

CITY OF RIVERSIDE COUNCIL TENTATIVE AGENDA

RIVERSIDE CITY HALL COUNCIL CHAMBERS

60 N GREENE STREET

Monday, August 1, 2016 at 6:30 pm

6:30 PM – Regular City Council Meeting

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.

CALL MEETING TO ORDER: Mayor Schneider

- Pledge of Allegiance
- Roll Call

APPROVAL OF AGENDA:

1. Approve Consent Agenda

1. a) Minutes from 07-18-16
1. b) Minutes from 07-23-16
1. c) Expenditures 08-01-16
1. d) Liquor License – Travel Mart
1. e) Accept Job Descriptions **pg 7**

2. Committee Reports:

3. Citizens Comments:

This time is for items NOT on the agenda. Please notify the City Clerk if you wish to comment on an agenda item and you will be recognized when that item comes up. When citizens are recognized to speak, please approach the podium, spell your first and last name before proceeding. Citizens should refrain from addressing individual Council Members and should not expect a response to any questions. Time is limited to 3 minutes.

4. Washington County Engineering Project –Jacob Thorius, Washington County Engineer
pg 16

5. MMS Consultants Update:

- Cherry Lane Subdivision
- Ella Street Project
- Casey's Sewer Project
- Highway 22 Project
- Veteran's Park Sidewalk
- Three Season Shelter

6. Riverside Fire Department – Chad Smothers, Chief pg 17

- Cadet Program
- Sale of Used Vehicles
- Price estimates of New Truck

6. Doug Havel Proposal pg 26

7. Kevin Engel Resignation pg 30

8. Ron Hembry Residency Affidavit

9. Employee Evaluation Process pg 31

10. Resolution #08012016-01 “Pay Request #4 – Cornerstone Excavating” pg 34

11. Resolution #08012016-02 “Pay Request #1 – KMA Trucking & Excavating” pg 39

12. Pat Callahan Suggestions Update pg 42

13. Audit Recommendations Status

14. City Clerk Comments

- Installation Estimates – Barn Quilt
- Grass on Cherry Lane Lots & in Streets

15. City Council Comments & Requests for Information

16. Adjourn Council Meeting

Approved: _____

Date: _____

Allen Schneider, Mayor

RIVERSIDE CITY COUNCIL MEETING; JULY 18, 2016

The Riverside City council met for a work session at 5:30 pm to review contract with People Services.

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

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

Motion by Sexton to approve consent agenda, minutes, St. Mary's liquor license, and expenditures, pulling Schnoebelen Inc. invoice for separate vote. Second by Weber, passed 5-0. Schneider moved to pay the Schnoebelen Inc. invoice, second by Redlinger. Passed 4-0, Schnoebelen abstained.

Committee Reports; Maria Meller reported on the successful "Trek for Schools" run with 53 participants. Kathy Lindhorst revealed that over 680 signed in at the Museum over Trek Fest. Sexton requested that council receive a copy of carnival contract, and that RACC needs to enforce policy of no children in the demo pit area. Larry Simon, Visioning Committee, asked about Community Gardens for next year at the NE corner of ballpark, or on City property north of Cherry Lane. August 11th will be Simon's last meeting as Chairman. Council will approve appointments for President and Secretary of Visioning Committee at next meeting.

Kevin Engel presented the monthly Water and Waste Water Report.

Glen Meisner of MMS gave construction updates to the Council for Ella Street, Cherry Lane, and Casey's sewer.

Council held discussion on Employee residency requirement. Weber moved to have Ron Hembry submit a signed affidavit in 10 days to City Hall with his decision to reside within 20 miles of the City of Riverside in 3 months. Second by Schneider, passed 5-0.

Discussion was held with Doug Havel and John Roetlin on real estate. They will return to council with more information. Council learned that Pickering is not going to sell his building.

Schnoebelen moved to table Resolution #07182016-01 "People Services Contract" until the August 1, 2016 meeting due to requested contract changes. Second by Sexton, passed 5-0.

Council held discussion on placement of barn quilt. Many opinions and options were voiced. Schneider moved to store Barn Quilt until decision is made on where to place it. Second by Schnoebelen, passed 5-0.

Sexton moved to have office staff get price quotes on the installation of the quilt on the barn. Second by Redlinger, passed 5-0.

Council approved Employee Evaluation Form.

Final changes were made to the "Job Descriptions", with approval to be made at next council meeting.

The July 2016 fund balances/treasurer's report was reviewed.

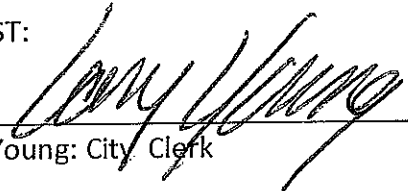
Council voiced concern of several street signs not being visible to motorists. Weber stated that council needs to consider 2nd level effects of Capital Improvement Projects to citizens.

Schnoebelen moved to adjourn at 9:43 pm. Second by Sexton, passed 5-0.


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

NEXT CITY COUNCIL MEETING – Monday, August 1, 2016 at 6:30 pm.

ATTEST:



Lory Young: City Clerk



Allen Schneider; Mayor

RIVERSIDE CITY COUNCIL MEETING; July 23, 2016

The Riverside City Council held a special meeting on Saturday, July 23, 2016 at 2:00 pm in City Hall with Mayor Schneider requesting roll call. Council members present were: Ralph Schnoebelen, Bob Schneider Jr., Tom Sexton and Rob Weber via phone. Jeanie Redlinger arrived at 2:25 pm.

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

Council discussed resignation received from Kevin Engel. Council agreed to wait until August 1st meeting to accept resignation.

Discussion held with Chris Gutschow of PeopleService Inc. in reference to the operations of the water and waste water plants. Schneider moved to approve the contract with PeopleService, Inc. with agreed changes and start date. Second by Schnoebelen, passed 4-1, Weber voting nay. Council members explained their reasoning behind their vote. Mayor thanked Kevin Engel and Ron Hembry for their service to the community.

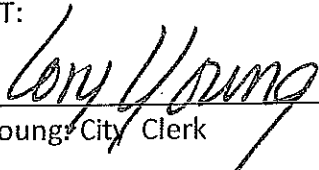
Schneider moved to allow Mayor and Chris Gutschow to work out schedules with Kevin and Ron to keep facility staffed, and extending the 10 day period to Ron until August 1st. Second by Redlinger, passed 5-0.

Schneider moved to adjourn at 3:11 pm. Second by Redlinger.

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

NEXT CITY COUNCIL MEETING -- Monday, August 1, 2016 at 6:30 pm.

ATTEST:



Lory Young, City Clerk

Allen Schneider; Mayor

EXPENDITURES 08-01-16				
COUNCIL MEETING				
UNPAID BILLS				
CID	OFFICE VACUMN REPAIR	001-5-650-6310	\$ 20.24	
FASTENAL	SHOP	001-5-210-6372	\$ 158.40	
FELD FIRE	FIRE TRUCK # 162 EQUIPMENT	001-5-150-6356	\$ 220.00	
I TECH	JULY SERVICE	001-5-650-6497	\$ 155.00	
J&S PLUMBING	FIRE STATION-AIR CONDITIONER	001-5-150-6310	\$ 2,202.05	
MARTIN GARDNER	COMMUNITY CENTER	301-5-750-6786	\$ 312.29	
PETTY CASH	POSTAGE	001-5-650-6508	\$ 5.51	
PETTY CASH	CHERRY LANE-RECORDING FEE	301-5-750-6772	\$ 40.00	
PETTY CASH	PARK REFUND-TOO HOT	001-4-950-4-4315	\$ 25.00	\$ 70.51
TERRACON	ELLA CEMENT TEST	301-5-750-6782	\$ 725.00	
US BANK	COPIER	001-5-650-6496	\$ 16.64	
US CELLULAR	BILLING-STREETS	001-5-210-6373	\$ 66.72	
US CELLULAR	BILLING-WATER	600-5-810-6373	\$ 66.72	\$ 133.44
WEDG	2015 PLEDGE	001-5-520-6422	\$ 1,500.00	
YAHNKE, NATE	MOWING	001-5-430-6320	\$ 190.00	
YMCA OF WASHINGTON	CAMP HIGHLAND H/M GRANT	145-5-650-6421	\$ 10,000.00	
YOUNG, LORY	AUGUST CELL	001-5-650-6373	\$ 50.00	
YOUNG, LORY	MUNICIPAL PROFESSIONALS ACADEMY	001-5-650-6240	\$ 325.50	
	TOTAL UNPAID BILLS		\$ 16,079.07	
PAID BILLS				
DELTA DENTAL	JULY BILLING		\$ 533.78	
IIMC	MEMBERSHIP	001-5-650-6210	\$ 195.00	
LINCOLN NATIONAL	LIFE, AD&D INS PREMIUMS -AUGUST		\$ 301.03	
MEDIACOM	JULY PHONE-INTERNET	001-5-650-6373	\$ 311.34	
MID AMERICAN ENERGY	CHERRY LANE UTILITIES INSTALLED	301-5-750-6772	\$ 15,922.12	
NATE YAHNKE	MOWING	001-5-430-6320	\$ 90.00	
WELLMARK INS.	AUGUST BILLING		\$ 6,039.84	
WINDSTREAM	JULY SERVICE		\$ 565.90	
	TOTAL PAID EXPENDITURES			\$ 23,959.01
	TOTAL ALL EXPENDITURES			\$ 40,038.08

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PACKET: 02820 EXPENDITURES 8-1-16 BL
 VENDOR SET: 01 City of Riverside
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 16,079.07
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 16,079.07

✓ w/ expenditures

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2016-2017	001-2020		ACCOUNTS PAYABLE	4,935.06-*				
	001-4-950-4-4315		*NON-EXPENSE	25.00	300-	325.00-		
	001-5-150-6310		FIRE BUILDING MAINT & RE	2,202.05	5,000	2,702.45	198,745	170,227.33
	001-5-150-6356		FIRE DEPT - TOOLS & EQUI	220.00	7,500	7,054.98	198,745	172,209.38
	001-5-210-6372		SHOP SUPPLIES	158.40	4,000	3,620.30	112,594	106,304.23
	001-5-210-6373		STREET PHONE EXPENSE	66.72	1,500	1,250.15	112,594	106,395.91
	001-5-430-6320		GROUNDS MAINTENANCE	190.00	11,000	10,384.45	108,140	100,925.64
	001-5-520-6422		WEDG	1,500.00	1,500	0.00	25,450	14,692.50
	001-5-650-6240		MEETINGS & CONFERENCES	325.50	4,000	3,250.82	69,950	52,574.27
	001-5-650-6310		BUILDING MAINTENANCE	20.24	5,500	5,064.72	69,950	52,879.53
	001-5-650-6373		TELEPHONE	50.00	3,000	2,601.39	69,950	52,849.77
	001-5-650-6496		COPIER	16.64	3,000	2,224.58	69,950	52,883.13
	001-5-650-6497		COMPUTER SUPPORT	155.00	4,500	4,091.00	69,950	52,744.77
	001-5-650-6508		POSTAGE	5.51	1,000	994.49	69,950	52,894.26
	145-2020		ACCOUNTS PAYABLE	10,000.00-*				
	145-5-650-6421		CAMP HIGHLAND GRANT	10,000.00	8,000	2,000.00- Y		
	301-2020		ACCOUNTS PAYABLE	1,077.29-*				
	301-5-750-6772		CHERRY LANE CONSTRUCTION	40.00	590,000	398,471.13	1,433,184	1,224,263.39
	301-5-750-6782		ELLA STREET SPINE	725.00	0	13,985.00- Y	1,433,184	1,223,578.39
	301-5-750-6786		COMMUNITY CENTER PROJECT	312.29	0	4,036.04- Y	1,433,184	1,223,991.10
	600-2020		ACCOUNTS PAYABLE	66.72-*				
	600-5-810-6373		TELEPHONE	66.72	3,500	3,159.65	255,054	242,805.47
	999-1330		DUE FROM OTHER FUNDS	16,079.07 *				
			** 2016-2017 YEAR TOTALS	16,079.07				

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

** END OF REPORT **

Becky LaRoche

From: Licensing@IowaABD.com
Sent: Tuesday, July 26, 2016 2:33 AM
To: becky@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
BC0026006	Submitted to Local Authority	Riverside Travel Mart (3070 Hwy 22 East Riverside Iowa, 52327-0000)

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

No virus found in this message.

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Version: 2016.0.7690 / Virus Database: 4627/12686 - Release Date: 07/26/16

EMPLOYEE JOB DESCRIPTION FOR THE CITY OF RIVERSIDE, IOWA**Water Wastewater Team Member****RESIDENCY REQUIREMENT: Must reside within 20 miles of Riverside City Limits.****SUPERVISOR:** Mayor**EMPLOYEE STATUS:** Full-time Non-exempt

The Water Wastewater Team Member is responsible for the operation, maintenance and efficiencies of the City's water and wastewater systems.

Job duties include, but are not limited to:

- Efficiently operate and maintain the Water and Wastewater Facilities
- Install and maintain all water meters in the city
- Responsible for establishing and maintaining routine and preventative maintenance schedules for, but not limited to, Water and Wastewater facilities, lift stations, fire hydrants, valves, generators, and sewer lines
- Maintenance and upkeep of Sewer Lagoon
- Complete water shutoffs as requested by City Clerk
- Complete all locates for Iowa One Call
- Responsible for compliance to all local, state and federal regulations relating to the operations of the Water and Wastewater facilities
- Complete monthly water meter reading
- Responsible to complete all testing required by DNR requirements
- Communicate essential activities with City Hall on a daily basis and complete assigned work orders in a timely manner
- Responsible for establishing and maintaining a physical inventory for all work facilities including but not limited to the maintenance shop, lift stations, water and wastewater facilities, Water Tower
- Assist with Parks, Streets, and other City operations as needed

Required Education and Training:

- High School Diploma or equivalent
- Valid Iowa Driver's License
- Must have and maintain Water Treatment, Distribution and Wastewater Treatment Grade level as required by DNR for current permit regulations
- Must have a minimum of 5 years' experience in facility operations

Required skills and abilities:

- Strong background of principle and practices of water and wastewater operations
- In depth understanding and knowledge DNR Rules and regulations
- Must use all safety equipment and gear when handling chemicals
- Ability to use basic mathematic calculations
- Ability to operate basic hand tools, testing equipment, and machinery

- Strong problem solving and analytical skills
- Knowledge of various software programs for filing reports
- Willingness to maintain certifications and obtain additional certifications as requested or needed.
- Ability to adapt to change and multitask as needed

Working Environment:

- Primarily outside work subject to temperature extremes at various times of year. Work is performed in numerous undesirable conditions including but not limited to: noise, dust, fumes, occasional heavy lifting and exposure to moving parts. Work may involve conditions which are potentially dangerous or hazardous including direct contact with machinery and chemicals, working from heights, in holes, and confined spaces, possible handling of hazardous materials.

*****This job description is not intended to limit responsibilities of any employee assigned to this position to those listed herein. The employee is expected to follow any other lawful and reasonable instructions and performing any other reasonable duties when requested by the Mayor, City Clerk, or City Council,.**

July 2016

EMPLOYEE JOB DESCRIPTION FOR THE CITY OF RIVERSIDE, IOWA**Maintenance Worker – Streets & Parks****RESIDENCY REQUIREMENT: Must reside within 20 miles of Riverside City Limits.****SUPERVISOR:** Mayor**EMPLOYEE STATUS:** Full-time Non-exempt

The Maintenance Worker is responsible for the maintenance, repair and upkeep of all City parks, streets, and City-owned facilities and property.

Job duties include, but are not limited to:

- Maintain and repair city facilities, parks, streets, and equipment as needed
- Snow removal
- Assist in maintenance of the Water and Wastewater Facilities as needed
- Assist in maintenance and repair of city vehicles and equipment
- Attend City Council meetings as requested by City Council, Mayor or City Clerk
- Oversees work schedule of Seasonal Employee
- Communicate essential activities with City Hall on a daily basis, and complete assigned work orders in a timely manner
- All other duties as assigned

Required Education and Training:

- High School Diploma or equivalent
- 2 years of general maintenance experience
- Valid Iowa Driver's License

Required skills and abilities:

- Must have the ability to establish and maintain effective working relationships with City Elected Officials, Office Staff, other employees, citizens, and general public.
- Ability to stand, walk, occasional crouching, crawling, stooping, kneeling, pushing, pulling, lifting and carrying heavy objects.
- Intensive use of hands, fingers, legs, arms in grasping objects, driving equipment and using hand tools.
- Must be able to climb into cabs of various equipment, use hoist, jacks, and other related tools for maintenance and repair of various equipment.
- Must wear safety gear at all times as needed to perform duties.

Working Environment:

- Primarily outside work subject to temperature extremes at various times of year. Work is performed in numerous undesirable conditions including but not limited to: noise, dust, fumes, occasional heavy lifting and exposure to moving parts. Work may involve conditions which are potentially dangerous or hazardous including direct contact with

machinery and chemicals, working from heights, in holes, and confined spaces, possible handling of hazardous materials.

*****This job description is not intended to limit responsibilities of any employee assigned to this position to those listed herein. The employee is expected to follow any other lawful and reasonable instructions and performing any other reasonable duties when requested by the Mayor, City Clerk or City Council.**

July 2016

EMPLOYEE JOB DESCRIPTION FOR THE CITY OF RIVERSIDE, IOWA**City Clerk Finance Officer****RESIDENCY REQUIREMENT: Must reside within 20 miles of Riverside City Limits.****SUPERVISOR:** Mayor**EMPLOYEE STATUS:** Full-time Non-exempt

The City Clerk Finance Officer is responsible for the financial activities and accounting of all city monies for the City of Riverside including but not limited to budgeting, accounting, purchasing, and financial analysis. This position is required to complete and file all required reporting documents to local, county, state and federal agencies. The City Clerk Finance Officer is the official Records Custodian of the City.

Job duties include, but are not limited to:

- Prepare the Annual financial Budget for the City in collaboration with the City Council, Mayor, and other department heads
- Oversee all tasks completed by Deputy City Clerk
- Prepare and submit all required mandatory reports in a timely manner
- Act as the City of Riverside's Zoning Administrator
- Administer the City Building Permits, insure compliance and collection of fees
- Work with the Mayor to prepare City Council Meeting agendas
- Provide supporting documentation for agendas at the direction of the Mayor
- Present City Council fund balance information at the 2nd City Council meeting of each month
- Calculate payroll bi-weekly with review by Mayor. Insure at minimum a yearly review of employee's leave usage, accrual and documentation by an independent party
- Coordinate all insurance programs for the City as required, including an annual review of coverage
- Annual review of accounting software
- Annual review of all contractual services provided to the City of Riverside
- Provide Mayor and City Council information as requested
- Continual development of 5 year Capital Improvement Program
- Maintain compliance with Iowa Records Retention
- Conduct research and cost analysis for ways to operate more efficiently
- Prepare for Annual Financial Audits
- Maintain accurate accounting of all obligations, agreements, commitments, and franchise agreement of the City
- Act as the purchasing agent of the City
- Seek and participate in on-going educational opportunities to keep current knowledge of best practices

Required Education and Training:

- Bachelor's Degree in Business administration, Public Administration, accounting or Finance, or
- Minimum of five years' experience in full-time professional level budgeting analysis, financial management, office management, or accounting
- Valid Iowa Driver's License

Required skills and abilities:

- Strong background in governmental fund accounting
- In depth understanding and knowledge of public financing
- Knowledge of long and short term financial budgeting
- Maintain current knowledge of all local, state and federal regulations which affect local city government.
- Ability to read and understand the Iowa State Code, Planning and Zoning Ordinances, Subdivision Ordinances and City Ordinances.
- Strong problem solving and analytical skills
- Ability to conduct research and cost analysis to make recommendations to the City Council on ways to provide the best services to citizens.
- Possess excellent written and oral communication skills
- Ability to adapt to change and multitask on many levels.
- Willingness to obtain Iowa Certification for Certified Municipal Clerk and Municipal Finance Officer
- Ability to write grant applications and administer grants
- Acts as the Zoning Administrator for the City
- Knowledge of Building, Plumbing, and Electrical Codes
- Knowledge of City Comprehensive Plans and Land use requirements
- Ability to look for ways to increase population and attract businesses to community

Working Environment:

- The City Clerk should have a strong knowledge of computers and a variety of software programs. Must have the ability to adapt to a challenging, demanding fast paced environment that is ever changing. The City Clerk shall demonstrate excellent communications skills, both written and verbal and possess superior customer service skills in dealing with citizens, vendors, public officials, co-workers and the general public. This position can be very demanding at times and requires the ability to listen and resolve issues and concerns in a timely manner.

*****This job description is not intended to limit responsibilities of any employee assigned to this position to those listed herein. The employee is expected to follow any other lawful and reasonable instructions and performing any other reasonable duties when requested by the Mayor or City Council.**

July 2016

EMPLOYEE JOB DESCRIPTION FOR THE CITY OF RIVERSIDE, IOWA**Deputy City Clerk****RESIDENCY REQUIREMENT: Must reside within 20 miles of Riverside City Limits.****SUPERVISOR:** Mayor**EMPLOYEE STATUS:** Part-time Non-exempt

The Deputy City Clerk is appointed by the City Council as needed and is under the daily direction of the City Clerk. This position performs all aspects of utility billing, assists in coordinating financial and accounting tasks, clerical work and acts as back-up for the City Clerk.

Job duties include, but are not limited to:

- Performs all aspects of utility billing including, but not limited, receiving, recording, and reconciling payments, data entry, billing, collection, analyze utility accounts
- Assist in the direction and coordination of the City Clerk office, acts as back-up for City Clerk in case of absence
- Meet and greet public in person and telephone, directing questions, concerns, comments to the appropriate person
- Performs clerical duties and related work as required to assist City Clerk, City Council and Mayor as needed
- Maintains confidentiality of information as required by the state of Iowa
- Liaison for Senior Dining, insure all monies are accounted for and properly recorded
- Prepare Bank reconciliations of all City accounts
- Conduct records research as requested
- Assist in preparing for Annual Financial Audits
- Maintain office supplies for City Offices
- Process all liquor and tobacco permits
- Assist City Clerk with grant writing opportunities
- Manage and maintain the City of Riverside website
- Records and Livestream all City Council meetings
- Attend training opportunities to enhance job skills

Required Education and Training:

- Associate's Degree in related field: Business or Public Administration, Accounting, Finance, or
- Minimum of 3 years of general office and accounting experience
- Valid Iowa Driver's License

Required skills and abilities:

- Must have the ability to establish and maintain effective working relationships with City Elected Officials, Office Staff, other employees, citizens, and general public.
- Strong organizational and clerical skills
- Ability to work independently or with a team
- Knowledge of various software and social media
- Basic understanding of accounting and payroll rules and regulation

Working Environment:

- The Deputy City Clerk should have a strong knowledge of computers and a variety of software programs. Must have the ability to adapt to a challenging, demanding fast paced environment that is ever changing.

*****This job description is not intended to limit responsibilities of any employee assigned to this position to those listed herein. The employee is expected to follow any other lawful and reasonable instructions and performing any other reasonable duties when requested by the Mayor, City Clerk, or City Council.*****

July 2016

EMPLOYEE JOB DESCRIPTION FOR THE CITY OF RIVERSIDE, IOWA**Part-time Cleaning Position****SUPERVISOR:** City Clerk**EMPLOYEE STATUS:** Part-time Non-exempt

The Part-time Cleaning position is responsible for cleaning city offices and Community Building.

Job duties include, but are not limited to:

- Cleaning offices and Community Building weekly
- Wiping down chairs, equipment, desks, council chambers
- Clean and mop restrooms
- Vacuum all carpets
- Clean all windows, mirrors and doors, inside and out
- Clean kitchen counters, sink & microwave
- Assist with any other cleaning functions as needed
- Assist other City Staff as needed

Required skills and abilities:

- Must have the ability to establish and maintain effective working relationships with City Elected Officials, Office Staff, other employees, citizens, and general public.
- This job will require bending, stretching and light lifting.

*****This job description is not intended to limit responsibilities of any employee assigned to this position to those listed herein. The employee is expected to follow any other lawful and reasonable instructions and performing any other reasonable duties when requested by the Mayor, City Clerk or City Council.**

Lory Young

From: Jacob Thorius <thorius@co.washington.ia.us>
Sent: Friday, July 15, 2016 10:45 PM
To: 'lory@cityofriversideiowa.com'
Subject: Riverside Rd Project Grant
Attachments: Riverside Rd G36 - G26 TSIP Application.pdf; _Certification_.htm

Lory-

I am attaching a copy of last year's Traffic Safety Improvement Program grant application for the south end of the Riverside Road. I had hoped to get a final draft of the application for the north end before I went on vacation, but I was not able to accomplish that. The application for this year will mirror very similarly the grant application from last year, with only changing the specifics for the different stretch of road (length, traffic counts and accident history) otherwise I am proposing the same 24' overlay with 2' paved shoulders. Based on our phone conversation, you sounded interested in having the City of Riverside piggy back on to this project and have the same thing done with your stretch of the Riverside Road, from the bridge to Hwy 22. Since I cannot be at the next City Council meeting, I am asking you talk briefly about this project, share this sample grant application and ask the council members if they are interested in redoing Pioneer Street from Hwy 22 to the bridge as a part of our contract to try and provide a better scale of economy for the work to be done. If the Council shows interest, I will come to your first Council meeting in August to present the final draft of the application, talk about the potential project and ask for the Council to pass a resolution in support of the grant application. If the grant application is selected for awarding then the City would have the option to accept the grant or not and we would work together on proceeding with final design of the project. I estimate the cities cost for this project to be \$175,000. However, please note that is a preliminary estimate as I have not done any design or investigating to see what needs to be done within the city limits. This project would be to repave what is currently there with concrete and widen to the proposed 28' width.

I know this may be difficult to present, but at least this will give the council an idea of what I am proposing.

Thanks for your assistance, it is greatly appreciated. Please keep me posted on the City Council's thoughts.

Jacob Thorius, PE
Washington County Engineer

Washington County Engineer's Office
210 West Main Street, Suite 2
Washington, IA 52353

Phone: 319-653-7731
Fax: 319-653-7730

No virus found in this message.

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Version: 2016.0.7688 / Virus Database: 4627/12635 - Release Date: 07/17/16

Riverside Community Fire Department

FIREFIGHTER CADET PROGRAM

PURPOSE:

This program will provide the Operational Guidelines and the skills needed for any high school student to prepare themselves to become a regular firefighter in any volunteer or career fire department. This program will be open to any applicant at least sixteen (16) years of age to the maximum age of legal majority (in most states 18 years of age).

REQUIREMENTS: Each applicant must meet the following criteria:

1. Be between 16 years of age and the maximum age of legal majority (in most states 18 years of age).
2. Be in good health.
3. Must complete the membership application and the Parents' Consent Authorization Form.
4. Must provide a character references from each of two teachers.
5. Must be physically able to perform the duties of a Fire Cadet.
6. Must be able to follow strict orders.
7. Must provide proof the Fire Cadet maintains a C average or better while attending school.

ALLOWABLE DUTIES OF THE FIRE CADET: Each Fire Cadet will be allowed to do the following Fire Department functions:

1. All Fire Cadets will be eligible to attend all regular meetings, in house training sessions and any Fire Department activity.
2. All Fire Cadets will be required to attend Cadet training classes and membership meetings,
3. All Fire Cadets will be allowed to respond to emergency incident scenes, except those listed in the Non-Allowable Section of these guidelines, under the following conditions:
 - a. When permitted to respond to the emergency incident scene, the Fire Cadet responsibility will be of a support nature only. The Fire Cadet is prohibited to respond directly to any incident scene.
 - b. All Fire Cadets shall report (non-emergency) to their assigned station first. Upon request of the Incident Commander, Chief Officer or Station Officer (and directly under adult supervision), shall the Fire Cadet respond to any incident scene.
 - c. NO Fire Cadet's response may be in a personal vehicle, department vehicle or department apparatus, provided the department vehicle or apparatus is not considered to be the first initial attack vehicle or apparatus arriving on the incident scene.
 - d. The Fire Cadet will be allowed to assist the firefighters with regular maintenance of station facilities, equipment and apparatus.
 - e. The Fire Cadet may operate (i.e. pump apparatus, set up equipment, etc.) the Fire Department's apparatus during a supervised (non-incident alarm) training session.
 - f. Fire Cadets will be utilized as support personnel on scenes as long as they operate outside a minimum safety zone area during incidents.
 - g. Complete reading and homework assignments for training activities.

NON-ALLOWABLE DUTIES: The following Non-Allowable Duties shall be prohibited to all Fire Cadets:

- 1) No Fire Cadet shall be allowed to respond directly to any incident scene.
- 2) No Fire Cadet shall be allowed to be actively or directly involved in any of the following incidents:
 - a) Participate on any entry team while at the scene of a working structure fire or when conducting a live fire burn training exercise.
 - b) Participate on any entry team at a vehicle fire.
 - c) Participate in any offensive fire attack at natural ground cover fires.
 - d) Participate at any hazardous material or pollution spill incident.
 - e) Participate at any emergency rescue or emergency medical incident.
 - f) No Fire Cadet will be allowed to operate any emergency vehicle owned or used by the fire department on any public thoroughfare.
 - g) No Fire Cadet shall be authorized to have or install any emergency light or siren on their personal vehicle.

COURSE SUBJECTS:

As a guideline, the following course outline shall be the first step of the training levels as established by this department and as recommended by the National Fire Protection Association.

Orientation Fire Behavior Communications Ropes and Knots Rescue Operations First Aid Forcible Entry Ventilation Fire Inspections Automatic Sprinklers Salvage and Overhaul Breathing Apparatus Fire Hose Fire Streams Fire Ground Ladders Natural Ground Cover Fires Hazardous Materials Vehicle Rescue

Disciplinary Clause: All Fire Cadets shall be required to operate under the accepted operating guidelines of this Department. Failure to accept or adhere to any guideline as established shall be just cause for disciplinary action in the form of suspension or termination as a member of this Fire Cadet Program.

Riverside Community Fire Department

Notification Letter and Parent Consent Form FIRE CADET PROGRAM

To: Parents of Fire Cadet Applicants From: Riverside Community Fire Department

Re: Son/Daughter's Application to become a fire Cadet

Dear Parents:

Your son/daughter has requested an application indicating their interest in becoming a Fire Cadet with this Fire Department.

Please review the attached Operating Guidelines and the attached Parental Consent Form, if you grant permission for their membership with this Fire Department, please complete the consent form below and return it to the Fire Department.

PARENTAL CONSENT FORM

We have reviewed the application and operating guidelines relating to the Fire Cadet program and understand the requirements of being a Fire Cadet.

We also understand my son/daughter's performance, responsibilities and duties as a Fire Cadet with the **Riverside Community Fire Department**.

We hereby give: _____ our consent to become a Fire Cadet with the **Riverside Community Fire Department**

Parents or Guardian: _____ Date: _____

Address:

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell: _____

Signature of Parents/Guardians: _____ Relationship: _____

Relationship: _____

Riverside Fire Department-Cadets SOP #1-001

SUBJECT:

Responding to Emergencies

ORIGINAL ISSUE:

January 1, 2016

LAST AMENDED:**MANDATORY REVIEW DATE:**

Annually – January

FIRE ACCREDITATION:

I. PURPOSE:

The purpose of this policy is to insure the safety during response to emergencies by cadets.

II. SCOPE:

All cadets of the RFD.

III. POLICY:

1. In order to ensure that all cadets are safe in the response to the station for an emergency, it is imperative that we arrive at the station without risk of an accident
2. At no time will a cadet break any traffic law. This includes no speeding, no running stop signs, no passing vehicles, etc. The cadet will respond to the station just as though they were coming to a meeting held there.
3. At no time shall a cadet utilize a blue light while responding to an emergency.
4. At no time shall a cadet respond directly to an emergency. It is however encouraged that if your route to the station would pass by the emergency scene, to stop and render aid if applicable. At no time shall the cadet place themselves in harms way or in danger at any time.
5. Cadets are expected to utilize the Iamresponding program on their cell phone, to allow members to know which cadets will be responding.
6. If any of the above conditions are violated, the cadet will be disciplined up to dismissal from the cadet program.

IV. DEFINITIONS:**V. REFERENCES:****VI. ATTACHMENTS:**

Riverside Fire Department-Cadets SOP #1-002

SUBJECT:

Training Expectations

ORIGINAL ISSUE:

January 1, 2016

LAST AMENDED:**MANDATORY REVIEW DATE:**

Annually – January

FIRE ACCREDITATION:

I. PURPOSE:

The purpose of this policy sets the expectations of training for cadets.

II. SCOPE:

All cadets of the RFD.

III. POLICY:

1. In order to ensure that all cadets are ready for full membership when the time comes, cadets will participate in the same training as full members of the Riverside Fire Dept.
2. All Cadets are expected to participate and be proficient in all training given by the RFD.
3. All cadets are encouraged to seek additional training outside of the RFD, such as attendance of fire school.
4. The cadet will be sure to stay current on all training for the year. If the cadet misses a training session, it is the cadets responsibility to report to their Captain and seek the training and become proficient in that aspect of the craft.
5. Cadets must have a minimum of 24 hours of training per year in firefighting.
6. If any of the above conditions are violated, the cadet will be disciplined up to dismissal from the cadet program.

IV. DEFINITIONS:**V. REFERENCES:****VI. ATTACHMENTS:**

Riverside Fire Department-Cadets SOP #1-003

SUBJECT:
Duties at Fire Scenes

ORIGINAL ISSUE:
January 1, 2016

LAST AMENDED:

MANDATORY REVIEW DATE:
Annually – January

FIRE ACCREDITATION:

I. PURPOSE:

The purpose of this policy sets forth duties at fire scenes for Cadets.

II. SCOPE:

All cadets of the RFD.

III. POLICY:

1. In order to ensure that all cadets have given task on each fire scene, the following common duties shall be performed by cadets at each scene.
 - a. Accountability – Command Board, Tags and Assignments
 - b. Rehab- Be sure members have access to water, towels, etc and it is ready to go.
 - c. Fire Ground Tools - Have tools ready to go at structure fires outside point of entry with air bottles, NY hooks, axes, thermal imaging camera, pike poles, etc.
 - d. Ladder the building at structure fires – Place a ladder to a window for an additional escape route if needed for crews operating in the building.
 - e. Hose line management on the exterior of the structure only
2. If any of the above conditions are violated, the cadet will be disciplined up to dismissal from the cadet program.

IV. DEFINITIONS:

V. REFERENCES:

VI. ATTACHMENTS:

Riverside Fire Department-Cadets SOP #1-004

SUBJECT:

Responses on Fire Apparatus

ORIGINAL ISSUE:

January 1, 2016

LAST AMENDED:**MANDATORY REVIEW DATE:**

Annually – January

FIRE ACCREDITATION:

I. PURPOSE:

The purpose of this policy sets forth policy on riding fire apparatus to fire scenes for Cadets.

II. SCOPE:

All cadets of the RFD.

III. POLICY:

1. The primary function of the Riverside Fire Dept is to handle emergencies. That being stated, Cadets need to understand the importance of placing full members on apparatus as opposed to Cadets. In the first responding units, members should occupy as many seats as possible.
2. If a Cadet is present on a truck, and there are not enough members present to fill the truck, a Cadet may occupy the seat.
3. It is not the intent of the policy to keep Cadets from responding to calls, however response to emergencies must be handled first and foremost by full members of the dept.
4. If a Cadet is asked to remove themselves from an apparatus by a member, the Cadet shall yield to the member immediately.
5. If any of the above conditions are violated, the cadet will be disciplined up to dismissal from the cadet program.

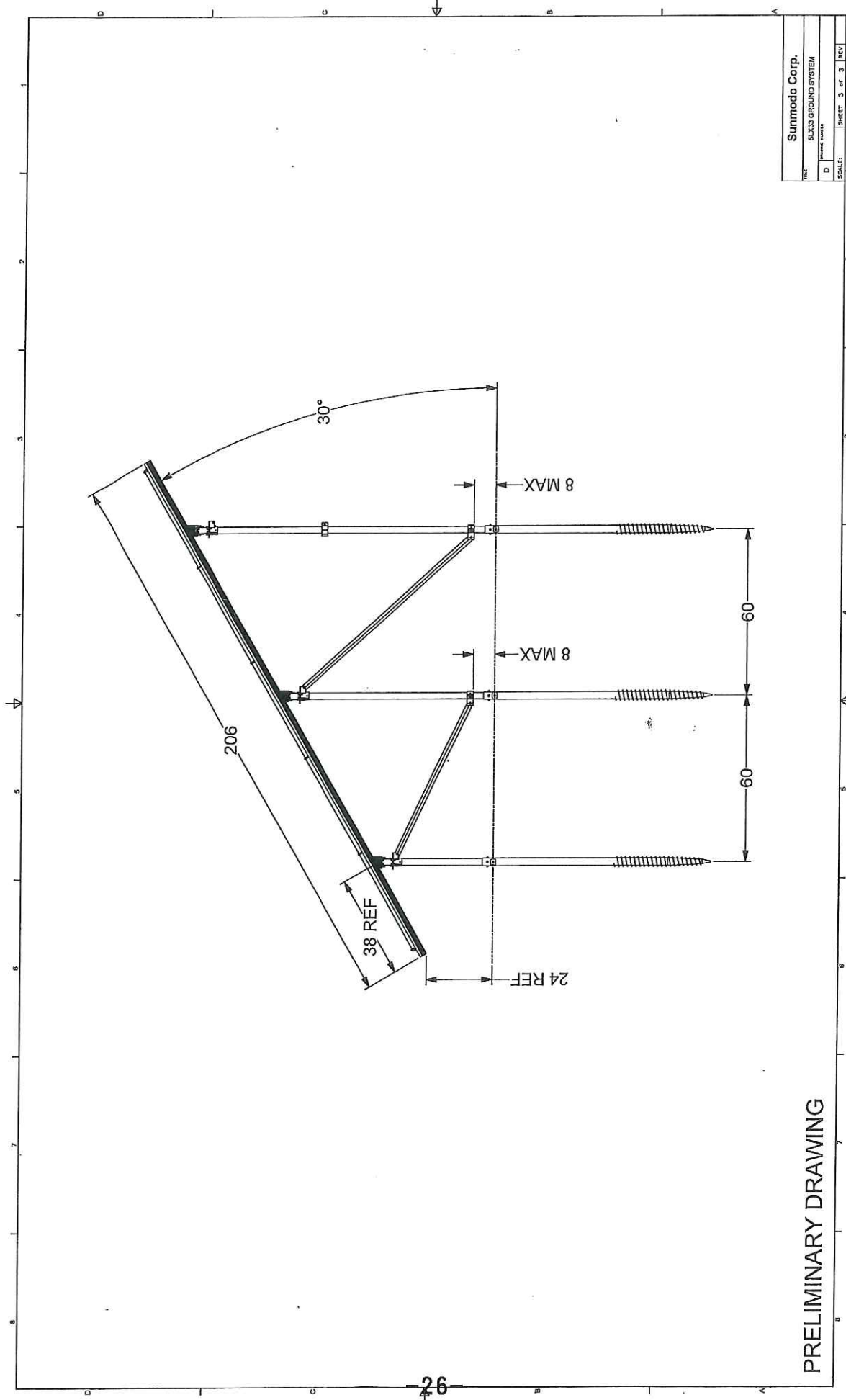
IV. DEFINITIONS:**V. REFERENCES:****VI. ATTACHMENTS:**

Year 1983 Miles 16,000



Year 1990 Miles 8,800





Sunmodo Corp.	
TYPE	BLUES GROUND SYSTEM
D	DESIGNED BY
SCALE	SHEET 3 of 3 REV

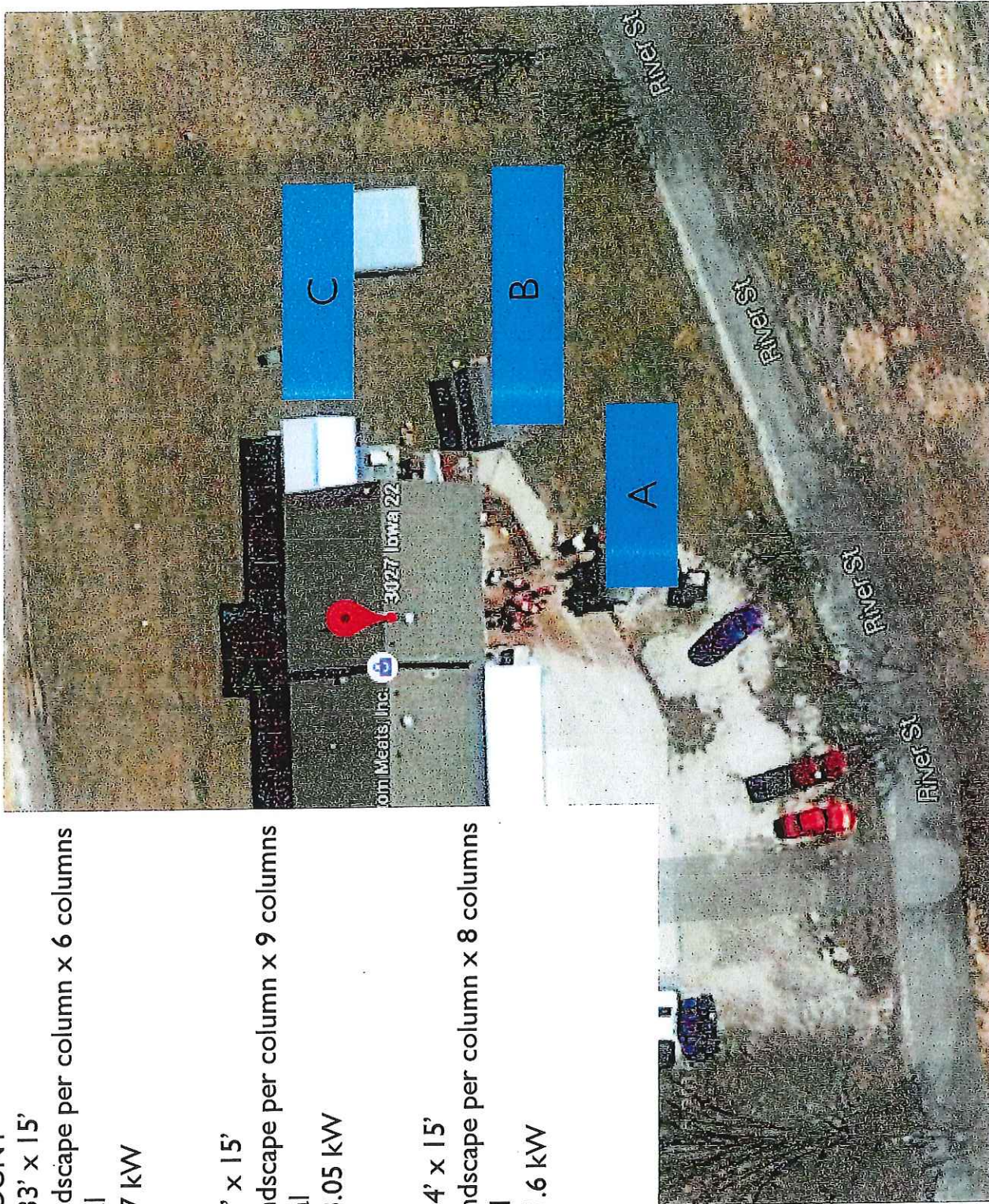
PRELIMINARY DRAWING

Doug Howell Solar Panels

GROUND MOUNT
A. Approx. 33' x 15'
 5 Panels in landscape per column x 6 columns
 30 panels total
 30 x 290 = 8.7 kW

B. Approx. 53' x 15'
 5 Panels in landscape per column x 9 columns
 45 panels total
 45 x 290 = 13.05 kW

C. Approx. 44' x 15'
 5 Panels in landscape per column x 8 columns
 40 panels total
 40 x 290 = 11.6 kW





GROUND MOUNT

A. Approx. 50' x 15'
5 rows x 9 Landscape
45 panels total

$45 \times 290 = 13.05 \text{ kW}$

(These panels are superior to string inverters and are equipped with DC optimizers)

My Insurance will cover Vandalism

I would take ground down to Rocks

if it goes that far and will upkeep
all the way to Hwy 22 thru the trail

will give right away to trail construction if needed.

7-20-2016

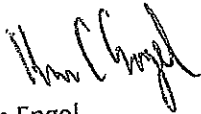
Mayor Schnieder and Riverside City Council,

It is with a heavy heart that I submit to you my Two Week notice to end my employment with the City Of Riverside. August 3rd will be my final day. I was raised to always be honest and work hard. I feel I have always accomplished this in my fifteen years of service to the citizens of Riverside.

I want to thank the citizens of Riverside for the opportunity to have served them during this time. I have made some friendships that will always be there. There have been times that I know I did not make them happy but hopefully they understood that situations sometimes dictate that.

One of my goals in life is that when you leave something that you leave it better than you found it. I feel that is the case with the Water and Wastewater systems in Riverside. Riverside has great water and hopefully that will always be the case.

So in closing, once again thanks for a wonderful ride.



Kevin Engel

CITY OF RIVERSIDE
EMPLOYEE EVALUATION FORM

Employee name:		Date:
1. QUALITY OF WORK:		Outstanding
Competence, Accuracy		Exceeds Expectations
Neatness, Thoroughness		Meets Expectations
		Needs Improvement
		Unsatisfactory
2. QUANTITY OF WORK:		Outstanding
Time management, Meet		Exceeds Expectations
schedules, Productivity		Meets Expectations
		Needs Improvement
		Unsatisfactory
3. JOB KNOWLEDGE:		Outstanding
Technical Knowledge,		Exceeds Expectations
Understanding of Procedures		Meets Expectations
		Needs Improvement
		Unsatisfactory
4. WORKING RELATIONSHIPS:		Outstanding
Ability to cooperate and work		Exceeds Expectations
with Supervisor, Co-workers,		Meets Expectations
citizens and vendors		Needs Improvement
		Unsatisfactory

<p>5. ORGANIZATION SKILLS: (As appropriate) Training, Directing, Delegating Planning, Organizing, Problem Solving, Communication</p>		<p>Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory</p>
<p>6. OBSERVATION OF SCHEDULES: Attendance, Punctuality, Breaks Overtime</p>		<p>Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory</p>
<p>7. ADDITIONAL FACTORS:</p>		<p>Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory</p>
<p>8. OVERALL RATING:</p>		<p>Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory</p>
<p>ADDITIONAL COMMENTS:</p>		

<p>9. TRAINING & STAFF DEVELOPMENT NEEDS OR SUGGESTIONS</p>	
<p>10. GOALS TO REACH FOR IN NEXT EVALUATION PERIOD</p>	
<p>Evaluator Name & Title (Print)</p>	
<p>Evaluator Signature</p>	
<p>Date of Evaluation</p>	
<p>Employee Signature</p>	

RESOLUTION #08012016-01

RESOLUTION APPROVING PAY REQUEST #4 FROM CORNERSTONE EXCAVATING FOR ELLA STREET IMPROVEMENTS PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this pay estimate from Cornerstone Excavating for work performed and billed on Pay Request #4 for the Ella Street Improvements Project.

Therefore, be it resolved the City of Riverside City Council does hereby approve this pay request to Cornerstone excavating for the Ella Street Improvements Project in the amount of \$66,456.06

Moved by Councilperson _____, seconded by Councilperson _____ to adopt the foregoing resolution on August 1st, 2016.

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

Ayes:

Nays:

Absents:

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk


CONSTRUCTION PROGRESS PAYMENT

Project Description	<u>Ella Street Improvements</u>	PN:	<u>2245012</u>
Contract Date	<u>16-Oct-15</u>		
Contractor:	<u>Cornerstone Excavating</u>	Owner:	<u>City of Riverside</u>
Address:	<u>P.O. Box 928</u>	Attn:	<u></u>
City, St., Zip:	<u>Washington, Iowa 52353</u>	Address:	<u>60 N. Greene Street</u>
Phone:	<u>319-653-3957</u>	City, St., Zip:	<u>Riverside, IA 52327</u>
Fax:	<u>319-653-9067</u>	Phone:	<u>319-648-3501</u>
		Fax:	<u></u>

Estimate #	<input checked="" type="checkbox"/> 4	FOR PERIOD:	Owner PN
	<input type="checkbox"/> Partial Payment	FROM: <u>6/27/16</u>	Federal PN
	<input type="checkbox"/> Final Payment	TO: <u>7/22/16</u>	State PN

Base Contract Price	\$1,108,055.85	
Change #	1	\$10,182.60
Change #	2	\$11,000.50
Change #	3	\$5,738.25
Change #	4	\$650.00
Change #	5	\$2,000.00
Change #	6	\$10,496.25
Total Contract	\$1,148,123.45	

Materials on Hand	\$ -
Construction Completed	\$702,103.50
Total Earned	\$702,103.50
Less Retainage	\$35,105.18
Less Previous Payment	\$600,542.26
Amount Due This Est	\$66,456.06

Requested by: 
 Title: President
 Date: 7-27-16

Recommended by: Scott Pottorff
 Title: Project Engineer
 Date:

Approved by: _____
 Title: _____
 Date: _____

Attested by: _____
 Title: _____
 Date: _____

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

i:\proj\forms\payreqst.xls

Elia Street Improvements

Pay Estimate No.: 4
 Payable to: Cornerstone Excavating
 Date: July 27, 2016
 Week Ending: July 22, 2016

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	This Estimate Quantity	This Estimate Amount	To Date Quantity	To Date Amount
1	Traffic Control	LS	1	\$15,700.00	15,700.00	-	-	0.50	7,850.00
2	Mobilization	LS	1	\$72,500.00	72,500.00	0.25	18,125.00	0.75	\$4,375.00
3	Clearing and Grubbing	LS	1	\$16,000.00	16,000.00	-	-	1.00	15,000.00
4	Off Site Topsoil	CY	500	\$34.00	17,000.00	-	-	-	-
5	Class 10 Excavation, Import	CY	U.P.O	\$15.00	-	-	-	-	-
6	Excavation, Class 13 ***	CY	2,070	\$10.95	22,666.50	-	-	1,800.00	19,710.00
7	Below Grade Excavation (Core Out)	CY	200	\$37.95	7,590.00	-	-	55.00	2,087.25
8	Subgrade Preparation	SY	6,038	\$1.80	10,868.40	-	-	6,038.00	10,868.40
9	Subbase, Modified 6" Thick for Full Depth HMA *	SY	726	\$5.75	4,174.50	-	-	126.00	724.50
10	Subbase, Modified, 4" Thick for 6" PCC Sidewalk	SY	1,406	\$5.25	7,381.50	-	-	1,100.00	5,775.00
11	Subbase, Macadam Stone, 6" Thick	SY	623	\$6.75	4,205.25	-	-	-	-
12	Subbase, Class A Crushed Stone, 4" Thick	SY	623	\$4.50	2,803.50	-	-	-	-
13	Removal of Curbs	EA	22	\$250.00	5,500.00	-	-	22.00	5,500.00
14	Backfilling of Curbs	LF	3,436	\$2.00	6,872.00	-	-	-	-
15	Trench Foundation	TONS	50	\$21.50	1,075.00	-	-	-	-
16	Replacement of Unsuitable Backfill Material, Granular Backfill	CY	50	\$34.75	1,737.50	-	-	-	-
17	Granular Trench Backfill, Class A Roadstone, 12" Storm Sewer	LF	489	\$40.00	19,520.00	-	-	488.00	19,520.00
18	Granular Trench Backfill, Class A Roadstone, 8" Sanitary Man	LF	534	\$11.50	6,141.00	-	-	532.00	6,093.00
19	Granular Trench Backfill, Class A Roadstone, 15" Storm Sewer	LF	95	\$11.50	1,092.50	-	-	95.00	1,092.50
20	Granular Trench Backfill, Class A Roadstone, 18" Storm Sewer	LF	35	\$11.50	402.50	-	-	35.00	402.50
21	Granular Trench Backfill, Class A Roadstone, 24" Storm Sewer	LF	120	\$10.00	1,200.00	-	-	120.00	1,200.00
22	Granular Trench Backfill, Class A Roadstone, 6" Water Main	LF	40	\$16.75	670.00	-	-	40.00	670.00
23	Granular Trench Backfill, Class A Roadstone, 8" Water Main	LF	60	\$16.75	1,005.00	-	-	147.00	2,361.75
24	Sanitary Sewer Gravity Main, Trenched, PVC (SDR 26), 6" Dia.	LF	488	\$39.45	19,251.60	-	-	488.00	19,251.60
25	Remove Existing Sanitary Sewer	LF	488	\$10.00	4,880.00	-	-	488.00	4,880.00
26	Sanitary Sewer Existing Service Lateral Reconnection	EA	8	\$1,125.00	9,000.00	-	-	8.00	9,000.00
27	Storm Sewer, Trenched, RCP, 12" Dia.	LF	1,265	\$49.25	62,301.25	-	-	1,265.00	62,301.25
28	Storm Sewer, Trenched, RCP, 15" Dia.	LF	391	\$45.00	17,595.00	-	-	391.00	17,595.00
29	Storm Sewer, Trenched, RCP, 18" Dia.	LF	348	\$46.75	16,269.00	-	-	348.00	16,269.00
30	Storm Sewer, Trenched, RCP, 24" Dia.	LF	293	\$65.75	19,334.75	-	-	293.00	19,334.75
31	Removal of Storm Sewer	LF	289	\$12.50	3,612.50	-	-	217.00	2,712.50
32	Longitudinal Subdrain, Type 2, 4"	LF	639	\$8.45	5,398.55	-	-	540.00	4,563.00
33	Subdrain Cleanout, Type A-1 ***	EA	4	\$425.00	1,700.00	-	-	-	-
34	Subdrain Outlet, Connection to Structure	EA	3	\$225.00	675.00	-	-	2.00	450.00
35	Connect Existing Sump Pump Outlet to Storm Sewer or Subdrain, East Side	EA	2	\$500.00	1,000.00	-	-	3.00	1,500.00
36	Connect Existing Sump Pump Outlet to Intake or Subdrain, West Side	EA	2	\$750.00	1,500.00	-	-	5.00	3,750.00
37	Water Main, 6" PVC C900	LF	184	\$32.35	5,952.40	-	-	184.00	5,952.40
38	Water Main, 8" PVC C900	LF	733	\$35.00	25,655.00	-	-	733.00	25,655.00
39	Fire Hydrant Assembly	EA	1	\$4,050.00	4,050.00	-	-	1.00	4,050.00
40	Cut in 6"x8" Tee	EA	2	\$2,300.00	4,600.00	-	-	2.00	4,600.00
41	Cut in 4"x4" Tee	EA	2	\$3,000.00	6,000.00	-	-	2.00	6,000.00
42	Relocate Existing Fire Hydrant Assembly	EA	1	\$1,250.00	1,250.00	-	-	1.00	1,250.00
43	Water Service Stub, Main to Curb Stop Short, 1" Copper (Type K)	EA	3	\$1,375.00	4,125.00	-	-	3.00	4,125.00
44	Water Service Stub, Main to Curb Stop Long, 1" Copper (Type K)	EA	4	\$1,950.00	7,800.00	-	-	4.00	7,800.00
45	Remove Tee and Install Sleeve	EA	2	\$1,100.00	2,200.00	-	-	2.00	2,200.00
46	Remove Tee and Valve and Install Sleeve	EA	2	\$1,200.00	2,400.00	-	-	2.00	2,400.00

Page 1 of 3

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	This Estimate Quantity	This Estimate Amount	To Date Quantity	To Date Amount
47	Remove Valve Box and Rod	EA	2	\$250.00	500.00	-	-	2.00	500.00
48	Gate Valve 4"	EA	2	\$825.00	1,650.00	-	-	2.00	1,650.00
49	Gate Valve 6"	EA	2	\$925.00	1,850.00	-	-	2.00	1,850.00
50	Gate Valve 8"	EA	7	\$1,225.00	8,575.00	-	-	7.00	8,575.00
51	Sanitary Manhole, Type SW-301, 48" Dia	EA	2	\$3,400.00	6,800.00	-	-	2.00	6,800.00
52	Storm Manhole, Type SW-301, 48" Dia	EA	7	\$3,000.00	21,000.00	-	-	7.00	21,000.00
53	Storm Manhole, Type SW-301, 48" Dia with SW-604 Type 38 Grate	EA	2	\$3,000.00	6,000.00	-	-	4.00	12,000.00
54	Storm Intake, Type SW-501	EA	1	\$2,975.00	2,975.00	-	-	4.00	12,000.00
55	Storm Intake, Type SW-509	EA	6	\$4,725.00	28,350.00	-	-	4.50	21,262.50
56	Storm Intake, Type SW-512, 24"	EA	11	\$1,875.00	20,625.00	-	-	9.00	16,875.00
57	Storm Intake, Type SW-513, 48"x48"	EA	1	\$3,000.00	3,000.00	-	-	1.00	3,000.00
58	Storm Intake, Type SW-511 with SW-542 Extension	EA	4	\$7,000.00	28,000.00	-	-	2.00	14,000.00
59	Storm Intake, Type SW-545 (12)	EA	1	\$8,600.00	8,600.00	-	-	0.50	4,300.00
60	Storm Intake, Type SW-545 (14)	EA	4	\$8,600.00	34,400.00	-	-	2.00	17,200.00
61	Manhole Adjustment, Minor	EA	1	\$500.00	500.00	-	-	2.00	1,000.00
62	Correct to Existing Manhole	EA	1	\$1,500.00	1,500.00	-	-	-	-
63	Remove Existing Sanitary Manhole	EA	2	\$2,000.00	4,000.00	-	-	2.00	4,000.00
64	Remove Existing Storm Manhole or Intake **	EA	7	\$1,000.00	7,000.00	-	-	8.00	8,000.00
65	PCC Curb and Gutter, 24" Wide	LF	3,436	\$17.75	60,999.00	483.00	8,573.25	3,204.00	56,871.00
66	Granular Surfacing, Class A Crushed Stone	TONS	200	\$16.30	3,260.00	-	-	126.00	2,078.00
67	Removal of Pavement, Composite, Highway 22	SY	150	\$16.50	2,475.00	-	-	126.00	2,078.00
68	Composite Pavement, 3" HMA on 7" PCC, Highway 22	SY	150	\$105.00	15,750.00	-	-	126.00	13,230.00
69	HMA Base, 3/4" Mixture, 300K ESAL *	TONS	1,225	\$72.30	88,567.50	-	-	-	-
70	HMA Surface, 1/2" Mixture, 300K ESAL *	TONS	615	\$81.00	49,815.00	-	-	-	-
71	HMA Binder, PG 64-22	TONS	110	\$338.00	37,180.00	-	-	-	-
72	Removal of Stilewalk	SY	743	\$7.50	5,572.50	-	-	743.00	5,572.50
73	Removal of PCC Driveway ***	SY	267	\$7.50	2,002.50	-	-	200.00	1,500.00
74	Stilewalk, PCC, 5"	SY	420	\$65.45	27,489.00	-	-	-	-
75	Stilewalk, PCC, 6"	SY	1,172	\$69.75	81,747.00	493.00	34,386.75	493.00	34,386.75
76	Detachable Warnings	SF	465	\$47.50	22,087.50	-	-	-	-
77	PCC Driveway, 6" ***	SY	341	\$69.75	23,784.75	83.00	5,789.25	83.00	5,789.25
78	Pavement Scarification	SY	500	\$14.45	7,225.00	-	-	-	-
79	Removal of PCC Curb and Gutter	LF	35	\$10.00	350.00	-	-	35.00	350.00
80	Bituminous Seal Coat	SY	623	\$9.20	5,729.60	-	-	-	-
81	Seeding, Fertilizing and Mulching, Permanent, Type, 1	AC	1.0	\$3,600.00	3,600.00	0.25	1,000.00	0.50	2,000.00
82	SWPPP Management	LS	1	\$4,000.00	4,000.00	-	-	-	-
83	Silt Fence	LF	500	\$2.00	1,000.00	-	-	-	-
84	Removal of Silt Fence	LF	500	\$0.50	250.00	-	-	-	-
85	Inlet Protection Device	EA	27	\$50.00	1,350.00	5.00	300.00	27.00	1,350.00
86	Inlet Protection Device Maintenance	EA	27	\$25.00	675.00	10.00	250.00	10.00	250.00
87	Painted Pavement Markings, Waterborne or Solvent	STA	16.32	\$170.30	2,779.30	-	-	-	-
TOTAL CONTRACT					1,085,988.85		68,424.25		644,835.40
C.O. #1	Upraise 48" Storm Manholes to 60"	EA	4,000	\$1,095.65	4,382.60	-	-	4.00	4,382.60
	Additional Tree Removal at 4th and Ella Street	LS	1,000	\$2,850.00	2,850.00	-	-	1.00	2,850.00
	Additional Tree Removal (3 Evergreen Trees), cut down grade, install downspout connection to ditch	LS	1,000	\$2,980.00	2,980.00	-	-	0.75	2,212.50
TOTAL CHANGE C.O. #1					10,182.60				9,445.10
C.O. #2	Pavement Removal Milling and Stockpile	SY	5,075,000	\$3.90	19,792.50	-	-	5,075.00	19,792.50
	6" Subbase - Placement of Millings	SY	5,075,000	\$2.25	11,418.75	-	-	5,075.00	11,418.75
	Import 6" Base Material (Millings Stockpile or Virgin Modified Subbase)	SY	1,778,000	\$5.75	10,223.50	266.00	1,529.50	1,778.00	10,223.50
TOTAL CHANGE C.O. #2					41,434.75		1,529.50		41,434.75
C.O. #3	Water Main Additional Fittings and Bends	LS	1,000	\$5,738.25	5,738.25	-	-	1.00	5,738.25
TOTAL CHANGE C.O. #3					5,738.25				5,738.25
C.O. #4	Grub Tree Stumps	LS	1,000	\$650.00	650.00	-	-	1.00	650.00
TOTAL CHANGE C.O. #4					650.00				650.00
C.O. #5	Dura Silt Drain	LF	20,000	\$103.50	2,070.00	-	-	-	-

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
	8" HDPE Drain Tile	LF	36,000	\$25.25	909.00	-	-	-	-
	Connect to Storm Sewer	LS	1,000	\$500.00	500.00	-	-	-	-
	Remove and Reinstall Retaining Wall Blocks	LS	1,000	\$550.00	550.00	-	-	-	-
	TOTAL CHANGE C.O. #5				4,129.00				
	TOTAL CONTRACT WITH CHANGE ORDERS				1,148,123.45		69,953.75		702,103.50

* Quantity Change with Change Order #2
 ** Quantity Change with Change Order #5
 *** Quantity Change with Change Order #6

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

\$ 137,636.14
 \$ 292,834.37
 \$ 170,071.75

Total Value of Completed Work Less Retainage \$ 866,998.33

Previous Payments \$ 600,542.26

Current Payment Due \$ 66,456.05

Retainage 5% \$ 35,105.18

RESOLUTION #08012016-02

RESOLUTION APPROVING PAY REQUEST #1 FROM KMA TRUCKING & EXCAVATING, LLC FOR CASEY'S SEWER IMPROVEMENTS PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this pay estimate from Cornerstone Excavating for work performed and billed on Pay Request #1 for the Casey's Sewer Improvements Project.

Therefore, be it resolved the City of Riverside City Council does hereby approve this pay request to KMA Trucking & Excavating LLC for the Casey's Sewer Improvements Project in the amount of \$24,497.65

Moved by Councilperson _____, seconded by Councilperson _____ to adopt the foregoing resolution on August 1st, 2016.

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

Ayes:

Nays:

Absents:

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk

CONSTRUCTION PROGRESS PAYMENT

Project Description	<u>Casey's Sanitary Sewer</u>	PN:	2245022
Contract Date	<u>6-Jun-16</u>		
Contractor:	<u>KMA Trucking and Excavating, LLC</u>	Owner:	<u>City of Riverside</u>
Address:	<u>22050 277th Avenue</u>	Attn:	<u></u>
City, St., Zip:	<u>LeClaire, IA 52753</u>	Address:	<u>60 N. Greene Street</u>
Phone:	<u>563-940-1982</u>	City, St., Zip:	<u>Riverside, IA 52327</u>
Fax:	<u>888-374-0381</u>	Phone:	<u>319-648-3501</u>
		Fax:	<u></u>

Estimate #	<input checked="" type="checkbox"/> 1	FOR PERIOD:	Owner PN
	<input checked="" type="checkbox"/> Partial Payment	FROM: <u>7/18/16</u>	Federal PN
	<input type="checkbox"/> Final Payment	TO: <u>7/22/16</u>	State PN

Base Contract Price	\$32,512.00
Change #	
Change #	
Change #	
Change #	
Change #	
Change #	
Total Contract	\$32,512.00

Materials on Hand	\$ -
Construction Completed	\$25,787.00
Total Earned	\$25,787.00
Less Retainage	\$1,289.35
Less Previous Payment	\$0.00
Amount Due This Est	\$24,497.65

Requested by: Clint Albrecht
 Title: Project Manager
 Date: _____

Recommended by: Scott Pottorff
 Title: Project Engineer
 Date: _____

Approved by: _____
 Title: _____
 Date: _____

Attested by: _____
 Title: _____
 Date: _____

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

i:\proj\forms\payreqst.xls

Casey's Sanitary Sewer

Pay Estimate No.: 1

Payable to: KMA Trucking and Excavating
 Date: July 27, 2016
 Week Ending: July 22, 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	\$3,000.00	3,000.00	0.75	2,250.00	0.75	2,250.00
2	Off Site Topsoil	CY	100	\$10.00	1,000.00	-	-	-	-
3	Trench Foundation	TONS	25	\$20.00	500.00	-	-	-	-
4	Replacement of Unsuitable Backfill Material, Granular Backfill	CY	50	\$10.00	500.00	-	-	-	-
5	Sanitary Sewer Gravity Main, Trenched, PVC (SDR 26), 8" Dia.	LF	312	\$50.00	15,600.00	312.00	15,600.00	312.00	15,600.00
6	Remove Existing Sanitary Sewer	LF	312	\$1.00	312.00	312.00	312.00	312.00	312.00
7	Sanitary Sewer Existing Service Lateral Reconnection	EA	2	\$750.00	1,500.00	2.00	1,500.00	2.00	1,500.00
8	Remove and Replace Driveyway Culverts	EA	2	\$1,000.00	2,000.00	-	-	-	-
9	Sanitary Manholes, Type SW-301, 48" Dia	EA	2	\$2,500.00	5,000.00	2.00	5,000.00	2.00	5,000.00
10	Connect Existing Sanitary Sewer to New Manhole	EA	1	\$750.00	750.00	1.00	750.00	1.00	750.00
11	Granular Driveyway, 6"	SY	80	\$10.00	800.00	-	-	-	-
12	Seeding, Fertilizing and Mulching, Permanent, Type, 1	AC	0.2	\$4,000.00	800.00	-	-	-	-
13	SWPPP Management	LS	1	\$750.00	750.00	0.50	375.00	0.50	375.00
TOTAL CONTRACT					32,512.00		25,787.00		25,787.00

Retainage 5% \$ 1,285.35
 Total Value of Completed Work Less Retainage \$ 24,497.65
 Previous Payments \$ -
 Current Payment Due \$ 24,497.65

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

CITY OF RIVERSIDE, IOWA

MAYOR & COUNCIL WORK SESSION

MAY 18, 2016

SUMMARY OF CONSULTANT'S RECOMMENDATIONS

- 1. City Administrator Position**
 - A. Make a decision regarding the need for the position
 - B. Revise the City Code, as needed
 - C. Revise job descriptions, as needed
 - D. Re-assign the duties of the city administrator

- 2. Contract with Peoples Service**
 - A. Clearly define the City's expectations with an RFP
 - B. Conduct a pro & con analysis
 - C. Prepare a cost analysis
 - D. Discuss with the City Employees
 - E. Prepare an implementation plan

- 3. Consider and Address Employee Concerns**
 - A. Schedule a work session with all employees to discuss concerns
 - B. Make decisions on best ways to resolve issues and concerns

- 4. Chain of Command and City Employee Supervision**
 - A. Implement work order form
 - B. Daily "check in" at City Hall by all City employees
 - C. Schedule Mayor & City Employees weekly update meetings for all employees
 - D. Schedule monthly City Council Work Session to review City Employee work plans and project updates

- 5. Personnel and Employee Documents**
 - A. Finish the review and updating of employee job descriptions
 - B. Approve job descriptions by Council resolution
 - C. Review Employee Handbook and revise, as needed
 - D. Review Employee Handbook with the City Employees
 - E. Prepare an employee performance evaluation form

- 6. City Employee Performance Evaluation Process**
 - A. Adopt an employee evaluation form and process
 - B. Schedule annual employee evaluation in April of each year for all employees
 - C. Prepare "Request for Closed Session" form for employees to sign.

- 7. City Employee Salary & Wage Review**
 - A. Conduct a salary & wage analysis or survey
 - B. Determine an acceptable wage scale for each position
 - C. Implement wage adjustments, as needed.
 - D. Consider an annual review of employee wages

- 8. City Council Committee Structure**
 - A. Request a written city attorney opinion on whether Committee meetings are subject to the State Open Meetings Law.
 - B. Clearly define the purpose and role of each Council Committee.
 - C. Use City Council Work Sessions for major issues and projects.

- 9. City Council Meetings**
 - A. Review and adopt a protocol for public comments
 - B. Set a Wednesday deadline for agenda items
 - C. Deliver the Council packets on Thursday
 - D. Request additional information from city staff on specific items on Friday
 - E. Develop a "briefing paper" format for new business items on the agenda.

- 10. City Code of Ordinances Updates**
 - A. Contrast with ECICOG on the update of the City Code
 - B. Delete requirements or regulations that will not be enforced
 - C. Determine who will be responsible for the enforcement of the sections of the City Code and the procedure that will be followed

- 11. Miscellaneous Council Actions**
 - A. Review, refine, and adopt the Mayor & City Council Code of Conduct
 - B. Schedule a Mayor & City Council Goal Setting Session
 - C. Develop an "Action Plan" for all capital projects and significant projects included in the City Budget (Cresco Example)

Prepared by:
Patrick Callahan
May 19, 2016
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Callahan.cmc@gmail.com

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Day 1 Locations & Dates

COLORADO

Aurora - October 17
Boulder - October 13
Colorado Springs - October 26
Denver - October 4
Englewood - October 24

IOWA

Cedar Falls - October 5
Cedar Rapids - October 13
Des Moines - October 3
Dubuque - October 11

MONTANA

Billings - October 19

NEBRASKA

Lincoln - October 27
Omaha - October 25

SOUTH DAKOTA

Aberdeen - October 18
Sioux Falls - October 20

UTAH

Salt Lake City - October 6

WYOMING

Cheyenne - October 11

Day 2 Locations & Dates

COLORADO

Aurora - October 18
Boulder - October 14
Colorado Springs - October 27
Denver - October 5
Englewood - October 25

IOWA

Cedar Falls - October 6
Cedar Rapids - October 14
Des Moines - October 4
Dubuque - October 12

MONTANA

Billings - October 20

NEBRASKA

Lincoln - October 28
Omaha - October 26

SOUTH DAKOTA

Aberdeen - October 19
Sioux Falls - October 21

UTAH

Salt Lake City - October 7

WYOMING

Cheyenne - October 12