

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

**Monday, February 6th, 2017 at 6:30 p.m.**

**NOTICE TO THE PUBLIC:**

**This is a meeting of the City Council to conduct the regular business of the City. Every item on the agenda is an item of discussion and action if needed.**

**CALL MEETING TO ORDER:** Mayor Schneider

- Pledge of Allegiance
- Roll Call

**APPROVAL OF AGENDA:**

**1. Approve Consent Agenda**

- 1a) Minutes from 01-23-17
- 1b) Expenditures 02-06-17

**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. MMS Consultants**

- Agreement with MMS for Additional Engineering Fees
- Change Order for Ella
- Pay Estimate for Ella
- Highway 22 Concept Design for DOT
- Update on Washburn & 2<sup>nd</sup> Street Paving Project
  - Work Session Dates: 02-15-17 & 02-27-17
  - Public Information Meeting on 02-22-17
  - Public Hearing Date on 03-06-17
- Update on Ron Sweeting Property Line

**5. Res #020617-01 “Change Order #11 – Ella Street” pg 6**

**6. Res #020617-02 “Cornerstone Excavating – Pay Request #8 – Ella Street” pg 10**

**7. Precision Energy Services – Solar Power for Water & Wastewater Plants pg 16**

8. Res #020617-03 “Hotel Motel Tax Grant App – Paws & More” **pg 26**
9. Res #020617-04 “Hotel Motel Tax Grant App – YMCA of Washington Co” **pg 42**
10. Res #020617-05 “Hotel Motel Tax Grant App – Riverside Area Comm Club” **pg 50**
11. Res #020617-06 “Hotel Motel Tax Grant App – Riverside History Center” **pg 67**
12. Fire Department Annual Report **pg 80**
  - New Members
  - Budget Requests
    - Future Vehicle & Equipment Purchases
    - Other Funding Sources
    - Township Levy Limits
    - Funding Raising & RESA Contributions
  - Expenditure approval
  - Agendas & Minutes
  - Loan Repayment
13. Res #020617-07 “Approving New Fire Department Members” **pg 104**
14. Res #020617-08 “Approving New Cadets to Fire Department” **pg 105**
15. Motion to Approve Greiner Buildings for Park Building Design **pg 106**
16. Res #020617-09 “Resolution Approving Annual Urban Renewal Report” **pg 112**
17. Motion to change the date of next council meeting to Tuesday, Feb 21<sup>st</sup>, 2017.
18. Tax Abatement for New Business Request
19. Closing Comments
  - City Staff Comments
    - Dates for work Sessions
    - Dividend Check Received
    - Web Link Senior Housing
  - City Council Comments & Requests for Information
20. Adjourn Council Meeting

Approved: \_\_\_\_\_  
Allen Schneider, Mayor

Date: \_\_\_\_\_

RIVERSIDE CITY COUNCIL MEETING; JANUARY 23, 2017

The Riverside City Council met for a budget work session on Monday, January 23, 2016 at 6:00pm. MMS presented preliminary plans for the Washburn and 2<sup>nd</sup> Street paving project.

The Riverside City Council meeting opened at 7:02 pm in City Hall with Mayor Allen Schneider requesting roll call. Council members present were: Rob Weber, Bob Schneider Jr., Tom Sexton, and Jeanine Redlinger. Ralph Schnoebelen was absent.

Motion by Sexton to approve agenda. Second by Redlinger, passed 4-0.

Motion by Schneider to approve consent agenda, minutes, and expenditures. Second by Redlinger, passed 4-0.

Phil Richman, President of Visioning Committee reported that election of officers was held and they remain the same, with him as president, and Marg Schnoebelen as secretary. Richman asked for projects from council. Suggestions were downtown lighting, and Hall Park shelter design.

MMS presented plans for the Hwy 22 concept, and the Washburn and 2<sup>nd</sup> Street paving project. Resolutions for the DOT will be on the next agenda. No action was taken on making Ella Street "no parking". It does remain as a Snow Route, with no parking during snow removal.

Schneider moved to pass Resolution #012317-01 Change Order #11 in the amount of \$22,934.45 for additional work on Ella Street. Second by Redlinger, failed 2-2 with Sexton and Weber voting no. MMS negotiated approximately \$6000.00 off of the original amount from the contractor. Mayor will meet with MMS to come up with an acceptable agreement on the payment amount before the next council meeting.

Resolution #102317-02 pay request #8 to Cornerstone Excavating was tabled.

Redlinger moved to pass Resolution #012317-03 Engineering Contract with MMS for Washburn & 2<sup>nd</sup> Street paving project. Second by Schneider, passed 4-0.

Sexton moved to pass Resolution #012317-04 Kalona Library Services for FY 17-18 in the amount of \$19,860.00. Second by Schneider, passed 4-0.

Bill Stukey, PeopleService, Inc. presented the monthly report on water and waste water activities.

Discussion held on tax abatements for new construction. Clerk was directed to get information on what other Cities offer to new businesses.

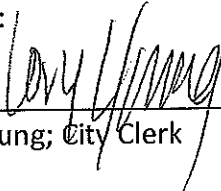
Council Comments; Weber wanted to get more information on tax abatements. Redlinger asked about continued work on updating City Ordinances. Schneider asked about 2016 wage report.


Schneider moved to adjourn meeting at 8:18 pm. Second by Redlinger, passed 4-0.

Full content of Council Meetings can be viewed on the City Web Site;  
[www.cityofriversideiowa.com](http://www.cityofriversideiowa.com)

City Council Work Session – Monday, January 30, 2017 at 6:00 pm  
Council Meeting- Monday, February 6, 2017 at 6:30 pm

ATTEST:

  
\_\_\_\_\_  
Lory Young; City Clerk

  
\_\_\_\_\_  
Allen Schneider; Mayor

EXPENDITURES 2/06/17				
COUNCIL MEETING				
UNPAID BILLS				
ALLIANT ENERGY	PARKS	001-5-430-6371	\$	370.17
ALLIANT ENERGY	SEWER	610-5-815-6371	\$	1,034.81
ALLIANT ENERGY	WATER	600-5-810-6371	\$	215.03
ALLIANT ENERGY	FIRE STATION	001-5-150-6330	\$	495.19
ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$	244.35
ALLIANT ENERGY	COMM BUILD	001-5-460-6371	\$	166.73
ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$	1,230.62
BOUND TREE	FVRD-EMS	001-5-150-6370	\$	126.30
WASH. CO. AMBULANCE	RVFD-EMS	001-5-150-6370	\$	211.50
BUSINESS RADIO	RFVD	001-5-150-6356	\$	94.50
ELDER SERVICE	CITY CONTRIBUTION	001-5-460-6150	\$	500.00
ELDER SERVICE	CITIZEN PAID	001-5-460-6160	\$	416.00
1ST CLASS APPAREL	UNIFORMS-STREETS	001-5-210-6181	\$	93.50
1ST CLASS APPAREL	UNIFORMS-PARKS	001-5-430-6181	\$	93.50
FERGUSON WATERWORKS	METERS	301-5-750-6791	\$	109,725.00
JOHNSON COUNTY REFUSE	SERVICE - FEBRUARY	670-5-840-6499	\$	1,719.50
JOHN'S BUILDINGS	PICNIC TABLES	001-5-430-6325	\$	29.85
KALONA NEWS	PUBLICATION	001-5-650-6402	\$	67.51
MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$	299.54
MID AMERICAN ENERGY	FIRE STATION	001-5-150-6330	\$	394.95
MID AMERICAN ENERGY	CITY HALL	001-5-650-6371	\$	150.54
MID AMERICAN ENERGY	COMM BUILD	001-5-460-6371	\$	115.96
MEDIACOM	JAN. SERVICE	001-5-650-6373	\$	169.90
MEDIACOM	JAN. SERVICE	001-5-460-6373	\$	12.68
MENARDS	SHOP	001-5-210-6372	\$	133.50
MENARDS	ROAD-USE	110-5-210-6417	\$	119.90
MENARDS	UNIFORM-PARK	001-5-430-6181	\$	89.95
MENARDS	UNIFORM-STRETS	001-5-210-6181	\$	89.95
PITNEY BOWES	METER RENTAL	600-5-810-6508	\$	90.00
PRECISION ELECTRIC	CITY HALL	001-5-650-6310	\$	97.00
REC	HWY 22 LS	610-5-815-6371	\$	172.80
REC	CASINO LS	610-5-815-6371	\$	126.40
STANDARD PEST CONTROL	FEB. SERVICE	001-5-650-6310	\$	40.00
STANDARD PEST CONTROL	FEB. SERVICE FD	001-5-150-6310	\$	20.00
STUELKE HOMES	LIFT RENTAL	001-5-510-6320	\$	100.00
SANDRY FIRE SUPPLY	RVFD	001-5-150-6356	\$	1,149.25
TYLER	METER-READER INTERFACE	301-5-750-6791	\$	802.50
US CELLULAR	JAN SERVICE	001-5-210-6373	\$	117.77
	TOTAL UNPAID BILLS		\$	121,126.65

✓ w/ A/P Req.  
✓ Bl

PACKET: 02925 EXPENDITURES 2-3-17 BL

VENDOR SET: 01 City of Riverside

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE	OVER BUDG
		610-5-815-6508	POSTAGE - SEWER	45.00	3,500	2,365.00		284,696	154,579.88	
		670-2020	ACCOUNTS PAYABLE	1,719.50*						
		670-5-840-6499	JOHNSON CO REFUGE	1,719.50	23,500	9,744.00		24,700	10,436.50	
		999-1330	DUE FROM OTHER FUNDS	121,126.65 *						
			** 2016-2017 YEAR TOTALS	121,126.65						

*✓ w/ Expenditures  
✓ BL*



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

1917 S. Gilbert Street  
 Iowa City, Iowa 52240  
 319.351.8282  
 mmsconsultants.net  
 mms@mmsconsultants.net

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

February 2, 2017

Mr. Allen Schneider, Mayor  
 City of Riverside  
 PO Box 188  
 Riverside, IA 52327

RE: Ella Street Project

Dear Allen:

I am writing this letter as a result of our telephone conversations on Tuesday, January 31, 2017 and today, February 2, 2017.

I am agreeable to accept 50% of the costs of Work Order #11 that was presented to the City Council on January 23, 2017 for Cornerstone Excavating. MMS Consultants, Inc. will be responsible for \$11,467.23 of Work Order #11 which is in the amount of \$22,934.45.

In addition, I am asking for 65% of the extra engineering fee incurred buy MMS Consultants, Inc. as of January 27, 2017 which was \$49,554.10. This 65% amounts to \$32,210.16.

The net amount owed to MMS Consultants, Inc. would be \$32,210.16 - \$11,467.23 equaling \$20,742.93. No additional fees would be charged to Riverside to complete the final paper work for project close-out on Ella Street.

My recommendation is that Riverside will approve Work Order #11 and pay Cornerstone Excavating all but the retainage for this project on February 6, 2017 at the regular City Council meeting.

MMS Consultants, Inc. will invoice the City of Riverside \$20,742.93 as the final resolution of responsibilities on Ella Street.

Please feel free to discuss or contact me if you have questions.

Respectfully submitted,

Glen D. Meisner, PE & PLS

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**RESOLUTION #020617-01**

**RESOLUTION APPROVING CHANGE ORDER #11 FOR THE ELLA STREET IMPROVEMENTS CONSTRUCTION PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this change order in the amount of \$22,934.45.

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the Change Order #11 for additional concrete work completed by All American Concrete on the Ella Street Improvements Project.

It was moved by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to approve the foregoing resolution on February 3<sup>rd</sup>, 2017.

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

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by City Council of Riverside, Iowa, on this 3rd day of February, 2017.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk





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Environmental Specialists

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Land Surveyors

Civil Engineers

January 16, 2016

2245-012

Ella Street Improvements  
 Change Order #11

The following changes to the contract are requested for extra work to move forms at 6 locations and for other extra work completed on the project.

The work included in this change order is outlined below. The breakdown of costs for the extra work is attached. The contract change for the change in work is as follows:

**ADD ITEMS**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
All American Extra Work	1 LS	\$22,934.45	\$22,934.45

Change to the Contract

This change order would add the above item to the contract and add \$22,934.45 to the contract amount.

Reason for changes

The extra work included with this change order is as follows:

Change forms, regrade, add extra rock

- SW Corner 4<sup>th</sup> and Ella
- NW Corner 4<sup>th</sup> and Ella
- SW Corner St. Mary's and Ella
- NW Corner St. Mary's and Ella
- SW Corner Blackberry and Ella
- NE Corner Blackberry and Ella

Intake Work

- PCC Intake at Alley between 2<sup>nd</sup> and 3<sup>rd</sup> Streets west side over flared end section
- PPC Concrete Around Area Intake on 4<sup>th</sup> Street north of 280 Ella Street

Retaining Wall

Retaining Wall against existing wall at 410 Ella Street

Remove and Replace Sidewalk

Remove and replace 27'x8'x6" sidewalk at 311 Ella Street, includes regrading and extra rock

Approved by:

\_\_\_\_\_  
 Cornerstone Excavating

\_\_\_\_\_  
 City of Riverside

2245012changeorder11.docx



P. O. Box 928  
 Washington, IA 52353  
 (319) 653-3957

**Change Request**

**To:** City of Riverside  
 60 North Greene Street  
 Riverside, IA 52327

**Number:** AACI Time & Material Work  
**Date:** 1/10/2017  
**Job:** Ella Street Improvement Project  
**Job #:** WAS013

**Description:** Time and material work for All American to remove sidewalks/forms/etc. and regrade and pour sidewalks and alleys per City of Riverside's request.

**We are pleased to offer the following specifications and pricing to make the following changes:**  
 Work completed on a T & M basis

**Price Excludes:**

Description	Quantity	Unit	Unit Price	Price
<b>Reworking of sidewalks and dirveways per City request</b>				
1 AACI Time and Material	1	LS	\$20,849.50	\$20,849.50
2 Cornerstone Excavating Inc mark-up (Bonds, overhead, etc.)	1	LS	\$2,084.95	\$2,084.95
<b>Total:</b>				<b>\$22,934.45</b>

**Submitted by:**   
 \_\_\_\_\_  
 Jim Zieglofsky  
 Cornerstone Excavating, Inc.

**Approved by:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Main Office  
 319.627.2226 Phone  
 319.627.7235 Fax



Estimating  
 319.627.2221 Phone  
 319.627.2227 Fax  
 office@aaconcreteinc.com

1489 Highway 6, West Liberty, IA 52776

### COST CHANGE BREAKDOWN

Project: Riverside Ella Street

Description: Sidewalk revisions, extra curb & gutter, etc.

Labor	Crew	Hrs	Hr Total	Rate	Task total
Foreman	1	23.0 hrs	23.0 hrs	\$ 75.00	\$ 1,725.00
Foreman OT	1	8.0 hrs	8.0 hrs	\$ 95.00	\$ 760.00
Laborer	1	143.0 hrs	143.0 hrs	\$ 60.00	\$ 8,580.00
Laborer OT	1	80.0 hrs	80.0 hrs	\$ 80.00	\$ 6,400.00
			254.0 hrs	Total	\$ 17,465.00

Materials	Qty	Rate	Total
Concrete	14 cy	\$ 92.00	\$ 1,288.00
Subbase Rock (delivered)	28 tons	\$ 14.00	\$ 392.00
Materials 15% markup	1 ls	\$ 252.00	\$ 252.00
		Total	\$ 1,932.00

Equipment	Hrs	Rate	Total
Mini-excavator	8.0 hrs	\$ 95.00	\$ 760.00
Skidloader	5.5 hrs	\$ 95.00	\$ 522.50
Dump Truck	2.0 hrs	\$ 85.00	\$ 170.00
		Total	\$ 1,452.50

**T&M Total \$ 20,849.50**

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

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by City Council of Riverside, Iowa, on this 3rd day of February, 2017.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk

## CONSTRUCTION PROGRESS PAYMENT

Project Description

PN: 2245012

Ella Street Improvements

Contract Date

16-Oct-15

Contractor:

Cornerstone Excavating

Owner:

City of Riverside

Address:

P.O. Box 928

Address:

60 N. Greene Street

City, St., Zip:

Washington, Iowa 52353

City, St., Zip:

Riverside, IA 52327

Phone:

319-653-3957

Phone:

319-648-3501

Fax:

319-653-9067

Fax:

Estimate #

<input type="checkbox"/>	8
<input checked="" type="checkbox"/>	x
<input type="checkbox"/>	

Partial Payment

Final Payment

FOR PERIOD:

FROM: 12/12/16

TO: 1/13/17

Owner PN

Federal PN

State PN

Base Contract Price	\$1,108,055.85
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Materials on Hand	\$ -
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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
Change #	7	\$16,816.40
Change #	8	\$8,131.60
Change #	9	\$0.00
Change #	10	\$2,420.00
Change #	11	\$22,934.45

Construction Completed	\$1,234,159.48
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Total Earned	\$1,234,159.48
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Less Retainage	\$61,707.97
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Less Previous Payment	\$1,142,591.48
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Amount Due This Est	\$29,860.03
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Total Contract	\$1,198,425.90
----------------	----------------

Requested by:

Jim Zieglowsky

Approved by:

Title:

President

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

Ella Street Improvements

Pay Estimate No.:

Payable to: Cornerstone Excavating

Date: January 16, 2017

Week Ending: January 13, 2017

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	\$15,700.00	15,700.00	-	-	1.00	15,700.00
2	Mobilization	LS	1	\$72,500.00	72,500.00	-	-	1.00	72,500.00
3	Clearing and Grubbing	LS	1	\$15,000.00	15,000.00	-	-	1.00	15,000.00
4	Off Site Topsoil	CY	500	\$34.00	17,000.00	-	-	740.00	25,160.00
5	Class 10 Excavation, Import	CY	U.P.O.	\$15.00	-	-	-	-	-
6	Excavation, Class 13 ***	CY	2,070	\$10.95	22,686.50	-	-	2,070.00	22,686.50
7	Below Grade Excavation (Core Out)	CY	200	\$37.95	7,590.00	-	-	85.00	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	126	\$5.75	724.50	-	-	126.00	724.50
10	Subbase, Modified, 4" Thick for 6" PCC Sidewalk	SY	1,406	\$5.25	7,381.50	-	-	1,406.00	7,381.50
11	Subbase, Macadam Stone, 6" Thick *****	SY	0	\$6.75	-	-	-	104.00	702.00
12	Subbase, Class A Crushed Stone, 4" Thick *****	SY	0	\$4.50	-	-	-	-	-
13	Removal of Culverts	EA	22	\$250.00	5,500.00	-	-	22.00	5,500.00
14	Backfilling of Curbs	LF	3,436	\$2.00	6,872.00	-	-	3,436.00	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, 8" Sanitary Main	LF	488	\$40.00	19,520.00	-	-	488.00	19,520.00
18	Granular Trench Backfill, Class A Roadstone, 12" Storm Sewer	LF	534	\$11.50	6,141.00	-	-	582.00	6,633.00
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	-	-	141.00	2,361.75
24	Sanitary Sewer Gravity Main, Trenched, PVC (SDR 26), 8" 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	\$55.75	16,334.75	-	-	293.00	16,334.75
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	5,399.55	-	-	540.00	4,563.00
33	Subdrain Cleanout, Type A-1 ***	EA	4	\$425.00	1,700.00	-	-	3.00	1,275.00
34	Subdrain Outlet, Connection to Structure	EA	3	\$225.00	675.00	-	-	3.00	675.00
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 4"x4" Tee	EA	2	\$2,300.00	4,600.00	-	-	2.00	4,600.00
41	Cut in 8"x8" 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	\$1,000.00	2,000.00	-	-	2.00	2,000.00
46	Remove Tee and Valve and Install Sleeve	EA	2	\$1,200.00	2,400.00	-	-	2.00	2,400.00
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

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
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-504, Type 3B 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	-	-	1.00	2,975.00
55	Storm Intake, Type SW-509	EA	6	\$4,725.00	28,350.00	-	-	6.00	28,350.00
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-541 with SW-542 Extension	EA	4	\$7,000.00	28,000.00	-	-	4.00	28,000.00
59	Storm Intake, Type SW-545 (12)	EA	1	\$8,600.00	8,600.00	-	-	1.00	8,600.00
60	Storm Intake, Type SW-545 (14)	EA	4	\$8,600.00	34,400.00	-	-	4.00	34,400.00
61	Manhole Adjustment, Minor	EA	1	\$500.00	500.00	-	-	2.00	1,000.00
62	Connect 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	60,989.00	254.00	4,508.50	3,498.00	62,089.50
66	Granular Surfacing, Class A Crushed Stone	TONS	200	\$16.30	3,260.00	-	-	55.24	900.41
67	Removal of Pavement, Composite, Highway 22	SY	150	\$16.50	2,475.00	-	-	126.00	2,079.00
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	-	-	1,300.22	94,005.91
70	HMA Surface, 1/2" Mixture, 300K ESAL *	TONS	615	\$81.00	49,815.00	-	-	733.64	59,424.84
71	HMA Binder, PG 64-22	TONS	110	\$338.00	37,180.00	-	-	108.13	34,867.94
72	Removal of Sidewalk	SY	743	\$7.50	5,572.50	-	-	904.00	6,030.00
73	Removal of PCC Driveway ***	SY	267	\$7.50	2,002.50	-	-	267.00	2,002.50
74	Sidewalk, PCC, 5'	SY	420	\$85.45	35,889.00	(3.60)	(307.62)	465.40	39,788.43
75	Sidewalk, PCC, 6'	SY	1,172	\$69.75	81,747.00	19.30	1,345.18	1,278.30	89,161.43
76	Detectable Warnings	SF	465	\$47.50	22,087.50	-	-	449.00	21,327.50
77	PCC Driveway, 6' ***	SY	341	\$69.75	23,784.75	7.60	530.10	552.60	38,543.85
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	\$8.20	5,108.60	-	-	876.45	7,186.89
81	Seeding, Fertilizing and Mulching, Permanent, Type, 1 ****	AC	0.0	\$3,600.00	-	-	-	-	-
82	SWPPP Management	LS	1	\$4,000.00	4,000.00	-	-	1.00	4,000.00
83	Silt Fence	LF	500	\$2.00	1,000.00	-	-	100.00	200.00
84	Removal of Silt Fence	LF	500	\$0.50	250.00	-	-	-	-
85	Inlet Protection Device	EA	27	\$50.00	1,350.00	-	-	27.00	1,350.00
86	Inlet Protection Device Maintenance	EA	27	\$25.00	675.00	-	-	27.00	675.00
87	Painted Pavement Markings, Waterborne or Solvent	STA	16.32	\$170.30	2,779.30	-	-	15.84	2,687.56
	<b>TOTAL CONTRACT</b>				<b>1,075,380.10</b>		<b>6,077.16</b>		<b>1,108,897.15</b>
C.O. #1	Upsize 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	\$2,950.00	2,950.00	-	-	1.00	2,950.00
	<b>TOTAL CHANGE C.O. #1</b>				<b>10,182.60</b>				<b>10,182.60</b>
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	-	-	1,778.00	10,223.50
	<b>TOTAL CHANGE C.O. #2</b>				<b>41,434.75</b>				<b>41,434.75</b>
C.O. #3	Water Main Additional Fittings and Bends	LS	1,000	\$5,738.25	5,738.25	-	-	1.00	5,738.25
	<b>TOTAL CHANGE C.O. #3</b>				<b>650.00</b>				<b>650.00</b>
C.O. #4	Grub Tree Stumps	LS	1,000	\$650.00	650.00	-	-	1.00	650.00
	<b>TOTAL CHANGE C.O. #4</b>				<b>2,070.00</b>				<b>2,070.00</b>
C.O. #6	Dura Silt Drain	LF	20,000	\$103.50	2,070.00	-	-	20.00	2,070.00
	8" HDPE Drain Tile	LF	36,000	\$25.25	909.00	-	-	36.00	909.00
	Connect to Storm Sewer	LF	1,000	\$500.00	500.00	-	-	1.00	500.00
	Remove and Reinstall Retaining Wall Blocks	LS	1,000	\$650.00	650.00	-	-	-	-
	<b>TOTAL CHANGE C.O. #6</b>				<b>4,129.00</b>				<b>4,129.00</b>
C.O. #7	Soil	ACRES	2 of 3	\$19,166.40	19,166.40	-	-	1.16	22,293.02

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
	Subgrade Prep for Sod	LS	1,000	\$1,250.00	1,250.00	-	-	1.00	1,250.00
	TOTAL CHANGE C.O. #7				20,416.40	-	-	1.00	23,483.02
C.O. #8	Relocate Beehive, Extend Storm Sewer, Pour Letdown Structure	LS	1,000	\$7,765.39	7,765.39	-	-	1.00	7,765.39
	Fill in Concrete Triangular Area	LS	1,000	\$366.21	366.21	-	-	1.00	366.21
	TOTAL CHANGE C.O. #8				8,131.60	-	-	1.00	8,131.60
C.O. #9	Subbase, Macadam Stone	TON	192.021	\$21.90	4,205.25	-	-	192.02	4,205.24
	Subbase, Class A Crushed Stone	TON	128.014	\$21.90	2,803.50	-	-	128.01	2,803.42
	TOTAL CHANGE C.O. #9				7,008.75	-	-	1.00	7,008.66
C.O. #10	Concrete Around Area Drains	LS	1,000	\$2,420.00	2,420.00	1.00	2,420.00	1.00	2,420.00
	TOTAL CHANGE C.O. #10				2,420.00	1.00	2,420.00	1.00	2,420.00
C.O. #11	All American Extra Work	TON	1,000	\$22,934.45	22,934.45	1.00	22,934.45	1.00	22,934.45
	TOTAL CHANGE C.O. #11				22,934.45	1.00	22,934.45	1.00	22,934.45
	TOTAL CONTRACT WITH CHANGE ORDERS				1,138,425.90		31,421.61		1,234,159.48

\* Quantity Change with Change Order #2  
 \*\* Quantity Change with Change Order #5  
 \*\*\* Quantity Change with Change Order #6  
 \*\*\*\* Quantity Change with Change Order #7  
 \*\*\*\*\* Quantity Change with Change Order #9

Pay Estimate #1 \$ 137,536.14  
 Pay Estimate #2 \$ 292,534.37  
 Pay Estimate #3 \$ 170,071.75  
 Pay Estimate #4 \$ 66,456.06  
 Pay Estimate #5 \$ 256,775.65  
 Pay Estimate #6 \$ 174,143.82  
 Pay Estimate #7 \$ 44,673.69

Retainage 5% \$ 61,707.97  
 Total Value of Completed Work Less Retainage \$ 1,172,451.51  
 Previous Payments \$ 1,142,591.48  
 Current Payment Due \$ 29,860.03





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

1917 S. Gilbert Street  
Iowa City, Iowa 52240  
**319.351.8282**  
mmsconsultants.net  
mms@mmsconsultants.net

February 3, 2017

Project : 2<sup>nd</sup> Street and Washburn Street Reconstruction – 2017

Dear Citizens:

The City of Riverside is in the design phase for the Reconstruction of 2<sup>nd</sup> Street and Washburn Street. The project begins on the west side of Ella Street, thence west two blocks to Washburn Street and thence south to Iowa Highway 22.

The project is scheduled for a bid letting near the end of March with construction occurring during this upcoming summer.

It is important to notify you about this project and ask you to provide pertinent information to the City of Riverside and MMS Consultants, Inc. if you desire.

Some questions we have that would be helpful to the project are as follows:

1. Do you have water and sewer services from the water main or sewer main that you may want to replace prior to paving these three blocks of street?
2. Do you have a sump pump line that goes to the street ditch?
3. Do you have drainage issues between your home and the street?
4. Do you have intentions of changing your driveway to your garage?
5. Do you intend to replace sidewalks along your property?
6. Do you have special needs that should be addressed during the design of this project?
7. Do you have suggestions about the project that you would like to share?

Please contact Lory Young at Riverside City Hall, 319-648-3501 or Glen Meisner or Scott Pottorff at 319-351-8282 with your comments or questions.

Sincerely,

Glen D. Meisner, PE & PLS

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers



# SOLAR

energy for the future

**A customized proposal for**

City of Riverside  
Water Treatment Plant  
1197 Vine Avenue, Riverside,  
IA, United States

**Contact**

Brian Fleming  
brian@precisionenergyservices.net  
319.601.1556

# Meet your home on solar



1197 Vine Avenue, Riverside, IA, United States



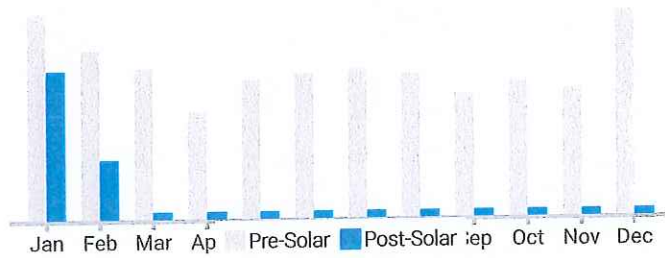
## What does a solar home do for you?

It gives back

**\$2,951**

from your electric bill each month

Average monthly electric bill

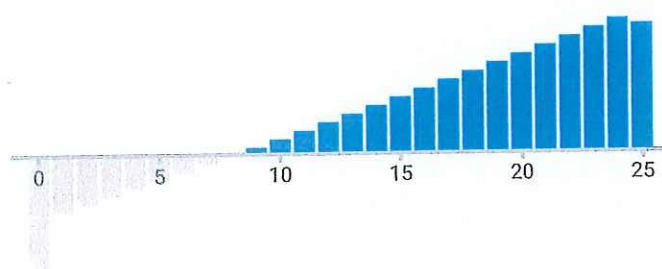


Cashflow over time

It saves

**\$601,107**

over the lifetime of the system- includes purchase

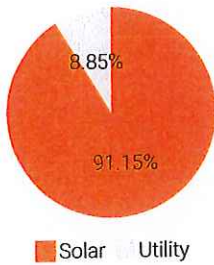


Your customized solution

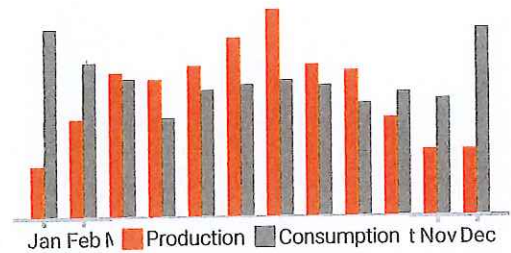


**System summary**

System size 217.43 kW  
 Year 1 Production 243,580.63 kWh



You would generate  
**91.15%**  
 of your energy from solar



Bill savings that start right away

	Year 1 Monthly Utility Bill	Year 1 Total Utility Costs
Without solar	\$3,340	\$40,085
<b>With solar</b>	<b>\$389</b>	<b>\$4,668</b>

A responsible choice

Your system would offset emissions equivalent to



Planting 128,635 trees



Driving 11,944,699 fewer miles per year



Taking 1,056 cars off the road

## An easy financial decision



System cost \$543,562.50

Tax Incentives -\$244,603.13

Politics can be unpredictable. Take advantage of federal solar tax credits now while you still can!

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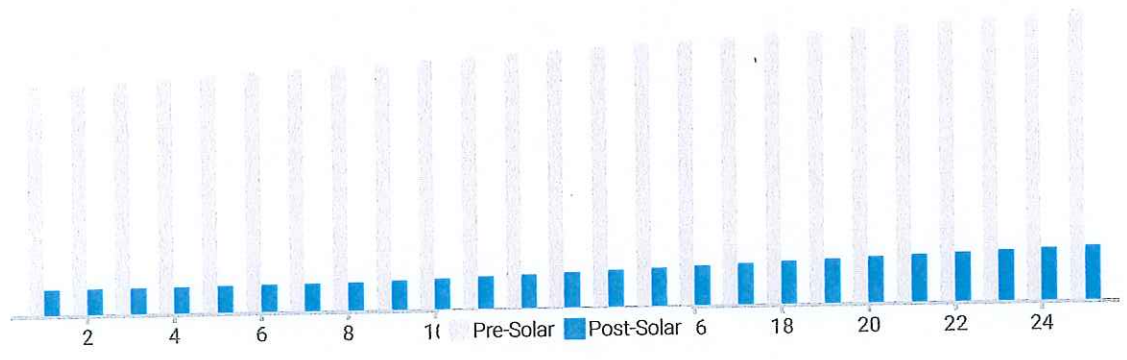
**Cost to you \$298,959.38**

Payback period 8.2 years

### Lock in electric rates

Energy prices are projected to increase every year. A solar investment protects you from these changing prices. With today's rate locked in, your solar investment will keep generating more and more value in the future.

### Electric bill over time

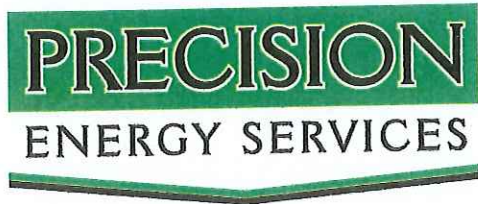


Appendix



**Annual Cashflows**

Year	Annual Bill Pre Solar	Loan Payment	Annual Bill Post Solar	Annual Cashflows	Cumulative Cashflows
0	0	0	0	(543.6k)	(543.6k)
1	40.1k	0	4,668	280k	(263.5k)
2	40.5k	0	4,733	35.8k	(227.8k)
3	40.9k	0	4,799	36.1k	(191.7k)
4	41.3k	0	4,866	36.4k	(155.3k)
5	41.7k	0	4,933	36.8k	(118.5k)
6	42.1k	0	5,002	37.1k	(81.4k)
7	42.6k	0	5,071	37.5k	(43.9k)
8	43k	0	5,154	37.8k	(6,056)
9	43.4k	0	5,397	38k	32k
10	43.8k	0	5,643	38.2k	70.2k
11	44.3k	0	5,892	38.4k	108.5k
12	44.7k	0	6,145	38.6k	147.1k
13	45.2k	0	6,401	38.8k	185.9k
14	45.6k	0	6,661	39k	224.8k
15	46.1k	0	6,924	39.2k	264k
16	46.5k	0	7,191	39.3k	303.3k
17	47k	0	7,462	39.5k	342.9k
18	47.5k	0	7,736	39.7k	382.6k
19	47.9k	0	8,014	39.9k	422.5k
20	48.4k	0	8,296	40.1k	462.7k
21	48.9k	0	8,582	40.3k	503k
22	49.4k	0	8,871	40.5k	543.5k
23	49.9k	0	9,165	40.7k	584.3k
24	50.4k	0	9,462	40.9k	625.2k
25	50.9k	0	9,763	(24.1k)	601.1k



# SOLAR

energy for the future

**A customized proposal for**

City of Riverside

Sewage Treatment Plant

Vine avenue & Highway 22

Riverside Iowa

**Contact**

Brian Fleming

[brian@precisionenergyservices.net](mailto:brian@precisionenergyservices.net)

319.601.1556

# Meet your home on solar



Vine avenue & Highway 22 Riverside Iowa



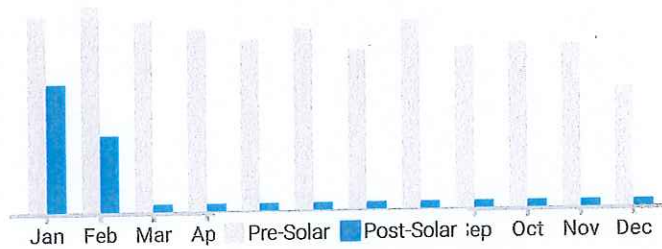
## What does a solar home do for you?

### Average monthly electric bill

It gives back

**\$3,263**

from your electric bill each month

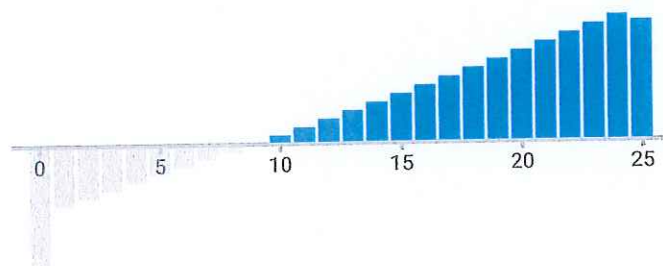


### Cashflow over time

It saves

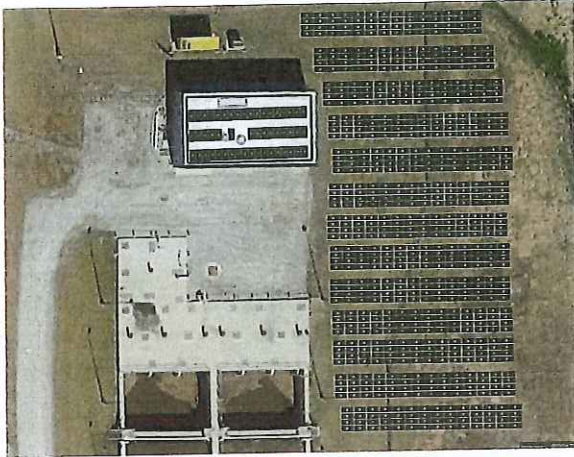
**\$647,218**

over the lifetime of the system- includes purchase



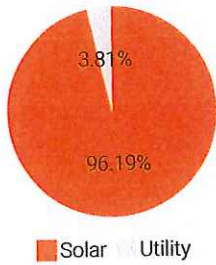


Your customized solution

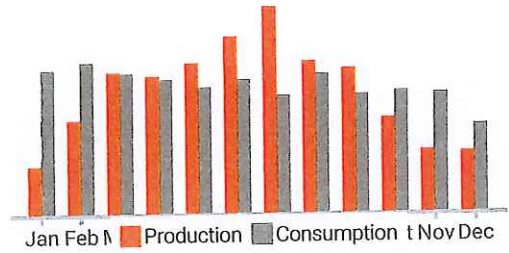


**System summary**

System size 253.18 kW  
 Year 1 Production 278,586.20 kWh



You would generate  
**96.19%**  
 of your energy from solar



Bill savings that start right away

	Year 1 Monthly Utility Bill	Year 1 Total Utility Costs
Without solar	\$3,620	\$43,443
<b>With solar</b>	<b>\$357</b>	<b>\$4,289</b>

A responsible choice

Your system would offset emissions equivalent to



Planting 147,122 trees



Driving 13,661,301 fewer miles per year



Taking 1,208 cars off the road

## An easy financial decision



System cost           \$658,255.00

Tax Incentives       -\$296,214.75

Politics can be unpredictable. Take advantage of federal solar tax credits now while you still can!

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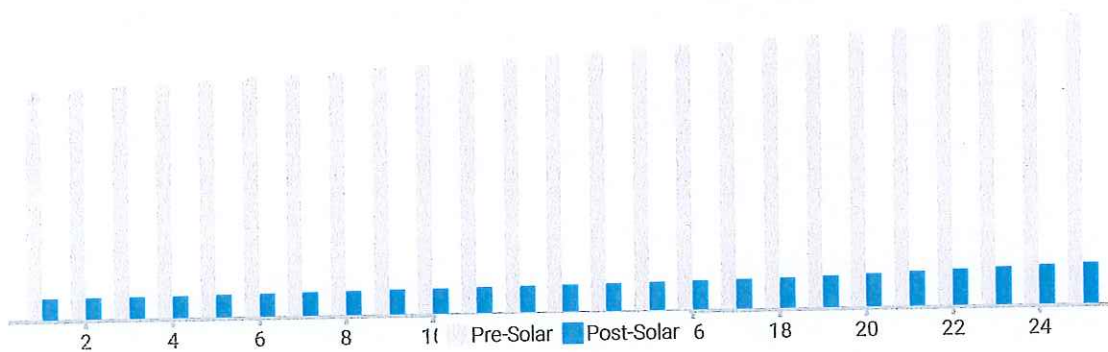
**Cost to you           \$362,040.25**

Payback period       8.9 years

### Lock in electric rates

Energy prices are projected to increase every year. A solar investment protects you from these changing prices. With today's rate locked in, your solar investment will keep generating more and more value in the future.

### Electric bill over time



Appendix



**Annual Cashflows**

Year	Annual Bill Pre Solar	Loan Payment	Annual Bill Post Solar	Annual Cashflows	Cumulative Cashflows
0	0	0	0	(658.3k)	(658.3k)
1	43.4k	0	4,289	335.4k	(322.9k)
2	43.9k	0	4,352	39.5k	(283.4k)
3	44.3k	0	4,416	39.9k	(243.5k)
4	44.8k	0	4,484	40.3k	(203.2k)
5	45.2k	0	4,571	40.6k	(162.6k)
6	45.7k	0	4,658	41k	(121.5k)
7	46.1k	0	4,755	41.4k	(80.2k)
8	46.6k	0	4,865	41.7k	(38.5k)
9	47k	0	4,976	42.1k	3,589
10	47.5k	0	5,089	42.4k	46k
11	48k	0	5,203	42.8k	88.8k
12	48.5k	0	5,319	43.1k	131.9k
13	49k	0	5,436	43.5k	175.5k
14	49.4k	0	5,554	43.9k	219.4k
15	49.9k	0	5,675	44.3k	263.6k
16	50.4k	0	5,796	44.6k	308.3k
17	50.9k	0	5,919	45k	353.3k
18	51.4k	0	6,044	45.4k	398.7k
19	52k	0	6,292	45.7k	444.4k
20	52.5k	0	6,585	45.9k	490.2k
21	53k	0	6,883	46.1k	536.4k
22	53.5k	0	7,185	46.4k	582.7k
23	54.1k	0	7,491	46.6k	629.3k
24	54.6k	0	7,801	46.8k	676.1k
25	55.2k	0	8,115	(28.9k)	647.2k

**RESOLUTION #020617-03**

**RESOLUTION APPROVING FY 17-18 HOTEL MOTEL TAX REQUEST  
FOR DONATION TO PAWS & MORE ANIMAL SHELTER**

**Whereas**, the City of Riverside City Council approved the Request of Donation to Paws & More animal Shelter in the amount of \$2,500 for FY 17-18.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to designate these Hotel Motel Tax funds for a donation to Paws & More Animal Shelter.

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

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 3<sup>rd</sup> day of February, 2017.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk



## **Trek "Where the ~~Best~~ Begins"**

**Application for Funding FY 2017/2018**

**Please attach additional sheets as required**

**Fiscal Year 2017-2018 Hotel-Motel Tax**

### **Tax Fund Grant Program**

- About the program

The Hotel-Motel tax grant application provides non-profit organizations a mechanism to be considered for funding allocations derived from hotel/motel tax grant revenues. The funds are gross receipt revenues from the renting of any and all rooms where accommodations are furnished to transient guests for rent. State Code governs the use of revenues derived from the tax. All entities, excepting governmental entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds. All recommendations on allocations shall be subject to City Council approval.

**Name of Organization:** Washington County Humane Society DBA: PAWS & More Animal Shelter

**INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED FROM CONSIDERATION**

### **General Information**

**Contact Person:** Sheila Hanson

**Title:** Volunteer Board President  
**Email:** shehanson13@gmail.com

**Organization Name:** Washington County Humane Society DBA: PAWS & More Animal Shelter

**Tax ID/Federal ID #** 42-1096734

**Organization Street Address:** 1004 ½ West Madison Street

**City:** Washington      **State:** Iowa      **Zip Code:** 52353

**Telephone #:** 319-653-6713 or 319-461-5560 (Sheila cell)      **Fax #:** 319-863-7017

**Applications are due no later than January 27 to the following address:**

**Riverside City Hall  
60 N. Greene Street  
PO Box 188  
Riverside, Iowa 52327**

**Type of Grant (choice from category 1-3 below)**

**Requested Amount:** \$2,500

### **History and Uses**

The citizenry of the City of Riverside approved the implementation of the Hotel-Motel Tax in November of 2006 with the tax to become effective January 1, 2007. The percentage approved was seven percent and is imposed upon the gross receipts from the renting of any and all rooms, apartments, or sleeping quarters in any hotel, motel, inn, public lodging house, rooming house, tourist court, or in any place where sleeping accommodations are furnished to transient guests for rent. The intended use of the tax was to promote community development and tourism in Riverside.

**State Code 423A.7 (4) (a) governs the use of revenue derived from the tax and provides that:**

- 1) At least fifty percent of the revenues derived there from for the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining of recreation, convention, cultural, or entertainment facilities including but not limited to memorial buildings, halls, and monuments, civic center convention buildings, auditoriums, coliseums, and parking areas or facilities located at those recreation, convention, cultural, or entertainment facilities or the payment of principal and interest, when due, on bonds or other evidence of indebtedness issued by the county or city for those recreation, convention, cultural, or entertainment facilities, or for the promotion and encouragement of tourist and convention business in the city or county and surrounding areas.
- 2) The remaining revenues may be spent by the city or county, which levies the tax for any city or county operations authorized by law as a proper purpose for the expenditure within statutory limitations of city or county revenues derived from ad valorem taxes.

### **Eligibility and Allocation Procedures**

All entities, excepting government entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds.

All recommendations on allocations shall be subject to City Council approval.

- 1) **Resolution:** Allows council members to allocate funding to requesting organizations through a resolution. Prior to allocating funding, organizations must provide written justifications for the funding

- 2) requested. Justification would include how the funds will be spent, benefit provided to the City through funding their request, and the positive effect their organization will have on the community if the funding is granted. Eligible applicants would be defined as those organizations that qualify for one of the approved hotel-motel categories. Potential applicants for this funding would have a direct or clearly stated indirect potential impact on the future visitor or cultural enhancements. In addition, organizations submitting applications must provide compelling evidence as to why their particular "special project" should be funded.

**Category 1: Community Culture and Education.** Applicants are educational, cultural, and entertainment-oriented entities that are mission-driven and improve the overall quality of life in Riverside. Organizations must have 501(c) (3) status under the Internal Revenue Code. Applicants must have regular hours they are open to the public or a regular series of events open to the public.

**Category 2: Community Recreation and Events.** Applicants are community recreational and event-oriented entities particularly for recreation activities, annual events or limited time events which illustrate a positive impact on the quality of life. Organizations must have 501(c) (3) status under the Internal Revenue Code.

**Category 3: New and Emerging Organizations and Events.** Applicants are limited to a total of three successive annual applications for a new or emerging organization or event. The program or event shall show uniqueness, fulfill an unmet need or program, and have a positive impact on the quality of life. Organizations must have 501(c) (3) status under the Internal Revenue Code.

### **Eligibility and Allocation Procedures**

#### **Required to be submitted with application:**

- Mission Statement (optional): *See Attachment*
- Current Board Member List: *See Attachment*
- Verify 501(c)(3) status: *See Attachment*
- Annual financial statement: *See Attachment*
- 

#### **Part 1: Quantitative Section:**

Provide basic quantitative data that is appropriate to your mission. Include the following: number of days open to public, performances, attendees, clients, demographic figures showing where the people who use your services or programs live, local economic impact, etc. *Provided below under Quantitative Section ...*

#### **Part 2: Qualitative Section:**

1. Describe cultural educational, recreational, or tourism value your hotel-motel funding request will provide in meeting your organization's mission statement and/or current strategic plan. *City and County funding is required to continue our mission overall*
2. Identify special and/or unique opportunities your organization's hotel-motel funding request provides residents and tourists in such areas as leisure opportunities, educational opportunities, programs that promote diversity and cultural awareness, special programs or collections, etc. *We provide the opportunity for owners to be reunited with lost pets, education to the public concerning pet care and assistance with abuse cases, youth education, pet therapy to elderly, community service hours, employment opportunities to special needs.*
3. Identify ways in which your organization works with other organizations to bring visitors to Riverside. Address any of the following that occurred during the previous year: partnerships, collaborations, joint

marketing, etc. *Our primary function is the service we provide — animal control. Through our adoptions from other towns, visitors are likely to pass through Riverside.*

4. Detail what your organization has done in the past year to reduce your organization's need for hotel-motel funding. Include sponsorship of events, promotions, fund raising, cost sharing programs, etc. *We continually fundraise and apply for grants, but grants are normally for specific projects. The funding we seek from the City of Riverside is for services we render as their animal control. It is essential to our budget for operational expenses.*

### **Part 3: Fiscal Accountability:**

Operating and/or capital requests will require current year budget detail breakdown, in addition a balance sheet showing most recent year-end assets, liabilities, and equity. *See attachment.*

## **Quantitative Section**

Briefly describe project (350 words or less) *This request is for our annual funding from the City of Riverside in order to continue providing animal control for the city.*

If you have received a grant previously, please provide the information below. If you receive a grant in this cycle be prepared to provide this information in your report.

1. General attendance last year *Approximately 1,000 annually*
2. Paid visitor attendance last year *N/A*
3. Attendance by school children last year *Hundreds — children in our Youth Volunteer Program learn to provide care, enrichment, and companionship for our sheltered animals. We also provide Dog Bite Prevention classes to kids ages 5 and older. We have numerous youth groups visit us annually including arrangements through local area schools.*
4. Number of full time staff: *The shelter's staff comprises one full-time and six part-time employees. The remaining work is done by volunteers*
5. Number of volunteers last year: *We have approximately 40 regular basis volunteers that help care for cats at Petco locations in Coralville and Marion. In addition to all the kids who come in, we have work groups from Civco, Riverside Casino, etc. come on special occasions. We also have foster homes for special needs animals. For insurance purposes, we use 100 as our number of volunteers.*



6. Number of volunteer hours last year: *This is very difficult to calculate. The Board is all volunteer. Just the five of them put in numerous hours weekly plus two shifts per day are covered at both Petco locations in Coralville and Marion. Many, many volunteer hours help run our facility.*
7. Regular Meetings/Agendas concerning your use of grant funds *The funds requested are for operational daily needs.*
8. Days open to the public *Six days a week, closed only on Mondays.*
9. Number of out of town visitors *MOST of our adopters are from out of town, some come from HOURS away from other states. (More than 100 mi.): Many, specific number not calculated.*
10. How are number of out of town visitors tracked: *We have adoption records on all of our animals in software called Petpoint.*
11. Local economic impact: *Our existence is important to our county as a whole and the communities within it. We provide for a healthier, safer environment as we handle animal control, something cities promise their citizens. Population control, reuniting of strays with owners, and emergency animal assistance are difficult to measure but extremely important in addition to the many other services we provide.*
12. How does your organization work: *We are an "adoption guarantee" non-profit animal shelter. We reunite lost animals with their owners, we handle strays for Washington County and the cities within it, we educate the public on pet care and strive for animal population control. We provide youth education, pet therapy visits, and assist law enforcement with animal situations, including emergency housing and we also offer low-cost spay neuter options as a liason through Iowa Humane Alliance.*
13. Other information- provide information you believe the Council should know: *We've had a very good working relationship with the City of Riverside for years. They are aware of the important service we provide the city — without the help from city and county budgets, we could not exist.*

### **Final Reporting**

Organizations that receive hotel-motel funding for fiscal year 2016/2017 will be required to submit a report by September 1, 2017 outlining how hotel-motel funding was used. This report should show how hotel-motel funding met the quantitative, qualitative, and fiscal accountability your organization provided in the hotel-motel application. This word document should be a maximum of 250 words. Failure to file a report by September 1, 2017 with the City of

Riverside will result in your organization being disqualified from requesting hotel-motel funding in the next fiscal year. Reports should be mailed to Riverside City Hall, PO Box 188, Riverside, Iowa 52327.

### **City Responsibilities**

The City, upon receipt from the State of Iowa, will promptly remit payments to grantees receiving funds starting with the first payment in September of each fiscal year.

Disbursements of **capital grants** will be made by the City upon presentation by the grantee of **paid** invoices or other documents in an acceptable form and content as prescribed by the City.

All disbursements of funds shall be subject to the City receiving collected funds from the State of Iowa Department of Revenue.

The City, as part of the annual budget process, will provide an opportunity to receive public input on the allocation of these funds.

The City shall not under any circumstances be obligated financially under this grant application program except to disburse those funds according to the budgeted allocations.

### **Assurances**

Applicants hereby agree and acknowledge that:

They will expend funds, received as a result of this application, solely on the described project and programs included within the grant application documents within the fiscal year from which the grant is disbursed;

If they are awarded funds, applicants will include in all appropriate promotions, publicity, advertising, and in printed material the following credit line as applicable:

*This project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*

*Our operations are partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*

*Our operations are and this project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*

The filing of this application has been approved by the legally authorizing body of the applicant, if applicable;

The facts, figures and information contained in this application including all attachments, are true and correct;

Failure to comply with the administrative rules for this program will result in the forfeiture of funds allocated based upon this application grant;

All records of the grantee relating to this grant application are available during reasonable business hours to the City or their authorized representative upon request;

All records of the grantee related to this grant will be maintained for a period of three years following the date the final grant payment is made;

### Assurances Continued

All grants acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Riverside as contemplated by Iowa Code Chapter 423A.7(4)(a). The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Riverside that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 423A.7(4)(a). The grantee additionally and specifically acknowledges and assures the City of Riverside that it will not use the grant for any purpose, which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by the Iowa Code Section 423A.7 (4) (a) that it will reimburse, in full, the City of Riverside the entire amount of the grant.

  
\_\_\_\_\_  
Officer Signature

January 16, 2017

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Officer Signature

January 16, 2017

\_\_\_\_\_  
Date

Internal Revenue Service

Department of the Treasury

Date: **OCT 31 2000**

Washington County Humane Society  
1004 1/2 W. Madison  
Washington, IA 52353-1624

P. O. Box 2508  
Cincinnati, OH 45201

Person to Contact:  
Dee Anna Jarmon 31-03084  
Customer Service Specialist  
Toll Free Telephone Number:  
8:00 a.m. to 9:30 p.m. EST  
877-829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:  
42-1096734

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in April 1978 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

-2-

Washington County Humane Society  
42-1096734

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

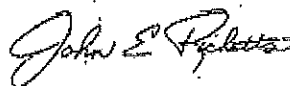
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services

1:28 PM  
 01/17/17  
 Cash Basis

**PAWS & More Animal Shelter**  
**Profit & Loss**  
 January through December 2016

	<u>Jan - Dec 16</u>
Ordinary Income/Expense	
Income	
Litter Sales	735.00
Refunds/Reimbursements	1,148.15
I.A.H. Spay/Neuter Fee Collect	7,939.00
Dog Park Membership Fee Collect	60.00
Adoptions	
Other Animals	140.00
Cats	25,733.00
Dogs	15,370.00
Adoptions - Other	480.00
<b>Total Adoptions</b>	<b>41,723.00</b>
Micro Chip	610.00
Collar/Leash Sales	
Pet Carrier Sales	85.00
Collar & Leash - Other	131.00
<b>Total Collar/Leash Sales</b>	<b>216.00</b>
City & County Contributions	
City of Brighton	840.00
Kalona	2,250.00
Riverside	2,500.00
Washington	16,250.00
Wellman	2,684.96
Washington County Auditor	27,052.50
West Chester	250.00
<b>Total City &amp; County Contributions</b>	<b>51,807.46</b>
Donations	
Amazon Smile	200.47
Specific Animal	100.00
Citizens Water Bill Donations	
Kalona Water Bill Donations	207.00
Riverside Water Bill Donations	535.00
Washington Water Bill Donations	5,113.14
Wellman Water Bill Donations	668.61
<b>Total Citizens Water Bill Donations</b>	<b>6,523.75</b>
T.N.R.	970.00
Petco - Tree of Hope	4,423.06
Leash on Life	1,341.11
Pay Pal	7,466.97
Donations - Other	26,706.91
<b>Total Donations</b>	<b>47,732.27</b>

1:28 PM  
 01/17/17  
 Cash Basis

**PAWS & More Animal Shelter**  
**Profit & Loss**  
 January through December 2016

	Jan - Dec 16
Direct Mail Donations	
Holiday Direct Mail	11,385.00
Late Summer Direct Mail	1,015.00
Spring Direct Mail	3,290.00
Direct Mail Donations - Other	4,665.00
<b>Total Direct Mail Donations</b>	<b>20,355.00</b>
Fundraiser	
Wine & Whiskers Event	4,750.00
Tip Night at Local Restaurants	416.54
Consignment Donations	147.00
Dog Paddle	592.27
Christmas Open House	1,125.00
PAWS Car Show	9,249.00
T-shirts & Sweatshirts	
PAWS Mugs & Tumblers	75.00
T-shirts & Sweatshirts - Other	281.20
<b>Total T-shirts &amp; Sweatshirts</b>	<b>356.20</b>
<b>Total Fundraiser</b>	<b>18,636.01</b>
Memorial	6,640.00
Owner Relinquish Fee	1,280.00
Reclaim Pet Fee	1,225.00
City Payments for Dogs from Pou	1,306.20
<b>Total Income</b>	<b>199,413.09</b>
Cost of Goods Sold	
Purchases - Micro Chlp	2,751.75
Purchases-Resale	
Purchases-Pet Carriers	127.05
Purchases-Other Collar/Leashes	187.12
<b>Total Purchases-Resale</b>	<b>314.17</b>
<b>Total COGS</b>	<b>3,065.92</b>
<b>Gross Profit</b>	<b>196,347.17</b>
Expense	
Animal Expenses	
Medical Reimbursements After Ad	74.00
Boarding Fee	145.20
Spay and Neuters	
I.H.A. for pet owners	6,127.00
Spay and Neuters - Other	16,227.58
<b>Total Spay and Neuters</b>	<b>22,354.58</b>

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 Cash Basis

**PAWS & More Animal Shelter**  
**Profit & Loss**  
 January through December 2016

	Jan - Dec 16
Animal Euthanized By Vet	194.95
Animal Supplies	
Test & Meds Ordered By PAWS	23,496.52
Animal Supplles - Other	144.22
<b>Total Animal Supplies</b>	<b>23,640.74</b>
Rabies Vaccination	1,105.00
Diagnost Test/Surgery By Vet	1,171.54
Cat Litter	7,009.72
Cremation	383.36
Food	338.99
Cleaning/Disinfectant Expense	6,568.65
<b>Total Animal Expenses</b>	<b>62,976.73</b>
License and Permits	1,081.63
Advertising	15.00
Finance Charge	58.09
Bad Check	130.00
Bank Charges	161.00
Fundraising	
Wine & Whiskers Event	235.92
T-Shirts, Magnets, Mugs, Etc.	980.23
Direct Mail Expense	550.75
PAWS Car Show	1,997.48
<b>Total Fundraising</b>	<b>3,774.38</b>
Insurance Expenses	
Business	4,022.65
Volunteers	300.00
Work Comp Insurance	2,644.00
<b>Total Insurance Expenses</b>	<b>6,966.65</b>
Lawn Care	750.00
Office Supplies	
Postage & Shipping	484.47
Office Supplies - Other	1,133.22
<b>Total Office Supplies</b>	<b>1,617.69</b>
Payroll Expenses	
Benefits	545.96
Payroll taxes	7,780.17
Payroll Expenses - Other	500.00
<b>Total Payroll Expenses</b>	<b>8,826.13</b>
Wages	101,201.85
Pest Control	120.00



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 Cash Basis

**PAWS & More Animal Shelter**  
**Profit & Loss**  
 January through December 2016

	Jan - Dec 16
Professional Fees	
Accounting Fees	300.00
Legal Fees	29.06
<b>Total Professional Fees</b>	<b>329.06</b>
Repairs & Maintenance	2,614.38
Supplies	421.25
Staff Training Expense	500.00
Utilities	
Telephone & Internet	1,874.20
Gas & Electric	8,302.33
Waste Disposal	1,100.00
Water	2,588.75
<b>Total Utilities</b>	<b>13,865.28</b>
Vehicle Expense	
Van Fuel	1,186.33
Van Insurance	468.00
Van Repairs/Maintenance	1,913.55
Vehicle Expense - Other	46.00
<b>Total Vehicle Expense</b>	<b>3,613.88</b>
<b>Total Expense</b>	<b>209,023.00</b>
<b>Net Ordinary Income</b>	<b>-12,675.83</b>
<b>Other Income/Expense</b>	
Other Income	
Frank Riehl	10,000.00
Grant Income	
Animal Relief Foundation Grant	7,500.00
BELISLE FUND	2,000.00
Pedigree Foundation	1,000.00
MICCIO Grant	12,500.00
Riverboat Foundation Grant	2,000.00
<b>Total Grant Income</b>	<b>25,000.00</b>
Inheritance Gifts	
Community Foundation of Wash.	3,400.00
<b>Total Inheritance Gifts</b>	<b>3,400.00</b>

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01/17/17  
Cash Basis

**PAWS & More Animal Shelter**  
**Profit & Loss**  
January through December 2016

	<u>Jan - Dec 16</u>
Interest	31.68
Other Income	793.00
Total Other Income	<u>39,224.68</u>
Net Other Income	<u>39,224.68</u>
Net Income	<u><u>26,548.85</u></u>

## **Riverside Fund Request: Category 1: Community Culture and Education Washington County Humane Society / PAWS & More Animal Shelter**

### **Mission Statement:**

“PAWS” stands for “Providing Animals with Shelter,” while “More” stands for the loving care and treatment we give to every animal who passes through our doors. The shelter provides humane care to all animals needing protection, seeks suitable homes for animals without owners, and provides euthanasia only when medically or behaviorally necessary.

PAWS & More is a **non-profit shelter with 501(c)(3) tax status (Federal ID Number: 42-1096734)** established in 1978.

### **Geographic Area Served**

PAWS & More Animal Shelter primarily serves the city of Washington, Iowa, and the rural area surrounding it. The shelter also frequently takes in stray and abandoned animals from the rest of Washington County and counties bordering it, including nearby communities such as Ainsworth, Crawfordsville, Kalona, Richland, Riverside, Wellman, and West Chester.

The primary mission of PAWS & More is to provide homes for stray pets and unite lost pets with their owners. We take in, on average, 800 animals each year and at any one time house 120 cats and 25 dogs. PAWS works to educate citizens concerning pet care, provides on-going humane education at local schools, and assists law enforcement with neglect cases, citizen complaints, and family emergency issues. In fact, we serve as the animal control for all of Washington County and its communities. We also work in cooperation with other shelters and rescue organizations, as needed, and are specifically in charge of providing emergency animal housing for Washington and Louisa counties during natural disasters such as floods and tornados.

### **Volunteer Board Members**

**President: Sheila Hanson**  
502 West Main Street  
Washington, Iowa 52353  
(319) 863-0604

### **At-Large Director:**

**Cara Sorrells**  
2715 Wayland Road  
Washington, Iowa 52353  
(319) 653-4205

**Treasurer: Lori Adams**  
711 S. 4th Ave.  
Washington, Iowa 52353  
(319)-653-6409

**Director (paid position): Amber Talbot**

**Secretary: Julia Venzke**  
1001 Oakland Rd NE  
Cedar Rapids, IA 52402

### **At- Large Director:**

**Kathy Janz**  
1990 Willow Ave  
Ainsworth, IA 52201  
(319) 337-6735

**RESOLUTION #020617-04**

**RESOLUTION APPROVING FY 17-18 HOTEL MOTEL TAX GRANT  
APPLICATION FOR THE YMCA OF WASHINGTON COUNTY FOR  
CAMP HIGHLAND**

**Whereas**, the City of Riverside City Council agrees to donate \$10,000.00 to the YMCA of Washington County to administer Camp Highland, an 9-week summer program for children for the summer of 2017.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to designate these Hotel Motel Tax Funds for the Camp Highland programs administered by the YMCA of Washington County.

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

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

Ayes:

Nays:

Absents:

Passed by the City of Riverside City Council on this 3rd day of February, 2017.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk

**Name of Organization:** YMCA of Washington County

**Contact Person:** Amy Schulte **Title:** CEO **Email:** [aschulte@washingtonty.org](mailto:aschulte@washingtonty.org)

**Tax ID/Federal ID#:** 42-0698186

**Organization Address:** 121 East Main Street, Washington, Iowa 52353

**Telephone:** 319-653-2141

**Fax #:** 319-653-2142

**Type of Grant:** Category 2: Community Recreation and Events

**Requested Amount:** \$10,000

**Part 1: Quantitative Section:** The YMCA of Washington County is open seven days per week. Hours of operation are Monday – Friday (5am – 9pm) Saturday (7am – 3pm) Sunday (1-4:30pm). The YMCA has locations in Wellman, Kalona and two locations in Washington. We are currently offering programs in Riverside; particularly Camp Highland that is offered at the Riverside Elementary School. The YMCA of Washington County has 3200 members and serves 4400 non-members throughout Washington County. Ninety-five percent of these members live in Washington County. In 2016, there were a total of 90,000 visits at all locations.

**Part 2: Qualitative Section:** The YMCA of Washington County supervised Camp Highland the summer of 2016. The camp had a total roster of 26 children. They were from the towns of Riverside, Ainsworth, Crawfordsville, Lone Tree and Iowa City. This program collaborated with the Kalona Library, Washington Steele Aquatic Center, Kalona Pool, Washington State Theatre and participated in field trips with the Washington YMCA day camp. Camp Highland also collaborated with Highland School District as the school allowed the program to be located at their elementary school. Joint marketing efforts for the camp were collaborated with the Washington Community YMCA's camp. This helped on expenses and advertised Camp Highland county-wide. All children swam for free in Washington since the YMCA manages that pool facility.

We are extremely happy to oversee Camp Highland because it creates a place where the children can have supervised fun activities close to their homes. It has given the YMCA an opportunity to provide different types of activities for a diverse group of children. The YMCA is also extremely happy to offer this program in the City of Riverside as it brings our mission to the community.

**Part 3: Fiscal Accountability:** See Attachments

**Quantitative Section:** Camp Highland is a wonderful experience for children grades kindergarten – fifth grade. It offers adult supervision with opportunities for trip experiences, physical activities, educational activities, mentoring and the ability to be creative. Swimming is also included. The program is offered during the months of June and July, 6am – 6pm, Monday – Friday.

**General attendance last year:** 25 youth, Monday – Friday each day

**Cost of program:** \$150 per week per child

OVER →

YMCA OF WASHINGTON COUNTY  
BOARD OF DIRECTORS – 2017

President: Dave Mitchell  
Vice-President:  
Treasurer: Edie Nebel  
Secretary: Dana Patterson

**Rachel Berdo:** 2730 Larch Ave, Washington, Iowa 52353 (H) 319-653-9957  
© 319-461-1161 Email: [rberdo@gmail.com](mailto:rberdo@gmail.com) Term date: 2018 (1<sup>st</sup> term)

**Gerry Beeler:** 909 10<sup>th</sup> Street, Kalona, Iowa 52247 (H) 319-656-5345  
Email: [gerry.beeler@gmail.com](mailto:gerry.beeler@gmail.com) Term date: 2019 (1<sup>st</sup> term)

**Tim Elliott:** Elliott Realty Group 107 South Marion Ave, Washington, Iowa  
52353 © 319-461-4413 (W) 319-653-6612  
Email: [mitelliott@gmail.com](mailto:mitelliott@gmail.com) Term date: 2017 (2nd term)

**Matt Greiner:** Greiner Buildings Inc. 2088 250<sup>th</sup> St, Washington, Iowa 52353  
© 319-863-3692 (W) 888-466-4139 Email: [mgreiner@gbinc.net](mailto:mgreiner@gbinc.net)  
Term date: 2019

**Luke Horak:** Horak Insurance 115 East Washington Street, Washington, Iowa  
52353 © 319-461-0009 (W) 319-653-2116 Email: [luke@horakinsurance.com](mailto:luke@horakinsurance.com)  
Term date: 2017 (1<sup>st</sup> term)

**Dennis Hunger:** Washington County Hospital 400 East Polk, Washington, Iowa  
52353 © 319-591-0358 (W) 319-863-3900 Email: [dhunger@wchc.org](mailto:dhunger@wchc.org)  
Term date: 2019

**Shawn Loy:** 1307 Timber Ridge Drive, Washington, Iowa 52353  
© 319-461-1395 Email: [sloy@highland.k12.ia.us](mailto:sloy@highland.k12.ia.us) Term date: 2019 (1<sup>st</sup> term)

**Dave Mitchell:** Engineered Building Design 1610 Country Club Road,  
Washington, Iowa 52353 © 319-461-1728 (H) 319-653-3579  
Email: [davidmitchell@ebdtruss.com](mailto:davidmitchell@ebdtruss.com) Term date: 2018 (3rd term)

**Edie Nebel:** 1215 East Harrison Street, Washington, Iowa 52353  
5757 West Eugie Ave, Apt. 1060; Glendale, AZ 85304  
(C) 319-931-3493 Email: [edie.nebel52@gmail.com](mailto:edie.nebel52@gmail.com)  
Term date: 2017 (3rd term)

**Steve Olson:** 2748 East Trio Lane, Washington, Iowa 52353  
(H) 319-653-5440 Email: [sohh@iowatelecom.net](mailto:sohh@iowatelecom.net)  
Term date: 2018 (1<sup>st</sup> term)

OVER →

Internal Revenue Service

District  
Director

Young Men's Christian Association  
of Washington, Iowa  
121 East Main Street  
Washington, IA 52353

Department of the Treasury

Internal Revenue Service  
P. O. Box 1123 - Central Station  
St. Louis, Missouri 63188

Person to Contact:  
W. Bosch

Telephone Number:  
314-425-5651

Refer Reply to:  
EO:7206

Date:

DEC 19 1980

Gentlemen:

This is in response to your letter of recent date regarding your status as an organization exempt from Federal income tax.

Our records indicate that a ruling letter was issued in August, 1942 granting your organization an exemption from Federal income tax under the provisions of Section 101(6) of the Internal Revenue Code of 1939, forerunner of Section 501(c)(3) of the Internal Revenue Code of 1954.

Contributions made to you are deductible by the donors in computing their taxable income in the manner and to the extent provided in Section 170 of the Internal Revenue Code.

If your gross receipts each year are normally more than \$10,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the fifteenth day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under Section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T.

If any question arises with respect to your status for Federal income tax purposes; you may use this letter as evidence of your exemption.

This is an advisory letter.

Sincerely yours,

*Virgil F. Richmond*  
acting District Director

**YMCA of Washington County  
Mission Statement**

The purpose of the Young Men's Christian Association of Washington, Iowa is to enhance the lives of men, women, boys and girls in the Washington area regardless of race, creed, age, economic circumstances, physical or mental abilities providing quality programs, activities and facilities which develop and maintain Christian values and ideals.





# Budget Report - 2017 Unrestricted

## Washington Community YMCA

01/01/2017 - 12/31/2017

Fund: Unrestricted 01  
 Branch: Riverside 03  
 Department: Community Services 08  
 Major Account: All  
 Account Number: Account Name

Account Number	Account Name	Annual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
01-03-08-1100	Contributions	11,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00
01-03-08-1430	Camp Highland	18,460.00	0.00	0.00	0.00	0.00	1,620.00	8,420.00	8,420.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>Revenue</b>	<b>29,460.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,620.00</b>	<b>9,420.00</b>	<b>18,420.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
01-03-08-2171	Day Camp wages	10,500.00	0.00	0.00	0.00	0.00	0.00	4,200.00	4,200.00	2,100.00	0.00	0.00	0.00	0.00
01-03-08-2310	FICA	803.25	0.00	0.00	0.00	0.00	0.00	321.30	321.30	160.65	0.00	0.00	0.00	0.00
01-03-08-2540	Supplies Expense	1,600.00	0.00	0.00	0.00	0.00	362.99	622.34	584.04	30.63	0.00	0.00	0.00	0.00
01-03-08-2810	Licenses and permits	75.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-03-08-3100	Printing and promotions	150.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-03-08-3200	Travel and Transportation	3,200.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	200.00	0.00	0.00	0.00	0.00
01-03-08-3400	Employee Expense	200.00	0.00	0.00	0.00	0.00	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00
01-03-08-3520	Dues organizational	2,028.00	169.00	169.00	169.00	169.00	169.00	169.00	169.00	169.00	169.00	169.00	169.00	169.00
<b>Total</b>	<b>Expense</b>	<b>18,556.25</b>	<b>169.00</b>	<b>394.00</b>	<b>169.00</b>	<b>169.00</b>	<b>631.99</b>	<b>6,912.64</b>	<b>6,774.34</b>	<b>2,660.28</b>	<b>169.00</b>	<b>169.00</b>	<b>169.00</b>	<b>169.00</b>
	<b>Change in Net Assets</b>	<b>10,903.75</b>	<b>(169.00)</b>	<b>(394.00)</b>	<b>(169.00)</b>	<b>(169.00)</b>	<b>988.01</b>	<b>2,507.36</b>	<b>11,645.66</b>	<b>(2,660.28)</b>	<b>(169.00)</b>	<b>(169.00)</b>	<b>(169.00)</b>	<b>(169.00)</b>

**Assurances Continued**

All grants acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Riverside as contemplated by Iowa Code Chapter 423A.7(4)(a). The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Riverside that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 423A.7(4)(a). The grantee additionally and specifically acknowledges and assures the City of Riverside that it will not use the grant for any purpose, which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by the Iowa Code Section 423A.7 (4) (a) that it will reimburse, in full, the City of Riverside the entire amount of the grant.

Jimmy Schultz  
Officer Signature

1/13/17  
Date

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

**RESOLUTION #020617-05**

**RESOLUTION APPROVING FY 17-18 HOTEL MOTEL TAX GRANT  
APPLICATION FOR THE RIVERSIDE AREA COMMUNITY CLUB  
(RACC)**

**Whereas**, the City of Riverside City Council approved the Hotel Motel Grant Application from the Riverside Area Community Club in the amount of \$30,880.00.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to designate these Hotel Motel Tax funds to the Riverside Area Community Club.

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

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 3<sup>rd</sup> day of February, 2017.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk



**Trek**  
**"Where the ~~Best~~ Begins"**

Application for Funding FY 2017/2018

Please attach additional sheets as required

**Fiscal Year 2017-2018 Hotel-Motel Tax**

**Tax Fund Grant Program**

- About the program

The Hotel-Motel tax grant application provides non-profit organizations a mechanism to be considered for funding allocations derived from hotel/motel tax grant revenues. The funds are gross receipt revenues from the renting of any and all rooms where accommodations are furnished to transient guests for rent. State Code governs the use of revenues derived from the tax. All entities, excepting governmental entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds. All recommendations on allocations shall be subject to City Council approval.

Name of Organization: Riverside Area Community Club.

**INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED FROM CONSIDERATION**

**General Information**

Contact Person

Rene Arps

Organization Name

RACC

Organization Street Address

P.O. Box 55

Title

V.P.

Tax ID/Federal ID #

19-2005565

City

Riverside

State

IA

Zip Code

52327

Email:

rene-arps@uicwa.edu

Telephone # 319-648-5020

Fax #

Applications are due no later than January 27, 2017  
to the following address:

Riverside City Hall  
60 N. Greene Street  
PO Box 188  
Riverside, Iowa 52327

Type of Grant (choice from category 1-3 below)

Requested Amt.

# 2 Community Events

\$ 30,880.00

### History and Uses

The citizenry of the City of Riverside approved the implementation of the Hotel-Motel Tax in November of 2006 with the tax to become effective January 1, 2007. The percentage approved was seven percent and is imposed upon the gross receipts from the renting of any and all rooms, apartments, or sleeping quarters in any hotel, motel, inn, public lodging house, rooming house, tourist court, or in any place where sleeping accommodations are furnished to transient guests for rent. The intended use of the tax was to promote community development and tourism in Riverside.

**State Code 423A.7 (4) (a) governs the use of revenue derived from the tax and provides that:**

- 1) At least fifty percent of the revenues derived there from for the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining of recreation, convention, cultural, or entertainment facilities including but not limited to memorial buildings, halls, and monuments, civic center convention buildings, auditoriums, coliseums, and parking areas or facilities located at those recreation, convention, cultural, or entertainment facilities or the payment of principal and interest, when due, on bonds or other evidence of indebtedness issued by the county or city for those recreation, convention, cultural, or entertainment facilities, or for the promotion and encouragement of tourist and convention business in the city or county and surrounding areas.
- 2) The remaining revenues may be spent by the city or county, which levies the tax for any city or county operations authorized by law as a proper purpose for the expenditure within statutory limitations of city or county revenues derived from ad valorem taxes.

### Eligibility and Allocation Procedures

All entities, excepting government entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds.

All recommendations on allocations shall be subject to City Council approval.

- 1) **Resolution:** Allows council members to allocate funding to requesting organizations through a resolution. Prior to allocating funding, organizations must provide written justifications for the funding requested. Justification would include how the funds will be spent, benefit provided to the City through funding their request, and the positive effect their organization will have on the community if the

funding is granted. Eligible applicants would be defined as those organizations that qualify for one of the approved hotel-motel categories. Potential applicants for this funding would have a direct or clearly stated indirect potential impact on the future visitor or cultural enhancements. In addition, organizations submitting applications must provide compelling evidence as to why their particular "special project" should be funded.

**Category 1: Community Culture and Education.** Applicants are educational, cultural, and entertainment-oriented entities that are mission-driven and improve the overall quality of life in Riverside. Organizations must have 501(c) (3) status under the Internal Revenue Code. Applicants must have regular hours they are open to the public or a regular series of events open to the public.

**Category 2: Community Recreation and Events.** Applicants are community recreational and event-oriented entities particularly for recreation activities, annual events or limited time events which illustrate a positive impact on the quality of life. Organizations must have 501(c) (3) status under the Internal Revenue Code.

**Category 3: New and Emerging Organizations and Events.** Applicants are limited to a total of three successive annual applications for a new or emerging organization or event. The program or event shall show uniqueness, fulfill an unmet need or program, and have a positive impact on the quality of life. Organizations must have 501(c) (3) status under the Internal Revenue Code.

### **Eligibility and Allocation Procedures**

#### **Required to be submitted with application:**

- Mission Statement (optional)
- Current Board Member List
- Verify 501(c)(3) status
- Annual financial statement See Attachment
- 

#### **Part 1: Quantitative Section:**

Provide basic quantitative data that is appropriate to your mission. Include the following: number of days open to public, performances, attendees, clients, demographic figures showing where the people who use your services or programs live, local economic impact, etc.

#### **Part 2: Qualitative Section:**

1. Describe cultural educational, recreational, or tourism value your hotel-motel funding request will provide in meeting your organization's mission statement and/or current strategic plan.
2. Identify special and/or unique opportunities your organization's hotel-motel funding request provides residents and tourists in such areas as leisure opportunities, educational opportunities, programs that promote diversity and cultural awareness, special programs or collections, etc.
3. Identify ways in which your organization works with other organizations to bring visitors to Riverside. Address any of the following that occurred during the previous year: partnerships, collaborations, joint marketing, etc.
4. Detail what your organization has done in the past year to reduce your organization's need for hotel-motel funding. Include sponsorship of events, promotions, fund raising, cost sharing programs, etc.

## RACC HOTEL/MOTEL TAX REQUEST FOR FY 2017-2018

All requests are for the cost of "free" entertainment/activities that RACC provides for the Riverside Community to promote tourism to our town. All work is provided by community volunteers.

### TREKFEST XXXIII June 23 & 24, 2017:

Fireworks	\$7000.00	
Parade Awards	250.00	
Advertising/promotional fee	4000.00	
Federation Games	100.00	
Costume Contest	350.00	
WC Deputies	400.00	
Gunny Clown/Face painting	400.00	
Cleaning service	180.00	
Cleaning – Boy Scouts	300.00	
Rentals –tables/tents	1000.00	
Rentals – port-a-potty	750.00	
Bill Reily Talent Search	150.00	
Bands	10,000.00	
Harry's Trophies	500.00	
Mileage; Spaceship promotions	500.00	
TOTAL TREKFEST		\$ 25,880.00
PERMANENT PROJECTS: Safety upgrades to the Demo Pit	5000.00	
TOTAL HOTEL/MOTEL GRANT REQUEST		\$ 30,880.00



## RACC Mission Statement

Organized in 1984 as a nonprofit organization, The Riverside Area Community Club (RACC) is governed by volunteer members who hold annual elections of officers/directors and is located in Riverside, Iowa. Our mission is to provide community support, to provide opportunities for the education of children, to promote our town and encourage tourism, and to support the lives of individuals. We do this primarily with our annual fund raiser, a small town celebration called "TREKFEST" held the last Friday and Saturday in June

RIVERSIDE AREA COMMUNITY CLUB  
2017

PRESIDENT- ANDY RODGERS

VICE PRESIDENT – RENE ARPS

TREASURER – BECKY LaROCHE

SECRETARY – MARIA MELLER

BOARD OF DIRESTORS:

PAST PRESIDENT – PHIL RICHMAN (sub)

2 YEAR TERMS – KATHY LINDHORST and KELLI SCHNEIDER

1 YEAR REMAINING TERM – RUTH PHELPS and CAROL MEINDERS

WEBSITE - [www.trekfest.com](http://www.trekfest.com)

PHONE – 319-930-8735

IOWA SECRETARY OF STATE  
MATT SCHULTZ



CERTIFICATE OF EXISTENCE

Date: 6/18/2014

Name: RIVERSIDE AREA COMMUNITY CLUB (504RDN - 62556)

Date of Incorporation: 8/31/1968

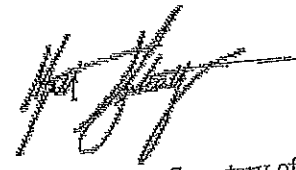
Duration: PERPETUAL

I, Matt Schultz, Secretary of State of the State of Iowa, custodian of the records of incorporations, certify the following for the nonprofit corporation named on this certificate:

- a. The entity is in existence and duly incorporated under the laws of Iowa.
- b. All fees required under the Revised Iowa Nonprofit Corporation Act due the Secretary of State have been paid.
- c. The most recent biennial report required has been filed with the Secretary of State.
- d. Articles of dissolution have not been filed.

Certificate ID: CS94698

To validate certificates visit:  
[sos.iowa.gov/ValidateCertificate](http://sos.iowa.gov/ValidateCertificate)

  
Matt Schultz, Iowa Secretary of State

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

FEB 05 2010

RIVERSIDE AREA COMMUNITY CLUB  
PO BOX 55  
RIVERSIDE, IA 52321-0055

Employer Identification Number:  
42-1495749

DMV:

509256001

Contact Person:

ROBERT M. LEIFREIT

ID# 31617

Contact Telephone Number:

(577) 929-5506

Accounting Period Ending:

December 31

Form 990 Required:

Yes

Effective Date of Exemption:

August 30, 1988

Contribution Deductibility:

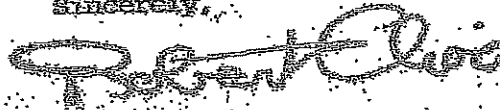
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(4) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-NC

Letter 948 (DO/CG)

5:26 PM  
 01/25/17  
 Accrual Basis

**Riverside Area Community Club**  
**Profit & Loss**  
 January through December 2016

	Jan - Dec 16
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
B & B AUTO	350.00
FALL DOMO DERBY	1,344.82
HAUNTED TRAIL	-26.54
HOTEL/MOTEL TAX GRANT	18,136.71
<b>Investments</b>	
Interest-Savings, Short-term CD	23.57
<b>Total Investments</b>	23.57
<b>JC'S HAUNTED TRAIL</b>	1,250.00
<b>KIRK'S BIRTHPLACE SITE</b>	
BIRTHPLACE EXPENSES	-607.52
Kirk's Birthplace Donation Box	823.34
<b>Total KIRK'S BIRTHPLACE SITE</b>	215.82
<b>Merchandise Sales</b>	
Misc. Sales	934.00
Museum	14,729.68
<b>Total Merchandise Sales</b>	15,663.68
<b>Program Income</b>	
Membership Dues	0.07
<b>Total Program Income</b>	0.07
<b>SPACESHIP DONATION BOX</b>	142.97
<b>TrekFest</b>	
BBQ Dinner Sales	2,926.00
BBQ Expense	-2,541.30
Beverage Expense	-3,272.95
Beverage Sales	3,177.00
BINGO	210.55
Demo Derby Expense	-5,129.36
Demo Derby Sales	8,235.00
RACC TF MERCHANDISE	3,343.00
Sponsors	
Sponsor Letters	3,158.25
<b>Total Sponsors</b>	3,158.25
Swap Tables	270.04
TF VENDERS	125.00
VB	-720.00
<b>Total TrekFest</b>	9,781.23
<b>Total Income</b>	46,882.33
<b>Gross Profit</b>	46,882.33
<b>Expense</b>	
<b>Advertising</b>	
Misc. Promotions	149.73
SHUTTLE CRAFT	21.00
TOURISM PROJECTS	6,202.61
USS RIVERSIDE	21.00
WEB FEES	1,675.21
Advertising - Other	1,034.25
<b>Total Advertising</b>	9,103.80
Bank charges	50.70
CHRISTMAS LIGHT CONTEST	675.00

5:26 PM  
 01/25/17  
 Accrual Basis

**Riverside Area Community Club  
 Profit & Loss  
 January through December 2016**

	Jan - Dec 16
<b>Donations</b>	
B & B AUTO	0.00
Blood Drive	23.96
Easter Hunt	250.54
Highland Scholarship	1,000.00
KIRK STATUE	499.81
MISC. DONATIONS	865.52
Post Prom	100.00
RIVERSIDE BALL ASSOC.	100.00
Riverside Fire Department	500.00
Riverside Local Assistance Fund	200.00
Santa Claus	222.82
SCHOOL SUPPLIES DRIVE	78.98
<b>Total Donations</b>	3,841.63
<b>Merchandise</b>	10,848.25
Museum	
Museum Exp.- Misc.	254.18
<b>Total Museum</b>	254.18
<b>Operations</b>	
Postage, Mailing Service	155.70
Printing- Copying-Computer Exp.	60.03
Telephone, Telecommunications	623.86
<b>Total Operations</b>	839.59
<b>Other Types of Expenses</b>	414.00
<b>TrekFest Expense</b>	
Advertising TF	1,660.87
AMUSEMENTS	4,576.66
Costume Contest Awards	350.00
Deputies	320.00
Entertainment - Misc. TF	360.00
EVENT LIABILITY INSURANCE	1,610.95
Expense - Misc. TF	749.63
Parade Awards	250.00
Rental Expense	1,668.76
Talent Search Awards	135.00
TrekFest Bands	580.00
TrekFest Start up cash	-480.00
Trophies	460.50
<b>Total TrekFest Expense</b>	12,242.37
<b>Total Expense</b>	38,269.52
<b>Net Ordinary Income</b>	8,612.81
<b>Net Income</b>	8,612.81

**Part 3: Fiscal Accountability:**

Operating and/or capital requests will require current year budget detail breakdown, in addition a balance sheet showing most recent year-end assets, liabilities, and equity.

**Quantitative Section**

Briefly describe project (350 words or less)

1. Annual TF Celebration costs.
2. Upgrade Demo pit for safety: Remove poles and install cement, permeable barriers along edge of pit.

If you have received a grant previously, please provide the information below. If you receive a grant in this cycle be prepared to provide this information in your report.

1. General attendance last year 5200
2. Paid visitor attendance last year 0
3. Attendance by school children last year 1450
4. Number of full time staff 0
5. Number of volunteers last year: 80
6. Number of volunteer hours last year: over 4000 hrs.
7. Regular Meetings/Agendas concerning your use of grant funds
8. Days open to the public 1 or 2 per month.  
TF = June 23 + 24, 2017
9. Number of out of town visitors  
(More than 100 mi.): 4000 +
10. How are number of out of town visitors tracked:  
Estimate crowd numbers.  
Museum Guest Book

11. Local economic impact:

*Attached*

12. How does your organization work:

11

13. Other information- provide information you believe the Council should know:

11

### **Final Reporting**

Organizations that receive hotel-motel funding for fiscal year 2016/2017 will be required to submit a report by September 1, 2017 outlining how hotel-motel funding was used. This report should show how hotel-motel funding met the quantitative, qualitative, and fiscal accountability your organization provided in the hotel-motel application. This word document should be a maximum of 250 words. Failure to file a report by September 1, 2017 with the City of Riverside will result in your organization being disqualified from requesting hotel-motel funding in the next fiscal year. Reports should be mailed to Riverside City Hall, P.O. Box 188, Riverside, Iowa 52327.

### **City Responsibilities**

The City, upon receipt from the State of Iowa, will promptly remit payments to grantees receiving funds starting with the first payment in September of each fiscal year.

Disbursements of **capital grants** will be made by the City upon presentation by the grantee of **paid** invoices or other documents in an acceptable form and content as prescribed by the City.

All disbursements of funds shall be subject to the City receiving collected funds from the State of Iowa Department of Revenue.

The City, as part of the annual budget process, will provide an opportunity to receive public input on the allocation of these funds.

The City shall not under any circumstances be obligated financially under this grant application program except to disburse those funds according to the budgeted allocations.



## Part 2: Qualitative Section

- 1) Describe cultural, educational, recreational, or tourism value your hotel-motel funding request will provide in meeting your organization's mission statement and/or current strategic plan.

Many years ago the city of Riverside was thrust into the limelight by being accepted as the Future Birthplace of Captain James T. Kirk, the iconic Star Trek figure. Since then fans of the franchise have come to visit the area and join in the town celebration TREKFEST. This event brings in hundreds if not thousands of visitors that come from all over the world. The tourism generated by this event and the fame of being the location of Kirk's birth helps keep the community and the businesses alive. It would not be hard to say that some businesses actually depend on the tourism generated by these two things.

TREKFEST itself does many things that cover a wide range of tastes and purposes. On a cultural standpoint TREKFEST hosts the Kirk Stomping Grounds Rodeo which as you know speaks well of the farmers and hard working men and women of the area. This gives chance to show off, relax, and remember the times of the old west. Star Trek itself is ingrained in the culture of the area as it is the only town referenced in the NEW Star Trek movies that holds the attention of millions of fans world wide. RACC continues to put on the show and do everything we can to keep this festival going to give the people of Riverside and the visitors/tourists something to look forward to and enjoy. **TREKFEST IS NOT JUST A SIMPLE TOWN CELEBRATION - IT IS THE VERY HEARTBEAT AND LIFE OF THE COMMUNITY AND THE BUSINESSES.**

- 2) Identify special and/or unique opportunities your organization's hotel-motel funding request provides residents and tourists in such areas as leisure opportunities, educational opportunities, programs that promote diversity and cultural awareness, special programs or collections, etc.

**THE KIRK BIRTHPLACE** - Riverside is the only town in the world that can boast, brag, and otherwise be proud to be called the future birthplace of a fictional character that is widely known, recognized by fans and non-fans alike. This area has a monument stone marking the spot of the future historical event.

**THE USS RIVERSIDE** - This ship that marks the Voyage Home Museum has been in numerous parades and has been requested at many Star Trek events that help promote Riverside. Many people come from all over the country just to see it and get their picture taken with it and visit our town.

**TREKFEST** - The annual celebration hosts a multitude of events that attract people from all ages and walks of life. There are also plenty of home town feeling events. And most of the activities are free and family oriented. Volleyball and softball games, parades, carnivals, fireworks, rodeos, demo derby, and food are just some of the attractions that takes place.

13. ~~Other information~~ provide information you believe the council should know: Riverside is known anywhere you travel. Trek Fest is one the oldest a larger Star Trek event than cities such as Indianapolis or even Chicago conventions host. Indianapolis, for example boasts they are one of the oldest Star Trek groups around at 18 years. Trek Fest is entering its 30<sup>th</sup> year. It cannot be possible without the continued support of the City of Riverside. We have a unique marketing scheme that is the envy of many communities in the country and the World. Vulcan, a town in Canada has just come to Star Trek fame recently and embraces the celebrity "Spock" and all Star Trek Vulcans. Metropolis, IL capitalized on "Superman". The embrace the character and it brings significant tourism dollars to that community annually. They have statues and figurines everywhere and all the local businesses are involved. Not everyone is a Star Trek follower nor should they be. They should, however be aware of the opportunities that are presented by having that distinction.

DEMO DERBY PIT UPGRADES: RACC held another Derby last fall to raise funds for pit improvements. We had over 40 cars compete for the \$5000 in awards. Unfortunately our attendance numbers were down from TrekFest. With the liability insurance and other costs, we made \$1344.00 in profits.

RACC members also participated in the Johnson County JC's Field of Screams, Halloween trail for a donation of \$1200.00.

The Demo Pit will be totally re-made, as it has been the same for the past 30 years. Old electrical poles will be replaced with cement look-in barrier blocks. These will eliminate any chance of a car getting out of the pit and into the spectator area. Estimates for improvements is \$7500, leaving a balance of \$4956.00 for this project

## Assurances

Applicants hereby agree and acknowledge that:

They will expend funds, received as a result of this application, solely on the described project and programs included within the grant application documents within the fiscal year from which the grant is disbursed;

If they are awarded funds, applicants will include in all appropriate promotions, publicity, advertising, and in printed material the following credit line as applicable:

*This project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*

*Our operations are partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*

*Our operations are and this project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*

The filing of this application has been approved by the legally authorizing body of the applicant, if applicable;

The facts, figures and information contained in this application including all attachments, are true and correct;

Failure to comply with the administrative rules for this program will result in the forfeiture of funds allocated based upon this application grant;

All records of the grantee relating to this grant application are available during reasonable business hours to the City or their authorized representative upon request;

All records of the grantee related to this grant will be maintained for a period of three years following the date the final grant payment is made;

**Assurances Continued**

All grants acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Riverside as contemplated by Iowa Code Chapter 423A.7(4)(a). The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Riverside that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 423A.7(4)(a). The grantee additionally and specifically acknowledges and assures the City of Riverside that it will not use the grant for any purpose, which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by the Iowa Code Section 423A.7 (4) (a) that it will reimburse, in full, the City of Riverside the entire amount of the grant.

Rene Dyer, VT  
Officer Signature

1-27-17  
Date

Andy Rodgers - Pres  
Officer Signature

1-27-17  
Date

**RESOLUTION #020617-06**

**RESOLUTION APPROVING FY 17-18 HOTEL MOTEL TAX GRANT  
APPLICATION FOR THE RIVERSIDE HISTORY CENTER**

**Whereas**, the City of Riverside City Council approved the Hotel Motel Grant Application from the Riverside History Center in the amount of \$21,000.00.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to designate these Hotel Motel Tax funds to the Riverside History Center in reimbursement of paid invoices UP TO \$21,000.00 presented to the City Clerk.

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

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 3<sup>rd</sup> day of February, 2017.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk



**Trek  
"Where the Best Begins"**

Application for Funding ~~FY 2016/2017~~ 2017/2018

Please attach additional sheets as required

**Fiscal Year 2016-2017 Hotel-Motel Tax**

**Tax Fund Grant Program**

• About the program

The Hotel-Motel tax grant application provides non-profit organizations a mechanism to be considered for funding allocations derived from hotel/motel tax grant revenues. The funds are gross receipt revenues from the renting of any and all rooms where accommodations are furnished to transient guests for rent. State Code governs the use of revenues derived from the tax. All entities, excepting governmental entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds. All recommendations on allocations shall be subject to City Council approval.

Name of Organization: Riverside History Center

**INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED FROM CONSIDERATION**

**General Information**

Contact Person Mary Jane Stumpf Title Tres Email: maryjanestumpf@iowatelecom.net

Organization Name Riverside History Center Tax ID/Federal ID # 26-2338019

Organization Street Address 361 E 1st St, Ste 3 City Riverside State IA Zip Code 52327

Telephone # 319-648-2226

Fax #

Applications are due no later than January 29, 2016  
to the following address:

Riverside City Hall  
60 N. Greene Street  
PO Box 188  
Riverside, Iowa 52327

Type of Grant (choice from category 1-3 below) Type 1 Requested Amt. \$21,000.00

### History and Uses

The citizenry of the City of Riverside approved the implementation of the Hotel-Motel Tax in November of 2006 with the tax to become effective January 1, 2007. The percentage approved was seven percent and is imposed upon the gross receipts from the renting of any and all rooms, apartments, or sleeping quarters in any hotel, motel, inn, public lodging house, rooming house, tourist court, or in any place where sleeping accommodations are furnished to transient guests for rent. The intended use of the tax was to promote community development and tourism in Riverside.

*State Code 423A.7 (4) (a) governs the use of revenue derived from the tax and provides that:*

- 1) At least fifty percent of the revenues derived there from for the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining of recreation, convention, cultural, or entertainment facilities including but not limited to memorial buildings, halls, and monuments, civic center convention buildings, auditoriums, coliseums, and parking areas or facilities located at those recreation, convention, cultural, or entertainment facilities or the payment of principal and interest, when due, on bonds or other evidence of indebtedness issued by the county or city for those recreation, convention, cultural, or entertainment facilities, or for the promotion and encouragement of tourist and convention business in the city or county and surrounding areas.
- 2) The remaining revenues may be spent by the city or county, which levies the tax for any city or county operations authorized by law as a proper purpose for the expenditure within statutory limitations of city or county revenues derived from ad valorem taxes.

### Eligibility and Allocation Procedures

All entities, excepting government entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds.

All recommendations on allocations shall be subject to City Council approval.

- 1) **Resolution:** Allows council members to allocate funding to requesting organizations through a resolution. Prior to allocating funding, organizations must provide written justifications for the funding requested. Justification would include how the funds will be spent, benefit provided to the City through funding their request, and the positive effect their organization will have on the community if the

funding is granted. Eligible applicants would be defined as those organizations that qualify for one of the approved hotel-motel categories. Potential applicants for this funding would have a direct or clearly stated indirect potential impact on the future visitor or cultural enhancements. In addition, organizations submitting applications must provide compelling evidence as to why their particular "special project" should be funded.

**Category 1: Community Culture and Education.** Applicants are educational, cultural, and entertainment-oriented entities that are mission-driven and improve the overall quality of life in Riverside. Organizations must have 501(c) (3) status under the Internal Revenue Code. Applicants must have regular hours they are open to the public or a regular series of events open to the public.

**Category 2: Community Recreation and Events.** Applicants are community recreational and event-oriented entities particularly for recreation activities, annual events or limited time events which illustrate a positive impact on the quality of life. Organizations must have 501(c) (3) status under the Internal Revenue Code.

**Category 3: New and Emerging Organizations and Events.** Applicants are limited to a total of three successive annual applications for a new or emerging organization or event. The program or event shall show uniqueness, fulfill an unmet need or program, and have a positive impact on the quality of life. Organizations must have 501(c) (3) status under the Internal Revenue Code.

### **Eligibility and Allocation Procedures**

**Required to be submitted with application:** Documents are attached.

- Mission Statement (optional)
- Current Board Member List
- Verify 501(c)(3) status
- Annual financial statement See Attachment
- 

**Part 1: Quantitative Section:**

Provide basic quantitative data that is appropriate to your mission. Include the following: number of days open to public, performances, attendees, clients, demographic figures showing where the people who use your services or programs live, local economic impact, etc.

**Part 2: Qualitative Section:**

1. Describe cultural educational, recreational, or tourism value your hotel-motel funding request will provide in meeting your organization's mission statement and/or current strategic plan.
2. Identify special and/or unique opportunities your organization's hotel-motel funding request provides residents and tourists in such areas as leisure opportunities, educational opportunities, programs that promote diversity and cultural awareness, special programs or collections, etc.
3. Identify ways in which your organization works with other organizations to bring visitors to Riverside. Address any of the following that occurred during the previous year: partnerships, collaborations, joint marketing, etc.
4. Detail what your organization has done in the past year to reduce your organization's need for hotel-motel funding. Include sponsorship of events, promotions, fund raising, cost sharing programs, etc.



**Part 3: Fiscal Accountability:**

Operating and/or capital requests will require current year budget detail breakdown, in addition a balance sheet showing most recent year-end assets, liabilities, and equity.

**Quantitative Section**

Briefly describe project (350 words or less)

1. The Riverside History Center (RHC) is the only year-round non-profit tourist attraction in Riverside and because of our connection to the global Star Trek franchise we attract visitors from all over the world (which can be seen on our world map). We are constantly seeking ways to bring more educational benefits to the city residents through our local exhibits. The RHC continues to research and find ways to support ongoing operating costs in order to enhance and continue all of our efforts. We have the volunteers and the plan to continue to grow our exhibits and our local City events with the City support.

If you have received a grant previously, please provide the information below. If you receive a grant in this cycle be prepared to provide this information in your report.

1. General attendance last year >3,800
2. Paid visitor attendance last year 0
3. Attendance by school children last year 570
4. Number of full time staff 0
5. Number of volunteers last year: 18
6. Number of volunteer hours last year: 2,330
7. Regular Meetings/Agendas concerning your use of grant funds Monthly or as needed for special projects.
8. Days open to the public 10:00-4:00 on Tues, Thurs, Fri, & Sat, and 12:00-4:00 on Sunday  
Some reduced hours in Winter
9. Number of out of town visitors 3,400  
(More than 100 mi.):
10. How are number of out of town visitors tracked: Visitors are asked to sign on "Captain's Log" and indicate their hometown and how they heard about Riverside and the RHC.

## 11. Local economic impact:

Many of the RHC visitors are from out of town and often ask about other sites of interest in Riverside. The Future Birthplace of Capt. James T Kirk is a must on many of their lists and therefore very likely to visit other businesses in the downtown area. As visitors show interest other area's ie: churches, cemeteries, casino, and other various historical places and farms, we direct them to the locations.

## 12. How does your organization work:

Any individual who has an interest in the history of Riverside or Star Trek is welcome to join the RHC. We hold monthly meetings or as needed for special projects or work sessions to plan or update our exhibits. There are no dues, instead we encourage members to volunteer hours. New officers are elected at our annual meeting. Many members and volunteers donate history memorabilia, labor and miscellaneous items.

## 13. Other information- provide information you believe the Council should know:

The RHC acts as a resource center on the history of Riverside and surrounding area, providing education and information to local and out of town visitors. We preserve the Riverside area's history for our children, grandchildren and future generations to come. Our connection to the global Star Trek franchise attracts visitors from all over the world.

### **Final Reporting**

Organizations that receive hotel-motel funding for fiscal year 2016/2017 will be required to submit a report by September 1, 2017 outlining how hotel-motel funding was used. This report should show how hotel-motel funding met the quantitative, qualitative, and fiscal accountability your organization provided in the hotel-motel application. This word document should be a maximum of 250 words. Failure to file a report by September 1, 2017 with the City of Riverside will result in your organization being disqualified from requesting hotel-motel funding in the next fiscal year. Reports should be mailed to Riverside City Hall, P.O. Box 188, Riverside, Iowa 52327.

### **City Responsibilities**

The City, upon receipt from the State of Iowa, will promptly remit payments to grantees receiving funds starting with the first payment in September of each fiscal year.

Disbursements of **capital grants** will be made by the City upon presentation by the grantee of paid invoices or other documents in an acceptable form and content as prescribed by the City.

All disbursements of funds shall be subject to the City receiving collected funds from the State of Iowa Department of Revenue.

The City, as part of the annual budget process, will provide an opportunity to receive public input on the allocation of these funds.

The City shall not under any circumstances be obligated financially under this grant application program except to disburse those funds according to the budgeted allocations.

## Assurances

Applicants hereby agree and acknowledge that:

They will expend funds, received as a result of this application, solely on the described project and programs included within the grant application documents within the fiscal year from which the grant is disbursed;

If they are awarded funds, applicants will include in all appropriate promotions, publicity, advertising, and in printed material the following credit line as applicable:

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The filing of this application has been approved by the legally authorizing body of the applicant, if applicable;

The facts, figures and information contained in this application including all attachments, are true and correct;

Failure to comply with the administrative rules for this program will result in the forfeiture of funds allocated based upon this application grant;

All records of the grantee relating to this grant application are available during reasonable business hours to the City or their authorized representative upon request;

All records of the grantee related to this grant will be maintained for a period of three years following the date the final grant payment is made;

**Assurances Continued**

All grants acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Riverside as contemplated by Iowa Code Chapter 423A.7(4)(a). The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Riverside that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 423A.7(4)(a). The grantee additionally and specifically acknowledges and assures the City of Riverside that it will not use the grant for any purpose, which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by the Iowa Code Section 423A.7 (4) (a) that it will reimburse, in full, the City of Riverside the entire amount of the grant.

Mary Jane Stumpf, Treas.  
Officer Signature

1/7/2017

Date

W. A. Meindem, Sec.  
Officer Signature

1/7/2017

Date

TO: City of Riverside

From: Riverside History Center

Application Attachment to the Tax Fund Grant Program for Funding 2017/2018

**MISSION:**

**The Riverside History Center's (RHC) primary function is to operate a public museum. The core focus of the museum is the history of Riverside, Iowa. Exhibits are designed to showcase the values, principles, culture, and heritage of the greater Riverside community and promote the general advancement thereof. It is the expressed purpose of the RHC to serve as an educational resource and recreational destination for the residents and visitors of all ages. Service to the community of RHC's reason for being, and thus all decisions we will make, and actions we take, shall be henceforth executed in this conscientious and humble regard.**

**The history of Riverside is exceptional; because at least part of our future has already been written, therefore the RHC and the Riverside community celebrates our future history as well as our past.**

**Additional Information:**

Because of our connection to the global STAR TREK franchise we attract visitors from all over the world. We provide a place for them to visit and be informed of other attractions in our town. The RHC serves as a tourist information site and we maintain a rack for tourism brochures for Riverside, Washington County and surrounding area as well as other Iowa tourism sites. We direct visitors to areas of local interest, landmarks, and local restaurants.

**Current Board Members:**

**Wendee McCracken – President**

**Ken McCracken – Vice President**

**Mary Jane Stumpf – Treasurer**

**Mike Meinders – Secretary**

**Directors – Carol Riggan, Scott Riggan**

**Honorary Board Members – Katie Simon, Jan Musser**

**Volunteers – Carolyn Hudson, Carol Meinders, Wanda Blakley, Phil Richman, Kathy Lindhorst**

**IOWA SECRETARY OF STATE  
PAUL D. PATE**



**CERTIFICATE OF EXISTENCE**

Date: 10/4/2016

Name: RIVERSIDE HISTORY CENTER (504RDN - 364577)

Date of Incorporation: 6/9/2008

Duration: PERPETUAL

I, Paul D. Pate, Secretary of State of the State of Iowa, custodian of the records of incorporations, certify the following for the nonprofit corporation named on this certificate:

- a. The entity is in existence and duly incorporated under the laws of Iowa.
- b. All fees required under the Revised Iowa Nonprofit Corporation Act due the Secretary of State have been paid.
- c. The most recent biennial report required has been filed with the Secretary of State.
- d. Articles of dissolution have not been filed.

Certificate ID: CS126675

To validate certificates visit:

[sos.iowa.gov/ValidateCertificate](https://sos.iowa.gov/ValidateCertificate)

A handwritten signature in black ink that reads "Paul D. Pate". The signature is stylized and cursive.

Paul D. Pate, Iowa Secretary of State

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2015

Open to Public Inspection

A For the 2015 Calendar year, or tax year beginning 2015-01-01 and ending 2015-12-31

B Check if available

- Terminated for Business
- Gross receipts are normally \$50,000 or less

C Name of Organization: RIVERSIDE HISTORY CENTER  
PO Box 372, Riverside, IA,  
US, 52327

D Employee Identification  
 Number 26-2338019

E Website:

F Name of Principal Officer: Mary Jane Stumpf  
1126 Quail Ct, Riverside, IA,  
US, 52327

Information Copy  
 Do Not send to IRS.

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

**Note:** This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Annual Financial Statement for Riverside History Center		
Jan 1, 2016 - Dec 31, 2016	Credits	Debits
<b>INCOME:</b>		
City of Riverside Grant	20812.23	
Private Misc Donations	1058.05	
Washington County Riverboat Grant	2000.00	
Voyage Home MDSE Sales	<u>1000.00</u>	
<b>TOTAL INCOME:</b>	<b>\$24,870.28</b>	
<b>EXPENSES:</b>		
Rent		15000.00
Utilities; Gas, Electric Phone, Internet		4368.26
IMT Group Insurance		654.00
Exhibits		3321.18
IMA Iowa Museum Assoc Dues		80.00
Office Equipment		105.49
Misc Office Supplies & Maintenance		206.41
US Postal Service - box rent		36.00
Advertising		510.00
Items for sale		<u>552.00</u>
<b>TOTAL EXPENSES:</b>		<b>\$24,833.34</b>
<b>Bank Balance Dec 31, 2016</b>		<b>\$6,245.20</b>
<b>ASSETS:</b>		
EQUIPMENT:		\$7,800.00
		\$24,750.00
INVENTORY:		\$3,975.00
Misc Donations by Board Members & Volunteers:		\$300 to \$400
Est Labor hours by Board Members & Volunteers:		\$46,600.00
2330 hrs x \$20 per hr = \$46,600.		



<b>Annual Financial Statement for VOYAGE HOME ACCOUNT</b>			
Jan 1, 2016 - Dec 31, 2016			
<b>INCOME:</b>			
Sale of Merchandise	26409.17		
<b>TOTAL INCOME:</b>			
	<b>\$26,409.17</b>		
<b>EXPENSES:</b>			
Merchandise Purchased		6437.15	
Merchannts Express Charges (1/2 of \$792.31)		396.15	
Misc Expenses		97.26	
Mdse sales paid to RACC		14676.67	
Mdse sales paid to BSA		561.00	
Mdse sales paid to RHC for partial sales of prev yrs		1000.00	
<b>TOTAL EXPENSES:</b>			
		<b>\$23,168.23</b>	
<b>Bank Balance Dec 31, 2016</b>			<b>\$9,821.94</b>
Current Inventory \$3,775.00			
Known expenses for 2017 which have been paid:			
Dec Sales to RACC \$134.28			
2016 Year sales to City Riv is \$254.50			
2016 Year sales to BSA is \$ 415.50			
2016 Year sales to St Marys \$60.00			
2016 and some previous years sales for RHC yet to be determined by member vote and estimate would be >\$5,000			

**RECEIVED**  
JAN 27 2017  
BY: \_\_\_\_\_

## City of Riverside Employment Application Form

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE



APPLICATION FOR EMPLOYMENT  
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-5. DATE 1-13-17

Name Roder Andy    
Last First Middle Maiden

Present address 1115 Pelican Dr. Kalona 52247  
Number Street City State Zip

How long \_\_\_\_\_ Social Security No. ~~XXXXXXXXXX~~

Telephone (712) 251-8681

If under 18, please list age \_\_\_\_\_

Position applied for (1) ~~Part Time Seasonal Parks and Streets~~ Fire Dept.

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When available for work? Days/Nights

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College	<u>COE</u>			
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?

No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

1/25/17 CR Fire Dept - Rotating Shifts



**City of Riverside  
Employment Application Form**

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE



APPLICATION FOR EMPLOYMENT  
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-5. DATE Jan. 5, 2017

Name Hart Payton Marie -  
Last First Middle Maiden

Present address 1129 Redwood Ave Riverside IA 52327  
Number Street City State Zip

How long 4 1/2 years Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone (319) 648-2957

If under 18, please list age 17

Position applied for (1) Part Time Seasonal Parks and Streets  
First responder/EMT

How many hours can you work weekly? N/A Can you work nights? Yes

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When available for work? Weekends  
Before 7:30 am Monday - Friday, After 4:00 pm Monday - Friday

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	<u>Iowa Mennonite School</u>		<u>2 1/2 years</u>	-
College	-	-	-	-
Bus. or Trade School	-	-	-	-
Professional School	-	-	-	-

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

1/25/17 She is still in High School - only 17 yrs old

---

PLEASE READ CAREFULLY

---

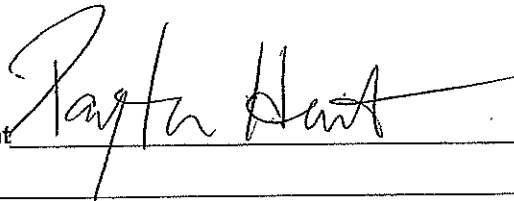
APPLICATION FORM WAIVER

In exchange for the consideration of my job application by the City of Riverside (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of City of Riverside, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the City Administrator of the Company. Both the undersigned and the City of Riverside may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

Signature of applicant



Date:

1/5/17

---

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

# EMPLOYMENT APPLICATION

City of Riverside

The City of Riverside is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of age, race, religion, creed, color, sex, national origin, or disability.

**Note:** If you have a physical or mental disability and you believe that an accommodation may be necessary in order for you to complete this application, please state the kind of accommodation which you believe is appropriate:

Please answer ALL questions. Print or write carefully. If you provide false, inaccurate, or incomplete information in this application form or in any interview or if you fail to disclose information requested in this application form or in any interview, you will not be eligible for employment, or, if you are hired, you will be subject to termination.

## PERSONAL INFORMATION (To Be Completed By All Applicants)

Last Name: Hancock First Name: Tony Middle Name: JOSEPH  
Street Address: 1092 WALNUT #207 RIVERSIDE CA 92507 City: CA State: CA Zip Code: 92507 Telephone: 9035136007  
Are you 18 or older: yes Social Security #: [REDACTED] City: [REDACTED] State: CA Zip Code: [REDACTED] Telephone: [REDACTED]  
Are you legally eligible to work in the U.S.: yes

Is there any name, other than the name stated above, which you have previously used to identify yourself: N/A  
If you are a military veteran, please provide information regarding your military service: no

## FOR MOTOR VEHICLE OPERATOR APPLICANTS ONLY

The following 3 questions must be answered in order to complete a check of your driving record:  
Date of Birth: 01/24/73  
Driver's License Information: State: CA Number: 772AA9693

How many years have you driven a commercial vehicle: 20+  
What is the proper safety procedure for getting into and out of a tractor cab: \_\_\_\_\_

What is the proper procedure for lifting boxes: \_\_\_\_\_  
Have you ever fallen off a truck: no If "yes", how many times: \_\_\_\_\_  
Can you lift a load that weighs 75 pounds: yes  
Can you drive \_\_\_\_\_ miles per day: \_\_\_\_\_  
Can you drive \_\_\_\_\_ hours in a \_\_\_\_\_ day period: \_\_\_\_\_

- 1/25/17 U of da Hospital  
Rotating Shifts

**CRIMINAL RECORD**

To be completed by all applicants.

The term "convicted includes a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication, and an adjudication of guilt or delinquency as a minor.

If you answer "yes" to any of the following questions, you must provide detail on back:

Have you ever been convicted of a felony: \_\_\_\_\_

Have you ever been convicted of a serious misdemeanor: \_\_\_\_\_

**Note: Convictions will not necessarily bar you from employment. We will consider the number, nature, seriousness, and recency of the convictions in making our decision.**

**DRUG AND ALCOHOL INFORMATION**  
(For All Applicants)

---

All applicants for employment are required to submit to a drug and alcohol test after a conditional offer of employment has been made. The results of the drug and alcohol tests will be provided to the City of Riverside. If you are currently using illegal drugs or controlled substances, you are not eligible for employment. If you use illegal drugs or controlled substances after you have been employed, you will be subject to disciplinary action or dismissal. This policy does not apply to the use of medications which have been prescribed for an individual by a licensed medical practitioner and which are used strictly in accordance with the prescription.

**FOR ALL APPLICANTS -- PLEASE READ CAREFULLY BEFORE SIGNING.**

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, regardless of the date on which the City of Riverside discovers the violation of its policy regarding application form dishonesty.

In connection with my application for employment with the City of Riverside, I expressly authorize the release to the City of Riverside of any records or information which may refer or relate to my application for employment, including, but not limited to, records of schools, law enforcement or criminal justice agencies, and previous employers. I hereby release and discharge the City of Riverside and any other person, firm, agency, or corporation from any and all claims and liability which I may have or ever claim to have relating to information provided to the City of Riverside as part of my application for employment.

If I am offered and accept employment with the City, I understand that my employment is At Will and that my employment may be terminated at any time and for any reason either by me or by the City of Riverside.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**City of Riverside  
Employment Application Form**

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE



**APPLICATION FOR EMPLOYMENT  
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS**

PLEASE COMPLETE PAGES 1-5.

DATE 10-16-16

Name Duwa Karson Allen  
Last First Middle Maiden

Present address 2575 150th St. Riverside IA 52327  
Number Street City State Zip

How long 4 years Social Security No. ~~XXXXXXXXXX~~

Telephone (319)-936-4799

If under 18, please list age \_\_\_\_\_

Position applied for (1) Part Time Seasonal Parks and Streets

Riverside Fire Department

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	<u>Mid-Prairie</u>	<u>Wellman</u>	<u>4</u>	
College	<u>Kirkwood</u>	<u>Cedar Rapids</u>	<u>1</u>	<u>Construction management</u>
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

1/25/17 classes 8-noon M-F @ Kirkwood



PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE



APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

Driver's license number [REDACTED] State of issue IA  Operator  Commercial (CDL)

Chauffeur

Expiration date 8/12/2024

Have you had any accidents during the past three years?

How many? NO

Have you had any moving violations during the past three years?

How Many? NO



Please list two references other than relatives or previous employers.

Name Broddy Miller

Name Brendan Serum

Position \_\_\_\_\_

Position \_\_\_\_\_

Company Duwa's Quality Walls Inc

Company City of Iowa City

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone (319) 330-2264

Telephone (319) 325-8365

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

[Empty space for additional information]

**City of Riverside  
Employment Application Form**

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE



APPLICATION FOR EMPLOYMENT  
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-5. DATE 11/30/2016

Name Voorhees Kenneth Augustus  
Last First Middle Maiden

Present address 151 1/2 W 3<sup>rd</sup> (PO Box 461) Riverside IA 52327  
Number Street City State Zip

How long 1.5 years Social Security No. ~~XXXXXXXXXX~~

Telephone (563) 581 8185

If under 18, please list age n/a

Position applied for (1) Part Time Seasonal Parks and Streets

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	<u>Hemstead High School</u>	<u>Dubuque, IA</u>	<u>4</u>	
College	<u>University of Northern Iowa</u>	<u>Cedar Falls, IA</u>	<u>4.5</u>	<u>BA Criminology</u>
Bus. or Trade School	<u>Kirkwood Community College</u>	<u>Cedar Rapids, IA</u>	<u>0.5</u>	<u>EMT Course</u>
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. N/A

1/25/17 No Answer

RECEIVED  
DEC 07 2016

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

[Empty box]

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

What is your means of transportation to work? Personal car

Driver's license number [REDACTED] State of issue IA  Operator  Commercial (CDL)

Chauffeur

Expiration date \_\_\_\_\_

Have you had any accidents during the past three years?

How many? 0

Have you had any moving violations during the past three years?

How Many? 0

[Empty box]

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

[Large empty space for additional information]

## City of Riverside Employment Application Form

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE



APPLICATION FOR EMPLOYMENT  
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-5. DATE 11-14-16

Name Stakey William Arthur

Last First Middle Maiden

Present address 15013 W 1st St Riverside

Number Street City State Zip

How long \_\_\_\_\_ Social Security No. ~~XXXXXXXXXX~~

Telephone (319) 530-3730

If under 18, please list age \_\_\_\_\_

Position applied for Fire dept.  
(1) ~~Part Time Seasonal Parks and Streets~~

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE



APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

Driver's license number ~~710-24-17~~ State of issue IA  Operator  Commercial (CDL)  
 Chauffeur  
Expiration date \_\_\_\_\_

Have you had any accidents during the past three years? How many? 0  
Have you had any moving violations during the past three years? How Many? 0



Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone ( ) _____	Telephone ( ) _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Large empty rectangular area for providing additional information.

**City of Riverside  
Employment Application Form**

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE



APPLICATION FOR EMPLOYMENT  
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-5. DATE 12-30-16

Name Goerd Brian

Present address 3141 116th St Riverside 52327

How long 1 year Social Security No. ~~095-21-1111~~

Telephone (953) 299-1464

If under 18, please list age \_\_\_\_\_

Position applied for (1) ~~Part Time Seasonal Parks and Streets~~ Fire Dept.

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	<u>TIPTON</u>			
College				
Bus. or Trade School	<u>ABC OF IOWA</u>	<u>Electrical</u>		
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

1/25/17 left voice mail

Work 7:00-3:30

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

Driver's license number ~~115A27570~~ State of issue IA  Operator  Commercial (CDL)

Chauffeur

Expiration date \_\_\_\_\_

Have you had any accidents during the past three years?

How many? \_\_\_\_\_

Have you had any moving violations during the past three years?

How Many? \_\_\_\_\_

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Garritt Thoman

## 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 or 1st out department vehicle if there are members available to fill the apparatus. The cadet will respond in apparatus assigned by an officer or senior member.
  - 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 type call as primary rescuer.
  - 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: Garrit our consent to become a Fire Cadet with the **Riverside Community Fire Department**

Parents or Guardian: Mina Moman Date:

1-1-17

Address: 1390 Spruce Ave

City: Riverside State: CA Zip: 92501

Home Phone: 948 5335 Work Phone: \_\_\_\_\_

Cell: 330-1889

Signature of Parents/Guardians: Mina Moman Relationship:

\_\_\_\_\_ Relationship: Mom

Riley Grecian

## **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:

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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:

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  - c. NO Fire Cadet's response may be in a personal vehicle or 1st out department vehicle if there are members available to fill the apparatus. The cadet will respond in apparatus assigned by an officer or senior member.
  - 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.
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  - 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 type call as primary rescuer.
  - f) No Fire Cadet will be allowed to operate any emergency vehicle owned or used by the fire department on any public thoroughfare.
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**Riverside Community Fire Department**

**Notification Letter and Parent Consent Form FIRE CADET PROGRAM**

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

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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: Ailey our consent to become a Fire Cadet with the **Riverside Community Fire Department**

Parents or Guardian: Tim Deen Date:

1/25/17

Address:

3055 170th st

City: Riverside State: Iowa Zip:

52327

Home Phone: 319-648-2604 Work Phone: \_\_\_\_\_

Cell: 319-430-1431

Signature of Parents/Guardians: Tim Deen Relationship:

Father

Relationship: \_\_\_\_\_

## Lory Young

---

**From:** Chad Smothers <chadsmothers.cs@gmail.com>  
**Sent:** Wednesday, January 04, 2017 7:53 AM  
**To:** Lory Young; Becky LaRoche; Mayor  
**Cc:** Curtis Sexton; Chris; Curtis Sexton  
**Subject:** Fire Dept.  
**Attachments:** 2016-17budget.docx; SCBA Quote.pdf; \_Certification\_.htm

I am attaching 2 things for the upcoming budget process for 2017. The 1st sheet is just the fire department general operating budget that I used last year. The 2nd sheet is a quote for new SCBA's (air packs). I have brought this up at previous meetings that this equipment needed replaced in the future. We have met or exceeded the service life of our current air packs and need to replace all of them. I have visited with Lory about this a little bit and my plan is to apply for both spring and fall casino grants to help cover some of the cost. We need to secure funding though because if we fail to get a grant these need replaced by the end of 2017. This is a critical piece of life saving equipment. I plan on attending upcoming budget work sessions to answer any questions and to present all this info. If you have questions let me know.

Thanks  
Fire Chief  
Chad Smothers

## Fire & EMS Budget 2016-17

Station Maintenance - \$10,000

Generator - \$2500

Insurance Property - \$3675

Insurance Auto - \$4725

Insurance Inland Marine - \$1050

Workers Comp - \$4620

Electric/Gas - \$8000

Phone/Internet/TV - \$3200

Membership Dues - \$500

Fuel for Trucks/Equipment - \$4000

Vehicle Maintenance - \$15,000

Training - \$4000

Tools/Equipment - \$20,000

Radio/Communication Equipment - \$20,000

Legal Fees - \$1500

Miscellaneous - \$5000

TOTAL - \$107,770

Last Year Fire/EMS Budget Total - \$102,100

Increase of \$5600 or 5%



**Sandry Fire Supply LLC**

618 6th Street  
DeWitt, Iowa 52742  
Phone:563-659-2357  
Fax:563-659-8147  
Website: www.sandryfire.com

**Quote**

Valid Till: 01/31/2017

Quote Number : 1707327000002158057

**BILL TO:**  
**Riverside Fire Dept.**  
**PO Box 111**  
Riverside,IA 52327

**SHIP TO: false**  
**Riverside Fire Dept.**  
**271 River Street**  
Riverside, IA 52327

Account Name: <b>Riverside Fire Dept.</b>	<b>Sales Rep:Joel Sandry</b>
Contact Name: <b>Chad Smothers</b>	Contact Information: <b>joel@sandryfire.com;563-659-2357</b>

Product Details	Qty	Price Each	Total
msag1FS422MF2C0LAA	18	\$4,190.00	\$75,420.00
MSA G1 SCBA-Threaded Connect, Metal Cylinder Band, Fixed Swivel Lumbar, Pass, and Rechargeable Battery Pack			
msa10161810	18	\$265.00	\$4,770.00
MSA G1 Med. Facepiece			
msa10156424-SP-SP	36	\$900.00	\$32,400.00
MSA G1 H-45 Low Profile Cyl			
New Product	15	\$430.00	\$6,450.00
Buddy Breathing			
msa10158385	1	\$480.00	\$480.00
MSA Recharging Station			
			Sub Total \$119,520.00
			Tax \$0.00
			Adjustment \$0.00
			<b>Grand Total \$119,520.00</b>

**Terms and Conditions**



9915

COPY

UNITED STATES OF AMERICA  
STATE OF IOWA  
COUNTY OF WASHINGTON  
CITY OF RIVERSIDE

GENERAL OBLIGATION FIRE TRUCK ACQUISITION NOTE

\$231,000

RATE	MATURITY DATE	NOTE DATE
3.00%	June 1, 2020	August 6, 2015

The City of Riverside (the "City"), in the County of Washington, State of Iowa, for value received, promises to pay in the manner hereinafter provided to

Peoples Trust and Savings Bank,  
Riverside, Iowa (the "Lender")

or registered assigns, the principal sum of TWO HUNDRED THIRTY-ONE THOUSAND DOLLARS, together with interest on the outstanding principal hereof from the Note, or from the most recent payment date on which interest has been paid, except as the provisions hereinafter set forth with respect to prepayment prior to maturity may be or become applicable hereto.

Principal of this Note shall be payable in annual installments due on June 1 in each of the years, and in the respective amounts as follows:

Year	Principal Amount
2016	\$44,000
2017	\$45,000
2018	\$46,000
2019	\$47,000
2020	\$49,000

PAID

9/9/2015

Accrued interest on the Note shall be payable semiannually on the first day of June and December in each year, commencing December 1, 2015. The Note bears interest at the rate of 3.00% per annum. Interest shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

Both principal of and interest on this Note are payable to the registered owner appearing on the registration books of the City maintained by the City Clerk (hereinafter referred to as the "Registrar" or the "Paying Agent") at the close of business on the fifteenth day of the month next preceding the payment date in lawful money of the United States of America to the registered owner at the address shown on such registration books; provided, however, that the final installment of principal and interest will be payable only upon presentation and surrender of this Note to the Paying Agent.

This Note is issued by the City to evidence its obligation under a certain Loan Agreement, dated as of the date hereof (the "Loan Agreement") entered into by the City for the purpose of paying the costs, to that extent, of acquiring a fire truck for the municipal fire department.

This Note is issued pursuant to and in strict compliance with the provisions of Chapter 76 and Chapter 384 of the Code of Iowa, 2015, and all other laws amendatory thereof and supplemental thereto, and in conformity with a resolution of the City Council authorizing and approving the Loan Agreement and providing for the issuance and securing the payment of this Note (the "Resolution"), and reference is hereby made to the resolution and the Loan Agreement for a more complete statement as to the source of payment of this Note and the rights of the owner of this Note.

The City reserves the right to prepay principal of this Note, in whole or in part, at any time prior to maturity on terms of par and accrued interest. All principal so prepaid will cease to bear interest on the prepayment date. All prepayments of principal of this Note shall be applied in reverse order of maturity and shall not cause a reamortization of the scheduled principal payments set for the above, unless a modification to this Note is negotiated between and approved by both the Lender and the City, subject to review by bond counsel.

This Note is fully negotiable but shall be fully registered as to both principal and interest in the name of the owner on the books of the City in the office of the Registrar, after which no transfer shall be valid unless made on said books and then only upon presentation of this Note to the Registrar, together with either a written instrument of transfer satisfactory to the Registrar or the assignment form hereon completed and duly executed by the registered owner or the duly authorized attorney for such registered owner.

The City, the Registrar and the Paying Agent may deem and treat the registered owner hereof as the absolute owner for the purpose of receiving payment of or on account of principal hereof, premium, if any, and interest due hereon and for all other purposes, and the City, the Registrar and the Paying Agent shall not be affected by any notice to the contrary.

And It Is Hereby Certified and Recited that all acts, conditions and things required by the laws and Constitution of the State of Iowa, to be had, to be done or to be performed precedent to and in the issue of this Note were and have been properly existent, had, done and performed in regular and due form and time; that provision has been made for the levy of a sufficient continuing annual tax on all the taxable property within the City for the payment of the principal of and interest on this Note as the same will, respectively become due; and that the total indebtedness of the City, including this Note, does not exceed any constitutional or statutory limitations.

**RESOLUTION #020617-07**

**RESOLUTION ACCEPTING NEW MEMBERS TO THE RIVERSIDE  
VOLUNTEER FIRE DEPARTMENT**

**Whereas**, the City of Riverside City Council will accept Andy Roder, Payton Hart, Toby Hancock, Karson Duwa, Ken Voorhees, Bill Stukey & Brian Goerd, as new members to the City of Riverside Volunteer Fire Department.

**Therefore**, be it resolved the City of Riverside City Council does hereby agree to these new members.

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

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 3rd day of February, 2017.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk

**RESOLUTION #020617-08**

**RESOLUTION ACCEPTING NEW CADET MEMBERS TO THE  
RIVERSIDE VOLUNTEER FIRE DEPARTMENT**

**Whereas**, the City of Riverside City Council will accept Garitt Thomann and Riley Grecian as new Cadet members to the City of Riverside Volunteer Fire Department.

**Therefore**, be it resolved the City of Riverside City Council does hereby agree to these new members.

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

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 3rd day of February, 2017.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk

## Lory Young

---

**From:** Jeff Huber <jhuber@gbinc.net>  
**Sent:** Thursday, January 26, 2017 8:41 AM  
**To:** Lory Young  
**Subject:** RE: Grenier Buildings

Good morning Lory,  
It was nice meeting you yesterday and I appreciate the time you took with us.

Below is our proposal for initial design work for the Riverside City Park building:

**\$2500 – Initial Design to include the following:**

- 3D conceptual design of the exterior structure and parking
- 3D models to be geo-located on the actual property – to scale
- Interactive 3D PDF where the model can be spun, rotated, zoomed (can send examples of other projects if needed)
- Attend up to 3 work-session meetings with interested parties
- Provide initial 2D drawings of room layouts

**For an additional \$500, we can make a movie of a “fly-through” of the building.** This may be a great way to get interest in the community and also to show donors a little more about the building and its intended use. Links can be e-mailed out or the movie can be posted on the city website. (again, I can send examples if needed).

Below are a few screen shots of the Lone Tree Wellness building that we did similar conceptual designs for. This was a little more in depth on the interior than what I am proposing for your building, but it is something we can do for you down the road if needed.

Please let me know what questions you have,

Thanks,

Jeff

Eicher Design Build, LLC  
2050 West Madison Street  
Washington, Iowa 52353  
(319) 930-6693

## DESIGN AGREEMENT

The undersigned Owner agrees to have EDB prepare a set of blueprints to define and clarify a new building project at the location as specified below. The blueprints will include a floor plan, elevations as needed, sections as needed, an outline of specifications and an approximate price quotation for the proposed building as follows:

\_\_\_\_\_ 50' x 100' Building with men's and women's restrooms, 10' x 20' Storage, 20' x 24' Serving Kitchen, and 10' x 10' Utility Room \_\_\_\_\_

Located at: \_\_\_\_\_ Hall Park in Riverside, Iowa \_\_\_\_\_

If EDB is authorized by the Owner to complete all or at least 95% (by dollar volume) of the work proposed, the fee for preparing the plan and specifications will be credited in full against the cost of the construction. If the Owner elects not to enter a construction Contract after the signing of this agreement, the retainer shall be non-refundable.

EDB will provide two (1) sets of plans and specifications to the owner prior to the construction agreement. Plans and specifications will be sufficient for the requirements of the local building department having jurisdiction at this location to issue building and other required permits for the proposed remodeling.

EDB will make two (2) minor revisions to the plan (maximum two hours drafting time), after the initial presentation, if the revisions are requested within ten working days of the initial presentation. Owner agrees to assist EDB to complete the design process within thirty (30) days of the date of this agreement.

It is understood and agreed by all parties to this agreement that the original drawings and plans shall be prepared by EDB or their affiliate, and shall remain the property of EDB until a construction agreement for the proposed work is reached between EDB and the undersigned Owner. It is understood and agreed by all parties to this agreement that the plans, specifications and price quotation for this job are for the sole and exclusive use of EDB and may not be used or relied upon by any other parties.

If the scope of the proposed construction work or design phase work is changed after the signing of this agreement, the design fee will be changed accordingly. Any alteration or deviation from above terms involving extra costs will be executed only upon written order from Owner and will become an extra charge over the below agreed amount.

As stated above, this retainer is fully deductible from the final contract payment. If a subsequent preliminary design is requested, however, this will be provided at an additional charge of \$250, also to be paid in advance, but NOT deductible from the price of the contract.

TARGET BUDGET RANGE

(NOTE: This is an approximate estimated amount only) .....\$500,000 to \$750,000

DESIGN AGREEMENT FEE: .....\$3,750 (\$.75 per sq./ft.)

DEPOSIT (1/2 Fee) ..... \$1,875

FINAL PAYMENT..... \$1,875

(Due on day of submission of final plans and job specifications to the Owner by EDB)

\_\_\_\_\_  
(Owner) (Date)

\_\_\_\_\_  
(Owner) (Date)

\_\_\_\_\_  
EDB (Date)

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.			
<b>*All meetings unless listed below are extra and shall be billed on an hourly basis</b>			
<b>Schematic Design Services</b>			
Banquet/4-Seasons Community Room at Hall Park on the site of an acquired residential property.			
Receive Survey/Plot information from City Engineer			
Model surrounding site features for context			
Create Schematic Floor/Site Plan (Community Room, Catering Kitchen, Restrooms)			
Meet with Owner			
Revise Floor Plan			
Create Exterior 3d Design Options (2)			
Meet with Owner to select exterior concept			
Cost Opinion			
Refine 3d Model			
Meet with Owner			
Create Fundraising Renderings for Owner use			
<b>TOTAL</b>	<b>\$</b>	<b>9,000</b>	
<p>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.</p> <p>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.</p> <p>Unless otherwise requested by the Owner all such additional services will be computed on an hourly basis.</p> <p>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 meetings and may charge for additional studies or documents required by the Owner in making these decisions.</p> <p>Note 4 - The scope above is based working directly with City Manager to provide necessary information for this phase of work</p> <p>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</p> <p>Note 6 - Public Meetings/Input sessions not shown above will be on an hourly basis at the hourly rates listed below.</p> <p>Note 7- This project is on a hourly not-to-exceed basis.</p>			
Hourly rates for computing services:			
Principal Architect		\$	135.00
Project Architect		\$	110.00
Project Manager		\$	105.00
Draftsperson		\$	90.00
Clerical		\$	65.00

January 19, 2017

Lory Young | City Clerk/Finance Officer  
City of Riverside  
PO Box 188  
Riverside, IA 52327

**Re: Proposal for Professional Services  
Park Shelter  
IIW Project No.: 17037**

ARCHITECTURE  
CIVIL ENGINEERING  
CONSTRUCTION SERVICES  
ENVIRONMENTAL ENGINEERING  
LAND SURVEYING  
MUNICIPAL ENGINEERING  
STRUCTURAL ENGINEERING  
TRANSPORTATION ENGINEERING

Dear Lory:

IIW, P.C. is pleased to provide this proposal for professional services for the Riverside Park Shelter. Following is a description of our understanding of the project, a detailed listing of the scope of services we propose to provide, and other information relating to the project and scope of services.

#### PROJECT DESCRIPTION

Develop a program of spaces, three conceptual floor plans, a preliminary code search, a partial site plan, three 3D exterior renderings and three Statements of Probable Cost for the proposed park shelter, located in Riverside, Iowa.

#### SCOPE OF SERVICES

The following list of services will be provided by or under the direct personal supervision of an Architect licensed to practice in the State of Iowa.

#### **A. Program, Conceptual Floor Plan, Rendering and Statement of Probable Cost (SOPC)**

1. Consult with the Owner's representative (City of Riverside) to define and clarify the Owner's requirements, and develop a program of spaces for the Project.
2. Perform a preliminary code search to determine basic code requirements for building size, construction type and location on site.
3. Develop three conceptual floor plans based on Program of Spaces.
4. Attend up to two meetings with the Owner's representative to review conceptual floor plans, preliminary code search, partial site plan, 3D exterior renderings and Statements of Probable Cost for the proposed park shelter.
5. Attend one meeting to present the three options to Riverside's City Council.
6. Make minor changes to conceptual floor plans and 3D renderings based on comments from Owner's representative.
7. IIW's services under the Program, Conceptual Design, Rendering and SOPC phase will be considered complete on the date when the Conceptual Floor Plans, Renderings, partial site plan, and SOPC has been delivered to the Client.

#### OWNER'S RESPONSIBILITIES

The Owner shall do the following in a timely manner so as not to delay the services of Architect:

1. Designate a person to act as Owner's representative with respect to the services to be rendered under this agreement. Such person shall have complete authority to transmit instructions, receive information, interpret, and define Owner's policies and decisions with respect to Architect's services for the project.
2. Provide all criteria and full information as to the Owner's requirements for the project, including design objectives and constraints, performance requirements and any budgetary

Dennis F. Waugh, PE/SE\*  
Charles A. Cate, PE \*\*  
Gary D. Sejkora, PE \*\*  
Michael A. Jansen, PE/SE  
Timothy J. Tranel, PE\*  
John F. Wandsnider, PE  
Julie P. Neebel, PE  
James P. Kaune, PE  
Thomas J. Oster, PLS \*\*  
Wray A. Childers, PLS \*\*  
Geoffrey T. Blandin, PE  
Mark C. Jobgen, PE \*\*  
Lauren N. Ray, PE/SE  
Cody T. Austin, PE\*  
Marc D. Ruden, PE  
Mark R. Fassbinder, AIA\*  
Michael A. Ruden, NCARB/AIA\*  
Craig J. Elskamp, AIA  
Eric J. Helminiak, PE/SE\*  
Jeffrey J. Brandt, PLS  
Craig L. Geiser, PLS  
Adam J. Moris, PE  
David A. Leapaldt, AIA, CID\*  
Nathan W. Miller, PE  
Damian D. Baumhover, NCARB/AIA  
Nicholas A. Schneider, PE  
Christian J. Hendrie, AIA  
Eldon M. Schneider, PE  
Whitney A. Loughheed, AIA\*  
Jessica L. Olson, NCARB/AIA\*  
Patrick R. Ready, PE  
Nicholas M. Rettenberger, AIA  
Christopher A. Becklin, PE  
Courtney E. Wand, PE  
George Kyiamah, PE  
Jonathan H. Lutz, PE

\* LEED AP  
\*\* Retired



limitations, and furnish copies of all design and construction standards which the Owner will require to be included.

3. Assist the Architect by placing at the Architect's disposal all available information pertinent to the project including previous reports and any other data relative to design or construction of the project.
4. Arrange for access to and make all provisions for the Architect to enter upon public and private property as required for the Architect to perform his services under this agreement.

**COMPENSATION**

IIW propose to complete the Scope of Services as follows:

- A. Develop a program of spaces, three conceptual floor plans, a preliminary code search, a partial site plan, three 3D exterior renderings and three Statements of Probable Cost: A lump sum of \$15,800.00 (fifteen thousand eight hundred dollars and zero cents).

**GENERAL TERMS AND CONDITIONS**

The attached General Terms and Conditions are a part of this Proposal. This proposal is valid for 30 days from the date it was issued. If the services and fees defined in this proposal are acceptable, please return one signed copy to our office. If you have any questions, or require further assistance, please feel free to contact me at [mike.ruden@iiwengr.com](mailto:mike.ruden@iiwengr.com) or our office at (563) 556-2464. Thank you for allowing IIW, P.C. to submit this proposal for architectural services.

Sincerely,  
IIW, P.C.

Michael A. Ruden, AIA, NCARB, LEED AP  
Chief Operations Officer & Architect

Mark R. Fassbinder, AIA, LEED AP BD&C  
Project Manager & Architect

I hereby accept this Proposal and General Terms and Conditions and authorize this work.

**FOR: City of Riverside**

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Typed or Printed Name*

**RESOLUTION #020617-09**

**RESOLUTION APPROVING THE ANNUAL URBAN RENEWAL REPORT  
FOR FISCAL YEAR ENDING JUNE 30, 2016**

**Whereas**, the City of Riverside City Council has reviewed the FY 15-16 Annual Urban Renewal Report for the City of Riverside as submitted by the City Clerk for the City of Riverside.

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the Annual Urban Renewal for the fiscal year ending June 30, 2016 as prepared by the City Clerk for the City of Riverside, Iowa.

It was moved by Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_ to adopt the foregoing resolution.

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 3rd day of February, 2017.

Signed: \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_

Lory Young, City Clerk

## Lory Young

---

**From:** Nellesen, Ted <ted.nellesen@iowa.gov>  
**Sent:** Wednesday, February 01, 2017 11:03 AM  
**To:** Lory Young  
**Subject:** Re: Annual Urban Renewal Report Not Filed

Yes. Your Urban Renewal Area remains open, so the report must still be completed and approved by your council.

Regards,

**Ted J. Nellesen**

Department of Management

State of Iowa

Capitol Building, Room 13

Des Moines, IA 50319

[ted.nellesen@iowa.gov](mailto:ted.nellesen@iowa.gov)

515-281-3705

On Wed, Feb 1, 2017 at 11:01 AM, Lory Young <[lory@cityoffriversideiowa.com](mailto:lory@cityoffriversideiowa.com)> wrote:

Ok, do I still have to have it approved by council if it is 00000? We have no TIF.

**From:** Nellesen, Ted [mailto:[ted.nellesen@iowa.gov](mailto:ted.nellesen@iowa.gov)]  
**Sent:** Wednesday, January 11, 2017 1:48 PM  
**To:** Ted Nellesen  
**Subject:** Annual Urban Renewal Report Not Filed

Your city has failed to submit a completed Annual Urban Renewal Report as of January 11, 2017. This report must be completed before your city is allowed to publish or post notice of public hearing for the FY 2017-18 city budget hearing. Please complete this report as soon as possible, as it must be approved by your city council prior to submission. I noticed that some of the reports appear to be complete in the system and are only lacking the date of governing body approval. If this is the case for you, log in to the system at

<https://www.legis.iowa.gov/tif/la>, enter the date of council approval and click the "Submit to Dept. of Management" button.

If you have questions or do not understand what I am contacting you about, please email or call me as soon as possible.

Regards,

**Ted J. Nellesen**

Department of Management

State of Iowa

Capitol Building, Room 13

Des Moines, IA 50319

[ted.nellesen@iowa.gov](mailto:ted.nellesen@iowa.gov)

**515-281-3705**

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2016.0.7996 / Virus Database: 4749/13746 - Release Date: 01/11/17

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Version: 2016.0.7998 / Virus Database: 4756/13875 - Release Date: 02/01/17

 Save

[Help](#) [Log out](#)

\* This Levy Authority is locked waiting for Governing Body Approval, changes to Urban Renewal Area and/or TIF Taxing District pages are not allowed.

## Levy Authority Summary

Local Government Name: RIVERSIDE  
 Local Government Number: 92G886  
 Contact Name:   
 Contact Phone:  xxx-xxx-xxxx  
 Contact Email:  xxxxx@xxxxx.xxx

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts	Increment Value Used
RIVERSIDE URBAN RENEWAL	92001	0	0

TIF Debt & Obligations Outstanding 0

TIF Sp. Rev. Fund Cash Balance as of 07-01-2015 0

TIF Revenue:	0
TIF Sp. Revenue Fund Interest	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments	0
<b>Total Revenue</b>	<b>0</b>

Rebate Expenditures	0
Non-Rebate Expenditures	0
Returned to County Treasurer	0
<b>Total Expenditures</b>	<b>0</b>

TIF Sp. Rev. Fund Cash Balance as of 06-30-2016 0

Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance 0

Governing Body Approval Date:  Enter date as: mm/dd/yyyy

Levy Authority PDF: [TIF-92G886-2014\\_01-18-2017.pdf](#) \* Pending Approval

FYI

**Lory Young**

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**From:** Kayle Jensen <kjensen@Seniorhousingcompanies.com>  
**Sent:** Wednesday, February 01, 2017 1:46 PM  
**To:** lory@cityofriversideiowa.com  
**Subject:** Good Afternoon!

Lory,

I am reaching out to you in regards to this page on the City of Riverside website:  
[http://www.cityofriversideiowa.com/index.asp?SEC=E1DB9950-05E3-4755-B201-C0C903F809D0&Type=B\\_LIST](http://www.cityofriversideiowa.com/index.asp?SEC=E1DB9950-05E3-4755-B201-C0C903F809D0&Type=B_LIST)

Your website seems to provide lots of helpful information to the residents and surrounding residents of Riverside. We noticed that you do not have any information regarding local Retirement Options for seniors.

Brown Deer Place is located just North of Riverside in Coralville and is an established provider of Assisted Living services and Memory Care programming for seniors over 55. We would love if you would be able to include our website on your helpful links page. Would this be a possibility? You can see our website here:  
<http://browndeerplace.com/>

Thank you for your consideration and we look forward to your reply!

**Kayle Jensen**  
**Community Relations Manager**  
**Senior Housing Management**  
208 35<sup>th</sup> Street Drive SE, Suite 500  
Cedar Rapids, IA 52403-1361  
Mobile: **319-540-0611** Fax: **319-363-6145**  
Tel: **319-363-6105 ext. 15** Toll Free: **800-366-6716**  
Web: [www.seniorhousingcompanies.com](http://www.seniorhousingcompanies.com) Email: [kjensen@seniorhousingcompanies.com](mailto:kjensen@seniorhousingcompanies.com)

[www.facebook.com/seniorhousingcompanies](http://www.facebook.com/seniorhousingcompanies)

### ***Rolling out the Red Carpet for You!***

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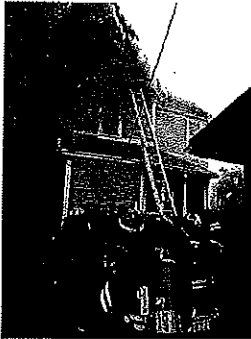
Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2016.0.7998 / Virus Database: 4756/13875 - Release Date: 02/01/17

Many Iowa firefighters may not be certified

## Many Iowa firefighters may not be certified

Dann Hayes, Brian Rutlien and Jim Magdefrau, Des Moines Register 7:27 a.m. CT Jan. 27, 2017



(Photo: Dann Hayes/Poweshiek County CR)

The arrest last week of an ex-Fire Training Safety Bureau (FTSB) employee after an investigation which revealed that fire safety certifications had been improperly issued over a four-year period has raised major concerns with area fire departments.

And while officials with fire departments in Iowa, Poweshiek and Benton counties said they appreciate the steps being taken to resolve the problem, the issues with certification remain a concern.

"One of the biggest problems is the anxiety and uncertainty that has been created with the volunteer fire departments," said Grinnell Fire Chief Dan Sicard. "There was a lack of communication (from the FTSB). This has been going on for quite a while and it's unfair to the people waiting in line."

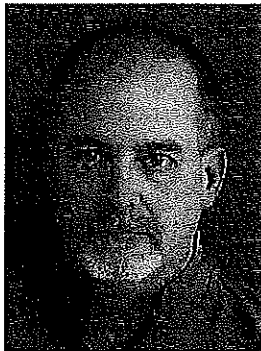
John McPhee was charged with felonious misconduct in office, a Class D felony, and tampering with records, an aggravated misdemeanor. He turned himself in Tuesday, Jan. 24, at the Story County Sheriff's Office in Nevada, according to the release. McPhee worked as the Fire Safety Training Bureau Certification and Accreditation Coordinator and directly scored written exams for certifications, said Kyle Gorsh, State Fire

Marshal Special Agent in charge.

The investigation by the Iowa state fire marshal's office revealed that more than 1,700 Iowa firefighters may find out that they are not certified by the FTSB. Investigators determined that fire safety certifications had been improperly issued between 2012 and 2016, according to a news release by the Iowa Department of Public Safety.

"It's a travesty if he did what they said he did ... they (volunteers) went to class and they don't know if they're certified or not," said Mark Swift, Marengo assistant fire chief.

Swift estimates that about 15-20 of his department's volunteers are potentially affected. He said his volunteers have the training and know what they are doing, so functionality-wise it shouldn't affect the department.



John McPhee (Photo: Courtesy/Special to Poweshiek County CR)

"They've gotten the training and they know what they're doing. Too bad they don't have the certification," he said.

Supervisors in the State Fire Marshal Division started their internal investigation in April 2016 and found that 2,278 certifications had been issued improperly out of the 9,231 total certifications that had been issued between February 2012 and February 2016. The improper citations were issued to 1,706 firefighters and emergency personnel, according to the release.

"State code only requires that firefighters be Firefighter I trained and not certified," said Josh Humprey, Iowa County Emergency Management.

Humprey added that some departments in the area require certification while individuals whose career is in emergency management could also be affected.

According to Sicard, the Grinnell Fire Department requires both volunteers and career firefighters to be certified as Firefighter I within two years.

The fire safety certifications are nationally accredited and allows a firefighter to work in other states, he said. While certifications are voluntary and not required statewide or nationally, larger fire departments typically require them.

"We have about six or seven firefighters who could be affected," he said. "Certification is very important to the fire service. It's going to take some time to rebuild confidence in the Fire Service Training Bureau."

The Grinnell Fire Department is also currently going through the process of hiring a full-time firefighter, and this could be a problem in the hiring process.

"Firefighters get promotions based on certification," Sicard said. "Now we have to go back and examine all the certifications to make sure they are legitimate."

"At the end of the day, it's a bad deal," said Williamsburg Fire Chief Evan Uhlmann, who is awaiting notification for whom, if anyone, is affected. "As far as people having to retake the recertification tests, I don't know what it would amount to. It's the waiting game.

"It hurts the reputation of the system. It really does," he continued.

His understanding was that most of the affected firefighters were applying for hazardous materials testing that's part of the Firefighter 1 training level. But he is awaiting notification on who, if any, of his firefighters are affected. It could be as many as eight to 10 of his firefighters.

In April 2016, the State Fire Marshal's office received notification of irregularities in the documentation of the scoring of exams for fire service certifications. Both McPhee and Randall Novak, former chief for the state Fire Training Services Bureau, were placed on paid administrative leave after the State Fire Marshal was made aware of the irregularities.

After undergoing required training, Gorsh said firefighters can immediately start to work — or they can pursue various certifications. He said the certification process includes a written exam, which includes questions about basic firefighting.

North English firefighters won't know the impact on their department until more information is made known on the certification testing and who got scored correctly and so forth.

Even though there might not be any out-of-pocket costs for re-testing for certification and so forth, the actual costs are time away from such things as family, noted North English Chief Dave Knipfer.

"It's a raw deal," he said. "They think they made it, 'Okay, yeah, we'll give you free training and a re-test.' Well, that takes a lot of hours and these are volunteers. There's no reimbursement in taking all the courses over again to try to take another test.

"I'm just guessing and speaking for my department, at this point it's safe to say, even though these classes are free, they won't try to do it again. It's at least 60 hours to do the actual courses," Knipfer continued.

That certification can include: Hazardous Materials Awareness; Firefighter I; Firefighter II; Driver Operator Pumper; Driver Operator Aerial; Fire Officer I; and Fire Officer II.

"Like the rest of the departments in Iowa, we have a few firefighters that could be affected by this," said Van Horne Fire Chief Jeremy Hlas. "For now we just keep thinking positive and moving forward. And if they are affected, we will do what we can to help them get a refresher and retest."

Gorsh said the main testing issue was the scoring of the written exams. He said people received passing scores when they should have failed. A person needs to get a 70 percent or higher on the written exam to receive certification.

Gorsh said letters were sent out Tuesday (Jan. 24) to students who were improperly issued a certification. He said refresher courses and re-testing opportunities will be available across the state for free between February and June.

The FSTB is offering a free training course and free test retakes for those people whose tests were improperly scored.

*Editor's note: Linh Ta of the Des Moines Register contributed to this report.*

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