

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

Monday, January 18, 2015 at 6:30 pm

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.

When citizens are recognized to speak, please approach the podium, spell your first and last name. Time is limited to 3 minutes. Reminder to citizens, this is a privilege, not a right.

CALL TO ORDER: Mayor Schneider

Pledge of Allegiance

ROLL CALL:

APPROVAL OF AGENDA:

1. Approve Consent Agenda

1. a) Expenditures 01-18-16

1. b) Minutes from 01-04-16

1. c) Casey's Alcohol Permit

2. Committee Reports:

3. Citizens Comments

4. Captain Kirk Statue – Steve Miller

5. Jeff Showalter – Ditch Issue

6. **Closed Session - *Reminder – Discussion can only be on topics listed.**

6a. Motion to go into Closed Session on:

Real Estate – Iowa Code Chapter 21.5 (j)

Litigation – Iowa Code Chapter 21.5 (c)

6b. Motion to return to public meeting.

7. Motion to proceed as directed by City Council

8. Resolution #01182016-01 Yordi Excavating – Spring Seeding Agreement **pg 10**

9. Resolution #01182016-02 Yordi Excavating – Final Acceptance & Pay Estimate pg 12
10. People Services Contract pg 17
11. Martin Gardner Architects – Conceptual Drawings of Community Building pg 56
12. Building Permit Extension – Jonathon Hoard pg 59
13. Municipal Pipe Bill pg 60
14. Summer Help
15. Set the date for Budget work sessions.
16. Clerk Comments
17. City Council Comments & Requests for Information with a majority vote
18. Adjourn Council Meeting

BUDGET WORK SESSION IS SCHEDULED FOR JANUARY 26, 2016 AT 6:00 PM

Approved: _____ Date: _____

Allen Schneider, Mayor

Posted in box

Narrative for January 18th, 2016 Council Meeting:

4. Steve Miller would like to speak to the Council about a life size statue of Captain Kirk to be placed in Riverside.
5. Jeff Showalter would like to speak to the Council regarding his sewer line freezing again.
6. Closed session to talk about purchase of real estate and litigation.
8. Scott from MMS has prepared the documentation for the Spring Seeding for Council's consideration.
9. Scott from MMS has prepared the Final Acceptance and Final Pay Estimate for the Boise Street Water Main Project for Council's consideration.
10. I have included the information we have about People Services Contract for your review. I have also included the results of a survey we sent to cities who currently use People Services and a cost savings estimate using actual figures from FY ending June 30, 2015. People Services presentation can be viewed on the City's website at the March 16, 2015 council meeting.
11. Back in March of 2014, Rusty was instructed to get information from Martin Gardner Architects to give us an estimate for conceptual drawings for a Community Building. We have a Community Building bank account with \$13,873.49 so the money is available.
12. Building permit extension for Jonathan Hoard is requesting more time.
13. This expense was not in the budget and was not approved by Council.
14. Need a motion for Bryan to begin looking for summer help.

EXPENDITURES 01-18-16				
COUNCIL MEETING				
UNPAID BILLS				
ARAMARK	CITY HALL	001-5-650-6310	\$375.04	
ARAMARK	SHOP	001-5-210-6372	\$221.35	
ARAMARK	WATER	600-5-810-6181	\$103.92	
ARAMARK	SEWER	610-5-815-6181	\$103.91	
ARAMARK	STREETS	001-5-210-6181	\$103.92	
ARAMARK	PARKS	001-5-430-6181	\$103.90	\$1,012.04
BUSINESS RADIO SALES	FIRE DEPT	001-5-150-6356	\$184.26	
CARUS	WATER CHEMICALS	600-5-810-6501	\$1,402.96	
COLBERT TRUCKING	HOLDERNESS CLEAN UP	145-5-650-6427	\$200.00	
ELDER SERVICES	DECEMBER MEALS - CITY	001-5-460-6150	\$500.00	
ELDER SERVICES	DECEMBER MEALS - CITIZENS	001-5-460-6160	\$912.00	\$1,412.00
I TECH	JAN COMPUTER MAINT.	001-5-650-6497	\$155.00	
IOWA SOLUTIONS	E-MAIL HOSTING	001-5-650-6494	\$60.00	
JOHNSON COUNTY REFUSE	JANUARY SERVICE	670-5-840-6499	\$1,719.50	
KALONA AUTO	DEC. SHOP PARTS	001-5-210-6331	\$745.83	
KALONIAL TREE SERVICE	OCTOBER LIMB OICK-UP	001-5-510-6495	\$875.00	
KALONIAL TREE SERVICE	DECEMBER LIMB PICK-UP	001-5-510-6495	\$785.00	\$1,660.00
LORY YOUNG	MILEAGE	001-5-650-6240	\$37.80	
MMS CONSULTANTS	GENERAL-CITY	001-5-650-6407	\$468.00	
MMS CONSULTANTS	ELLA STORM SEWER	301-5-750-6782	\$2,400.00	
MMS CONSULTANTS	PIONEER STORM SEWER	301-5-750-6784	\$600.00	
MMS CONSULTANTS	CHERRY LANE	301-5-750-6772	\$1,570.00	
MMS CONSULTANTS	HWY 22	301-5-750-6779	\$1,574.45	
MMS CONSULTANTS	SCHNOEBELEN WATER RATES	600-5-810-6407	\$175.50	
MMS CONSULTANTS	CASEY'S SEWER	610-5-810-6407	\$58.50	
MMS CONSULTANTS	WATER PLANT	600-5-810-6407	\$29.25	\$6,875.70
OFFICE EXPRESS	WATER PLANT	600-5-810-6506	\$134.82	
OFFICE EXPRESS	SEWER PLANT	610-5-815-6506	\$134.83	
OFFICE EXPRESS	CITY HALL	001-5-650-6506	\$60.43	\$330.08
PAWS AND MORE	4TH QTR DONATIONS	001-5-190-6413	\$139.00	
PITNEY BOWES	METER RENTAL	600-5-810-6508	\$45.00	
PITNEY BOWES	METER RENTAL	610-5-815-6508	\$45.00	\$90.00
PJ GREUFE & ASSOC.	H/R AUDIT	001-5-650-6499	\$5,010.00	
REC	RIVERSIDE SIGN	001-5-430-6371	\$92.37	
REC	SEWER	610-5-815-6371	\$2,831.68	
REC	SHOP	001-5-210-6371	\$32.17	
REC	WATER PLANT	600-5-810-6371	\$2,969.08	
REC	TRAFIC LIGHT	001-5-230-6371	\$158.20	\$6,083.50
RIVERSIDE HISTORY CENTER	4TH QTR 2015 HOTEL/MOTEL GRANT	145-5-650-6413	\$3,515.17	
RTM	FIRE TRUCK FUEL	001-5-150-6350	\$101.50	
STANDARD PEST CONTROL	JAN SERVICE	001-5-650-6310	\$40.00	
STATE HYGIENIC LAB	DEC. TESTING	600-5-810-6490	\$125.50	
STATE HYGIENIC LAB	DEC. TESTING	610-5-815-6490	\$1,509.00	\$1,634.50
UNITED LABS	PARK SUPPLY	001-5-430-6325	\$255.00	
UPS	SHIPPING	610-5-815-6508	\$92.51	
WASHINGTON CO. AUDITOR	1ST QTR 2016 LAW ENFORCEMENT	001-5-110-6499	\$12,144.50	
WASHINGTON CO. AUDITOR	1ST QTR 2016 COMMUNICATIONS	001-5-110-6490	\$9,441.75	\$21,586.25
WINDSTREAM	DEC BILLING	001-5-210-6373	\$380.39	
WINDSTREAM	DEC BILLING	600-5-810-6373	\$101.81	
WINDSTREAM	DEC BILLING	610-5-815-6373	\$29.82	
WINDSTREAM	DEC BILLING	600-5-810-6373	\$29.82	\$541.84
YOTTY'S	SHOP	001-5-210-6312	\$4.00	
YOTTY'S	PICNIC TABLES	001-5-430-6325	\$107.95	\$111.95
	TOTAL UN-PAID BILLS		\$54,996.39	
PAID BILLS				
IPERS	DECEMBER 2015 - CONTRIBUTIONS	PAYROLL	\$4,102.89	
IOWA DEPT OF REVENUE	DECEMBER 2015 - IOWA WITHHOLDINGS	PAYROLL	\$1,361.00	
IOWA DEPT OF REVENUE	DECEMBER 2015 - IOWA SALES TAX	SALES TAX	\$2,139.00	
DECEMBER NET PAYROLL	DECEMBER 2015 - EMPLOYEE PAYROLL CHECKS	PAYROLL	\$13,464.01	
IRS	941 TAX DEPOSIT FOR PAYROLL ENDING 01/09/16	PAYROLL	\$2,381.17	
	TOTAL PAID BILLS		\$23,448.07	
	TOTAL EXPENDITURES		\$78,444.46	
DECEMBER 2015 REVENUES:				
GENERAL FUND			\$174,685.83	
ROAD USE TAX FUND			\$10,714.68	
LOCAL OPTION SALES TAX			\$8,636.80	

CASINO REVENUE RUND	\$149,287.13		
CAPITAL PROJECTS FUND	\$5,000.00		
WATER FUND	\$31,625.06		
SEWER FUND	\$28,261.23		
GARBAGE/LANDFILL FUND	\$2,080.82		
STORM WATER FUND	\$1,589.03		
TOTAL MONTHLY REVENUE	\$411,880.58		

AS OF: DECEMBER 31ST, 2015

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
000-GENERAL FUND	1,441,115.18	174,685.83	44,885.19	1,570,915.82	100.00	1,290.13	1,572,105.95
110-ROAD USE TAX	300,378.86	10,714.68	1,556.33	309,537.21	0.00	0.00	309,537.21
121-LOCAL OPTION SALES TAX	267,060.12	8,636.80	0.00	275,696.92	0.00	0.00	275,696.92
125-TTF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
145-CASINO REVENUE FUND	1,100,483.73	149,287.13	5,135.00	1,244,635.86	0.00	0.00	1,244,635.86
200-DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-CAPITAL PROJECTS	(286,459.50)	5,000.00	39,219.99	(320,679.49)	0.00	0.00	(320,679.49)
600-WATER FUND	620,615.12	31,625.06	32,340.05	619,900.13	0.00	297.25	620,197.38
610-SEWER FUND	78,400.49	28,261.23	19,761.90	86,899.82	0.00	297.25	87,197.07
670-LANDFILL/GARBAGE	4,458.30	2,080.82	1,719.50	4,819.62	0.00	0.00	4,819.62
680-STORM WATER	5,314.70	1,589.03	0.00	6,903.73	0.00	0.00	6,903.73
GRAND TOTAL	3,531,367.00	411,880.58	144,617.96	3,798,629.62	100.00	1,884.63	3,800,414.25

Handwritten red circle around the first four rows of the table.

Handwritten signature "V. J. ..."

*** END OF REPORT ***

Council Packet

CITY OF RIVERSIDE

POOLED CASH REPORT (FUND 999)

AS OF: DECEMBER 31ST, 2015

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>				
001-1110	CHECKING ACCT-GENERAL FUND	1,441,115.18	130,990.77	1,572,105.95
110-1110	CHECKING ACCT-ROAD USE TAX	300,378.86	9,158.35	309,537.21
121-1110	CHECKING ACCT-LOST	267,060.12	8,636.80	275,696.92
125-1110	CHECKING ACCT-TIF	0.00	0.00	0.00
145-1110	CHECKING ACCT-CASINO REVENUE	1,100,483.73	144,152.13	1,244,635.86
200-1110	CHECKING ACCT-DEBT SERVICE	0.00	0.00	0.00
301-1110	CHECKING ACCT-CAP PROJECTS	(286,459.50)	34,219.99	(320,679.49)
600-1110	CHECKING ACCT-WATER	620,615.12	417.74	620,197.38
610-1110	CHECKING ACCT-SEWER	78,400.49	8,796.58	87,197.07
670-1110	CHECKING ACCT-GARBAGE	4,458.30	361.32	4,819.62
680-1110	CHECKING ACCT-STORM WATER	5,314.70	1,589.03	6,903.73
TOTAL CLAIM ON CASH		3,531,367.00	269,047.25	3,800,414.25

CASH IN BANK - POOLED CASH

999-1110	CASH IN BANK	1,174,419.11	259,576.20	1,433,995.31
999-1112	PEOPLES BANK MONEY MARKET	1,363,334.00	984.22	1,364,318.22
999-1114	HILLS BANK	713,321.65	8,476.82	721,798.47
999-1115	CB FUND	13,863.48	10.01	13,873.49
999-1116	COMMUNITY BUILDING CD #18936	266,428.76	0.00	266,428.76
SUBTOTAL CASH IN BANK - POOLED CASH		3,531,367.00	269,047.25	3,800,414.25

WAGES PAYABLE

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

TOTAL CASH IN BANK - POOLED CASH		3,531,367.00	269,047.25	3,800,414.25
---	--	---------------------	-------------------	---------------------

DUE TO OTHER FUNDS - POOLED CASH

999-2100	DUE TO OTHER FUNDS	3,531,367.00	269,047.25	3,800,414.25
----------	--------------------	--------------	------------	--------------

TOTAL DUE TO OTHER FUNDS		3,531,367.00	269,047.25	3,800,414.25
---------------------------------	--	---------------------	-------------------	---------------------

Council Packet

CITY OF RIVERSIDE

POOLED CASH REPORT (FUND 999)
AS OF: DECEMBER 31ST, 2015

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>DUE TO POOLED CASH</u>					
001-2020		ACCOUNTS PAYABLE	0.00	0.00	0.00
110-2020		ACCOUNTS PAYABLE	0.00	0.00	0.00
121-2020		ACCOUNTS PAYABLE	0.00	0.00	0.00
125-2020		ACCOUNTS PAYABLE	0.00	0.00	0.00
145-2020		ACCOUNTS PAYABLE	0.00	0.00	0.00
200-2020		ACCOUNTS PAYABLE	0.00	0.00	0.00
301-2020		ACCOUNTS PAYABLE	0.00	0.00	0.00
600-2020		ACCOUNTS PAYABLE	0.00	0.00	0.00
610-2020		ACCOUNTS PAYABLE	0.00	0.00	0.00
670-2020		ACCOUNTS PAYABLE	0.00	0.00	0.00
690-2020		ACCOUNTS PAYABLE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL DUE TO POOLED CASH			<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>DUE FROM OTHER FUNDS</u>					
999-1330		DUE FROM OTHER FUNDS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL DUE FROM OTHER FUNDS			<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>ACCOUNTS PAYABLE - POOLED CASH</u>					
999-2020		ACCOUNTS PAYABLE CONTROL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL ACCOUNTS PAYABLE POOLED CASH			<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

*** PROOF CASH BALANCES ***

(A)		(B)		(C)	
CLAIM ON CASH	3,800,414.25	CLAIM ON CASH	3,800,414.25	CASH IN BANK	3,800,414.25
CASH IN BANK	<u>3,800,414.25</u>	DUE TO OTHER FUNDS	<u>3,800,414.25</u>	DUE TO OTHER FUNDS	<u>3,800,414.25</u>
DIFFERENCE	0.00		0.00		0.00

*** PROOF ACCOUNTS PAYABLE BALANCES ***

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

*** END OF REPORT ***

RIVERSIDE CITY COUNCIL MEETING; January 4, 2016

The Riverside Council meeting opened at 6:30 PM in City Hall with Mayor Schneider requesting roll call. Council members present were: Ralph Schnoebelen, Rob Weber, Bob Schneider Jr., and Tom Sexton. Jeanine Redlinger was absent.

Motion by Schnoebelen, second by Schneider to approve agenda. Passed 4-0.

Motion by Schneider to approve consent agenda, minutes, expenditures, and Murphy's Alcohol Permit. Second by Schneider, passed 4-0.

Committee Reports: None.

Citizens Comments: None.

Sexton moved to approve Committee Appointments as presented by Mayor Schneider. Second by Schnoebelen, passed 4-0.

Glen Meisner, of MMS updated council on several projects. Schnoebelen motioned to have Meisner close out Boise Street Project with agreement for spring 2016 seeding. Second by Schneider. Passed 4-0.

Budget workshop dates were set for January 14th and 26th at 6 pm in council chambers.

Schnoebelen moved to pass Resolution 01042016-01; Yordi Excavating Pay Estimate #4 for \$4621.75. Second by Schneider, passed 4-0.

Schneider moved to pass Resolution 01042016-02; Mileage Reimbursement at the current IRS rate, using City vehicle whenever possible. Second by Sexton, passed 4-0.

Schnoebelen moved to pass Resolution 01042016-03; Appointing People's Trust and Savings Bank, and Hills Bank and Trust as official depositories for all City funds. Second by Schneider, passed 4-0.

Schnoebelen moved to pass Resolution 01042016-04; Appointing the Riverside Current as Official Newspaper of the City of Riverside. Second by Schneider, passed 4-0.

Schneider moved to pass Resolution 01042016-05; Appointing William Sueppel Jr. as City Attorney for the City of Riverside. Second by Schnoebelen, passed 4-0.

Schnoebelen moved to pass Resolution 01042016-06; Contracting Library Services with the Kalona Public Library for \$19,363.50. Second by Sexton, passed 4-0. Clerk was asked to get residence usage information from the library.

Terrus Realty Contract was discussed. Council directed Clerk to search for local Commercial Realtors. Tabled till next meeting.

Clerk Comments: Auditors are finishing up this week. Closing for Habitat will be coming up this month. Budget workshops are open to the public.

Council Comments: Schnoebelen wants Alley Vacate on next agenda. Clean-up at Holderness is completed.

Weber asked about property west of Conservation Park, and Cherry Lane Marketing.

Schneider thanked staff for Holiday Decorations downtown, and thanked Bill Poch for his 15 years of service to the City of Riverside.

Mayor Schneider thanked Kirkwood, Kasdorf, and Poch for their service, and also for all the help with transition from Poch and office staff.

Terry Wiese addressed council about parking and snow removal issues at Hilltop Apartments.

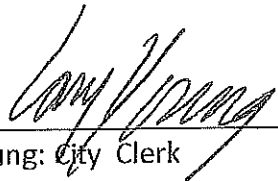
Mayor adjourned meeting at 8:00 pm

Full content of Council Meetings can be viewed on the City Web Site;
www.cityofriversidejowa.com


NEXT CITY COUNCIL MEETING –January 18, 2016 at 6:30 pm.

BUDGET WORKSHOPS – January 14 & 26, 2016 at 6:00 pm.

ATTEST:



Lory Young; City Clerk



Allen Schneider; Mayor

Lory Young

From: Licensing@IowaABD.com
Sent: Wednesday, October 28, 2015 2:33 AM
To: rusty@cityofriversideiowa.com
Cc: Licensing@IowaABD.com
Subject: [POSSIBLE SPAM] Liquor License Submitted to Local Authority

The following licenses are completed and awaiting local authority approval:

License #	License Status	Business Name
BC0028691	Submitted to Local Authority	Casey's General Store #2629 (200 E. 1st St. Riverside Iowa, 52327)

Please do not respond to this email. Contact the Division's Licensing Section with questions regarding the application process or application status toll-free at 866.iowaABD (866.469.2223) (select option 1), locally 515.281.7400 (select option 1).

For assistance by email contact Licensing@IowaABD.com
To access license renewal, click here: <https://elicensing.iowaabd.com>

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2015.0.6173 / Virus Database: 4455/10901 - Release Date: 10/27/15

Lory Young

From: Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent: Wednesday, January 13, 2016 8:59 AM
To: Lory Young; becky@cityofriversideiowa.com
Cc: 'Glen Meisner'; dennisyordi@outlook.com
Subject: Boise Street Water Main Final - Acceptance and Final Pay Request
Attachments: 2245011acceptanceletter.pdf; 2245011closeoutagreement.pdf; 2245011payrequest5-final.pdf; _Certification_.htm

Please find attached the proposed closeout agreement, recommendation of final acceptance and final pay request for this project. I made a couple of changes to the agreement from the one I sent out yesterday. The way these should be set up on the agenda should be as follows:

1. Closeout Agreement
2. Final Acceptance and Approve Final Pay Request

If the agreement is not approved, the other items cannot be approved.

Dennis will stop in and drop off the check outlined in the closeout agreement sometime between now and Monday night. Again, if the check is not received, these items cannot be approved. Dennis should also print out and sign a copy of the agreement and of the final pay request and drop them off at the same time.

Feel free to contact me with any questions.

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



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

Scott Pottorff, P.E.

Project Manager

Office: (319) 351-8282

Mobile: (319) 631-0365

S.pottorff@mmsconsultants.net

www.mmsconsultants.net

This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message

RESOLUTION #01182016-01

**RESOLUTION APPROVING CLOSEOUT AGREEMENT YORDI
EXCAVATING ON THE BOISE STREET WATER MAIN PROJECT**

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this Closeout Agreement with Yodi Excavating.

Therefore, be it resolved the City of Riverside City Council does hereby approves this Closeout Agreement and will retain a check in the amount of \$5,000.00 until the final grading, seedbed preparation, and seeding of disturbed areas of the Boise Street Water Main project is complete.

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

Roll Call: Weber, Schneider, Sexton, Schnoebelen, Redlinger

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 18th day of January, 2016.

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk



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

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

January 12, 2016

2245-011

Boise Street Water Improvements
Contract Closeout Agreement

The contractor has requested that the contract for the above mentioned project be closed out and retainage released prior to the completion of all work on the project. Therefore the contractor, Yordi Excavating, and the City of Riverside agree to the following conditions of final acceptance of this project:

1. The work remaining to be completed includes final grading, seedbed preparation and seeding of disturbed areas of the project.
2. Yordi Excavating agrees to complete the above mentioned work once weather allows in the spring. Work shall be completed prior to May 15, 2016.
3. Yordi Excavating agrees to pay the City of Riverside \$5,000 as a retainer for the remaining work. The retainer shall be in the form of a check made out to the City.
4. The City of Riverside agrees to pay Yordi Excavating for the work at the contract unit price of \$3,300 per acre. The estimated quantity is 1 acre but the work will be paid for based on actual field measurements. The unit price includes final grading, seedbed preparation and seeding.
5. The City of Riverside agrees to hold the retainer check until the work is completed. Once the work is completed, the City shall destroy or return the check to Yordi Excavating.
6. If work is not completed by May 15, 2016, the City shall have the right to deposit the check and find another contractor to complete the work at their discretion. Any costs for the work above and beyond the \$3,300 per acre outlined above that are incurred by the City shall be reimbursed out of the retainer check. Any unused funds from the retainer check shall be returned to Yordi Excavating after the work is complete and all expenses paid.
7. The City agrees to provide final acceptance of the work and to release the retainage on the project at the January 18, 2016 Council meeting.

Approved by:

Yordi Excavating

City of Riverside

2245011closeoutagreement.docx

RESOLUTION #01182016-02

RESOLUTION APPROVING FINAL PAY REQUEST AND FINAL ACCEPTANCE TO YORDI EXCAVATING ON THE BOISE STREET WATER MAIN PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this final pay estimate and final acceptance of the Boise Street water Main Project with Yordi Excavating.

Therefore, be it resolved the City of Riverside City Council does hereby approves this final pay estimate to Yordi Excavating for the Boise Street water Main Project in the amount of \$10,266.55 .

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

Roll Call: Weber, Schneider, Sexton, Schnoebelen, Redlinger

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 18th day of January, 2016.

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk



January 13, 2015

2245-011

Mayor Allen Schneider and City Council
City of Riverside
60 N. Greene Street
Riverside, Iowa 52327

RE: Boise Street Water Main Project

Honorable Mayor Schneider and Council Members:

The public improvements for this project have been constructed in substantial conformance with the project plans and specifications. All work except final grading and seeding has been completed. The contractor has requested that the contract be closed out and he has agreed to a separate agreement to complete the seeding work in the spring.

If the closeout agreement is acceptable and is approved by the Council, I recommend that this project be accepted by the council and that the final payment be approved.

Respectfully submitted,

Scott B. Pottorff, P.E.
MMS Consultants Inc.

T:\2245\2245-011-\2245011acceptanceletter.docx

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

CONSTRUCTION PROGRESS PAYMENT

Project Description

Boise Street Water Main Improvements

PN: 2245011

Contract Date

3-Aug-15

Contractor:

Yordi Excavating

Owner:

City of Riverside

Address:

6518 Harrison Road SW

Address:

60 N. Greene Street

City, St., Zip:

Cedar Rapids, Iowa 52404

City, St., Zip:

Riverside, IA 52327

Phone:

319-826-4632

Phone:

319-648-3501

Fax:

Fax:

Estimate #

5

Partial Payment

FOR PERIOD:

FROM: 12/26/15

Owner PN

Federal PN

5

Final Payment

TO: 1/13/16

State PN

Base Contract Price	\$164,376.00
---------------------	--------------

Materials on Hand	\$ -
-------------------	------

Change #	1	\$9,000.00
Change #	2	\$4,850.00
Change #	3	\$2,475.00
Change #	4	\$5,200.00
Change #	5	\$740.00
Change #	6	\$1,500.00
Change #	7	\$10,695.00
Change #	8	\$4,865.00
Total Contract		\$203,701.00

Construction Completed	\$205,331.00
------------------------	--------------

Total Earned	\$205,331.00
--------------	--------------

Less Retainage	
----------------	--

Less Previous Payment	\$195,064.45
-----------------------	--------------

Amount Due This Est	\$10,266.55
---------------------	-------------

Requested by:

Dennis Yordi

Approved by:

Title:

Owner

Title:

Date:

Date:

Recommended by:

Scott Pottorff

Attested by:

Title:

Project Engineer

Title:

Date:

Date:

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

i:\proj\forms\payreqst.xls

Boise Street Water Main Improvements

5

Pay Estimate No.:

Payable to: Yordi Excavating

Date: January 13, 2016

Week Ending: January 12, 2016

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
1	Traffic Control	LS	1	\$4,000.00	4,000.00	-	-	1.00	4,000.00
2	Mobilization	LS	1	\$5,000.00	5,000.00	-	-	1.00	5,000.00
3	Excavation, Class 13	CY	50	\$20.00	1,000.00	-	-	-	-
4	Below Grade Excavation (Core Out)	CY	20	\$20.00	400.00	-	-	-	-
5	Subgrade Preparation	SY	160	\$5.00	800.00	-	-	160.00	800.00
6	Subbase, Modified	Tons	20	\$25.00	500.00	-	-	20.00	500.00
7	Macadam Stone Base, 6" Thick	SY	188	\$10.00	1,880.00	-	-	188.00	1,880.00
8	Class A Crushed Stone Base, 3" Thick	SY	188	\$9.00	1,692.00	-	-	188.00	1,692.00
9	Sanitary Sewer Gravity Main, Trenched, PVC (SDR 26), 8" Dia.	LF	143	\$100.00	14,300.00	-	-	143.00	14,300.00
10	Remove Existing Sanitary Sewer	LF	143	\$4.00	572.00	-	-	143.00	572.00
11	Water Main, Trenched, PVC (DR 18), 6" Dia.	LF	952	\$35.00	33,320.00	-	-	760.00	26,600.00
12	Water Main, Trenchless, Restrained Joint PVC, 6" Dia.	LF	410	\$75.00	30,750.00	-	-	605.00	45,375.00
13	Water Service Stub, Main to Curb Stop Short, 1" Copper (Type K)	EA	6	\$1,400.00	8,400.00	-	-	6.00	8,400.00
14	Water Service Stub, Main to Curb Stop Long, 1" Copper (Type K), Trenchless *	EA	2	\$3,000.00	6,000.00	-	-	3.00	9,000.00
15	Water Service Stub, Main to Curb Stop Long, 2" Copper (Type K), Trenchless	EA	1	\$4,000.00	4,000.00	-	-	1.00	4,000.00
16	Valve, AMWA C-509, 6" Dia.	EA	2	\$1,000.00	2,000.00	-	-	3.00	3,000.00
17	Fire Hydrant Assembly	EA	1	\$5,500.00	5,500.00	-	-	1.00	5,500.00
18	Cut in 6" Valve in Existing Main	EA	1	\$4,000.00	4,000.00	-	-	1.00	4,000.00
19	Remove Existing Valve Box	EA	4	\$2,500.00	10,000.00	-	-	4.00	10,000.00
20	Sanitary Manhole, Type SW-301, 48" Dia	EA	2	\$6,000.00	12,000.00	-	-	2.00	12,000.00
21	Remove Existing Manhole	EA	2	\$700.00	1,400.00	-	-	2.00	1,400.00
22	Removal of Sidewalk	SY	70	\$10.00	700.00	-	-	47.00	470.00
23	Sidewalk, PCC, 5"	SY	70	\$45.00	3,150.00	-	-	47.00	2,115.00
24	Detectable Warnings	SF	32	\$30.00	960.00	-	-	-	-
25	Granular Driveway, 4"	SY	87	\$10.00	870.00	-	-	87.00	870.00
26	Bituminous Seal Coat	SY	188	\$14.00	2,632.00	-	-	188.00	2,632.00
27	Seeding, Fertilizing and Mulching, Type 1	AC	1.0	\$3,300.00	3,300.00	-	-	-	-
28	SWPPP Maintenance	LS	1	\$500.00	500.00	-	-	1.00	500.00
29	Silt Fence	LF	500	\$2.50	1,250.00	-	-	480.00	1,200.00
30	Removal of Silt Fence	LF	500	\$1.00	500.00	-	-	-	-
	TOTAL CONTRACT				161,376.00				166,806.00
C.O. #1	Water Service 390 1st Street	LS	1,000	\$6,500.00	6,500.00	-	-	1.00	6,500.00
	Water Service 260 1st Street	LS	1,000	\$5,500.00	5,500.00	-	-	1.00	5,500.00
	TOTAL CHANGE C.O. #1				12,000.00				12,000.00
C.O. #2	Remove and Reinstall Hydrant	LS	1,000	\$1,900.00	1,900.00	-	-	1.00	1,900.00
	Remove and Reinstall Valve with Restrained Fittings	LS	1,000	\$450.00	450.00	-	-	1.00	450.00
	Add 45 Degree Bends with Restrained Joints	LS	1,000	\$2,500.00	2,500.00	-	-	1.00	2,500.00
	TOTAL CHANGE C.O. #2				4,850.00				4,850.00

Item No. C.O. #3	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
	Repair Water Service (Along Maple Street)	LS	1,000	\$2,475.00	2,475.00	-	-	1,00	2,475.00
	TOTAL CHANGE C.O. #3				2,475.00				2,475.00
C.O. #4	Grout Existing Water Main	LS	1,000	\$2,400.00	2,400.00	-	-	1,00	2,400.00
	Replace Failed Storm Sewer with 8" ADS N-12	LF	140,000	\$20.00	2,800.00	-	-	-	-
	TOTAL CHANGE C.O. #4				5,200.00				2,400.00
C.O. #5	1" Copper Water Service	LF	37,000	\$20.00	740.00	-	-	37.00	740.00
	TOTAL CHANGE C.O. #5				740.00				740.00
C.O. #6	Remove Concrete	LS	1,000	\$1,000.00	1,000.00	-	-	1,00	1,000.00
	8"x6" Reducers	EACH	2,000	\$250.00	500.00	-	-	2.00	500.00
	TOTAL CHANGE C.O. #6				1,500.00				1,500.00
C.O. #7	8" ADS N-12 Storm Sewer	LF	155,000	\$65.00	10,075.00	-	-	155.00	10,075.00
	Remove Existing Storm Sewer	LF	155,000	\$4.00	620.00	-	-	155.00	620.00
	TOTAL CHANGE C.O. #7				10,695.00				10,695.00
C.O. #8	PCC Patching in Highway 22	LS	1,000	\$4,865.00	4,865.00	-	-	1.00	4,865.00
	TOTAL CHANGE C.O. #8				4,865.00				4,865.00
	TOTAL CONTRACT WITH CHANGE ORDERS				203,701.00				206,331.00

* Bid quantity changed per CO #1

Retainage

Total Value of Completed Work Less Retainage \$ 205,331.00
 Previous Payments \$ 195,064.45
 Current Payment Due \$ 10,266.55

\$ 54,031.25
 \$ 110,712.05
 \$ 25,689.40
 \$ 4,621.75

209 S 19th Street • Suite 555
Omaha, NE 68102



Local: 402-344-4800
Fax: 402-344-4799

July 20, 2015

Mayor and City Council
City of Riverside
60 N Greene Street
Riverside, IA 52327

PeopleService is pleased for the opportunity to present our proposal for the - Operation, Maintenance & Management of the Water and Wastewater System for the City of Riverside. Since being invited to present our proposal, we have collaborated and chosen to offer our original pricing that was submitted in May which met the timelines that the City had stated and feel we submitted a fair price and a scope of service that will handle the City's needs.

With the realities of today's municipality's demand that budgets be adhered to when considering alternatives, the bottom line is to save money without compromising safety or quality. PeopleService offers an attractive alternative in which the comparison that was done by your City staff showed a substantial savings. Along with the savings, our pricing is fixed so it is easy to budget for and takes away the headaches and unknowns in planning for overtime, insurance, benefits, vehicles, etc. PeopleService can provide the City staff and Council relief by providing the oversight, training and mentoring of the employees that would be operating the water and wastewater facilities. When you partner with PeopleService, you maintain ownership and control of your facilities with us being an advocate and liaison to protect your investment.

We strive to have our partnerships last for many years, and pledge to you that we will continue to strive for this objective in the way we work with your customers as we never forget that we serve you and your community. It's a promise that's built the company behind our name – PeopleService.

Thank you in advance for your consideration. We appreciate the opportunity to present you with this alternative and the chance to build a mutually rewarding relationship with your community.

Sincerely,

A handwritten signature in black ink, appearing to be "CG", written over a light blue horizontal line.

Chris Gutschow
Director of Business Development

Executive Summary

PeopleService will demonstrate that they are the best option to operate, maintain and manage your water and wastewater facilities and have highlighted the breadth of our services. Our experience in serving clients with similar concerns will ensure the continued delivery of our services in a reliable and environmentally sound manner.

Company Mission:

Partnering with our clients to provide a peace of mind through tailored services while achieving mutual success.

Overview:

PeopleService understands that the City is faced with the task of providing their residents with quality and cost effective services. Accomplishing this under the increasing budgetary constraints and the ever changing regulatory compliance is not an easy task. PeopleService prides itself in forming partnerships with communities like Riverside to face these challenges just as we have with other communities throughout the Midwest. We are confident that a partnership with the City for the operational and maintenance issues can be addressed to the satisfaction of all parties. The following illustrates a brief list of the many advantages that we will bring to the City during our agreement:

- Cost savings through more efficient operations
- An established and long term presence in the State of Iowa
- Utilization of a Region Manager for project oversight
- Sound effective environmental compliance plan
- Relieved of the burden of finding qualified staff
- Assist other Public Works departments as time allows
- Providing a maintenance program to protect your investment

Summary:

PeopleService is aware of the capital investment that the City has made in its water and wastewater facilities, as well as providing reliable services to your customers. We understand the importance of the job we do to your residents, businesses and to the environment. It's more than the services we provide, it's also the way our services are delivered. We never forget that we serve you and your community. It's a promise that's built the company behind our name – PeopleService.

Proposal Summary – City of Riverside

a. Client Listing

Since commencing operations in 1988, PeopleService has demonstrated rapid growth in bidding on and obtaining O&M contracts. We currently have 153 O&M water/wastewater contracts under management: 57 full service contracts and 96 management services contracts. Of the 153 O&M projects, 37 are located in Iowa, 73 in Minnesota, 33 in Nebraska, 10 in Missouri and 1 in Illinois. By number of clients served, PeopleService, Inc. is the largest contract operations firm operating in the state of Iowa.

PeopleService has over twenty five years of experience with full service contracts. These are contracts by which PeopleService provides all personnel, pays for most operating costs (to include but not limited to communication services, chemical purchases, and laboratory fees, preventive maintenance supplies, materials and services, and any required transportation).

To get a more complete picture of our full line of services, our level of expertise, and our vast experience in the industry, it is important to look at PeopleService as a company comprised of accomplished and dedicated professionals who have achieved an impressive level of production and performance in our relatively short history. Regulatory agencies have recognized this performance and as a result have awarded several state, regional and national E.P.A. awards to plants managed and operated by PeopleService. With PeopleService as your operator, you are not just hiring individuals, but a team of professionals who can maintain your facilities in the most efficient and cost-effective manner.

b. Region Manager

Our Region Manager for your area will continue to be Dennis White. Dennis has operating experience and is involved in offering support to on-site personnel and has many years of experience in the water and wastewater fields where he currently possesses a Grade IV wastewater, Grade III water and Grade IV distribution license. He is a specialist in the day-to-day treatment of water and wastewater and is in constant communication with all members of his team. There are no organizational or regulatory boundaries that preclude us from bringing any or all team members to bear on issues affecting the operation of your facility. Along with regulatory compliance and protection, one of PeopleService's highest priorities is that our clients be satisfied with our service.

In addition to hiring qualified personnel, the Region Manager has the ongoing responsibility of providing direction, oversight, training and mentoring to employees assigned to the City's facilities. Having this management position filled by an individual who is experienced in the water and wastewater industry is one of the advantages the City derives from using PeopleService. The on-site operator would: 1) be supported by and become part of PeopleService's network of more than one hundred licensed, professional operators; 2) have access to specialized equipment owned by PeopleService, and 3) have access to the technical expertise of PeopleService's entire Management Team.

c. Operational Assessment

PeopleService will continue to search for ways to improve the treatment processes and/or lower the cost of all processes without degrading the quality of water produced by the treatment plants or without sacrificing the integrity of the systems. We will implement improvements that do not require capital expenditures and will make recommendations to the City with respect to those that do.

PeopleService has always, and will continue to, work in the best interest of the City in looking for and implementing innovative and cost savings measures. We will continue to provide the experienced people and proven processes that ensure we look for and implement the right solution customized to your specific needs, facilities, equipment and budget. We understand the importance of the job we do for your residents and businesses along with your community and the environment.

d. Maintenance Assessment

PeopleService appreciates the fact that our clients have a major investment in the water and wastewater infrastructure serving their community. We also know that completing preventative maintenance and keeping the infrastructure in excellent condition and operating at peak efficiency saves our clients and us time and money. It also helps make sure the facility is compliant with all wastewater regulations.

PeopleService uses a computerized maintenance program to both schedule maintenance work orders for completion and create a history of completed maintenance. The records from this system are kept on-site and will be available for review by the City.

e. Details of Price Proposal:

Total annual cost for the scope of services by PeopleService is currently \$251,640 for the twelve months beginning October 1, 2015 and ending September 30, 2016. Based on this annual price, the monthly cost for the agreement is \$20,970.

f. Future Price Adjustments:

There is a provision that should the flow of, or the quality of raw water arriving at the treatment plant change significantly, the parties agree to renegotiate the compensation if the changes have resulted in increased or decreased costs for PeopleService. Should changes in regulatory requirements result in a higher cost of treatment, these would be the responsibility of the City until a contract amendment could be negotiated.

g. Pricing Adjustments on an Annual Basis:

The compensation included in this proposal is valid for the first twelve months of the agreement only. PeopleService's approach to compensation for future fiscal years is to adjust the contract price annually based on the change in the Consumer Price Index (CPI). This compensates PeopleService for the inflationary changes to the price of the goods and services it purchases, as well as the increase in wages required for the retention of effective and competent employees.

That next adjustment would take place on October 1, 2016 and would be based on the change in the Consumer Price Index (CPI-U) from June, 2015 to June, 2016. Future cost-of-living increases would be based on the change from June the year immediately preceding the year of the adjustment and June the year of the adjustment. These CPI changes would be accomplished by a Letter of Acknowledgement and would not require formal action by the City or a signed contract amendment. There are no other automatic changes to price.

h. Terms and Conditions:

Term of the agreement would be five years and is predicated on a October 1, 2015 implementation date with the current price to be increased by the June CPI. On the expiration date of the original term of the agreement, the agreement would automatically be extended for an additional one-year term, unless terminated by either party through written notice at least ninety days prior to the normal expiration date.

i. PeopleService, Inc.:**1. Operating Personnel:**

Includes wages, benefits, overtime, CEU's, training and safety equipment for certified operators. During the transition period, vacations, emergencies or major projects, and other leave conditions, other PeopleService field and corporate personnel will provide supplemental support. In addition this category covers the license fees for the individual operators as well as the training necessary for them to maintain or upgrade their licenses.

2. Supplies/Materials:

Includes consumables used in the operation and maintenance of the facilities such as but not limited to PeopleService vehicle gasoline, tools, vehicle expenses, office supplies, postage, clothing, safety equipment, testing, etc.

3. Communication Services:

Includes two communication lines (including local, long distance, data/internet service) as well as a cellular telephone(s) for its operator(s). The Company also maintains a toll-free answering service for emergencies.

4. Chemicals:

This category includes the cost of (sodium hypochlorite, anti scalant, phosphate, sodium hydroxide, fluoride). This category will be subject to a "true-up" provision that sets an annual base amount for these expenditures. Within sixty (60) days of the end of each contract year, PeopleService will provide the City with an accounting of the expenditures made for chemicals. If the actual expenditures are less than the base amount, a refund will be provided with the accounting. If actual expenditures exceeded the base amount, an invoice will be included which the City agrees to pay within thirty (30) days. The proposed "base amount" for the first year of the contract is \$24,000. This base amount will be subject to the same CPI adjustment that is used to adjust the overall contract compensation.

5. Maintenance & Repair Expenditures:

Includes the cost of general maintenance and minor repairs to the wastewater facilities that do not exceed \$1,000. This does not include PeopleService's labor cost, which is included in the Operating Personnel category above. It also does not include major repairs or replacements, which are considered capital outlay items that remain the responsibility of the City. Maintenance is currently at \$20,000. Any budgeted funds for maintenance that remain unspent at the end of the contract year would be refunded. If maintenance costs exceed this amount, PeopleService would advise the City and provide documentation for all expenses over this limit, for which the City would be responsible.

6. Insurance:

Insurance coverage includes workman's compensation, property damage, comprehensive general and pollution liability of \$5,000,000 each, and vehicle coverage on PeopleService supplied vehicles and equipment assigned to the facilities.



7. Administrative/Overhead:

These costs are indirect, administrative, support and/or overhead costs which cover technical troubleshooting by operations specialists, coordination with regulatory agencies, training, education, travel, operator certification, provided "value added" services, human resources, legal, clerical support, accounting, purchasing, finance, data processing and other supporting service costs. In addition, our management service fee, which represents the firm's risk, profit and earnings in this project are included.

Section I - Table of Contents

Section	Page	
I	Table of Contents.....	1
	2
	3
II	Corporate Profile.....	1
	A. Demographic Information.....	1
	B. Where and When Organized.....	1
	C. Client Listing.....	1
	D. Experience With Public/Private Contracts.....	2
	E. Depth of Resources.....	2
	F. Experience Working with System Upgrades or Modification.....	3
	G. Experience with Water Treatability Issues.....	3
	H. Ability to Deal with New Regulations.....	3
III	Operational Approach.....	1
	A. Facility Responsibility.....	1
	B. Staffing Plan.....	1
	C. Outside Contractors.....	2
	D. Owner's Equipment.....	2
	E. Operational Assessment.....	2
	F. Maintenance Assessment.....	2
	G. Safety.....	3
	H. Public Relations.....	3
	I. Contractual Provisions.....	4
	1. Term.....	4
	2. Liability Coverage.....	4
	3. Price Adjustments.....	4
	4. Flows and Loadings.....	4
	5. Chemical True-Up.....	5
	6. Maintenance True-Up.....	5
	7. City services.....	5
	8. Non-Compliance.....	5
IV	Scope of Service.....	1
	A. Personnel & Responsibilities.....	1
	B. Training.....	1
	C. Communication, Chemicals, Vehicle, & Consumable supplies.....	1
	D. Water testing.....	1



E. NPDES testing.....	1
F. Liasion.....	2
G. Effluent quality.....	2
H. Bio-solids.....	2
I. Maintenance Program.....	2
J. Water meters.....	2
K. Fire hydrants.....	2
L. Distribution & collection system repair.....	2
M. Locates.....	2
N. Collection system cleaning.....	3
O. Water valve & manhole inspection program.....	3
P. General appearance.....	3
Q. Security.....	3
R. Monthly reports.....	3
S. Compliance with laws.....	3
T. Public realtions.....	3
U. Industry liaison.....	3
V. Expansion & improvements.....	3
W. Value Added Services.....	4
1. SDWA assessment & consultation.....	4
2. Water rates study.....	4
3. Five year capital improvements assessment & O&M budget assistance...	4
4. Wastewater rates study.....	4
5. Inflow/Infiltration analysis.....	5
6. Industrial pre-treatment investigation.....	5
7. QA/QC program.....	5
V Proposed Pricing.....	1
A. Operating Personnel.....	1
B. Supplies/Materials.....	1
C. Communication Services.....	1
D. Chemicals.....	1
E. Maintenance/Repair Expenditures.....	1
F. Insurance.....	2
G. Administrative/Overhead.....	2
H. Total O&M Costs.....	2

Appendix

- A Client Listing
- B Region Manager Resume
- C Case Studies
- D Standard Form of Contract
- E Generic Insurance Certificate

Section II - Corporate Profile

A. Demographic Information

Name of Corporation –	PeopleService, Inc.
Corporation's Headquarters Address –	209 S. 19 th Street, Suite 555 Omaha, Nebraska 68102
Address of Nearest Regional Office –	209 S. 19 th Street, Suite 555 Omaha, Nebraska 68102
Federal Tax Identification Number –	47-0804697

B. Where And When Organized

Date of Incorporation –	September 12, 1996
State of Incorporation –	Nebraska
Years in Business (<i>see note</i>) –	First Contract Implemented December 1, 1988

Note: PeopleService was started as a division of Aquila, Inc. and operated as such until the employees purchased it in January of 1997. Since that time it has operated as PeopleService, Inc.

C. Client Listing

Since commencing operations in 1988, PeopleService has demonstrated rapid growth in bidding on and obtaining O&M contracts. We currently have 147 O&M water/wastewater contracts under management: 61 full service contracts and 86 management services contracts. Of the 147 O&M projects, 36 are located in Iowa, 65 in Minnesota, 38 in Nebraska, 7 in Missouri and 1 in Illinois. By number of clients served, PeopleService, Inc. is the largest contract operations firm operating in the state of Iowa. In Appendix A you will find a client listing with varying scope of services.

By type of services provided, some include both water and wastewater, others are either water or wastewater. Our wastewater projects consist of stabilization ponds/lagoons, trickling filter, activated sludge (SBR, Aero-Mod, Oxidation Ditch, BioLac, etc.) and aerated lagoons. Our water projects consist of pressure filters, gravity filtration, membrane filtration, lime softening, ion exchange softening, reverse osmosis, surface water – or water systems which pump well water directly into their connected distribution system and utilize chemical addition such as chlorine, and poly phosphate. The remainder of the water systems we operate pump well water directly to a distribution system with no chemical addition. PeopleService employs one hundred certified, licensed operators to operate and maintain these treatment plants.

To get a more complete picture of our full line of services, our level of expertise, and our vast experience in the industry, it is important to look at PeopleService as a company comprised of accomplished and dedicated professionals who have achieved an impressive level of production and performance in our relatively short history. Regulatory agencies have recognized this performance and as a result have awarded several state, regional and national E.P.A. awards to plants managed and operated by PeopleService. With PeopleService as your operator, you are not just hiring individuals, but a team of professionals who can maintain your facilities in the most efficient and cost-effective manner.



D. Experience With Public Contracts

PeopleService has twenty five years of experience with full service contracts. These are contracts by which PeopleService provides all personnel, pays for most operating costs (to include but not limited to communication services, chemical purchases, and laboratory fees, preventive maintenance supplies, materials and services, and any required transportation). The first full service contract signed by PeopleService was in Ackley, Iowa in late 1988, and is a client that PeopleService still serves today.

We have firsthand experience with the operations management for facilities like yours. We have also worked with water and wastewater treatment plants, and water distribution and wastewater collection systems that are undergoing upgrades, modifications or that are being newly constructed. For potable water treatment solutions, PeopleService currently operates surface water treatment plants, lime softening plants, a membrane filtration plant, reverse osmosis plant and several other filtration and softening plants. For wastewater solutions, PeopleService operates mechanical wastewater treatment plants including tricking filters, rotating biological contact (RBC), sequencing batch reactors (SBR), and various designs of activated sludge wastewater treatment plants, along with stabilization ponds or aerated lagoons used to treat wastewater. PeopleService also operates systems where our sole responsibility is the operation of all or a portion of a wastewater collection system, lift stations, or grinder pumps.

E. Depth Of Resources

Our Region Manager for your area is Dennis White. Dennis has operating experience and is involved in offering support to on-site personnel and has many years of experience in the water and wastewater fields. He is a specialist in the day-to-day treatment of water and wastewater and is in constant communication with all members of his team. A copy of his resume is included in Appendix B. There are no organizational or regulatory boundaries that preclude us from bringing any or all team members to bear on issues affecting the operation of your facility. Along with regulatory compliance and protection, one of PeopleService's highest priorities is that our clients be satisfied with our service.

Because of the large number of clients PeopleService serves in the States of Nebraska, Iowa, Minnesota and Missouri, it has an excellent reputation and relationship with the regulatory agencies at the statewide level as well as the local level. In addition, employees of PeopleService have in the past and are currently serving on committees of industry associations, including the Board of the Iowa Water Environment Association and the American Water Works Association. These relationships give PeopleService ready access to other resources in the various states where the company operates.

PeopleService currently operates water and wastewater treatment plants with varying capacities and design flows. We also operate many other water systems where no treatment or only chemical addition is performed, as well as wastewater systems that use stabilization ponds or aerated lagoons for treatment. In most of these cases, PeopleService's responsibilities also include the water distribution and wastewater collection systems. All of the systems operated by PeopleService are located in the Midwest.

F. Experience With System Upgrades Or Modifications

PeopleService has been involved in upgrades and the construction of new facilities at many locations. Our involvement has ranged from working with our client's engineers to design projects, to inspecting construction projects, to developing concepts for inclusion by engineers in the design for upgrades and modifications. Example case studies can be found in Appendix C.

G. Experience With Treatability Issues

PeopleService has had experience treating various water supplies that contain numerous contaminants. Examples include the removal of arsenic and radio-nuclides (with chemical additions developed by PeopleService and proven to be effective in two different locations). In addition, we operate surface water treatment plants that have ever more stringent requirements with regard to turbidity, where PeopleService again tested various chemicals until it found the right combination of chemicals to achieve the most cost effective method of compliance.

In the wastewater treatment field PeopleService has experience with treating difficult wastewater streams from industrial users (egg processors, packing houses, etc.), and utilized spent "pickle liquor" (used ferric chloride), the by-product of an industrial steel process, for the removal of phosphorus at a fraction of the cost (a portion of the transportation cost only) of other treatment options.

H. Ability To Deal With New Regulations

PeopleService has served clients with water systems that have been previously untreated. Putting into operation a filtration plant that includes the addition of chemicals can create many regulatory considerations. The same is true from a wastewater treatment perspective when clients served by PeopleService have gone from stabilization ponds for treatment to activated sludge treatment. This also produces dramatic changes in applicable regulations. At other facilities operated by PeopleService, revised permits have been issued adding treatment for only one additional contaminant (such as ammonia or phosphorus). In these cases, PeopleService was able to modify treatment procedures to accommodate the required removal, or to work with clients to make necessary facility changes.

Section III - Operational Approach

This proposal is subject to the execution of an Operation and Maintenance Agreement (Contract) between PeopleService, Inc. and the City of Riverside, Iowa containing such terms and conditions upon which all parties shall agree. The paragraphs following discuss some of the major terms that are included.

A. Facility Responsibility

As the contractor to Riverside, PeopleService would manage, operate and maintain the water (treatment, distribution and storage) and wastewater (treatment, collection and lift stations) systems. These activities would include the normal operations and maintenance duties required to assure that the facilities meet all water quality and environmental regulations, and that the City's investment in these facilities is protected.

B. Staffing Plan

The Riverside facilities and operating personnel would become part of PeopleService's Eastern Iowa region. The Regional Manager for the Riverside facilities, Dennis White, would be the overall project manager. Mr. White, an experienced, licensed operator (he possesses a Grade III water license, Grade IV distribution and a Grade IV wastewater license), will be responsible for providing (i.e., hiring) the necessary, licensed personnel to complete the daily operation and maintenance of the facilities and to meet permit requirements. For example, the operator who will be assigned to the Riverside operations will be required to obtain Grade II Water, Distribution II and a Grade III Wastewater license.

In addition to hiring qualified personnel, the Region Manager has the ongoing responsibility of providing direction, oversight, training and mentoring to employees assigned to the City's facilities. Having this management position filled by an individual who is experienced in the water and wastewater industry is one of the advantages the City derives from using PeopleService as compared to continuing the operation using City employees. We also require that the on-site operator live within or near the Riverside area. The on-site operator would: 1) be supported by and become part of PeopleService's network of one hundred licensed, professional operators, 2) have access to specialized equipment owned by PeopleService, and 3) have access to the technical expertise of PeopleService's entire Management Team.

PeopleService understands the value of trained and motivated personnel. We provide our employees the opportunity to attend company-paid training to give them improved knowledge of the water/wastewater profession, certification advancement opportunities and the information to work more safely, including OSHA compliance training.

PeopleService stresses the importance of providing good customer service to all of its employees, and urges them to act in a professional manner when dealing with users of the systems they operate. To assure its employees are in a position to deliver high quality customer service, PeopleService has adopted policies such as a residency requirement, whereby employees are required to live within a thirty minute response time of the facility where they work. We compensate personnel to be on-call and available to respond quickly. We also administer random drug and alcohol tests in an attempt to make sure employees are physically competent to respond to emergencies. Cellular telephones are provided to on-call personnel so clients can easily reach the personnel needed to respond to any emergencies.

C. Outside Contractors

PeopleService will only use subcontractors for the completion of very specific and specialized tasks, such as but not limited to repair of pumps/controls, flow meter calibration, the annual servicing of any backup generators, etc. The actual subcontractors to be used will be determined at the time they are required and will be hired based on quality and price of the service to be delivered. Employees of PeopleService will complete the routine operation and maintenance tasks.

D. Owner's Equipment

PeopleService would use all of the equipment currently assigned to the City's water and wastewater facilities (except passenger vehicles) to continue operation and maintenance of the facilities. Acquisition of new or replacement equipment would be the City's responsibility. PeopleService would provide a vehicle(s) for its operator(s).

E. Operational Assessment

PeopleService will continue to search for ways to improve the treatment processes and/or lower the cost of all processes without degrading the quality of water produced by the treatment plants or without sacrificing the integrity of the systems. As a result of our experience with similar facilities, we believe there are some areas where we could make changes that might improve treatment, the quality of service provided and the cost of service. We will implement improvements that do not require capital expenditures and will make recommendations to the City with respect to the those that do. Some of the items identified are as follows:

- Cross-training for PeopleService's operators on the operation of the Riverside facilities so they can provide effective backup and emergency support.
- Evaluate the type and amount of chemicals being used at the facilities. The objective of this evaluation would be to identify chemicals that would be as effective or perhaps more effective in the removal of contaminants, but at a lower cost as compared to the chemicals currently being used.
- Study the bio-solids process to identify and implement standard operating procedures that could reduce the amount of bio-solids produced by the process and thus the amount that must be digested and ultimately be hauled.

F. Maintenance Assessment

PeopleService appreciates the fact that our clients have a major investment in the water and wastewater infrastructure serving their community. We also know that completing preventative maintenance and keeping the infrastructure in excellent condition and operating at peak efficiency saves our clients and us time and money. It also helps make sure the facility is compliant with all water and wastewater regulations.

PeopleService uses a computerized maintenance program to both schedule maintenance work orders for completion and create a history of completed maintenance. The records from this system will be available for review by the City.

PeopleService does not formulate policy nor do we assume any ownership of the facilities. The City continues to be responsible for all capital outlay items, which in general are expenditures for non-routine, nonrecurring repairs, replacements or additions that cost in excess of \$1,000. The following are some items that we focus on in an effort to assist our clients with the proper operation and maintenance of their infrastructure:

- Analyzing pump operational efficiencies to determine if pumps are currently operating at or near the original equipment specifications.
- Implementing a long-term painting program that is intended to reduce or eliminate corrosion of the piping, structures, pumps, safety railings, etc.

Our business is to operate and maintain water and wastewater facilities. If you choose PeopleService, you will not be paying for expertise that you are not using, or duplicating expertise already available to you from your Engineer. As a result, while PeopleService can provide input to the needs assessment for the facilities and the planning for the improvements needed to address these needs, any actual design or construction of the improvements would be outside the scope of our contract.

PeopleService is an operations and maintenance company, and as such, we perform the routine, preventative maintenance on the equipment for which we are responsible. This may include many minor repairs. However, any major repairs or replacements will remain the financial responsibility of the City. On their behalf, PeopleService will secure the most cost-effective and efficient means of completing those repairs and replacements, and we will work with the chosen contractors/vendors to assure the repairs/replacements are made with the least possible disruption to the operation of the facilities and service to consumers.

G. Safety

PeopleService stresses working safely as a way of operating. The Company sponsors its own OSHA training program at a junior college in northern Iowa. All PeopleService operating personnel are required to attend the training program each year. In addition to the training, PeopleService provides its operators with any needed PPE (personal protective equipment) including safety shoes, gas monitors, lock out/tag out equipment, safety signage, etc. PeopleService also conducts quarterly safety meetings, has safety committees within each organizational region, provides safety manuals for each employee and has instituted a safety incentive program that rewards employees for good safety records.

H. Public Relations

PeopleService strongly believes in community relations and will participate in community programs to educate citizens concerning the function of the City's water and wastewater treatment system and how we address environmental protection. We provide tours, group presentations and whatever other reasonable activities may be requested.

I. Contractual Provisions

This proposal is subject to the execution of an Operation and Maintenance Agreement (Contract) between PeopleService, Inc. and the City of Riverside containing such terms and conditions as the parties shall both agree. The paragraphs following discuss some of the major terms that would be included. A draft of PeopleService's standard full service agreement is included in Appendix D of this proposal.

1. Term

Term of the agreement would be five years and is predicated on an August 1, 2015 implementation date. On the expiration date of the original term of the agreement, the agreement would automatically be extended for an additional one-year term, unless terminated by either party through written notice at least ninety days prior to the normal expiration date.

2. Liability Coverage

The Company carries a business owner's policy that provides \$1,000,000 of liability coverage and an umbrella liability policy that provides at least \$4,000,000 of coverage, making the total liability coverage \$5,000,000. The Company also carries an environmental/pollution liability policy, including clean-up/remediation with a limit of \$5,000,000. A copy of a generic certificate of insurance is included in Appendix E of this proposal.

3. Price Adjustments

The compensation included in this proposal is valid for the first twelve months of the agreement only. PeopleService's approach to compensation for future fiscal years is to adjust the contract price annually based on the change in the Consumer Price Index (CPI). This compensates PeopleService for the inflationary changes to the price of the goods and services it purchases, as well as the increase in wages required for the retention of effective and competent employees.

That first adjustment would take place on August 1, 2016 and would be based on the change in the Consumer Price Index (CPI-U) from April, 2015 to April, 2016. Future cost-of-living increases would be based on the change from April the year immediately preceding the year of adjustment and April the year of the adjustment. These CPI changes would be accomplished by a Letter of Acknowledgement and would not require formal action by the City or a signed contract amendment. There are no other automatic changes to price.

4. Flows and Loadings

There is a provision that should the flow of, or the quality of raw water arriving at the treatment plant change significantly, the parties agree to renegotiate the compensation if the changes have resulted in increased or decreased costs for PeopleService. Should changes in regulatory requirements result in a higher cost of treatment, these would be the responsibility of the City until a contract amendment could be negotiated.

Exhibit A to the agreement will contain a detailed description of the Riverside facilities for which PeopleService is responsible. Before major upgrades or modifications to those facilities become part of the agreement, the parties would be required to negotiate an amendment to Exhibit A of the agreement and the compensation, if required.

With the exceptions noted, the compensation (including cost-of-living increases) due PeopleService under the terms of the contract is guaranteed for the term of the contract. Thus, PeopleService assumes the risk of any cost increases that exceed the rate of inflation as measured by the CPI, as well as minor changes to the facilities, increasing population, etc.

5. Chemical True-Up

Likewise, due to the volatility in chemical pricing, we use a "true-up" concept on this category of expense. This allows us to use a lower overhead number, as we are not attempting to cover the risk of chemical pricing. Again, a base amount would be included in the contract, and at the end of each fiscal year of the contract, PeopleService would either refund any unused portion of the budget or bill the City for expenditures in excess of the budget.

6. Maintenance True-Up

Part of the compensation paid by the City will be used by PeopleService to pay for the materials and supplies and outside contractors needed to perform the required preventative maintenance. By terms of the contract, this maintenance fund is "trued-up" at the end of each contract period. If at that time any of the budgeted funds remain unspent, PeopleService would refund these funds to the City. If expenditures for the contract year exceeded the amount budgeted, PeopleService would invoice the City for the excess expenditures. This amount would be over and above the normal monthly compensation and would be payable within thirty days of the invoice.

7. City Service

For purposes of this proposal, PeopleService makes the assumption that it would not be billed for the use of City water and/or sewer and solid waste.

8. Non-Compliance

PeopleService also assumes the risk of any fines or penalties assessed for non-compliance with permits should the non-compliance be the result of negligence on the part of PeopleService or its employees.

Section IV - Scope of Service

The Scope of Services is the primary basis for the proposal that includes all elements involved in the management and operation of the physical facilities for water and wastewater. A version of this section will become exhibit B to the actual agreement signed by the parties. The Scope of Services for the full service contract operation includes the following:

A. Personnel and Responsibilities

PeopleService will provide the personnel necessary to manage, operate and maintain the City's water (treatment, distribution and storage) and wastewater (treatment, collection and lift stations) systems in a manner intended to achieve optimum performance, and to maintain equipment for system integrity, within the City's budgeted resources.

B. Training

PeopleService will provide technical training to the water/wastewater operators on treatment process, preventive maintenance techniques, and safety awareness, including the continuing education units (CEU's) necessary for the operating personnel to maintain their licenses.

C. Communication, Chemicals, Vehicle and Consumable Supplies

PeopleService will procure and pay for data/internet service, consumable supplies, chemicals (sodium hypochlorite, anti scalant, phosphate, sodium hydroxide, fluoride) subject to "true-up" provision, vehicle fuels and materials and services necessary for the safe and efficient day-to-day operations.

D. Water Testing

PeopleService will monitor, sample, analyze, and report as required by the Iowa Department of Natural Resources (IDNR) in matters related to the potable water supply. Testing of the potable water will include those daily and weekly tests chlorine residuals, alkalinity, fluoride, hardness, iron, manganese, phosphate, pH, total dissolved solids as well as the coliform bacteria and nitrate tests necessary to maintain the daily operation of the water treatment system. For any additional testing required by regulatory agencies such as coliform bacteria repeats, total trihalomethanes, haloacetic acids, gross alpha, inorganic chemicals, volatile organic chemicals, radio nuclides, lead and copper and sodium, PeopleService shall collect the samples, prepare them for delivery to the appropriate laboratory and ship them. The cost of the shipping and laboratory analysis of the samples will be the responsibility of the City.

E. NPDES Testing

Monitor, sample, analyze, and report as required by the Iowa Department of Natural Resources (IDNR) with respect to the NPDES permit for wastewater treatment. For the testing required by the NPDES permit (both influent and effluent CBOD, BOD, TSS, ammonia, pH, TKN, total nitrogen, phosphorus, E. coli, MLSS, settleable solids, DO, temperature), PeopleService shall be responsible for the cost of the laboratory analysis of the samples. For any additional testing required by regulatory agencies but not part of the current NPDES permit, PeopleService shall notify Owner, collect the samples, prepare them for delivery to the outside laboratory and ship them. Owner shall be responsible for the cost of shipping the samples and the cost of the laboratory analysis of the samples.

F. Liaison

PeopleService will act as a liaison between the City and the DNR and to the federal EPA in matters relating to compliance with water quality and other liaison activities, as required.

G. Effluent Quality

PeopleService will be responsible for effluent quality, including liability for fines and civil penalties should permit conditions be violated while plant loadings and flows are within the design capability of the wastewater treatment plant, but only in those situations where permit conditions could have been met using existing in-place equipment.

H. Bio-solids

PeopleService will coordinate and direct the City's bio-solids handling program using the Owner's chosen contractor, including using its best efforts to maintain existing and secure additional sites approved by the DNR if needed. All of the sludge handling costs shall be Owner's responsibility.

I. Maintenance Program

PeopleService will implement the use of a comprehensive, preventative maintenance program in an attempt to ensure the projected life expectancy of plant equipment, and we will enforce existing equipment warranties and guarantees, and maintain all warranties on any new equipment purchased after the effective date of an agreement.

J. Water Meters

PeopleService will be responsible for water meter maintenance and customer service requests (turn-on, turn-offs, high bill complaints, etc.) including the replacement of malfunctioning meters. The City shall be responsible for scheduling, providing and paying for all water meter supplies used for replacement of malfunctioning meters and new hook ups. PeopleService will read the meters monthly and provide the readings to the City staff for billing purposes.

K. Fire Hydrants

PeopleService will be responsible for flushing fire hydrants annually except for any areas where it is determined that more frequent flushing is required. Hydrant lubrication, flow testing and pumping out wet barrels shall be completed as needed.

L. Distribution and Collection Systems Repair

PeopleService will be responsible for coordinating any repairs to the water distribution or collection systems using a chosen contractor. The excavation must meet OSHA standards to complete the repair while PeopleService will assist in making the actual repair. The City or its contractor shall also be responsible for the replacement and resurfacing of all streets or private property, with the City being responsible for its own expenses and those of its contractor.

M. Locates

Using the City's equipment, PeopleService will complete all water/sewer line locates requested by the Iowa One Call System. Any fees necessary for Owner to participate in this program shall remain the responsibility of Owner. In addition, PeopleService shall inspect all new water/sewer taps of Owner's distribution and interceptor lines.



N. Collection System Cleaning

PeopleService will develop, implement and oversee a wastewater collection system cleaning program approved by the Owner using an outside contractor as well as maintain adequate records of the cleaning program. The program shall include cleaning of one fourth (25%) of the Owner's collection system and lift stations each year. All outside contractor costs incurred for opening plugged lines or the annual cleaning program shall be the responsibility of the City.

O. Water Valve and Manhole Inspection Program

During the initial term of this Agreement, PeopleService shall implement a water valve and manhole inspection program by inspecting as many water valves and manholes as can be located. All data will be documented and will be available for inspection by the Owner.

P. General Appearance

PeopleService will maintain cleanliness of process equipment and buildings and the general appearance of all facilities. Using the City's equipment, PeopleService is responsible for mowing and snow removal at the water and wastewater treatment facilities.

Q. Security

Within the limits of available security devices, PeopleService will secure and protect utility facilities for which it is responsible.

R. Monthly Report

PeopleService will provide a monthly written report to designated City officials summarizing plant performance, flows, major projects or accomplishments, and preventive and corrective maintenance activities for the month.

S. Compliance with Laws

PeopleService will comply with all applicable City, state, and federal laws, regulations, and administrative rules.

T. Public Relations

PeopleService will use a professional manner in dealing with community groups concerned with any facet of the operations, including tours and other public relations programs.

U. Industry Liaison

PeopleService will serve as a liaison between Owner and any new or existing major contributing industries, and provide technical assistance to Owner in consultation to existing industries and to any new industries, in matters relating to their pretreatment process or agreements with Owner.

V. Expansion and Improvements

PeopleService will coordinate and cooperate with the City's engineer and contractors to facilitate the completion of any expansion or improvement to the facilities.

W. Value Added Services

PeopleService offers several types of professional services to our clients without charge. We term these additional services as "value added" services that clearly differentiate us from the typical O&M contract services provider. By providing these studies, audits, and assessments, we hope to gain a firm knowledge of our client's systems and at the same time increase our value to them so that we are able to establish a long-term, lasting relationship. The following lists our "value added" services, which we provide to our clients as part of our support services package:

1) SDWA Assessment and Consultation

Evaluate the effects of the public health regulatory requirements of Safe Drinking Water Act (SDWA) and amendments to it on the municipal water supply and offer procedures to comply with more stringent water quality standards. The U.S. Environmental Protection Agency (EPA) has mandated a comprehensive drinking water sampling and analysis program to test for the presence of potential contaminants. Any new required testing, such as but not limited to additional volatile organic compounds (VOC), synthetic organic chemicals (SOC), and heavy metals would be at the Owner's expense.

2) Water Rates Study

Conduct water rate analysis, review existing water rate structure, and compare existing water rates with other communities. Design water rate structure that includes projected capital and O&M requirements for all users of the water utility system. The base or minimum fees consider equity of all system users. Consumption or volume fees consider amount of water used (metered). Also determine amount and percent of water loss/unaccounted. Recommend procedures to close gap between production records and customer billing amounts.

3) Five Year Water Capital Improvements Assessment and O&M Budgeting Assistance

Determine condition of the infrastructure serving community. Present alternatives to consider when planning a facility upgrade or expansion depending upon community growth projections and regulatory agency requirements. Work closely with client's consulting engineer to evaluate cost effectiveness of alternatives. Provide assistance to clients in preparing annual budgets for resources and monies of capital replacement/repair and O&M expenses for the water and wastewater treatment plant.

4) Wastewater Rates Study

Conduct wastewater rate analysis. Review existing wastewater rate structure. Compare existing wastewater rates with other communities. Design wastewater rate structure that includes projected capital and O&M requirements for all users of the wastewater utility system. Wastewater rates can be based as a percentage of water use or as a monthly flat billing rate to cover expenses.

5) Inflow/Infiltration (I/I) Analysis of Wastewater Collection System

Conduct I/I investigation of sanitary collection system to determine the extent of storm drainage into the wastewater treatment system utilizing smoke testing equipment. Analyze WWTP influent flows and compare with local precipitation data. Recommend additional studies, analyses or remedial action to reduce I/I flows.

6) Industrial Pre-Treatment Investigation

Conduct investigation of industrial pre-treatment processes. Assess impact of industrial loadings resulting from new or expanded operations on the municipal WWTP. Work with selected industries to add or improve current pre-treatment processes to minimize potential shock loadings to existing wastewater system.

7) Laboratory Quality Assurance and Quality Control (QA/QC) Program

Develop a quality assurance and procedures program for essential water/wastewater laboratory tests. Laboratory personnel will be trained in the use of the techniques and procedures included in the program. A quality assurance program is an essential part of laboratory certification established in some states. It has proven to be effective in improving analytical accuracy.

Section V - Proposed Pricing

Total annual cost for the scope of services being proposed by PeopleService is currently estimated to be \$251,640 for the twelve months beginning August 1, 2015 and ending July 31, 2016. Based on this annual price, the monthly cost is \$20,970, which will be held constant for the first twelve months of the agreement. This price is valid until August 1, 2015. After that date, PeopleService reserves the right to re-examine the scope of services offered and review all estimated costs. The details of what is included in this price proposal are discussed in the following paragraphs.

A. Operating Personnel:

Includes wages, benefits and overtime for certified operators. During the transition period, vacations, emergencies or major projects, and other leave conditions, other PeopleService field and corporate personnel will provide supplemental support. In addition this category covers the license fees for the individual operators as well as the training necessary for them to maintain or upgrade their licenses.

B. Supplies/Materials:

Includes consumables used in the operation and maintenance of the facilities such as but not limited to PeopleService vehicle gasoline, tools, vehicle expenses, office supplies, postage, clothing, safety equipment, etc.

C. Communication Services:

Includes data/internet service at the treatment facilities as well as a cellular telephone(s) for its operator(s). The Company also maintains a toll-free answering service for emergencies.

D. Chemicals:

This category includes the cost of (sodium hypochlorite, anti scalant, phosphate, sodium hydroxide, fluoride). This category will be subject to a "true-up" provision that sets an annual base amount for these expenditures. Within sixty (60) days of the end of each contract year, PeopleService will provide the City with an accounting of the expenditures made for chemicals. If the actual expenditures are less than the base amount, a refund will be provided with the accounting. If actual expenditures exceeded the base amount, an invoice will be included which the City agrees to pay within thirty (30) days. The proposed "base amount" for the first year of the contract is \$24,000. This base amount will be subject to the same CPI adjustment that is used to adjust the overall contract compensation.

E. Maintenance/Repair Expenditures:

Includes the cost of general maintenance and minor repairs to the water and wastewater facilities that do not exceed \$1,000. This does not include PeopleService's labor cost, which is included in the Operating Personnel category above. It also does not include major repairs or replacements, which are considered capital outlay items that remain the responsibility of the City. "Maintenance" includes routine and/or repetitive activities required or recommended by the equipment manufacturer to maximize the service life of equipment, vehicles, facilities or any component thereof. PeopleService pays for all routine maintenance costs such as parts, seals, bearings, lubricants, packings, hardware, nuts, bolts, fasteners, pipe, fittings, cleaning supplies, and electrical repair parts such as relays, fuses and switches. At PeopleService we believe maintenance management should minimize repair costs so they do not become capital expenditures for the City. Maintenance is estimated at \$20,000 for the first twelve months. This amount would be escalated annually using the

CPI adjustment. Any budgeted funds for maintenance that remain unspent at the end of the contract year would be refunded. If maintenance costs exceed this amount, PeopleService would advise the City and provide documentation for all expenses over this limit, for which the City would be responsible.

F. Insurance:

Insurance coverage includes workman's compensation, property damage, comprehensive general liability, pollution liability and vehicle coverage on PeopleService supplied vehicles and equipment assigned to the facilities.

G. Administrative/Overhead:

These costs are indirect, administrative, support and/or overhead costs which cover technical troubleshooting by operations specialists, coordination with regulatory agencies, training, education, travel, operator certification, provided "value added" services, human resources, legal, clerical support, accounting, purchasing, finance, data processing and other supporting service costs. In addition, our management service fee, which represents the firm's risk, profit and earnings in this project are included.

H. Total O&M Costs:

As stated, the total O&M cost would be \$251,640. On the 15th of each month for the first twelve months of the contract, PeopleService would invoice the City for one twelfth of the annual amount or \$20,970 for the following month's service fees. Said invoice would carry a due date of the 1st of the month in which the service is rendered (i.e., the invoices for September 2015's service would be rendered on August 15, 2015, and would be due on September 1, 2015.) Any other invoices rendered by PeopleService for work it performs that is outside the agreed to scope of service would be due thirty days after the invoice date.

See the Contractual Provisions discussion under the Operational Approach section of this response for a discussion of the contractual terms regarding adjustments to the above pricing.

If our proposal leaves any questions unanswered, please contact:

Chris Gutschow

Director of Business Development
Office: 877-774-4311 ext. 7003
Cell: 402-960-5700
Email: cgutschow@peopleservice.com

Dennis White

Region Manager
Office: 319-229-4830
Cell: 319-404-0340
Email: dwhite@peopleservice.com

PEOPLE SERVICES SAVINGS			
FY 14-15			
(Actual Numbers from FY Ending June 30, 2015)			
KEVIN/WATER:		RON/SEWER:	
Wages	\$60,065.67	Wages	\$56,144.72
Medical	\$16,972.29	Medical	\$16,972.29
Dental	\$1,385.67	Dental	\$1,385.67
IPERS	\$5,363.84	IPERS	\$5,013.73
FICA	\$3,601.33	FICA	\$3,358.25
Medicare	\$842.23	Medicare	\$785.40
AD&D and Life Ins	\$995.64	AD&D and Life Ins	\$995.64
Uniforms/mats/towels	\$1,981.09	Uniforms/mats/towels	\$1,981.09
Association Dues	\$792.17	Association Dues	\$120.00
Conference	\$931.83	Conference	\$1,630.42
Phone	\$4,121.38	Phone	\$2,208.36
Water Expense	\$31,887.27	Sewer Expense	\$11,328.95
Engineering	\$879.90	Engineering	\$3,001.58
Workers Comp	\$1,815.30	Workers Comp	\$2,647.80
Water Testing	\$1,195.60	Sewer Testing	\$15,790.50
Contract Services	\$3,457.60	Contract Services	\$3,983.35
Chemicals	\$17,268.51	Chemicals	\$1,877.42
Replacement Items	\$4,573.47	Replacement Items	\$39,398.18
Office Supplies	\$358.98	Office Supplies	\$167.08
Operating Supplies	\$2,633.17	Operating Supplies	\$4,222.43
\$161,122.94		\$173,012.86	
		\$334,135.80	
People Services Contract		\$251,640.00	
		Savings	
		\$82,495.80	
Budget Items City		New Truck	\$25,000.00
will probably not do		Test Equip - Water	\$18,000.00
if Contract with PS		Test Equip - Sewer	\$12,400.00
		Total	\$55,400.00
		Total Savings	\$137,895.80

Becky LaRoche

From: Elkader City Administrator <elkaderadmin@alpinecom.net>
Sent: Friday, August 07, 2015 2:09 PM
To: 'Becky LaRoche'
Subject: RE: PeopleService, Inc

Answers below.

Jennifer K. Cowsert
City Administrator/Clerk
City of Elkader
207 N. Main
PO Box 427
Elkader IA 52043
(563) 245-2088
www.elkader-iowa.com

From: Becky LaRoche [<mailto:becky@cityofriversideiowa.com>]
Sent: Friday, August 07, 2015 1:23 PM
To: elkaderadmin@alpinecom.net
Subject: FW: PeopleService, Inc

I would give them all fours (to me someone would have to be absolutely perfect to get a 5 - and no one is perfect - so just as a frame of reference.)

The City of Riverside, Iowa is currently looking at O & M Companys to take over the management of our water and wastewater facilities. PeopleServices Inc. of Omaha, NE has provided the City Council with your city as a reference. We would appreciate your respond to these questions on your experience with PeopleService. Please rank your answers 1-5 with 5 being the most favorable.

 1 2 3 X 4 5 Communication with City/Staff - we have better communication with PS staff than we do with our own employees. They have company policies that require the use of work orders - that is one thing that helps.

 1 2 3 X 4 5 Accountability/ Reliability of PeopleService staff. - very reliable. Even if our particular PS staff is not available, they have a network that covers for each other and someone can always help.

 1 2 3 X 4 5 Quality of PeopleService performance of duties. - as far as I know fine - have not ever received complaints from residents. City staff has never commented that they found something to be done inappropriately.

 1 2 3 X 4 5 Maintenance of City facilities. - good. They treat it like they would their own. Never had any problem with them thinking "well it isn't ours - who cares." In fact before we upgraded, it was the PS updating Council and pushing for the upgrades.

 1 2 3 X 4 5 Cooperation of PeopleService staff with rest of city staff.

Council Packet

8/14/2015

1 2 3 4 5 Satisfied with PeopleService's development of Staff Education.

1 2 3 4 5 Overall opinion of PeopleService, Inc. We have had a good relationship. We have done a lot of construction lately and it was nice to be able to take advantage of the knowledge of the regional manager. They also have a network of people they can ask for advice. When we have flooding they always bring in lots of back-up to help (and the help is not limited to just WA/SE - they help wherever needed.)

at least 22 years - maybe more (found a contract with 1993 on it - may have had earlier contracts that I didn't find) _____ Years of Service with PeopleService, Inc.

1,273 _____ POPULATION

ADDITIONAL COMMENTS:

Thank-You for your time. Results will be totaled and report given to council.
May we contact you? Name Jennifer Cowsert Phone 563-245-2098

Becky LaRoche
Utility Billing Clerk
City of Riverside
P.O. Box 188
Riverside, Ia 52327
319-648-3501

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2013.0.3532 / Virus Database: 4365/10391 - Release Date: 08/07/15

Becky LaRoche

From: Clarinda City Clerk <clarindaclerk@iowatelecom.net>
Sent: Friday, August 07, 2015 3:24 PM
To: Becky LaRoche
Subject: Re: PeopleService, Inc

Answers below.

We have always had a great working relationship with PeopleService. I highly recommend them.

Thanks.
Gary McClarnon
City Manager
City of Clarinda

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

From: Becky LaRoche
To: clarindaclerk@iowatelecom.net
Sent: Friday, August 07, 2015 1:21 PM
Subject: FW: PeopleService, Inc

The City of Riverside, Iowa is currently looking at O & M Companys to take over the management of our water and wastewater facilities. PeopleServices Inc. of Omaha, NE has provided the City Council with your city as a reference. We would appreciate your respond to these questions on your experience with PeopleService. Please rank your answers 1-5 with 5 being the most favorable.

 1 2 3 4 X 5 Communication with City/Staff.

 1 2 3 4 X 5 Accountability/ Reliability of PeopleService staff.

 1 2 3 4 X 5 Quality of PeopleService performance of duties.

 1 2 3 4 X 5 Maintenance of City facilities.

 1 2 3 4 X 5 Cooperation of PeopleService staff with rest of city staff.

 1 2 3 4 X 5 Satisfied with PeopleService's development of Staff Education.

 1 2 3 4 X 5 Overall opinion of PeopleService, Inc.

 22 Years of Service with PeopleService, Inc.

 5,572 POPULATION

ADDITIONAL COMMENTS:

Extremely satisfied with their service and their personnel.

Thank-You for your time. Results will be totaled and report given to council.

May we contact you? Yes Name: Gary McClarnon Phone: 712-542-2136 Ext. 208

Becky LaRoche

Utility Billing Clerk

City of Riverside

P.O. Box 188

Riverside, Ia 52327

319-648-3501

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2013.0.3532 / Virus Database: 4365/10391 - Release Date: 08/07/15

Becky LaRoche

From: Rita Miller <rmiller@ci.missouri-valley.ia.us>
Sent: Friday, August 07, 2015 3:21 PM
To: 'Becky LaRoche'
Subject: RE: PeopleService, Inc

See below.

Rita Miller, MMC, ICMFO
City Clerk/Administrator
City of Missouri Valley
223 E Erie Street
Missouri Valley, IA 51555
712.642.3502
Rmiller@ci.missouri-valley.ia.us

From: Becky LaRoche [<mailto:becky@cityofriversideiowa.com>]
Sent: Friday, August 07, 2015 1:24 PM
To: rmiller@ci.missouri-valley.ia.us
Subject: FW: PeopleService, Inc

The City of Riverside, Iowa is currently looking at O & M Companys to take over the management of our water and wastewater facilities. PeopleServices Inc. of Omaha, NE has provided the City Council with your city as a reference. We would appreciate your respond to these questions on your experience with PeopleService. Please rank your answers 1-5 with 5 being the most favorable.

 1 2 3 4 x 5 Communication with City/Staff.

 1 2 3 4 x 5 Accountability/ Reliability of PeopleService staff.

 1 2 3 x 4 5 Quality of PeopleService performance of duties.

 1 2 3 x 4 5 Maintenance of City facilities.

 1 2 3 4 x 5 Cooperation of PeopleService staff with rest of city staff.

 1 2 3 4 x 5 Satisfied with PeopleService's development of Staff Education.

 1 2 3 4 x 5 Overall opinion of PeopleService, Inc.

 8 Years of Service with PeopleService, Inc.

 2838 POPULATION

ADDITIONAL COMMENTS: PeopleService stepped in when we were in a very bad situation, they got things straightened out and back on track. I am confident reports are being done and that I'm being given correct information. We encountered a few bumps but overall it's been a very positive experience.

Thank-You for your time. Results will be totaled and report given to council.

May we contact you? sure Name Rita Miller Phone (712)642-3502

Becky LaRoche

Utility Billing Clerk

City of Riverside

P.O. Box 188

Riverside, Ia 52327

319-648-3501

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2013.0.3532 / Virus Database: 4365/10391 - Release Date: 08/07/15

Becky LaRoche

From: Kenny Abrams <ken.abrams@worthcounty.org>
Sent: Friday, August 07, 2015 4:05 PM
To: Becky LaRoche
Subject: Re: PeopleService, Inc

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

From: Becky LaRoche
To: ken.abrams@worthcounty.org
Sent: Friday, August 07, 2015 1:48 PM
Subject: FW: PeopleService, Inc

The City of Riverside, Iowa is currently looking at O & M Companys to take over the management of our water and wastewater facilities. PeopleServices Inc. of Omaha, NE has provided the City Council with your city as a reference. We would appreciate your respond to these questions on your experience with PeopleService. Please rank your answers 1-5 with 5 being the most favorable.

 1 2 3 4 X5 Communication with City/Staff.

 1 2 3 4 X5 Accountability/ Reliability of PeopleService staff.

 1 2 3 4 X5 Quality of PeopleService performance of duties.

 1 2 3 4 X5 Maintenance of City fascilities.

 1 2 3 4 X5 Cooperation of PeopleService staff with rest of city staff.

 1 2 3 X4 5 Satisfied with PeopleService's development of Staff Education.

 1 2 3 4 X5 Overall opinion of PeopleService, Inc.

 3 Years of Service with PeopleService, Inc.

 POPULATION

ADDITIONAL COMMENTS:

this is a ounty run facility at the interchange of I35 co 105 it takes in the casino and two Hotels one gas station and the Iowa State Wecome Center

we have the new fludines system and working on up, grading are water treament plant

Weare very please with People Service

Thank-You for your time. Results will be totaled and report given to council.

May we contact you? Name Kenneth J.Abrams/ chairmen worth county supervisor Worth County ,
Ia ken.arams@worthcounty.org Phone 641 390 1224 _____

Becky LaRoche
Utility Billing Clerk
City of Riverside
P.O. Box 188
Riverside, Ia 52327
319-648-3501

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2013.0.3532 / Virus Database: 4365/10391 - Release Date: 08/07/15

Becky LaRoche

From: ackleych <ackleych@mchsi.com>
Sent: Monday, August 10, 2015 8:43 AM
To: 'Becky LaRoche'
Subject: RE: PeopleService, Inc

5 (most favorable) to all of your questions.

From: Becky LaRoche [mailto:becky@cityofriversideiowa.com]
Sent: Friday, August 07, 2015 1:19 PM
To: ackleych@mchsi.com
Subject: PeopleService, Inc

The City of Riverside, Iowa is currently looking at O & M Companys to take over the management of our water and wastewater facilities. PeopleServices Inc. of Omaha, NE has provided the City Council with your city as a reference. We would appreciate your respond to these questions on your experience with PeopleService. Please rank your answers 1-5 with 5 being the most favorable.

- ___1___ 2 ___3___ 4 ___5 Communication with City/Staff.
- ___1___ 2 ___3___ 4 ___5 Accountability/ Reliability of PeopleService staff.
- ___1___ 2 ___3___ 4 ___5 Quality of PeopleService performance of duties.
- ___1___ 2 ___3___ 4 ___5 Maintenance of City fascilities.
- ___1___ 2 ___3___ 4 ___5 Cooperation of PeopleService staff with rest of city staff.
- ___1___ 2 ___3___ 4 ___5 Satisfied with PeopleService's development of Staff Education.
- ___1___ 2 ___3___ 4 ___5 Overall opinion of PeopleService, Inc.

___16___ Years of Service with PeopleService, Inc.

___1589___ POPULATION

ADDITIONAL COMMENTS:

Thank-You for your time. Results will be totaled and report given to council.
May we contact you? Name ___Cyndee Roskens___ Phone ___641-847-3332___

Becky LaRoche
Utility Billing Clerk
City of Riverside

Becky LaRoche

From: Kyle Morell <cityadmin@scicable.com>
Sent: Tuesday, August 11, 2015 2:41 PM
To: 'Becky LaRoche'
Subject: RE: PeopleService, Inc

Kyle H. Morell
City Clerk / Administrator
City of Hinckley

From: Becky LaRoche [<mailto:becky@cityofriversideiowa.com>]
Sent: Tuesday, August 11, 2015 1:55 PM
To: cityadmin@scicable.com
Subject: FW: PeopleService, Inc

Just a friendly reminder of our cities request for information on your experiences with PeopleService, inc.
Thank-You!

Becky LaRoche
Utility Billing Clerk
City of Riverside
P.O. Box 188
Riverside, Ia 52327
319-648-3501

From: Becky LaRoche [<mailto:becky@cityofriversideiowa.com>]
Sent: Friday, August 07, 2015 1:47 PM
To: 'cityadmin@scicable.com'
Subject: FW: PeopleService, Inc

The City of Riverside, Iowa is currently looking at O & M Companys to take over the management of our water and wastewater facilities.
PeopleServices Inc. of Omaha, NE has provided the City Council with your city as a reference. We would appreciate your respond to these questions on your experience with PeopleService. Please rank your answers 1-5 with 5 being the most favorable.

1 2 3 4 5 Communication with City/Staff.

1 2 3 4 5 Accountability/ Reliability of PeopleService staff.

1 2 3 4 5 Quality of PeopleService performance of duties.

1 2 3 4 5 Maintenance of City fascilities.

Council Packet

8/14/2015

1 2 3 4 5 Cooperation of PeopleService staff with rest of city staff.

1 2 3 4 5 Satisfied with PeopleService's development of Staff Education.

1 2 3 4 5 Overall opinion of PeopleService, Inc.

20 Years of Service with PeopleService, Inc.

1800 POPULATION

ADDITIONAL COMMENTS:

Thank-You for your time. Results will be totaled and report given to council.

May we contact you? Name Kyle Morell Phone 320.384.7491

Becky LaRoche

Utility Billing Clerk

City of Riverside

P.O. Box 188

Riverside, Ia 52327

319-648-3501

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2013.0.3532 / Virus Database: 4365/10418 - Release Date: 08/11/15

Becky LaRoche

From: Tara Strey <tara.strey@lowersioux.com>
Sent: Tuesday, August 11, 2015 2:40 PM
To: 'Becky LaRoche'
Subject: RE: PeopleService, Inc

The City of Riverside, Iowa is currently looking at O & M Companys to take over the management of our water and wastewater facilities.
PeopleServices Inc. of Omaha, NE has provided the City Council with your city as a reference. We would appreciate your respond to these questions on your experience with PeopleService. Please rank your answers 1-5 with 5 being the most favorable.

__1__ __2__ __3__ __4__ X __5__ Communication with City/Staff.

__1__ __2__ __3__ __4__ X __5__ Accountability/ Reliability of PeopleService staff.

__1__ __2__ __3__ __4__ X __5__ Quality of PeopleService performance of duties.

__1__ __2__ __3__ __4__ X __5__ Maintenance of City fascilities.

__1__ __2__ __3__ __4__ X __5__ Cooperation of PeopleService staff with rest of city staff.

__1__ __2__ __3__ __4__ X __5__ Satisfied with PeopleService's development of Staff Education.

__1__ __2__ __3__ __4__ X __5__ Overall opinion of PeopleService, Inc.

__6-10 years__ __ Years of Service with PeopleService, Inc.

__1000__ POPULATION

ADDITIONAL COMMENTS:

Thank-You for your time. Results will be totaled and report given to council.

May we contact you? Name Tara Strey Phone 507-697-6185

Becky LaRoche
Utility Billing Clerk
City of Riverside
P.O. Box 188
Riverside, Ia 52327
319-648-3501

Becky LaRoche

From: Katie A. Becker <lansing52151@yahoo.com>
Sent: Tuesday, August 11, 2015 2:39 PM
To: Becky LaRoche
Subject: Re: PeopleService, Inc

They are amazing, it's has been a wonderful addition to our City. They may seem a little expensive but for the City of Lansing it has been worth it.

*Thank You-
Katie Becker, City Clerk
PO Box 470
201 John Street
Lansing, IA 52151
Ph: 563-538-4757
Fax: 563-538-3900*

On Tuesday, August 11, 2015 1:51 PM, Becky LaRoche <becky@cityofriversideiowa.com> wrote:

Just a friendly reminder of our cities request for information on your experiences with PeopleService, inc.
Thank-You!

Becky LaRoche
Utility Billing Clerk
City of Riverside
P.O. Box 188
Riverside, Ia 52327
319-648-3501

From: Becky LaRoche [<mailto:becky@cityofriversideiowa.com>]
Sent: Friday, August 07, 2015 1:23 PM
To: 'lansing52151@yahoo.com'
Subject: FW: PeopleService, Inc

The City of Riverside, Iowa is currently looking at O & M Companys to take over the management of our water and wastewater facilities. PeopleServices Inc. of Omaha, NE has provided the City Council with your city as a reference. We would appreciate your respond to these questions on your experience with PeopleService. Please rank your answers 1-5 with 5 being the most favorable.

___1___ 2 ___3___ 4 ___5 Communication with City/Staff.

___1 ___ 2 ___ 3 ___ 4 ___ 5 Accountability/ Reliability of PeopleService staff.

___1 ___ 2 ___ 3 ___ 4 ___ 5 Quality of PeopleService performance of duties.

___1 ___ 2 ___ 3 ___ 4 ___ 5 Maintenance of City fascilities.

___1 ___ 2 ___ 3 ___ 4 ___ 5 Cooperation of PeopleService staff with rest of city staff.

___1 ___ 2 ___ 3 ___ 4 ___ 5 Satisfied with PeopleService's development of Staff Education.

___1 ___ 2 ___ 3 ___ 4 ___ 5 Overall opinion of PeopleService, Inc.

_____Years of Service with PeopleService, Inc.

_____ POPULATION

ADDITIONAL COMMENTS:

Thank-You for your time. Results will be totaled and report given to council.

May we contact you? Name _____ Phone_____

Becky LaRoche

Utility Billing Clerk

City of Riverside

P.O. Box 188

Riverside, Ia 52327

319-648-3501

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2013.0.3532 / Virus Database: 4365/10418 - Release Date: 08/11/15



January 14, 2016

City of Riverside
Lory Young, City Clerk
60 Greene Street
Riverside, Iowa 52327

Re: Riverside Wellness Center

Dear Lory,

Thank you for the opportunity to submit this proposal to the City of Riverside for designing a proposed new wellness center. The attached proposal (Exhibit A) is divided into a series of phases or options including:

- Concept Rendering
- Schematic Design

The Concept Rendering services are to generate an image of the front of a proposed wellness center on the property acquired by the City adjacent to the school on the northeast side of town. You have requested these services specifically at this time to begin gathering support and input from the community prior to the planning stages that follow.

The Schematic Design services outlined will further develop the scope of the project and what the wellness center will contain regarding gymnasiums, meeting rooms, exercise rooms, etc. It will also develop the wellness center's arrangement on the site in regards to traffic patterns, parking, site utilities and other site features. At this time, these Schematic Design services assume a previously selected site on property purchased by the City adjacent to the existing school on the northeast part of town. Should the City change from this site to a different location in town the amount of fee shown may need to be renegotiated to reflect this change in site.

All of these services will be performed on a cost-not-to-exceed basis so there is opportunity to explore additional options if time allotted in the fee allows.

Sincerely,

Kyle Martin AIA, LEED AP
Project Architect
MARTIN GARDNER ARCHITECTURE, P.C.
Marion Office

Martin Gardner Architecture, P.C.
 700 11th Street, Ste. 200
 Marion, IA 53202
 319.377.7604

1 of 2
 Professional Services Proposal
 Exhibit A

Riverside Wellness Center
 City of Riverside

Please note that the following hours represent our current best judgment as to the manpower assignments which will be made. We reserve the right to assign manpower as it becomes 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		
<u>Concept Rendering Services</u>		
Create Exterior Design Options - See Note 5		
Meet with Owner to Select Concept - See Notes 1 and 5		
Refine Model and Create Images		
	\$ 1,050.00	
<u>Schematic Design Services</u>		
Develop a schematic floor plan and fundraising image for the property donated to the city on the NE side of town adjacent to the elementary school.		
Receive Survey/Plat information from Civil Engineer		
Import terrain from Google Earth		
Space Programming		
Revisions		
Create Floor Plan		
Meet with Owner		
Revise Floor Plan		
Create Exterior 3d Design Options		
Meet with Owner to select exterior concept		
Cost Opinion		
Refine 3d Model		
Meet with Owner		
Create Fundraising Renderings for Owner use		
Subtotal	\$ 11,706.25	
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 printing of plans and specifications for use by the contractors during bidding and construction. Mileage, long distance telephone and other expenses may be included if required for the project.		
Note 2- This project may encounter hidden conditions which cannot be anticipated and which may require additional services by the Architect. When such conditions are encountered, the Architect will endeavor to notify the Owner.		
Unless otherwise requested by the Owner all such additional services will be computed on an hourly basis		
Note 3- This project is 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 meeting and may charge for additional studies or documents required by the Owner in making these decisions.		
Note 4 - The scope above is based working directly with City Manager to provide necessary information for this phase of work		

Martin Gardner Architecture, P.C.
 700 11th Street, Ste. 200
 Marion, IA 53202
 319.377.7604

2 of 2
 Professional Services Proposal

Riverside Wellness Center
 City of Riverside

Exhibit A

Note 5 - The amount shown for creating exterior design options is an allowance of time for producing an initial concept. If a concept shown is not accepted or Should the concept need revisions over and above finishing of the design concept for presentation, additional time will be warranted and charged for on an hourly basis			
Note 6 - Public Meetings/Input sessions not shown above will be on an hourly basis at the hourly rates listed below			
Hourly rates for computing services:			
Principal Architect		\$ 130.00	
Project Architect		\$ 105.00	
Project Manager		\$ 100.00	
Draftsperson		\$ 85.00	
Clerical		\$ 60.00	

1-4-16

To: The New City Counsel.

My name is Jonathon Hoard I am the owner of Hoard's Bakery.

I am writing today in the hopes that I may have an extension on my building permit at 1182 commercial Dr. The current task at hand of taking a 6000 sqft building and turning it into new bread factory and a retail bakery front and a new restaurant, and Running an expanding business has left me short of time. I am looking for a 30 day extension (we estimate only needing 2 more weeks and we are ready to be inspected) on my current building permit. If I need to pay extra fees I am more than willing. I am just so close to being done and open that I need just a little more time. Please consider this request and if you have any questions please feel free to contact me.

Thank you for your time and consideration.



Jonathon J Hoard, Owner Hoard's Bakery.



MUNICIPAL PIPE TOOL CO., LLC

515 5TH STREET - PO BOX 398 - HUDSON, IOWA 50643

Phone: 319-988-4205 Fax: 319-988-3506

Sewer Maintenance and Rehabilitation Contractors, Jet/Vacuum Cleaning
Television Inspections, I/I Studies, Grouting, Trenchless Technology Pipeline Repairs

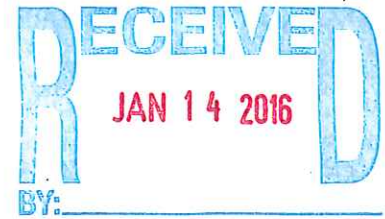
Invoice

Invoice Number:

27155

Invoice Date:

Dec 31, 2015



Phone: 319-648-3501

Fax: 319-648-3501

Sold To:

CITY OF RIVERSIDE
PO BOX 188
RIVERSIDE, IA 52327-0188

Ship to:

21 EAST FIRST ST
RIVERSIDE, IA 52327-0188

Customer ID	Order Number	Payment Terms	
RIVERS	Quote #3274	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
00THISSEN	N/A		1/30/16

Quantity	Description	Unit Price	Extension
1.00	Mobilization - Lump sum	850.00	850.00
3.75	Jet/Vacuum cleaning of Lift Stations per hour.	297.00	1,113.75
11,121.00	Jet/Vacuum cleaning (8" - 12" lines) of sanitary sewers per linear foot (2) passes will be billed at \$297/hour.	0.60	6,672.60
2,902.40	Television inspection (8" - 12" lines) of sanitary sewers per linear foot Rootsawing of sanitary sewers per foot	0.90	2,612.16
0.75	Jet cleaning of sanitary sewers per hour for more than (2) passes (3 hour minimum if no signed Maintenance Contract) Jet/Vacuum cleaning of sanitary sewers off road with the use of the easement machine per linear foot. Root-sawing and more than two passes remain the same price. Cleaning and TV Reports Enclosed	297.00	222.75

RETURNED PARTS ARE SUBJECT TO A 20% RE-STOCKING FEE

Subtotal	11,471.26
Sales Tax	
Freight	
Total Invoice Amount	11,471.26

Interest Rates: Invoices are due 30 days after date of invoice. Interest will be charged on all past due invoices at the rate of 1.5% per month. If payment is not received within 30 days of invoice, interest will be assessed from the first day past due. Statements will be sent on a monthly basis.

We hereby guarantee that the goods covered on this invoice were produced or manufactured in accordance with the applicable provisions of the fair labor standings act of 1938. Our responsibility ceases after we obtain receipt in good order from transportation company. All claims for damages, delay, or loss must be made against the transportation company.

MUNICIPAL PIPE TOOL CO., LLC
PO BOX 398 – 515 FIFTH ST. – HUDSON, IA 50643
(319) 988-4205

CLEANING REPORT

JOB: Quote #3274 - Riverside, IA

COMPLETED: 12/7/2015

<u>Location</u>	<u>Street to Street</u>	<u>MH-MH</u>	<u>Length</u>	<u>Condition</u>	<u>Size</u>	<u>Heavy Clean hours</u>
3rd St	Glasgow St to Washington St	30 - 29	307	Light sludge sand & grit.	8"	
Washington St	3rd St to 140 Washington St	29 - 27-1	184	Light sludge sand & grit.	8"	
Washington St	140 Washington St to 2nd St	27-1 - 27	179	Light sludge sand & grit.	8"	
2nd St	EOL to Washington St	28 - 27	305	Light sludge sand & grit.	8"	
Washington St	2nd St to 1st St	27 - 23	363	Light sludge sand & grit.	8"	
Washington St	1st St to Railroad St	23 - 22	281	Light sludge sand & grit.	10"	
Washington St	Railroad St to River St	22 - 7	262	Light sludge sand & grit.	12"	
River St	200 River St to 110 River St	7 - 6	335	Light sludge sand & grit.	12"	
River St	110 River St to mid block	6 - 5	377	Light sludge sand & grit.	12"	
River St	Mid block to Pioneer St	5 - 4	278	Moderate sludge rock sand & grit.	12"	
Pioneer St	River St to ball field	4 - 3	428	Moderate sludge rock sand & grit.	12"	
Railroad St	Washburn St to Glasgow St	39 - 38	402	Moderate sludge & sand.	10"	
Railroad St	Glasgow St to Washington St	38 - 22	385	Moderate sludge & sand.	10"	
Across parking lot	Pioneer St to Washburn St	41 - 39	287	Moderate sludge & sand.	10"	
3rd St	Glasgow St to Washburn St	69 - 68	312	Light sludge.	8"	
3rd St	Washburn St to 21 3rd St	68 - 67	140	Light sludge.	8"	
3rd St	21 3rd St to Ella St	67 - 66	663	Light sludge.	8"	
3rd St	Ella St to Rose St	66 - 65	343	Light sludge.	8"	
2nd St	Glasgow St to Washburn St	46 - 45	312	Light sand & sludge.	8"	
2nd St	Washburn St to Green St	45 - 44	383	Light sand & sludge.	8"	
2nd St	Green St to Ella St	44 - 43	383	Light sand & sludge.	8"	
2nd St	Ella St to Hickory St	43 - 42	492	Light sand & sludge.	8"	
Hwy 22	Sycamore St to 441 Hickory St	53 - 852	400	Light sand & sludge.	8"	
Alley south of Hwy 22	Highway 22 to behind Schnoebelen's	52 - 51	435	Light sand & sludge.	8"	
Alley south of Hwy 22	Behind Schnoebelen's to 2nd St	51 - 50	363	Light sand & sludge.	8"	
2nd St	End of road to Hickory St	50 - 49	355	Light sand & sludge.	8"	
Hickory St	3rd St to 2nd St	64 - 49	187	Light sand & sludge.	8"	
Hickory St	2nd St to 141 Hickory St	49 - 48	77	Light sand & sludge.	8"	
Hickory St	141 Hickory St to River St	48 - 79	220	Light sand & sludge.	8"	
Behind Casey's	Flush Casey's service - Behind Casey's to fire station		250	Light sludge & grease.	4"	0.75
1st St	Park to 321 1st St	47 - 42	147	Moderate sludge sand & rock.	8"	
1st St	321 1st St to Ella St	42 - 41	519	Moderate sludge sand & rock.	8"	
1st St	Ella St to 120 1st St	41 - 40	520	Moderate sludge sand & rock.	8"	
Schnoebelen St	213 Schnoebelen St to 205 Schnoebelen St	1 - 2	247	Light sand.	8"	
TOTAL FEET CLEANED			11121			
TOTAL FEET HEAVY CLEAN			0.75			

Lory Young

From: Director <kaloplib@kctc.net>
Sent: Wednesday, January 06, 2016 5:09 PM
To: lory@cityofriversideiowa.com
Subject: Riverside residents with library cards

Hi Lory,

As of July 1, 2015 (most recent stats.-last fiscal year):

306 – number of Riverside residents with cards

480 – number of cardholders with a Riverside address (306 plus rural residents)

3,057 – items checked out to Riverside residents in 2014/15

Also, because Riverside contracts with Kalona, residents are able to use other Iowa libraries at no charge. Like Iowa City, Coralville, Washington, etc. And, Riverside residents can download books, audio books, and magazines through the Kalona library at no charge. Let me know if you'd like me to talk about our services to the council sometime.

I hope that's what you were looking for. I'll be here Thursday and Friday so if you have any other questions give me a call.

Thanks for asking!

Anne

Anne Skaden, Director
Kalona Public Library
kaloplib@kctc.net
319-656-3501

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2015.0.6176 / Virus Database: 4489/11338 - Release Date: 01/06/16

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2015.0.6176 / Virus Database: 4489/11338 - Release Date: 01/06/16

RIVERSIDE MEALS JULY-DEC 2015

JULY - WK 1	\$73.00	17	5	2	4-Jul
JULY - WK2	\$258.50	59	11	5	
JULY - WK 3	\$199.00	64	16	5	
JULY - WK4	\$130.00	52	14	5	
JULY - WK 5	\$181.50	46	13	5	
TOTAL	\$842.00	238	59	22	

AUG - WK1	\$212.00	53	12	5	
AUG - WK2	\$195.00	38	13	5	
AUG - WK3	\$131.00	48	7	5	
AUG - WK4	\$97.00	47	7	5	
AUG - WK5	\$73.00	10	1	1	
TOTAL	\$708.00	196	40	21	

SEPT - WK 1	\$334.00	37	6	4	
SEPT - WK 2	\$87.50	38	4	4	
SEPT - WK 3	\$96.00	39	3	5	
SEPT - WK 4	\$184.00	50	5	5	
SEPT - WK 5	\$132.50	21	1	3	
TOTAL SEPT	\$834.00	185	19	21	

OCT - WK 1	\$67.50	17	2	2	
OCT - WK 2	\$122.00	41	2	5	
OCT - WK 3	\$227.50	45	4	5	
OCT - WK 4	\$130.50	39	4	5	
OCT - WK 5	\$115.00	47	7	5	
TOTAL	\$662.50	189	19	22	

NOV - WK 1	\$359.00	45	4	5	
NOV - WK 2	\$55.50	33	7	4	vets day
NOV - WK 3	\$156.50	46	5	5	
NOV - WK 4	\$82.50	26	5	3	T-GIVING
NOV - WK 5	\$66.50	9	1	1	
TOTAL	\$720.00	159	22	18	

DEC - WK1	\$222.50	24	5	4	
DEC - WK2	\$126.50	40	6	5	
DEC - WK3	\$50.00	113	24	5	XMAS MEAL
DEC - WK 4	\$81.00	28	8	3	xmas
DEC - WK 5	\$72.00	19	7	3	NEW YEARS
XMAS MEAL	\$360.00				
TOTAL	\$912.00	224	50	20	

TOTAL CITIZEN'S PD. \$ 4678.50

CITY CONTRIBUTIONS \$3000.00

TOTAL DAYS SERVED 124 – TOTAL MEALS 1191 – AVE. MEALS/DAY 9.6 - 209 TOTAL DELIVERED

Lory Young

From: Larry Smith <lsmith5450@lisco.com>
Sent: Tuesday, January 12, 2016 11:34 AM
To: Undisclosed recipients
Subject: Storm spotters
Attachments: Storm Class WC16'.pdf; _Certification_.htm

FYI

Storm spotters class March 7 held at 6:30 PM at Washington County Extension office on the Washington County Fairgrounds. Map on NWS site is not quite correct. You go south on HWY 1 and enter fairgrounds on the west side of the road across from Orschelin's.

Larry G. Smith, CEM
Washington / Keokuk County Emergency Management
1303 - 200th Ave
POB 273
Sigourney, IA
641.622.2528 Office

IMPORTANT NOTICE: This communication, including any attachment, contains information that may be confidential or privileged and is intended solely for the use of the individual or entity to whom it is addressed. If you are NOT the intended recipient or the person responsible for delivering the email to the intended recipient, please be advised that you have received the email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited.



This email has been checked for viruses by Avast antivirus software.

www.avast.com

FYI

Storm Spotter Training Class

March 7, 2016 at 6:30 PM

**Washington County Extension
Washington County Fairgrounds
2223 250th St, Washington**

National Weather Service Office of the Quad Cities will offer a free training for emergency responders and members of the general public. Training will include many aspects such as storm structure, spotter positioning, safety, and damage reporting procedures. For more information contact Larry Smith, Washington \ Keokuk County Emergency Coordinator 641.622.2528

Lory Young

From: Please Do Not Click Reply <support@govoffice.com>
Sent: Wednesday, January 13, 2016 1:21 PM
To: rusty@cityofriversideiowa.com
Subject: Contact Us (form) has been filled out on your site.

Your Site has received new information through a form.

Form: Contact Us

Site URL: www.cityofriversideiowa.com

First and Last Name: Lisa Lowenberg

E-mail Address: lisa@low@gmail.com

Phone Number: (319)530-6173

Comment or Question: I live at 241 East Fourth Street here in Riverside.

I bought my house in 2009. I asked Terry Stumpf of Stumpf Construction to replace the sump pumps in the house. The way it was set up when I bought it is the water from the sump pumps was routed into the sewer. Terry told me that was illegal so I had him run it outside and bury the tile and now the water goes into the street because there is no ditch in front of my house. I spent \$3500 to have this project done.

I had no idea that much water seeps into the sump pump holes. There is always a mess in front of my house -- mud in the summer and ice in the winter. The sump pumps seem to run year around.

Because there are no ditches or storm sewers, the water has nowhere to go. This creates a hazard in the winter and a layer of ice forms on the street in front of my house.

Does the City of Riverside have plans to update the infrastructure for storm sewers and drainage on the streets in the old part of town? In the meantime, is there anything that can be done?

I am planning to sell my house in the near future, and this problem will not be a good selling point.

I want to commend the City for the great job you do in keeping the streets plowed in the winter. Riverside is a great community and I have no complaints. I only wish there was a better system for water drainage in front of my house.

Thank you for considering this matter.

Would you like to be contacted? (Check one box only, please):

Yes, e-mail me

Do Not Click Reply - This e-mail has been generated from a super form.

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2015.0.6176 / Virus Database: 4489/11391 - Release Date: 01/13/16

Lory Young

From: Robert Palmer | Iowa League of Cities
<robertpalmer=iowaleague.org@mail210.atl21.rsgsv.net> on behalf of Robert Palmer |
Iowa League of Cities <robertpalmer@iowaleague.org>
Sent: Friday, January 08, 2016 11:00 AM
To: Rusty
Subject: Legislative Link January 8

Iowa League of Cities'

Legislative Link

[View as a Web Page](#)**January 8, 2016**[Legislative Day](#) | [Getting Involved in the League's Advocacy Efforts](#)

Session Begins

The 2016 Iowa Legislative Session begins Monday, January 11. As the second session of the 86th Iowa General Assembly, the political makeup of the governing bodies remains the same: Republicans control the Iowa House and Governor's office while Democrats remain the majority in the Iowa Senate. Both sides will have to work together and make compromises as they make their way through what looks to be a difficult session. A tight state budget, school funding and water quality are expected to be some of the more contentious issues legislators will face.

Each year the Legislature puts out a [Session Timetable](#) that can be used as a reference for when the funnels take place, what rules apply when, and when the 100th calendar day of session is. This year the 100th day of session is April 19. After the 100th calendar day per diem expenses for legislators cease, thus incentivizing an end to the Legislative Session. In addition, this year is an election year, so legislators will want to get back to their districts to begin campaigning. However, with a long list of contentious issues there is no guarantee that the Session will come to a close before summer.

During the interim the Iowa League of Cities [2016 Legislative Priorities](#) were set by the

League's Legislative Policy Committee and approved by the general membership. Major priorities include advocating for the continuation of the property tax backfill, Home Rule decision making, and protecting the flexibility and effectiveness of Tax Increment Finance (TIF).

The League will provide this Legislative Link newsletter each Friday throughout the session to keep you up-to-date on key Legislative issues impacting cities. Encourage any newly-elected officials in your city to subscribe to this newsletter, which they can do by emailing cv@iowaleague.org.

League Legislative Day on March 1

Join us on March 1 for the Iowa League of Cities' annual Legislative Day. As a city official, the League's Legislative Day gives you a wonderful opportunity to learn more about what is taking place at the Capitol and how it affects your city. In addition, the day provides you with an opportunity to share ideas with each other and legislators.

- **Day at the Capitol | 1 – 4:30 p.m.**

This year we will be at the Iowa State Capitol building from 1 – 4:30 p.m. During this time legislators will speak on issues of particular importance to cities during the 2016 Legislative Session. You are also welcome to watch floor debate, attend any committee meetings that may be going on during that time, set up a private meeting with your legislators or ask League staff to help you arrange a meeting while you are here.

- **Legislative Reception | 5 – 7 p.m.**

Join the League at the annual Cities Legislative Reception in the beautiful Des Moines City Hall Great Room. All city officials and legislators are invited to attend. The reception will feature hors d'oeuvres from Noodle Zoo. A cash bar serving wine and beer will be available. This is an especially beautiful location, so we hope you will join us for the memorable event and opportunity to connect with your city friends and legislators.

The League's effectiveness lies in its grassroots network of city officials across the state. Legislative Day provides the chance to bring a portion of this network to the State Capitol. The cost is \$25 and registration is [available online](#). We hope to see you there!

Getting Involved in the League's Advocacy Efforts

Remember that you play a crucial role in the League's advocacy efforts! The most effective communication on legislative issues often comes from the mayors, council members and other city officials from a Legislator's district. You play a vital role in helping inform legislators on important city issues. By establishing and maintaining a relationship with your local legislators you enhance the League's ability to affect change and advocate on behalf of its member cities. In addition to attending Legislative Day, here are a couple of ways in which you can get involved and assist in lobbying for the League:

1. Get to Know Your Legislators

Your legislators represent you and want to hear from you. They are your friends, your neighbors and your fellow community members. Legislators regularly seek input from their constituents on what issues are important to their districts. Get to know your legislators and build a relationship with them. Provide them with productive information that helps them make decisions that make cities great places to live. If you need help communicating an idea, visit the League's Web site or feel free to contact me at robertpalmer@iowaleague.org.

2. Legislative Link

The League legislative team produces this weekly newsletter during the legislative session which summarizes actions taken on bills affecting cities that week. It also includes action items for issues we would like you to discuss with your legislator. The newsletter is sent out each Friday in order for you to be able to utilize the information over the weekend, while your legislators are back in their districts. Encourage your peers in city government to sign up for the newsletter by emailing cv@iowaleague.org or by [filling out the form](#) online.

Copyright © 2016 Iowa League of Cities, All rights reserved.
You are receiving this email because you requested legislative updates from the Iowa League of Cities. A Legislative Link subscription is available to city officials from League member cities and League Associates.

Our mailing address is:

Iowa League of Cities
500 SW 7th Street
Suite 101
Des Moines, IA 50309