

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

SPECIAL MEETING  
Monday, April 23, 2018

6:30 Special Meeting

NOTICE TO THE PUBLIC: This is a meeting of the City Council to conduct the regular business of the City. Every item on the agenda is an item of discussion and action if needed.

1. Call meeting to order
2. Approval of agenda
3. Consent agenda
  - a. Minutes from 2018-04-16
  - b. Expenditures
4. **Public forum.** 3 minutes per person. See guidelines for public comments at the Clerk's table
5. Highway 22 project discussion
  - a. Bill Poch request regarding drainage ditch along Hwy 22
6. Downtown streetscape project discussion
  - a. Lead pipe replacement
7. Northern Heights Development discussion
8. Resolution 042318-01; Set Date of Public Hearing-Sale of Cherry Lane lot #6
9. Resolution 042318-02; Set Date of Public Hearing-Sale of Cherry Lane lot #10
10. Review and approval of LL Pelling street repair bids  
Resolution 042318-03; LL Pelling Street repair bid
11. Review of Deputy City Clerk job description
12. City Clerk professional development requests
13. Motion to adjourn

RIVERSIDE CITY COUNCIL MEETING: April 16, 2018

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

Motion by Sexton to approve the agenda, Second by Rodgers, passed 5-0.

Sexton moved to approve the minutes from April 2<sup>nd</sup>, and the expenditures. Second by Redlinger, passed 5-0.

Bill Poch addressed Council on ditch drainage problems at the corner of 1<sup>st</sup> and Boise Street. MMS will look at intersection and give options on repairs.

Redlinger moved to allow Highland students to perform "Earth Day" clean – up in our city parks. Second by Weber, passed 5-0.

Chris Kirkwood informed Council about bad spots on Schnoebelen Street. Lenz will have LL Pelling check into repair options and costs.

Bill Poch will organize a citizen's committee for a Dog Park, and report back in May.

Council accepted Riverside Fire Report for March.

Ragbrai Chairman, Kevin Meller updated Council on the meeting held in Ames. They have set a Town Meeting for Sunday, April 22 in St. Mary's Hall at 2:30 PM for everyone interested in helping with Ragbrai when they pass through Riverside on July 27, 2018.

Weber moved to approve \$12,000 for entertainment budget. Second by Rodgers, passed 4-1 Redlinger opposed.

MMS Consultant, Ben Mitchell reported on progress on the Downtown Streetscape. Lead water supply lines were found going into buildings. State Code requires that City replace lines.

Sexton moved to approve Resolution 0416018-06; Pay Request #1 for Downtown Streetscape to J&L Construction for \$130,043.60. Second by Weber, passed 5-0.

Galileo Street Bid letting was held on April 11<sup>th</sup>. Bid tabulation was presented to Council.

Sexton moved to pass Resolution 041618-01; Awarding Construction Contract to Triple B Construction Corp. in the amount of \$476,685.50 for the Galileo Drive Street project. Second by Schneider, passed 5-0.

TUMC members were not in attendance to discuss parking issues. Council agreed to have a written request form filled out, before items are placed on the agenda.

Rodgers moved to pass Resolution 041618-02; Approving Easement for City Welcome Sign with Corrine and Dennis Walker at \$300 a year for 20 years. Second by Sexton, passed 5-0.

Rodgers moved to pass Resolution 041618-10; Setting the Date for Public Hearing for Property Tax Rebate Agreement with Terry Stumpf for "Ice It LLC" on May, 7<sup>th</sup> at the 6:30 pm Council meeting. Second by Weber, passed 5-0.

Weber moved to pass Resolution 041618-04; Lease Riverside Community Building to John Sojka. Second by Redlinger, passed 5-0.

Redlinger moved to accept the 2018 Urban Renewal Action and Commercial Development Agreement with Dorsey & Whitney LLP not to exceed \$8,500. Second by Weber, passed 5-0.

Redlinger moved to pass Resolution 041618-05; Setting the date for Public Hearing on Designation of the Expanded Riverside Urban Renewal Area, and on Urban Renewal Plan Amendment on May, 7<sup>th</sup> at the 6:30 pm Council meeting. Second by Rodgers, passed 5-0.

Weber moved to pass Resolution 041618-07; Approving Iowa State Extension Summer Youth Camps with a cost not to exceed \$600. Second by Redlinger, passed 5-0.

Schneider moved to pass Resolution 041618-08; Awarding the Waste Water Plant Parking Lot Re-surfacing Project to Stransky Concrete at a cost of \$37,446. Second by Weber, passed 5-0.

Weber moved to pass Resolution 041618-09; Approving Street Maintenance Cost estimate from LL Pelling in the amount of \$38,232.95. Second by Redlinger, passed 4-1 Sexton opposed.

Schneider moved to schedule the Iowa State Auditor's Office to perform the annual exam for FY2018. Second by Weber, passed 5-0. Contract and cost estimate to follow.

Sexton moved to approve, and post the Deputy City Clerk job description. Second by Weber, passed 5-0.

Bill Stuke, PeopleService, Inc. presented the March water and waste water report.

Mayor Schneider set Monday, April 23, 2018 for a special meeting to work on Northern Development, and the Hwy 22 Street project.

Weber moved to adjourn at 9:15 pm. Second by Rodgers, passed 5-0.

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

RAGBRAI Town Meeting – April 22, 2018 St. Mary's Hall 2:30 pm

Special Meeting – Monday, April 23, 2018 at 6:30 pm

Council Meeting – Monday, May 7, 2018 at 6:30 pm

ATTEST:

  
Becky LaRoche; City Clerk

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

EXPENDITURES 4-23-18					
COUNCIL MEETING					
		UNPAID BILLS			
1	ELECTRIC PUMP	WASTE WATER PLANT	610-5-815-6374	\$ 2,986.18	
2	ELECTRIC PUMP	CASINO LIFT STATION	610-5-815-6374	\$ 440.00	
3	ELECTRIC PUMP	WASTE WATER PLANT	610-5-815-6374	\$ 3,623.00	\$ 7,049.18
4	INTERSTATE LIGHT & POWER	UTILITY RELOCATE	301-5-750-6793	\$ 33,853.00	
5	LINCOLN NAT'L. LIFE INS.	MAY BILLING	001-5-620-6150	\$ 179.14	
6	MEDIACOM	FIRE STATION	001-5-150-6332	\$ 139.12	
7	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$ 170.63	
8	MID AMERICAN ENERGY	RVFD	001-5-150-6330	\$ 206.15	
9	MID AMERICAN ENERGY	CITY HALL	001-5-650-6371	\$ 83.60	
10	MID AMERICAN ENERGY	COMM BUILD	001-5-460-6371	\$ 50.91	\$ 511.29
11	MMS CONSULTANTS	STREETSCAPE	301-5-750-6785	\$ 11,625.03	
12	MMS CONSULTANTS	GALILEO DRIVE	301-5-750-6793	\$ 4,790.35	
13	MMS CONSULTANTS	HWY 22	301-5-750-6785	\$ 4,985.25	\$ 21,400.63
14	OFFICE EXPRESS	SUPPLY	001-5-650-6506	\$ 69.99	
15	SIMPLY TREES	APRIL PICK-UP	001-5-510-6320	\$ 225.00	
16	US BANK	COPIER	001-5-650-6496	\$ 166.37	
17	VERISON	COLECTOR TOWERS	600-5-810-6373	\$ 63.54	
18	WASHINGTON TITLE	CHERRY LANR #10 ABSTRACT	301-5-750-6772	\$ 700.00	
19	WINDSTREAM	SIGN	001-5520-6510	\$ 61.57	
20	WINDSTREAM	SHOP	001-5-210-6373	\$ 178.42	
21	WINDSTREAM	WATER PLANT	600-5-810-6373	\$ 153.70	\$ 393.69
				\$ 64,750.95	

✓ A-P  
# 3180 be

## Becky LaRoche

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Tuesday, April 17, 2018 9:18 AM  
**To:** jlconstr@cloudburst9.net  
**Cc:** Chris Carter; Cary Sublette; b.mitchell@mmsconsultants.net;  
mayor@cityofriversideiowa.com; becky@cityofriversideiowa.com;  
c.kuepker@mmsconsultants.net  
**Subject:** Downtown Streetscape Water Services

After discussions with the Council last night, here is where we want to go for the water services on this project:

Water service material may be plastic SDR 9 pipe

For services that are lead through the building wall, we want to replace the portion of the service which is lead, including extending the new service through the wall and connecting to the existing service inside the building. If existing water service is copper or plastic through the wall, we will plan to connect to it outside the building as originally planned.

Therefore we will need a change order which includes:

Revised pricing for existing water service bid items to change from copper to plastic pipe

New lump sum price for extending new water service through the building wall and connecting up inside the building,  
Each

We should plan to have this change order ready for approval at the next Council meeting. There is a work session next Monday night so if we could get the pricing before then it would be great. I don't think we can officially approve the change order that night but we can get the info to the Council.

Let me know if you have any questions.

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



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

### Scott Pottorff, P.E.

*Project Manager*

Office: (319) 351-8282

Mobile: (319) 631-0365

[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)

[www.mmsconsultants.net](http://www.mmsconsultants.net)

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

**RESOLUTION #042318-01**

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING TO  
SELL LOT #6 IN THE CHERRY LANE SUBDIVISION TO  
JAMES BUSER & CHRISTINA TOLLEFSON**

**WHEREAS**, the City of Riverside, Iowa, will set the date to hold a public hearing on the Sale of Lot #6, in the Cherry Lane Subdivision to James Buser and Christina Tollefson, on May 7, 2018, at the Council Meeting, which begins at 6:30 p.m., in the City Council Chambers located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

**THEREFORE, BE IT RESOLVED**, The City of Riverside City Council, hereby approves the date for the Public Hearing.

**IT WAS MOVED BY** Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to approve the foregoing resolution.

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

Ayes:

Nays:

Abstain/Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa and approved this 23<sup>rd</sup> day of April, 2018.

Signed: \_\_\_\_\_  
Allen Schneider, Mayor

Attest : \_\_\_\_\_  
Becky LaRoche, City Clerk

**RESOLUTION #042318-02**

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING TO  
SELL LOT #10 IN THE CHERRY LANE SUBDIVISION  
TO MSJ LLC.**

**WHEREAS**, the City of Riverside, Iowa, will set the date to hold a public hearing on the Sale of Lot #10, in the Cherry Lane Subdivision to MSJ LLC, on May 7, 2018, at the Council Meeting, which begins at 6:30 p.m., in the City Council Chambers located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

**THEREFORE, BE IT RESOLVED**, The City of Riverside City Council, hereby approves the date for the Public Hearing.

**IT WAS MOVED BY** Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to approve the foregoing resolution.

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

Ayes:

Nays:

Abstain/Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa and approved this 23<sup>rd</sup> day of April, 2018.

Signed:

\_\_\_\_\_  
Allen Schneider, Mayor

Attest :

\_\_\_\_\_  
Becky LaRoche, City Clerk

# PROPOSAL

CITY OF RIVERSIDE  
 CITY CLERK  
 BOX 188  
 RIVERSIDE, IA. 52327

Phone:  
 Phone:  
 Fax:  
 Email:



WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:  
 Page 2

Street	From	To	L (ft)	W (ft)	TYPE OF WORK (SY)		Total
					Type A	Type B	
SCHNOEBELEN ST.	NORTH END	SOUTH	A				\$ -
			B	40	24		107
	#206	NORTH (EAST SIDE)	A				\$ -
			B	75	6		50
	#204	NORTH	A				\$ -
			B	100	24		267
	#204	NORTH (EAST SIDE)	A				\$ -
			B	50	12		67
	#202	SOUTH (WEST SIDE)	A				\$ -
			B	50	6		33
WASHBURN ST, MARYS	SOUTH (WEST SIDE)	A				\$ -	
		B	120	3		40	\$ 86.00
	SOUTH (EAST SIDE)	A					\$ -
		B	170	3		57	\$ 122.55
	A					\$ -	
	B					\$ -	

Summary of Work	Unit of Measure	Quantity	Unit Cost	Total
Type A Work	Square Yd	-	\$	-
Type B Work	Square Yd	621	\$ 2.15	\$ 1,335.15
Cold Mix Patching	per ton	2.00	\$ 205.00	\$ 410.00
3/4" Road Stone Base Material	per ton		\$	-
				<b>\$ 1,745.15</b>

NOTES: Billing on final units completed.

Date: 4/19/2018

Authorized Signature Bob Denohoe

Note: This proposal may be withdrawn if not accepted within 30 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

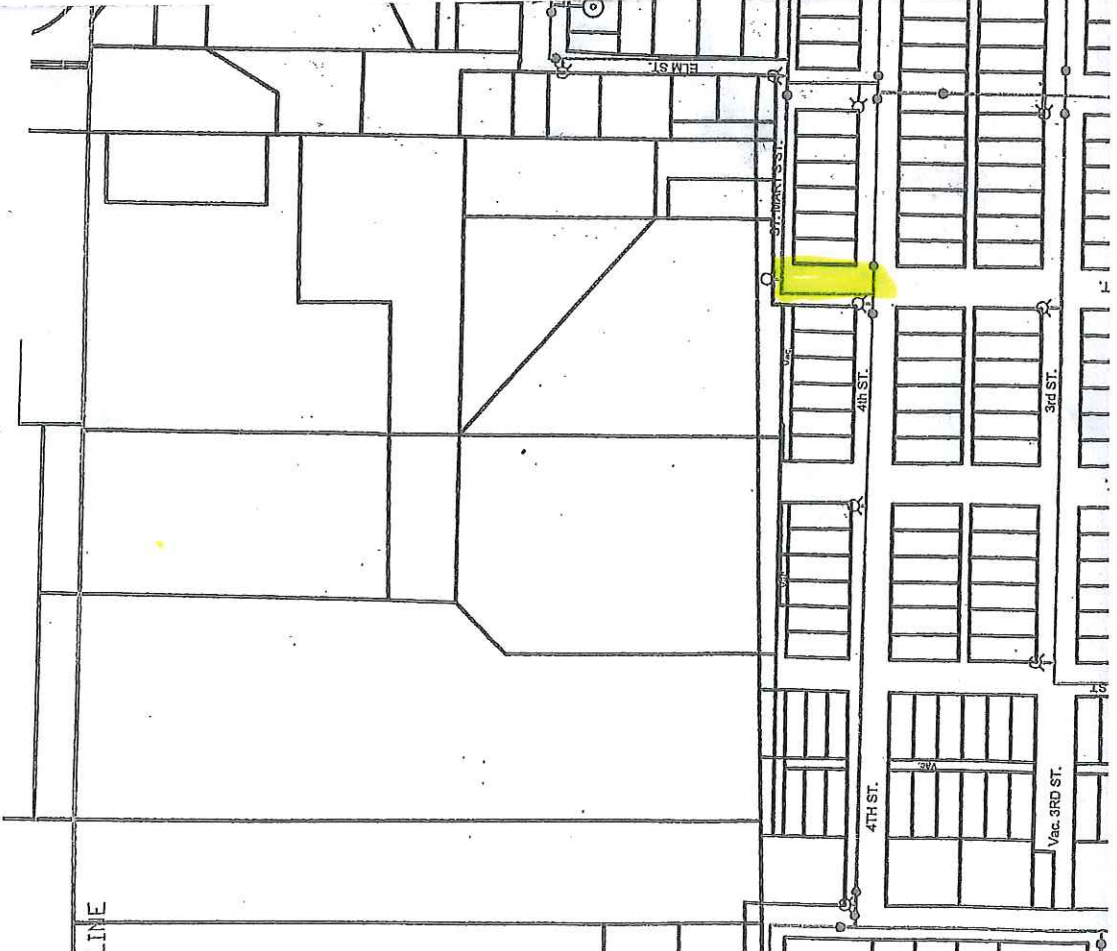
Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**"Committed to Excellence since 1948"**

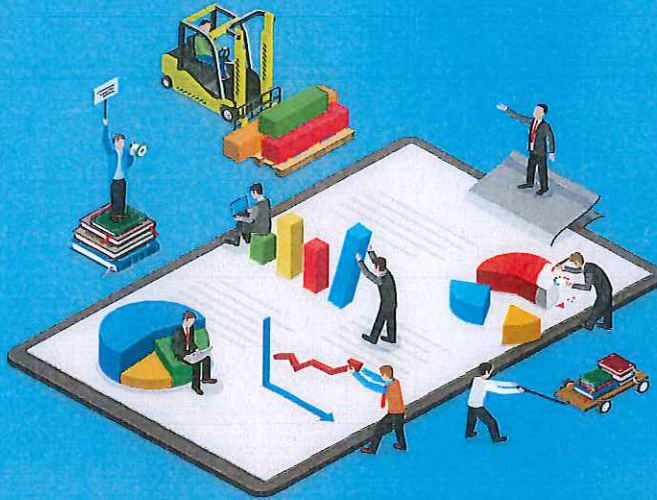


VN





# Maximize Your Training Dollars.



KIRKWOOD TRAINING & OUTREACH SERVICES

## WASHINGTON COUNTY BUSINESS PARTNERS TRAINING CONSORTIUM 2018 TRAINING SCHEDULE

Kirkwood Training & Outreach Services is partnering with Main Street Washington, Washington Economic Development Group and the Washington Chamber of Commerce to bring a collaborative, high quality, training opportunity to the Washington area.

To join the consortium, you simply invest in a "season pass" for the 2018 training sessions. Your seats can be filled with different staff members based on the content of each individual training session.

Training sessions begin **June 2018** at the Kirkwood Washington Regional Education Center at 2192 Lexington Blvd. in Washington, Iowa.

For additional information or to register, please contact a Kirkwood Training & Outreach Services program director at **319-398-5623** or visit [www.kirkwood.edu/ktos](http://www.kirkwood.edu/ktos).





# TRAINING SCHEDULE

## **Skills and Expectations for New and Emerging Leaders**

All new leaders are expected to know exactly what to do and how to do it the single second they step into the role. This causes the “fake it until you make it” mindset to take hold. New leaders will lean into what they’ve seen other leaders do, whether that be effective or not, and don’t really have their own “way” of doing things defined. Having the confidence to take on the leadership role is a step in the right direction. But, the delivery and influence of their leadership comes through developing skill and knowing what is expected of them that really makes a high potential leader become a leader that has built credibility and respect amongst those they lead.

*Wednesday, June 6, 2018, 1-5pm | Facilitator: Heather L. Woody*

## **Get It Together: Organizing for Success**

This session could change your organizational work life – if you’re open to it! Join us in understanding the realities about time, identifying your high performance work times, and discovering solutions to your time wasters. This session will allow you to assess your own work style and understand how well you utilize the resources around you to meet work demands! Tips on running effective meetings, learning to prioritize and using delegation as a time management tool will also be highlighted.

*Wednesday, August 8, 2018, 1-5pm | Facilitator: Terry Whitson*

## **Critical Conversations**

No one looks forward to having critical conversations. We associate critical with difficult. In this session, we will explore what makes a critical conversation difficult and how we can change that mindset. We will learn techniques to make them easier, strategies to avoid getting to the critic stage and techniques for how to deliver the conversation. Come with a critical conversation in mind as we will spend time helping you prepare and practice for the real-life scenario. Get immediate coaching from your instructor to make you even stronger for having the conversation. Don’t have any to deliver? Come prepared to discuss one that you had in the past and learn how you may have done it differently.

*Wednesday, October 17, 2018, 1-5pm | Facilitator: Karen Schumacher*

## **Buddy to Boss**

Leadership is an amazing and challenging journey. If you’ve made the move from buddy to boss, you know the challenges that the new role brings. This session will focus on daily strategies to build relationships, establish new boundaries, and practice handling key conversations with former peers, other departments and internal customers. To support your continued success, we’ll apply a range of approaches to give you more confidence whether you’ve just made the move to a formal leader or you’ve been working at it even longer.

*Wednesday, December 5, 2018, 1-5pm | Facilitator: Dr. Colina Peerman*



**Kirkwood**  
COMMUNITY COLLEGE

## Becky LaRoche

---

**From:** Dan Felton <Dan.Felton@kirkwood.edu>  
**Sent:** Friday, April 13, 2018 1:21 PM  
**To:** 'becky@cityofriversideiowa.com'  
**Subject:** Washington County Business Partners

Hi Becky

Here is the price structure:

- \$375 Full Price for a seat to all four session
- Offering 10 % discount to wedg, chamber and Main Street members bringing the price to \$338.
- We have funding available to companies and their final cost would be \$195

Here is the electronic link to the flyer:

<https://view.publitas.com/kirkwood-community-college/washington-county-business-partners-spring-2018/>

thanks so much and let me know what I can do to help!!!

Dan Felton  
Program Sales Manager  
Kirkwood Training and Outreach Services, KTOS  
Kirkwood Community College: Linn County Regional Center  
1770 Boyson Road  
Hiawatha, Iowa 52233  
[dan.felton@kirkwood.edu](mailto:dan.felton@kirkwood.edu)  
Office 319-398-5470  
Fax 319-398-5698



Join us for the **KTOS “Keys To Success” Instructor Showcase on April 11, 2018** from 7:30am-12pm. Preview eight trending topics featuring our newest trainers. This sneak peek event will allow you to sample each trainer in a 20-minute preview presentation. This is a FREE event. To register or for more information about the event go to [www.kirkwood.edu/instructorshowcase](http://www.kirkwood.edu/instructorshowcase)

**Unlock your organizations potential with Kirkwood Training and Outreach Services!**



Virus-free. [www.avg.com](http://www.avg.com)