

CITY OF RIVERSIDE COUNCIL MEETING AGENDA
RIVERSIDE CITY FIRE STATION
271 E 1ST STREET
REGULAR MEETING
Monday, August 17, 2020 – 6:00 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 8-3-2020
 - b. Expenditures for 8-17-2020
 - c. Liquor License Dollar General Store #21630
4. PeopleService **pg. 7**
5. Riverside Fire Department Request for New Members
 - a. Lindsay Swailes
 - b. James Collins
6. "Shop the Park" Event in Hall Park 9/13 **pg. 15**
7. Monthly Financial Report **pg. 21**
8. Fall Slow Pitch League
9. Request to use ball field from Ellis Helmuth for Gospel Light Fellowship Slow Pitch Tournament
10. Amend Resolution #080320-07 adding door hanger fee **pg. 28**
11. 2nd reading of Ordinance 8-3-2020-01 City Code **pg. 29**
12. Authorize City Administrator to apply for FEMA Grant for COVID-19 Expense
13. Resolution #081720-01 Review and approve bid for City Hall Generator **pg.31**
14. Resolution #081720-02 Waive Plat of Survey Review Joan Shebek, Two-Mile Radius **pg. 37**
15. Parks Capital Improvements Plan-Joint P&Z, Council meeting August 25th at Fire Station.
16. 4th Street Project
 - a. Resolution #081720-3 Pay Request #4 J &L Construction \$106,931.53 **pg. 40**

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA
RIVERSIDE CITY FIRE STATION
271 E 1ST STREET**

17. Safe Routes to School Project

- a. Resolution #081720-4 Pay Request #2 All American Concrete, Inc \$120,058.84 **pg. 44**
- b. Request from resident to have rock versus sod at beehive
- c. Review of quote for possible sod changes

18. Storm Debris Collection

19. Motion to adjourn

This meeting is open to the public. However, due to recent directive from Governor Reynolds to increase social distancing, we encourage the public to submit their comments in advance. Comments can be submitted by email to admin@cityofriversideiowa.com or by phone to 319- 648-3501. Written comments may also be left in the City Hall drop box up to the start of the meeting. Members of the public who want to attend in person may be asked to make accommodations to conform to social distancing guidelines as best we can. The meeting will be recorded and can be viewed by visiting the city web site at www.riversideiowa.gov.

COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: August 3, 2020

The Riverside City Council meeting opened at 6:00 pm at the Fire Station with Mayor Allen Schneider requesting roll call. Council members present were: Andy Rodgers, Edgar McGuire, Lois Schneider, Jeanine Redlinger and Tom Sexton.

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

Sexton moved to approve the minutes of July 20th, 2020, and expenditures. Second by Redlinger, passed 5-0.

Bill Stukey, PeopleService, Inc. presented Jetco quote for repairs to VFD pump at Well 8. Rodgers moved to approve repair quote from Jetco at a cost of \$9175.00. Second by Redlinger, passed 5-0.

Scott Pottorff, MMS Consultants reported that all items were completed from final Northern Heights punch list on July 23, 2020.

Pottorff explained 4th street change orders. Contractor has used 55 of the 75 allotted construction days to date.

Rodgers moved to pass Resolution #080320-01, Change Order #3 to J&L Construction on the 4th Street project in the amount of \$3500.00 for SW-507 intake not on bid form. Second by Redlinger, passed 5-0.

Sexton moved to pass Resolution #080320-02, Change Order #4 to J&L Construction on the 4th Street project in the amount of \$2830.00 for lowering sewer services that were in conflict with the work. Second by Redlinger, passed 5-0.

McGuire moved to pass Resolution #080320-03, Change Order #5 to J&L Construction on the 4th Street project in the amount of \$715.00 for granular trench backfill material for water main extended under Greene Street. Second by Schneider, passed 5-0.

Safe Route to School Project is ready for sod. Pottorff is in contact with DOT on a sodding date exception. City may have to pay for extra watering if they sod before September 1st.

Council discussed park improvements. City will schedule meeting with interested citizens to gain input on preferences.

Redlinger moved to pass Resolution #080320-04, Approving Professional Services Agreement with MMS for a Parks Capital Improvement Master Plan. Second by Schneider, passed 4-1
Sexton opposed.

Rodgers moved to pass Resolution #080320-05, Approving release of retainage to Triple B Construction for the HWY 22 project in the amount of \$5245.50. Second by Schneider, passed 5-0. Payment includes a \$2400.00 credit for seeding repairs on Galileo Drive.

COUNCIL PACKET

Nesper Sign, of Cedar Rapids, reported that phone modem to the electronic City Sign was not repairable. McGuire moved to accept proposal from Nesper Sign Advertising, Inc. to convert existing sign to 4G broadband at a quote of \$3200.00. Second by Schneider, passed 5-0.

Kevin Rodgers, RACC president addressed council on holding a Demo Derby on Saturday, October 3, 2020 in Hall Park. Sexton moved to approve use of city Park for Demo Derby. Second by McGuire, passed 4-1 Redlinger opposed. Mayor noted that it may be rescinded if COVID-19 restrictions are reinstated by Governor.

Sexton moved to open Public Hearing for Codification of updates to City Code of Ordinances at 7:06 p.m. Second by Rodgers, passed 5-0. Yancey reviewed corrections for 2nd Reading. There were no other written or oral comments from the public. Schneider moved to close Public Hearing at 7:12 p.m. Second by McGuire, passed 5-0.

Rodgers moved to pass 1st reading of Ordinance #080320-06, Accepting Code of Ordinance for the City of Riverside with noted changes. Second by McGuire, passed 5-0. 2nd Reading will be August 17th, 2020.

Yancey discussed updates to water billing, late fees, and disconnection notices policy.

Sexton moved to pass Resolution #080320-07, Approving Water Billing Policy. Second by McGuire, passed 5-0.

Council reviewed the final guidelines and policies of the Residential Community Beautification Incentive Program. Residents can apply for a grant up to \$2500, in a 2 to1 match, of expenses to restore or rehabilitate dwelling. Grant application is available at City Hall and on City website.

Yancey advised that the rate of 2.00% interest has been added to Resolution #072020-03, Authorizing Internal Advance for Funding of Economic Development Grant.

Sexton moved to approve Residential Grant program. Second by Rodgers, passed 5-0.

Kevin Meller, of RACC addressed Council on use of Hall Park for free family meal and movie night on August 15, 2020. McGuire moved to authorize \$600 of the Park grant of Hotel/Motel Funds for the movie event. Second by Schneider, passed 3-1 Redlinger opposed, Sexton abstained.

Redlinger moved to adjourn at 7:53 pm. Second by Rodgers, passed 5-0

Full content of Council Meetings can be viewed on the City web site; riversideiowa.gov

Council Meeting – Monday, August 17th, 2020 at 6:00 p.m. in the Fire Station meeting room.

ATTEST:


Becky LaRoche; City Clerk


Allen Schneider; Mayor

COUNCIL PACKET

EXPENDITURES 07-20-20				
COUNCIL MEETING		UNPAID BILLS:		
A-TECH	RVFD ALARMS	002-5-150-6356	\$ 84.00	
B&B AUTO	06 SILVERADO	110-5-210-6331	\$ 237.75	
BIG IRON WELDING	PARKS	145-5-650-6422	\$ 381.51	
BIG IRON WELDING	ATV HITCH	001-5-430-6504	\$ 18.75	
ELECTRIC PUMP	LS #1 PUMP REPAIR	610-5-815-6504	\$ 967.65	
FASTENAL	PARKS	145-5-650-6422	\$ 37.60	
FELD FIRE	RVFD	002-5-150-6356	\$ 453.00	
HD SUPPLY	PARKS	154-5-650-6422	\$ 47.96	
HEIMAN	RVFD #162	002-5-150-6356	\$ 529.70	
INT. INSITUTE OF CLERKS	MEMBERSHIP	001-5-650-6210	\$ 170.00	
IOWA PAPER	C HALL	001-5-650-6310	\$ 121.06	
IOWA SOLUTIONS	SUPPORT	001-5-650-6497	\$ 528.30	
JOHNSON CO REFUSE	AUGUST	670-5-840-6499	\$ 7,143.50	
KALONA AUTO	RVFD	002-5-150-6352	\$ 38.97	
KALONA AUTO	PARKS	001-5-430-6325	\$ 112.94	\$ 151.91
KCTC	SUPPORT	001-5-650-6497	\$ 190.31	
LARRY YODER MASONRY	REPAIR COLUMN- GREENE/HWY 22	110-5-210-6417	\$ 750.00	
LEAF	COPIER LEASE	001-5-650-6496	\$ 156.50	
MENARDS	SHOP	001-5-210-6372	\$ 37.66	
MENARDS	PARKS	001-5-430-6325	\$ 29.99	
MENARDS	SEWER	610-5-815-6507	\$ 30.18	
MENARDS	C HALL	001-5-650-6310	\$ 2.68	\$ 100.51
MIDWEST BREATHING AIR	RVFD	002-5-150-6356	\$ 728.02	
NEWS	PUBLISH	001-5-650-6402	\$ 527.87	
OFFICE EXPRESS	C HALL	001-5-650-6506	\$ 863.36	
REC	SIGN	001-5-520-6510	\$ 74.98	
REC	LIFT STATION	610-5-815-6371	\$ 51.60	
REC	WW PLANT	610-5-815-6371	\$ 3,368.40	
REC	SHOP	001-5-210-6371	\$ 51.72	
REC	WATER PLANT	600-5-810-6371	\$ 2,062.80	
REC	TRAFIC LIGHT	001-5-230-6371	\$ 154.37	
REC	CASINO L/S	610-5-815-6371	\$ 196.35	\$ 5,960.22
SCHNOEBELEN INC	MOWER	001-5-210-6504	\$ 768.90	
STANDARD PEST CONTROL	AUGUST SERVICE	001-5-650-6310	\$ 60.00	
STUELKE HOMES	PARKS	145-5-650-6422	\$ 150.00	
SUNRISE POST & FRAME	PARKS	001-5-430-6320	\$ 20.28	
VISA	PARKS	001-5-430-6323	\$ 117.77	
VISA	OFFICE	001-5-650-6506	\$ 89.34	
VISA	COVID MASKS	001-5-650-6506	\$ 90.93	
VISA	IA LEAGUE	001-5-650-6240	\$ 325.00	
VISA	GoToMeeting BUSINESS	001-5-650-6497	\$ 5.30	\$ 628.34
VISU-SEWER	CLEANING	610-5-815-6374	\$ 17,433.71	
YOTTY'S	SHOP	001-5-210-6372	\$ 11.98	
*****	TOTAL BILLS		\$ 39,222.69	
	PAID BILLS:			
IOWA DEPT OF REVENUE	IOWA WITHHOLDINGS - 2020 JULY	\$ 685.00		
IOWA DEPT OF REVENUE	IOWA SALES TAX - 2020 JULY	\$ 747.00		
IOWA DEPT OF REVENUE	IOWA WET TAX - 2020 JULY	\$ 1,706.00		
IPERS	CONTRIBUTIONS - 2020 JULY	\$ 2,782.82		
IRS	941 TAX DEPOSIT - 2020 JULY	\$ 3,748.65		
PAYROLL	PAYROLL - 2020 JULY	\$ 13,608.91		
1ST NAT'L BANK	HEALTH SAVINGS ACCOUNT	\$ 1,500.00		
	TOTAL PAID BILLS		\$ 24,778.38	
*****	TOTAL EXPENDITURES		\$ 64,001.07	
GENERAL FUND		\$ 4,504.99		
FIRE DEPARTMENT		\$ 1,833.69		
ROAD USE FUND		\$ 987.75		
CASINO FUNDS		\$ 642.07		
DEBT SERVICE		\$ -		
CAPITAL PROJECTS		\$ -		
WATER FUND		\$ 2,062.80		
SEWER FUND		\$ 22,047.89		
GARBAGE		\$ 7,143.50		
TOTAL EXPENDITURES		\$ 39,222.69		

COUNCIL PACKET

MTD TREASURERS REPORT	7/31/2020	REVENUES	EXPENSES	BALANCE
GENERAL FUND		\$ 10,093.65	\$ 128,092.77	\$ 303,073.86
FIRE DEPT FUND		\$ 800.00	\$ 1,417.16	\$ 86,781.98
ROAD USE TAX FUND		\$ 16,695.16	\$ 154.71	\$ 172,457.11
LOCAL OPTION SALES TAX		\$ 9,785.39	\$ -	\$ 261,382.68
CASINO REVENUE RUND		\$ 94,715.71	\$ 7,530.17	\$ 161,817.87
DEBT SERVICE		\$ -	\$ -	\$ -
CAPITAL PROJECTS FUND		\$ -	\$ 291,155.69	\$ 391,742.20
COMMUNITY CENTER FUNDS		\$ 2,066.59	\$ -	\$ 910,703.30
WATER FUND		\$ 42,371.21	\$ 14,524.12	\$ 518,087.79
SEWER FUND		\$ 38,973.39	\$ 35,956.42	\$ 226,727.77
GARBAGE/LANDFILL FUND		\$ 7,524.08	\$ 7,235.25	\$ 9,834.39
STORM WATER FUND		\$ 1,654.74	\$ -	\$ 6,149.35
TOTAL		\$ 224,679.92	\$ 486,066.29	\$ 3,048,758.30

COUNCIL PACKET

Becky

From: Licensing2, ABD <licensing2@iowaabd.com> on behalf of licensing@iowaabd.com
Sent: Wednesday, August 5, 2020 1:31 AM
To: becky@cityofriversideiowa.com
Cc: Licensing@IowaABD.com
Subject: Liquor License Submitted to Local Authority

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

License #	License Status	Business Name
	Submitted to Local Authority	Dollar General Store #21630 (3021 Hwy 22 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

Applicant License Application ()

Name of Applicant: <u>DOLGENCORP, LLC</u>		
Name of Business (DBA): <u>Dollar General Store #21630</u>		
Address of Premises: <u>3021 Hwy 22</u>		
City <u>Riverside</u>	County: <u>Washington</u>	Zip: <u>52327</u>
Business	<u>(615) 855-4000</u>	
Mailing	<u>100 Mission Ridge</u>	
City <u>Goodlettsville</u>	State <u>TN</u>	Zip: <u>37072</u>

Contact Person

Name <u>Christina Walden</u>		
Phone: <u>(615) 855-5635</u>	Email	<u>owalden@dollargeneral.com</u>

Classification Class C Beer Permit (BC)

Term: 12 months

Effective Date: 09/19/2020

Expiration Date: 01/01/1900

Privileges:

Class B Wine Permit

Class C Beer Permit (BC)

Sunday Sales

Status of Business

Business Type: <u>Limited Liability Company</u>
Corporate ID Number: <u>XXXXXXXXXX</u> Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

Dollar General Corporation

First Name: Dollar Last Name: General Corporation
City: Goodlettsville State: Tennessee Zip: 37072
Position: N/A
% of Ownership: 100.00% U.S. Citizen: Yes

Jason Reiser

First Name: Jason Last Name: Reiser
City: Nashville State: Tennessee Zip: 37212
Position: Non Member Manager
% of Ownership: 0.00% U.S. Citizen: Yes

Insurance Company Information

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COUNCIL PACKET



Date: August 13, 2020

To: Riverside Council

From: Bill Stukey, Operator

O & M Report: July 2020

Water Operation & Maintenance

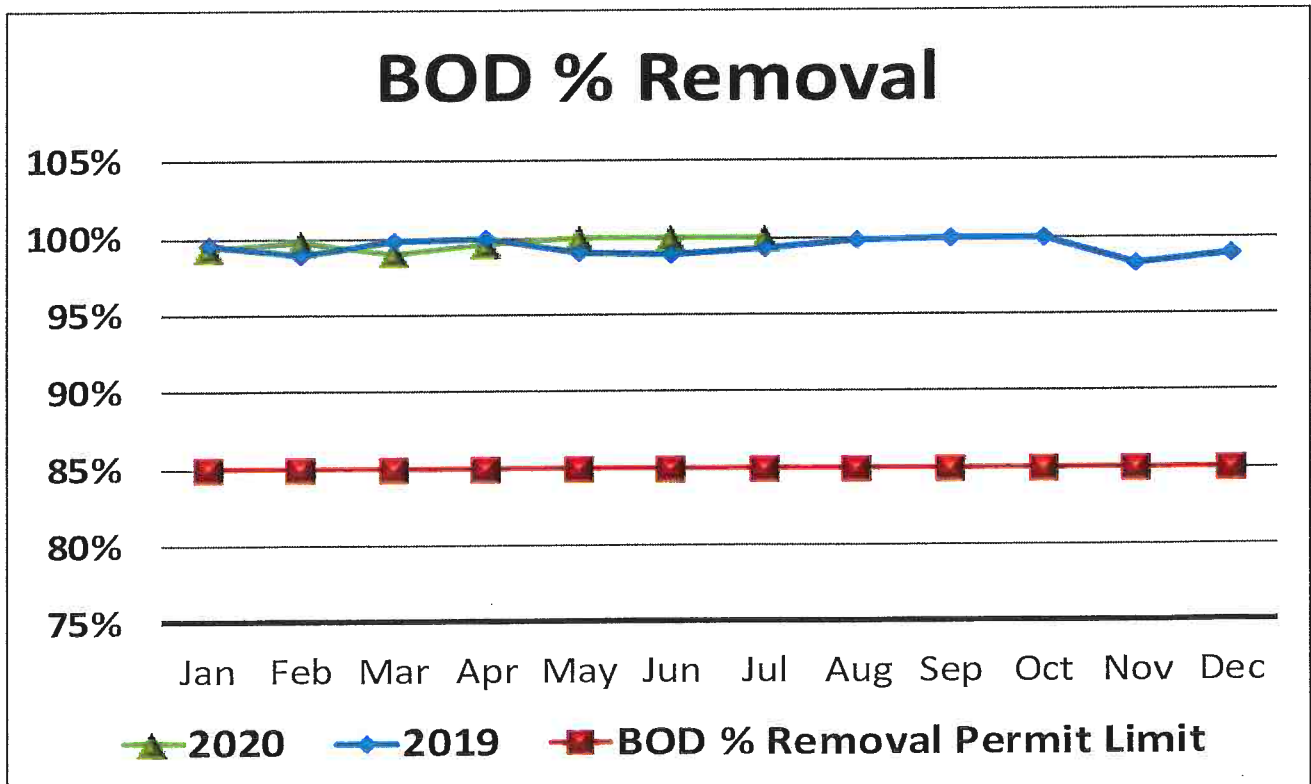
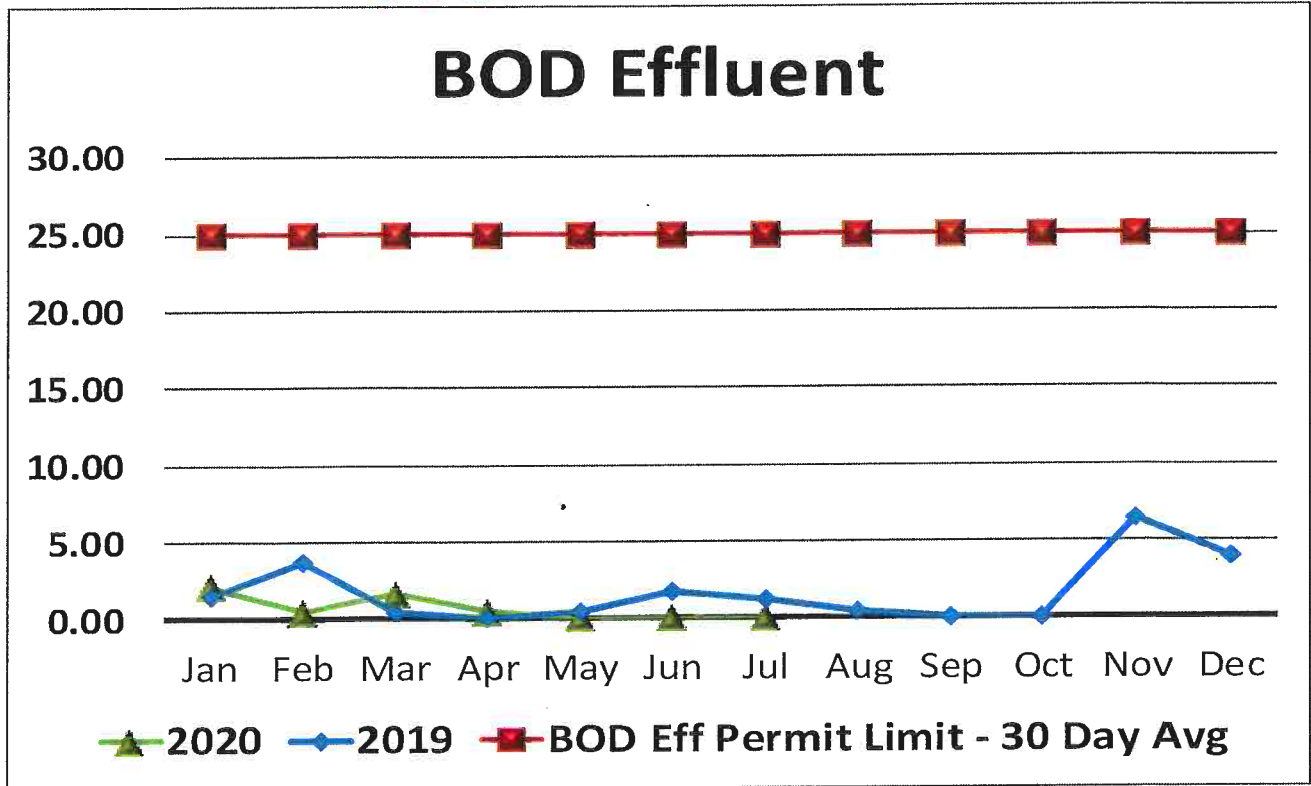
- Jetco came to look at a VFD for RO skid #3. The VFD was running at 12hrz then shutting down. They found the VFD to be bad and will be providing a quote to replace.
- TTHM samples were collected and have passed. We are required to collect these samples for disinfection byproducts every year in July.
- 43 locates, all complete
- 15 door postings, 0 disconnects.

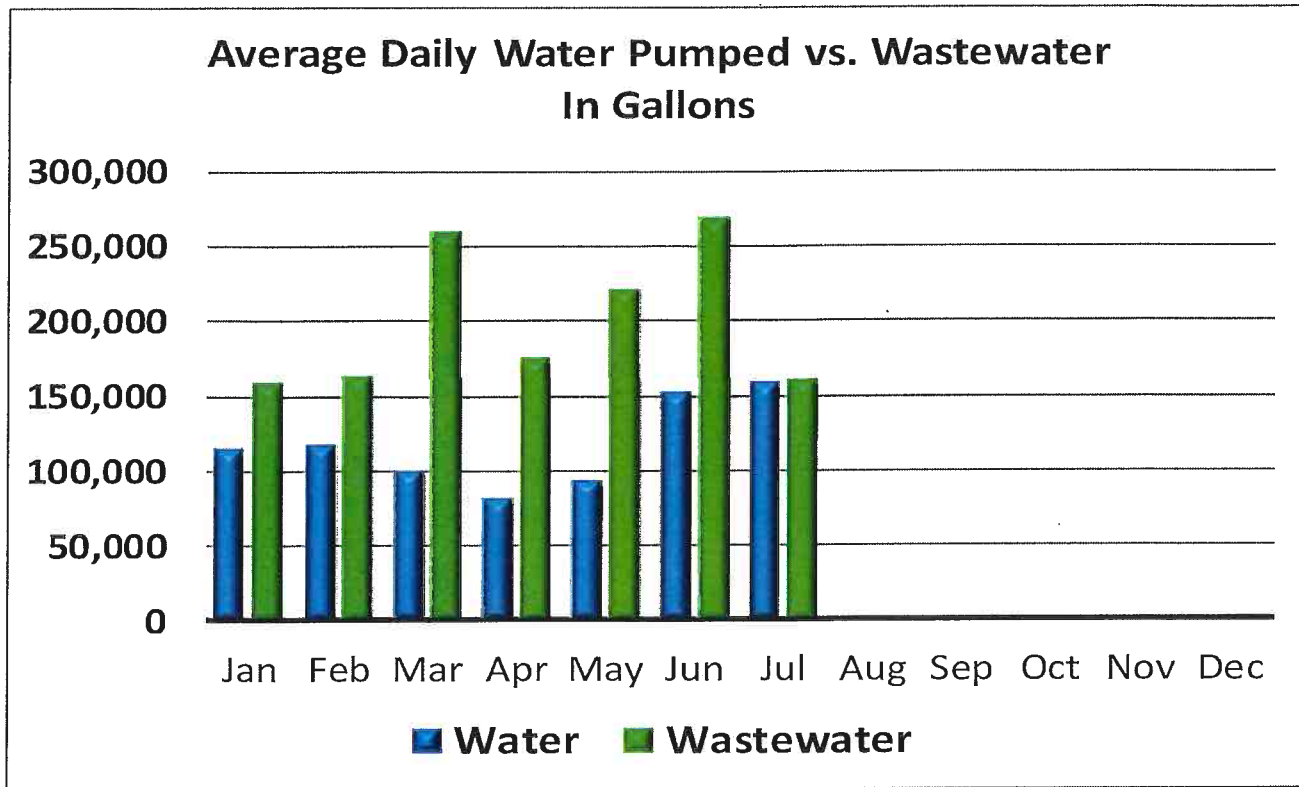
Wastewater Operation & Maintenance

- I had several callouts to lift station 1 for control panel failure. The breaker that runs the level controller would trip causing the pumps to not run. I had Electric Pump look at this and they believe there is an issue within the VFD for pump 2 causing the breaker to trip. They are going to pull the VFD and replace the fan.
- We have spent a lot of time this month conducting manhole inspections and documentation. We are uploading this information into Diamond Maps for record keeping.

Iowa Department of Natural Resources

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Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$26,209.00	\$968.13	4%	8%
Maintenance Budget	\$21,840.00	\$773.57	4%	8%
Total	\$48,049.00	\$1,741.70	4%	8%

COUNCIL PACKET



		July-20	June-20	July-19
Water				
	Units			
Total Monthly Pumped	gallons	4,929,000	4,570,000	5,933,000
Average Daily Pumped	gallons	159,000	152,330	191,390
Maximum Daily Pumped	gallons	330,000	287,000	297,000
Minimum Daily Pumped	gallons	0	41,000	116,000
Chlorine				
Chlorine - Total Avg Residual Plant	mg/L	1.59	1.48	1.21
Chlorine - Total Avg Residual System	mg/L	0.98	1.04	0.93
Chlorine - Recommended Residual System	mg/L	0.30	0.30	0.30
Chlorine used	lbs	178.00	169.00	174.00
Iron				
Iron - Avg Raw	mg/L	1.66	2.43	1.93
Polyphosphate				
Polyphosphate - Avg Residual	mg/L	1.71	1.47	1.51
Polyphosphate - Recommended Residual	mg/L	0.5 - 2.0	0.5 - 2.0	0.5 - 2.0
Polyphosphate used	lbs	14.00	12.50	22.50
Water Loss				
Water Billed	gallons	3,858,928	2,969,729	5,160,442
Water used in main breaks/hydrant flushing	gallons	25,000	35,000	18,000
Water used at city buildings	gallons	228,697	129,282	104,599
Loss	gallons	14%	9%	11%
Wastewater				
BOD				
BOD Influent Avg	mg/L	225	117	194
BOD Effluent Avg	mg/L	0	0.0	1
BOD Eff Permit Limit - 30 Day Avg	mg/L	25	25	25
BOD % Removal	%	99.99%	99.99%	99.35%
BOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent Avg	mg/L	170	98	152
TSS Effluent Avg	mg/L	0	3	2
TSS Effluent Permit Limit - 30 Day Avg	mg/L	30	30	30
TSS % Removal	%	99.99%	97.33%	98.68%
TSS % Removal Permit Limit	%	85%	85%	85%
Nitrogen Ammonia				
NA Effluent Avg	mg/L	0	0	1
NA Effluent Permit Limit - 30 Day Avg	mg/L	5	4	5
Influent Flow				
Total Monthly	gallons	4,979,100	8,097,600	5,942,000
Average Daily	gallons	160,616	269,920	191,677
Maximum Daily	gallons	237,100	999,600	301,600
Minimum Daily	gallons	121,300	163,400	126,100
Permit Limit - 30 Day Avg	gallons	444,000	444,000	444,000
Permit Limit - Daily Maximum	gallons	1,425,000	1,425,000	1,425,000

COUNCIL PACKET



RIVERSIDE--JULY '20

Water Plant Maintenance

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

Water System Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
7/22/20	First National Bank, VISA	Supplies	\$95.35
7/29/20	Keystone	Lead & Copper	\$220.00
		Total	\$315.35

Wastewater Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
7/13/20	Wastewater Supply LLC	Influent Sump Pump	\$362.87
		Total	\$362.87

Wastewater System Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
7/22/20	First National Bank, VISA	Supplies	\$95.35
		Total	\$95.35

Water Plant Maintenance	\$0.00
Water System Maintenance	\$315.35
WW Plant Maintenance	\$362.87
WW System Maintenance	\$95.35
Month Total	\$773.57

Annual Maintenance Budget \$21,840.00

Total Maintenance Dollars \$773.57
Spent Year to Date

Percent Maintenance Budget 4%
Spent Year to Date

COUNCIL PACKET



RIVERSIDE - JULY '20

Water System Chemicals

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
7/29/20	Hawkins	Sodium Hypochlorite	\$450.00
7/29/20	Hawkins	Polyphosphate	\$518.13
		Total	\$968.13

Wastewater System Chemicals

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

Water System Chemicals	\$968.13
W/W System Chemicals	\$0.00
Month Total	\$968.13

Annual Chemical Budget \$26,209.00

Total Chemical Dollars Spent Year to Date \$968.13

Percent Chemical Budget Spent Year to Date 4%

Maintenance Month Total	\$773.57
Chemical Month Total	\$968.13
Month Total	\$1,741.70

Annual Budget \$48,049.00

Total Spent Year to Date \$1,741.70

Percent Budget Spent Year to Date 4%

COUNCIL PACKET



Work Orders Completed

Date completed	Equipment	Task
7/1/2020	BLOWERS	Monthly PM
7/1/2020	WWTP GENERATOR	Monthly PM
7/9/2020	LIFT STATION #1	LS Monthly PM
7/9/2020	LIFT STATION #2	LS Monthly PM
7/10/2020	LIFT STATION #3	LS Monthly PM
7/10/2020	LIFT STATION #4	LS Monthly PM
7/10/2020	LIFT STATION #5	LS Monthly PM
7/1/2020	MAIN LIFT STATION	LS Monthly PM
7/1/2020	EFFLUENT SAMPLER	Monthly PM
7/1/2020	INFLUENT SAMPLER	Monthly PM
7/1/2020	SCREEN UNIT	Monthly PM
7/16/2020	UV SYSTEM	Monthly PM
7/1/2020	FIRE EXTINGUISHERS	Inspection
7/15/2020	FILTER	Monthly PM
7/15/2020	CARTRIDGE FILTERS	Monthly PM
7/16/2020	DEHUMIDIFIERS	Monthly PM
7/16/2020	WATER PLANT GENERATOR	Monthly PM
7/13/2020	HIGH SERVICE PUMPS	Monthly PM
7/10/2020	FIRE EXTINGUISHERS	Inspection

**RIVERSIDE FIRE
DEPARTMENT**

FIRE / RESCUE / EMS / HAZMAT



July 2020 Update

Calls for Service:

Medicals - 20
Structure Fires – 2
Motor Vehicle Accidents – 2
Carbon Monoxide Alarm – 1

Total calls – 25 calls for service in July

RFD responded to a mix of calls for the month of July, the call volume has picked back up since the start of COVID.

Training:

The members trained on pump operations from a fire hydrant, drafting and rely pumping.

RESA:

The pancake breakfast was cancelled due to COVID-19 and will be rescheduled for 2021. The members are looking into if we will even be able to have our raffle dinner in the fall, its looking like we will have to cancel it also.

Other News

The department is working through changes with the new county ambulance service and response times for July will be coming from Deputy Chief Hancock. The department is still working on some new members to fill openings. There continues to be work on the new radio system which we're excited to start using. We are working with dispatch on paging issues on the old system, unfortunately not much can be fixed so we have them page us multiple times as the first page does not seem to come through all the time.

“WE”RE STILL HERE AND READY TO RESPOND”

Thanks
Fire Chief Smothers

Drop the Park

September 13th, 2020

10am-2pm

Hall Park | Riverside, IA

Free Admission

VENDORS | CRAFTS | FOOD | LIVE MUSIC

Washington City DPH
guidelines for Shop the
Park

Guidance for Concession Stands, Temporary Food Events, and Farmers Markets During COVID-19

Updated July 24, 2020

COVID-19 continues to spread in Iowa communities. All Iowa civic, business, community, and veteran's organizations have a responsibility to take measures to prevent the spread of COVID-19. It is critical that event sponsors institute immediate measures to prevent the spread of COVID-19 among their staff, vendors, and event attendees. Event and market sponsors **must ensure the mandatory requirements** put forth by the [Governor's Proclamation of Disaster Emergency issued on July 24, 2020](#), are in place and enforced. Any social, community, recreational, leisure, and sporting gatherings and events including but not limited to parades, festivals, farmers markets, auctions, conventions, or fundraisers of more than 10 people that do not comply with these requirements shall continue to be prohibited at all locations and venues.

Event sponsors shall:

- Ensure there is six feet of distance between groups and individuals attending alone.
- Implement reasonable measures for the circumstances of each gathering to ensure social distancing of gathering participants, increased hygiene practices, and other public health measures to reduce the risk of transmission of COVID-19.

Additionally, the Iowa Department of Inspections and Appeals and the Iowa Department of Public Health **strongly recommend that each event sponsor draft a COVID-19 mitigation plan**. For events (other than farmers markets) planned with more than 10 food vendors, the event sponsor is encouraged to submit this COVID-19 mitigation plan along with the required event application. The plan should include (1) What rules will be in place during the event, and (2) Who will be responsible for monitoring and enforcing these rules. **At a minimum**, the mitigation plan should contain details about and the event should adhere to the following rules:

- Require event staff and vendors to wear masks;
- Encourage event attendees to wear masks;
- Designate an appropriate amount of staff to monitor and enforce established rules;
- Post signage at all entrances, prohibiting anyone who has had a fever in the previous three days, been ill, or is visibly showing signs of illness (e.g., coughing or sneezing) from entering the space;
- Post signage at entrances/exits, instructing all staff, vendors, and attendees to practice social distancing, cover coughs and sneezes, and wash hands or use sanitizer often;
- Designate with signage, tape, or by other means appropriate social distancing spacing for event staff and attendees, including those waiting to enter the event;
- Notify event attendees through signage to report concerns of social distancing infractions to the event staff;
- Control entry points;
- Screen event staff, vendors, and attendees for COVID-19 symptoms, and immediately prevent anyone with symptoms from entering;
- Train event and vendor staff on employee safety, emphasizing employee health, handwashing, and hygiene practices;

COUNCIL PACKET

- Ensure vendors only allow necessary workers in food stands, and prohibit individuals not directly involved in food preparation or sales;
- Prohibit vendors from offering self-service of food and condiments;
- Provide easy-to-access handwashing and hand-sanitizing stations for vendor and customer use;
- If necessary, restock restrooms with handwashing supplies frequently, including soap and paper towels;
- Ensure at least six feet between each vendor booth, including equipment and storage areas;
- Clean and sanitize vendor surfaces frequently;
- Disinfect high-touch surfaces including but not limited to restroom doors/handles, handrails, and garbage can lids at least every hour; and
- To the extent possible, utilize mobile ordering and touchless pay options.

Additionally, if event sponsors or vendors have any alcohol-related inquiries, they may contact the [Iowa Alcoholic Beverages Division](#).

All Iowans have a responsibility to mitigate the impact of this public health crisis. If your event cannot abide by these measures, **please cancel or postpone your event** until such time these guidelines can be enacted or are no longer necessary to protect public health.

Concession Stand-Specific Guidance

- Concession stands, including those at non-school related sporting activities, are allowed to operate under the same provisions as a restaurant or a bar. This includes concession stands licensed as Temporary Food Establishments and Mobile Food Units providing concessions.
- Concession stands that are located on school property are **not allowed** to operate at this time. This includes concessions operated by an entity which independently holds a food establishment license separate from the school's food license (e.g., a school booster organization or other independent contractor). This also includes concession stands licensed as Temporary Food Establishments and Mobile Food Units providing concessions.
- Concession stands at private or professional facilities located off of school property that are used to host high school athletic events are allowed to operate under the same provisions as a restaurant or a bar. This includes concession stands licensed as Temporary Food Establishments and Mobile Food Units providing concessions.

For additional information and guidance on school-related concessions, please review the [COVID-19 Reopening Guidance: Summer Sports](#) and [COVID-19 Guidance: Use of School Facilities](#) provided by the Iowa Department of Education.

COUNCIL PACKET

City Admin

From: Shop the Park <shoptheparkriverside@gmail.com>
Sent: Monday, August 3, 2020 1:00 PM
To: City Admin
Subject: Re: FW: another Riverside event

Please let us know if we need to be at the meeting, or any other meeting going forward. I know we missed the last RACC meeting as we didnt find out about it until an hour before hand.

Thanks!

On Mon, Aug 3, 2020 at 12:39 PM Shop the Park <shoptheparkriverside@gmail.com> wrote:
Yes it is September 13th from 10am-2pm!

On Mon, Aug 3, 2020 at 12:18 PM City Admin <admin@cityofriversideiowa.com> wrote:

This looks just fine. I will put this event on the agenda for August 20th for approval for use of the park. Do you have a start/end time established?

Thanks,

Christine

From: Shop the Park <shoptheparkriverside@gmail.com>
Sent: Monday, August 3, 2020 12:03 PM
To: City Admin <admin@cityofriversideiowa.com>
Subject: Re: FW: another Riverside event

Hello!

Initially we had told vendors wearing a facemask was HIGHLY recommended but after going through the Iowa guidelines for markets and events we will be following this:

<https://dia.iowa.gov/sites/default/files/documents/2020/07/dia-guidance-for-concession-stands-temporary-food-events-farmers-markets.pdf>

COUNCIL PACKET

However we will not be marking entrance and exit points to the park as we will be using the entire park to maximize social distancing. We will be providing sanitizer stations throughout the park and have signs for customers that encourage mask use like it says in the guidelines.

I would like to get this new procedure sent out to our vendors this week so let me know if this will be acceptable!

Thank you,

Abigail LaRoche + Ashlee Fisher

On Mon, Aug 3, 2020 at 9:31 AM City Admin <admin@cityofriversideiowa.com> wrote:

Hi,

I received this back from Washington County PH regarding the Shop the Park event. Let me know if you need anything else.

Christine

From: Danielle Pettit-Majewski <dpettitmajewski@washph.com>
Sent: Friday, July 31, 2020 4:33 PM
To: 'City Admin' <admin@cityofriversideiowa.com>
Subject: RE: another Riverside event

I hope this helps

From: City Admin [<mailto:admin@cityofriversideiowa.com>]
Sent: Friday, July 31, 2020 2:52 PM
To: 'Marissa Reisen'; dpettitmajewski@washph.com
Subject: another Riverside event

COUNCIL PACKET

Hi,

I am so thankful I can reach out to both of you during this crazy time. Thanks Marissa for the standing sanitizer station. It is already up and being used!

There is an event coming up in Hall Park called Shop the Park to be held 9/13. They have 20-25 local small vendors, like Pampered Chef, etc. who will each set up their own table areas to showcase what they have for sale. The park is big enough to spread out more than 6'. Any recommendations other than the masks and social distancing? Since this is only the second year they have held it, it would be hard to for this type of event to keep it to 50%.

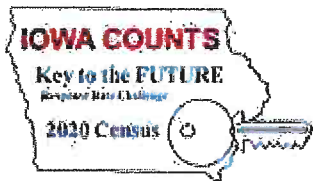
Looking forward to your input.

Christine Hancock

City Administrator
City of Riverside, Iowa

319-648-3501

admin@cityofriversideiowa.com



COUNCIL PACKET

CITY of RIVERSIDE FUND BALANCES 7-31-2020

FUND	NAME	BALANCE 7-31-20	RESERVES	AVAILABLE FY 20
001	GENERAL	\$ 304,202.86		\$ 304,202.86
002	FIRE	\$ 86,781.98	\$ (60,431.27)	\$ 26,350.71
110	R.USE	\$ 172,457.11	\$ -	\$ 172,457.11
121	LOST	\$ 261,382.68	\$ -	\$ 261,382.68
145	CASINO	\$ 161,817.87	\$ -	\$ 161,817.87
200	DEBT	\$ -	\$ -	\$ -
301	CAP PRO	\$ 391,742.20	\$ -	\$ 391,742.20
302	CB FUNDS	\$ 910,703.30	\$ (910,703.30)	\$ -
600	WATER	\$ 518,087.79	\$ (55,566.00)	\$ 205,377.16
CD	RESERVE	\$ (257,144.63)		
610	SEWER	\$ 226,727.77	\$ (51,345.00)	\$ 175,382.77
670	GARBAGE	\$ 9,834.39	\$ -	\$ 9,834.39
680	STORM	\$ 6,149.35	\$ -	\$ 6,149.35
	TOTAL	\$ 3,049,887.30	\$ (1,335,190.20)	\$ 1,714,697.10

CITY of RIVERSIDE FUND BALANCES 7-31-2020

POOLED CASH BALANCE 7/31/20				
COMM. BUILDING SET A SIDE			INTEREST RATE	
CD	18936	\$	297,341.89	2.60%
CD	18975	\$	288,943.19	2.60%
CD	19068	\$	222,282.63	2.60%
SAV	67928	\$	102,135.59	1.76%
TOTAL 302 FUND	\$	\$	910,703.30	
CD	..29089	\$	257,144.63	2.82% WATER RESERVES @ HILLS BANK
CHECK	35308	\$	(4,411.14)	0.85%
MM	67545	\$	1,704,453.33	1.16%
HILLS	2656940	\$	181,997.18	0.30% WATER ACH BALANCE
TOTAL		\$	3,049,887.30	
LESS RESERVES		\$	(1,335,190.20)	
LIQUID CASH	\$	\$	1,714,697.10	7/31/2020

CITY OF RIVERSIDE
 MTD TREASURERS REPORT
 AS OF: JULY 31ST, 2020

COUNCIL PACKET

UND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCURAL ENDING CASH BALANCE
001-GENERAL FUND	420,901.00	10,093.65	128,092.77	302,901.88	(100.00)	71.98	303,073.86
002-FIRE DEPARTMENT	87,399.14	800.00	1,417.16	86,781.98	0.00	0.00	86,781.98
110-ROAD USE TAX	155,916.66	16,695.16	154.71	172,457.11	0.00	0.00	172,457.11
121-LOCAL OPTION SALES TAX	251,597.29	9,785.39	0.00	261,382.68	0.00	0.00	261,382.68
125-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
145-CASINO REVENUE FUND	74,632.33	94,715.71	7,530.17	161,817.87	0.00	0.00	161,817.87
200-DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-CAPITAL PROJECTS	682,897.89	0.00	291,155.69	391,742.20	0.00	0.00	391,742.20
302-COMMUNITY CENTER FUNDS	908,636.71	2,066.59	0.00	910,703.30	0.00	0.00	910,703.30
600-WATER FUND	490,240.70	42,371.21	14,524.12	518,087.79	0.00	0.00	518,087.79
610-SEWER FUND	223,710.80	38,973.39	35,956.42	226,727.77	0.00	0.00	226,727.77
670-LANDFILL/GARBAGE	9,545.56	7,524.08	7,235.25	9,834.39	0.00	0.00	9,834.39
680-STORM WATER	4,494.61	1,654.74	0.00	6,149.35	0.00	0.00	6,149.35
RAND TOTAL	3,309,972.69	224,679.92	486,066.29	3,048,586.32	(100.00)	71.98	3,048,758.32

*** END OF REPORT ***

COUNCIL PACKET

CITY OF RIVERSIDE

POOLED CASH REPORT (FUND 999)

AS OF: JULY 31ST, 2020

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>					
001-1110		CHECKING ACCT-GENERAL FUND	420,901.00 (116,698.14)	304,202.86
002-1110		CHECKING ACCT-FIRE DEP.	87,399.14 (617.16)	86,781.98
110-1110		CHECKING ACCT-ROAD USE TAX	155,916.66	16,540.45	172,457.11
121-1110		CHECKING ACCT-LOST	251,597.29	9,785.39	261,382.68
125-1110		CHECKING ACCT-TIF	0.00	0.00	0.00
145-1110		CHECKING ACCT-CASINO REVENUE	74,632.33	87,185.54	161,817.87
200-1110		CHECKING ACCT-DEBT SERVICE	0.00	0.00	0.00
301-1110		CHECKING ACCT-CAP PROJECTS	682,897.89 (291,155.69)	391,742.20
302-1110		COMMUNITY CENTER FUNDS	908,636.71	2,066.59	910,703.30 ✓
600-1110		CHECKING ACCT-WATER	490,240.70	27,847.09	518,087.79
610-1110		CHECKING ACCT-SEWER	223,710.80	3,016.97	226,727.77
670-1110		CHECKING ACCT-GARBAGE	9,545.56	288.83	9,834.39
680-1110		CHECKING ACCT-STORM WATER	4,494.61	1,654.74	6,149.35
TOTAL CLAIM ON CASH			3,309,972.69 (260,085.39)	3,049,887.30

CASH IN BANK - POOLED CASH

999-1110		CASH IN BANK	53,429.45 (57,840.59)	4,411.14)
999-1112		PEOPLES BANK MONEY MARKET	1,926,351.95 (221,898.62)	1,704,453.33
999-1114		HILLS BANK	166,205.23	15,791.95	181,997.18
999-1115		CB FUND	101,984.01	151.58	102,135.59
999-1116		COMMUNITY BUILDING CD #18936	295,426.88	1,915.01	297,341.89
999-1117		COMMUNITY BUILDING CD#18975	288,943.19	0.00	288,943.19
999-1118		WATER RESERVES CD#921190	255,349.35	1,795.28	257,144.63
999-1119		COMMUNITY BUILDING CD#19068	222,282.63	0.00	222,282.63
SUBTOTAL CASH IN BANK - POOLED CASH			3,309,972.69 (260,085.39)	3,049,887.30

WAGES PAYABLE

999-2010		WAGES PAYABLE	0.00	0.00	0.00
SUBTOTAL WAGES PAYABLE			0.00	0.00	0.00

TOTAL CASH IN BANK - POOLED CASH			3,309,972.69 (260,085.39)	3,049,887.30
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DUE TO OTHER FUNDS - POOLED CASH

999-2100		DUE TO OTHER FUNDS	3,309,972.69 (260,085.39)	3,049,887.30
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TOTAL DUE TO OTHER FUNDS			3,309,972.69 (260,085.39)	3,049,887.30
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COUNCIL PACKET

CITY OF RIVERSIDE
 POOLED CASH REPORT (FUND 999)
 AS OF: JULY 31ST, 2020

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>DUE TO POOLED CASH</u>				
001-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
002-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
110-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
121-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
125-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
145-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
200-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
301-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
302-2020	COMMUNITY CENTER FUNDS	0.00	0.00	0.00
600-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
610-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
670-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
680-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
TOTAL DUE TO POOLED CASH		0.00	0.00	0.00
<u>DUE FROM OTHER FUNDS</u>				
999-1330	DUE FROM OTHER FUNDS	0.00	0.00	0.00
TOTAL DUE FROM OTHER FUNDS		0.00	0.00	0.00
<u>ACCOUNTS PAYABLE - POOLED CASH</u>				
999-2020	ACCOUNTS PAYABLE CONTROL	0.00	0.00	0.00
TOTAL ACCOUNTS PAYABLE POOLED CASH		0.00	0.00	0.00

*** PROOF CASH BALANCES ***

(A)	(B)	(C)
CLAIM ON CASH 3,049,887.30	CLAIM ON CASH 3,049,887.30	CASH IN BANK 3,049,887.30
CASH IN BANK <u>3,049,887.30</u>	DUE TO OTHER FUNDS <u>3,049,887.30</u>	DUE TO OTHER FUNDS <u>3,049,887.30</u>
DIFFERENCE 0.00	0.00	0.00

*** PROOF ACCOUNTS PAYABLE BALANCES ***

(D)	(E)	(F)
AP PENDING 0.00	AP PENDING 0.00	DUE FROM OTHER FUNDS 0.00
DUE FROM OTHER FUNDS <u>0.00</u>	ACCOUNTS PAYABLE <u>0.00</u>	ACCOUNTS PAYABLE <u>0.00</u>
DIFFERENCE 0.00	0.00	0.00

*** END OF REPORT ***

COUNCIL PACKET

City Admin

From: ehhelmuth1 <ehhelmuth1@gmail.com>
Sent: Thursday, August 13, 2020 12:58 PM
To: admin@cityofriversideiowa.com
Subject: Fundraiser softball tournament

We are wanting a place to hold a 10 team (may be less) fundraiser tournament. If we are not able to have the entire event at your facilities would be interested in using with a limit of 4 teams (2 per field) . Thanks in advance. Ellis Helmuth. 319-430-2734

Sent from my U.S.Cellular© Smartphone

COUNCIL PACKET



Recommendations for COVID-19 infections associated with baseball & softball teams

The COVID-19 Pandemic is ongoing and the COVID-19 virus is circulating in all Iowa communities. All players, parents, coaches, school administrators, sports associations and tournament directors/organizers have a responsibility to take measures to prevent the spread of COVID-19. The Iowa Department of Public Health (IDPH) strongly recommends that all sports teams adhere to the following guidance.

HEALTH MONITORING: Players and coaches who are part of a high-risk population should not participate in group activities. Fever and symptom monitoring should occur prior to starting any practice or game. All players and coaches should also be asked whether they have been in close contact with a sick person or confirmed COVID-19 case.

ILL PLAYERS OR COACHES: All players and coaches who have had an exposure or who have a fever, cough, or difficulty breathing should be immediately sent home and instructed to contact their healthcare provider. COVID-19 testing is highly encouraged in symptomatic players and coaches to better inform the potential exposure of teammates and coaching staff. Testing is also recommended for persons who have been in close contact with a confirmed case.

Players and coaching staff either testing positive for COVID-19 infection or who are symptomatic but not tested for COVID-19 infection should be excluded until the following criteria are met:

- 10 days after their illness starts AND
- 3 days since their fever resolved (without fever reducing medications) AND
- all other symptoms have improved.

Players and coaching staff testing negative for COVID-19 infection and who are NOT a close contact of a confirmed case can return to normal activities 24 hours after their fever and other symptoms have resolved.

Players and coaching staff testing negative for COVID-19 infection and who ARE close contacts of a confirmed case should continue to self-quarantine until 14 days after their last exposure to the confirmed cases.

WHEN CAN PEOPLE PASS COVID-19 TO OTHERS: COVID-19 infected people can pass it to others from 48 hours before they get sick (symptomatic) until 10 days after they get sick.

If people test positive for COVID-19 infection and never get sick (asymptomatic), assume that they could pass it to others from 10 days before they were tested until 10 days after they were tested.

TEAM EXPOSURES: Coaches are expected to fully cooperate with public health investigations of persons testing positive for COVID-19. All teammates and coaches who have been within 6 feet of the person testing positive for COVID-19 for more than 15 minutes, should self-isolate for 14 days after their last exposure. Exposed players and coaches should not be at practices or games during the 14 day period of self-isolation.

EXPOSURES TO OPPOSING TEAMS: If a player or coach tests positive for COVID-19, all opposing teams (for games played during the time when the infected person could have passed COVID-19 to others) should be notified. Players and coaches on the opposing team should continue to self monitor for COVID-19 symptoms. Close contact (within 6 feet for 15 minutes) between opposing teams is infrequent in baseball and softball, therefore unless there are extenuating circumstances, the opposing team and coaching staff can continue with daily activities without restriction as long as they remain symptom free.

This guidance supplements the previously released recommendations of the Iowa Department of Education, available at: <https://www.iahsaa.org/wp-content/uploads/2020/05/Iowa-DE-Guidance-Summer-Sports-5.20.20.pdf>

All players, coaching staff, officials and spectators are encouraged to follow public health social distancing recommendations and practice frequent hand washing. For additional information about COVID-19 visit: <https://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus> or <https://coronavirus.iowa.gov/>

COUNCIL PACKET

RESOLUTION #080320-07

RESOLUTION APPROVING WATER BILLING, LATE FEES, DISCONNECTION NOTICES AND DISCONNECTION POLICY

WHEREAS, The Riverside City Council is in full support of establishing a formal, written policy which function involves the process for water billing, late fees, disconnection notices as well as disconnection in accordance with procedures outlined in the City of Riverside Code of Ordinances Chapter 92.

WHEREAS, The intent of this policy is to provide a uniform procedure for the billing and collection of city utilities, in accordance with City of Riverside Code of Ordinances Chapter 92.

Water Billing, Late Fees, Disconnect Procedures

- Bills processed on or before the first day of the month.
- Bills due 15th of each month
- Clerk runs the delinquent account report once all payments have been processed through the accounting system. Bills not paid shall be considered delinquent.
- 10% late penalty applied for delinquent accounts.
- Disconnect notices mailed by normal mail by the 16th of the month, which shall include the final date before shut-off. Late notices mailed include the 10% penalty.
- Door hangers placed noting disconnection five days from the due date-placed on doors by PeopleService. All accounts with a balance of \$25.00 and up will receive a door hanger. **Final notice door hanging fee is \$25.00** Notice of right to a hearing to file an appeal with the Clerk will be included with the notice. If the account holder disagrees with the findings of the clerk, they may appeal to the City Council.
- City Clerk may work with delinquent accounts to set up pay arrangements. All payment arrangements need to be in writing, signed by the resident and city clerk, and reviewed and approved by the City Administrator. Failure to pay as outlined in the payment agreement makes the address eligible for shut off without notice.
- Once an account is shut off, there is a \$75.00 reconnect fee during normal business hours, \$95.00 outside of normal business hours.

BE IT HERBY RESOLVED that the Riverside City Council has determined it is important to have a Written Policy for Water Billing, Late Fees, and Disconnection, included in this Resolution.

Motion made by Sexton, seconded by McGuire that the foregoing Resolution be adopted.

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

AYE: Schneider, Sexton, Rogers, Redlinger, McGuire

COUNCIL PACKET

ORDINANCE #080320-06

RESOLUTION ACCEPTING THE CODE OF ORDINANCE FOR
THE CITY OF RIVERSIDE IOWA

Whereas, the City Council of the City of Riverside, Iowa held a public hearing for the purpose of receiving input and suggestions from the general public concerning the City's Code of Ordinance Updates. An ordinance is intended to provide reasonable rules and regulations for the community, to protect the health, safety and welfare of the general public. The Public Hearing was held during the City Council meeting on Monday, August 3, 2020, which started at 6:00 p.m. in the Riverside Fire Station.

Therefore, be it resolved the City of Riverside City Council does hereby pass the first reading of the Code of Ordinance #080320-06, City Code for the City of Riverside, Iowa.

It was moved by Councilperson , Rodgers seconded by Councilperson McGuire, to pass 1st reading of foregoing ordinance..

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

Ayes: Schneider, Redlinger, Sexton, Rodgers, McGuire

Nays:

Absents:

Passed and approved by the City Council of Riverside, Iowa, on this 3rd day of August, 2020.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

COUNCIL PACKET

It was moved by Councilperson , _____ seconded by Councilperson _____, to pass 2nd reading of foregoing ordinance.

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

Ayes:

Nays:

Absents:

Passed and approved by the City Council of Riverside, Iowa, on this 17th day of August, 2020.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

It was moved by Councilperson , _____ seconded by Councilperson _____, to pass 3rd reading and adopt Ordinance #080320-06.

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

Ayes:

Nays:

Absents:

Ordinance adopted by the City Council of Riverside, Iowa, on this _____ day of _____, 2020

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

RESOLUTION #081720-01

**RESOLUTION TO APPROVE BID FOR
CITY HALL GENERATOR**

WHEREAS, the City of Riverside City Council finds the need to purchase and install a generator at CityHall. The City will accept the bid from _____ in the amount of \$_____ for a _____ generator.

THEREFORE, be it resolved, the City of Riverside City Council, hereby approves the purchase of a generator for City Hall.

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

Roll Call: Redlinger, Schneider, Sexton, Rodgers, Mc Guire

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 17th day of August, 2020.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

COUNCIL PACKET

Generator bids-natural gas

Advanced Eletrical Services, inc

Generac Generator	50KW	\$	54,000.00
Rework electrical/ATS			
Concrete Pad			
Underground conduits			
New NG service			
Seeding			
Permit			

Jeff Hackett Electric Inc

Cummins Generator	45KW	\$	32,274.00
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Sound enclosure w/silencer
Warranty
Transfer switch?
Installation by Jeff Hackett Electric Inc

- Install ATS
- Gas line hookup
- Cement Pad
- Generator Start Up
- One training session
- Clean up/rough grad in back fill

Altorfer	58KW	\$	49,820.00
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Cat Generator
Weatherproof enclosure
Two year warranty
Transfer switch
Start up and Onsite Testing Services
Installation by Neumiller Eletric

- Install ATS
- Install conduit/wire to ATS
- Rewire existing service for ATS
- Install Concrete Pad
- Fill fuel for testing-top off
- Hook up natural gas line
- Permits and Inspection Fees



ADVANCED ELECTRICAL SERVICES, INC.
Electrical Contracting & Service Company

Advanced BoreTek – A Division of Advanced Electrical Services

(319) 351-6452 • (319) 351-3080 FAX • office@advancedelectrical.com • 1233 Gilbert Court • Iowa City, IA 52240

August 11, 2020

City of Riverside
60 North Greene Street
Riverside, IA 52327

ATTN: Bill Stukeney

-PROPOSAL-

AES proposes the following:

- Rework electrical meter and service entrance feeder to new ATS
- Install new concrete generator pad approximately 20ft west of south west corner of the building
- Install new underground conduits and wires to connect the new generator to ATS and load centers
- Install new NG service to generator
- Rework existing grounding system to new ATS
- Generator is a 50kW Rated Generac 6.8L V-10 (specs on the next page)
- Seeding of excavated area
- Permit

Excludes: relocation of existing electrical components beyond scope above, modification of existing gas service beyond connection for generator, bonds, fees, dues, allowances, temp power for switch over (approximately 1 day),

Total \$54,000.00

Should you have any questions or concerns please contact me. My cell is 563-343-3021 and my email is SMaxwell@AdvancedElectrical.com. We thank you for this opportunity to provide you with this proposal and look forward to working with you!

Thank You!

Shawn Maxwell

Additional Terms

Proposal pricing is valid for 30 days, and is based on the daily market rate for goods and commodities reflected by the date of the proposal. *Advanced Electrical Services, Inc.* reserves the right to increase proposal price to reflect the market rates (if applicable) IF NOT accepted within the 30 day period. Payments are due 30 days from the invoice date. A monthly finance charge of 1.5%, if not paid within 30 days of invoice date will be applied. Customer will be responsible for all costs, including court & attorney fees, incurred by *Advanced Electrical Services, Inc.* in the collection of customer's past due amount.

<u>Acceptance of Proposal & Terms</u>	
By:	_____
Title:	_____
Date:	_____

COUNCIL PACKET

JEFF HACKETT ELECTRIC INC

413 CLEVELAND ST
 MUSCATINE, IA 52761
 563-262-8185 PH 563-288-6319 FAX

Estimate

DATE	ESTIMATE #
7/14/2020	5986

NAME / ADDRESS
RIVERSIDE CITY HALL 60 GREENE ST RIVERSIDE IA 52327

PROJECT
GENERATOR

DESCRIPTION	QTY	COST	TOTAL
SUPPLY AND INSTALL 45 KW NATURAL GAS GENERATOR PROVIDE GAS LINE HOOK UP, CEMENT PAD, GENERATOR START UP, TESTING, AND 1 TRAINING SESSION OF GENERATOR AND ATS ON DATE OF START UP CLEAN UP AND ROUGH IN BACK FILL, NO SEEDING OR FINAL GRADE PROJECT BASE BID		30,249.00	30,249.00
OPTION SOUND 1 ENCLOSURE UPGRADE		2,025.00	2,025.00
		TOTAL	\$32,274.00

COUNCIL PACKET



2550 6th St. SW • Cedar Rapids, IA 52404-3504 • Phone: 319/365-6500 • Fax: 319/365-5493

Ref #: 19DH-30665534

Page 1 of 6

PROPOSAL

Customer: City of Riverside Iowa
Project Name: Generator Set Package – City Hall

7-20-2020

Altorfer Power Systems appreciates your interest in Caterpillar power generation equipment and the opportunity to work with you on this project. This proposal includes the standard accessories and are provided per Sourcwell (NJPA) contract #120617-CAT. This should already meet the requirements for a competitive public bid in the State of Iowa.

Per our discussions here is some good general information regarding Sourcwell:

- Sourcwell is a government agency, created by State statute, with a publicly elected board. Its sole purpose is to provide contract purchasing solutions to serve government and non-profit agencies – government serving government.
- Sourcwell does not eliminate the bid process, instead it satisfies the agency's requirements for competitive bidding.
- Caterpillar was awarded the Sourcwell Contract #120617-CAT
- Please see copy of State of Iowa Statutes.
- For more information please see www.sourcwell-mn.gov

Sourcwell (NJPA) contract #120617-CAT for these products and services:

- One (1) new Caterpillar engine generator set, 120/240Volt, 1-Phase, 60 Hz, 1800 RPM, equipped per attached bill of materials.
- Weatherproof / Sound attenuated enclosure
- UL 142 diesel storage base tank, 136 gallon – diesel option only
Capacity at 100% load = 26 hours. Capacity at 75% load = 30.4 hours
- Two-year standard Caterpillar warranty
- One (1) new automatic transfer switch, service entrance rated, 200A, open transition, 3 pole, including: Test switch, In-phase monitor for motor load transfer, Manual bypass of transfer to normal TD, ATS switch position indicating lights, Provisions for remote transfer contact (peak shave/test), with automatic bypass (retransfer) if emergency fails, and normal is acceptable, UL Type 3R Enclosure with strip heater wired to load terminals
- Start-up and On-site Resistive Load Bank Testing Services
- Includes installation services defined per the attached proposal from Neumiller Electric

Please review the following bill of materials, terms and conditions, and pricing. Feel free to contact us with questions or for any changes that may be needed to meet the scope of the project as you understand it.

Sincerely,


David Allan Harris
Power Sales Group.
Altorfer / Caterpillar

ALTORFER CAT • 23 STORES • IOWA • ILLINOIS • INDIANA • MISSOURI

Bartonville IL • Bettendorf IA • Cedar Falls IA • Cedar Rapids IA • Champaign IL • Clinton IL
Decatur IL • Dix IL • Dubuque IA • Dwight IL • East Peoria IL • Elmhurst IL • Hammond IN • Joliet IL • Oglesby IL
Rock Falls IL • Rockford IL • Springfield IL • Urbana IL • Wauconda IL • West Branch IA • West Burlington IA

COUNCIL PACKET



2550 6th St. SW • Cedar Rapids, IA 52404-3504 • Phone: 319/365-6500 • Fax: 319/365-5493

Ref #: 19DH-30665534

Page 6 of 6

Exceptions & Clarifications:

Quotation is based on the information provided. If actual job site conditions/local codes require a change in BOM, all such changes will be quoted and billed accordingly.

Sourcewell (NJPA) contract #120617-CAT for these products and services:

One (1) new Caterpillar engine generator set, 120/240Volt, 1-Phase, 60 Hz, 1800 RPM, equipped per attached bill of materials.

- Weatherproof / Sound attenuated enclosure
- UL 142 diesel storage base tank, 136 gallon – diesel option only
Capacity at 100% load = 26 hours. Capacity at 75% load = 30.4 hours
- Two-year standard Caterpillar warranty
- One (1) new automatic transfer switch, service entrance rated, 200A, open transition, 3 pole, including: Test switch, In-phase monitor for motor load transfer, Manual bypass of transfer to normal TD, ATS switch position indicating lights, Provisions for remote transfer contact (peak shave/test), with automatic bypass (retransfer) if emergency fails, and normal is acceptable, UL Type 3R Enclosure with strip heater wired to load terminals
- Start-up and On-site Resistive Load Bank Testing Services
- *Includes installation services defined per the attached proposal from Neumiller Electric*

OPTION I (diesel engine generator set) Caterpillar model D60, 60kW standby rated

\$49,980.00 (Plus tax) FOB: Jobsite Tailgate

OPTION II (natural gas engine generator set) Caterpillar model G80, 58kW standby rated

\$49,820.00 (Plus tax) FOB: Jobsite Tailgate

ACCEPTANCE:

(Customer Signature)

DATE: _____

ALTORFER POWER SYSTEMS

 David Allan Harris
 Phone: (319) 361-9321
 Email: dharris@altorfer.com
 Sales, Electric Power Generation

Should you have any questions or comments on this matter, please do not hesitate to contact us. This information is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. No waiver of applicable privilege and/or protection against disclosure is intended. If you are not the intended recipient, you are hereby notified that any use of, dissemination, distribution or copy of this communication is strictly prohibited. If you receive this communication in error, please notify us immediately by telephone so that we can arrange return of the original message to us at no cost to you.

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Rock Falls IL • Rockford IL • Springfield IL • Urbana IL • Wauconda IL • West Branch IA • West Burlington IA

COUNCIL PACKET

RESOLUTION #081720-02

WAIVE THE RIGHT TO REVIEW THE PLAT FOR JOAN SHEBEK ESTATE FOR WASHINGTON COUNTY

A portion of Auditor’s parcel “O” at SE ¼ of the SE ¼ of section 11, TOWNSHIP 77 N, RANGE 7 W of the 5th P.M., Washington, County, Iowa

WHEREAS, the City of Riverside has the right under Iowa Law and City ordinance to review the Preliminary Plat of the above referenced parcel as it is located within the two mile radius of Riverside.

NOW THEFORE BE IT RESOLVED, the City Council of Riverside does hereby waive their right to review the plat and allow Washington County to perform this task.

MOVED BY Councilperson _____, second by Councilperson _____ to approve the foregoing resolution.

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 17th day of August, 2020.

Signed: _____ Date: _____
Allen Schneider, Mayor

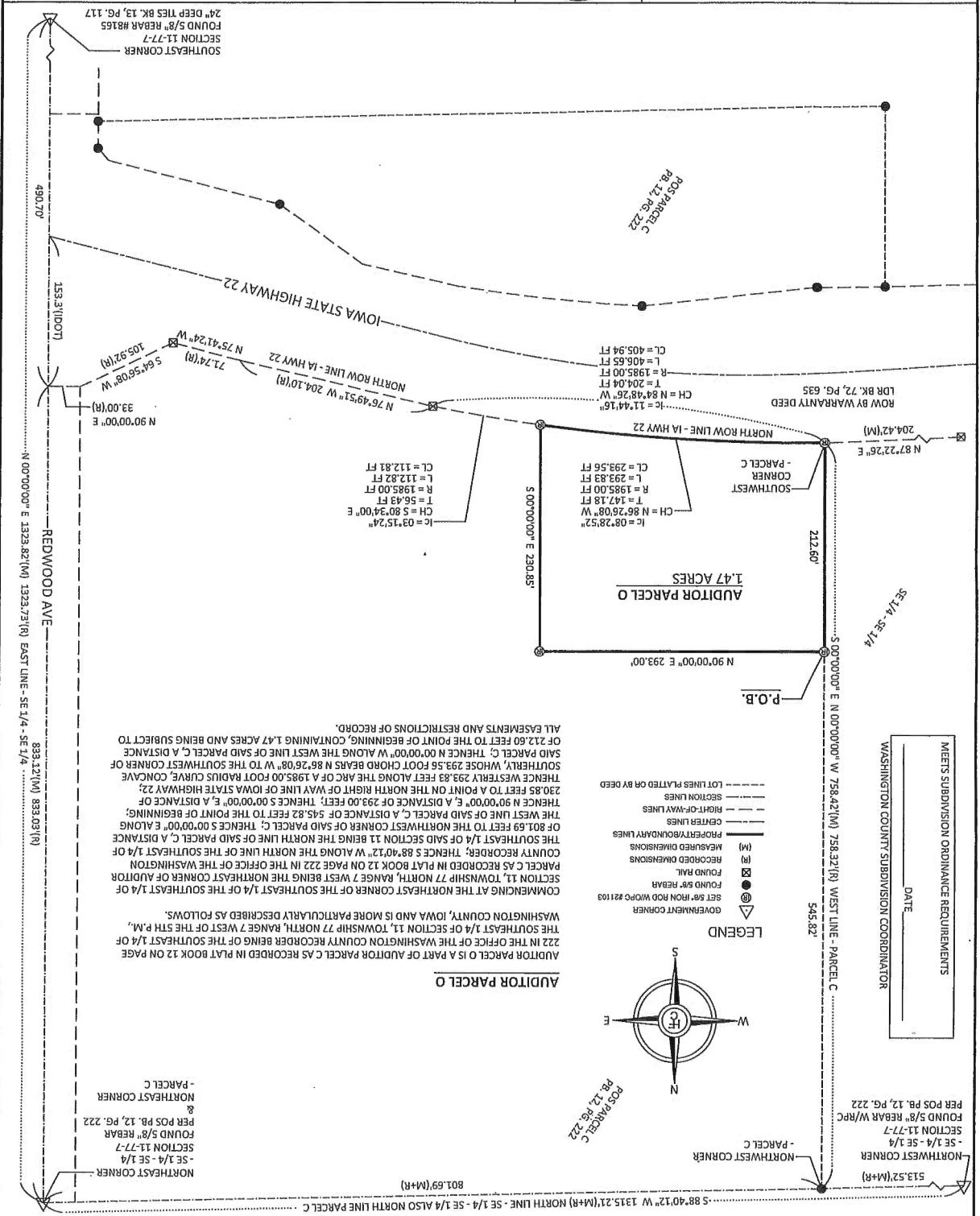
Attest: _____ Date: _____
Becky LaRoche, City Clerk

Anthony D. Fredrick, P.L.S.
 Iowa License Number: 21103
 My license renewal date is December 31, 2021.
 THIS SHEET ONLY



PLAT OF SURVEY
 AUDITOR PARCEL C - SE 1/4 - SE 1/4
 SECTION 11-77-7
 WASHINGTON COUNTY, IOWA
 PHOT. NO.: 207139

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



AUDITOR PARCEL C IS A PART OF AUDITOR PARCEL C AS RECORDED IN PLAT BOOK 12 ON PAGE 222 IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER BEING OF THE SOUTHEAST 1/4 OF SECTION 11, TOWNSHIP 77 NORTH, RANGE 7 WEST OF THE 5TH P.M., WASHINGTON COUNTY, IOWA AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS.

COMMENCING AT THE NORTHEAST CORNER OF THE SOUTHEAST 1/4 OF SECTION 11, TOWNSHIP 77 NORTH, RANGE 7 WEST OF THE WASHINGTON COUNTY RECORDER; THENCE S 88°40'12" W ALONG THE NORTH LINE OF SAID PARCEL C A DISTANCE OF 801.69 FEET TO THE NORTHWEST CORNER OF SAID PARCEL C; A DISTANCE OF 1985.00 FEET TO THE POINT OF BEGINNING; THE WEST LINE OF SAID PARCEL C; A DISTANCE OF 545.82 FEET TO THE POINT OF BEGINNING; THENCE N 90°00'00" E, A DISTANCE OF 293.00 FEET; THENCE S 00°00'00" E, A DISTANCE OF 230.85 FEET TO A POINT ON THE NORTH RIGHT OF WAY LINE OF IOWA STATE HIGHWAY 22; THENCE WESTERLY 293.83 FEET ALONG THE ARC OF A 1985.00 FOOT RADIUS CURVE, CONCAVE SOUTHERLY, WHOSE 293.83 FOOT CHORD BEARS N 86°26'08" W TO THE SOUTHWEST CORNER OF SAID PARCEL C; THENCE N 00°00'00" W ALONG THE WEST LINE OF SAID PARCEL C A DISTANCE OF 212.60 FEET TO THE POINT OF BEGINNING, CONTAINING 1.47 ACRES AND BEING SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

HART-FREDRICK CONSULTANTS P.C.
 510 State Street P.O. Box 560 Tiffin, Iowa 52340-0560 Phone: (319) 545-7215

LOCATION: PART - PARCEL C - SE 1/4 - SE 1/4 SECTION 11-77-7 REQUESTOR: JEAN MEEK PROPRIETOR: JOAN R. SHEER SURVEYOR: ANTHONY D. FREDRICK, PLS #21103 COMPANY: HART-FREDRICK CONSULTANTS P.C. 510 STATE ST. PO BOX 560 TIFIN, IA 52340 RETURN TO: tfredrick@hart-fredrick.com (319) 545-7215

COUNCIL PACKET

Options discussed for Park Projects

Hall Park

- Boat ramp/rip rap
- Expanded rip rap
- New Shelter
- Barn Repair
- Equipment building for mower/etc
- Trail from bike trail to park
- Primitive camping
- Park expansion
- Playground surface
- Handicap equipment

Railroad Park

- Handicap surface under playground
- Handicap equipment and sidewalks
- Tube drainage area for extra green space

Butler Dog Park

- Trees
- Benches/tables
- Dog Exercise Equipment

Veterans Park

Conservation Park

Detension Basin-Northern Heights

COUNCIL PACKET

RESOLUTION #081720-03

RESOLUTION APPROVING PAY REQUEST #4 FOR J&L CONSTRUCTION, LLC, FOR 4th STREET 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 #4 in the amount of \$106,931.53 for payment of this project.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Pay Request #4 for work done on the 4TH Street project from 7/13/20 to 8/07/20 with 57.11% 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 17th day of August, 2020.

Signed: _____ Date _____

Allen Schneider, Mayor

Attest: _____ Date _____

Becky LaRoche, City Clerk

COUNCIL PACKET

CONSTRUCTION PROGRESS PAYMENT

Project Description		PN:	2245045
Contract Date	<u>4th Street Improvements</u>		
	<u>16-Apr-20</u>		
Contractor:	<u>J&L Construction</u>	Owner:	<u>City of Riverside</u>
Address:	<u>1971 Lexington Boulevard</u>	Attn:	<u></u>
City, St., Zip:	<u>Washington, IA 52353</u>	Address:	<u>60 N. Greene Street</u>
Phone:	<u>319-653-3597</u>	City, St., Zip:	<u>Riverside, IA 52327</u>
Fax:	<u>319-653-2410</u>	Phone:	<u>319-648-3501</u>
		Fax:	<u></u>

Estimate #	<input type="checkbox"/> 4	FOR PERIOD:	Owner PN
	<input checked="" type="checkbox"/> Partial Payment	FROM: <u>7/13/20</u>	Federal PN
	<input type="checkbox"/> Final Payment	TO: <u>8/7/20</u>	State PN

Base Contract Price	\$875,061.25
Change #	1 \$442.75
Change #	2 \$4,507.00
Change #	3 \$3,500.00
Change #	4 \$2,830.00
Change #	5 \$715.00
Change #	
Total Contract	\$887,056.00

Materials on Hand	\$ -
Construction Completed	\$506,633.25
	57.11%
Total Earned	\$506,633.25
Less Retainage	\$25,331.66
Less Previous Payment	\$374,370.06
Amount Due This Est	\$106,931.53

Requested by: _____
Jay Peiffer
 Title: _____
President
 Date: _____

Recommended by: _____
Scott Pottorff
 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

4th Street Improvements Project

4

Pay Estimate No.:

Payable to: J&L Construction

Date: August 11, 2020

Week Ending: August 7, 2020

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	\$4,100.00	\$ 4,100.00	-	\$ -	0.75	\$ 3,075.00
2	Mobilization	LS	1	\$46,500.00	\$ 46,500.00	0.25	\$ 11,625.00	1.00	\$ 46,500.00
3	Removal of Tree	EA	22	\$650.00	\$ 14,300.00	-	\$ -	22.00	\$ 14,300.00
4	Removal of Strub	EA	7	\$105.00	\$ 735.00	-	\$ -	7.00	\$ 735.00
5	Off Site Topsoil	CY	600	\$35.00	\$ 21,000.00	-	\$ -	-	\$ -
6	Excavation, Class 13, Waste	CY	2370	\$19.00	\$ 45,030.00	-	\$ -	1,275.00	\$ 24,225.00
7	Below Grade Excavation (Core Out)	CY	500	\$55.00	\$ 27,500.00	-	\$ -	-	\$ -
8	Subgrade Preparation	SY	5,222	\$3.25	\$ 16,971.50	2,000.00	\$ 6,500.00	4,383.00	\$ 14,244.75
9	Subbase, Modified, 4" Thick Rock for PCC Sidewalk & PCC Driveway	SY	1,369	\$8.00	\$ 10,952.00	-	\$ -	414.00	\$ 3,312.00
10	Subbase, Modified, 6" Thick Rock for PCC and HMA Paving *	SY	5,257	\$9.00	\$ 47,313.00	2,000.00	\$ 18,000.00	4,383.00	\$ 39,447.00
11	Backfilling of Curbs	LF	2,375	\$15.00	\$ 35,625.00	-	\$ -	-	\$ -
12	Granular Trench Backfill, Class A Crushed Stone, 12" Storm Sewer	LF	205	\$22.00	\$ 4,510.00	-	\$ -	205.00	\$ 4,510.00
13	Granular Trench Backfill, Class A Crushed Stone, 15" Storm Sewer	LF	31	\$22.00	\$ 682.00	-	\$ -	31.00	\$ 682.00
14	Granular Trench Backfill, Porous Backfill, 8" Storm Sewer	LF	88	\$25.00	\$ 2,200.00	-	\$ -	88.00	\$ 2,200.00
15	Granular Trench Backfill, Porous Backfill, 12" Storm Sewer	LF	237	\$25.00	\$ 5,925.00	-	\$ -	237.00	\$ 5,925.00
16	Granular Trench Backfill, Porous Backfill, 15" Storm Sewer	LF	128	\$25.00	\$ 3,200.00	-	\$ -	128.00	\$ 3,200.00
17	Storm Sewer, Trenched, ADS N-12, 8" Dia.	LF	326	\$33.00	\$ 10,758.00	-	\$ -	326.00	\$ 10,758.00
18	Storm Sewer, Trenched, ADS N-12, 12" Dia.	LF	250	\$36.00	\$ 9,000.00	-	\$ -	250.00	\$ 9,000.00
19	Storm Sewer, Trenched, RCP or Polypropylene, 12" Dia.	LF	442	\$37.00	\$ 16,354.00	-	\$ -	442.00	\$ 16,354.00
20	Storm Sewer, Trenched, RCP or Polypropylene, 15" Dia.	LF	199	\$40.00	\$ 7,960.00	-	\$ -	199.00	\$ 7,960.00
21	Storm Sewer, Trenched, RCP or Polypropylene, 18" Dia.	LF	79	\$44.00	\$ 3,476.00	-	\$ -	79.00	\$ 3,476.00
22	Removal of Culvert	EA	6	\$300.00	\$ 1,800.00	-	\$ -	2.00	\$ 600.00
23	Flared End Section, RCP, 18"	EA	1	\$900.00	\$ 900.00	-	\$ -	1.00	\$ 900.00
24	Longitudinal Subdrain, Type 2, 6"	LF	1,495	\$9.75	\$ 14,576.25	1,495.00	\$ 14,576.25	1,495.00	\$ 14,576.25
25	Subdrain Cleanout, Type A-1	EA	9	\$430.00	\$ 3,870.00	7.00	\$ 3,010.00	7.00	\$ 3,010.00
26	Subdrain Outlet, Connection to Structure	EA	10	\$110.00	\$ 1,100.00	-	\$ -	-	\$ -
27	Connect Existing Sump Pump Outlet or Downspout Drain to Storm Sewer or Subdrain	EA	3	\$250.00	\$ 750.00	-	\$ -	2.00	\$ 500.00
28	Water Main, 6", PVC DR-18 *	LF	1,057	\$41.00	\$ 43,337.00	-	\$ -	1,057.00	\$ 43,337.00
29	Water Main, Trenchless, 6", Restrained Joint PVC DR-18	LF	85	\$85.00	\$ 7,225.00	-	\$ -	85.00	\$ 7,225.00
30	Install 6" x 6" Tee	EA	2	\$1,800.00	\$ 3,600.00	-	\$ -	2.00	\$ 3,600.00
31	Remove Existing Valve and Tee and Install Sleeve	EA	1	\$2,000.00	\$ 2,000.00	-	\$ -	1.00	\$ 2,000.00
32	Remove Existing Valve Box	EA	2	\$300.00	\$ 600.00	-	\$ -	2.00	\$ 600.00
33	Connect to Exist Water Main	EA	1	\$1,800.00	\$ 1,800.00	-	\$ -	1.00	\$ 1,800.00
34	Water Service, Main to Curb Stop, 1" PE 200 PSI	EA	8	\$800.00	\$ 6,400.00	-	\$ -	8.00	\$ 6,400.00
35	Water Service, Main to Curb Stop on Opposite Side of Street, 1" PE 200 PSI	EA	8	\$1,630.00	\$ 13,040.00	-	\$ -	9.00	\$ 14,670.00
36	Exploratory Excavation for Water Main	EA	1	\$1,800.00	\$ 1,800.00	-	\$ -	1.00	\$ 1,800.00
37	Gate Valve, 6"	EA	3	\$950.00	\$ 2,850.00	-	\$ -	3.00	\$ 2,850.00
38	Fire Hydrant Assembly	EA	1	\$4,050.00	\$ 4,050.00	-	\$ -	1.00	\$ 4,050.00
39	Remove Existing Fire Hydrant Assembly	EA	1	\$300.00	\$ 300.00	-	\$ -	1.00	\$ 300.00
40	Storm Sewer Manhole, Type SW-401, 48"	EA	1	\$4,000.00	\$ 4,000.00	-	\$ -	1.00	\$ 4,000.00
41	Storm Intake, Type SW-509	EA	8	\$4,500.00	\$ 36,000.00	-	\$ -	6.00	\$ 27,000.00
42	Storm Intake, Type SW-512, 24"	EA	7	\$1,500.00	\$ 10,500.00	-	\$ -	7.00	\$ 10,500.00
43	Storm Intake, Type SW-541	EA	4	\$5,800.00	\$ 23,200.00	-	\$ -	3.00	\$ 17,400.00
44	Storm Intake, Vane Drain	LF	36	\$250.00	\$ 9,000.00	-	\$ -	-	\$ -
45	Connect to Existing Storm Structure	EA	1	\$1,000.00	\$ 1,000.00	-	\$ -	1.00	\$ 1,000.00
46	Removal of Storm Structure	EA	1	\$350.00	\$ 350.00	-	\$ -	1.00	\$ 350.00

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	PCC Pavement, 7"	SY	4,420	\$43.50	\$ 192,270.00	1,153.00	\$ 50,155.50	2,125.00	\$ 92,437.50
48	Removal of Pavement	SY	128	\$11.00	\$ 1,408.00	-	-	30.00	\$ 330.00
49	HMA Pavement, 4"	SY	282	\$53.00	\$ 13,886.00	-	-	-	\$ -
50	Adjust. Sanitary Manhole Rim	EA	2	\$385.00	\$ 770.00	-	-	-	\$ -
51	Removal of Sidewalk	SY	917	\$15.00	\$ 13,755.00	-	-	330.00	\$ 4,950.00
52	Removal of Paved Driveway	SY	73	\$9.00	\$ 657.00	-	-	20.00	\$ 180.00
53	PCC Sidewalk, 5"	SY	1051	\$51.50	\$ 54,126.50	-	-	414.00	\$ 21,321.00
54	Detectable Warnings	SF	106	\$35.00	\$ 3,710.00	-	-	10.00	\$ 350.00
55	PCC Driveway, 6" Thick	SY	316	\$51.00	\$ 16,116.00	-	-	-	\$ -
56	Granular Driveway Surfacing, Class A Crushed Stone	TONS	20	\$30.00	\$ 600.00	-	-	-	\$ -
57	Sod	SQ	420	\$70.00	\$ 29,400.00	-	-	-	\$ -
58	SWPPP Management	LS	1	\$1,200.00	\$ 1,200.00	0.50	\$ 600.00	0.50	\$ 600.00
59	Silt Fence	LF	1400	\$1.50	\$ 2,100.00	-	-	-	\$ -
60	Silt Fence, Clean Out Sediment	LF	1400	\$0.50	\$ 700.00	-	-	-	\$ -
61	Inlet Protection Device	EA	23	\$55.00	\$ 1,265.00	11.00	\$ 605.00	11.00	\$ 605.00
62	Inlet Protection Device Maintenance	EA	23	\$25.00	\$ 575.00	-	-	-	\$ -
63	Segmental Block Retaining Wall	SF	220	\$50.00	\$ 11,000.00	-	-	-	\$ -
64	PCC Concrete Steps, Type A	SF	140	\$51.00	\$ 7,140.00	-	-	-	\$ -
65	Remove and Reinstall Signs	EA	3	\$250.00	\$ 750.00	-	-	-	\$ -
	TOTAL CONTRACT				\$ 879,568.25		\$ 105,071.75		\$ 499,145.50
C.O. #1	Trim Tree Branches at 311 E. 4th Street	LS	1,000	\$442.75	\$ 442,750.00	1,000	\$ 442,750.00	1,000	\$ 442,750.00
	TOTAL CHANGE C.O. #1				\$ 442,750.00		\$ 442,750.00		\$ 442,750.00
C.O. #3	Storm Intake, Type SW-507	EA	1,000	\$3,500.00	\$ 3,500.00	1,000	\$ 3,500.00	1,000	\$ 3,500.00
	TOTAL CHANGE C.O. #3				\$ 3,500.00		\$ 3,500.00		\$ 3,500.00
C.O. #4	Lower Sanitary Service at 316 E. 4th Street	LS	1,000	\$1,850.00	\$ 1,850.00	1,000	\$ 1,850.00	1,000	\$ 1,850.00
	Lower Sanitary Service at 241 E. 4th Street	LS	1,000	\$980.00	\$ 980.00	1,000	\$ 980.00	1,000	\$ 980.00
	TOTAL CHANGE C.O. #4				\$ 2,830.00		\$ 2,830.00		\$ 2,830.00
C.O. #5	Granular Trench Backfill	TON	65,000	\$11.00	\$ 715,000.00	65,000	\$ 715,000.00	65,000	\$ 715,000.00
	TOTAL CHANGE C.O. #5				\$ 715,000.00		\$ 715,000.00		\$ 715,000.00
	TOTAL CONTRACT WITH CHANGE ORDERS				\$ 887,056.00		\$ 112,559.50		\$ 506,633.25

* Quantity Changed with Change Order #2

Retainage 5% \$ 25,331.66

Total Value of Completed Work Less Retainage \$ 481,301.59

Previous Payments \$ 374,370.06

Current Payment Due \$ 106,931.53

Pay Estimate #1 \$ 27,274.50

Pay Estimate #2 \$ 172,694.33

Pay Estimate #3 \$ 174,401.23

COUNCIL PACKET

RESOLUTION #081720-04

RESOLUTION APPROVING PAY REQUEST #2 to ALL AMERICAN CONCRETE, INC FOR THE SAFE WALK TO SCHOOL 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 #2 in the amount of \$120,058.84 for payment on this project.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Pay Request #2 for work done on the Safe Walk to School project from 7/14/20 to 8/11/20 with 87.43% 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 17th day of August, 2020.

Signed: _____ Date _____
Allen Schneider, Mayor

Attest: _____ Date _____
Becky LaRoche, City Clerk

COUNCIL PACKET

CONSTRUCTION PROGRESS PAYMENT

Project Description	City of Riverside Safe Routes to School Project	PN:	TAP-R-6495(603)--8T-92
Contract Date	6-Apr-20		
Contractor:	All American Concrete, Inc.	Owner:	City of Riverside
Address:	1489 Hwy 6 West	Attn:	
City, St., Zip:	West Liberty, IA 52776	Address:	60 N. Greene Street
Phone:	319-627-2226	City, St., Zip:	Riverside, IA 52327
Fax:	319-627-7235	Phone:	319-648-3501
		Fax:	

Estimate #	2	FOR PERIOD:	Owner PN
	x	FROM: 7/14/20	Federal PN
		TO: 8/11/20	State PN

Base Contract Price	\$170,222.00
Change #	
Change #	
Change #	
Change #	
Change #	
Change #	
Total Contract	\$170,222.00

Materials on Hand	\$ -
Construction Completed	\$148,822.00
	87.43%
Total Earned	\$148,822.00
Less Retainage	\$4,464.66
Less Previous Payment	\$24,298.50
Amount Due This Est	\$120,058.84

Requested by: _____
 Title: Jay Simon
 Date: _____

Recommended by: _____
 Title: Scott Pottorff
 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

301-5-750-6795

COUNCIL PACKET

City of Riverside Safe Routes to School TAP-R-6495(603)-8T-92

Pay Estimate No.: 2

Payable to: All American Concrete
 Date: August 11, 2020
 Week Ending: August 7, 2020

Contract Line Number	Item Number	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
0010	2102-2710070	EXCAVATION, CLASS 10, ROADWAY AND BORROW	CY	400	\$40.00	\$ 16,000.00	200.00	\$ 8,000.00	400.00	\$ 16,000.00
0020	2105-8425005	TOPSOIL, FURNISH AND SPREAD	CY	400	\$53.00	\$ 21,200.00	400.00	\$ 21,200.00	400.00	\$ 21,200.00
0030	2115-0100000	MODIFIED SUBBASE	CY	135	\$60.00	\$ 8,100.00	65.00	\$ 3,900.00	135.00	\$ 8,100.00
0040	2123-7450020	SHOULDER FINISHING, EARTH	STA	34.89	\$300.00	\$ 10,467.00	34.89	\$ 10,467.00	34.89	\$ 10,467.00
0050	2416-0100012	APRONS, CONCRETE, 12 IN. DIA.	EACH	1	\$1,900.00	\$ 1,900.00	1.00	\$ 1,900.00	1.00	\$ 1,900.00
0060	2435-0251224	INTAKE, SW-512, 24 IN.	EACH	1	\$2,600.00	\$ 2,600.00	1.00	\$ 2,600.00	1.00	\$ 2,600.00
0070	2503-0114212	STORM SWR G-MAIN, TRENCHED, RCP 2000D, 12"	LF	23	\$135.00	\$ 3,105.00	23.00	\$ 3,105.00	23.00	\$ 3,105.00
0080	2511-7525005	SIDEWALK, P.C. CONCRETE, 5 IN.	SY	1009	\$50.00	\$ 50,450.00	1,009.00	\$ 50,450.00	1,009.00	\$ 50,450.00
0090	2511-7525101	DETECTABLE WARNINGS	SF	70	\$45.00	\$ 3,150.00	70.00	\$ 3,150.00	70.00	\$ 3,150.00
0100	2518-8910000	SAFETY CLOSURE	EACH	6	\$225.00	\$ 1,350.00	-	\$ -	6.00	\$ 1,350.00
0110	2528-8445110	TRAFFIC CONTROL	LS	1	\$11,000.00	\$ 11,000.00	0.50	\$ 5,500.00	1.00	\$ 11,000.00
0120	2533-4980005	MOBILIZATION	LS	1	\$18,000.00	\$ 18,000.00	0.75	\$ 13,500.00	1.00	\$ 18,000.00
0130	2601-2639010	SOD	SQ	270	\$70.00	\$ 18,900.00	-	\$ -	-	\$ -
0140	2602-0000020	SILT FENCE	LF	1000	\$2.00	\$ 2,000.00	-	\$ -	500.00	\$ 1,000.00
0160	2602-0000071	REMOVAL OF SILT FENCE OR SILT FENCE FOR DITCH CHECKS	LF	1000	\$0.50	\$ 500.00	-	\$ -	-	\$ -
0160	2602-0000101	MAINTENANCE OF SILT FENCE OR SILT FENCE FOR DITCH CHECK	LF	1000	\$0.50	\$ 500.00	-	\$ -	-	\$ -
0170	2602-0010010	MOBILIZATION, EROSION CONTROL	EACH	2	\$500.00	\$ 1,000.00	-	\$ -	1.00	\$ 500.00
TOTAL CONTRACT						\$ 170,222.00		\$ 123,772.00		\$ 148,822.00

Retainage 3% \$ 4,464.66
 Total Value of Completed Work Less Retainage \$ 144,357.34
 Previous Payments \$ 24,296.50
 Current Payment Due \$ 120,058.84

Pay Estimate #1 \$ 24,296.50
 Pay Estimate #2 \$ -
 Pay Estimate #3 \$ -

COUNCIL PACKET



Main Office
319.627.2226 Phone
319.627.7235 Fax

Estimating
319.627.2221 Phone
319.627.2227 Fax

1489 Highway 6, West Liberty, IA 52776
office@aaconcreteinc.com

CHANGE AUTHORIZATION REQUEST

PROJECT: Riverside Ash St Trail
CAR-02 – Rock Surface at 299 Sycamore St

Description	Amount
Install 6" of 2-3" clean rock on top of engineering fabric in lieu of sod. Roughly 9'x9' area around a beehive intake.	\$ 550.00
CAR Total:	\$ 550.00

COUNCIL PACKET



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office@aaconcreteinc.com

CHANGE AUTHORIZATION REQUEST

PROJECT: Riverside Ash St Trail
CAR-01 – Sod Watering

Description	Amount
See Attachment from Stevens	
1 LS @ \$5000	
Price includes AAC 10% markup	\$ 5,500.00
CAR Total:	\$ 5,500.00

COUNCIL PACKET

STEVENS EROSION CONTROL, INC.
Hills, IA 52235

Estimate

Phone # 319-631-0160 bstevens2009@hotmail.com

Date	Estimate #
8/4/2020	1643

Name / Address
All American Concrete 1489 Highway 6 West Liberty, Iowa 52776 office@aaconcreteinc.com

			Project
Description	Qty	Cost	Total
Water (Mgal)	60	60.00	3,600.00
Mobilization for Watering	4	350.00	1,400.00
		Total	\$5,000.00

COUNCIL PACKET

City Admin

From: Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent: Wednesday, August 5, 2020 12:44 PM
To: admin@cityofriversideiowa.com
Subject: FW: Riverside Safe Routes to School
Attachments: CAR 1.pdf

See below and attached.

At first I thought this seemed high. The total cost of the sod in the bid is \$18,900. I am guessing they feel like it is a risk installing in August and want to be covered in case some of it doesn't stay alive, even with additional watering.

I still think this is probably the way to go and still waiting for direction from DOT.



Scott Pottorff, P.E.

Project Manager

Ofc: (319) 351-8282

Direct: (319) 339-4153

Cell: (319) 631-0365

S.pottorff@mmsconsultants.net

mmsconsultants.net

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From: Ryan Bowers [mailto:ryan@aaconcreteinc.com]
Sent: Wednesday, August 5, 2020 7:00 AM
To: Scott Pottorff
Subject: Re: Riverside Safe Routes to School

Scott,
Here is the change request for the sod watering for installing early.

A quick explanation from Stevens' email:

"I included a price to water four times after our original 6 mobilizations. The dot spec reads you can put down up to a maximum of 100 gallons of water per square of sod installed, I estimated it would only take 55.5 gallons per square.

After the 10 watering's I would rely on the City or MMS to tell us when they would like us to water, August can be challenging for sod but we live in Iowa so who knows."

Let me know if you have any questions, thanks.

Ryan Bowers

Construction Manager

All American Concrete, Inc.

COUNCIL PACKET

1489 Hwy 6, West Liberty, IA 52776

319-627-2221 office

319-627-2227 fax

319-800-5236 cell

ryan@aaconcreteinc.com

On Tue, Aug 4, 2020 at 3:32 PM Scott Pottorff <S.pottorff@mmsconsultants.net> wrote:

A few items:

After discussions with the City, we would like to have the sod installed as soon as we can and not wait for September 1 as the DOT Spec outlines. The City is willing to pay for an extended maintenance period and additional watering (maybe like 3-4 more waterings and 15-20 more days of maintenance) above and beyond the 6 waterings and 30 days maintenance period outlined in the DOT Specs. Can you please provide a price for the extended maintenance period? Also we can suspend working days for a period of time if needed to get the sod scheduled. We are hoping that it can be done sometime next week at the latest.

The home owner at 299 Sycamore Street requested to have 2-3" clean rock on engineering fabric around the beehive in front of his house instead of sod for ease of maintenance. The area is approximately 9'x9'. We would figure on rock about 4-6" thick in this area. Can you provide a price to complete this work for the City to consider?

The beehive in front of 631 Ash Street is sitting low and needs to be adjusted up. I talked with the guys on site about this and we need to get something figured out before sod is laid. We put a stake next to this structure with a rim elevation marked on the lath. We need to raise it about 9 inches. MMS will pay All American directly for this adjustment. 3 other beehives were adjusted up similarly by Cornerstone this spring so they can be reviewed for how it has previously been done.

A few cracked panels have been removed today and will be replaced. There are some additional sidewalks and curbs that have chips out of them from equipment. We discussed on site repairing these chips when the replaced panels get poured with concrete/paste from the concrete used for those pours.

I will be sending Working Days Reports for the past two weeks out this afternoon.

I have concrete tickets but need rock tickets for the rock brought on to the project.

Feel free to contact me with any questions.



Scott Pottorff, P.E.

Project Manager

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COUNCIL PACKET

City Admin

From: Lentsch, Stacy <STACY.LENTSCH@iowadot.us>
Sent: Thursday, August 6, 2020 11:56 AM
To: Scott Pottorff
Cc: admin@cityofriversideiowa.com
Subject: RE: Riverside Safe Routes to School Sidewalk TAP-R-6495(603)--8T-92

Scott-
DOT specs allow the contractor to install sod outside the recommended dates at the engineer's discretion.

2601.03,G,3,c: Do not place sod between May 31 and September 1, or on frozen ground unless otherwise directed by the Engineer.

By placing the sod outside the window, the City is taking a risk the sod won't take and will have to pay the contractor to place it again.

If you want watering above and beyond what the DOT specs require, there is a watering item you can add by change order (you are correct that it would be non-participating). Kurt didn't think an extra maintenance period beyond what is listed in the specs would be allowed.

 **Stacy Lentsch**
Systems Planning Bureau
Phone: 515-239-1686

From: Lentsch, Stacy
Sent: Wednesday, August 5, 2020 9:21 AM
To: Scott Pottorff <S.pottorff@mmsconsultants.net>
Cc: admin@cityofriversideiowa.com
Subject: RE: Riverside Safe Routes to School Sidewalk TAP-R-6495(603)--8T-92

Scott-
This is not my area of expertise. I'm trying to find an answer for you and will let you know what I'm able to find out.

 **Stacy Lentsch**
Systems Planning Bureau
Phone: 515-239-1686

From: Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent: Wednesday, August 5, 2020 9:17 AM
To: Lentsch, Stacy <STACY.LENTSCH@iowadot.us>
Cc: admin@cityofriversideiowa.com
Subject: RE: Riverside Safe Routes to School Sidewalk TAP-R-6495(603)--8T-92

The City would prefer to install sod right away and not deal with any kind of temporary stabilization. The contractor has offered a price for extended watering and maintenance period. My thought is that it may be non-participating and I am not sure what the bid item would be for something like that.

COUNCIL PACKET

Let me know your thought on this and the email below. We would like some feedback form you before we proceed with any option. Thanks.



Scott Pottorff, P.E.

Project Manager

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From: Scott Pottorff [<mailto:S.pottorff@mmsconsultants.net>]
Sent: Monday, August 3, 2020 12:40 PM
To: 'Lentsch, Stacy'
Subject: RE: Riverside Safe Routes to School Sidewalk TAP-R-6495(603)--8T-92

We have sod on the project. DOT Spec says not to place sod between May 31 and September 1. Do we suspend working days until September 1 for this project? How is that typically handled? Would we then need stabilization mulching or seeding to comply with NPDES permit?



Scott Pottorff, P.E.

Project Manager

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Direct: (319) 339-4153

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COUNCIL PACKET

“STORM DEBRIS COLLECTION NEXT WEEK”

The City of Riverside will be collecting storm-related tree branches curbside. All material must be placed in the City ROW by 6:00 a.m. Tuesday morning.

Guidelines for collection:

Tree branches must be placed on the City right-of-way parallel to the curb. There will not be any pickup of branches on private property.

Branches can be no bigger than 6" in diameter or longer than 6' in length.

Tree branches should not be placed in close proximity to tire hydrants, mailboxes or utilities.

No tree material from work completed by private contractors will be picked up.

COUNCIL PACKET

City of Riverside
Administrator Report
August 17, 2020

- Staff is holding daily meetings from 8:00-8:15, 8:30 to discuss the tasks for the day and any updates on projects. We practice social distancing.
- Washington zoom meetings for updates
- Phone meetings with council members
- Payroll review
-
- Agenda prep
- Code Update
 - Sent to the attorney for review
 - 7/20 set Public Hearing for 8/3
 - 8/3 Public Hearing, 1st reading
 - 8/17 - 2nd reading
 - 9/8 – 3rd reading
 - 9/17 – publish
- Project emails with MMS-working to provide ongoing punch list
- Nuisance issues
- Project update emails
- Bill-PeopleService manganese update from DNR/EPA
- Generator bids
- Nesper Sign-possible sign at fire station
- Issue with Alliant-Dollar General on trail
- Invoicing with Engie for sludge storage
- Working with Iowa Solutions on Fire Dept computer/internet issues
- Census Boundary Update-done
- Storm issues
- Meeting with Dan Kleopfer
- Review of past due water bills
- Meeting with Allen, Tom on council meeting
- Communication with Iowa Solutions on city sign, server issues
- Calls with the News on questions
- Emails/calls with Eliis, Kalona on field use for tournament

Public Works:

- Mowed parks, ball diamonds
- Don watering flowers, weeding
- Cleaning, disinfecting bathrooms 2/day
- Replaced water faucet at Railroad park
- Clean out ditch on Kniesel
- Filled fountain at Veteran's Park
- Emptied trash in parks
- Picnic table repair
- Arranged for concrete for Delta Shield project

COUNCIL PACKET

- Watered trees
- Sprayed east city sign/trail/parking area Hall park
- Mowed demo pit
- Meeting at city hall on generator
- Dug out and reshaped ditch at Stutzman's
- Hitch repair on 4-wheeler
- Jay-fence permit, permit for house on Galileo
- Storm clean up at all parks
- Locates
- Delta Shield
- Placed dirt in Hall Park to level out low areas
- Jay-foundation wall inspection-Galileo
- Sprayed pond with algae killer
- Meeting with Alliant and Bill on trail