

CITY OF RIVERSIDE COUNCIL MEETING AGENDA
RIVERSIDE COUNCIL CHAMBERS
60 N GREENE ST
Monday, August 7, 2023, 6:00 PM

The meeting will be recorded and can be viewed live by visiting the city website 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. Roll Call
3. Approval of Agenda
4. Consent agenda
 - a. Minutes
 - b. Expenditures
 - c. July Fire Dept Update
 - d. Alcohol Permit - Saint Mary's Church
 - e. Street Closing- St Mary's
 - f. Fireworks Permit – Kron Benefit at VFW
5. **Public forum: 3 minutes per person. See guidelines for public comments at the Clerk's table.**
6. PeopleService
 - a. Quarterly update – Steve Robinette
 - b. Well disinfection proposals (11)
 - c. UV system maintenance update (24)
 - d. WTP repair of bi-pass valve in RO #1 (28)
7. Axiom Report (30)
 - a. 3rd Street
 - b. WWTP
 - c. WTP (31)
 - d. ADA ramp at city Hall
8. City Administrator's report (33)
 - a. Approval of FY24 goals (34)
 - b. Debbins building RFP (36)
 - c. Dangerous building ordinance (44)

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- d. Martin Gardner cost estimate for CDBG architectural services (46)
 - e. Comprehensive plan update (48)
 - f. City Council chambers repairs
 - g. Hall Park – Pickleball
 - h. Iowa Municipal Professionals Institute Report (61)
 - i. Employee handbook update (62)
9. Resolutions (2023-59)
- a. Consider resolution for WWTP Blower Pacs (64)
 - b. Consider resolution for analyze/disinfect Well #7 and #8 (68)
 - c. Consider resolution for Architect proposal for DTR grant (69)
 - d. Consider resolution for certification of lien (70)
 - e. Consider resolution for change order #2 for WWTP project (72)
 - f. Consider resolution to waive review of Charles Strabala Estate plat of survey (73)
 - g. Consider resolution for Pay Request #1 – Spectra Build \$142,937.72 (76)
 - h. Consider resolution for UV replacement parts – Haynes \$21,820.05 (79)
10. Closing Comments
11. Motion to Adjourn

RIVERSIDE CITY COUNCIL MEETING: Monday, July 17, 2023

The Riverside City Council meeting started at 6:00 pm in the Riverside City Council Chambers. Mayor Allen Schneider called the meeting to order, with Kevin Kiene, Lois Schneider, Kevin Mills, Tom Sexton, and Edgar McGuire present.

Motion made by Sexton, second by McGuire to approve agenda. Passed 5-0.

Motion made by McGuire, second by Sexton to approve consent agenda, including July 3rd minutes, and expenditures, pulling McGuire mileage expense. Passed 5-0.

Sexton moved to pay McGuire milage in the amount of \$24.89. Passed 4-0 McGuire abstained.

Chris Grinstead addressed City Council during Public Forum.

Sergeant Chad Ellis, with Washington County Sheriff Dept. presented June Service call report.

Nick Bettis, Axiom Consultants, updated the city council on the 3rd Street project, Wastewater Treatment Plant, Water Treatment Plant, and ADA ramp at City Hall.

Luis Ramirez and Steve Kramer, of PeopleService Inc., presented the June water and wastewater report.

Tom Engelken, of Northway Well and Pump Co. of Marion, Iowa, discussed analysis and treatment of Well #7 and #8.

Motion by McGuire, second by Sexton to pass Resolution #2023-57, Approving Generator Maintenance from Altorfer Power Systems of Cedar Rapids, Iowa in the amount of \$6117.00, with a cost hold of 6 years. Passed 5-0.

Kiene moved, second by Sexton to reject bid for ADA ramp at City Hall. Passed 5-0.

McGuire moved, second by Schneider to pass Resolution #2023-58, Awarding Water Treatment Plant Construction Project to Bowker Mechanical Contractors LLC of Cedar Rapids, Iowa, in the amount of \$550,000. Passed 5-0.

McGuire moved, second by Schneider, to table draft of "Request for Proposal – Sale of Real Estate" of Debbins' building until next meeting. Passed 5-0.

Council reviewed June Utility reports, and financials.

Motion by Sexton, second by McGuire to adjourn at 7:15 PM. Motion carried 5-0.

Full content of city council meetings can be viewed on the city website www.riversideiowa.gov.

Next Meeting- Monday, August 7th, 2023 at 6:00 PM

ATTEST:



Becky LaRoche, City Clerk



Allen Schneider, Mayor

EXPENDITURES AUGUST 7, 2023					
	COUNCIL MEETING	BILLS			
1	ACCESS	COPIER	001-5-650-6496	\$ 381.99	
2	ALLIANT ENERGY	PARKS	001-5-430-6371	\$ 646.84	
3	ALLIANT ENERGY	SEWER	610-5-815-6371	\$ 632.60	
4	ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$ 538.71	
5	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$ 1,422.65	
6	ALLIANT ENERGY	FIRE STATION	002-5-150-6330	\$ 765.67	
7	ALLIANT ENERGY	WATER	600-5-810-6371	\$ 304.33	\$ 4,310.80
8	A TECH	FD- ALARM	002-5-150-6356	\$ 84.00	
9	ALTORFER	COOLANT	610-5-815-6374	\$ 84.06	
10	ALTORFER	BATTERY -WTP	600-5-810-6374	\$ 487.82	
11	ALTORFER	BETTERY - FD	002-5-150-6312	\$ 243.91	
12	ALTORFER	BATTERY- WWTP, LIFT STATIONS	610-5-815-6374	\$ 1,654.06	\$ 2,385.79
13	AUTOMATION 24	WTP-BOURDON PRESSURE GAGE	600-5-810-6374	\$ 1,345.24	
14	AXIOM CONSULTANTS	WWTP	301-5-750-6798	\$ 302.50	
15	AXIOM CONSULTANTS	3RD STREET	301-5-750-6796	\$ 1,180.00	
16	AXIOM CONSULTANTS	ADA RAMP	001-5-650-6407	\$ 1,156.25	
17	AXIOM CONSULTANTS	ALPHA DIESEL	001-5-650-6407	\$ 145.00	
18	AXIOM CONSULTANTS	RV PARK	001-5-650-6407	\$ 217.50	
19	AXIOM CONSULTANTS	ON-CALL/PROJECT ADMIN	001-5-650-6407	\$ 1,020.00	
20	AXIOM CONSULTANTS	MEETINGS	001-5-650-6407	\$ 960.00	\$ 4,981.25
21	BECKY LaROCHE	CELL STIPEND	001-5-650-6373	\$ 50.00	
22	BRECKE MECHANICAL CONT.	WATER LINE BREAK	600-5-810-6374	\$ 31,943.12	
23	BRYAN LENZ	CELL STIPEND	001-5-430-6373	\$ 50.00	
24	COLE SMITH	CELL STIPEND	001-5-650-6373	\$ 50.00	
25	COLE SMITH	MILEAGE/MEALS IMPI	001-5-650-6240	\$ 299.45	\$ 349.45
26	COPPER CREEK RIDGE LLC	RES#101821.01 H/M GRANT -PAY 2	145-5-650-6429	\$ 8,000.00	
27	EQUIPMENT MGT CO	EXTRICATION TOOL CHECK	002-5-150-6356	\$ 630.00	
28	FIRST DUE HOSE CO LLC	ANNUAL HOSE TESTING	002-5-150-6356	\$ 1,699.00	
29	HEIMAN	FD-TOOLS	002-5-150-6356	\$ 2,139.79	
30	IOWA DNR	NPDES PERMIT	610-5-815-6245	\$ 210.00	
31	IOWA PAPER	WWTP	610-5-815-6332	\$ 20.64	
32	IOWA PAPER	WTP	600-5-810-6332	\$ 28.14	\$ 48.78
33	IOWA TWP TRUSTEES	CEMETERY FY 24	001-5-450-6499	\$ 6,000.00	
34	J&S PLUMBING	FD-NEW AC UNIT	002-5-150-6310	\$ 8,769.00	
35	JOHNSON CO REFUSE	JULY CARTS BILLED	001-5-840-6499	\$ 7,177.00	
36	KALONA GRAPHICS	2500 ENVELOPES	001-5-650-6506	\$ 228.69	
37	KALONA PUBLIC LIBRARY	RES#2023-17 FY24 CONTRACT	001-5-410-6502	\$ 24,453.00	
38	KUM&GO	FD-FUEL	002-5-150-6350	\$ 341.31	
39	KUM&GO	CITY TRUCK FUEL	110-5-210-6331	\$ 77.75	\$ 419.06
40	LOGAN MICHEL	CELL STIPEND	001-5-210-6373	\$ 50.00	
41	MEARDON, SUEPPEL, DOWNER	LEGAL	001-5-640-6411	\$ 1,600.00	
42	MENARDS	WWTP	610-5-815-6374	\$ 170.61	
43	MENARDS	SHOP	001-5-210-6372	\$ 184.78	
44	MENARDS	WTP	600-5-810-6374	\$ 278.44	\$ 633.83
45	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$ 11.83	
46	MID AMERICAN ENERGY	RVFD	002-5-150-6330	\$ 14.35	
47	MID AMERICAN ENERGY	C HALL	001-5-650-6371	\$ 11.83	\$ 38.01
48	OFFICE EXPRESS	6 RECEIPT BOOKS	001-5-650-6506	\$ 59.04	
49	PAWS & MORE	FY24 CONTRIBUTION	145-5-650-6423	\$ 7,000.00	
50	PEOPLE SERVICES	SERVICE	610-5-815-6500	\$ 12,623.00	
51	PEOPLE SERVICES	SERVICE	600-5-810-6500	\$ 12,623.00	
52	PEOPLE SERVICES	2022-23 OVERAGE	600-5-810-6500	\$ 66,730.00	\$ 91,976.00
53	PEOPLES BANK	PETTY CASH	001-5-650-6506	\$ 47.44	
54	POLLARD WATER	2 1/2 X 25 HOSE	600-5-810-6374	\$ 272.62	
55	RACC H/M GRANT	RES#2023-09	145-5-650-6514	\$ 21,000.00	
56	RELIANT FIRE	TRUCK #161 HEAT CONTROL VALVE	002-5-150-6356	\$ 51.45	
57	SCHIMBERG	WTP-PVC 80 T,CPLG	600-5-810-6374	\$ 198.08	
58	SEIA INSURANCE	WORK COMP AUDIT- FD	002-5-150-6320	\$ 3,771.20	
59	SEIA INSURANCE	WORK COMP AUDIT- PARKS	001-5-430-6402	\$ 498.00	
60	SEIA INSURANCE	WORK COMP AUDIT-STREETS	001-5-210-6402	\$ 1,672.80	
61	SEIA INSURANCE	WORK COMP AUDIT- CITY HALL	001-5-650-6405	\$ 163.00	
62	SEIA INSURANCE	GENERAL LIBILITY	001-5-650-6404	\$ 348.00	\$ 6,453.00
63	SHARON TELEPHONE	CITY HALL	001-5-650-6373	\$ 313.62	
64	SHARON TELEPHONE	FIRE STATION	002-5-150-6332	\$ 87.68	
65	SHARON TELEPHONE	SHOP	001-5-210-6373	\$ 40.83	
66	SHARON TELEPHONE	WATER PLANT	600-5-810-6373	\$ 40.83	
67	SHARON TELEPHONE	SEWER PLANT	610-5-815-6373	\$ 40.83	\$ 523.79

68	STANDARD PEST CONTROL	CITY HALL	001-5-650-6310	\$	25.00	
69	STANDARD PEST CONTROL	FIRE DEPT	002-5-150-6310	\$	25.00	
70	STANDARD PEST CONTROL	SHOP	001-5-210-6506	\$	25.00	\$ 75.00
71	THE NEWS	PUBLICATIONS	001-5-650-6402	\$	439.25	
72	VERIZON	ADMIN TABLET	001-5-650-6373	\$	25.02	
73	*****	TOTAL BILLS		\$	236,182.55	
74						
75	DELTA DENTAL	BILLING-AUG	001-5-430-6150	\$	192.58	
76	WELLMARK	BC/BS	001-5-620-6150	\$	2,118.59	
77	VERIZON	GATEWAY-WATER	600-5-810-6373	\$	31.78	
78	VERIZON	GATEWAY-WW	610-5-815-6373	\$	31.78	
79	US CELLULAR	FD	002-5-150-6332	\$	72.45	
80	WATER ACCOUNT	RETURN DEPOSIT	600-4-810-1-4501	\$	98.14	
81	*****	TOTAL PAID BILLS				\$ 2,545.32
82	*****	TOTAL EXPENDITURES		\$	238,727.87	
83						
84	EXPENDITURES by FUND					
85	GENERAL FUND	\$	50,312.52			
86	FIRE DEPARTMENT	\$	18,622.36			
87	ROAD USE FUND	\$	77.75			
88	CASINO FUND	\$	36,000.00			
89	CAPITAL PROJECTS	\$	1,482.50			
90	WATER FUND	\$	126,783.63			
91	SEWER FUND	\$	2,903.79			
92	TOTAL EXPENDITURES	\$	236,182.55			

**RIVERSIDE FIRE
DEPARTMENT**

FIRE / RESCUE / EMS / HAZMAT



July 2023 Update

Calls for Service:

Medicals – 13
Building Fire Response – 6
Fire Investigations – 1
Vehicle Fire - 1
Total calls – 21 calls in July

Training: The training for July was postponed due to heat/weather conditions.

RESA: The members are planning for the fall raffle dinner.

Other News

The department hosted the WCMAA fire meeting for all Washington county fire departments. The topics covered were tanker operations and motor vehicle accident response. The Chief had discussion with the building inspector on some properties in town with site visits planned for August. The rescue extrication tools received annual maintenance and all the fire hose was service tested to NFPA standards for its annual inspection and pressure test. This work was done by outside vendors who are certified to do this work. We have been contacted by members of WCA service about safety and health issues with the ambulance building in Kalona. The Chief will discuss this with the Mayor and Cole as the City of Riverside contributed money for this building to be able to work out of and should be safe for staff.

Proudly Serving
Chief Smothers

Becky LaRoche

From: noreply@salesforce.com on behalf of IOWA ABD Licensing Support
<elaps@iowaabd.com>
Sent: Thursday, July 27, 2023 1:54 PM
To: Becky LaRoche
Cc: licensingnotification@iowaabd.com
Subject: Application App-182975 Ready for Review

Hello,

Application Number App-182975 has been set to "Submitted to Local Authority" status and is currently ready for your review.

Corp Name: HOLY FAMILY CHURCH OF RIVERSIDE, IOWA

DBA: HOLY FAMILY CHURCH OF RIVERSIDE, IOWA

License Number:

Application Number: App-182975

Tentative Effective Date: 9/1/2023

License Type: Special Class C Retail Alcohol License (BW)

Application Type: New

Amendment Type:

Thank you.

NOTICE: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



STREET CLOSING REQUEST

NAME DeAnne Simon DATE 31 July 2023

ORGANIZATION St. Mary's Church PHONE 319-648-2331

E-MAIL dee@hawkeyeworldtravel.com

EVENT St. Mary's Church Labor Day Event

STREET TO CLOSE St. Mary's Street and Washburn Street - within the St. Mary's Campus Complex. Basically covering parking lot entrances and the street in front of the Rectory.

CLOSING DATE Monday, September 4, 2023 TIME 8:00am

OPENING DATE Monday, September 4, 2023 TIME 5:00pm

CITY COUNCIL AGENDA DATE 8-7-2023

RECEIVED BY *B. LaRoche* DATE 7-31-23

CITY COUNCIL APPROVED _____ DATE _____

NOTIFIED _____ BY _____



Trek
"Where the ~~Best~~ Begins"
DISPLAY FIREWORKS PERMIT APPLICATION

Riverside Code 124.06. City Council may, upon applications in writing, grant a permit for the use of Display Fireworks by municipalities, fair associations, amusement parks, or other organizations or groups approved by the City when the Display Fireworks will be handled by a competent operator as determined by the Fire Chief.

Proof of Insurance: Personal Injury, \$500,000 per person; Property Damage \$500,000; Total exposure \$1,000,000.

Display Date: 8-19-23 Rain Date, if applicable: NA

Time of Display: 8 pm / dusk?

Permit Fee: \$35.00

Name of Organization Purchasing Display:

Donated to Norin Kron Benefit

Address: Contact is Chris Ockensels

City, State, Zip: _____

Phone: 319 321-4604 E-mail: _____

Possible Location: Benny Wardschmidt
Contact Name: _____

Address: 160 W. Rye Street

City, State, Zip: Riverside, IA

Phone: _____ E-mail: _____

Name of designated Pyrotechnician:

Dennis Murry (J&M Displays)

Location of Event: _____

Insurance Certificate Holder: J&M Displays, Inc

Proof of Insurance Included with application: Yes No

Council Approval: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/2/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Acrisure, LLC dba Britton Gallagher & Associates One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C, No. Ext): 216-658-7100 E-MAIL ADDRESS:	FAX (A/C, No): 216-658-7101
	INSURER(S) AFFORDING COVERAGE	
INSURED J & M Displays, Inc. 18064 170th Avenue Yarmouth IA 52660	INSURER A: Everest Denali Insurance Company	NAIC # 16044
	INSURER B: Axis Surplus Ins Company	26620
	INSURER C: Everest Indemnity Insurance Co.	10851
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1334209154 **REVISION NUMBER:**

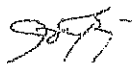
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC		SISML00080-231	1/15/2023	1/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		SISCA00033-231	1/15/2023	1/15/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		P-001-000083943-05	1/15/2023	1/15/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Excess Liability #2		SIBEX01313-231	1/15/2023	1/15/2024	Each Occ/Aggregate Total Limits \$4,000,000 \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement or permit.
FIREWORKS DISPLAY DATE: August 19, 2023
LOCATION OF EVENT: Dennis & Rose Klein property

ADD'L INSURED: County of Washington, Iowa, its employees, volunteers, officers, elected officials, partners, subsidiaries, divisions & affiliates, event sponsors & landlords as their interest may appear in relation to this event; Richmond Shooters (sponsor); VFW Post 6414 (Property Owners); Dennis & Rose Klein (property owners)

CERTIFICATE HOLDER **CANCELLATION**

Richmond Shooters 205 Main Street Kalona IA 52247	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Northway Well and Pump Co.
4895 8th Avenue
Marion, Iowa 52302

August 1, 2023

People's Service Inc.
PO Box 188
Riverside, Iowa 52327

Attn: Mr. Steve Kramer, Water/Wastewater Superintendent

Re: Riverside Well #7 and #8 Chemical Treatment

Dear Steve,

The following is the associated cost breakdown for the chemical treatment of Riverside Wells #7 and #8. As I stated earlier these wells have an abundance amount of bacterial growth from iron related bacteria, slym bacteria and sulfate reducing bacteria.

To properly treat these wells, pH levels must be monitored with additional chemical added to maintain a pH level that will support distraction of bacterial colonies. Once the bacteria colonies have been broken down it is imperative that they be removed from every foot of the screen. Any colonies left behind will be protected by the slym layers and will again become active six months to a year later. If the disrupted bacteria are not removed by airlifting the entire length of the screen through the surge block which isolates every five feet of the screen you will be back to square one in less than a year. Purge pumping will not reach the entire length of the well screen.

A. Riverside Wells #7 and #8 Bacterial Treatments and Associated Cost

1. Mobilize men and equipment to Riverside.
2. Remove pumping equipment.
3. Televis well casing and well screen.
4. Brush 16" well casing and well screen to breakup supported bacterial colonies.
5. Install air-shock development equipment and pulsate 1200psi nitrogen burst to breakup mineral incrustation between well screen slots and dislodge colonies embedded in the well pack and in native sand and gravel.
6. Install airlift development airlift well for 4 hours throughout the screen area five feet at a time.

Phone 319-377-6339

1-800-747-6339

FAX 319-377-8148

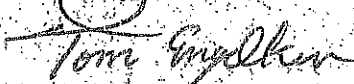
7. Introduce 1500-gallon mixture of water safe acid, NW310 biocide solution, NW400 surfactant and potable water through tremie pipe.
8. Install double disc surge block, surge treatment for 6 hours monitoring pH level and adding additional treatment if level reaches above 2, allow to stand overnight.
9. Following morning check pH level add treatment, if necessary, surge treatment with double disc surge block for 4 additional hours.
10. Install airlifting equipment and airlift complete length of screen through double disc surge block.
Note: Additional airlifting may be required more than 4 hours which will be charged hourly beyond the time allotted.
11. Introduce 2000-gallon mixture of sodium hypochlorite, NW220 sediment remover and swab treatment with double disc surge block for 3 hours the first day and 3 additional hours the second day.
12. Install airlifting equipment, airlift entire screen free of treatment.
13. Remove airlifting equipment and re-televiser well.
14. Introduce 4000-gallons of sodium hypochlorite and NW410 chlorine enhancer.
15. Swab treatment in well for 4 hours, monitor chlorine levels to maintain above 500ppm.
16. Install permanent pumping equipment and flush treatment from well through transmission line to treat supply main.
17. Record results of well performance and provide reports.

Total cost for the above treatment as outlined	\$41,950.00
Additional airlifting	\$ 450.00 p/h
Additional water safe acid	\$ 13.85 p/g
Additional sodium hypochlorite	\$ 4.85 p/g

Steve, the above material, and airlifting time is based on wells like Riverside's but as I stated at the council meeting Well's #7 and #8 are in the top 5 worst Well's I have come across.

If you have any questions, please let me know.

Sincerely,



Tom Engelken, Sales Representative

QUOTATION

Layne Christensen Company

4601 North 252nd Street
 Valley, NE 68064
 Phone (402) 359-2042
 Fax (402) 359-2310

Date: 08/03/23

P.O. Number: _____

Purchaser: City of Riverside

60 Greene Street
 Riverside, IA 52327
 Phone Number (319) 648-3501
 c/o PeopleService, Attn: Steven Kramer
 Email skramer@peopleservice.com
 Phone Number (319) 721-1828

Job Number: _____

Job Description: Riverside Wells 7 & 8 Rehabilitation and Pump Inspections - REV. 1 To Include Airlifting

QNTY	UNITS	DESCRIPTION	PRICE	TOTAL
1	LS	East Well rehabilitation per attached treatment procedure outline*	41,745.00	41,745.00
1	LS	Adder to include airlifting after rehab steps for the East Well	6,810.00	6,810.00
1	LS	West Well rehabilitation per attached treatment procedure outline*	41,905.00	41,905.00
1	LS	Adder to include airlifting after rehab steps for the West Well	6,810.00	6,810.00
2	EA	Shop Labor to inspect two pump assemblies	490.00	980.00
NOTES: 1) See attached rehabilitation procedure and brochures for additional information regarding Layne's services. 2) If either of the pumps and/or motors do not require repairs or inspection in Layne's Valley shop, we will deduct \$6,250 per well as savings on the mobilization charges for pump repairs. 3) See attached rehabilitation procedure and brochures for additional information regarding Layne's services. 4) Layne assumes that all neutralized chemicals can be discharged to the ground or other location provided by Cargill within 200 feet of the well. 5) Layne assumes use of the customer's power to operate our test pumping equipment during the rehabilitation process. 6) Payment Terms Net 30 Days. 7) Prices Valid For 30 Days From Date of Quotation.				
TOTAL				\$98,250.00

The undersigned Purchaser hereby instructs Layne Christensen Company (Contractor), to proceed with the work described with the understanding that the Terms and Conditions shown on the reverse are hereby incorporated as part of this Quotation and with the specific understanding that Contractor will not be held liable for any damage in any way whatsoever for failure to complete the described work, nor for any injury or damage resulting from Contractor's efforts to perform such work, or for delay on Contractor's part in completing same. All work described herein will be provided as quoted above or on a cost plus basis at the hourly rates provided. All quotes indicated, if any, are estimates based on the best information available prior to beginning work. As the scope of work changes, revised quotations will not be issued unless requested. Purchaser's pumps, motors, parts and/or accessories may be stored by the Contractor for thirty (30) days from the date of invoice or other written notice from Contractor. After said thirty (30) days, disposal of such equipment may be made by the Contractor without incurring any liability.

Purchaser

Contractor

City of Riverside

Layne Christensen Company

By: _____
 Title: _____
 Date: _____
 PO #: _____

By: Terry Heiliger
 Title: Project Manager III
 Date: 08/03/23

Are you tax exempt? (Circle One) YES NO





Layne Christensen Company
4601 N. 252nd Street
Valley, NE 68064

T 402-359-2042
graniteconstruction.com

WELL REHABILITATION PROCEDURE CITY OF RIVERSIDE, IOWA – WELLS NO. 7 & 8 AUGUST 3, 2023

Mobilize a two-man pump crew to site, complete with service rig, support truck, chemical treatment unit, and all required support equipment.

Complete an initial pumping test, pull the existing submersible pumping equipment from the well, and perform a field inspection. A complete list of needed repair parts with pricing will be furnished for your approval if necessary.

The well depth will be checked, and any fill material will be bailed from the well.

Complete an initial video survey of the well, along with a two-pass Sonar-Jet rehabilitation process. Swab and bail the well, **airlift well with open-end pipe for 2-3 hours**, install test pump, pump to waste and test. Sonar-Jet is effective at removing scale from the interior of the well and breaking up mineral encrustation in the gravel pack and natural formation.

Introduce a 2,000-gallon solution of Layne QC-21/acid into the well through a tremie pipe set at the top of the screen. Layne QC-21 is effective in removing mineral encrustation from the screen, gravel pack, and surrounding formation.

The Layne QC-21/acid solution will be surged using a tight-fitting surge block for a period of approximately 6 hours after injection. The surge block method of surging chemicals is effective in helping to break down the mineral encrustation, as well as redeveloping the well by removing any fine sand that may have accumulated in the gravel pack.

Following the surging operation, the chemical solution will be neutralized and pumped to waste using one of Layne's submersible test pumps, and a well performance test will once again be performed to document progress achieved (a designated on-site disposal location to be provided by the Owner, and we assume use of the Owner's power to run our test pump). Remove test pump and **airlift well with open-end pipe for 2-3 hours**.

Introduce a 2,000-gallon solution of Layne Oximate/chlorine with surfactant through a tremie pipe set at the top of the screen. The final chlorine treatment is effective at destroying any residual bacteria that may exist in or around the well, as well as disinfection of the permanent pump.

If necessary, demobilize Layne crew to our Valley, NE shop location for complete disassembly and inspection of the pumping equipment. All pump repairs and shop labor outside the quote disassembly estimate would be quote for Owner approval prior to commencement.

Upon completion of any pump repairs, mobilize back to the site, reinstall the permanent pump, pump the final Layne Oximate/chlorine solution to waste, and perform a pumping test to determine the final results achieved. Layne assumes the Owner will take any required samples for bacterial analysis prior to use of each well into the system.

Provide a final report detailing all work completed along with treatment results.

SITE SAFETY AND SITE CONDITIONS CHECKLIST

CUSTOMER NAME: City of Riverside
QUOTATION DATE: 8/3/23
PROJECT DESCRIPTION: Riverside Wells 7 & 8 Rehabilitation and Pump Inspections - REV. 1

Please check any of the following site safety or general site concerns that may apply to the above referenced project, provide a brief explanation, and return with signed Confirming Order.

Overhead power, power drops, or other electrical concerns: _____

If power issues exist, can they be disconnected?: _____

Site access concerns or challenges for service equipment: _____

Confined space issues: _____

Rooftop access hatch or building removal required: _____

Work hours restrictions: _____

Is there a water supply source available other than the well being worked on: _____

Other issues / concerns: _____



TERMS AND CONDITIONS

LIABILITY OF CONTRACTOR: Contractor shall not be liable for any bodily injury, death, or injury to or destruction of tangible property except as the same may have been caused by the negligence of Contractor. In no event shall Contractor be liable for any delays or special, indirect, incidental or consequential damages. Purchaser agrees that the total limit of Contractor's liability (whether based on negligence, warranty, strict liability or otherwise) hereunder, shall not exceed the aggregate amount due Contractor for services rendered under this contract. All claims, including claims for negligence or any other cause whatsoever, shall be deemed waived unless made in writing and received by Contractor within one (1) year after Contractor's completion of work hereunder.

INSURANCE: Contractor shall provide workers' compensation insurance, public liability and property damage insurance covering its employees and operation. Purchaser, at its option, may maintain such insurance as will protect it against claims arising out of the work.

REIMBURSABLE COST: In addition to the hourly charge provided on the face of this contract, Purchaser will reimburse Contractor for travel and living expenses necessarily incurred by the Contractor in the performance of the work, minor incidental expenses such as overnight mail, telephone and petty cash expenditures necessarily incurred, cost of removal of all debris if so directed by Purchaser, sales, consumer, use and similar taxes required by law and the cost of permits and all licenses necessary for the execution of the work. The foregoing costs shall be billed at actual cost plus fifteen percent (15%) unless otherwise agreed upon.

PRICE ADJUSTMENT: Any cost estimates or time frames stated herein are subject to equitable adjustment in the event of differing or unforeseeable conditions, changes in applicable laws after the date of this contract, unforeseeable delays or difficulties caused by acts of God, Purchaser or any third parties. Prices of goods acquired by Contractor from others shall be adjusted to reflect Contractor's price in effect at time of shipment. The price of Contractor's goods will be adjusted to the price in effect at time of shipment in accordance with Contractor's current escalation policies or as specifically covered in this contract.

TERMS: Thirty (30) days net from date of invoice. For extended projects, Contractor shall submit invoices on a monthly basis for any and all work completed and materials or equipment provided during the previous month. Past due invoices shall be subject to a delinquency charge of one and one-half percent (1-1/2%) per month (eighteen percent (18%) per annum) unless a lower charge is required under applicable law, in which case the lower rate shall apply. Purchaser agrees to pay all collection fees, attorneys' fees and costs incurred in the collection of any past due amounts arising out of this contract. Contractor shall have the right to immediately terminate this contract without further liability if Purchaser fails to make timely payment or otherwise materially breaches this contract.

MATERIAL SHORTAGES AND COST INCREASES: If any portion of materials or equipment which Contractor is required to furnish becomes unavailable, either temporarily or permanently, through causes beyond the control and without the fault of Contractor, then in the case of temporary unavailability any completion time frames shall be extended for such period of time as Contractor shall be delayed by such above-described unavailability, and in the case of permanent unavailability Contractor shall be excused from the requirement of furnishing such materials or equipment. Purchaser agrees to pay Contractor any increase in cost between the cost of the materials or equipment which have become permanently unavailable and the cost of the closest substitute which is then reasonably available.

DELAYS: If Contractor is delayed at any time in the progress of work by labor disputes, fire, unusual delays in transportation, unavoidable casualties, weather, or any cause beyond Contractor's reasonable control, then any completion time frames shall be extended by a reasonable period of time, at least equal to the period of delay.

CHANGED CONDITIONS: The discovery of any hazardous waste, substances, pollutants, contaminants, underground obstructions or utilities on or in the job site which were not brought to the attention of Contractor prior to the date of this contract will constitute a materially different site condition entitling Contractor, at its sole discretion to immediately terminate this contract without further liability.

ESCALATION: This contract is made with the understanding that Contractor will be able to begin and continuously proceed with its work on or before the proposed start date on the reverse side hereof. In the event Contractor is unable to commence its work on or before said date because the project is not ready for Contractor's work, Contractor will charge Purchaser the amount of increase in Contractor's cost attributable to such delay, plus Contractor's normal overhead percentage.

GUARANTEE AND LIABILITY: Contractor warrants that its labor supplied hereunder shall be free from defect and shall conform to the standard of care in effect in its industry at the time of performance of such labor for a period of twelve (12) months after substantial completion of Contractor's work. Contractor agrees, to the extent it is permitted, to pass on any warranties provided by the manufacturers of materials and/or equipment furnished under this contract. Contractor itself provides no warranty, express, implied or otherwise, on any such materials or equipment. Contractor will not be responsible for work done, material or equipment furnished or repairs or alterations made by others.

For any breach hereunder, Contractor shall be liable only for the value of the installation work or, if it wrongfully fails to install, then its liability is limited to the difference between the contract price herein, and the value of other similar installation work. If Contractor's breach damages any materials or equipment furnished hereunder, Contractor shall only be liable for the value of such materials or equipment. Under no circumstances will Contractor be liable for consequential, special or indirect damages, including without limitation, any crop loss or damage, damage to other equipment, structures or property, nor for any other similar or dissimilar damages or losses whether due to delay, failure to furnish or install, delay in installation, defective material or equipment, defective workmanship, defective installation, delay in replacing, nor for any cause or breach whatsoever. In any event, Contractor's total liability towards Purchaser for alleged faulty performance or nonperformance under this contract shall be limited to the total contract price. No materials, equipment or services contracted herein carries any guarantee not mentioned in this contract. THE ABOVE WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE HEREBY DISCLAIMED.

TITLE AND OWNERSHIP: In case of default on Purchaser's part, Contractor shall have the right to enter the premises upon which any material or equipment furnished herein have been installed and retake such goods not then paid for and pursue any further remedy provided by law, including recovery of attorneys' fees and any deficiency to the maximum extent and in the manner provided by law. Such materials and equipment shall retain their character as personal property of Contractor until payment in full is received by Contractor, regardless of their mode of attachment. Unless prior specific written instructions are received to the contrary, surplus and replaced materials and equipment resulting from repair or installation work shall become the property of Contractor.

DELIVERY: Shipment schedules and dates, expressed or implied, are contingent on normal conditions. Contractor will not be responsible for any delays in shipment or completion caused by factors beyond its control such as, but not limited to, suppliers' failures, accidents, work stoppages or operation of or changes in the law. Shipments will be made as promptly as Contractor's ability to obtain materials and/or equipment and scheduling will permit. No delay in shipments or variances from shipping schedule shall be cause of cancellation or any claim for damage. Any changes in layout or design requested after acceptance of this contract will be made at Purchaser's additional cost. Any such change and/or time taken to supply engineering data or to approve drawings will automatically extend shipping schedules. Equipment will be shipped "knocked down" to the extent Contractor considers necessary, with small parts stripped from equipment and crated. On and after delivery to the carrier for transportation to the Purchaser's site, Purchaser shall be responsible for all loss or damage to materials or equipment due to any cause, including but not limited to loss or damage resulting from casualty.

INDEMNIFICATION: Purchaser agrees to indemnify and hold Contractor, its directors, officers, stockholders, employees, agents and subcontractors, harmless from and against any and all claims, demands, causes of action (including third party claims, demands or causes of action for contribution or indemnification), liability and costs (including attorneys' fees and other costs of defense) asserted and/or filed by Purchaser or any third party(ies), including without limitation Purchaser's employees, and arising out of or as a result of: (i) the presence of Contractor or its subcontractors at the job site, (ii) the work performed by Contractor or its subcontractors, or (iii) any negligent act or omission of Purchaser, its employees, agents, consultants, other contractors or any person or entity under Purchaser's control, except to the extent that such claims, demands, causes of action, liabilities or costs are caused by the negligence of Contractor or its subcontractors.

INTERPRETATION: This contract shall be governed by and construed in accordance with the laws of the state of the job site location. If any term, provision or condition contained herein shall, to any extent, be invalid or unenforceable, pursuant to state law or otherwise, the remainder of the terms, provisions and conditions herein (or the application of such term, provision, or condition to persons or circumstances other than those in respect of which it is invalid or unenforceable) shall not be affected thereby, and each term, provision and condition of this contract shall be valid and enforceable to the fullest extent permitted by law.

ASSIGNMENT & SUBLETTING: Purchaser shall not have the right to transfer or assign its rights and/or obligations under this contract to any third party, related or unrelated, without the express written consent of Contractor. Contractor shall have the right to transfer, assign or sublet all or any portion of its rights or obligations hereunder, but such transfer, assignment or subletting shall not relieve Contractor from its full obligations to Purchaser unless such transfer, assignment or subletting is pursuant to the sale of Contractor, or the division of Contractor responsible for this contract, to a third party.

MISCELLANEOUS: The terms and conditions set forth herein constitute the entire understanding of the parties relating to the work to be performed, and materials and equipment to be provided, by Contractor for the Purchaser. All previous proposals, offers, and other communications relative to the provisions of the subject work, oral or written, are hereby superseded, except to the extent that they have been expressly incorporated herein. Any modifications or revisions of any provisions herein or any additional provisions contained in any purchase order, acknowledgment, or other form of the Purchaser are hereby expressly objected to by Contractor and shall not operate to modify this contract. This contract shall take effect upon acceptance and execution by both parties.



Well Rehabilitation

Downhole Video Inspections



Using downhole video equipment, technicians can view the condition of boreholes or well casings, damage caused by corrosion or incrustation, problems with well screens, debris at the bottom of the well or almost any downhole problem.

How It Works

Layne's downhole video equipment combines special lighting with low-light video sensors to deliver images below ground or underwater.

With this equipment, downhole conditions are recorded to depths to 3,000 feet in casings as small as three inches in diameter. As the camera is lowered, a monitor displays continuous downhole images, while an electronic counter shows camera depth.

Multiple Benefits

Minimize Downtime During Repairs: Downhole video units are completely self-contained in vans for rapid deployment to a well site.

Comprehensive Preventive Maintenance: Recorded video inspections provide a permanent record of a well's condition. These inspections can be reviewed individually and/or combined with later surveys to check well condition.

New Well Inspections: Downhole video inspection is an excellent requirement to include in specifications for the acceptance of a new well – to verify the condition of a new well and confirm proper screen installation.

Borehole Surveys: Video inspections of some types of uncased boreholes provide important data regarding ground formation characteristics and the condition of borehole walls.

Minimize Downtime Spent on Fishing Operations: Downhole video inspections pinpoint the position and depth of debris, dropped tools or broken pumps.

Corrosion-Encrustation Studies: Well yield is highly dependent on screen condition. Using video, well screens can be examined for corrosion and plugging, as well as in the verification of the effectiveness of well rehabilitation techniques after treatment.

Determine Structural Conditions: Downhole video can pinpoint the exact location and extent of casing failures due to collapse or rupture. With this information, repair recommendations can be made.

Video System Specifications:

- Color Video Monitor
- Continuous On-Screen Depth Display
- Continuous Video Display Above and Below Water
- DVD and VHS Formats
- B & W Camera for 3" and 4" Diameter
- Color Camera for 4" to 36" Diameter
- Rotating Head Assembly for Side-scan Operation 90 degrees



800.407.4449
www.laynechristensen.com

Layne Christensen Company

*Experienced
Equipped
Committed*



TREATMENT TRAILER



Layne has developed self-contained treatment trailers that can be transported to your site during a chemical treatment project. These units mix chemicals for treatment, cleaning and/or neutralizing.

Self-Contained Mobile Treatment Unit Saves Time & Money, Assures Quality

To better manage the chemistries used in well, pipeline and systems cleaning, Layne has designed and built a fleet of chemical treatment trailers for its water resource districts.

Layne's Chemical Treatment Trailer is a cost-effective alternative to conventional treatment methods. The self contained unit eliminates the need to set up a tank and valves, attach process piping, pump and meter.

This chemical treatment unit demonstrates Layne's commitment to environmental safety, concern for the site and operator safety and compliance within the law.

The piping of the unit is designed to handle a variety of treatment methods:

- **Tank surging** using the well pump and tanker to create a back-and-forth washing agitation
- **Back flushing** the well with the pump contained within the trailer setup
- **Airlift pumping** into the tank for treatment
- **Neutralizing chemicals** using the well pump connected to the trailer piping or circulating with the trailer pump.

Features

Self-sufficient, engine-driven onboard pump provides for the rapid transfer of fluids back to a well or through a pipeline to distant discharge points. The trailer's pump works simultaneously during well pump-off to neutralize fluids for safe discharge. This speeds up the completion of well flushing and chemical removal.

Rugged construction enables the unit to travel over all kinds of terrain.

2000 gallon capacity* tank allows for the treatment and neutralization of large quantities of acidic, basic, chlorinated and turbid solutions used in well and water system treatments. The unit facilitates the use of treatment chemicals and neutralization chemicals in various forms including liquid and granular.

*1000 and 4000 gallon units are also available in the fleet for the most appropriate match of capacity to need.

(800) 407-4449

www.LayneWater.com

Layne Christensen Company

*Experienced
Equipped
Committed*



Well Rehabilitation

QC-21 Well Cleaner



Quality Chemistry for the 21st Century

QC-21 helps restore water quality and well capacity. To solve your water problems, Layne offers well rehabilitation technologies that effectively remove fouling deposits, and allow efficient flow of quality water through the well system. With the understanding that a variety of chemical activities are required to dissolve and remove these complex deposits, QC-21 Well Cleaner offers a unique polymer chemistry that provides the proper reactions to effectively clean the well environment. The use of state-of-the-art polymers greatly expands these activities over the conventional chemistry commonly used in well rehabilitation.

What Potential Benefits Can You Receive from Using QC-21 Well Cleaner?

Features	Potential Benefits
Removes deposits	Improve water quality
Improved flow	Increased capacity
Reduced pump load	Decreased energy cost
More deposit removal	Slows regrowth

What QC-21 Does:

- Removes heavy encrustations by breaking down the adhesive bond holding the deposits to the surfaces of the well system.
- Provides a thorough cleaning of the casing, screen and formation surfaces.
- Delays the re-establishment of the biological buildup and mineral scale deposition as a result of a more complete cleaning of the well system.

Backed by Experience:

With more than 125 years of experience in well technologies, Layne brings you the know-how to analyze your situation, choose the best technology - and then properly apply that technology to solve your well's problem.

This combination of proven and documented application processes and the broad-range polymeric chemistry of QC-21 is offered by no one else in the groundwater industry.

Layne Christensen Advantages:

Are you experiencing lost well capacity or lower water quality? These problems are often traced to deposit masses in the well screen and gravel pack. Although the components of these deposits are specific to the chemistry and biology of the aquifer, they usually include: Mineral precipitants, Metal oxides, By-products of biological activity, Organic biomass

How QC-21 Works:

Surface activity along with the dispersant properties allow penetration of the deposit mass and increase the dissolving power of the acid portion of the solution. Aggregation chemistry suspends partially dissolved materials, aiding in their removal during flushing. Dispersant properties allow control of mineral scale solubility.

QC-21 significantly aids metal passivation, protecting all metal surfaces against corrosion during the cleaning operation. QC-21 Well Cleaner also has the unique ability to effectively dissolve the polysaccharide-based slime deposited by groundwater bacteria. This activity is beneficial in removing the slimy biological growth that creates adhesion in most deposit formations.

QC-21 is completely safe to use in drinking water systems as indicated by its certification to stringent testing procedures under Standard 60 by NSF International. This NSF mark is your assurance of acceptability and safety in the drinking water industry.

Layne Christensen Company

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Well Rehabilitation

LAYNE OXIMATE™



A Chemical Breakthrough That Can Enhance the Effectiveness of a Well Rehabilitation by 150%

Disinfection in the water industry is mainly achieved through oxidation chemistry. By controlling and expanding oxidation reactions, cleaning treatments can be greatly enhanced, providing additional benefits such as iron oxide removal and dissolution of the debris caused by hydrocarbon deposits or heavy biofilms.

Chlorination is used as a disinfectant and to some extent as a biofilm-cleaning agent.

The use of Layne Christensen Company's Layne Oximate provides considerable improvement in both oxidation and cleaning processes. The chemical formula of Layne Oximate is specifically designed to completely balance the controlling factors of the oxidation reaction allowing for the most effective disinfection and considerable increase in the cleaning power.

As a chemical "mate" to common alkaline water chlorinations, Layne Oximate effectively controls the treatment solution, providing a neutral pH value, which in turn

provides up to 150 times more biocidal activity than attempting to sterilize without its use.

With the added feature of providing increased surface activity, penetration of deposits is increased and surface cleaning is accomplished which greatly improves the cleaning process. The "improved disinfection process" results in the removal of the hidden or protected bacteria, which often causes positive coliform tests or failed chlorination.

In addition to improved cleaning and disinfection properties, Layne Oximate provides additional protection against biofilm reformation through control of the mineral ions which are usually required by bacteria to reform the biofilm complex.

As an NSF 60 certified chemistry, assuring its safety in drinking water application, Layne Christensen Company strongly recommends the use of Layne Oximate in all chlorination/sterilization and oxidation chemical cleaning processes.

Layne Oximate™ Benefits:

A chemical "mate" to common alkaline water chlorinations

- Controls pH balance to optimize chemical reactions
- Maximizes the biocidal capacity
- Provides residual cleaning
- Improves chemical penetration
- Limits bacterial biofilm reformation
- NSF 60 Certified safe for drinking water systems



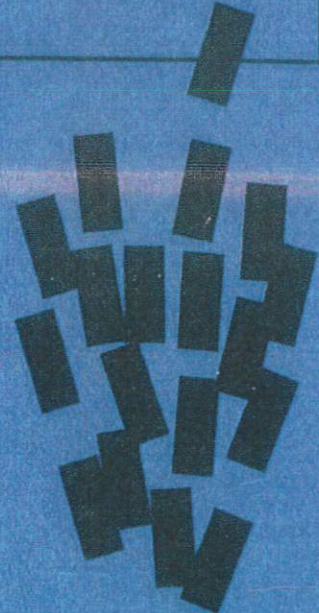
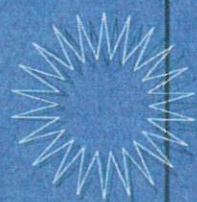
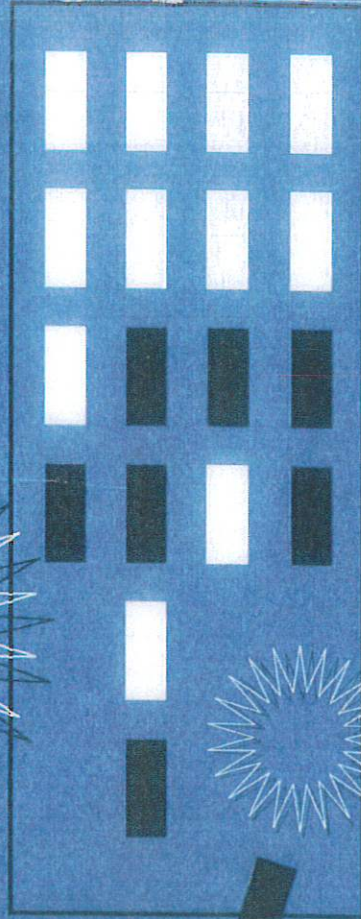
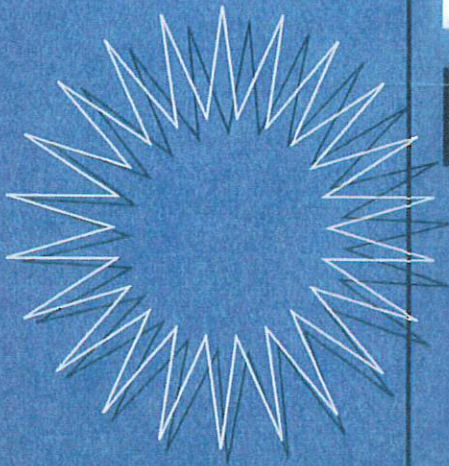
Certified to ANSI/NSF 60

800.407.4449

www.laynechristensen.com

Layne Christensen Company

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Committed*



SONAR-JET[®]

A PATENTED WATER WELL CLEANING DEVICE

Hi-Frequency Sound FREES Clogged Casing Perforations

BEFORE



Actual Downhole

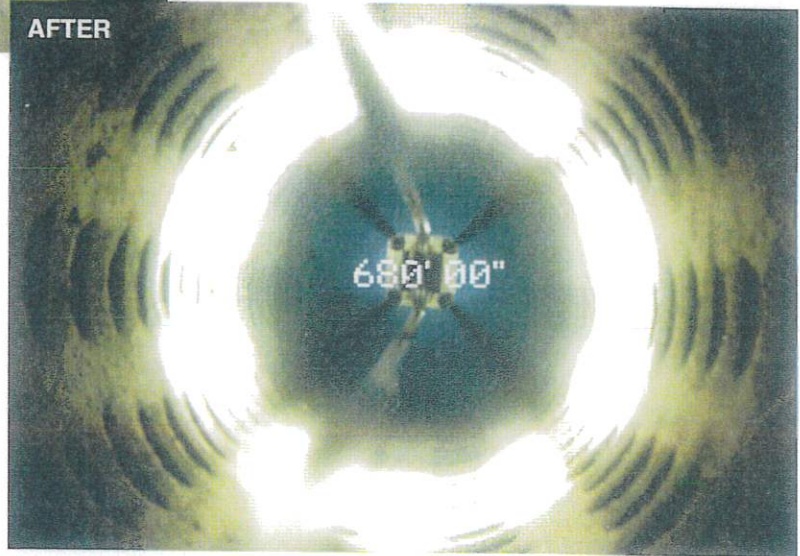
Energy Efficient? You bet!

This Municipal Well pumped 47% **MORE** water per input horsepower after **Sonar-Jet**®.

Performance Tests	Before	After
Water Level STANDING123'	.117'
Water Level PUMPING250'	.135'
Rate of Discharge (G.P.M.)1600	.2560
HORSEPOWER (at meter)24.15	.263.8
S.P. CAPACITY (G.P.M./ft. of DD)12.6	.142.4
G.P.M./Input HORSEPOWER6.6	.9.7

Documentation on file with City.

AFTER



“a picture is worth a thousand words”

Fast, Safe & Efficient Water Well Cleaning Service

CHEMICAL FREE

Whether it is clear test casing photos or our downhole T.V. Cameras, the “OPEN PERFORATION” look of a **Sonar-Jet**® cleaned well is something that is virtually unattainable by chemical or mechanical cleaning methods.

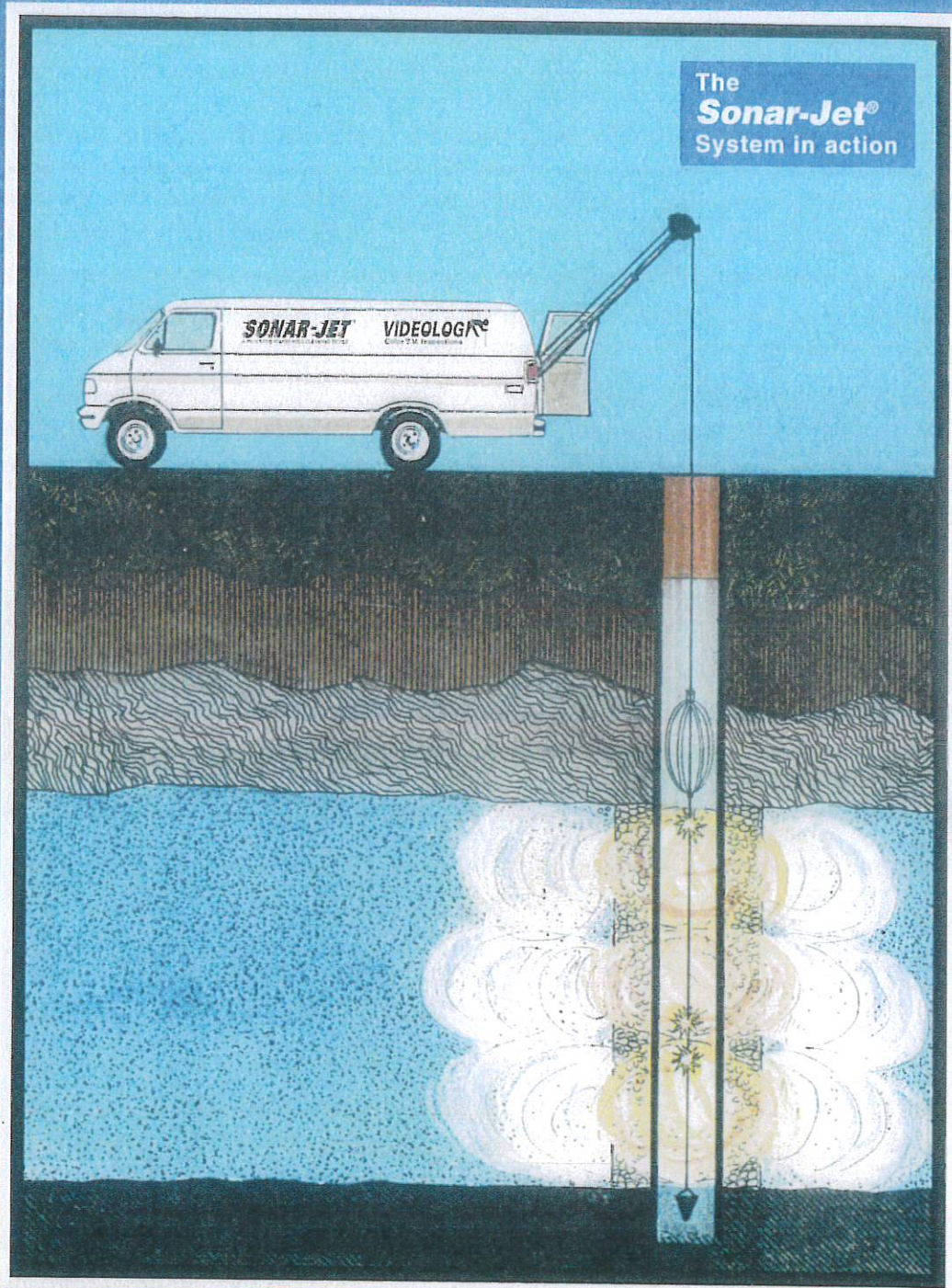


In this unusual photograph, you can actually see FULL IMPRESSIONS from the casing perforations that had been completely plugged by some of the scale retrieved from this industrial well.



SONAR-JET
A PATENTED WATER WELL CLEANING DEVICE

VIDEOLOGY
Color T.V. Inspections



Water Well Redevelopers, Inc.
2881 Blue Star Street • Anaheim • CA 92806
Tel: 714.632.7003 • 1-800.213.5095 • Fax: 714.632.7306
<http://www.sonar-jet.com>

Franchises Available • U.S. Patent No. 4,757,863

15725 Pflumm Road
 Olathe, Kansas 66062
 Phone: 913-782-4962
 Cell: 913-481-7358
www.haynesequip.com
 Email: ssorenson@haynesequip.com



6c.

PROPOSAL TO:

People Service

CONTACT NAME:

Luis Ramirez

EMAIL:

lramirez@peopleservice.com

PHONE NUMBERS:

Office 319-800-3281

Cell: 712-299-2169

DATE:

1-Aug-23

LOCATION:

Riverside, IA

SUBJECT:

Glasco UV Parts Quote

QUOTE #

812023SMS

QUAN.	DESCRIPTION	PRICE EA.	TOTAL
40	L-710060-P18 UV Lamps	\$67.50	\$2,700.00
40	L-044460 UV Lamps, 3/1 Yellow Step	\$66.15	\$2,646.00
80	Q-576068-V Quartz Jackets, Lamps	\$87.75	\$7,020.00
4	Q-556068 Quartz Jackets, UV Sensors	\$74.25	\$297.00
240	M-1020WR Wiper Rings, Vertical, Lamps	\$2.70	\$648.00
12	M-9320WR Wiper Rings, Vertical, Sensor	\$2.03	\$24.30
10	E-06070B Ballast, 4x150W (there would be #10 in a module, top tray)	\$497.48	\$4,974.75
40	E-06115B-V1 Ballast, 1x150W, L-710060-P18 (there would be #40 in a module, #10/leg)	\$87.75	\$3,510.00
TOTAL :			\$21,820.05
Notes: 1. Prices DO NOT INCLUDE Freight or Service or taxes. 2. Lead time is 1 week.			

"IF WE SUPPLY IT, WE MAKE IT WORK!"

TERMS: Net Cash 30 Days from Date of Shipment. No Sales and/or Use Taxes are included in this proposal.	FOB: Factory
SEE TERMS & CONDITIONS ATTACHED TO PROPOSAL	
ACCEPTED BY: _____ DATE: _____	Sales Person:
SIGN: _____	Shawna Sorenson

THIS PROPOSAL SUBJECT TO ACCEPTANCE BY PURCHASER WITHIN THIRTY DAYS FROM DATE HEREOF.
 WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

HAYNES EQUIPMENT COMPANY, INC.
HECI

TERMS AND CONDITIONS

1. **Acceptance:** this proposal is submitted to Purchaser subject to the terms and conditions hereinafter set forth. There are no other agreements or representations, verbal or otherwise, outside of this proposal. Upon acceptance hereof by Purchaser by signing acceptance copy of this proposal and returning same to Seller, and upon execution of this proposal by an authorized representative of Seller, this proposal shall become a binding contract. In the event that Purchaser submits their own Purchase Order in lieu of accepting this proposal, no contract shall be formed until Seller shall submit to Purchaser, Sellers acknowledgement, in which event a contract shall thereupon become effective, subject to the terms and conditions of said acknowledgment. Seller rejects all additional or different terms in any of the Purchasers forms or documents.
2. **Payment:** Customer shall pay HECI the full cost as set forth in HECI's documentation. Unless HECI's documentation provides otherwise, all taxes, duties or other governmental charges relating to the goods and services provided shall be paid by Customer. If HECI is required to pay any such charges, Customer shall immediately reimburse HECI. All payments are due within 30 days after receipt of invoice. Customer shall be charged the lower of 1 1/2% interest per month or the maximum legal rate on all amounts not received by the due date and shall pay all of HECI's reasonable costs (including attorney's fees) of collecting amounts due but unpaid. All orders are subject to credit approval.
3. **Delivery:** Unless otherwise specified, delivery shall be FOB Factory. Any delivery date set forth in this proposal is approximate. Seller recognizes the desirability of making delivery promptly. However, Seller shall not be responsible for any loss or damage resulting from any delay in delivering or failure to deliver the equipment (as used herein "equipment refers to all equipment, materials, accessories and/or parts which Seller proposes to sell hereunder) where such delay or failure is caused by fire, flood, natural causes, labor trouble (including strikes, slowdowns and lockouts), war, Government regulations, riots, civil disorders, interruption of or delay in transportation, power failure, inability to obtain materials and supplies, accidents, acts of God, or any other cause beyond Sellers control.
4. **Taxes:** Prices specified herein do not include any Federal, State, or Municipal sales, excise or other taxes. Therefore, in addition to the prices specified herein, the amount of any such sales, use, excise or other taxes applicable to the sale of the equipment shall be paid by the Purchaser or in lieu thereof Purchaser shall furnish Seller with tax exemption certificate acceptable to said taxing authorities.
5. **Implied Warranties of Merchantability:** In return for purchase and full payment for Seller's products, Seller warrants each new product supplied by Seller to be free from defects in material and workmanship under normal conditions and use for a period of one year (unless otherwise specified). SELLERS OBLIGATION UNDER THIS WARRANTY IS EXPRESSLY AND EXCLUSIVELY LIMITED to replacing or repairing (at a location dictated by Seller) any part or parts returned with transportation charges prepaid, and which Seller's examination shall show to have been defective. Prior to return of any product or its parts, purchaser shall notify Seller of the claimed defect, and Seller shall have the privilege of examining the product at Buyer's place of business; in the event this examination discloses no defect, Buyer shall have no authority to return the product or parts (to Sellers location) for further examination or repair. All products and parts shall be to buyer FOB (from location dictated by Seller). This warranty shall not apply to any product or part which has been repaired or altered outside of Sellers control, or applied, operated or installed contrary to Seller's instruction, or subjected to misuse, negligence or accident. Seller's Warranty on accessories and component parts not supplied by Seller is expressly limited to that of the manufacturer thereof.
THE FOREGOING WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, AND OF ALL OTHER LIABILITIES AND OBLIGATIONS ON SELLER'S PART, INCLUDING ANY LIABILITY FOR NEGLIGENCE. ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IS EXPRESSLY DISCLAIMED. SELLER EXPRESSLY DENIES THE RIGHT OF ANY OTHER PERSON TO INCUR OR ASSUME FOR SELLER ANY OTHER LIABILITY IN CONNECTION WITH THE SALE OF ANY PRODUCT OR PARTS BY THE SELLER.
UNDER NO CIRCUMSTANCES, INCLUDING ANY CLAIMS FOR NEGLIGENCE, SHALL SELLER BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, COSTS OF INSTALLING OR CONNECTING OR REMOVING OR DISCONNECTING, ANY LOSS OR DAMAGES RESULTING FROM A DEFECT IN THE PRODUCT OR PARTS. SELLER WILL NOT ACCEPT ANY CHARGES FOR MODIFICATIONS, SERVICING, REPAIR, ADJUSTMENTS, OR ANY OTHER ITEM WITHOUT AUTHORITY IN THE FORM OF A WRITTEN ORDER ISSUED FROM HECI'S OFFICE, IN ADVANCE OF DOING THE WORK.
6. **Compliance With Law:** Purchaser shall be solely responsible for securing any necessary permit under and for compliance with all safety, health and sanitation laws, ordinances and regulations in connection with the installation and operation of the equipment. Purchaser agrees to provide Seller, upon request, evidence of the securing of any such permits and of compliance with such laws, ordinances and regulations.

7. **Indemnity:** The parties shall indemnify, defend and hold harmless one another from any claim, cause of action or liability incurred by the other as a result of third party claims for personal injury, death or damage to tangible property, to the extent caused by the indemnifying party's negligence. The indemnifying party shall have sole authority to direct the defense and settle any indemnified claim, unless the indemnified party elects to decline the right of indemnification, which it may do at any time. The obligation to indemnify is conditioned on the indemnified party: (a) promptly notifying the other party (in the case of the Customer being the indemnifying party), within the warranty period set forth in Section 5; and (b) providing reasonable cooperation in the defense of the claim. It is further understood that seller has relied upon data furnished by and on behalf of Purchaser with respect to the safety aspects of the equipment and that it is the purchasers responsibility to assure that the equipment will, when installed and put to use, be in compliance with safety requirements fixed by law and otherwise legally adequate to safeguard against injuries or damage to persons and property. Purchaser hereby agrees to defend, indemnify and hold harmless Seller, it's agents and employees against any and all losses, costs, damages, claims, liabilities or expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any injury or damage to the person or property caused by inadequacy of safety features, devices or characteristics in the equipment or in the installation, use or operation of the same, except claims for repair or replacement of defective parts as provided in Paragraph 5 hereof.
8. **Scope of Services:** HECI shall provide the services specifically described in Seller's Documentation during normal business hours, otherwise specified in HECI's Documentation. Services requested or required by the Customer outside of these hours will be charged at HECI's then current schedule of rates including overtime charges, if applicable, and will be in addition to the charges outlined in HECI's Documentation. Where the Customer requests additional services which are outside of the scope of work itemized in HECI's Documentation, HECI shall provide those services at its standard time and material rates and pursuant to it's standard terms and conditions then in effect, unless HECI agrees otherwise in writing.
9. **Patent Infringement:** Seller, at its own expense, shall defend any suit brought against Purchaser on the ground that use of the equipment for the purpose for which it was sold hereunder, infringes any United States Letters of Patent existing on the date of submission hereof, and shall pay the amount of any judgment that may be awarded against Purchaser in any such suit, provided and upon the condition that Purchaser shall have made all payments due for the equipment and shall (a) promptly deliver to Seller all infringement notices and other papers received by or served upon Purchaser, (b) permit Seller to take complete charge of the defense of such suit (and to settle the same if this be deemed advisable by Seller); and (c) assist in every reasonable way in the conduct of such defense. In the event that Purchaser shall be enjoined by any court of competent jurisdiction from using the equipment for the purpose for which sold hereunder on the grounds that such use infringes any United States Letters of Patent existing on the date of submission hereof, or if it is at any time established to Sellers satisfaction, upon due investigation, that the equipment infringes such United States Patent, Seller, at its option may either: (1) procure for Purchaser a license to continue using the equipment; (2) modify the equipment so as to make it non-infringing without seriously impairing its performance; (3) replace the equipment with equipment that is substantially equal but non-infringing; or (4) remove the equipment from point of installation, in which event Seller shall refund to Purchaser or owner the purchase price less depreciation at the rate of 15% per year. The forgoing sets forth Sellers entire liability to Purchaser for patent infringement based on the possession and the use of the equipment by Purchaser, it being understood and agreed that the aforesaid obligations of Seller do not extend to, and are not applicable in the case of, any patent infringement claims directed to a method or process.
10. **Prices:** This proposal is valid for a period of 30 days from the date hereof. If this proposal should become a binding contract as herein above provided, the prices set forth herein are firm for 12 months from the date this proposal becomes a binding contract, providing drawings are returned approved within 30 days after issuance, and providing Seller is released to ship the equipment as soon as possible.
11. **Limitation of Liability:** Notwithstanding anything else to the contrary, Seller shall not be liable for any consequential, incidental, special, punitive or other indirect damages and Seller's total liability under the warranty and under the agreement to purchase the equipment, arising at any time from the sale or use of the equipment shall not exceed the purchase price paid for the equipment. These limitations apply whether the liability is based on contract, tort, strict liability or any other theory.
12. **Force Majeure:** Under no circumstances shall either HECI or Customer have any liability for any breach (except for payment obligation) caused by extreme weather or other act of God, strike or other labor shortage or disturbance, fire, accident, war or civil disturbance, delay of carriers, failure of normal sources of supply, change in law or other act of government or any other cause beyond such party's reasonable control.
13. **Changes:** HECI shall not implement any changes in the scope of services described in HECI's Documentation unless Customer and HECI agree in writing to the details of the change and any resulting price, schedule or other modifications. This includes any changes necessitated by a change in law.
14. **Cancellation:** Either party may terminate the services specified in HECI's Documentation by providing prompt written notice to the other party. If Customer cancels or suspends its service order for any reason other than HECI's breach, Customer shall pay HECI for work performed prior to cancellation or suspension and any other direct costs incurred by HECI as a result of such cancellation or suspension including HECI's anticipated profit.
15. **Ownership of materials:** All devices, equipment (other than the goods), designs (including drawings, plans and specifications), estimates, prices, notes, electronic data and other documents or information prepared or disclosed by HECI in connection with services provided, and all related intellectual property rights (including without limitation those associated with the Goods), shall remain HECI's property. HECI grants Customer a non-exclusive, non-transferable license to facilitate Customer's use of the Goods supplied and the equipment serviced. Customer shall not disclose any such material to third parties without HECI's written consent.

16. **Title:** Title to equipment specified herein and to any and all additions and accessories thereto and substitutions therefore, shall remain with Seller until the purchase price thereof is paid in full by customer.
17. **Risk of Loss:** The risk of loss or damage to the equipment is on Purchaser, from and after delivery to Purchaser or to carrier for shipment to Purchaser.
18. **Disclaimer of Consequential Damages, Liquidation, or Penalties:** Seller shall not be liable for consequential damages. Consequential damages for the purpose of this agreement shall include, but not be limited to, loss of use, income or profit, or loss or damage to property including, but without limitation, products manufactured, processed or transported by the use of the equipment, occasioned by or arising out of the operation, use, installation, repair or replacement of the equipment or otherwise. Seller shall not be liable for any penalty or liquidated damages based upon or relating to failure or inability to ship within a specified time. Notwithstanding anything else to the contrary, as mentioned in Paragraph 11 hereof, seller's total liability under the warranty and under the agreement to purchase the equipment, arising at any time from the sale and use of the equipment shall not exceed the purchase price paid for the equipment.
19. **Miscellaneous:** If these terms are issued in connection with a government contract they shall be deemed to include those federal acquisition regulations that are required by law to be included. These terms, together with any quotation, purchase order or acknowledgment issued or signed by HECI comprise the complete and exclusive statement of the agreement between the parties (the "agreement") and supersede any terms contained in Customer's documents, unless separately signed by HECI. No course of dealing or performance, usage of trade or failure to enforce any term shall be used to modify this Agreement. If any of these terms are unenforceable, such term shall be limited only to the extent necessary to make it enforceable, and all other terms shall remain in full force and effect. Customer may not assign or permit any other transfer of the Agreement without HECI's prior written consent. The agreement shall be governed by the laws of the State of Kansas without regard to its conflict of Laws provisions.

Contract:

This proposal and the Purchaser's acceptance shall not become a contract until approved by an authorized official of Haynes Equipment Co., Inc., and when so approved, shall constitute the entire agreement between the parties hereto, and no change or variation of the terms and conditions herein will be accepted by or be binding on Haynes Equipment Co., Inc.

The undersigned Buyer acknowledges all terms of this proposal and agreement and acknowledges receipt of a complete and correct copy of same.

For Buyer

For Seller

Buyer Certifies that the Bonding Company covering payment of this obligation is:

Name _____

Submitted this ___ 1st _____ day of

Street _____

_____ August _____, 2023 _____

City, State & Zip Code _____

By:  _____
For Haynes Equipment Co., Inc.

Order Acceptance

Accepted This _____ day of _____, 20____

Approved at Olathe, Kansas _____ day of

(Buyer) _____

_____, 20____

By: _____
(Title)

By: _____
For Haynes Equipment Co., Inc. (Title)

Note: If Buyer is a corporation, its duly authorized officer should sign giving his/her official title; if a partnership, its firm name should be signed by a partner who is authorized to sign and such partner should also sign his/her individual name.

bd.

QUOTATION



Corrosion Fluid Products
5442 Tremont Avenue
Davenport, IA 52807
US
563-391-2700

Order Number	
3902855	
Order Date	Page
08/02/2023 10:42:00	1 of 2
Inside Sales: Lauren Olenick	
Email: lolenick@corrosionfluid.com	
Account Mgr: Sherry Hanson	
Email: shanson@fcxperformance.com	

Quote Expires On: 08/17/2023

Bill To:

City Of Riverside Treatment Plant
3126 Hwy 22
Riverside, IA 52327

Ship To:

City Of Riverside Treatment Plant
3126 Hwy 22
Riverside, IA 52327

3197211828

Requested By: Steve Kramer

Customer ID: 389650 **Terms:** Prepay

<i>Requested Date</i>	<i>PO Number</i>	<i>Ship Route</i>	<i>Inside Sales</i>
08/02/2023 00:00:00	SK QUOTE		LOLENICK

<i>Quantities</i>					<i>Item ID</i> <i>Item Description</i>	<i>Pricing UOM</i> <i>Unit Size</i>	<i>Unit Price</i>	<i>Extended Price</i>
<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM</i> <i>Unit Size</i>	<i>Disp.</i>				

Delivery Instructions: PPA

1.00	0.00	1.00	EA		(001) BR 70E061-113DA536/K	EA	1206.00	1,206.00
				1.0	ACTUATOR 600in lbs 120VAC ACTUATOR, 120V, HE, 600in-lb, 30S, IRB ON/OFF, 1-SET AUX SWITCHES, HEATER ALSO USED TO REPLACE 700051-113D0536/A MFG: BRAY			

Order Line Notes: LEAD TIME 1-2 WEEKS ARO

1.00	0.00	1.00	EA		(002) EB 6IN Z011-A/E110	EA	2265.00	2,265.00
				1.0	6IN Wafer Style BFV w/ Electric Actuator CI BODY, 150, 316SS DISC, 430SS SHAFT, 232 PSI EPDM LINER W/ E110 ELECTRIC ACTUATOR: 110/60Hz W/ 2 ADDITIONAL LIMIT SWITCH MFG: EBRO			

Order Line Notes: LEAD TIME 9 WEEKS ARO

2.00	0.00	2.00	EA		(003) AS 8210G004 120/60,110/50	EA	330.00	660.00
				1.0	1IN Brass2-Waynorm.Closed Pilot Operated General Service Solenoid Valve 8210G004 120/60 110/50			

ECCN: EAR99

HTC: 8481.80.9005

Supplier Part Number: 8210G004AC120/60,110/50D



QUOTATION

Corrosion Fluid Products
 5442 Tremont Avenue
 Davenport, IA 52807
 US
 563-391-2700

Order Number	
3902855	
Order Date	Page
08/02/2023 10:42:00	2 of 2
Inside Sales: Lauren Olenick	
Email: lolenick@corrosionfluid.com	
Account Mgr: Sherry Hanson	
Email: shanson@fcxperformance.com	

Quote Expires On: 08/17/2023

Quantities					Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.				

Order Line Notes: IN STOCK ON SHELF

Total Lines:3

SUB-TOTAL (freight excluded):

4,131.00

TAX:

289.17

AMOUNT DUE (freight excluded):

~~\$4,420.17~~

The enclosed pricing and or discounts are predicated on receiving an order for the quantities as listed.
 Any significant deviation may result in a change in price and or discount.

U.S. Dollars

"Unless otherwise noted, Item prices do not include freight, shipping handling fees and/or duties, any present or future sales, use, excise, value-added or similar taxes. Where applicable, such taxes shall be billed as a separate item and paid by Buyer"

THE QUOTATION CONTAINS CONFIDENTIAL INFORMATION, MAY NOT BE DISCLOSED TO THIRD PARTIES AND IS SUBJECT TO OUR STANDARD TERMS AND CONDITIONS OF SALES, AVAILABLE AT www.fcxperformance.com. PRICES QUOTED ABOVE ARE THOSE IN EFFECT AT THE TIME OF QUOTATION. MANUFACTURER INCREASES AND NON-MARKET COSTS MAY APPLY UNLESS SPECIFICALLY STATED ON THE FACE OF THIS QUOTATION. RETURNED PRODUCT IS SUBJECT TO A RESTOCKING CHARGE.

All Orders Subject to FCx Terms & Conditions. For further information please visit www.fcxperformance.com.

Factory expedites subject to availability and additional charges.

ENGINEER'S REPORT

PROJECT: City of Riverside
DATE: August 1, 2023
TO: City Council
TOPIC: Project Updates

Third Street Reconstruction

- Continue to coordinate with contractors on remaining punchlist items and fall restoration plans.
- A formal Memo is to be provided by Axiom as it relates to the various items discussed during the walk through at City Council Work Session.
- The contractor, Streb, has requested a partial release of retainage. Axiom is willing to consider and release retainage for all items other than those related to topsoil and seeding (restoration), and any other items that may have direct correlation with punchlist items.

Wastewater Treatment Plant

- Please see attached the Progress Report and schedule.
- Pay Application #1 attached.

Water Treatment Plant

- At the last City Council meeting this project was awarded to the low bidder, Bowker Mechanical.
- Contract and bond documents have been provided to contractor and working to obtain signatures.
- Bowker has begun submitted shop drawings for review and approval.
- A pre-construction meeting is in process of getting scheduled, in which a formal schedule from the contractor will be provided to City Council.

Captain Kirk ADA Project

- Only one bid received by All American Concrete, Inc. (AACI).
- At last meeting City Council voted not to award contract to AACI and expressed interest in obtaining more bids.
- How would City Council like to proceed?

AXIOM PROJECT NO. 220181	DATE 7/26/2023
REPORT NO. 05	PAGE

PROJECT NAME RIVERSIDE WASTEWATER TREATMENT RENOVATIONS	AXIOM REPRESENTATIVE (reported by) Adrienne Bricker	
CURRENT ACTIVITIES and SCOPE of WORK Arrived on-site, and noted that workers were not active and it appears no additional work has progressed since the last visit. Spoke with Blaine and he is out of the office this week, but noted they should be power washing the exterior walls today (7/26) with air barrier applied by end of the week. Intention is to start IMWP installation starting week of 7/31. Upcoming: Crews to start prepping exterior walls Insulated metal wall panels (IMWP) to arrive onsite Installation of IMWPs to start Interior wall prep to follow Delivery of RTU	CLIENT REPRESENTATIVE (reported to) Cole Smith, City Administrator & Riverside Council	
	CURRENT PHASE	NEXT PHASE
	PROVIDED FOR: Upcoming Council Meeting / Design Team Updates	
	SCHEDULE ITEMS Delivery Date of IMWP - ~7/13/2023 Delivery Date of RTU - TBD Revised Schedule: Power Wash Exterior Walls - 7/26-7/28 Apply Air Barrier - 7/27-7/28 IMWP Work - Week of 7/31/2023 Interior Work - to follow the IMWP	

AXIOM CONSULTANTS

CLIENT PROGRESS REPORT

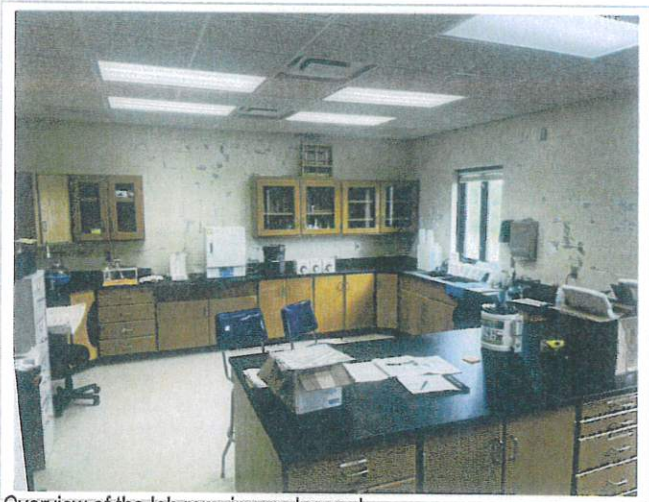
AXIOM PROJECT NO. 220181	DATE 7/26/2023
CLIENT PROJECT NO. 05	PAGE



Overview from SE corner of site, building appears unchanged from last visit



Overview from NW corner of site, exterior fixtures have not been removed or prepped for upcoming work



Overview of the lab remains unchanged



Demolished RTU remains onsite

PROJECT COORDINATOR or MANAGER SIGNATURE

Alexandra M. Bridger

NOTICE: AXIOM personnel have completed this report to the best of their ability in the most accurate fashion possible at the time and with the information available at the time of its writing. This report serves as a snapshot of design-phase progress and is provided to the Client in order to update them on the general overall status of the design team (and possibly subconsultants) in relation to the contracted scope of work. This report should not serve as official scheduling document in so far as it may contradict the originally contracted work or pertain to adjustments in the overall scope of work. The report is intended as an informational document only - to be used by the client in understanding the current workload and path of the design team.

City Administrator's Report

8/7/2023

Dangerous Buildings- I have been working with Bill Sueppel and David Tornow on developing a Dangerous Building ordinance for the City. I have provided an example of the ordinance from the City of Ogden for your reference. Currently, we don't have an outlet for addressing buildings that propose a danger to occupants and the public. This ordinance would provide a pathway for classifying dangerous buildings and designate a procedure for remediation.

Employee Handbook- I have been working with Bill Sueppel to finalize the employee handbook. I have a few questions for your consideration. After I send him this feedback, we will be ready for the final draft review. We are still on track for completion by the end of August.

City Council Chambers- McCreedy-Ruth Construction will begin work tomorrow, August 8th, on the council chambers. This project will be finished by our next council meeting. It would be helpful if council members could take ten minutes following the meeting to move all items in the chambers into the Riverboat Room.

Boat Ramp- I am meeting with Brian Boelk tomorrow, 8/8, to discuss the boat ramp project and what we can do with our budget for this project.

Hall Park-

Pickleball- We are working on laying out four pickleball courts on the Hall Park tennis court with some temporary taping. After we determine the best layout and review community feedback, we will consider painting permanent lines. Additionally, we will need to purchase four portable nets. These seem to cost around \$100 to \$160 per net.

Wi-Fi- After doing a site visit with Sharon Telephone, we determined that will need two routers based on the impact the cement block construction of the building has on signal access. Sharon Telephone can provide the routers, but I'd like to seek out an additional estimate to ensure fair pricing. I am in the process of getting cost estimates on routers and firewall recommendations from Iowa Solutions.

Fall Clean-Up- We have had residents request we do a fall clean-up this year. Our last spring clean-up cost \$354. The cost is based on the total waste weight after the revenue of scrap metal is deducted.



Cole Smith

City Administrator

FY24 Goals-

Streets- Bryan and Logan

1. Complete a **Facilities/Equipment Plan** by the **end of the calendar year 2023** in order to make better budgetary planning decisions and ensure the proper function and condition of the equipment. – This plan would be in collaboration with Cole and would provide a roadmap for future equipment purchases and facility improvements.
2. Establish a **Streets Plan** by the **end of March 2024** to improve and maintain the look and function of our streets, sidewalks, signs, rights-of-way, crosswalks, and curbs. – This plan would be in collaboration with Cole and would designate when, where, and how we approach the maintenance of our streets.
3. Attend a **safety or public works training two times during FY24** in order to mitigate risk, promote proper use of tools/equipment, and identify new opportunities for the city. – OSHA Training, City Visits, Equipment Training, etc. Upon completion, submit a written report of your learnings and how it will be beneficial in your work with the City.

City Clerk- Becky

1. By the **end of FY24**, organize the **City's filing system** to improve function and prepare for the eventual digitalization of our files. Prioritizing posting policies, handbooks, resolutions, and ordinances on the City website.
2. Attend at least **2 League of Cities/IMFOA trainings in FY24** to keep up to date with reporting requirements, state regulations, and operational best practices. Upon completion, submit a written report of your learnings and how it will be beneficial in your work with the City.

City Admin- Cole

1. Complete the **Iowa Municipal Professional Institute** from **July 17th to 20th** to strengthen my skillset and increase my capacity as a city administrator. Upon completion, submit a written report of your learnings and how it will be beneficial in your work with the City.
2. **Attend 75% of WEDG Meetings in FY24** in order to be a better supporter of economic and community development in Riverside and Washington County.
3. Meet **one-on-one with each council member** in at least **10 of the 12 months of FY24**.
4. Support the completion of staff goals by implementing a **project management system** that is used by all staff members in order to promote accountability and collaboration amongst team members. This system will begin a trial run at the **start of FY24**. Adjustments will be made as needed in order to meet project and staff demands. – Regular reporting on high-priority projects to be made at council meetings.

5. Present upcoming grant opportunities to the council on a quarterly basis to help further leverage city funds. Establish a process for finding, applying, administering, and reporting grant opportunities.
October 2023, January 2024, April 2024, July 2024

6. Support the completion of an **update of our Comprehensive Plan** by organizing with firms, obtaining bids, and preparing the project for the council's consideration. The update will be ready to start at the beginning of calendar year 2024.

7/17/23

Reminder- If any city staff or elected officials have an interest in purchasing this property, they must remove themselves from any discussion regarding the design of this bid process, the sale of the property, or any other related conversation. Abstaining your vote would also be required. Any other course of action would result in ineligibility for purchase consideration. Bidders must not have any influence on the sale of the property or have access to information that is not public knowledge.

For Council Consideration-

1. The draft of the RFP
2. Property Details- Set the property details as the following: *“The property consists of approximately 2,480 square feet, a brick commercial building which is currently vacant and is zoned Commercial. Surrounding property uses include commercial.”*
3. Minimum Bid – I suggest setting the minimum bid to \$4,000. This would cover our costs and is the valuation of the building (25% of the total valuation of \$16,000 – building valuation of \$4,000 and lot valuation of \$12,000)
4. Due Date for Bids- I suggest Friday, August 25th at 4pm as our due date for bids. This would give us 35 days from when I return to City Hall this Friday, July 21st.

Recommendation- I recommend approving this draft, property detail statement, a minimum bid of \$4,000, and setting the due date for bids as Friday, August 25th by 4pm.



Cole Smith

City Administrator

Washington County, IA

Summary

Parcel ID 0418277004
 Property Address 40 W 1ST ST
 RIVERSIDE IA 52327
 Sec/Twp/Rng N/A
 Brief Tax Description 05 B OP W 40 FT LOT 5 & IRR TR RR ST S OF W 40 FT
 (Note: Not to be used on legal documents)
 Deed Book/Page 2023-0464 (2/21/2023)
 Contract Book/Page
 Gross Acres 0.00
 Net Acres 0.00
 Class C - Commercial
 (Note: This is for tax purposes only. Not to be used for zoning.)
 District RICG - RIVERSIDE CITY/HIGHLAND SCH
 School District HIGHLAND COMMUNITY SCHOOL



[View Map](#)

Owner

Deed Holder
[Riverside, City Of, Iowa](#)
[PO Box 188](#)
 Riverside IA 52327
 Contract Holder
 Mailing Address
 Riverside, City Of, Iowa
 PO Box 188
 Riverside IA 52327

Land - Assessor

Lot Dimensions Regular Lot: 40.00 x 62.00
 Lot Area 0.06 Acres; 2,480 SF

Commercial Buildings - Assessor

Building 1: Store - Retail Small, Brick Veneer / C'Blk or Tile - 8", 1 Story, Built - 1940, 800 SF, Bsmt - 800 SF, HVAC - Hot Water / Suspended Gas Unit, Roof - Rubber Membrane/Wood, Condition - Very Poor
 Addition 1: Store - Retail Small, Vinyl - Frame, 1 Story, Built - 1995, 130 SF, Bsmt - 0 SF
 HVAC - Hot Water, Roof - Asph. Shingle/ Wood Dk
 Addition 2: Store - Retail Small, Vinyl - Frame, 1 Story, Built - 1995, 24 SF, Bsmt - 0 SF
 HVAC - Suspended Gas Unit, Roof - Asph. Shingle/ Wood Dk
 Addition 3: Warehouse (Storage), C'Blk or Tile - 8", 1 Story, Built - 1940, 920 SF, Bsmt - 0 SF
 HVAC - Suspended Gas Unit, Roof - Rubber Membrane/Wood
 Plumbing: 1 - Toilet Room 1 - 3-Fixture Bathroom 1 - Sink-Kitchen

Sales - Assessor

Date	Seller	Buyer	Recording	Sale Condition - NUTC	Type	Multi Parcel	Amount
12/23/2022	DEBBINS, PAUL A.	RIVERSIDE, CITY OF, IOWA	2023-0464	Sale to/by Government/Exempt Organization	Deed		\$0.00
11/6/2002	MULLER, DAVID W.	DEBBINS, PAUL A.	2002-6355	Normal	Deed		\$35,000.00
9/20/1999	SMITH, MAY C.	MULLER, DAVID W.	347-89	Court-ordered Sale	Deed		\$32,000.00

Valuation

	2023	2022	2021	2020	2019
Classification	Commercial	Commercial	Commercial	Commercial	Commercial
+ Assessed Land Value	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
+ Assessed Building Value	\$4,000	\$3,200	\$3,200	\$0	\$0
+ Assessed Dwelling Value	\$0	\$0	\$0	\$0	\$0
= Gross Assessed Value	\$16,000	\$15,200	\$15,200	\$12,000	\$12,000
- Exempt Value	(\$16,000)	\$0	\$0	\$0	\$0
= Net Assessed Value	\$0	\$15,200	\$15,200	\$12,000	\$12,000

Taxation - Treasurer

	2021	2020	2019
+ Taxable Land Value	Pay 2022-2023	Pay 2021-2022	Pay 2020-2021
+ Taxable Building Value	\$10,800	\$10,800	\$10,800
	\$2,880	\$0	\$0

	2021 Pay 2022-2023	2020 Pay 2021-2022	2019 Pay 2020-2021
+ Taxable Dwelling Value	\$0	\$0	\$0
= Gross Taxable Value	\$13,680	\$10,800	\$10,800
- Military Credit	\$0	\$0	\$0
= Net Taxable Value	\$13,680	\$10,800	\$10,800
x Levy Rate (per \$1000 of value)	32.51377	31.90675	32.24409
= Gross Taxes Due	\$444.79	\$344.59	\$348.24
- Ag Land Credit	\$0.00	\$0.00	\$0.00
- Family Farm Credit	\$0.00	\$0.00	\$0.00
- Homestead Credit	\$0.00	\$0.00	\$0.00
- Disabled and Senior Citizens Credit	\$0.00	\$0.00	\$0.00
- Business Property Credit	\$0.00	\$0.00	\$0.00
= Net Taxes Due	\$444.00	\$344.00	\$348.00

Tax History - Treasurer

Year	Due Date	Amount	Paid	Date Paid	Receipt
2021	March 2023	\$222	Yes	5/18/2023	305674
	September 2022	\$222	Yes	5/18/2023	
2020	March 2022	\$172	Yes	3/9/2022	205749
	September 2021	\$172	Yes	3/9/2022	
2019	March 2021	\$174	Yes	6/1/2021	105775
	September 2020	\$174	Yes	6/1/2021	
2018	March 2020	\$174	Yes	6/1/2020	005775
	September 2019	\$174	Yes	6/1/2020	
2017	March 2019	\$170	Yes	5/10/2019	915043
	September 2018	\$170	Yes	5/10/2019	
2016	March 2018	\$516	Yes	6/1/2018	815080
	September 2017	\$516	Yes	6/1/2018	

Map Link



Iowa Land Records

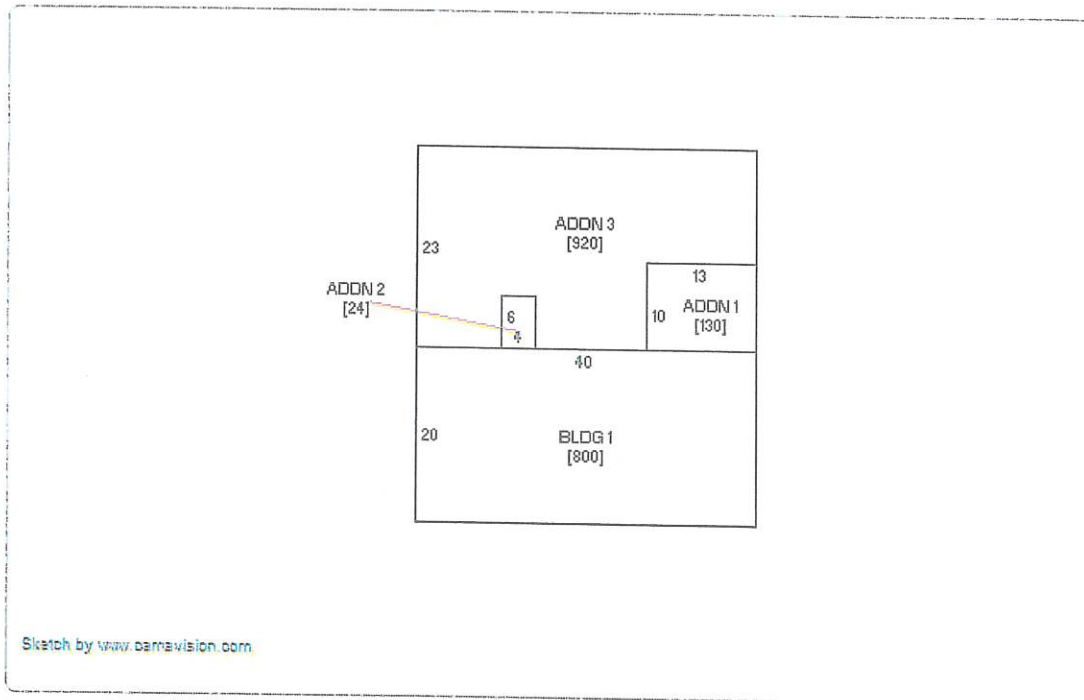
[\(2023-0464\)](#)

Data for Washington County between Beacon and Iowa Land Records is available on the Iowa Land Records site beginning in 1993. For records prior to 1993, contact the County Recorder or Customer Support at www.iowalandrecords.org.

Photos - Assessor



Sketches - Assessor



No data available for the following modules: Residential Dwellings - Assessor, Agricultural Buildings - Assessor, Yard Extras - Assessor, Tax Sale Certificates, Special Assessments - Treasurer.

The Washington County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified assessment roll. All other data is subject to change.
[User Privacy Policy](#) | [GDPR Privacy Notice](#)
Last Data Upload: 7/13/2023, 1:45:07 AM

Contact Us



REQUEST FOR PROPOSAL

SALE OF REAL ESTATE

The City of Riverside hereby requests proposals for the sale and redevelopment of a building currently owned by the City of Riverside located at 40 West 1st Street, Riverside, Iowa.

Property Details.

The property consists of approximately _____ square feet, a brick commercial building which is currently vacant and is zoned _____. Surrounding property uses include _____.

Terms and Conditions of Sale.

The sale of the property will be subject to, but not limited to, the following conditions:

1. Minimum Bid. The City reserves the right to reject any proposal to purchase the property for an amount less than \$_____.
2. Opportunity for Inspection. The City will allow the selected bidder a period of thirty (30) days following the date that the bidder is selected by the City to inspect the property. The bidder will be permitted to enter the property for inspection at the bidder's own risk to determine if the property is suitable for the bidder's purposes. The bidder will be required to indemnify and hold the City harmless from and against any losses, damages, claims, suits, or expenses resulting from any such inspection activities.
3. Assumption of Responsibility for Inspection. The City shall assume no responsibility to the bidder for the scope and approval of any due diligence the bidder wishes to perform prior to purchase of the building.
4. No Representations or Warranties. The bidder must enter into a purchase agreement, with the intention of relying upon its own investigation and review of the physical, environmental, economic use, compliance, and legal conditions of the property. The property is being sold by the City "as is, with all faults." The City makes no representations or warranties of any kind whatsoever, either express or implied, in connection with any matters pertaining to the property. No warranty or representation

is made by the City with regard to fitness for any particular purpose, merchantability, design, quality, condition, profitability, presence or absence of any hazardous or toxic substances or any other faults.

5. The sale of the property will be subject to a reversion clause, whereby the property will be returned to the City in the event the purchaser does not begin construction or complete the project in the time frame agreed upon by the parties.

6. Proposal Requirements.

Proposals shall include the following items:

- Proposed purchase price
- A description of the proposed use/reuse of the property
- Budget
- Names, addresses, background, qualifications, experience, and expertise of the bidder
- Name, address, telephone number of the contact person for the bidder
- Explanation of the bidder's experience
- Explanation of the bidder's qualifications
- Examples of previous projects
- Proof of insurance
- Proof of financing

7. Submission Period.

All proposals will be reviewed by the City Council and a decision may be made. All information submitted may be used in the evaluation process.

Six copies of each proposal should be submitted to Cole Smith, City Administrator, no later than 4:00 p.m. on Friday, _____, 2023, and should be addressed as follows:

Cole Smith, City Administrator
City of Riverside
60 North Greene Street
P.O. Box 188
Riverside, IA 52327

The City reserves the right to cancel this Request for Proposal at any time, for any reason; to accept or reject any and all proposals; and to request additional information prior to selection of the purchaser. The City reserves the right to reject any and all proposals.

The final proposed purchase agreement will be subject to approval of the Riverside City Council.

DRAFT

DEBBINS - LEGAL FEES

DATE	DESCRIPTION	COST
9/7/2022	REVIEW ABSTRACT	\$ 40.00
9/7/2022	WORK ON ABSTRACT	\$ 87.12
9/28/2022	REVIEW ABSTRACT	\$ 83.34
10/3/2022	WORK ON ABSTRACT	\$ 83.33
10/4/2022	PREPARE TITLE OPINION	\$ 83.33
10/5/2022	WORK ON TITLE OPINON	\$ 100.00
10/31/2022	WORK ON DEBBINS PROPERTY	\$ 68.89
11/7/2022	WORK ON DEED	\$ 51.67
11/8/2022	REVIEW DEED	\$ 51.66
11/9/2022	DEED AND CLEANING UP PROPERTY	\$ 68.89
11/9/2022	REVISE DEED/MAYOR	\$ 86.11
11/30/2022	REVIEW DEED	\$ 43.69
12/1/2022	E-MAIL CY RE: PROPERTY DONATION	\$ 34.95
2/24/2023	REVIEW DEBBINS DEED	\$ 55.15
6/22/2023	REVIEW FILE	\$ 55.81
6/23/2022	WORK ON SALE	\$ 65.12
6/26/2023	WORK ON RFP	\$ 111.63
6/27/2023	WORK ON RFP	\$ 93.03
6/28/2023	WORK ON RFP	\$ 93.02
6/29/2023	WORK ON RFP	\$ 111.63
6/30/2023	REVISE RFP	\$ 74.42
6/30/2023	WORK ON RFP	\$ 186.05
7/6/2023	SEND RFP TO COLE	\$ 37.21
7/13/2023	REVISE RFP	\$ 93.02
5/15/2023	PROPERTY TAX 04-182-70-04	\$ 482.00
	TOTAL AS OF 7-15-23	\$ 2,341.07

DANGEROUS BUILDINGS

145.01 Enforcement Officer	145.05 Conduct of Hearing
145.02 General Definition of Unsafe	145.06 Posting of Signs
145.03 Unsafe Building	145.07 Right to Demolish
145.04 Notice to Owner	145.08 Costs

145.01 ENFORCEMENT OFFICER.

The Mayor is responsible for the enforcement of this chapter.

145.02 GENERAL DEFINITION OF UNSAFE.

All buildings or structures which are structurally unsafe or not provided with adequate egress, or which constitute a fire hazard, or are otherwise dangerous to human life, or which in relation to existing use constitute a hazard to safety or health, or public welfare, by reason of inadequate maintenance, dilapidation, obsolescence, or abandonment, are, for the purpose of this chapter, unsafe buildings. All such unsafe buildings are hereby declared to be public nuisances and shall be abated by repair, rehabilitation, demolition, or removal in accordance with the procedure specified in this chapter.

(Code of Iowa, Sec. 657A.1 & 364.12[3a])

145.03 UNSAFE BUILDING. "Unsafe building" means any structure or mobile home meeting any or all of the following criteria:

1. Various Inadequacies. Whenever the building or structure, or any portion thereof, because of (a) dilapidation, deterioration, or decay; (b) faulty construction; (c) the removal, movement or instability of any portion of the ground necessary for the purpose of supporting such building; (d) the deterioration, decay or inadequacy of its foundation; or (e) any other cause, is likely to partially or completely collapse.
2. Manifestly Unsafe. Whenever, for any reason, the building or structure, or any portion thereof, is manifestly unsafe for the purpose for which it is being used.
3. Inadequate Maintenance. Whenever a building or structure, used or intended to be used for dwelling purposes, because of dilapidation, decay, damage, faulty construction, or otherwise, is determined by any health officer to be unsanitary, unfit for human habitation or in such condition that it is likely to cause sickness or disease.
4. Fire Hazard. Whenever any building or structure, because of dilapidated condition, deterioration, damage, or other cause, is determined by the Fire Marshal or Fire Chief to be a fire hazard.
5. Abandoned. Whenever any portion of a building or structure remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned for a period in excess of six (6) months so as to constitute such building or portion thereof an attractive nuisance or hazard to the public.

145.04 NOTICE TO OWNER.

The enforcement officer shall examine or cause to be examined every building or structure or portion thereof reported as dangerous or damaged and, if such is found to be an unsafe building as defined in this chapter, the enforcement officer shall give to the owner of such building or structure written notice stating the defects thereof. This notice may require the owner or person in charge of the building or premises, within forty-eight (48) hours or such reasonable time as the circumstances require, to commence either the required repairs or improvements or demolition and removal of the building or structure or portions thereof, and all such work shall be completed within ninety (90) days from date of notice, unless otherwise stipulated by the enforcement officer. If necessary, such notice shall also require the building, structure, or portion thereof to be vacated forthwith and not reoccupied until the required repairs and improvements are completed, inspected and approved by the enforcement officer.

(Code of Iowa, Sec. 364.12 [3h])

1. Notice Served. Such notice shall be served by sending by certified mail to the owner of record, according to Section 364.12[3h] of the Code of Iowa, if the owner is found within the City limits. If the owner is not found within the City limits such service may be made upon the owner by registered mail or certified mail. The designated period within which said owner or person in charge is required to comply with the order of the enforcement officer shall begin as of the date the owner receives such notice.
2. Hearing. Such notice shall also advise the owner that he or she may request a hearing before the Council on the notice by filing a written request for hearing within the time provided in the notice.

145.05 CONDUCT OF HEARING.

If requested, the Council shall conduct a hearing in accordance with the following:

1. Notice. The owner shall be served with written notice specifying the date, time and place of hearing.
2. Owner's Rights. At the hearing, the owner may appear and show cause why the alleged nuisance shall not be abated.
3. Determination. The Council shall make and record findings of fact and may issue such order as it deems appropriate.

145.06 POSTING OF SIGNS.

The enforcement officer shall cause to be posted at each entrance to such building a notice to read: "DO NOT ENTER. UNSAFE TO OCCUPY. CITY OF OGDEN, IOWA." Such notice shall remain posted until the required repairs, demolition, or removal are completed. Such notice shall not be removed without written permission of the enforcement officer and no person shall enter the building except for the purpose of making the required repairs or of demolishing the building.

145.07 RIGHT TO DEMOLISH.

In case the owner fails, neglects, or refuses to comply with the notice to repair, rehabilitate, or to demolish and remove the building or structure or portion thereof, the Council may order the owner of the building prosecuted as a violator of the provisions of this chapter and may order the enforcement officer to proceed with the work specified in such notice. A statement of the cost of such work shall be transmitted to the Council.

(Code of Iowa, Sec. 364.12[3h])

145.08 COSTS.

Costs incurred under Section 145.07 shall be paid out of the City treasury. Such costs shall be charged to the owner of the premises involved and levied as a special assessment against the land on which the building or structure is located, and shall be certified to the County Treasurer for collection in the manner provided for other taxes.

(Code of Iowa, Sec. 364.12[3h])

EDITOR'S NOTE

Suggested forms of notice and of a resolution and order of the Council for the administration of this chapter are provided in the APPENDIX of this Code of Ordinances.

Caution is urged in the use of this procedure. We recommend you review the situation with your attorney

before initiating procedures and follow his or her recommendation carefully.



Please note that the following hours represent our current best judgment as to the design staff assignments which will be made. We reserve the right to assign design staff as they become available and to make assignment based upon the best interests of the project. We also have made the following assignments based upon the current information available to us, if that information changes the fee estimate must likewise change.

***All meetings unless listed below are extra and shall be billed on an hourly basis**

General Administration Services

- Site Visit and General Evaluation of Buildings
- Kickoff Informational Meeting with Property Owners (1 assumed)
- Virtual Meeting to Confirm Project Boundary and Property List
- Coordination with ECICOG
- Slum and Blight Ranking with ECICOG

Subtotal **\$ 3,800.00**

Scope Per Individual Building

- Meeting to Come Up with Preliminary Design (1 assumed)*
- Building Specific Opinion of Probable Construction Cost
- Preliminary Concept Rendering
- Meeting to Review and Sign-off on Design Rendering (1 assumed)*

Subtotal Per Building **\$ 1,400.00** **Per Building**

TOTAL FEE FOR 10 BUILDINGS **\$ 17,800.00**

Note 1- No reimbursable expenses are included in this proposal. All such expenses will be charged for as they are incurred. Reimbursable expenses will be primarily mileage and meals. Printing costs other expenses may be included if required for the project.

Note 2- This project proposal has been prepared predicated upon timely decisions being made by the Owner. The number of meetings shown in each phase is built upon this basis. Should the Owner require additional meetings to decide on project decisions the Architect will continue to provide services for such meetings but shall charge for the additional meetings and may charge for additional studies or documents required by the Owner in making these decisions.

Note 3- *Meetings with individual property owners are expected to be grouped together (back to back) as much as possible - approx. half of program participants per visit.

Martin Gardner Architecture, P.C.
700 11th St., Ste. 200
Marion, IA 52302
319-377-7604

Pre-Application Phase Fee Proposal

Martin Gardner Architecture, P.C.
102 S. Frederick Avenue, Suite 1
Oelwein, IA 50662
563-933-4712



Note 4- The contract will be based upon a set number of buildings. Any buildings added to the scope of the project in addition to the agreed upon number will be considered Additional Services. In that case, MGA will work with the City to come to an agreed upon fee for those additional buildings.

Note 5- This proposal does not include writing or submitting any part of the CDBG application. Typically the local COG manages the application process and we have included an allowance of 5 hours for coordination with ECICOG.

Note 6- General Evaluation of Buildings will be limited to what is readily accessible and visible. Every effort will be made to identify structural deficiencies, but most structural issues are not apparent without exploratory demolition, which is not included in the proposal.

Note 7- This proposal does not include any hazardous material inspection or testing.

Note 8- This fee proposal is for the pre- CDBG application phase of the project. If the City is awarded the grant, we will provide a proposal for construction documents and construction administration at that time.

Hourly rates for computing services:

Principal Architect	\$208.00
Architect	\$130.00 - \$165.00
Project Manager	\$125.00 - \$170.00
Design Staff	\$120.00 - \$140.00
Chief Operating Officer	\$177.00

Comp Plan Comparison

	ECICOG	Impact7G	RDG - Admin Update	RDG - Targeted Update	RDG - Full Rewrite
Cost	\$17,500	\$42,000	\$30,000	\$50,000	\$80,000
Start date	1/1/24	1/1/24	1/1/24	1/1/24	1/1/24
Time to Completion	12 months	8 months	4 months	8 months	12 months
Future land use maps	x	x	x (updated)	x (updated)	x (new)
Public Engagement	Steering committee, stakeholder interviews, community survey, visioning workshop, focus groups (optional), public townhall meeting, meet with P&Z, meet with council	Project kickoff meeting, two public meetings, digital survey, presence at 2 community events, stakeholder interviews	Meet with staff, stakeholders, council, some focus groups	Admin Update + focused committee, more focus groups, design meetings, targeted survey	Full engagement plan- All previously mentioned, more data collection, interviews, etc.

Recommendation- I recommend accepting ECICOG’s proposal in the amount of \$17,500 for the 2024 comprehensive plan. This recommendation is based on several factors including- price, ECICOG’s ability to assist with grant writing/administration, scope of engagement, and deliverables.



Cole Smith

From: Charlie Cowell <ccowell@rdgusa.com>
Sent: Thursday, June 29, 2023 12:15 PM
To: Cole Smith
Cc: Cory Scott
Subject: RE: Riverside, IA Comprehensive Plan

Hi Cole,

Here are some options to consider based on what we think is best for Riverside.

1. Administrative update - \$30,000
 - a. This is taking a lot of the narrative and recommendations from the 2013 plan that are likely still relevant. We did this for Kalona in 2017.
 - b. Updating data and maps
 - c. Updating future land use
 - d. Updating completed efforts
 - e. Engagement with staff and select stakeholders, some focus groups.
2. Targeted update - \$50,000
 - a. This focuses on specific chapters or new projects to include/update. A major change in the community since 2013 warrants looking closely at specific recommendations.
 - b. Updating data and maps
 - c. Updating future land use
 - d. Updating completed efforts
 - e. Updating and offering new concepts for specific areas
 - f. Perhaps more engagement through a focused committee/ED group. More focus groups and design meetings to discover what is and is not relevant from the 2013 plan. It could include targeted surveys.
3. Full "rewrite" - \$80,000
 - a. Starting from scratch because of major changes in the community vision/goals from the 2013 plan. Major shift in demographics or population change.
 - b. The whole plan is redone.
 - c. Full base engagement plan, as we spoke about on the phone.
 - d. (we think Riverside might get what you need with a more condensed scope than this unless a lot has changed that we do not know about).

Hope this helps. Feel free to reach out with more questions.

Best,

Charlie Cowell, AICP
Partner

RDG Planning & Design

Dir: 515-309-3265
rdgusa.com

From: Cole Smith <cityadmin@riversideiowa.gov>
Sent: Thursday, June 29, 2023 9:12 AM



108 E 7th Street, Suite 2
Coralville, IA 52241
515.473.6256 • info@impact7g.com
www.impact7g.com

5/18/2023
Cole Smith, City Administrator
City of Riverside
60 Greene Street
Riverside, IA 52327

Dear Mr. Smith,

It is my pleasure to provide the following proposal for professional planning services to the City of Riverside. Impact7G is a full-service environmental planning and services company headquartered in Johnston, Iowa with additional offices in Coralville, North Liberty, and Sioux City. Our reputation as a trusted and reliable consultant in Iowa and across the Midwest has allowed us to grow to over 80 staff since our inception in 2011. Our significant growth is directly attributable to our diversity of services, high level of customer service, and our commitment to making Iowa a better place to live and work. And we'd love to further this mission in Riverside!

I appreciate the opportunity to submit the following proposal and qualifications. While Impact7G does serve clients nationally, our passion is to support our local communities from which our employees call home, several of which from our eastern Iowa offices live in Washington County. This proposal provides all industry-standard elements for creating a comprehensive plan that will serve as a guidebook for how the City will develop over the next ten or twenty years. The proposal also includes submission of an Iowa Great Places application.

1. Comprehensive Plan

A comprehensive plan serves as a framework for achieving long-range goals and objectives that are desired by the community's people. It also provides a legal basis for regulating land use through zoning and subdivision controls. Our proposal for Riverside includes:

- Review of existing comprehensive plan and other local and regional plans as it pertains to recent and future land use, transportation, and environmental issues in Riverside.
- One (1) project kickoff meeting in Riverside with the Impact7G sustainability planning team, City staff, and mayor.
- Two (2) public meetings in Riverside. The first meeting will be held early in the planning process to survey the public and the second will be held near the end to present findings and recommendations.
- One (1) digital community engagement and demographics survey.
- Presence at (2) community events in Riverside to meet with residents and stakeholders at events with captive audiences (i.e., Trekfest)
- Development of a print and digital Comprehensive Plan.
- Internal quality review of plan.
- Coordination of requisite public comment notification period.
- Eight (8) hard copies of the Comprehensive Plan.

We also propose dovetailing the comprehensive plan process with the Vision Plan process that

is required by the Iowa Great Places program, which will present a more unified vision for the community and save limited financial resources.

Comprehensive Plan Proposed Cost: \$42,000

2. Iowa Great Places Designation Application

The Iowa Great Places Program is administered by the Iowa Arts Council (IAC) and is designed to recognize communities, neighborhoods, and districts that are excellent places to live, work, and visit. The associated Vision Planning seeks to build consensus on major initiatives meant to enhance livability. Once designated, the City of Riverside is recognized as an "Iowa Great Place" and is eligible for additional grants and funding opportunities, professional development, and technical assistance resources only available to designated places. The designation is effective for ten years, at which point the City would need to complete an abridged application to become re-designated. Our proposal includes:

- Completing all narrative sections required by IAC's application.
- Development of a print and digital Vision Plan that complements the newly published Comprehensive Plan.
- Internal quality review of application.
- Submission of application via IAC's online portal.

Iowa Great Places Designation Application Proposed Cost: \$4,500

Ben Curtis (Urban and Regional Planner) will be your primary contact for this engagement. Ben will be supported by Judy Joyce (Director of Community Building), Emily McGrath (Sustainability Manager), and Fatema Hussaini (GIS Analyst & Planner). Our team has successfully led numerous communities through sustainability, land use, and other planning projects since the firm's inception in 2011. Importantly, we are also able to find and secure funding for our clients to pursue community betterment projects, which is cornerstone to the implementation of a comprehensive plan.

Ben is extremely familiar with Washington County and specifically the cities of Riverside, Kalona, and Wellman. During his five-year tenure in Kalona, Ben worked directly with the Kalona City Administrator and the County on planning projects and secured millions in private and public funds for community infrastructure. He is well versed in the many opportunities that the Riverside Casino and the Washington County Riverboat Foundation offer.

Given the general requirements of a planning process (public involvement, public comment period, etc.), Impact7G anticipates completing both projects by August 2024. This translates to roughly 8 months if the project is started in January 2024.

Thank you for your consideration of this proposal. We look forward to the opportunity to serve the City and its residents! Please feel free to reach out directly to me with any questions via email at bcurtis@impact7g.com or by phone at 319.855.2955.

Sincerely,



Ben Curtis
Impact7G, Inc.

TECHNICAL SERVICES PROPOSAL
COMPREHENSIVE PLAN
CITY OF RIVERSIDE, IOWA
JULY 2023

ECICOG
EAST CENTRAL IOWA
COUNCIL OF GOVERNMENTS
YOUR REGIONAL PLANNING AGENCY

What is a Comprehensive Plan?

A comprehensive plan is a long-range visioning document for the community. It describes current conditions and sets goals and objectives for reaching a community-envisioned future. In the State of Iowa, a comprehensive plan is required for cities that have zoning. Zoning and subdivision ordinances and the land use decisions that the Planning and Zoning Commission, Board of Adjustment, and City Council make must all be based on the comprehensive plan. The Code of Iowa also requires cities that go through the comprehensive planning process to consider the Iowa Smart Planning Principles, which provide a framework to plan for the future in a multidisciplinary manner. The comprehensive plan documents the vision for the community based on resident input and provides continuity to changing elected leadership for long-term goals and objectives.

Planning Process/Project Summary

ECICOG will coordinate the planning process with the City through the Planning and Zoning Commission or an ad hoc Plan Steering Committee. The plan development process consists of the following steps:

1. **Community Introduction**
 - a. Meet with Plan Steering Committee
 - b. City intake meeting
2. **Information Gathering**
 - a. Review of existing/related plans
 - b. Data collection
 - c. Stakeholder interviews
3. **Public Engagement**
 - a. Community survey
 - b. Visioning Workshop
 - c. Focus groups (optional)
4. **Analysis & Strategy Formation**
 - a. Summarize survey and stakeholder feedback
 - b. Share best practices and evaluate options
5. **Plan Development & Review**
 - a. Draft plan review by plan steering committee
 - b. Public Town Hall Meeting to review findings and goals/objectives
6. **Final Review and Adoption**
 - a. Review and recommendation by Planning and Zoning Commission
 - b. Review and approval by City Council

Iowa Smart Planning Principles

Collaboration

Efficiency, Transparency,
and Consistency

Clean, Renewable, and
Efficient Energy

Occupational Diversity

Revitalization

Housing Diversity

Community Character

Natural Resources and
Agricultural Protection

Sustainable Design

Transportation Diversity

Public Engagement

Public engagement is a critical component of the plan development process to ensure that the vision presented reflects residents' interests and hopes. ECICOG will coordinate several public input opportunities for residents. The primary input tool will be a community survey that will be developed with the Plan Steering Committee. ECICOG will also coordinate a visioning workshop to be hosted by the City. ECICOG will draft communications that will be sent by the City and/or ECICOG to support public engagement efforts. A project webpage will be set up by ECICOG on its online engagement platform at talkto.ecicog.org. This page will allow residents to stay updated on the planning process and provide feedback through the platform, e.g. resident survey, project calendar, mapping activity, discussion forum, etc. All online input methods will be made available in non-digital formats wherever possible.



The resident survey will be initiated around the time of the visioning workshop. It will be available online and in print format. ECICOG recommends a community-wide mailing of the survey for a higher response rate. ECICOG can provide additional support for printing and mailing the survey for an additional cost outlined below.



City Contribution

The City will have responsibilities in order to ensure a successful planning process. ECICOG will need to meet with the Planning and Zoning Commission. The City may also set up a Plan Steering Committee for direction and a wider range of community perspectives. The committee will provide guidance for the survey and workshop, goals development, and draft plan review.

Communications will be coordinated with ECICOG, and ECICOG will draft all communications, e.g. mailed survey/meeting notice, social media posts, flyers, project website, etc. The City administration will assist with outreach to residents and/or community groups. The administration will also assist with the collection of infrastructure and public utility data and other data as available.

The City will be responsible for required public notices. ECICOG will provide draft language for hearing notices and the adoption resolution. The administration, P & Z Commission, and Plan Steering Committee can all assist with identifying stakeholders to meet with and creating excitement for the project among Riverside residents.

Performance Alignment

The ECICOG team believes that performance alignment is key to high-functioning local government. Alignment starts with a vision of the community as articulated in relevant mission, vision, and values statements as well as the City's comprehensive plan. This work represents the north star for the community and should reflect extensive community input. The strategic plan is the transition or translation of the vision into strategic goals and action steps. It promotes alignment between elected officials, who represent the interests of the community, and the staff leadership teams. It is then incumbent on the staff leadership to implement the strategic plan through the annual budget, as well as department and individual work plans.



About ECICOG

The East Central Iowa Council of Governments (ECICOG) is an intergovernmental council established in 1973 under Chapter 28E and provided for under Chapter 28H of the Code of Iowa. Our mission is to help build vibrant, forward-thinking communities and a collaborative and resilient region. ECICOG's skilled staff have been providing innovative service across our region for almost 50 years by leveraging state and local resources, promoting regional collaboration, planning for the future and sharing technical skills. Our region consists of Benton, Iowa, Johnson, Jones, Linn, and Washington counties.



Why Choose ECICOG?

- We understand and care about our region...this is our home!
- We were created by our region's counties to serve local governments. As a government entity, we operate on a non-profit basis. When you invest in us it helps to support our work around the region.
- Our staff are experts in their respective fields and have decades of planning experience.
- We create the transportation, economic development and watershed plans for our region; you will benefit from that knowledge and experience.
- Our knowledge of your community will help us identify federal and state grant opportunities to help you achieve your goals.

Project Coordinators



Tom Gruis is an AICP-certified planner and dedicated public servant, fulfilling his role as Planner & Community Development Specialist through skilled verbal and written communication skills and focused meeting facilitation. He completed the update to the Bertram and Wyoming comprehensive plans and is finalizing a comprehensive plan update with the City of Lisbon. He has also worked on land use regulations, assisting cities with the codification process, and grant writing and administration. Tom conducted the planning process and updated the multi-jurisdictional hazard mitigation plans for Iowa, Linn, and Washington counties. He enjoys working with staff, officials, and the public from the

communities in the ECICOG service area. Outside of work, Tom enjoys spending time with his family, competing in strongman competitions, and making art.



Karen Kurt has been the Executive Director of ECICOG since September 2019. Karen also serves as secretary for the Iowa Association of Councils of Governments. Karen was previously the City Manager of Platteville, Wisconsin. She successfully shepherded two downtown redevelopment projects, resulting in over \$20 million of investment and numerous state awards. In this role, she served on a variety of community boards: the Platteville Business Incubator, Platteville Area Industrial Development Corporation, Platteville Area Chamber of Commerce, and Southwest Wisconsin Rotary Club. Karen has a bachelor's degree in Industrial Relations from Cornell University, in Ithaca, New York, and a master's degree in Urban and Regional Studies from Minnesota State University—Mankato. She has

also served as an adjunct faculty member in the Political Science Department for University of Wisconsin—Platteville. Karen is passionate about creating thriving, vibrant communities where everyone is able to achieve their version of the American dream. In her spare time, she enjoys cooking, reading, and traveling. Karen has volunteered as a mentor (and unofficial American mom) to foreign college students from Ghana, South Korea, China, Saudi Arabia, and Thailand.



ECICOG has received 12 innovation awards from the National Association of Development Organizations for excellent and creative planning within our region.

Staff Support

Tom and Karen will coordinate the development of the comprehensive plan with the City. They will rely on the expertise of ECICOG's department leaders in the development of the plan.



Jennifer Fencel, Environmental Services Director, has over 23 years of experience in environmental planning and facilitation, public administration, hazard mitigation planning and grant writing and management. She has extensive experience in assisting the six waste facilities, five WMAs, six counties and 71 cities in the planning area with a wide array of projects to reach their unique goals. During her two decades at ECICOG, she has worked on planning projects focused on establishing waste reduction and recycling programs; contracting for material collection and processing services; safe management of hazardous wastes and watershed planning. Her experience includes writing and updating the

Comprehensive Regional Integrated Solid Waste Plan every five years for the six public waste facilities in the region detailing how they will reduce the amount of waste landfilled. More recently, her projects have focused on watershed planning, grant writing and management and assisting in the formation of WMAs in the region. In the past eight years, she has facilitated the formation of four WMAs and completed two Watershed Management Plans. She currently leads the administration of the Iowa Watershed Approach project for three watersheds in the ECICOG region. She brings extensive knowledge of local communities, numerous local relationships, and an ability to cultivate partnerships to all her projects.



Tracey Achenbach, Housing Director, received her M.A. in Urban and Regional Planning from the University of Iowa in 1994 and upon graduation began working with a variety of communities and counties in north central Iowa as a community development planner. Later, her work was more concentrated in housing, and for nearly 15 years she worked for nonprofits whose mission was to increase the availability of housing. In 2018 Tracey formally joined ECICOG and she currently serves as the Housing Director. Tracey's entire career has involved working collaboratively with many partners, including local governments, developers, nonprofit providers, and community members. Tracey enjoys helping communities recognize

their uniqueness, strengths and issues and helping them find solutions or ways to make them stronger. She has written a variety of federal and state grant applications and planning documents on behalf of cities or counties. In 2017 Tracey was honored to receive the Iowa Finance Authority's Friend of Iowa award, and in 2019 she was one of ten women who received the Corridor Business Journal's Woman of Influence designation. When she is not working, Tracey enjoys being outdoors and active. She finished her first triathlon when she was in her 40s, and that started a love of training for half-marathons and other events, which she continues to enjoy.



Mary Rump, Transportation Director, has worked at ECICOG for over 27 years and has been involved in a variety of transportation roles including: administration, planning, procurement, programming, trail planning, and agency management. She enjoys the collaborative atmosphere of working at ECICOG and the challenge of solving problems. A recent highlight has been the formation and success of the 380Express bus service between Cedar Rapids and Iowa City. Mary has a BA in Architecture from Iowa State and an MS in Urban and Regional Planning from U of Iowa. She enjoys crime novels by Jonathan Kellerman, Netflix documentaries and spending time with family, including two teen sons (Jameson and Jacob)

and two dogs (Gus and Cooper).



Justice Inkoom, Planning Fellow, has over a decade of experience in land use and spatial planning, geographic information systems management and analytics, landscape pattern analysis, ecosystem services, environmental policy analysis, as well as general operations and impact research. He joined ECICOG in January as a Planning Fellow and will provide technical and GIS support towards the development of the Regional Active Transportation Plan for Regional Planning Affiliation 10 and a number of comprehensive planning initiatives within the ECICOG region.



Jessica Johnson, Community and Economic Development Specialist, joined ECICOG in September 2022. Jessica serves as a community coach through the Hometown Pride Program. She also coordinates the work of the Envision East Central Iowa strategy committee, writing, and administering grants, and assisting with community development projects throughout the region. Her previous experience includes work with VenuWorks, Iowa Cultural Corridor Alliance, and the Cedar Rapids Convention Visitors Bureau.



Joe Bauer, Communication Specialist, joined ECICOG in June 2022. Joe's work with ECICOG spans across the entire agency, giving our work a visually pleasing and professional polish. This includes planning documents, reports, newsletters, and social media posts. His previous work has included writing, editing and information design for newspapers, technical publications, education-industry proposals and telecommunications marketing. He combines textual skills with experience in graphic design, having worked as a production artist for two full-service print shops in Iowa City.

City of Riverside Comprehensive Plan Proposed Timeline and Budget

The proposed contract amount is \$17,500. The contract will be billed at the end of each phase as described in the table below. The cost is a not-to-exceed amount, and a contract amendment will only be enacted for substantial unforeseen work. If household mailings are desired by the City, e.g. community survey or project notices, ECICOG can coordinate the mailing with a printer and invoice the City at cost in addition to the proposed contract amount. This proposal is valid for six months.

Activities	ECICOG Deliverables	Time Frame and Amount Payable Upon Completion
Phase 1: Kick Off	<ul style="list-style-type: none"> Plan Steering Committee kick off meeting City intake meeting(s) Website project page creation 	<ul style="list-style-type: none"> Project web page
Phase 2: Information Gathering	<ul style="list-style-type: none"> Review of existing plans Review of Census and other secondary data sources Review of land use regulations Stakeholder interviews 	<ul style="list-style-type: none"> Demographic, economic, and social data analysis and projections Plan maps Chapter road maps Public engagement plan
Phase 3: Public Engagement	<ul style="list-style-type: none"> Visioning Workshop Focus groups (optional, subject area-specific discussions) 	<ul style="list-style-type: none"> Community survey Visioning Workshop
Phase 4: Analysis and Strategy Formation	<ul style="list-style-type: none"> Draft goals and objectives 	<ul style="list-style-type: none"> Plan goals and objectives
Phase 5: Plan Development & Review	<ul style="list-style-type: none"> Synthesize work into draft plan for Plan Steering Committee review and edits Share best practices 	<ul style="list-style-type: none"> Draft Comprehensive Plan Future Land Use Map Additional maps as required Town Hall Meeting
Phase 5: Final Review and Approval	<ul style="list-style-type: none"> Review and approval by Planning and Zoning Commission Review and approval by the City Council 	<ul style="list-style-type: none"> Public hearing notices and adoption resolution 10 bound copies of the final plan and digital copies

Terms and Signatures

If additional, substantial unforeseen work needs to be completed, prior to initiating that work, an addendum to this Agreement shall be agreed upon by both parties stipulating the extra work and related costs.

The City will be notified of any changes in the staff team working on the project.

Payment is expected within thirty (30) days upon receipt of being billed.

This Agreement may be terminated by either party by submitting a written notice of termination to the other party with 30 days of notice. The City will be billed for services completed through the date of termination. The product or work completed through the date of the termination shall be property of, and forwarded to, the City.

Signed by City of Riverside:

Signed _____

Date _____

Print Name _____

Title _____

Signed by ECICOG:

Signed _____

Date _____

Print Name _____

Title _____

IMPI Report- Cole Smith

7/17-7/20/23

Ames, Iowa

I took six classes at the 2023 Iowa Municipal Professionals Institute; each of which will be broken down in this report.

Elements of a City Financial System-

This course was a high-level view of how municipal financial systems work. We discussed fund types, expense categories, operational best practices, managing multiple departments, and more.

Written Communication-

The main topics included- conflict resolution, professionalism, and proper format for agendas & minutes.

Budgeting for Iowa Cities-

This course was a walkthrough of the budgeting process for cities in Iowa. I also learned about how some of the recently signed legislation will impact our budget- specifically through property tax rates. The Iowa League of Cities has a webinar that explains the new changes in greater detail.

Group Dynamics & Team Building-

This course strengthened my understanding of management and team development. Ultimately, this course reinforced a lot of what I have done in my first 90 days to build our effectiveness as a team, but it was a good reminder for meeting people at their level and how to utilize their strengths.

Accounting, Auditing, and Other Fiscal Responsibilities-

This course explained the importance of financial controls and how to limit the risk of errors, fraud, and negligence. I learned about the importance of separate responsibilities and promoting accountability.

Working with Public Officials-

Best practices for managing relationships with elected officials and the importance of procedure and ethics as a public employee. I got some tips from some other city administrators on how to further my communication with council members and better prepare elected officials for meetings. One example of this is calling council members the morning of a meeting and asking if they have any questions about the packet so we can be better prepared with information for meetings.

Overall, this 4-day training was a good introduction to the financial responsibilities involved in my position. Although I believe I have a lot more to learn, these courses have given me a strong foundation and network of resources to effectively perform my duties for the City.

Employee Handbook Questions

All employees, including temporary employees, should always be treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the premises of the City of Riverside properties without property authorization.

Who gives permission? City Administrator? Mayor?

Dress Code

A well-groomed and professional appearance for all employees is essential to maintaining a healthy public image. Every employee is responsible for presenting a positive image to the people that we serve.

The City shall provide a \$500 clothing allowance for uniforms, coats, jackets, and \$150 boot allowance per year. Items purchased by an employee will be reimbursed after the receipt is turned into the City Administrator for approval. Protective clothing, safety equipment, and protective devices, which are required by the City to be worn or used by an employee shall be provided for the employee. The City Administrator will use their discretion in determining the proper uniforms, clothing, and protective devices needed by employees.

Which employees get this allowance?

Pregnancy Maternity/Paternity Leave

An employee who is disabled because of the employee's pregnancy, childbirth, or related medical conditions, will be granted a leave of absence during the period of the disability, up to a maximum of eight (8) weeks. Up to three weeks is allowed for paternity leave. An employee who wishes to use pregnancy maternity/paternity leave must provide timely notice of the period of leave requested.

Recommend equal time off for Maternity/Paternity Leave. Is this paid or unpaid?

If a longer leave is needed, a doctor's letter is required.

Health/Dental Insurance

The City of Riverside's health and dental insurance plans provides employees access to medical and dental insurance benefits. Regular full-time employees are eligible to participate in the health insurance plan. Eligible employees may participate in the health and dental insurance plans subject to all terms and conditions of the agreement between the City of Riverside and the insurance carrier.

The City of Riverside will pay 100% for the single health/dental plan; 90% for the family health/dental plan with the employee responsible for the remaining 10% health/dental insurance premiums.

A change in employment classification that would result in loss of eligibility to participate in the health and dental insurance plans may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Contact the City Administrator or City Clerk for additional information regarding health and dental insurance benefits.

The City reserves the right to change the amount of its contribution at any time and change insurance carriers at any time, which may lead to a change in benefits available. Employees will be notified of any changes as soon as practical.

Is this insurance policy current?

Performance Evaluation

Formal employee performance reviews will be held on an annual basis. Employees are strongly encouraged to discuss their job performance and goals on an informal basis to provide both management and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The City Administrator will meet with the Employee Committee on an annual basis to determine the recommendation of employee status to the City Council.

General areas of interest to be covered by the City Administrator during evaluations may include but not be limited to the following: initiative and teamwork, attendance, problem solving skills, attitude, punctuality, and professional development. Job specific areas of interest may also be discussed during the evaluation. The City Administrator will work with each employee to set certain goals and benchmarks based on the employee professional strengths and areas of needing improvement. The City Administrator will have an annual evaluation with the entire council.

We do not have an established Employee Committee. Would we like to designate two council members or one and the mayor to fulfill this? Or continue with the mayor and city administrator model?

RESOLUTION #2023-XX

RESOLUTION APPROVING WWTP BLOWER PACS MAINTENANCE

Whereas, the City of Riverside City Council at the recommendation of PeopleService, Inc, to approve blower pac maintenance at the Wastewater Treatment Plant,

Therefore, be it resolved the City of Riverside City Council does hereby accept the WWTP Blower Pacs service from _____ in the amount of _____.

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

Roll Call Vote: Sexton, McGuire, Schneider, Kiene, Mills

Ayes:

Nays:

Absents:

Passed and approved by the City Council of Riverside, Iowa and approved this 7th day of August, 2023.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

QUOTATION



Mid Iowa Tools
 3350 Square D Dr SW
 Cedar Rapids, IA 52404
 USA
 319-366-8363

Order Number	
122350	
Order Date	Page
07-18-2023	1 of 1

Bill To:

City of Riverside
 60 Greene Street
 Riverside, IA 52327
 US

Ship To:

City of Riverside
 60 Greene Street
 Riverside, IA 52327
 US

319-721-1828

Requested By: STEVE KRAMER

Customer ID: 14871

TERMS: 1% 10 Net 30 BR: 001

PO Number	Ship Route	Taker
BLOWER INSPECTION		Dave Stuecker

Quantities					Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.				

Order Note: LABOR/TRAVEL ESTIMATE TO INSPECT
 SUTORBILT BLOWERS

Total Lines: 0

SUB-TOTAL: 0.00

TAX: 105.00

CREDIT CARD PROCESSING FEES AND SHIPPING TO BE DETERMINED AT TIME OF INVOICE

LABOR/TRAVEL 1,500.00

TOTAL QUOTE: 1,605.00

U.S. Dollars

FOB: Shipping Point

Prices Subject To Change

Effective April 1, 2022, some orders will be assessed a surcharge due to supplier induced surcharges. No returns or cancellations will be accepted without prior authorization.

For a complete list of terms and conditions
 please visit our website (65) www.midiowatools.com

Steven Kramer

From: Greg Bender <gbender@universalblowerpac.com>
Sent: Wednesday, June 14, 2023 4:32 PM
To: Steven Kramer
Cc: Barb Smith; Shurell Robinson
Subject: RE: service for job UBP 06006 QTY 3

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Steve,

Good to talk with you today. I can send a certified UBP technician to come out to evaluate your blower packages for \$2,640.00.

(Service Trip, 2 days travel, one day on site)

If you can provide a PO we can get that scheduled right away. Our techs are currently only scheduled out 1 week.

Regards,

Greg Bender
Service Manager
(317) 773-7256 ext 4524



From: Greg Bender
Sent: Tuesday, June 13, 2023 4:37 PM
To: skramer@peopleservice.com
Cc: Barb Smith <bsmith@universalblowerpac.com>
Subject: service for job UBP 06006 QTY 3

Steve,

I left you a voicemail. Barb here at UBP gave me your information. She said you are looking for service on three blower pacs.

I attached the drawing we have for these.

Are you looking for our technician to do the following?

- | | | |
|---|-----------------------------|---------------------------|
| 1 | Change/Align/tension belts. | UBP to provide new Belts. |
| 2 | Change Oil. | UBP to provide Oil |

1

(66)

RESOLUTION #2023-XX

RESOLUTION APPROVING ANALYSIS OF WELL #7 AND #8

Whereas, the City of Riverside City Council at the recommendation of PeopleService, Inc, to approve inspection and treatment of Well #7 and #8,

Therefore, be it resolved the City of Riverside City Council does hereby accept the service estimate from _____ of _____ in the amount of _____.

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

Roll Call Vote: Sexton, McGuire, Schneider, Kiene, Mills

Ayes:

Nays:

Absents:

Passed and approved by the City Council of Riverside, Iowa and approved this 7th day of August, 2023.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

RESOLUTION #2023-XX

RESOLUTION APPROVING THE PROFESSIONAL SERVICES PROPOSAL FROM MARTIN GARDNER ARCHITECTURE FOR DOWNTOWN FACADE REVITALIZATION GRANT PROJECT

Whereas, the City of Riverside City Council approves the proposal from Martin Gardner Architecture to provide architectural services for the purpose of procuring a Downtown Revitalization Grant from CDBG through Eastern Central Iowa Council of Governments.

Therefore, be it resolved the City of Riverside City Council does hereby approve the Scope of Services and Service Cost Proposal with an estimate of \$17,800.00 for 10 eligible downtown buildings.

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

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 7th day of August, 2023.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

RESOLUTION #2022-XX

RESOLUTION APROVING CERTIFICATION OF LIEN

Whereas, the City is authorized by the Code of Iowa, Section 384.84 to certify a lien for the nonpayment of utility bills provided at least 30 days' notice to be given to property owner, and

Whereas, the City Clerk gave written notice to Callie Bryan on June, 28th, 2023 of delinquent utility bill for 90 N Glasgow Street, Riverside, Iowa and intent to certify lien, and

Whereas, Parcel # is 04-18-235-011, The North 53 feet of Lot 5 and Lot 6 of Block 21 of the Official Plat of the town of Riverside; in Washington County, Iowa

Therefore, be it resolved the City of Riverside City Council does hereby approve the certification to the county treasurer of a lien for the delinquent amount of \$294.20 to be paid in the same manner as regular property taxes.

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

ROLL CALL VOTE: Sexton, McGuire, Schneider, Kiene, Mills

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 7th day of August, 2023.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

June 28, 2023
Callie Bryan
PO Box 216
Riverside, IA 52327

EMILE COPY

7/28/23
No Response

8-7-23 CC Meeting
Lien on property

Callie,

Although we have contacted you about the outstanding balance on your account, we still have not heard from you. You have an outstanding balance of \$294.20. Account history is attached.

To avoid further action, you must pay the account in full by 12:00 pm (noon) thirty (30) days from the date of this notice in the form of cash, certified/personal check, or money order, personally delivered to the city hall between the hours of 8:00 a.m. and 4:30 p.m. or placed in the drop-off box located at 60 N Greene St. You also have the option to pay by Credit/Debit Card (Mastercard, Visa, or Discover) in person at City Hall or by phone at 319-648-3501 or on our website, between the hours of 8:00 a.m. and 4:30 p.m. There will be a \$3.00 minimum, or 2.65% convenience fee assessed to all card payments.

You have the right to a hearing. To schedule a hearing call 319-648-3501 between the hours 8:00AM and 4:30 p.m. no later than five (5) full business days (Monday through Friday, excluding holidays). If you make a timely request for a hearing, the hearing will occur at 60 N Greene St. The hearing officer shall be the City Administrator Cole Smith, or his designee. If you fail to make a timely request for a hearing, your right to a hearing is waived.

Subject to the provisions of #384.84(4), Iowa Code, the City intends to certify a lien on real estate for unpaid water/sewer/trash service rates and charges. Also, since you have been disconnected, a reconnection fee of \$75.00 will be applied before water can be restored.

If you have questions or need additional information about the intended disconnection, you may contact the City Administrator at the following telephone number: 319-648-3501

If you have already made your past due payments, please disregard this notice!

RESOLUTION #2023-XX
RESOLUTION APPROVING CHANGE ORDER #2
TO SPECTRA BUILD
FOR THE WASTEWATER PLANT IMPROVEMENT PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, Axiom Consultants, Brian Boelk, and it is the opinion of the City Engineering Firm that the City Council accept this change order for replacement of all entry doors.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #2 in the amount of \$_____

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 7th day of August, 2023.

Signed: _____ Date _____

Allen Schneider, Mayor

Attest: _____ Date _____

Becky LaRoche, City Clerk

RESOLUTION #2023-XX

RESOLUTION TO WAIVE THE RIGHT TO REVIEW THE PLAT OF SURVEY FOR THE
CHARLES STRABALA ESTATE
AUDITOR PARCEL L, PART OF THE WEST ½ OF THE NORTHWEST ¼ OF SECTION 9-
77-6, WASHINGTON COUNTY, IOWA

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

AUDITOR PARCEL L PART OF THE WEST ½ OF THE NORTHWEST ¼ OF SECTION 9-
77-6, WASHINGTON COUNTY, IOWA

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

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

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

Ayes: Sexton, McGuire, Schneider, Kiene, Mills

Nays:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 7th day of
August, 2023.

Signed: _____ Date: _____
Allen Schneider, Mayor

Attest: _____ Date: _____
Becky LaRoche, City Clerk

INDEX LEGEND

LOCATION: WEST 1/2 - NW 1/4
SECTION 9-77-6

REQUESTOR: KATIE SISSON

PROPRIETOR: CHARLES O. STRABALA

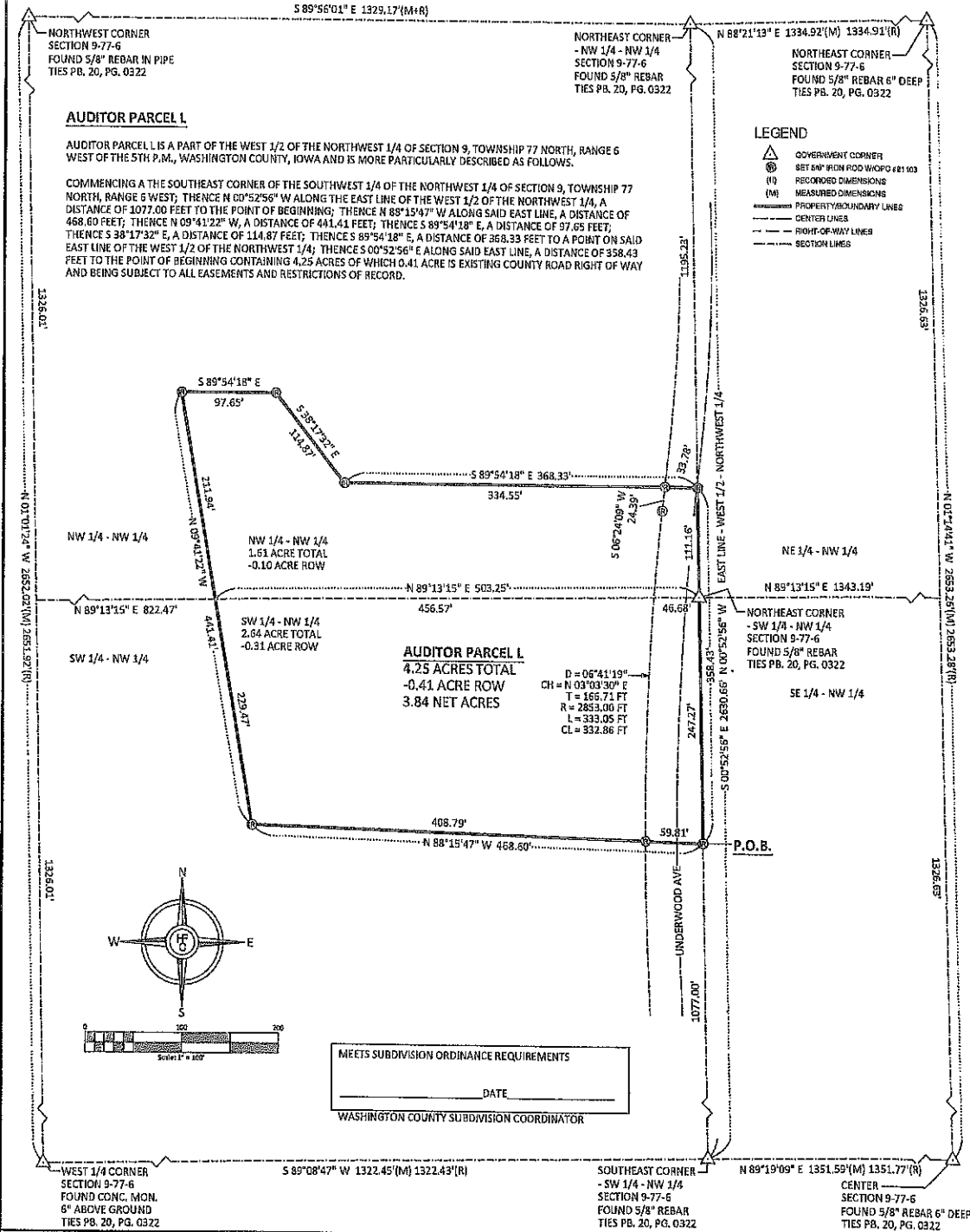
SURVEYOR: ANTHONY D. FREDERICK, PLS #21103

COMPANY: HART-FREDERICK CONSULTANTS P.C.
510 STATE ST. PO BOX 560 TIFFIN, IA 52340

RETURN TO: tfrederick@hart-frederick.com (319) 545-7215

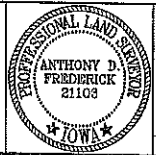
HART-FREDERICK CONSULTANTS P.C.

510 State St. P.O. Box 560 TIFFIN, IOWA 52340-0560 Phone: (319) 545-7215



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.

Anthony D. Frederick, P.L.S. Date
Iowa License Number: 21103
My license renewal date is December 31, 2023.
Pages covered by this seal: THIS SHEET ONLY



BASIS OF BEARING
IOWA STATE PLANE
COORDINATE SYSTEM
SOUTH ZONE

DATE: 7/23 ORN: ADF FLD BK: GPS PROJ. NO: 237140

PLAT OF SURVEY
AUDITOR PARCEL L
PART - WEST 1/2 - NW 1/4
SECTION 9-77-6
WASHINGTON COUNTY, IOWA

I:\2023 SURVEYS\237140 Charles Strabala Subdiv\Map\237140.DWG, 7/19/2023, 11:08:11 AM



Parcel ID	040910011	Class	AD	Owner Address	STRABALA, CHARLES O.
Sec/Twp/Rng	09-77-06	Acreage	76.64		1135 UNDERWOOD AVE
Property Address	1135 UNDERWOOD AVE				RIVERSIDE, IA 52327
	RIVERSIDE				
District	IWTHG				
Brief Tax Description	09 77 06 W1/2 NW1/4 EXC PAR C				
	(Note: Not to be used on legal documents)				

RESOLUTION #2023-XX

RESOLUTION APPROVING PAY REQUEST #1 TO SPECTRA BUILD FOR THE WASTEWATER TREATMENT PLANT PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, Axiom Consultants, Brian Boelk and it is the opinion of the City Engineering Firm that the City Council accept this pay request #1 in the amount of \$142,937.72 for payment of this project.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Pay Request #1 for work done on the Wastewater Treatment Plant Project through 7/26/23.

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 7th day of August, 2023.

Signed: _____ Date _____
Allen Schneider, Mayor

Attest: _____ Date _____
Becky LaRoche, City Clerk



Progress Billing

Application: 1

Period: 07/26/2023

Owner: City of Riverside
60 Greene St
Riverside IA 52327

Job Location: Riverside WWTP Renovations 22041
1197 Vine Ave
Riverside IA 52327

Application For Payment On Contract

Original Contract.....	299,700.00
Net Change by Change Orders.....	18,489.38
Contract Sum to Date.....	318,189.38
Total Complete to Date.....	149,592.50
Total Retained.....	6,654.78
Total Earned Less Retained.....	142,937.72
Less Previous Billings.....	0.00
Current Payment Due.....	142,937.72
Balance on Contract.....	175,251.66

Contractor's Certification of Work

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

Contractor: 

Date: 07/26/2023



Approved: Adrienne M. Bricker 7/26/2023
Project Manager/Coordinator

Terms: Invoices are due and payable from the date of invoice. All overdue amounts will be charged a service charge of 0.00 % per annum. Please make checks payable to: Spectra Build

Thank you for your prompt payment.

PROGRESS BILLING

Application: 1

Period: 07/26/2023

Schedule of Work Completed

Description of Work	Scheduled	Changes	Contract	Previous	Current Comp.	Stored Mat.	Total Comp.	%	Balance	Retained
Bond Fees	6,741.60		6,741.60		6,741.60		6,741.60	100.00		337.08
Temporary Construction	2,253.90		2,253.90						2,253.90	
General Materials	1,123.60		1,123.60						1,123.60	
General Labor/Cleaning	1,411.20		1,411.20						1,411.20	
Temporary Toilets	421.35		421.35						421.35	
Dumpster/Landfill	2,247.20		2,247.20						2,247.20	
Equipment	2,809.00		2,809.00						2,809.00	
Interior Paint Scrape/Prep	5,265.80		5,265.80						5,265.80	
CMU Efflorescence Cleanin	5,265.80		5,265.80						5,265.80	
Exterior Signage Removal/R	1,411.20		1,411.20						1,411.20	
Misc Demolition	705.60		705.60						705.60	
CMU Repointing/Patching	2,809.00		2,809.00						2,809.00	
Steel Angle @ Openings	4,782.00		4,782.00						4,782.00	
Roofing Package	67,977.80		67,977.80		60,477.80		60,477.80	88.97	7,500.00	3,023.89
Coping-2x blocking	898.88		898.88						898.88	
IMWP Package	122,472.40		122,472.40		62,493.10		62,493.10	51.03	59,979.30	3,124.66
Blower Exhaust Extension	1,685.40		1,685.40						1,685.40	
Fluid Applied Vapor Barrier	8,893.29		8,893.29		3,383.00		3,383.00	38.04	5,510.29	169.15
Joint Sealant/Caulking	751.30		751.30						751.30	
Painting Package	12,582.48		12,582.48						12,582.48	
HVAC Package	40,449.60		40,449.60						40,449.60	
Electrical Package	6,741.60		6,741.60						6,741.60	
Change Order# 2		1,992.38	1,992.38						1,992.38	
Change Order# 3		16,497.00	16,497.00		16,497.00		16,497.00	100.00		
Totals:	299,700.00	18,489.38	318,189.38		149,592.50		149,592.50	47.01	168,596.88	6,654.78

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RESOLUTION #2023-XX

RESOLUTION APPROVING UV MAINTENANCE

Whereas, the City of Riverside City Council at the recommendation of PeopleService, Inc, to approve UV maintenance at the Wastewater Treatment Plant,

Therefore, be it resolved the City of Riverside City Council does hereby accept the UV replacement parts estimate in the amount of \$21,820.05 from Haynes Equipment of Olathe, KS.

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

Roll Call Vote: Sexton, McGuire, Schneider, Kiene, Mills

Ayes:

Nays:

Absents:

Passed and approved by the City Council of Riverside, Iowa and approved this 7th day of August, 2023.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk