	2		93.34000	EA	186.68
21AMF8082008PV	8 EBAA MEGALUG C900&IPS 2008PV RED	10	10		35.00000	EA	350.00
21AMG108	8 MJ REGULAR GASKET F/DI	10	10		N/C	EA	
021218W	12 C900 DR18 PVC PIPE (G) PC235	300	300		14.50000	FT	4,350.00
21112S112T	12 MJ L/P SLV C153 IMP	2	2		167.40000	EA	334.80
21112T120M	12 MJ TEE C153 IMP	1	1		288.44000	EA	288.44
211124M	12 MJ 45 C153 IMP	6	6		177.07000	EA	1,062.42
21112T080M	12X8 MJ TEE C153 IMP	2	2		234.07000	EA	468.14
21112R08S	12X8 SEMJ RED C153 IMP	1	1		94.34000	EA	94.34
21112CT	12 MJ CAP C153 IMP	1	1		64.36000	EA	64.36
21AMF8122012PV	12 EBAA MEGALUG C900IPS 2012PV F/C900 PIPE ,RED	22	22		75.00000	EA	1,650.00
21AMG112	12 MJ REGULAR GASKET F/DI	22	22		N/C	EA	

COUNCIL PACKET

RESOLUTION #050619-03

RESOLUTION APPROVING CHANGE ORDER #1 FOR CORNERSTONE EXCAVATING IN THE ASH/TUPELO 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 accept this change order in the amount of \$650.00.

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the Change Order #1 to change the type of intake for Intake #20 on the Ash/Tupelo Street Improvements project per ITC #1.

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

**Roll Call:** Schneider, Sexton, Rogers, Redlinger, McGuire

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by City Council of Riverside, Iowa, on this 6<sup>th</sup> day of May, 2019.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

6 c i



**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

May 1, 2019

2245-043

Ash/Tupelo Street Improvements Project  
Change Order #1

The following changes to the contract are requested to change the type of intake for Intake #20 per ITC #1.

The changes required are as follows:

**EXISTING BID ITEMS (ADD OR DELETE QUANTITY)**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Storm Intake, Type SW-545, LO = 14'	-1 EA	\$6,500.00	\$-6,500.00
Storm Intake, Type SW-541, With SW-542 Extensions Both Ways	1 EA	\$7,150.00	\$7,150.00
<b>TOTAL CHANGE</b>			<b>\$650.00</b>

Change to the Contract

This change order would change the quantity of the above items in the contract and increase the amount of the contract by \$650.00.

Reason for changes

Once the utilities were marked on site for construction, it was realized that the storm sewer in the area of Intake #20 was very close to existing utilities. Switching the type of intake for Intake #20 allowed more separation from existing utilities.

Approved by:

\_\_\_\_\_  
Cornerstone Excavating

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

2245043changeorder1.docx





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INSTRUCTION TO CONTRACTOR

**ASH/TUPELO STREET IMPROVEMENTS**

To: Cornerstone Excavating, Inc.  
 Date: April 24, 2019  
 ITC #1

The following instructions are issued:

- To clarify drawings, specifications and/or procedures
- To approve use of materials or equipment
- To request an estimate for Owner's further consideration. Provide an itemized breakdown of proposed lump sum price in accordance with Article 12 of the General Conditions.
- To transmit drawings or documents for incorporation into the work, subject to the last paragraph below.
- In response to RFI No. \_\_\_\_\_

**DESCRIPTION:**

1. Storm Intake #20 has been changed from an SW-545 to an SW-541 with SW-542 extensions each way. This change is to minimize conflicts with utilities located just northwest of the intake location. In addition the storm sewer depth was minimized upstream of Intake #20. See re-issued sheet C6.0 for location and flowline details.

The estimated quantities are modified as outlined below:

**EXISTING BID ITEMS (ADD OR DELETE QUANTITY)**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Storm Intake, Type SW-545, LO = 14'	- 1 EA	\$6,500	-\$6,500
Storm Intake, Type SW-541 With SW-542 Extensions Each Way	+ 1 EA	\$7,150	+\$7,150
<b>TOTAL CHANGE:</b>			<b>+\$650</b>



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**ATTACHMENTS:**  
Revised Sheet C6.0

**IF THESE INSTRUCTIONS INVOLVE WORK WHICH EITHER INCREASES OR DECREASES THE CONTRACT PRICE, SCOPE OF WORK, TIME, OR PERFORMANCE, YOU SHALL NOT PROCEED UNTIL YOU SUBMIT A WRITTEN CHANGE ORDER REQUEST AND RECEIVE OWNER APPROVAL OF THE CHANGE**

MMS CONSULTANTS, INC

By: Scott Pottorff

T:\2245\2245-043\CONST\ITC#1\2245043ITC1.docx



6 c ii

**Becky**

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Wednesday, May 1, 2019 12:33 PM  
**To:** becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com  
**Subject:** FW: Grading on Your Property

See below correspondence with the Burnetts about grading on their property.

I need to follow up on this email with a phone call.

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

**Sent:** Friday, April 26, 2019 2:58 PM

**To:** 'Anita Burnett'

**Subject:** RE: Grading on Your Property

Sorry for the delay in responding.

Your frontage is about 170 feet. If we assume that we will extend an additional 10 feet on your property then the amount of disturbed area on your property is 1700 SF.

So we would have approximately the following quantities:

40 CY Excavation

21 CY Imported Topsoil

17 SQ Sod

Unit Prices for those items are as follows:

Excavation \$18.50/CY

## COUNCIL PACKET

Topsail \$32/SY  
Sod \$65/SQ

So the estimated cost of the work we are talking about is

40\*\$18.50 = \$740

21\*\$32 = \$672

17\*\$65 = \$1,105

So the total estimated cost is \$2,517 for the work we discussed. Not sure how that compares to what you expected but I think we could probably make 50/50 split work on this if you were interested in moving forward on it.

Feel free to contact me with any questions.

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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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**From:** Anita Burnett [mailto:burnett.anita1@gmail.com]

**Sent:** Saturday, April 20, 2019 6:21 PM

**To:** Scott Pottorff

**Subject:** Re: Grading on Your Property

Scott, we would appreciate some estimates on the grading/landscaping planned for the back of our lot.

We are open to sharing costs since the work will extend beyond the ROW. Thinking that the city will have use of some of our dirt, we wonder about a 50/50 split on the cost.

COUNCIL PACKET

Anita will be gone April 25-May 3, but Gary will be at home. His cell is 319-530-7638. We look forward to hearing from you. Thanks,  
Scott. Gary and Anita Burnett

On Mon, Apr 8, 2019 at 9:42 AM Scott Pottorff <[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)> wrote:

I discussed with the Council last Monday night what we had talked about. The Council has agreed to do the grading like we discussed but feels like you should be responsible for some of the costs for work outside of the ROW. I think the southern 1/3 of your property would provide a benefit to the City while the northern part not as much. Would you be interested in splitting the costs with the City based on 1/3 paid by the City and 2/3 paid by you? I can get you a better estimate of the actual costs if you would like.

Feel free to call me at 319-631-0365 to discuss if needed.

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



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**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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bd i

Becky

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Tuesday, April 30, 2019 4:47 PM  
**To:** becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com  
**Cc:** d.caldwell@mmsconsultants.net  
**Subject:** 4th Street Project Schedule

I want to try and lay out a schedule for this to get completed yet this year. Here is what I am thinking:

Council Work Session	Week of May 13
Council Work Session	Week of May 20
Plans Ready for Bid	May 31, 2019
Authorize Sending out to Bid	June 3, 2019
Public Hearing	June 17, 2019
Take Bids	June 26, 2019
Award Bids	July 1, 2019
Begin Construction	August 1, 2019
Completion Date	November 1, 2019 (maybe could push to closer to Thanksgiving)

This is going to be very difficult for us to meet. Especially with the amount of input I think we will want from Council and/or the public. We are also doing construction admin on 2 other projects in Riverside at the same time as trying to complete the design. We may be able to push the entire thing two weeks along with the completion date.

Last year we took bids for Highway 22 on August 2 and didn't really come close to getting done in the fall. That is a much bigger project but I think we need 3 months of construction time for this project. I don't think anyone wants to push this into next year but it may result in a cleaner project from beginning to end.

I want to have a discussion about this Monday night.

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**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**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Wednesday, May 1, 2019 2:58 PM  
**To:** jlconstr@cloudburst9.net  
**Cc:** becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com;  
 c.kuepker@mmsconsultants.net; Mario Franco  
**Subject:** Downtown Streetscape Project - Final Items

I did a walkthrough on Friday and I came up with the following things yet to be completed:

1. There is a sidewalk panel that was replaced near City Hall and this panel is already falling apart. Replace sidewalk panel.
2. Place topsoil and sod disturbed areas near above mentioned sidewalk panel.
3. The intersection of Greene and Highway 22 – it looks like topsoil was placed but it was seeded. This area had previously had sod and needs to be replaced with sod. There are areas further north along Greene that were not leveled out and sodded that need to be addressed as well.
4. There is a pretty large birdbath area in the parking along Highway 22 in front of the gate in the railing in front of 31 W 1<sup>st</sup> Street
5. There is some topsoil and sod work that needs to be completed at the intersection of Glasgow and Highway 22, in the NE, NW and SW corners of the intersection. There is some debris in the grass at the SW corner which needs to be removed.
6. There have been complaints about the downspout drain connection off the alley for the building owned by Hoard. We need to review and determine a solution.
7. There is some topsoil and sod work that needs to be completed at the NW corner of the intersection of Ella and Highway 22
8. There is a patch of grass that has been killed at the SE corner of the intersection of Washington and Highway 22 where a sign laid for quite a while last fall. Not sure if this sign was part of the project or not but if so, this area needs to be addressed as well.

These items need to be addressed before the final acceptance and release of remaining retainage for this project.

Feel free to contact me with 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)



COUNCIL PACKET

Riverside/436225-21/Set Date New UR Area

RESOLUTION NO. 050619-~~05~~04

Resolution Setting Date for a Public Hearing on Designation of the Northern Heights Housing Urban Renewal Area and on Urban Renewal Plan and Project

WHEREAS, a proposal has been made which shows the desirability of designating certain real property situated in the City of Riverside, Iowa (the "City") as the Northern Heights Housing Urban Renewal Area (the "Urban Renewal Area") in order to facilitate projects for the promotion of economic development, pursuant to the provisions of Chapter 403, Code of Iowa; and

WHEREAS, under the proposal, the real property (the "Property") described on Exhibit A hereto would be designated as the Urban Renewal Area; and

WHEREAS, this City Council is desirous of obtaining as much information as possible from the residents of the City before making this designation; and

WHEREAS, a proposed urban renewal plan (the "Plan") has been prepared for the governance of projects and initiatives to be undertaken in the Urban Renewal Area and which authorizes an initial urban renewal project to be undertaken therein consisting of providing tax increment financing support to Apex Development Group, L.L.C. in connection with the construction of public infrastructure improvements necessary for the development of a residential housing subdivision; and

WHEREAS, it is now necessary that a date be set for a public hearing on the designation of the Urban Renewal Area and on the Plan;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Riverside, Iowa, as follows:

Section 1. This City Council will meet at the Council Chambers Riverside, Iowa, on June 3, 2019, at 6:30 o'clock p.m., at which time and place it will hold a public hearing on the designation of the proposed Urban Renewal Area described in the preamble hereof and on the proposed Plan for said Area.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached to this resolution, which publication shall be made in a legal newspaper of general circulation in Riverside, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for the hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Clerk is hereby designated as the City's representative in connection with the consultation process which is required under that section of the urban renewal law.

**COUNCIL PACKET**

Riverside/436225-21/Set Date New UR Area

Section 4. The Plan is hereby submitted to the City's Planning and Zoning Commission for review and recommendations, as required by Section 403.5, Code of Iowa.

Passed and approved May 6, 2019.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

COUNCIL PACKET

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IOWA PUBLIC AGENCY INVESTMENT TRUST (IPAIT)  
RESOLUTION 050619-0605

FORM A

Date \_\_\_\_\_

A RESOLUTION AUTHORIZING THE APPROVAL OF AND PARTICIPATION IN A JOINT POWERS AGREEMENT AND DECLARATION OF TRUST FOR THE IOWA PUBLIC AGENCY INVESTMENT TRUST, AUTHORIZING INVESTMENTS THROUGH THE FIXED TERM AUTOMATED INVESTMENT PROGRAM OF IPAIT AND AUTHORIZING IPAIT TO DESIGNATE AND NAME DEPOSITORIES.

WHEREAS, Iowa Code section 28E.1 permits political subdivisions to make efficient use of their powers by enabling them to provide joint services with other Public Agencies and to cooperate in other ways of mutual advantage, and to exercise and enjoy jointly any powers, privileges or authority exercised or capable of being exercised by one Public Agency of this state or private agencies for the joint or cooperative action; and

WHEREAS, Iowa Code sections 331.555 and 384.21 empowers Cities, City Utilities, and Counties to invest their monies pursuant to a joint investment agreement; and

WHEREAS, the City of Fairfield, the Maquoketa Municipal Utility, and Buchanan County are political subdivisions organized and existing under and by virtue of the laws and Constitution of the State of Iowa and have approved the Joint Powers Agreement and Declaration of Trust and thereby they have established the Iowa Public Agency Investment Trust as of October 1, 1987, and amended as of May 1, 1993; and

WHEREAS, this Governing Body desires to adopt and enter into the Joint Powers Agreement and Declaration of Trust, and it is in the best interest of this Governing Body to participate in the Iowa Public Agency Investment Trust for the purpose of joint investment of monies with other cities, city utilities and counties to enhance investment earnings to each; and

WHEREAS, this Governing Body deems it to be advisable for this Public Agency to make use, from time to time, of the Fixed Term Automated Investment Program available to Participants of IPAIT;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Joint Powers Agreement and Declaration of Trust is approved and adopted. This Public Agency joins with the other public agencies in accordance with the Joint Powers Agreement and Declaration of Trust, as amended, (the "Declaration of Trust") which is incorporated herein by reference with the same effect as if it had been set out in this resolution by becoming a Participant of IPAIT. The Joint Powers Agreement and Declaration of Trust is filed in the minutes of the meeting at which this Resolution is adopted. The authorized officials of this Public Agency are directed and authorized to take such actions and execute documents as may be deemed necessary and appropriate to effect the entry of this Public Agency into the Declaration of Trust and adoption thereof by this Public Agency and to carry out the intent and purpose of this Resolution.

Section 2. This Public Agency is authorized to invest its available monies from time to time and to withdraw such monies from time to time in accordance with the provisions of the Declaration of Trust and the Fixed Term Automated Investment Program of IPAIT.

Payment for any investments made within the Fixed Term Automated Investment Program is authorized from the Public Agency's specified IPAIT Account. Interest and principal payments must be credited to the Public Agency's designated Trust Account. The Custodian will hold investments in the name of IPAIT for the account of the Public Agency.

# COUNCIL PACKET

The following officers and officials of this Public Agency and their respective successors in office each are designated as "Authorized Officials" with full power and authority to effectuate the investment and withdrawal of monies with this Public Agency from time to time in accordance with the Joint Powers Agreement and Declaration of Trust.

_____	_____
Printed Name	Title
_____	_____
Printed Name	Title
_____	_____
Printed Name	Title

IPAIT must be advised of any changes in Authorized Officials in accordance with procedures established by IPAIT.

Section 3. The Trustees of IPAIT are designated as having official custody of this Public Agency's monies which are invested in accordance with the Joint Powers Agreement and Declaration of Trust and any monies invested in accordance with the Trust's Fixed Term Automated Investment Program.

Section 4. IPAIT is authorized to designate and name depositories and to file form CPE-31019, to execute documents, and to take actions as may be necessary to purchase and make payment, sell, secure, or take payment of principal and interest. Certificates of deposit must be purchased only from financial institutions designated by IPAIT which are approved depositories as prescribed by Iowa Code chapters 12B and 12C..

Section 5. Authorization is given for members and officials of this Public Agency to serve as Trustees of IPAIT from time to time if selected as such pursuant to the provisions of the Declaration of Trust.

Section 6. Unless otherwise expressly defined, words that are capitalized in the Resolution have meanings defined in the Joint Powers Agreement and Declaration of Trust.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name of Public Agency

\_\_\_\_\_  
Signature of Presiding Officer

ATTEST:

\_\_\_\_\_  
Clerk/Secretary

NOTE: Please mail one original copy of this form and the certification and a completed application Form B to the following address:

Miles Capital  
Attn: IPAIT Administrator  
1415 28<sup>th</sup> Street, Suite 200  
West Des Moines, Iowa 50266-1461

This form may be photocopied.

#8

**Becky**

---

**From:** Brent Hinson <hinsonconsultingllc@gmail.com>  
**Sent:** Wednesday, May 1, 2019 8:11 PM  
**To:** Becky  
**Subject:** Re: ipait

Becky:

Yes, I have been on the board since 2010, and am the past chairperson.

IPAIT gives some healthy competition to local banks, but is also a resource to them. Banks can bid on public funds CDs around the state through IPAIT. One of the more satisfying things I ran across related to IPAIT is that in a previous community, I had one local bank president announce his opposition to the very concept of IPAIT to me. I was pleased that a few years later, I started seeing his bank pop up on the fixed-term (CD) placements list for entities around the state. They finally saw the light, and that IPAIT is overall a good thing for them if they use it fully instead of just seeing it as competition.

The City of Washington has around \$7 million currently in IPAIT. We use their daily account for most of our liquid funds, and request their bid (along with all of our local banks) on any CD placements. This has worked great, and earned tens of thousands in additional interest for our taxpayers. Paul and the marketing team, as well as Anita in administration do an amazing job. IPAIT just went over \$1 billion in funds under management for the first time ever.

Brent

On Tue, Apr 30, 2019 at 9:05 AM Becky <[becky@cityofriversideiowa.com](mailto:becky@cityofriversideiowa.com)> wrote:

Good Morning Brent,

The council had a work session last night with Paul Kruse of IPAIT.

I saw in League Magazine that you are on the board.

Can you send me a short message to Council on how your City uses IPAIT?

They are concerned about "local" banks, not wanting to hurt them.

I would like to put in next packet.

Thanks,

*Becky LaRoche*

City Clerk

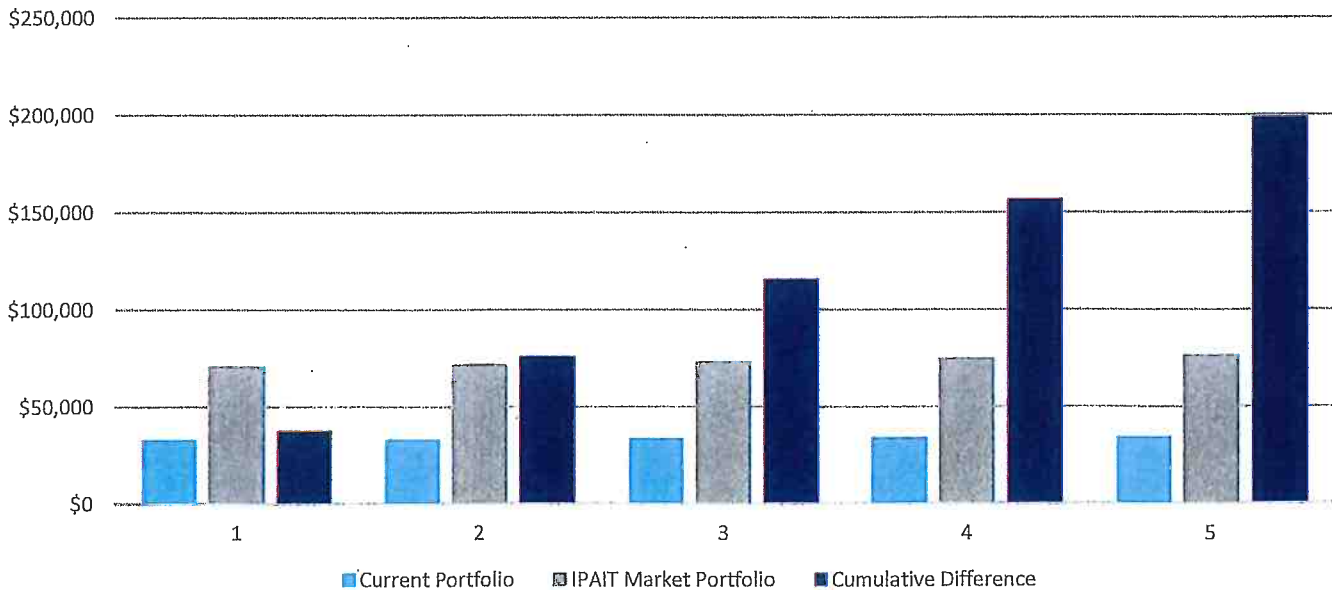
# Cash Earnings Analysis

City of Riverside - Current Portfolio

IPAIT - Sample Market Rates Portfolio

INVESTMENT	BALANCE	CURRENT RATE	BALANCE	CURRENT RATE	INVESTMENT
<b>Liquid Funds / Checking</b>					
Checking	\$199,767	0.20%	\$199,767	0.20%	Checking Account
% to maintain 100%			\$0	2.20%	Liquid Reserves (Daily Fund)
<b>Operating Reserves</b>					
Savings /Money Mkt.	\$2,119,121	0.85%	\$1,119,121	2.20%	Daily Fund
Hills - Utilities ACH	\$182,231	0.55%	\$182,231	2.20%	Daily Fund
Comm Bld Savings	\$117,932	0.85%	\$117,932	2.20%	Daily Fund
CD	\$286,862	2.00%	\$286,862	2.00%	Current CD
CD	\$279,785	2.45%	\$279,785	2.45%	Current CD
	\$0	0.00%	\$500,000	2.55%	6 Month CD
			\$500,000	2.65%	12 Month CD
	<b>\$3,185,698</b>	<b>1.04%</b>	<b>\$3,185,698</b>	<b>2.20%</b>	
Totals / Avg. Rates					

Yearly Earnings; Cumulative Difference



COUNCIL PACKET

# Cash Earnings Analysis

City of Riverside - Current Portfolio

IPAIT - Sample Market Rates Portfolio

ESTIMATED EARNINGS POTENTIAL - BASED ON CURRENT, STATIC ESTIMATES

**Monthly**

1	\$3,185,698	1.04%	\$2,751	\$3,188,449	3,185,698	2.20%	\$5,851	3,191,549
2	\$3,188,449	1.04%	\$2,753	\$3,191,202	3,191,549	2.20%	\$5,862	3,197,411
3	\$3,191,202	1.04%	\$2,755	\$3,193,957	3,197,411	2.20%	\$5,873	3,203,284
4	\$3,193,957	1.04%	\$2,758	\$3,196,715	3,203,284	2.20%	\$5,884	3,209,168
5	\$3,196,715	1.04%	\$2,760	\$3,199,475	3,209,168	2.20%	\$5,894	3,215,062
6	\$3,199,475	1.04%	\$2,763	\$3,202,238	3,215,062	2.20%	\$5,905	3,220,967
7	\$3,202,238	1.04%	\$2,765	\$3,205,003	3,220,967	2.20%	\$5,916	3,226,884
8	\$3,205,003	1.04%	\$2,767	\$3,207,770	3,226,884	2.20%	\$5,927	3,232,811
9	\$3,207,770	1.04%	\$2,770	\$3,210,540	3,232,811	2.20%	\$5,938	3,238,748
10	\$3,210,540	1.04%	\$2,772	\$3,213,312	3,238,748	2.20%	\$5,949	3,244,697
11	\$3,213,312	1.04%	\$2,775	\$3,216,087	3,244,697	2.20%	\$5,960	3,250,657
12	\$3,216,087	1.04%	\$2,777	\$3,218,864	3,250,657	2.20%	\$5,971	3,256,627

\$33,166

\$70,929

**\$37,764** 1 Year Difference

**Yearly**

2	\$3,218,864	1.04%	\$33,352	\$3,252,216	3,256,627	2.20%	71,779	3,328,407
3	\$3,252,216	1.04%	\$33,698	\$3,285,914	3,328,407	2.20%	73,361	3,401,768
4	\$3,285,914	1.04%	\$34,047	\$3,319,961	3,401,768	2.20%	74,978	3,476,746
5	\$3,319,961	1.04%	\$34,400	\$3,354,361	3,476,746	2.20%	76,631	3,553,377

\$168,663

\$367,679

**\$199,015** 5 Year Difference



COUNCIL PACKET

RESOLUTION #050619-06

RESOLUTION TO APPROVE CONTRACT WITH WASHINGTON COUNTY TO PROVIDE LAW ENFORCEMENT FOR THE CITY FOR FISCAL YEAR 2019-2020

**Whereas**, the City of Riverside agrees to enter into a contract with Washington County to provide Law Enforcement Services to the City of Riverside at the cost of \$95,504.00 for the fiscal year beginning on July 1st, 2019 and ending on June 30<sup>th</sup>, 2020.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to enter into this agreement with the Washington County for Law Enforcement.

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

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

Ayes:

Nays:

Absents:

Passed and Approved by the City Council of Riverside, Iowa and approved this 6th day of May, 2019.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk



# COUNCIL PACKET

Prepared by: Washington County Auditor, PO Box 889, Washington, Iowa 52353-0889 (319) 653-7715  
Return to: Washington County Auditor, PO Box 889, Washington, Iowa 52353-0889 (319) 653-7715

## CONTRACT AND AGREEMENT LAW ENFORCEMENT

This Contract and Agreement is entered into by and between Washington County, Iowa, hereafter called County, and the City of Riverside, Iowa, hereafter called City and by consent and agreement of the Washington County, Iowa, Sheriff, hereafter called Sheriff.

The purpose of this Contract and Agreement is to establish a joint exercise of governmental powers as provided by Chapter 28E, 2019 Code of Iowa, which the County will furnish law enforcement services for the City in order to ensure the City's compliance with Iowa law.

No separate legal or administrative entity shall exist by virtue of this Contract and Agreement. The Sheriff is hereby designated as the administrator responsible for administration and fulfillment of this joint Contract and Agreement for the County.

The duration of this Contract and Agreement is for a period of one year commencing at 12:01 a.m. on the first day of July 2019 and continuing until 11:59 p.m. on the last day of June 2020.

In consideration of the services July 1, 2019 through June 30, 2020 provided by the County, the City agrees to pay the county at the annual rate of \$95,504.00, in equal quarterly installments of \$23,876.00, by the 15<sup>th</sup> day of the month following the beginning of the quarter upon receipt of an invoice from the County Auditor.

The County agrees to perform the following as responsibilities of the County to the City:

1. Provide law enforcement services for the City in a conscientious and good faith effort to effectively enforce the laws of the City, County, State and Federal governments and to maintain peace and order within the City.
2. Provide for the administration, communications, education, training, employee resources and supervision of assigned enforcement officers by the Sheriff.
3. Provide personnel, equipment, insurance, maintenance of equipment, supplies, and operational expenses of assigned enforcement officers necessary to accomplish the terms of this Contract and Agreement.

It is understood and agreed by all parties to this Contract and Agreement that:

1. The Sheriff shall determine which officers shall perform duties in a given area and the time and manner in which duties will be performed. Residence locations of deputies assigned law enforcement responsibilities under this contract shall be at the sole discretion of the Sheriff.
2. No joint acquisition or ownership of property will be required under this Contract and Agreement. All property owned and purchased by the County, both real and personal, under the control of the Sheriff may be utilized at the discretion of the Sheriff in carrying out his official statutory duties and those duties contemplated in this agreement. All property owned or purchased by the County, both real and personal, under the control of the Sheriff for use as provided by this agreement shall remain the property of the County.
3. Prior to February 15, 2020, the County will notify the City of the amount of contract consideration assessment required for the following year's law enforcement contract. The following formula will be used for computing the contract assessment. For each entity utilizing Contract Law Services; Ainsworth, Brighton, Crawfordsville, Kalona, Riverside, Wellman, and West Chester, the share is determined as follows:

$$\frac{\text{Budget}}{2} \times \frac{(\% \text{ of Assessed Value} + \% \text{ of Calls} + \% \text{ of Population})}{3}$$

Definitions of terms used in the Formula:

Budget is the total Contract Law projected expense.

Assessed Value is derived from the most recent Auditor's Valuation Report.

Calls are Sheriff Office calls only from the most recent calendar year Public Safety report of "Calls for Service".

Population is based on the current decennial Federal Census.

COUNCIL PACKET

- 4. In addition to the share calculated from the formula above, the City, agrees to pay \$43,386.00 to the County, which will contribute to the County for hiring an additional deputy sheriff for carrying out contract law services. The combination of this amount and the formula above equals the total cost to the City of \$95,504.00.
- 5. This Contract and Agreement may be terminated by any of the parties by notice in writing at least sixty (60) days prior to the effective date of the termination.
- 6. Notice to any party shall be given by delivery or mailing same to the City Clerk, in the case of the City, to the County Auditor, in the case of the County and in the case of the Sheriff, to the Office of County Sheriff.

"Communications" for purposes of this agreement, and as referenced as County responsibilities to the City, means communications for the sheriff and deputy sheriffs only. Emergency communications, including 911 dispatch services, are not provided as part of this law enforcement contract.

I hereby consent and agree to the contents of this Law Enforcement Contract and Agreement.

04/22/19

(Date)

Jared M. Schneider  
Washington County Sheriff

-----  
This Contract and Agreement approved this 16<sup>th</sup> day of April, 2019 by the Board of Supervisors, Washington County, Iowa.

Attest:

4-16-19

(Date)

Robert C. Yoder  
Chair, Board of Supervisors

Daniel L. Widmer  
County Auditor

-----  
This Contract and Agreement approved this \_\_\_\_ day of \_\_\_\_\_, 2019 by the City Council, City of Riverside, Iowa.

Attest:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Allen Schneider  
Mayor of Riverside

\_\_\_\_\_  
Becky LaRoche  
~~Interim~~ City Clerk

COUNCIL PACKET

RESOLUTION #050619-07

**RESOLUTION APPROVING THE PROPOSAL FROM EAST CENTRAL IOWA COUNCIL OF GOVERNMENTS TO REVIEW AND UPDATE THE CITY OF RIVERSIDE'S CODE of ORDINANCES**

**Whereas**, the City of Riverside City Council approves the proposal from ECICOG to review and update the City of Riverside's City Code of Ordinances.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve the Scope of Services and Service Cost Proposal with an estimate of \$4469 to complete codification..

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

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 6th day of May, 2019.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk



EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS  
YOUR REGIONAL PLANNING AGENCY

**SCOPE OF SERVICES  
&  
SERVICE COST PROPOSAL**

**City of Riverside Codification Proposal**

**DATE:** April 24, 2019

**TO:** City of Riverside

**FROM:** Chad Sands, AICP  
Community Development Department Director

**RE:** Codification Proposal

**Background**

The City of Riverside requested that the East Central Iowa Council of Governments (ECICOG) prepare a Scope of Services and Service Cost Proposal for assisting the city in codifying its municipal ordinances.

Since 1994, ECICOG has assisted several cities with codification services, including, in the last four years, Center Point, Urbana and Oxford Junction. For a complete list of completed codification projects, please see the last page of this proposal.

**Scope of Services**

ECICOG becomes an active participant in the community's codification process. This includes regular meetings with the codification ad-hoc committee (a committee established by the city, generally consisting of one council person, the mayor and the city clerk), production of working copies of the proposed new city code, and an intensive review of the city's existing code by ECICOG staff.

In addition, ECICOG staff will also review at all the ordinances the city adopted since the last codification.

The city is strongly encouraged to have its attorney review a draft of the proposed municipal code prior to its adoption. This ensures that all provisions the city attorney deems necessary are included in the new code. Such attorney review is at city expense. ECICOG staff will track all the changes made to the existing code to ensure an easy review for the attorney and entire city council.

## COUNCIL PACKET



EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS  
YOUR REGIONAL PLANNING AGENCY

ECICOG codification services do not include updates of the zoning, subdivision, sign, or other land use regulations. Such land use ordinances are adopted by reference. If the city wishes ECICOG to update its land use regulations, a separate contract must be entered into.

Similarly, ordinances pertaining to street and sidewalk grades, city street names, and vacation of streets and alleys will be adopted by reference.

Responsibilities of the City of Riverside and ECICOG, should a contract for codification services be entered into, are as follows:

### **City of Riverside:**

- Provide a copy of the city's current code and all ordinances adopted since the city last codified to ECICOG.
- Have the city's engineer, at city expense, review drafts of water, sanitary sewer, street and storm sewer system ordinances, if necessary.
- Have the city's attorney, at city expense, review a draft of the proposed code of ordinances prior to its adoption by the city council.
- Be responsible for the costs incurred in publishing the ordinance of adoption and public hearing notices.
- Hold a public hearing prior to adoption of the new code.
- Repeal all old ordinances, except those specific ordinances expressly saved from repeal, prior to adopting the new code.

### **ECICOG:**

- Review all existing ordinances, codified and uncoded, provided by the city.
- Add those ordinances adopted by the city since its last codification into the appropriate code chapters.
- Review State Code / State Administrative Code for new additions needed to Riverside's Code
- Attend meetings with the code committee for the purpose of receiving input in regards to ordinance applicability and to review drafts.
- Attend meetings with the city council to review suggested and required changes to the city code.
- Assist the city council through the adoption process, including conducting a public hearing prior to the adoption of the city code.
- Upon adoption, provide 10 numbered hard copies and 1 digital copy of the adopted city code of ordinances to the city. Additional copies will be printed at cost upon request of the city council.

**Service Cost Proposal**

ECICOG charges only those fees which allow it to recover its costs. Therefore, the fees charged are usually less than those of a private consultant.

The Agency's fee is a not-to-exceed figure. The city would be billed on a monthly basis for actual hours worked on the project during the month by ECICOG staff. The city will be billed monthly until the project is complete. If the time it takes to complete the project should exceed the fee stated on the following page, the city shall only be responsible for the not to exceed figure.

However, if additional, substantial unforeseen work needs to be completed, an addendum to the Service Agreement shall be agreed upon by both parties stipulating the extra work and related costs.

<b>Codification Element *</b>	<b>Hours</b>	<b>Hourly Fee</b>	<b>Cost</b>
Review existing city code of ordinances / State Code, etc.	16.0	\$63	\$1,008
Four meetings with City Code Committee @ 3 hours per meeting	12.0	\$63	\$756
Adoption public hearing with City Council @ 3 hours	3.0	\$63	\$189
Ordinance drafting, retyping, preparation of meeting materials, hearing notices, adoption materials, and research	32.0	\$63	\$2,016
Planning support services (printing/copying/travel/materials)	-	-	\$500
<b>Totals</b>	<b>63.0</b>	<b>\$63</b>	<b>\$4,469</b>

\* ECICOG reserves the right to move hours among codification elements.  
 Hours for each meeting includes time for travel to and from Riverside and Cedar Rapids

Project completion is estimated to take three to four months after holding the required number of public hearings.

**Deliverables**

- 10 bound copies of the City Code
- 1 digital copy of the City Code

**Service Agreement**

This Scope of Services and the Service Cost Proposal shall be attached and made part of any Service Agreement between the County and ECICOG.

## **Staff Experience and Qualifications**

### **Chad Sands, AICP**

Housing and Community Development Department Director

#### **Education:**

BS Iowa State University, Community and Regional Planning, 1994

#### **Experience:**

ECICOG Community Development Department Director, May 2009 – present

ECICOG Lead Planner, Community Development Department, October 1997 – May 2009

ECICOG Associate Planner, August 1995 - October 1997

Southern Iowa Council of Government (SICOG) Planner, June 1994 - August 1995

#### **Codifications Completed (1994-2018)**

City of Oxford Junction (three times)

City of Prairieburg (twice)

City of Ely

City of Coggon

City of Center Junction

City of Norway

City of Central City

City of Shueyville

City of Van Horne

City of Belle Plaine

City of North English

City of Riverside

City of Alburnett

City of Urbana

City of Center Point

#### **Professional Certification:**

American Institute of Certified Planners (AICP), 2001

#### **Professional Membership:**

American Planning Association (APA), since 1995

COUNCIL PACKET

11

City of Riverside

**Website redesign and maintenance proposals**

**Summary**

Company name	Setup fee	Annual maintenance
Neapolitan Labs	\$5,000	\$1,000
Revize	\$8,700	\$2,400
GovOffice	\$6,700	\$ 525



## City of Riverside Disaster Recovery Plan

In the event of fire, windstorm, or other type of disaster, the City of Riverside must have a disaster recovery plan in place to ensure continued service to citizens of Riverside, and to maintain the ability to record, process and report financial data.

In the event that the City Office should be damaged or destroyed, temporary office facilities can be established at the Riverside Fire Dept. Building. If the Fire Dept. Building is also compromised temporary office facilities will be established at the Riverside Maintenance Building. Replacement computers and printers will be purchased immediately.

In order to protect data already existing on the computers, a full system backup shall be completed each week night. This data is currently being updated to the Cloud on a daily basis. This will ensure that no more than one day's data and/or transactions will have to be recreated.

While any type of disaster will impose a hardship on the City, taking these steps should minimize the damaging effects of such an event.

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

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

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

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



**COUNCIL PACKET**

213 1st St. (Hwy 1)  
In the Bulltown Plaza  
Kalona, IA  
319-656-1234

110 W. Main St.  
On The Square  
Washington, IA  
319-591-2001

*Providing world class technology services ~with a home town touch*

April 26, 2019

Becky  
City of Riverside  
PO Box 188  
Riverside IA 52327

Dear Becky,

Per our monthly maintenance contract with you, we have evaluated your network and computer systems to determine what equipment should be updated or replaced to best suit your business needs.

Upon reviewing your equipment versus your business needs we would like to suggest replacing 5 of the office computers (Mayor, deputy, firestation, firestation laptop, maintenance shed). When configured for office use, it will best serve the needs of your business. The new computers offer many extra features, which would greatly increase your productivity. They come with a three year warranty. Please let us know how you would like to proceed and we will make arrangements to purchase this after receiving your signed quotation paperwork.

I am happy to answer any questions you may have about this and look forward to speaking with you about our recommendations.

Sincerely,

Kendall Sinn  
Service Technician  
iTech "Your Technology Experts"  
319-656-1234  
service@the-iTech.com

COUNCIL PACKET



**213 1st St. Kalona, IA 52247 (319) 656-1234**  
**110 W. Main St. Washington, IA 52353 (319) 591-2001**

**Sales Quote**

Customer Number	Date	Quote Number
CUST-2652	4/26/2019	QO-1721

**Bill To:**

City Of Riverside  
 PO Box 188  
 Riverside, IA 52327

**Ship To:**

City Of Riverside  
 PO Box 188  
 Riverside, IA 52327

**Ship Via**

**Terms**

**Sales Rep**

Description	Quantity	Sales Price	Total
Computer Setup	5.00	135.00	675.00
Microsoft Office Home And Business 2019   1 Device, Windows 10 PC/Mac Key Card	5.00	249.99	1,249.95
HP ProDesk 600 G3 Micro-Tower Desktop Computer Intel i5-7500 8GB DDR4 256GB SSD Windows 10 Professional	4.00	799.99	3,199.96
HP Laptop ProBook 450 G5 Intel Core i5 7th Gen 7200U (2.50 GHz) 8 GB Memory 256 GB SSD 15.6" Windows 10 Pro	1.00	799.99	799.99

<p><i>This estimate is good for 15 days from the date of estimate.</i></p> <p><b>Valid Until</b>  <input type="text" value="5/26/2019"/></p>	<p><i>If bid is accepted, please sign and date.</i></p> <p>_____</p> <p>Signature Date</p>	Subtotal:	5,924.90
		Freight:	0.00
		Total Tax:	0.00
		<b>Total:</b>	<b>5,924.90</b>

# Windows 7 support will end on January 14, 2020

Applies to: Windows 7

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## Windows 7 support lifecycle

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Microsoft made a commitment to provide 10 years of product support for Windows 7 when it was released on October 22, 2009. When this 10-year period ends, Microsoft will discontinue Windows 7 support so that we can focus our investment on supporting newer technologies and great new experiences. The specific end of support day for Windows 7 will be January 14, 2020. After that, technical assistance and software updates from Windows Update that help protect your PC will no longer be available for the product. Microsoft strongly recommends that you move to Windows 10 sometime before January 2020 to avoid a situation where you need service or support that is no longer available.

[Hide all](#)

### ^ **What does end of support mean for me?**

After January 14, 2020, if your PC is running Windows 7, it will no longer receive security updates. Therefore, it's important that you upgrade to a modern operating system such as Windows 10, which can provide the latest security updates to help keep you and your data safer. In addition, Microsoft customer service will no longer be available to provide Windows 7 technical support.

### ^ **What should I do?**

For most Windows 7 users, moving to a new device with Windows 10 will be the recommended path forward. Today's PCs are faster, lightweight yet powerful, and more secure, with an average price that's considerably less than that of the average PC eight years ago. [Our Guide](#) can help you choose a new PC in just a few easy steps. Want to learn more about Windows 10? Check out our [overview page](#) to learn more.

### ^ **Can I upgrade my existing PC to Windows 10?**

To take advantage of the latest hardware capabilities, we recommend moving to a [new PC](#) with Windows 10. As an alternative, compatible Windows 7 PCs can be upgraded by purchasing and installing [a full](#)

[version of the software](#). For more information, see [Windows 10 upgrade FAQ](#).

#### ^ **How can I upgrade to Windows 10 for free?**

The Windows 10 free upgrade offer ended on July 29, 2016. To get Windows 10 you will need to either purchase a new device or, if you have a compatible PC, purchase a full version of the software to upgrade your existing device. We recommend that you don't install Windows 10 on an older device, as some Windows 7 devices are not compatible with Windows 10 or could experience reduced feature availability.

#### ^ **What happens if I continue to use Windows 7?**

You can continue to use Windows 7, but after support has ended, your PC will become more vulnerable to security risks and viruses. Windows will continue to start and run, but you will no longer receive software updates, including security updates, from Microsoft.

#### ^ **Can Windows 7 still be activated after January 14, 2020?**

Windows 7 can still be installed and activated after end of support; however, it will be more vulnerable to security risks and viruses due to the lack of security updates. After January 14, 2020, Microsoft strongly recommends that you use Windows 10 instead of Windows 7.

#### ^ **Will Internet Explorer still be supported on Windows 7?**

Support for Internet Explorer on a Windows 7 device will also be discontinued on January 14, 2020. As a component of Windows, Internet Explorer follows the support lifecycle of the Windows operating system it's installed on. See [Lifecycle FAQ – Internet Explorer for more information](#).

#### ^ **What if I'm running Windows 7 Enterprise?**

If you are using Windows as part of a work environment, we recommend you check first with your IT department or see [Windows 10 deployment support](#) to learn more.

#### ^ **What about Windows 7 Embedded?**

Windows for embedded devices such as ATMs or gas pumps have lifecycle dates that sometimes differ from versions of Windows that are used on PC devices.

## Notifications

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# COUNCIL PACKET

4/26/2019

Windows 7 support will end on January 14, 2020 - Windows Help

As explained in [our March 12, 2019 blog post](#), Microsoft will deliver a handful of reminder notifications through the end of 2019 with recommend actions to take ahead of Windows 7 end of support. To learn more about Windows 7 end of support, you can visit [www.microsoft.com/windows7](http://www.microsoft.com/windows7) or review our frequently asked questions above.


## Show all

- ✓ [Why did I receive a notification about Windows 7?](#)
- ✓ [What happens when I close the notification?](#)
- ✓ [I saw a notification but it disappeared. Where do I go to learn more about end of support and what to do next?](#)
- ✓ [Is this notification really from Microsoft?](#)
- ✓ [How often will I get these notifications?](#)
- ✓ [How do I turn off notifications?](#)
- ✓ [Will organizations receive notifications?](#)
- ✓ [How do I disable notifications?](#)

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Last Updated: Apr 17, 2019

What's new	Microsoft Store	Education	Enterprise	Developer	Company
NEW Surface Pro 6	Account profile	Microsoft in education	Microsoft Azure	Microsoft Visual Studio	Careers
NEW Surface Laptop 2	Download Center	Office for students	Microsoft Industry Data platform	Windows Dev Center	About Microsoft Company news
NEW Surface Go	Microsoft Store support	Office 365 for schools	Find a solution provider	Developer Network	Privacy at Microsoft
Xbox One X	Returns	Deals for students & parents	Microsoft partner resources	TechNet	Investors
Xbox One S	Order tracking		Microsoft AppSource	Microsoft developer program	Diversity and inclusion
Windows 10 apps	Store locations	Microsoft Azure in education	Health	Channel 9	Accessibility
Office apps	Buy online, pick up in store		Financial services	Office Dev Center	Security
				Microsoft Garage	

 English (United States)

COUNCIL PACKET

Simply Trees



Larry Bohnenkamp  
simplytreesia@gmail.com  
(319) 800 9479

Name: City of Riverside  
Address: \_\_\_\_\_  
\_\_\_\_\_

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

May 1, 2019

### Quote for Work

	Description	Hrs.	\$
	Removal of down trees (3) 4 * Pioneer St		\$ 500.00
	1 tree on same Road		\$ 75.00
	Total		\$ 575.00
	AS DISCUSSED WITH CITY WORK		

NOTES

**RECEIVED**  
MAY 02 2019

BY: \_\_\_\_\_

High quality tree pruning and tree removal. Precise cuts. Focus on overall tree health and appearance. Complete clean up and debris removal.

COUNCIL PACKET

Becky

From: Suzannah Schindler <suzannah@pathfindersrcd.org>  
Sent: Friday, April 26, 2019 4:24 PM  
To: becky@cityofriversideiowa.com  
Subject: Southeast Iowa Housing Conference on May 21st  
Attachments: Southeast Iowa Housing Conference Topic and Speaker List.pdf

Hi Becky,

I just spoke on the phone with Deborah who gave me your email address.

Following up from the postcard invitation we sent to the city of Riverside, here is the link to the event web page: [Moving Forward: Southeast Iowa Housing Conference](#), and I am attaching a list of the speakers and topics.

This solution-oriented, full-day event is taking place on **Tuesday, May 21st at the Fairfield Arts and Convention Center**. It is co-hosted by Pathfinders RC&D, Iowa State University Extension and Outreach and the University of Iowa.

Topics covered will include a housing readiness self-assessment tool, financing, building code, what to look for in a developer, and more, with Bill Menner and Debi Durham keynoting.

Please, share this information with any contacts you think would benefit from it. We are seeking city employees, elected officials, planners, economic developers and anyone working on housing issues. We encourage cities to bring a team of 3-5 people from their community- all are welcome.

Please don't hesitate to email me with any questions.

We look forward to having your join us!

Warm Regards,

Suzannah



Suzannah Schindler  
Project Coordinator / Housing Conference Coordinator  
Pathfinders RC&D - Office hours on Wednesdays and Thursdays  
p: 641-472-6177 | [www.pathfindersrcd.org/HousingConference](http://www.pathfindersrcd.org/HousingConference)





# 2019 Small City Workshops

## Dates & Locations

5:30 - 8:00 p.m.

### June 4

#### Oakland

Community Center  
614 Dr Van Zee Rd, 51560

### June 6

#### Allison

Allison Public Library  
412 3rd St, 50602

### June 11

#### Laurens

Laurens Marathon  
Community School  
300 W Garfield St, 50554

### June 13

#### Shueyville

Community Center  
2863 120th St NE, 52338

### June 18

#### Eldon

KD Center  
300 KD Ave, 52554

### June 20

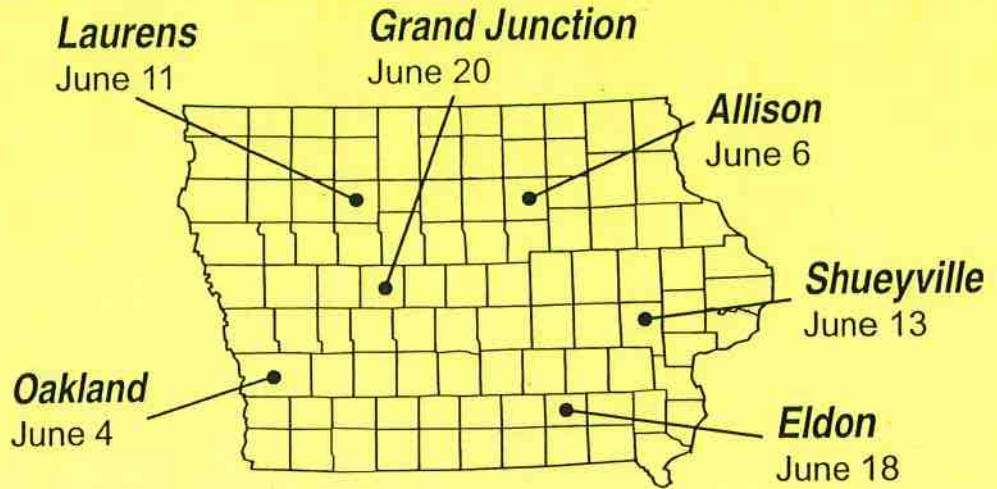
#### Grand Junction

Community Center  
212 Main St E, 50107



certified elected municipal official

Worth 5 CEMO



## Topic

### Housing 360

Housing 360 was launched with the aim of boosting housing opportunities in rural Iowa communities. The collaborative program brings communities, developers, state and federal agencies, housing trusts and other interested parties together to improve local housing stock.

This session will be led by representatives from Housing 360, who will detail how the program works and how communities can get involved. Hear some of the early success stories from cities around the state that are actively addressing housing concerns and improving their community.

**Register online at [www.iowaleague.org](http://www.iowaleague.org)**

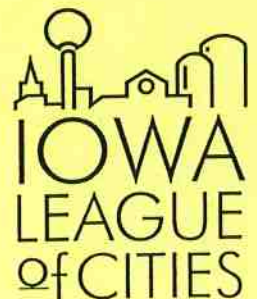
Registration costs \$45, dinner will be provided.

Attendees are encouraged to register online at

**[www.iowaleague.org](http://www.iowaleague.org)**

Payments can be made by credit card or check.  
If paying by check, please use the manual form found online.

All registrations are subject to a \$5 cancellation fee.  
Cancellations must be received in writing.



(515) 244-7282 | (866) 248-9243



[www.iowaleague.org](http://www.iowaleague.org)

## COUNCIL PACKET

Becky

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**From:** Nellesen, Ted <ted.nellesen@iowa.gov>  
**Sent:** Tuesday, April 30, 2019 12:53 PM  
**To:** Ted Nellesen  
**Subject:** TIF Administration Workshops

The Iowa Department of Management will hold four **free workshops covering the** proper administration of urban renewal areas and tax increment financing (TIF) districts. The workshop will cover all aspects of the urban renewal life cycle, from creation to sunsets and closing of areas.

The same workshop will be conducted at each of these four locations, so you need to only sign up for one workshop. The workshops will run from 10 a.m. to 3 p.m., with a morning and afternoon session separated by a one hour break for lunch.

*This event is being provided at no charge, thanks to the generosity of our host cities. However, attendees are responsible for bringing or procuring their own lunch.* Space is limited for each location, so registration is on a first come, first served basis.

Links to register can be found below:

- [May 17 – R.L. Johannsen Center, 110 Ash Street, Sutherland](#)
- [June 21 – New Hampton Community Center, 112 East Spring Street, New Hampton](#)
- [July 11 – Washington Public Library, 115 W. Washington Blvd, Washington](#)
- [August 8 – Windsor Heights Community Center, 6900 School Street, Windsor Heights](#)

Please email or call Ted Nellesen with the Iowa Department of Management if you have questions: [ted.nellesen@iowa.gov](mailto:ted.nellesen@iowa.gov) or (515) 281-3705

Regards,

**Ted J. Nellesen**

Iowa Department of Management

State Capitol Building, Room 13

1007 East Grand Avenue

Des Moines, IA 50319

[ted.nellesen@iowa.gov](mailto:ted.nellesen@iowa.gov)

(515) 281-3705

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You received this message because you are subscribed to the Google Groups "IDOM City Clerks" group. To unsubscribe from this group and stop receiving emails from it, send an email to [IDOM-City-Clerks+unsubscribe@iowa.gov](mailto:IDOM-City-Clerks+unsubscribe@iowa.gov).



## IOWA DOWNTOWN CONFERENCE



# IOWA DOWNTOWN CONFERENCE

DUBUQUE, IOWA - AUGUST 27 — 29

The conference includes plenary sessions at the Hotel Julien Dubuque with motivational keynote speakers and educational breakout sessions focusing on downtown revitalization, field sessions, tours, an exhibit hall and a number of networking activities.

**Prepare to be inspired! The Downtown Conference is the premier statewide annual conference for professionals and volunteers involved in preservation-based downtown revitalization in Iowa and neighboring states.**

Attendees will find value and enjoy authentic experiences as they make new connections with professionals and volunteers involved in commercial district revitalization! Learn how you can discover, retain and enhance your community's sense of place. Get new tools to keep your downtown vibrant and competitive in today's market!

The Iowa Downtown Conference offers:

- Two days with plenary and concurrent educational sessions offering fresh, topical ideas presented by industry experts and internationally recognized speakers
- A full BONUS DAY of workshops
- Educational tours provide attendees an immersive experience to explore the community
- Exhibit Hall featuring vendors showcasing resources of interest to YOU and a prize drawing
- Peer luncheon with facilitated discussion on relevant downtown topics
- Networking events with people who recognize the importance of downtown revitalization

Questions regarding the conference or exhibiting/sponsoring may be sent to [terry.buschkamp@iowaeda.com](mailto:terry.buschkamp@iowaeda.com), 515.348.6177.

THE 2019 IOWA DOWNTOWN CONFERENCE IS BROUGHT TO YOU BY



IN PARTNERSHIP WITH

