

CITY OF RIVERSIDE COUNCIL MEETING AGENDA
RIVERSIDE COUNCIL CHAMBERS
60 N GREENE ST
REGULAR MEETING

Monday, October 4, 2021 – 6:00 P.M.

The meeting will be recorded and can be viewed live by visiting the city web site at www.riversideiowa.gov

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 9-20-2021
 - b. Expenditures for 10-4-2021
 - c. P&Z minutes from 9-28-2021
 - d. RACC demo derby beer permit
4. **Public forum:** 3 minutes per person. See guidelines for public comments at the Clerk's table.
5. History Center Museum Report for FY21 Grant
6. Public Hearings, Resolutions, Ordinances
 - a. Resolution #100421-01 Possible waiving review of Timberline Estates Addition within two-mile radius of Riverside **pg.11**
 - b. Resolution #100421-02 Approve Community Visioning Grant and \$2,000.00 matching funds **pg. 13**
7. City Administrator's Report
 - a. Request by Kevin Mills for removal of maple tree due to root damage during Ella Street project
8. Discussion of City Administrator residency requirements in employee agreement
 - a. Closed session per Iowa Code 21.5.1 (i) employee review, if necessary
9. Resolution #100421-03 Approval of City Administrator Job Description **pg. 21**
10. Set date for future work session
 - a. Paramedic, Fire Inspector
11. Motion to adjourn

COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: Monday, September 20th, 2021

The Riverside City Council meeting opened at 6:00 pm at City Hall with Mayor Allen Schneider requesting roll call. Council members present: Andy Rodgers, Lois Schneider, Tom Sexton, Edgar McGuire, and Kevin Mills.

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

McGuire moved to approve the minutes of September 7th, 2021, expenditures, and August Fire Department. Second by Sexton, passed 5 -0.

Randy Tinnis, Patrol Lieutenant for Washington County, presented Sheriff's call report for August. Tinnis answered questions on UTV and golfcart use on City Streets.

Bill Stuke, PeopleService, Inc. reviewed August water and wastewater report with Council. Well #7 was pulled for maintenance.

Kevin Meller, with RACC reported on TrekFest 2021.

Nick Bettis, Axiom Consultants, presented draft of Railroad Park Capital Improvements project. Council discussed additional sidewalks and widening S. Hickory Street. Updates will be given at the October 18th meeting.

Mayor Schneider set Trick or Treat night for Halloween, October 31st.

Kelli Schwarz, Highland Homecoming, requested street closing for parade and use of Hall Park for Boom Night on September 29th starting at 6:00 pm.

McGuire Moved to pass Resolution #092021-01, Approving job descriptions for City Clerk/Treasurer, Public Works Maintenance and Building Inspector. Second by Sexton, passed 5-0.

City Administrator Job Description moved to October 4th meeting.

McGuire moved to pass Resolution #092021-02, Approving Financial Services Agreement with Speer Financial, Inc. Second by Mills, passed 5-0.

Yancey presented Admin's report, monthly financial updates, Short/Long term goals, nuisance action, updates to water rates, and Community Center Fundraising.

Rodgers moved to allow office staff to attend the fall IMFOA conference in Des Moines. Second by Sexton, passed 5-0.

McGuire moved to adjourn at 7:53 p.m. Second by Sexton, passed 5-0.

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

COUNCIL PACKET

P&Z Meeting – Tuesday, September 28th, 2021 at 6:00 p.m. at City Hall.

Council Meeting – Monday October 4th, 2021 at 6:00 p.m. at City Hall.

ATTEST:


Becky LaRoche; City Clerk


Allen Schneider; Mayor

COUNCIL PACKET

EXPENDITURES OCTOBER 4, 2021					
	COUNCIL MEETING	BILLS			
1	ABOVE & BEYOND HEATING	DEHUMID. SYSTEM-CITY HALL	001-5-650-6310	\$ 3,836.00	
2	ABOVE & BEYOND HEATING	WWTP AIR HANDLER	610-5-815-6332	\$ 3,851.00	\$ 7,687.00
3	ALLIANT ENERGY	PARKS	001-5-430-6371	\$ 612.96	
4	ALLIANT ENERGY	SEWER	610-5-815-6371	\$ 759.30	
5	ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$ 584.39	
6	ALLIANT ENERGY	WATER	600-5-810-6371	\$ 95.08	
7	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$ 1,448.75	
8	ALLIANT ENERGY	FIRE STATION	002-5-150-6330	\$ 592.12	\$ 2,720.34
9	A-TECH	TEST/TAG FIRE SYSTEM	002-5-150-6356	\$ 225.00	
10	AXIOM	RR PARK SURVEY/DESIGN	301-5-750-6797	\$ 7,237.50	
11	AXIOM	3RD STREET SURVEY	301-5-750-6796	\$ 3,966.25	
12	AXIOM	MEET/ALLEY VACATE/CL SIDEWALK	301-5-650-6407	\$ 2,953.75	\$ 14,157.50
13	BECKY LaROCHE	CELL	001-5-650-6373	\$ 50.00	
14	BIG IRON WELDING	ALUMINUM SHELF REPAIR	001-5-210-6507	\$ 399.54	
15	BRYAN LENZ	CELL	001-5-430-6373	\$ 50.00	
16	COLBERT LAWN CARE	PROPERTY ABATEMENT	001-5-510-6520	\$ 80.00	
17	CUMMINS SALES-SERVICE	LIFT STATION #2	610-5-815-6330	\$ 593.43	
18	CUMMINS SALES-SERVICE	WWTP GENERATOR	610-5-815-6330	\$ 1,081.28	\$ 1,674.71
19	IOWA DNR	ANNUAL WATER USE 2022	600-5-810-6245	\$ 95.00	
20	IOWA PAPER INC	TP - TRASH BAGS	001-5-430-6325	\$ 119.77	
21	IOWA PUMP WORKS	LIFT STATION MAINTENANCE	610-5-815-6374	\$ 2,105.00	
22	JAY STUELKE	CELL	001-5-210-6373	\$ 50.00	
23	KCTC	FD CABLES	002-5-150-6332	\$ 39.98	
24	KELLY TREE FARM	TRAIL TREES	001-5-430-6505	\$ 3,621.50	
25	KUM N GO	RVFD FUEL	002-5-150-6350	\$ 129.10	
26	KUM N GO	CITY FUEL	110-5-210-6331	\$ 83.69	\$ 212.79
27	MENARDS	HOSE REPAIR, TOOLBOX, PRUNER	001-5-640-6762	\$ 98.18	
28	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$ 14.80	
29	MID AMERICAN ENERGY	RVFD	002-5-150-6330	\$ 15.68	
30	MID AMERICAN ENERGY	C HALL	001-5-650-6371	\$ 12.13	\$ 42.61
31	PEOPLE SERVICES	SEPT SERVICE	610-5-815-6500	\$ 11,449.50	
32	PEOPLE SERVICES	SEPT SERVICE	600-5-800-6500	\$ 11,449.50	\$ 22,899.00
33	RIVERSIDE PLUMBING	SEWER BACK-UP	610-5-815-6374	\$ 2,350.80	
34	RON'S AUTO BODY	ATV BATTERY	001-5-210-6504	\$ 129.95	
35	STUTSMAN	BENTONITE	110-5-210-6417	\$ 32.24	
36	TYLER TECH.	FORMS OVERLAY MAINTENANCE	001-5-650-6495	\$ 289.10	
37	WA. CO. RECORDER	ATV REGISTRATION	001-5-210-6504	\$ 18.75	
38	*****	TOTAL BILLS		\$ 60,521.02	
39					
40	AUG EOM PAYABLES				
41	DELTA DENTAL	OCT BILLING	001-5-430-6150	\$ 232.92	
42	LINCOLN NAT'L LIFE INS	OCT BILLING	001-5-620-6150	\$ 288.55	
43	MEDIACOM	CITY HALL	001-5-650-6373	\$ 230.98	
44	MEDIACOM	RVFD	002-5-150-6332	\$ 224.02	
45	VERIZON	COLLECTORS	600-5-810-6373	\$ 63.54	
46	WELLMARK	OCT BILLING	001-5-620-6150	\$ 4,804.77	
47	WINDSTREAM	WATER INTERNET	600-5-810-6373	\$ 158.14	
48	WINDSTREAM	SHOP INTERNET	001-5-210-6371	\$ 180.88	
49	*****	TOTAL PAID BILLS			\$ 6,183.80
50	*****	TOTAL EXPENDITURES		\$ 66,704.82	
51	TOTAL BY FUND				
52	"001"	GENERAL FUND	\$ 17,153.92		
53	"002"	FIRE DEPARTMENT	\$ 1,225.90		
54	"110"	ROAD USE FUND	\$ 115.93		
55	"145"	CASINO FUNDS	\$ -		
56	"200"	DEBT SERVICE	\$ -		
57	"301"	CAPITAL PROJECTS	\$ 14,157.50		
58	"600"	WATER FUND	\$ 11,862.26		
59	"610"	SEWER FUND	\$ 22,190.31		
60	"670"	GARBAGE	\$ -		
61	*****	TOTAL EXPENDITURES	\$ 66,705.82		

COUNCIL PACKET

PLANNING & ZONING COMMISSION MEETING

RIVERSIDE RIVERBOAT ROOM

60 N GREENE STREET

Tuesday, September 28, 2021 @ 6:00 pm

Members present: Kevin Kiene, Kris Westfall, Bob Yoder, Bob Schneider, Denise Reschly.
Others: Mayor Allen Schneider, Clerk Becky LaRoche, Council Tom Sexton, Nick Bettis-Axiom Consultants.

The meeting was called to order at 6:00 p.m. in City Hall by Chairperson Kiene

Yoder moved to approve agenda. Second by Reschly, passed 5-0.

Westfall moved to approve minutes of 8-24-21. Second by Yoder, passed 5-0.

Appointing Vice-Chairman was tabled.

Committee reviewed Zoning Regulation Chapter 165. Westfall recommended to update to **3. Fences and Hedges; A fences: 2.** "Fences and Hedges within the front yard shall not exceed 3 feet in height, **and can not** be constructed of more than 30% solid material." Second by Schneider, passed 5-0.

Bettis presented preliminary changes and improvements to Railroad Park. Committee recommended addition to plans;

1. 6' width on outer sidewalk path for skateboarding and bicycles path.
2. Keeping River Birch tree with green space between parking stalls.
3. Connect outer sidewalk loop with west end of picnic shelter with sidewalk.
4. Signage with total length (mile) of outer loop.

Yoder moved to adjourn at 6:35 pm. Second by Schneider, passed 5-0.



Kevin Kiene, Chairperson



Becky LaRoche, City Clerk

*Full
Deno
Duby*

Services <[https://directory.iowa.gov/service/Index?](https://directory.iowa.gov/service/Index?ga=1.101492737.1604613096.1488473035&ia_slv=1632928595838)

New Application (App-148644)
Agencies <https://directory.iowa.gov/?ia_slv=1632928595838>

Social <https://directory.iowa.gov/social/Index?ia_slv=1632928595838>

<https://www.iowa.gov/search/google?ia_slv=1632928595838>

License or Permit Type

RACC

License or Permit Type

Length of License Requested

Class B Beer Permit

5 Day

Tentative Effective Date

Tentative Expiration Date

2021-10-20

2021-10-24

Privileges / Sub-Permits Information

Privileges

Outdoor Service

Sub-Permits

Please provide a description of the area you intend to use for the Outdoor Service Privilege and explain its relationship to the currently-licensed premises

140 S ELLA ST. - HALL PARK

#5



Vendor Set
 Vendor [Next Vendor #](#)

Name
 Status

General Other Detail **Checks** Information Comments Purchase Orders

Bank	Date	Type	Check #	Amount	Status
AP/PY	07/07/2021	Check	006442	\$5,331.30	Posted
AP/PY	05/04/2021	Check	006245	\$3,602.31	Posted
AP/PY	01/19/2021	Check	006002	\$5,148.87	Posted
AP/PY	12/21/2020	Check	005939	\$5,218.65	Posted
AP/PY	07/21/2020	Check	005484	\$5,030.17	Posted
AP/PY	04/23/2020	Check	005232	\$5,158.82	Posted
AP/PY	04/21/2020	Check	005218	\$5,286.39	Voided
AP/PY	03/10/2020	Check	005121	\$5,416.51	Voided
AP/PY	03/10/2020	Check	095121	\$5,416.51	Posted
AP/PY	01/21/2020	Check	004992	\$5,416.51	Voided
AP/PY	10/22/2019	Check	004754	\$5,746.72	Posted
AP/PY	07/02/2019	Check	004437	\$2,677.95	Posted
AP/PY	01/22/2019	Check	003996	\$5,369.59	Posted
AP/PY	10/16/2018	Check	003724	\$5,783.62	Posted
AP/PY	07/03/2018	Check	003393	\$5,062.11	Posted
AP/PY	04/17/2018	Check	003180	\$6,142.52	Posted
AP/PY	01/10/2018	Check	002923	\$5,253.83	Posted
AP/PY	10/19/2017	Check	002732	\$5,852.71	Posted
AP/PY	07/19/2017	Check	024524	\$4,149.39	Posted



Edit This Record

Clear

View cityadmin

TO: City of Riverside

COUNCIL PACKET
FROM: Riverside History Ctr -Voyage Home Musum

July 2020-Jun 2021 City of Riverside Grant Reimbursement Request by Riverside History Ctr			
Total Grant \$19,000.00			By: MJ Stumpf 4/2/2021
RENT - Kwik Rentals			
Jan		1475.00	
Feb		1475.00	
March		1475.00	
Sub Total:			4425.00
Phone & Internet - MediaCom			
Jan		106.62	
Feb		107.12	
March		107.12	
Sub Total:			320.86
Electric - Alliant Energy			
Jan		167.22	
Feb		222.75	
March		269.18	
Less credit reimbursement east meter ste 3		-351.08	
Sub Total:			308.07
Gas - Mid American			
Jan		38.60	
Feb		68.74	
March		71.65	
Sub Total:			178.99
Due:			\$5,232.92
City Grant Period Jul 2020-Jun 2021			

0.00
 5,030.17 +
 7.21.20
 5,218.65 +
 12.22.20
 5,148.87 +
 1-19-21
 15,397.69 ◊
 19,000.00 -
 3,602.31 *

Balance of grant

3,602.31

PAID
PAID MAY 04 2021 **PAID**
 BY: 6245
 CJS 4.29.21

APR 22 2021

145-5-650-6413

COUNCIL PACKET

2020 City of Riverside Grant Reimbursement Request by Riverside History Ctr				By: MJ Stumpf 1/11/2021	
Total Grant \$19,000.00					
RENT - Kwik Rentals					
Oct		1475.00			
Nov		1475.00			
Dec		1475.00			
Sub Total:			4425.00		
Phone & Internet - MediaCom					
Oct		85.52			
Nov		86.59			
Dec		86.58			
Sub Total:			258.69		
Electric - Alliant Energy					
Oct		210.10			
Nov		141.90			
Dec		139.98			
Less credit r		-109.35			
Sub Total:			382.63		
Gas - Mid American					
Oct		15.98			
Nov		27.97			
Dec		38.60			
Sub Total:			82.55		
Due:			\$5,148.87		
City Grant Period Jul 2020-Jun 2021					
Previous paid Jul 2020 \$5030.17					
Previous paid Dec 2020 \$5218.65					

RECEIVED
JAN 1 2021
BY: _____

145-5-650-6413

cy 7.13.21
balance for grant
\$3,602.31

PAID
JAN 19 2021
BY: 6002

5148.87

COUNCIL PACKET

2020 City of Riverside Grant Reimbursement Request by Riverside History Ctr			By: MJ Stumpf
Total Grant	\$19,000.00		12/4/2020
RENT - Kwik Rentals			
July		1475.00	
Aug		1475.00	
Sept		1475.00	
	Sub Total:		4425.00
Phone & Internet - MediaCom			
July		85.52	
Aug		86.59	
Sept		86.58	
	Sub Total:	258.69	258.69
Electric - Alliant Energy			
July		48.53	
Aug		268.09	
Sept		229.12	
	Less credit reimbursement east meter ste 3	-52.56	
	Sub Total:		493.18
Gas - Mid American			
July		15.82	
Aug		12.98	
Sept		12.98	
	Sub Total:		41.78
	Due:		\$5,218.65
City Grant Period Jul 2020-Jun 2021			
Previous paid Jul 2020 \$5030.17			

145-5-650-6413
 04 12.17.20

PAID
 DEC 22 2020
 BY: 5939

RECEIVED
 DEC 07 2020
 BY: _____

COUNCIL PACKET

2020 City of Riverside Grant Reimbursement Request by Riverside History Ctr			BY: MJ Stumpf
Our 2nd Qtr			7/6/2020
RENT-Becky & Paul LaRoche			
Apr	\$1,475.00		
May	\$1,475.00		
June	\$1,475.00		
Sub total:		\$4,425.00	
Phone & Internet-MEDIACOM			
Apr	-0.17		
May	85.35		
June	85.52		
Sub total:		\$170.70	
Electric - Alliant Energy			
Apr	192.46		
May	132.86		
June	100.81		
Less-reimbursement east meter, ste 5	-96.01		
Sub total:		\$330.12	
Gas- MidAmerican			
Apr	53.02		
May	27.30		
June	24.03		
Sub total:		\$104.35	
IMT Fisher Insurance			
TOTAL 2nd QTR 2020 Expenses			\$5,030.17
Riverside Grant July 2019-June 2020			\$19,000.00
Payments to RHC:			
Oct 22, 2019 ck 4754			-5746.72
Mar 10, 2020 ck 5121			-5416.51
Apr 23, 2020 ck 5232			-5158.82
			-16322.05
Balance Due (last qtr) for grant YEAR:			\$2,677.95

PAID
 JUL 21 2020
 BY: SUSHY

RECEIVED
 JUL 11 6 2020
 BY:

145-5-650-6413

1st qtr grant payment FY 21
 PD 7-2-19

RESOLUTION #100421-01

**WAIVE THE RIGHT TO REVIEW THE PLAT FOR TIMBERLINE ESTATES
PART III FOR WASHINGTON COUNTY**

A portion of Auditor’s parcel “B” and “H” at NE ¼ of the SE ¼ of section
20, TOWNSHIP 77 N, RANGE 6 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: Sexton, Rodgers, McGuire, Schneider, Mills

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 4th day of
October, 2021.

Signed: _____ Date: _____
Allen Schneider, Mayor

Attest: _____ Date: _____
Becky LaRoche, City Clerk

COUNCIL PACKET

RESOLUTION # 100421-02

RESOLUTION APPROVING COMMUNITY VISIONING GRANT

WHEREAS, the Riverside City Council has budgeted funds from the Hotel/ Motel tax for the Riverside Community Visioning projects in the City of Riverside

WHEREAS, the Riverside City Council has approved \$2000 matching funds.

THEREFORE, be it resolved by the City Council of the City of Riverside, Iowa that the City of Riverside is supportive of the Community Visioning improvements to the community.

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

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

Ayes:

Nays:

Absent:

PASSED by the City Council of Riverside, Iowa and approved this 4th day of October, 2021.

Signed: _____ Date: _____
Allen Schneider, Mayor

Attest: _____ Date: _____
Becky LaRoche, City Clerk



What is Visioning?

Community Visioning is a process that encourages visionary and yet strategic thinking about transportation improvements. The centerpiece of this process is the development of conceptual plans that graphically illustrate the vision of the community for an improved transportation system. Participants in the program will:

- Identify and prioritize community needs based on participatory community assessments
- Develop community vision concept plans for transportation projects
- Identify potential funding sources for implementing concept plans
- Initiate the first phase of project development

What support is provided?

Trees Forever field coordinators provide structured facilitation of the visioning process. Landscape architecture consultants collaborate with design interns to provide design assistance under the direction of ISU. ISU also provides research-based community assessments and directs transportation plan development by consultants. Iowa DOT provides review and technical assistance for transportation enhancement concept planning.

What products does the community receive?

A webpage is created for each community and linked to existing community websites and social media. During the visioning process, program reports, meeting announcements, and pictures are posted to keep everyone informed and involved. At the end of the visioning process, the community will receive a series of display boards that include conceptual drawings and images illustrating the transportation plan. Implementation strategies will be developed and communicated in an 8½ by 11-inch feasibility study. All products will be available electronically after the process is completed on the program website in order to facilitate grant writing and community development needs.

What contribution is expected from the community?

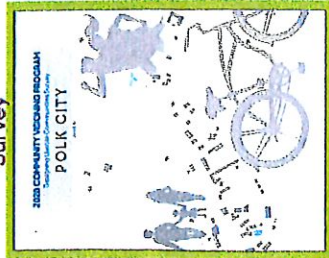
Communities selected for Community Visioning agree in writing to commit \$2,000 toward implementation of a project proposed through the visioning process. A steering committee that represents the community, including a local government partner, is required to attend a day-long workshop at the beginning of the process and an annual meeting at the end. The steering committee works closely with the Trees Forever field coordinator to plan and advertise meetings and workshops during the process. The committee maintains an active role in fostering meaningful community participation by involving others in the community assessments and goal setting and by keeping the media informed of program developments, committee activities and other information regarding the process.



How do we engage community residents?

Public participation is the key to identifying the needs and desires of a community. Community visioning program staff engage client community residents using a variety of methods to ensure a more inclusive public process.

Survey



In larger communities, we send random-sample surveys to 300 households to better understand how residents use the local transportation system.



Community Installations

Community installations give residents flexibility to view design proposals and provide feedback when it is convenient for them and bring attention to potential project sites.

Community Webpages



All communities have their own webpage on the Community Visioning website, where residents can access meeting information, design proposals, and eventually final products.



Focus Groups

We conduct focus groups with a variety of user types, including parents, youth, older adults, people with mobility issues, and active recreationists, to identify factors that affect transportation use in communities.

Social Media



We engage the public on a variety of social media platforms, including Facebook, Instagram, Twitter, and YouTube.

Who should participate?

Iowa communities eligible for the Iowa's Living Roadways Community Visioning Program must have populations of 10,000 or fewer. Priority is given to communities that lack planning resources within the city government. Volunteers, government representatives and interest groups of all kinds are strongly encouraged to work in cooperation with one another for successful completion of the visioning process.

Communities that are interested in making enhancements connected to surface transportation may benefit from the Community Visioning Program. The Federal Highway Administration (FHWA) defines surface transportation as all elements of the intermodal transportation system excluding aviation and including water. To qualify for federal funding, enhancements must meet one of the following needs:

- Provide facilities for pedestrians and bicycles
- Provide safety and educational activities for pedestrians and bicyclists
- Acquire scenic easements and scenic or historic sites
- Beautify routes
- Preserve historic sites and routes
- Rehabilitate and operate historic transportation buildings, structures or facilities
- Convert unused rail corridors to trails
- Address other transportation enhancement needs as defined by FHWA

More information about federally-funded transportation enhancements can be found at the National Transportation Enhancements Clearinghouse Web site at www.enhancements.org/.

More information regarding the Community Visioning Program and examples of enhancement projects in past visioning communities are available at www.communityvisioning.org, under the heading "Showcase." A **downloadable application is available by clicking "Apply."**

Deadline

Completed applications are due (postmarked) by **September 15**. Application pages should not exceed 8½ by 11-inches in size. Selections will be announced by the end of the year.

Email your application as a PDF document to:

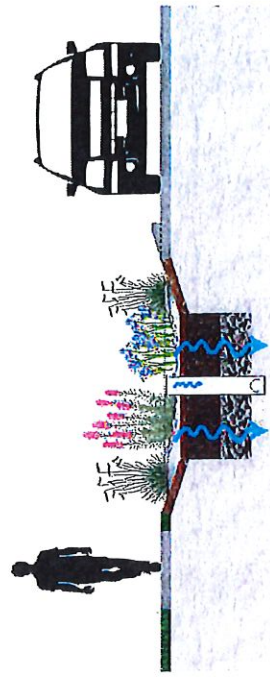
droman@treesforever.org

Alternatively, applications may be submitted on paper to:

Iowa's Living Roadways
Community Visioning Program
Trees Forever
80 8th Avenue
Marion, IA 52302



IOWA STATE UNIVERSITY
College of Design



#7a.

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

From: Kevin Mills <kmills@riversideiowa.gov>

Sent: Wednesday, September 29, 2021 3:14 PM

To: Christine Yancey <cityadmin@riversideiowa.gov>

Subject: Replacing tree

I'm asking the city to re-place and grind the stump for my maple tree in the backyard, quotes and photos have been turned in

Sent from my iPhone

CITY OF RIVERISIDE
CITIZEN COMPLAINT FORM

Name: Kenneth D. Mills

Date: 8-10-2021

Address: 281 Ella St.
Riverside Ia 52327

Phone: 319-430-3758

Please provide name, address, date, time, and nature of complaint with as many details as possible:

- ① Maple tree in back yard along new 8ft. sidewalk dying due to roots being torn up during construction of side walk.
- ② Can provide pictures of torn roots
- ③ Can provide couple pictures of tree last couple years
- ④ Need to figure out whats to be done, replacement of tree?, payment value of tree?, something!

I tried watering, tree food, two summers, was told by Iowa Landscape it was a small chance to save tree!

Complaint delivered: over phone: _____ In person: X

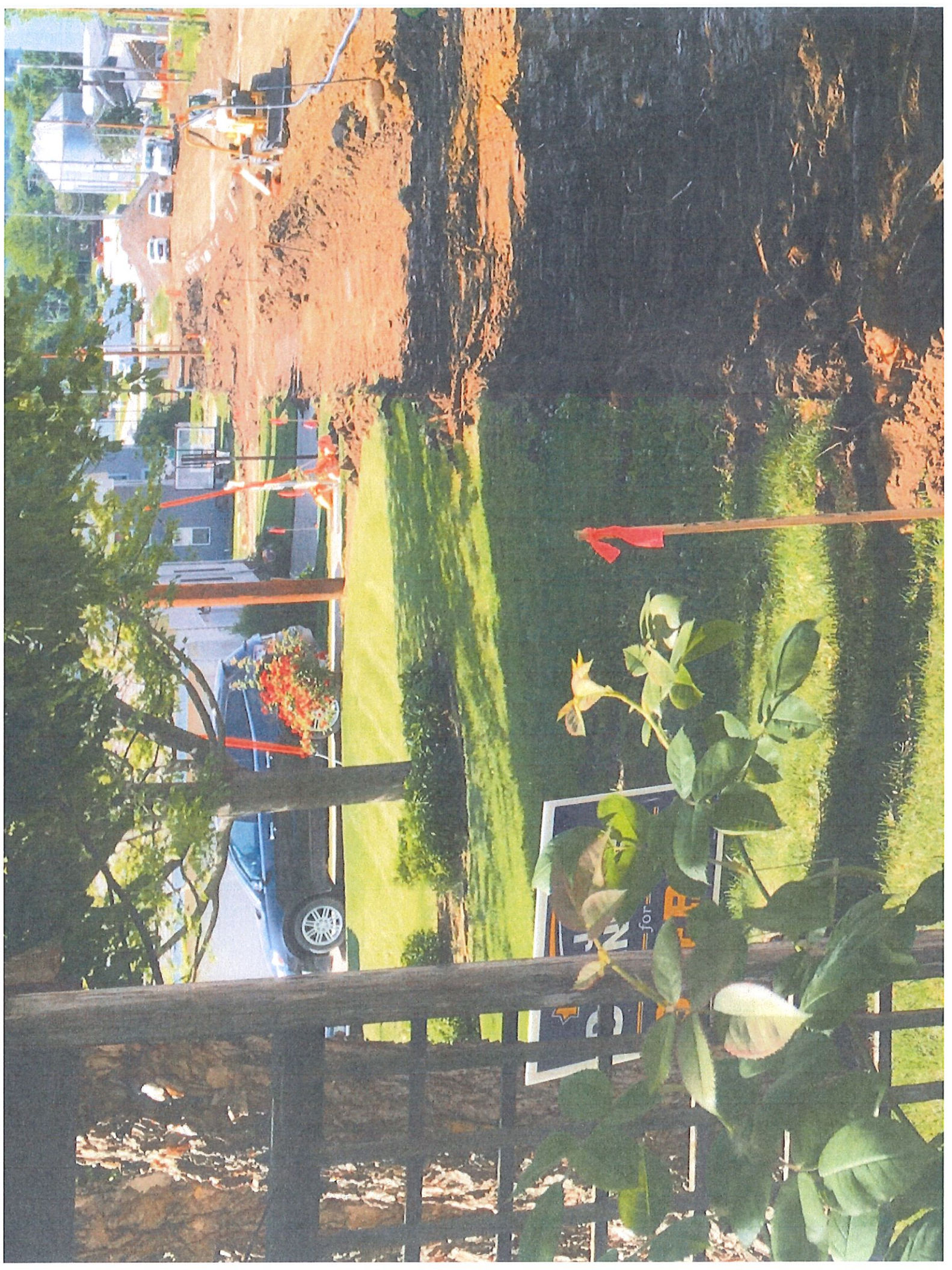
Signature: Kenneth D. Mills

City Staff: _____

Date Submitted to City Council: _____

Council Instruction to resolve complaint:

Complaint Resolved: _____







#7a.

Tree Condition Report for the City of Riverside Iowa

September 16, 2021

On Monday September 13, 2021 I met with Christine Yancey, Riverside Iowa city administrator at 281 Ella St. along with Kevin Mills, owner of the property, in regards to a tree that had possibly been damaged due to a sidewalk installation project several years earlier.

Upon arrival I found a 12" diameter at breast height (dbh) 'Autumn Blaze' Maple that was approximately 40' tall located on the west side of the property. Mr. Mills stated he thought the tree was about 33 years old and had been in reasonably good health until after the sidewalk project had been completed.

The tree is showing signs of severe decline. The entire north leader and many of the secondary branches are dead. The remaining crown is very thin, has small, stunted leaves that are coloring prematurely. Previous year's growth is also very stunted as evidenced by the lack of shoot elongation. Bleeding cankers are present on the trunk and there are several wounds on the west side of the basal portion (at ground level) of the trunk.

Mr. Mills showed me photos of the sidewalk project in which the west portion of the tree's root zone has been excavated, exposing both anchor and feeding roots. The roots appear to have been bludgeoned and crushed by equipment and had not been cleanly cut or pruned. Bludgeoning, crushing, or ripping of roots will cause mortality of the roots which then can travel to the trunk as in this case. Whereas proper pruning of the roots will not only limit mortality but can actually contribute to new roots being formed. After the sidewalk was installed the excavated root zone was filled, graded and seeded, which can cause compaction of the soil and possibly affect water uptake and drainage patterns.

The damage to the tree is consistent with construction damage and is corroborated with his photos of the root damage.

It can take several years for such damage to manifest as trees have a bank of reserves and to the untrained eye look as if they are healthy, until those reserves are exhausted and dieback occurs.

Unfortunately my recommendation is for removal of this tree as there is no remedial action that can be performed and it will only become more hazardous as time goes on. The damage has been done and is irreversible.

COUNCIL PACKET

For future projects a Tree Protection Zone (TPZ) standard coupled with proper root pruning and design considerations could reduce or eliminate tree damage/mortality. Please see attachments from Oregon State and Chattanooga for more information.

As for replacements, I usually suggest 2' caliper or smaller trees, not only are they more affordable, they take less effort to plant, and establish much quicker than larger, balled and burlapped or spaded trees.

I would also suggest to forgo one of the Maple species as it seems Riverside has quite a few Maples and as Emerald Ash Borer has shown us, species diversity is very important in avoiding pest and disease problems. Native species would be preferable because of their adaptability to our climate and lack of invasiveness.

Please contact me with any further questions you might have.

Andrew Dahl

International Society of Arboriculture

Certified Arborist/Municipal Specialist

MW-3938MA

#8

RESOLUTION NO. #061719-02

City Administrator Employment Agreement

Employer agrees that this evaluation shall include possible adjustment of base salary, based on its judgment of suitable Employee performance.

- B. The Employer will thereafter annually review the performance of the Employee or as it deems necessary. Said review and evaluation shall be in accordance with specific criteria developed jointly by the Employer and Employee. Said criteria may be added to or deleted from as the Council may from time to time determine in consultation with the Employee. The process, at a minimum, shall include the opportunity for both parties to: (1) present a written evaluation; (2) meet and discuss the evaluation; and (3) present a written summary of the evaluation result. The final written evaluation will be completed and delivered to the Employee upon the Employee's request.

- C. The Employer and Employee shall define such goals and performance objectives as they determine necessary for the proper operation of the City and in the attainment of the City's policy objectives and shall further establish a relative priority among those various goals and objectives. The Employee will reduce said goals and objectives to writing and provide to the Council. The goals and objectives generally will be obtainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

The Employee and the City Council and Mayor will bring any perceived problems or inadequacies to the attention of the other and will exercise a good-faith effort to mutually resolve such perceived problems or inadequacies.

Section 13: Hours of Work

It is recognized that the employee must devote time outside of the normal office hours on business for the Employer, and to that end, the Employee will be allowed to take time off as the parties mutually agree and to establish an appropriate work schedule.

Section 14: Residency Requirement

Employee agrees to make a good-faith effort to establish residence within the corporate boundaries of the City of Riverside, Iowa as soon as possible, and thereafter to maintain residence within the corporate boundaries of the City of Riverside.

REQUEST FOR CLOSED SESSION

Section 21.5 subsection 1, paragraph (i) of the Iowa Code allows for a closed session meeting "To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session."

As an individual whose appointment, hiring, performance or discharge is being considered, I hereby request discussion of these matters in a closed session at the City Council Meeting/Work Session on 10-4-2021

Printed name of Requester: Christine Yancey

Signature: _____

Date: 9-28-21

Signed: _____

Allen Schneider, Mayor

Attest: Becky LaRoche

Becky LaRoche, City Clerk

RESOLUTION #100421-03

**RESOLUTION APPROVING CITY ADMINISTRATOR
JOB DESCRIPTION**

Whereas, the City of Riverside City updated job descriptions for City Administrator,

Therefore, be it resolved the City of Riverside City Council does approve the attached job description.

Moved by Councilperson _____, seconded by Councilperson _____ to approve the foregoing resolution.

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 4th day of October, 2021.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

COUNCIL PACKET

CITYOF RIVERSIDE

Position: City Administrator

Employee Status: Full-Time, Exempt

Supervisor: Mayor and City Council

Job Functions: The City Administrator is appointed by and serves under the general direction of the Mayor and City Council and is responsible for the overall administrative direction and supervision of all City Employees. The position is responsible for the efficient and effective management of all facets of government under the control and jurisdiction of the City Council. The position also establishes and maintains a governmental organization which will support and promote retail, industrial, and all other economic development. The position will provide for systematic and orderly flow of information to and from the City Council, employees, and citizens of the community.

Job Responsibilities:

1. Draft, implement, coordinate, and administer the policies of the City Council.
2. Prepare agendas for all public meetings in collaboration with the Mayor and attend all City Council meetings.
3. Prepare all resolutions, ordinances, policies, and procedures as approved by the City /Council.
4. Maintain a list of all funding sources available to the City.
5. Receive, review, and recommend to the City Council all alcohol and tobacco permits.
6. Maintain strong working relationships with local law enforcement and other local government officials.
7. Represent the City at functions and meetings.
8. Recommend modifications, additions, and deletions to the Code of Ordinances. Ensure that changes to the Code of Ordinances are handled according to State of Iowa law and federal regulations.
9. Ensure that the duties and responsibilities of the City Clerk are carried out in the Clerk's absence.
10. Oversee the financial management of City Hall and the annual budget.
11. Supervise construction, improvement, repair, maintenance, and management of all City-owned facilities and equipment.
12. Act as the main contact for all entities conducting business with the City. Examples include City Attorney, engineering firms, contractors, vendors, and other outside organizations.
13. Act as Human Resources professional for the City, subject to City Council approval for hiring or firing. The position will provide day-to-day supervision of all City Employees, authorize requested time off by employees, perform annual evaluations, develop short- and long-term goals for employees and recommend pay adjustments, promotions, demotions, and discharges to the City Council. The position is responsible for the recruitment of qualified individuals when vacancies occur.
14. Maintain the City's website and continually review content to ensure the latest information is available to citizens and is easy to find. Maintain the City's presence on social media sites. Manage City signage and other forms of outbound communication.
15. Act as City's main contact for capital project management. Ensure all pre-construction procedures and paperwork are properly completed. Maintain contact with construction superintendents to ensure that projects are on budget and on schedule. Take any change order requests before the City Council for approval.

COUNCIL PACKET

16. Act as the City's Records Custodian, ensuring compliance with records requests under Chapter 22 of the Code of Iowa and the Iowa Records Retention Manual.
17. Lead the City Council in goal-setting sessions and assist them in understanding and utilizing the Comprehensive Plan.
18. Actively participate in county economic development organizations and other economic development activities.
19. Promote local businesses and actively participate in the Riverside Area Community Club and other local organizations. Maintain regular contact with local business owners.
20. Direct economic development initiatives to achieve goals and objectives outlined in the Comprehensive Plan.
21. Assist businesses in the application and permitting process and serve as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals established by the City Council.
22. Promote City-owned properties that may be for sale and the orderly development of related projects.
23. Work with developers of commercial and residential land adjacent to and within the City to bring additional tax revenues to the City.
24. Lead and City fundraising campaigns.
25. Prepare grant proposals and applications, contracts, and other necessary documents as required for community development.
26. Work with local organizations in the development of activities and/or festivals to attract visitors to the City.
27. Oversight of youth and adult sports programs.
28. Working with the public on a regular basis.

Works Closely with: The position provides coordination, communications, and cooperation between City employees, City Council, commissions, committees, and is the City's representative working with external stakeholders.

Equipment: Computer, phone

Skills and Qualifications:

1. Education – Four-year Degree in Public Administration or Business Administration or related field preferred but not required.
2. Experience – Five years' experience in public sector management or similar field preferred with an extensive knowledge of management practices and policies with supervisory experience.
3. Knowledge of principles of public finances, short- and long-term budget projections, intergovernmental relations, human resources principles, administration of grants, state and federal laws, and rules and procedure of local government
4. Excellent communication skills and the ability to communicate clearly both verbally and in writing.
5. Ability to read and understand complex materials required.
6. Must be able to establish and maintain cooperative working relationships with a wide variety of organizations and individuals.
7. Working knowledge of municipal zoning and infrastructure requirements for residential and commercial expansion.
8. License/Certifications/Endorsements – Must hold a valid driver's license. Must be bondable.

COUNCIL PACKET

9. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

Disclaimer:

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.

Residency requirement: