

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA**  
**RIVERSIDE CITY HALL COUNCIL CHAMBERS**  
**60 N GREENE STREET**  
Monday, May 7, 2018

**5:30 MMS Work Session – Hwy22**

6:30 Regular 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 2018-04-23
  - b. Expenditures for 2018-05-07
  - c. Alcohol permit: RACC
  - d. Fire Dept. April Report
4. **Public forum.** 3 minutes per person. See guidelines for public comments at the Clerk's table
5. **Public Hearing: Development agreement with Ice It, LLC**  
RES # 050718-01 Resolution Authorizing Economic Development Grant **pg 7**
6. **Set the date for Public Hearing - Designation of the expanded Urban Renewal Area**  
RES # 050718-02 Urban Renewal Area Amendment **pg 9**
7. **Public Hearing: Sale of Cherry Lane lot #6**  
RES #050718-03 Sale of Cherry Lane Lot #6 **pg 12**
8. **Public Hearing: Sale of Cherry Lane lot #10**  
RES #050718-04 Sale of Cherry Lane Lot #10 **pg 14**
9. Committee Report
  - a. RAGBRAI report
  - b. History Center/Museum Welcome Sign **pg 15**
  - c. RACC – Kirk Statue placement – Railroad Park **pg 16**
  - d. Bike Safety Seminar – Maria Meller **pg 17**
10. MMS Consultants report
  - a. Downtown streetscape project update **pg 18**  
RES #050718-05 – Change Order #1 **pg 20**  
RES #050718-09 – Change Order #2 **pg 25**
  - b. Highway 22 project update
  - c. Ella Street **pg 32**
11. RES #050718-06: Set date of public hearing for RAGBRAI vendor ordinance **pg 34**
12. RES #050718-07: Set date of public hearing for sale of Cherry Lane Lot 11 **pg 35**
13. RES #050718-08: Set date of public hearing for sale of Cherry Lane Lot 12 **pg 36**

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

14. RES #050718-10: Auditor of State audit service for FY18 **pg 38**
15. Boy Scout Troup 235 Trail Bench **pg 39**
16. RAGBRAI Insurance Coverage
17. Hazardous Mitigation plan update **pg 40**
18. Mayor's report
19. City Clerk's report
20. City Council comments and requests for information
21. Motion to adjourn

RIVERSIDE CITY COUNCIL MEETING: April 23, 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, Andy Rodgers, Tom Sexton, and Bob Schneider Jr. Jeanine Redlinger was absent.

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

Sexton moved to approve the minutes from April 16<sup>th</sup>, and the expenditures. Second by Schneider, passed 4-0.

Kathy Lindhorst presented a petition to Council, with citizen and business signatures, in support of the Northern Development growth area.

Scott Pottorff, of MMS discussed options for ditch drainage problems at the corner of 1<sup>st</sup> and Boise Street. MMS will include ditch repairs in the design for the Hwy 22 project.

Pottorff presented preliminary plans on the Hwy 22 project for Council input. Final design will be completed in May, with bid letting in June. Work should begin in July.

Pottorff reported on progress of Downtown Streetscape project. Lead water pipes were found at two properties. DNR requires Cities to replace pipes from the main to the curb stop.

Weber moved for the City to replace the lead pipes to the curb stop in the Downtown Streetscape project, with any work after curb stop to be done at owner's expense. Second by Schneider, passed 4-0.

HBK engineering, APEX Construction, and Jeff Edberg were in attendance to continue discussion on the Northern Heights Development. The Council received the revised preliminary plot, and will reassess estimated TIF funds for Phase 1 on the project. APEX is still interested in purchasing two lots on Cherry Lane.

Sexton moved to pass Resolution #042318-01; Setting the date of May, 7, 2018 to hold Public Hearing on the sale of Cherry Lane lot #6 to James Buser and Christina Tollefson. Second by Weber, passed 4-0.

Sexton moved to pass Resolution #042318-02; Setting the date of May, 7, 2018 to hold Public Hearing on the sale of Cherry Lane lot #10 to MSJ LLC. Second by Rodgers, passed 4-0.

Schneider moved to pass Resolution #042318-03; Approving Street Maintenance repairs on Schnoebelen and Washburn Streets for \$1745.15 from L.L. Pelling. Second by Sexton, passed 4-0.

Schneider moved to approve Kirkwood Community College Business Partners Training for city clerk in the amount of \$375. Second by Weber, passed 4-0.


Weber moved to adjourn at 8:36 pm. Second by Rodgers, passed 4-0.

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

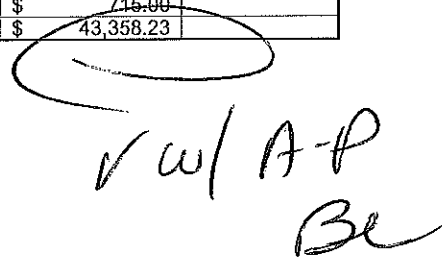
Council Meeting – Monday, May 7, 2018 at 6:30 pm

ATTEST:

  
Becky LaRoche; City Clerk

  
Allen Schneider; Mayor

EXPENDITURES MAY 7, 2018					
COUNCIL MEETING					
1	ALLIANT ENERGY	PARKS	001-5-430-6371	\$	337.04
2	ALLIANT ENERGY	SEWER	610-5-815-6371	\$	1,178.37
3	ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$	265.31
4	ALLIANT ENERGY	WATER	600-5-810-6371	\$	174.35
5	ALLIANT ENERGY	COMM BUILD	001-5-460-6371	\$	(94.79)
6	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$	1,463.26
7	ALLIANT ENERGY	FIRE STATION	001-5-150-6330	\$	568.96
8	ATECH/FREEMAN ALARM	RFVD	001-5-150-6356	\$	84.00
9	BIG IRON WELDING	#64 DUMP TRUCK BUMPER	001-5-210-6331	\$	776.77
10	JAY STUELKE	MAY CELL	001-5-210-6373	\$	50.00
11	JIMS SMALL ENGINE REPAIR	PARK - POWER SWEEP RENT	001-5-430-6320	\$	30.00
12	JOHN'S LUMBER	SALT SHED REPAIRS	001-5-210-6417	\$	129.15
13	JOHNSON COUNTY REFUSE	MAY SERVICE	670-5-840-6499	\$	1,874.25
14	LAROCHE, BECKY	MAY CELL	001-5-650-6373	\$	50.00
15	LENZ, BRYAN	MAY CELL	001-5-210-6373	\$	50.00
16	MENARDS	SHOP	001-5-210-6372	\$	379.98
17	MEDIACOM	CITY HALL	001-5-650-6373	\$	149.30
18	MEARDON, SUEPPEL, DOWNER	COMM BUILD	301-5-750-6675	\$	621.18
19	MEARDON, SUEPPEL, DOWNER	LEGAL	001-5-640-6411	\$	4,668.82
20	THE NEWS	PUBLICATIONS	001-5-650-6402	\$	307.48
21	PITNEY BOWES	POSTAGE	600-5-810-6508	\$	500.00
22	PEOPLE SERVICES	MAY SERVICE	610-5-815-6500	\$	10,736.50
23	PEOPLE SERVICES	MAY SERVICE	600-5-800-6500	\$	10,736.50
24	RACC	FIREWORKS - H/M GRANT	145-5-650-6415	\$	7,000.00
25	SANDRY SUPPLY	RFVD	001-5-150-6356	\$	212.00
26	UNITED LABS	SHOP	001-5-210-6372	\$	394.80
27	WASHINGTON TITLE	CHERRY LANE #6 TITLE	301-5-750-6772	\$	<del>715.00</del>
				\$	43,358.23


  
 ✓ w/ A-P  
 Be

**Becky LaRoche**

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**From:** Licensing@IowaABD.com  
**Sent:** Tuesday, April 24, 2018 2:34 AM  
**To:** becky@cityofriversideiowa.com  
**Cc:** Licensing@IowaABD.com  
**Subject:** Liquor License Pending Dram Shop

The following application(s) is complete and awaiting dramshop insurance endorsement by the appropriate insurance carrier. After the insurance carrier has endorsed coverage, the application(s) will be submitted to the local authority for review.

<b>License #</b>	<b>License Status</b>	<b>Business Name</b>
	Pending Dram Shop	RACC (140 S ELLA STREET Riverside Iowa, 52327)

Please do not respond to this email.

To check the status of your application follow these steps:

1. Click <https://elicensing.iowaabd.com>
2. Log in to your eLicensing account
3. After reading the 'Beginning April 1st' statement, click ok
4. Click the View Completed Applications link to see your status



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

**RIVERSIDE FIRE  
DEPARTMENT**  

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**FIRE / RESCUE / EMS / HAZMAT**



## April 2018 Update

### **Calls for Service:**

- Medicals - 11
- Structure Fire – 2
- Grass Fires - 7
- Car accidents – 1
- Vehicle Fires - 2
- Total calls – 23 calls for service in April

(Members were again very busy this month responding to all types of calls, we had an increase in grass fires due to dry conditions.)

### **Training:**

Members had monthly training on structure fire response and tactics, this was conducted at an acquired structure north of town. The new training burn structure is in the process of getting the containers and materials ordered to construct the layout inside.

### **RESA**

The members have started planning for RAGBRAI events and what they plan to do for a fund raiser on that day. They have been involved in some meetings with RACC. We received a donation from Kum & Go for Water and Gatorade for our members to have available on scene of calls for rehab or when they return to the station to stay hydrated.

### **Other News**

The chassis for the new grass truck was ordered by Deputy Chief Sexton and will be here sometime in August. We have begun the process of getting the rest of the components of the truck designed and ordered, these pieces are funded by RESA. Fire Chief Smothers has been meeting with Chiefs from Hills, Lone Tree, Ainsworth and Kalona to go over mutual aid response. This is to just make sure we are all on the same page and operating at industry best practices and standards. We have also been involved in meetings with Washington County Emergency Management, Law Enforcement and Washington County Ambulance for emergency response on the day of RAGBRAI.

NOTICE OF PUBLIC HEARING ON  
PROPOSED PROPERTY TAX REBATE  
AGREEMENT WITH TERRY STUMPF FOR  
"ICE IT LLC" FOR THE CITY OF  
RIVERSIDE, IOWA.

To all taxpayers of the City of Riverside, Iowa,  
and to other interested persons:

Public notice is hereby given that the City Council of the City of Riverside, Iowa, will conduct a public hearing on proposed property tax rebate with Terry Stumpf for "Ice It LLC" in said City on the 7<sup>th</sup> day of May, 2018 during the City Council Meeting beginning at 6:30 pm. Meeting to be held in the Riverside City Hall Council Chambers.

Estimated costs of Tax Rebate Agreement are now on file in the office of the City Clerk in Riverside, Iowa, and may be inspected by any interested persons.

Any interested persons may appear at said meeting of the City Council for the purpose of making objections to and comments concerning said plans, specifications, contract or the cost of making said improvement.

Published upon order of the City Council of the City of Riverside, Iowa and as provided by law.

Becky LaRoche, Riverside City Clerk

J. Damos  
will send  
publication  
to  
NEWS  
MAY 10  
-6-

Sent to NEWS  
4-20-18  
11:50 am  
BL



## RESOLUTION NO. 050718-01

## Resolution Authorizing Economic Development Grant

WHEREAS, Chapter 15A of the Code of Iowa (“Chapter 15A”) declares that economic development is a public purpose for which a city may provide grants, loans, guarantees and other financial assistance to or for the benefit of private persons; and

WHEREAS, Chapter 15A requires that before public funds are used for grants, loans or other financial assistance, a city council must determine that a public purpose will reasonably be accomplished by the spending or use of those funds; and

WHEREAS, Chapter 15A requires that, in determining whether funds should be spent, a city council must consider any or all of a series of factors; and

WHEREAS, the City has undertaken an economic development project consisting of funding a series of economic development grants (collectively, the “Grant”) to ICE IT, LLC in connection with acquisition of certain real property and the redevelopment and maintenance thereof for use in the business operations of ICE IT, LLC. (the “Project”);

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Riverside, Iowa, as follows:

Section 1. Pursuant to the factors listed in Chapter 15A, the City Council hereby finds that:

a) The Project will add diversity and generate new opportunities for the Riverside and Iowa economies;

b) The Project will generate public gains and benefits, which are warranted in comparison to the amount of the proposed Grant;

Section 2. The City Council further finds that a public purpose will reasonably be accomplished by making the Grant in connection with the Project.

Section 3. The Grant to ICE IT, LLC in an amount not to exceed \$80,000 is hereby approved, subject to the terms and conditions set out in the Economic Development Grant Agreement (the “Agreement”) to be entered into by ICE IT, LLC and the City. The City staff are hereby authorized and directed to prepare any additional documentation and to make such changes to the Agreement, with the advice of bond counsel or the city attorney, as are deemed necessary to carry out the purposes of this Resolution. The Mayor and the City Clerk are hereby authorized to execute such documents as may be necessary to implement the Grant approved herein, including the Agreement, in substantially the form as has been presented to this City Council.

Riverside /436225-20/ Ec Dev Grant

Section 3. All resolutions or parts thereof in conflict herewith, are hereby repealed, to the extent of such conflict.

Passed and Approved this this May 7, 2018.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

RESOLUTION NO. 050718-02

Resolution Setting Date for Public Hearing on Designation of the Expanded Riverside Urban Renewal Area and on Urban Renewal Plan Amendment

WHEREAS, this City Council of the City of Riverside, Iowa (the "City") by resolution previously established the Riverside Urban Renewal Area (the "Urban Renewal Area") and adopted an urban renewal plan (the "Plan") for the governance of projects and initiatives therein; and

WHEREAS, a proposal has been made which shows the desirability of expanding the Urban Renewal Area to add and include all the property (the "Property") lying within the legal description set out in Exhibit A; and

WHEREAS, this City Council is desirous of obtaining as much information as possible from the residents of the City before making this decision; and

WHEREAS, an amendment (the "Amendment") to the Plan has been prepared which (1) covers the addition of the Property to the Urban Renewal Area; and (2) facilitates the undertaking of a new urban renewal project in the Urban Renewal Area consisting of providing tax increment financing support to A&S Holdings, LLC in connection with the construction and development of a new building that will contain commercial retail and office space in the Urban Renewal Area; and

WHEREAS, it is now necessary that a date be set for a public hearing on the designation of the expansion of the Urban Renewal Area and on the Amendment;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Riverside, Iowa, as follows:

Section 1. This City Council will meet at the City Council Chambers, Riverside, Iowa, on May 21, 2018 , at 6:30 p.m., at which time and place it will hold a public hearing on the designation of the expanded Urban Renewal Area described in the preamble hereof and on the Amendment.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached hereto, which publication shall be made in a legal newspaper of general circulation in Riverside, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Clerk is hereby designated as the City's representative in connection with the consultation process which is required under that section of the urban renewal law. It is hereby directed that representatives of Washington County and the Highland Community School District be invited to participate in the consultation.

Riverside/436225-20/Set Hrg UR Amend

Section 4. The proposed Amendment is hereby submitted to the City's Planning and Zoning Commission for review and recommendations, as required by Section 403.5, Code of Iowa.

Passed and approved May 7, 2018.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**NOTICE OF PUBLIC HEARING  
FOR THE CITY COUNCIL  
OF THE CITY OF RIVERSIDE, IOWA**

The City Council of the City of Riverside, Iowa will hold a public hearing for the purpose of selling property located on Cherry Lane - Lot #6 to James Buser and Christina Tollefson in the amount of \$35,000.00. The Public Hearing will be held during the City Council meeting on Monday, May 7th, 2018 which begins at 6:30 p.m., at City of Riverside City Hall.

All interested persons are invited to attend the public hearing and to offer comments, orally or in writing, in support of or in opposition of the sale. Written comments may be submitted to the Riverside City Clerk, P.O. Box 188, Riverside, IA 52327-0188, in advance of the public hearing. Any questions regarding the sale of property may also be directed to City Hall.

This notice is published at the direction of the City Council for the City of Riverside,  
Iowa.

Becky LaRoche

City Clerk

*Sent to  
the NEWS  
4-25-18  
RL*

**RESOLUTION #050718-03**

**RESOLUTION TO SELL LOT #6 IN THE CHERRY LANE  
SUBDIVISION TO JAMES BUSER AND  
CHRISTINA TOLLEFSON**

**WHEREAS**, the City of Riverside, Iowa, held a public hearing on the Sale of Lot #6, in the Cherry Lane Subdivision to James Buser and Christina Tollefson on May 7<sup>th</sup>, 2018 in the City Council Chambers located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa. There were not any written or oral objections to the sale.

**THEREFORE, BE IT RESOLVED**, The City of Riverside City Council, hereby approves the sale of Lot #6 in the Cherry Lane Subdivision to James Buser and Christina Tollefson in the amount of \$35,000.00.

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

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

Ayes:

Nays:

Abstain/Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa and approved this 7<sup>th</sup> day of May, 2018.

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

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

**NOTICE OF PUBLIC HEARING  
FOR THE CITY COUNCIL  
OF THE CITY OF RIVERSIDE, IOWA**

The City Council of the City of Riverside, Iowa will hold a public hearing for the purpose of selling property located on Cherry Lane - Lot #10 to MSJ LLC in the amount of \$33,000.00. The Public Hearing will be held during the City Council meeting on Monday, May 7th, 2018 which begins at 6:30 p.m., at City of Riverside City Hall.

All interested persons are invited to attend the public hearing and to offer comments, orally or in writing, in support of or in opposition of the sale. Written comments may be submitted to the Riverside City Clerk, P.O. Box 188, Riverside, IA 52327-0188, in advance of the public hearing. Any questions regarding the sale of property may also be directed to City Hall.

This notice is published at the direction of the City Council for the City of Riverside,  
Iowa.

Becky LaRoche

City Clerk

*Sent to  
the NEWS  
# 25-18  
BR*

**RESOLUTION #050718-04**

**RESOLUTION TO SELL LOT #10 IN THE CHERRY LANE  
SUBDIVISION TO MSJ LLC**

**WHEREAS**, the City of Riverside, Iowa, held a public hearing on the Sale of Lot #10, in the Cherry Lane Subdivision to MSJ LLC on May 7<sup>th</sup>, 2018 in the City Council Chambers located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa. There were not any written or oral objections to the sale.

**THEREFORE, BE IT RESOLVED**, The City of Riverside City Council, hereby approves the sale of Lot #10 in the Cherry Lane Subdivision to MSJ LLC in the amount of \$33,000.00.

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

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

Ayes:

Nays:

Abstain/Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa and approved this 7<sup>th</sup> day of May, 2018.

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

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





## **New Museum Sign**

**Sign would be erected on old city sign site by Buds.**

**Estimated cost for sign and material to install**

**New 5' X 10' 10mill sign board with 10 year Vinyl \$651.20**

**Timbers and hardware \$130.00.**

**This would bring total cost to around \$ 777. to \$ 800. installed.**

**Proposal by Mike Meinders  
Mike Meinders Board President  
With Museum Board Approval**

**04/30/2018**



CITY of RIVERSIDE

AGENDA REQUEST

NAME RACU

DATE 5-1-18

ADDRESS 40 Rene Arps - Pres.

PHONE 530-4560

CONCERNING Capt. Kirk Statue.

REQUEST Seeking permission to place  
Bronze Statue in Railroad Park  
across from Museum.

COUNCIL MEETING AGENDA DATE 5-7-18

RECEIVED BY Blarouche DATE 5-1-18

MAYOR APPROVE \_\_\_\_\_ DATE \_\_\_\_\_



CITY of RIVERSIDE

AGENDA REQUEST

NAME Maria Meller

DATE 5/3/18

ADDRESS 101 Cherry Ln

PHONE 530-1723

CONCERNING Bike Safety

REQUEST City Sponsorship of \$1000  
to hold a Bike Safety event for  
Washington County this summer.  
Currently working with Stead Family  
Children's Hospital, Iowa Bike Coalition  
+ Washington County Sheriff's department  
to pick a date of event. Event will  
either be at Riverside Casino or Hall  
Park. Funds will be used for logistics + helmets  
Children's Hospital is donating 50 helmets would like  
to purchase more at cost to have a helmet for children

COUNCIL MEETING AGENDA DATE 5-7-18

RECEIVED BY B. Harode

DATE 5/3/18

MAYOR APPROVE \_\_\_\_\_

DATE \_\_\_\_\_



**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

May 2, 2018

2245-013

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

Re: Water Service to Riverside Grain and Feed

Mayor Schneider and Council:

Last week it was time to connect the water service for Riverside Grain and Feed to the new water main along Highway 22. The plans showed boring under Highway 22 and installing a curb stop and connecting to the existing service in the grass area along Highway 22 east of the Riverside Grain and Feed building. The contractor dug to locate the service and could not find it at that location. City public works staff and some of the contractor's workers looked for where it came into the building as well as talked to Riverside Grain and Feed staff to try and determine the location of the water service. After several hours of looking around and talking to people nobody had a good idea of the actual location of the service.

It was decided to bore the new service across at the location shown on the plans and to do some digging next to the building to try and locate the service. The service was finally found near the building. The contractor then bored the new service line across the Highway at a new location in front of the building to the location near the building where the service was found and installed the curb stop and made the connection to the existing at that location near the building. It was determined that the curb stop location near the building was the safest place for it with the heavy truck traffic in the lot. The picture below shows the original location of the service along with the actual location installed.

The cost for boring the service under Highway 22 was included in the plans. There will be extra cost for some exploratory excavation to locate the existing service and extra cost for boring the service line outside the ROW. We have a bid item per lineal foot for boring service line after the curb stop that we will use for the remainder of the service line to the building. Of the 85 feet of boring, approximately 50 feet would be included in the bid item. The unit cost for boring past the curb stop is \$24.00/LF so the estimated extra cost is  $35 * \$24.00 = \$840.00$ .



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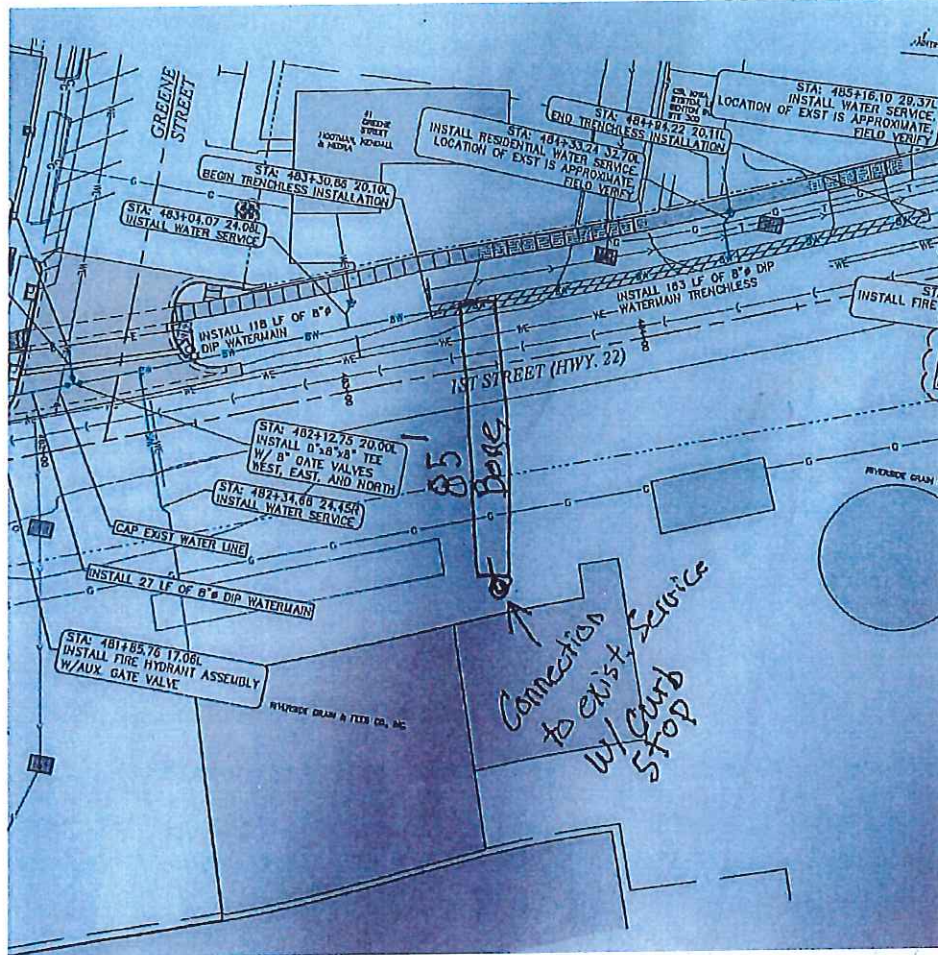
Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers



There will likely be a change order for the exploratory excavation work but nothing has been submitted so far.

I will be at the Council meeting on May 7<sup>th</sup> to discuss further if needed.

Respectfully submitted,

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

T:\2245\2245-013-\2245013L-extrawork-waterservices.docx

**RESOLUTION #050718-05**

**RESOLUTION APPROVING CHANGE ORDER #1 FOR J & L  
CONSTRUCTION, LLC FOR THE DOWNTOWN STREETScape  
IMPROVEMENTS PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this Change Order #1 in the amount of \$(1509.20).

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the Change Order #1 for change in the water service pipe material from Type K copper to HPDE SDR-9 plastic.

It was moved by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to approve the foregoing resolution on May 7<sup>th</sup>, 2018.

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

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by City Council of Riverside, Iowa, on this 7th day of May, 2018.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk



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 mmsconsultants.net  
 mms@mmsconsultants.net

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

May 1, 2018

2245-013

Downtown Streetscape Improvements Project  
 Change Order #1

The following changes to the contract are requested to change the water service pipe material from Type K copper to HPDE SDR-9 plastic.

The attached pricing breakdown shows the changes on a lineal foot basis. Since the water services are bid based on each service, the total cost of \$1,509.20 was divided among the 24 services. The changes required for this work are as follows:

**DELETE**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Water Service, Main to Curb Stop, 1" Copper	21 EACH	\$1,500.00	\$31,500.00
Water Service, Main to Curb Stop, 1" Copper, Trenchless	3 EACH	\$4,000.00	\$12,000.00
<b>TOTAL DELETED</b>			<b>\$43,500.00</b>

**ADD**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Water Service, Main to Curb Stop, 1" HDPE SDR9	21 EACH	\$1,437.12	\$30,179.52
Water Service, Main to Curb Stop, 1" HDPE SDR9, Trenchless	3 EACH	\$3,937.12	\$11,811.36
<b>TOTAL ADDED</b>			<b>\$41,990.88</b>

Change to the Contract

This change order would add and remove the above items to the contract and decrease the amount of the contract by \$1,509.12.



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Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

Reason for changes

The contractor asked about using plastic instead of copper water services and City public works staff approved the use of the plastic pipe. The plastic pipe is allowed for use for water services in Riverside.

Approved by:

\_\_\_\_\_  
J&L Construction, LLC

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

2245013changeorder1.docx





Riverside Streetscape Improvements

Carter and Associates, Inc

Carter and Associates provides revised pricing for change from copper pipe to SDR-9 for existing water services.

Labor	Gross Mn/Hrs	Rate	Total
<b>Foreman</b>			
Straight time		\$ 97.29	\$ -
Over time			
<b>Labor</b>			
Straight time		\$ 70.93	\$ -
Over time			
Total From Above:			\$ -
15% Mark-up			\$ -
<b>Labor Total:</b>			<b>\$ -</b>

Material	Quantity	Unit Price	Total
1" Copper	504	\$ (3.85)	\$ (1,940.40)
1" SDR 9	504	\$ 0.55	\$ 277.20
1" Stiffners	88	\$ 1.75	\$ 154.00
			\$ -
Total From Above:			\$ (1,509.20)
0% Mark-up			
<b>Material Total:</b>			<b>\$ (1,509.20)</b>

Equipment	Qty	Rate	Total
			\$ -
			\$ -
Total From Above:			\$ -
15% Mark-up			\$ -
<b>Equipment Total:</b>			<b>\$ -</b>

Sub Contracts	Gross	Mark-up	Total
		5%	\$ -
		5%	\$ -
<b>Sub Contract Total:</b>			<b>\$ -</b>

**Material Change Total: \$ (1,509.20)**

**RESOLUTION #050718-09**

**RESOLUTION APPROVING CHANGE ORDER #2 FOR J & L  
CONSTRUCTION, LLC FOR THE DOWNTOWN STREETScape  
IMPROVEMENTS PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this Change Order #1 in the amount of \$ 2,213.19.

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the Change Order #2 to extend the new water services into three buildings to eliminate lead water service lines in the Downtown Streetscape Project.

It was moved by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to approve the foregoing resolution on May 7<sup>th</sup>, 2018.

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

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by City Council of Riverside, Iowa, on this 7th day of May, 2018.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk



**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

May 1, 2018

2245-013

Downtown Streetscape Improvements Project  
Change Order #2

The following changes to the contract are requested to extend the new water services into the building to eliminate lead water service lines.

The attached pricing breakdown shows the changes on a lineal foot basis. Since the water services are bid based on each service, the total cost of \$1,509.20 was divided among the 24 services. The changes required for this work are as follows:

**ADD**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Extend Water Service into Building And Connect to Existing Service Inside Building	3 EACH	\$737.73	\$2,213.19
TOTAL ADDED			\$2,213.19

Change to the Contract

This change order would add the above item to the contract and increase the amount of the contract by \$2,213.19.

Reason for changes

There were some lead water service materials in the existing water services in the downtown area. The lead services are known to be a risk to public health. The City decided to take steps to remove any uncovered lead water services by removing the portion of the lead service from the main to the water meter inside the building. Since the plans called for connection to the service outside of the building there is extra work to extend the service into the building. There is only one known location for this work to date but other water services are yet to be uncovered.

Approved by:

\_\_\_\_\_  
J&L Construction, LLC

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

2245013changeorder2.docx

**Scott Pottorff**

---

**From:** J&L Construction <jlconstr@cloudburst9.net>  
**Sent:** Monday, April 23, 2018 5:10 PM  
**To:** 'Scott Pottorff'  
**Subject:** RE: Riverside Streetscape Work Session Questions about lead service costs

Per Jay ----

Carter:	\$330.00	cost for each service
	<u>\$ 49.50</u>	Carter's markup
	\$379.50	Carter's Total
	<u>\$ 18.98</u>	J & L's Overhead/Profit
	\$398.48	Cost to extend each service
	Plus	
Kuenster:	<u>\$339.25</u>	
	<b>\$737.73</b>	<b>Total cost each for each lead service in the downtown area</b>

**If the City wants to connect the two services from last year inside the building it will be \$638.25 for both.**

Also Jay mentioned that the new services will need to be hooked up prior to killing the old line.

**If you have any other questions prior to your meeting feel free to call Jay at (319) 530-0168 as he is still on site. Thanks!!**

*Nancy Wrage*

Office Mgr.

**J & L Construction, LLC**

1971 Lexington Blvd.

Washington, IA 52353

Office: 319.653.3597

Fax: 319.653.2410

Email: [jlconstr@cloudburst9.net](mailto:jlconstr@cloudburst9.net)

---

**From:** Scott Pottorff [<mailto:S.pottorff@mmsconsultants.net>]  
**Sent:** Monday, April 23, 2018 4:07 PM  
**To:** 'J&L Construction' <[jlconstr@cloudburst9.net](mailto:jlconstr@cloudburst9.net)>  
**Cc:** [jcpeiffer@msn.com](mailto:jcpeiffer@msn.com)  
**Subject:** RE: Riverside Streetscape Work Session info + PCC Maturity test

So if we have any more lead services in the downtown area other than the one in the current stretch, the lump sum price for each one is \$330 for Carter and \$339.25 for Kuenster for a total of \$669.25 each?

And if the City wants to connect the two services from last year inside the building it would be another \$638.25 for both?

# J & L CONSTRUCTION, LLC

1971 Lexington Blvd.  
Washington, IA 52353  
Ph: (319) 653-3597  
Fax: (319) 653-2410  
Email: [jlconstr@cloudburst9.net](mailto:jlconstr@cloudburst9.net)



## PROPOSED CHANGE ORDER # 3

To: City of Riverside  
60 N. Greene Street  
Riverside, IA 52327

Subcontractor: Carter & Associates, Inc.  
395 Westcor Drive  
Coralville, IA 52241

Project: 2018 Downtown Streetscape Improvements  
City of Riverside, Iowa

Re: Extending new water service 2'  
into building

Please find attached project subcontractor, Carter & Associates', change order to extend new water service 2' into the building (pricing assumes length of extension to be 5' per service. (Additional length will incur additional cost.)

Carter's change order total	\$ 3,694.68
5% overhead/profit (J&L)	\$ 184.73
<b>CHANGE ORDER TOTAL</b>	<b>\$ 3,879.41</b>

Dated: April 20, 2018

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

Submitted by:  
*Jay Peiffer*, Vice President  
J & L Construction, LLC  
Cell: (319) 530-0168

Approved by:  
\_\_\_\_\_

Riverside Streetscape Improvements

Carter and Associates, Inc

Carter and Associates provides the following pricing for extending water service 2' into building. Pricing assumes length of extension to be 5' per service. Additional length will incur additional cost.

Labor	Gross Mn/Hrs	Rate	Total
Foreman			
Straight time		\$ 97.29	\$ -
Over time			
Labor			
Straight time		\$ 70.93	\$ -
Over time			
Total From Above:			\$ -
15% Mark-up			\$ -
<b>Labor Total:</b>			<b>\$ -</b>

Material	Quantity	Unit Price	Total
Extend service 2' into building	11	\$ 330.00	\$ 3,630.00
			\$ -
			\$ -
			\$ -
Total From Above:			\$ 3,630.00
15% Mark-up			\$ 64.68
<b>Material Total:</b>			<b>\$ 3,694.68</b>

Equipment	Qty	Rate	Total
			\$ -
			\$ -
Total From Above:			\$ -
15% Mark-up			\$ -
<b>Equipment Total:</b>			<b>\$ -</b>

Sub Contracts	Gross	Mark-up	Total
		5%	\$ -
		5%	\$ -
<b>Sub Contract Total:</b>			<b>\$ -</b>

**Material Change Total: \$ 3,694.68**

# J & L CONSTRUCTION, LLC

1971 Lexington Blvd.  
Washington, IA 52353  
Ph: (319) 653-3597  
Fax: (319) 653-2410  
Email: [jlconstr@cloudburst9.net](mailto:jlconstr@cloudburst9.net)



## PROPOSED CHANGE ORDER # 4

To: City of Riverside  
60 N. Greene Street  
Riverside, IA 52327

Subcontractor: N/A

Project: 2018 Downtown Streetscape Improvements  
City of Riverside, Iowa

Re: Kuenster Plbg. estimate  
for new water hookup

Please find attached estimate from Kuenster Plumbing, Kalona, to install new 1" CTS water to existing building water line at 99 W. 1<sup>st</sup> St..

Kuenster Estimate # 11718274	\$ 295.00
15% overhead/profit (J&L)	\$ 44.25
<b>CHANGE ORDER TOTAL</b>	<b>\$ 339.25</b>

Dated: April 23, 2018

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

Submitted by:  
*Jay Peiffer*, Vice President  
J & L Construction, LLC  
Cell: (319) 530-0168

Approved by:  
\_\_\_\_\_





**PLUMBING HEATING & AIR**  
**Where the customer comes first.**  
*Furnaces | Boilers | Geothermal  
 Plumbing | Air Conditioning*

206 6th Street  
 PO Box 626  
 Kalona IA 52247  
 319-656-4351  
 319-656-4341 fax  
 kuensterhtg@kctc.net

Estimate 11718274  
 Job 11719682  
 Estimate Date 4/23/2018  
 Completed Date  
 Customer PO

**Billing Address**  
 City of Riverside  
 PO Box 188  
 Riverside, IA 52327 USA

**Job Address**  
 1st Street  
 1st Street  
 Riverside, IA 52327 USA

**Estimate Details**

plumbing - 99 W 1st Street: Estimate for hooking up new 1" CTS water to existing building water line

Price includes:  
 Brass fittings  
 Brass ball valve  
 Brass nipples and bushings  
 Labor

Note: The City of Riverside will need to supply any things that involves water meters, water meter nipples and washers.

Task #	Description	Quantity	Your Price	Your Total
Retro - Plumbing commercial	Commercial plumbing remodel	1.00	\$295.00	\$295.00
				<b>Potential Savings \$0.00</b>
				<b>Sub-Total \$295.00</b>
				<b>Tax \$0.00</b>
				<b>Total \$295.00</b>

Thank you for your business!  
 A 1.75% PER MONTH FINANCE CHARGE WILL BE ASSESSED ON ALL INVOICES AFTER 30 DAYS. MINIMUM CHARGE \$2.00 PLUS ALL COLLECTION COSTS.

Due to fluctuations in material pricing, estimates are only guaranteed for 30 days.

ELLA Street

Install Intake at Corner

No.	Item Code	Item	Quantity	Unit	Unit Price	Total Price
1	2010-108-E-0	Removal of Pavement	8.0	SY	\$12.00	\$ 96.00
2	2010-108-I-0	Subbase, Modified, 6" Thick for Full Depth HMA	8	SY	\$7.00	\$ 56.00
3	2010-108-M-0	Backfilling of Curbs	18	LF	\$5.00	\$ 90.00
4	3010-108-E-0	Granular Trench Backfill, Class A Roadstone, 12" Storm Sewer	5	LF	\$15.00	\$ 75.00
5	4020-108-A-1	Storm Sewer, Trenched, RCP, 12" Dia.	5	LF	\$55.00	\$ 275.00
6	6010-108-B-0	Storm Intake, Type SW-509	1.0	EA	\$4,000.00	\$ 4,000.00
7	6010-108-G-0	Connect to Existing Storm Pipe	1.0	EA	\$500.00	\$ 500.00
8	7010-108-E-0	PCC Curb and Gutter, 24" Wide	18	LF	\$25.00	\$ 450.00
9	7020-108-A-0	HMA, 6"	8.0	SY	\$65.00	\$ 520.00
10	7040-108-I-0	Removal of PCC Curb and Gutter	18	LF	\$25.00	\$ 450.00

\$ 6,512.00

20% Contingency \$ 1,302.40

\$ 7,814.40

Widen Throat at Gehrs

No.	Item Code	Item	Quantity	Unit	Unit Price	Total Price
1	7030-108-E-0	PCC, Paving Throat	3.5	SY	\$100.00	\$ 350.00
2	9020-108-A-0	Sod	1.0	LS	\$250.00	\$ 250.00
3	7040-108-I-0	Removal of PCC Curb and Gutter	10	LF	\$25.00	\$ 250.00

\$ 850.00

20% Contingency \$ 170.00

\$ 1,020.00

Replace Sidewalk Ramps

No.	Item Code	Item	Quantity	Unit	Unit Price	Total Price
1	2010-108-I-0	Subbase, Modified, 4" Thick for PCC Sidewalk	46	SY	\$6.00	\$ 276.00
2	7030-108-A-0	Removal of Sidewalk	54	SY	\$12.00	\$ 648.00
3	7030-108-E-0	Sidewalk, PCC, 5"	18	SY	\$85.00	\$ 1,530.00
4	7030-108-E-0	Sidewalk, PCC, 6"	29	SY	\$70.00	\$ 2,030.00
5	7030-108-G-0	Detectable Warnings	26	SF	\$45.00	\$ 1,170.00
6	9020-108-A-0	Sod	1.0	LS	\$250.00	\$ 250.00
						\$ 5,904.00
					20% Contingency	\$ 1,180.80
						<u>\$ 7,084.80</u>

**RESOLUTION #050718-06**

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING  
FOR PROPOSED RAGBRAI- MISCELLANEOUS PERMITS  
ORDINANCE**

**WHEREAS**, the City of Riverside, Iowa, will set the date to hold a public hearing on the proposed amendment to the City of Riverside, Code of Ordinance, RAGBRAI – Miscellaneous Permits Ordinance, on May 21<sup>st</sup> 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 \_\_\_\_\_, that the foregoing resolution be adopted.

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

Ayes:

Nays:

Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa and approved this 7<sup>th</sup> day of May, 2018.

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

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

**RESOLUTION #050718-07**

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING TO  
SELL LOT #11 IN THE CHERRY LANE SUBDIVISION TO  
APEK CONSTRUCTION CO. INC**

**WHEREAS**, the City of Riverside, Iowa, will set the date to hold a public hearing on the Sale of Lot #11, in the Cherry Lane Subdivision to APEK Construction Co, Inc. on May 21st at the City 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, Rodgers, Weber, Redlinger

Ayes:

Nays:

Abstain/Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa and approved this 7<sup>th</sup> day of May, 2018.

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

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

**RESOLUTION #050718-08**

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING TO  
SELL LOT #12 IN THE CHERRY LANE SUBDIVISION TO  
APEK CONSTRUCTION CO. INC**

**WHEREAS**, the City of Riverside, Iowa, will set the date to hold a public hearing on the Sale of Lot #12, in the Cherry Lane Subdivision to APEK Construction Co, Inc. on May 21st at the City 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, Rodgers, Weber, Redlinger

Ayes:

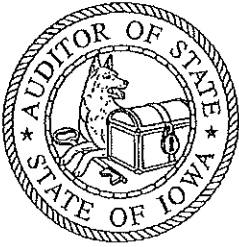
Nays:

Abstain/Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa and approved this 7<sup>th</sup> day of May, 2018.

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

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



OFFICE OF AUDITOR OF STATE  
STATE OF IOWA

Mary Mosiman, CPA  
Auditor of State

State Capitol Building  
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 242-6134

April 25, 2018

Becky LaRoche, City Clerk  
City of Riverside  
PO Box 188  
Riverside, Iowa 52327

Dear Ms. LaRoche:

Thank you for requesting our office to perform the annual examination for the City of Riverside for the year ending June 30, 2018. We will be pleased to continue to perform the annual examination, and accordingly, will include it on our schedule. Kathy Rupp is the Manager assigned for your examination. She will contact you prior to beginning fieldwork to arrange the necessary details.

Based upon the information available, we estimate the cost to perform the examination for the year ending June 30, 2018 will not exceed \$5,600, except as specifically agreed by the City of Riverside and the Office of Auditor of State. This estimate does not include the required filing fee of \$175 as provided for under Iowa Code section 11.5, subsection 10.

In addition to providing examination services to the City of Riverside, you may request we perform additional services not addressed in this estimate. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. The Office of Auditor of State is actively involved throughout the year in providing technical guidance, assistance and training to government officials, employees and auditors. Our experience in these areas and our extensive local government auditing experience would be used to assist the City of Riverside, both currently and in subsequent years, in operating as efficiently and as effectively as possible.

We anticipate performing fieldwork for the annual examination in December 2018. Report preparation and office review will be performed with delivery of a mutually-agreed number of copies of the final report by March 31, 2019.

We look forward to the opportunity to continue to provide our services to the City of Riverside. Please feel free to contact me or Kathy Rupp if we can provide any additional information.

Sincerely,

Andrew E. Nielsen, CPA  
Deputy Auditor of State

AEN/dld

ACCEPTANCE:

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**RESOLUTION #050718-10**

**RESOLUTION TO HAVE THE STATE OF IOWA – AUDITOR OF THE STATE FOR AUDIT SERVICES FOR FISCAL YEAR 2017-2018**

**WHEREAS**, the City of Riverside finds it necessary to comply with state code and have a financial audit or examination performed annually. The Riverside City Council has requested the examination to be completed by the State Auditor’s Office for the Fiscal Year ending June 2018.

**NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIVERSIDE, IOWA, as follows:**

That the State of Iowa – Auditor of the State shall conduct an examination audit for the City of Riverside, Iowa, for the year ending June 30, 2018 and that such designation shall be completed by March 31<sup>st</sup>, 2019. The cost of the examination shall not exceed \$5,600.

**MOVED BY** Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to approve this foregoing resolution.

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

Ayes:

Nays:

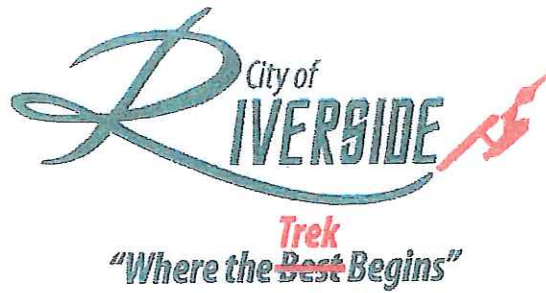
Abstain/Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa and approved this 7<sup>th</sup> day of May, 2018.

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

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





# RIVERSIDE VISIONING COMMITTEE TRAIL BENCHES

NAME Troop 235

ADDRESS Riverside

PHONE 319-321-2810 Gene

BENCH DONATION \$500.00

ENGRAVING FEE \$125.00

TOTAL COST PER BENCH \$625.00      \$350?



Please include exact wording of engraved message. 5 lines, up to 18 characters per line.

In Memory Of Brad Walker

Troop 235

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All proceeds of bench donations go toward maintenance of the walk/bike path trail.

Thank-You for contributing to our trail project,  
City of Riverside



Pd. \_\_\_\_\_ ck. # \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

**Becky LaRoche**

---

**From:** Tom Gruis <tom.gruis@ecicog.org>  
**Sent:** Tuesday, May 01, 2018 9:32 AM  
**To:** becky@cityofriversideiowa.com  
**Subject:** FW: Additional mitigation strategy

Hi Becky,

I remembered that there was an additional email that I sent to Lory that you probably haven't seen. It is below. When the Council meets, can you also have them consider the mitigation strategy below, which I would like to add to the plan? This is something I meant to cover in our meeting but forgot to bring up.

Thank you,

Tom

---

**From:** Tom Gruis [<mailto:tom.gruis@ecicog.org>]  
**Sent:** Wednesday, December 20, 2017 11:02 AM  
**To:** 'Lory Young'  
**Subject:** Additional mitigation strategy

Hi Lory,

I forgot to cover something during the community meeting. If the committee is okay with it, I would like to add a mitigation strategy to support the English River Watershed Management Authority. If the City does not implement the strategy, there are no consequences for that; I would like it to be there in case it is helpful for a Riverside project or if including it in the plan would be helpful for the WMA in performing their duties. The strategy follows:

"Identify and implement practices and projects that complement Goal F from the *English River Watershed Improvement & Resiliency Plan*, i.e. increase water-holding capacity and promote infiltration on both urban and rural landscapes."

Please discuss this with your committee and let me know if you would like to include this strategy, or not.

Thank you,

Tom Gruis  
Planner  
East Central Iowa Council of Governments (ECICOG)  
Email: [tom.gruis@ecicog.org](mailto:tom.gruis@ecicog.org)  
Phone: (319) 365-9941 ext. 130  
Website: [www.ecicog.org](http://www.ecicog.org)



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

**Becky LaRoche**

---

**From:** Tom Gruis <tom.gruis@ecicog.org>  
**Sent:** Tuesday, April 10, 2018 1:57 PM  
**To:** becky@cityofriversideiowa.com  
**Subject:** FW: Riverside Community Summary  
**Attachments:** Riverside Community Summary AFTER MEETING.docx

Hi Becky,

I meant to include this with my earlier email. The initial message I sent to Lory is below, and the updated community summary is attached.

Thank you,

Tom

---

**From:** Tom Gruis [<mailto:tom.gruis@ecicog.org>]  
**Sent:** Monday, December 18, 2017 1:26 PM  
**To:** 'Lory Young'  
**Subject:** Riverside Community Summary

Hi Lory,

I hope this email finds you well. I have updated Riverside's Community Summary. Please review it for accuracy. I have two or three things that I need:

1. The addresses for the critical facilities, pg. 10.
2. A time of year that you and/or the City Council will review the plan annually. We may not have had time to discuss this during the meeting. A brief review of the plan is recommended. I can provide a reminder and guide you to the sections of the plan relevant to Riverside.
3. If you are unsure about this part, that is okay, I am just looking for some extra context. Do you recall why "Complete water/waste water improvements" was added to the mitigation actions? Was there discussion about having more redundancy or backups in the control systems? I might add that in the notes, but I think it is okay to leave the action as-is, too.

Please let me know if you have any questions.

Happy Holidays!

Tom Gruis  
Planner  
East Central Iowa Council of Governments (ECICOG)  
Email: [tom.gruis@ecicog.org](mailto:tom.gruis@ecicog.org)  
Phone: (319) 365-9941 ext. 130  
Website: [www.ecicog.org](http://www.ecicog.org)



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


# COMMUNITY SUMMARY

## WASHINGTON COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

### CITY OF RIVERSIDE

This document provides a summary of the hazard mitigation planning information for the City of Riverside that will be included in the Washington County Multi-Jurisdictional Hazard Mitigation Plan. This summary is not comprehensive and subject to change based on new information or public input.

Summary completed December 2017



For more information, please contact Tom Gruis at the East Central Iowa Council of Governments by email at [tom.gruis@ecicog.org](mailto:tom.gruis@ecicog.org) or by phone at 319-365-9941 ext. 130.

**DRAFT DOCUMENT**

**HAZARD RISK ASSESSMENT**

To determine the extent a mitigation strategy should focus on hazards, the full set of hazards that can potentially affect Washington County were prioritized using the criteria in the *2013 Iowa Hazard Mitigation Plan*. The assessment is based on hazard probability, magnitude, severity, warning time, and duration. Each element of assessment is detailed in Tables 1–4. In the hazard profiles, each element of the assessment is discussed in the context of Washington County.

Probability reflects the likelihood of the hazard occurring again in the future, considering both the hazard’s historical occurrence and the projected likelihood of the hazard occurring in any given year. This factor was weighted 0.45 in the assessment. See scoring criteria in Table 1.

**Table 1: Probability Scoring Criteria**

Score	Description	
1	Unlikely	Less than 10% probability in any given year, history of events is less than 10%, or event is unlikely but there is a possibility of occurrence
2	Occasional	Greater than 10% up to 19% probability in any given year, history of events is greater than 10% up to 19%, or the event could possibly occur
3	Likely	Greater than 19% up to 33% probability in any given year, history of events is greater than 20% up to 33%, or the event is likely to occur
4	Highly Likely	More than 33% probability in any given year, history of events is greater than 33% likely, or the event is highly likely to occur

The magnitude and severity of the impacts of a hazard event is related directly to the extent that a hazard affects the community. It is measured using technical measures specific to the hazard, which are ideally determined with standard scientific scales. This is also a function of when the event occurs, year-round or seasonal, the location affected, the resilience of the community, and the effectiveness of emergency response and disaster recovery efforts. The factor was weighted 0.30 in the assessment. See scoring criteria in Table 2.

**Table 2: Magnitude/Severity Scoring Criteria**

Score	Description	
1	Negligible	Less than 10% of property severely damaged, shutdown of facilities and services for less than 24 hours, and/or injuries/illnesses treatable with first aid
2	Limited	Greater than 10% up to 25% of property severely damaged, shutdown of facilities and services for more than a week, and/or injuries/illnesses that do not result in permanent disability
3	Critical	Greater than 25% up to 50% of property severely damaged, shutdown of facilities and services for at least 2 weeks, and/or injuries/illnesses that result in permanent disability
4	Catastrophic	More than 50% of property severely damaged, shutdown of facilities and services for more than 30 days, and/or multiple deaths

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Warning time or the speed of onset is the amount of warning time available before a hazard occurs. The average rather than shortest or longest warning time is considered in the hazard assessment. For many natural hazards, there is a considerable amount of warning time as opposed to the human caused hazards that occur instantaneously or without any significant warning time. This factor was weighted 0.15 in the assessment. See scoring criteria in Table 3.

**Table 3: Warning Time Scoring Criteria**

Score	Description
1	More than 24 hours warning time
2	More than 12 up to 24 hours warning time
3	6 to 12 hours warning time
4	Minimal or no warning (less than 6 hours warning)

Duration is the typical amount of time that the community is impacted by a hazard. As an example, a snowstorm will likely last several hours, whereas a lightning strike would last less than a second. This factor was weighted 0.10 in the assessment. See scoring criteria in Table 4.

**Table 4: Duration Scoring Criteria**

Score	Description
1	Less than 6 hours
2	Less than 1 day
3	Less than 1 week
4	More than 1 week

With the weight value applied to each factor, the sum of the assessment criteria is used to determine the priority level of each hazard. The priority level determines how much focus is given to the hazard in the overall mitigation strategy. See Table 5 for the description of each priority level. The priority level determined for each hazard may not completely reflect the description of each level. The priority level that most accurately fits a hazard is applied, or due to local conditions and/or the planning committee, priority level may be adjusted.

**Table 5: Hazard Priority Level**

Hazard Priority		Description
1	High	Risk assessment score is high relative to other hazards; hazards may have occurred recently with severe impacts and long-term recovery; the hazard is generally a high priority in the community; the planning committee will identify potential mitigation projects
2	Medium	Risk assessment score is mid-range relative to other hazards; mitigation actions for hazards may already be complete or in progress; the hazard is generally a medium priority in the community; the planning committee will identify potential mitigation projects that may also address other hazards
3	Low	Risk assessment score is low relative to other hazards; mitigation actions for hazards may already be complete; the hazard is generally a low priority in the community; the planning committee may discuss potential mitigation projects

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The multi-jurisdictional hazard risk assessment results for Washington County are included in Table 6. The assessment was used by each participating jurisdiction as a base for their specific hazard risk assessment. The planning committee was given an opportunity to modify the priority level of hazards to reflect local conditions and priorities. See Table 7 for the prioritization of hazards in Riverside.

**Table 6:** Washington County Multi-Jurisdictional Hazard Analysis and Risk Assessment

Hazard	Type	Probability	.45	Magnitude and Severity	.30	Warning Time	.15	Duration	.10	Total	Priority Level
Animal, Plant, Crop Disease	Natural	2	.90	2	.60	4	.60	4	.40	2.50	2
Drought	Natural	4	1.80	2	.60	1	.15	4	.40	2.95	1
Earthquake	Natural	1	.45	1	.30	4	.60	1	.10	1.45	3
Expansive Soils	Natural	1	.45	1	.30	1	.15	1	.10	1.00	3
Extreme Heat	Natural	3	1.35	2	.60	1	.15	4	.40	2.50	2
Flash Flood	Natural	4	1.80	2	.60	3	.45	1	.10	2.95	1
Grass and Wild Land Fire	Natural	2	.90	1	.30	1	.15	1	.10	1.45	3
Hazardous Materials Incident	Technological	2	.90	1	.30	4	.60	4	.40	2.20	2
Human Disease	Natural	1	.45	2	.60	2	.30	4	.40	1.75	2
Infrastructure Failure	Technological	3	1.35	2	.60	4	.60	4	.40	2.95	1
Landslide	Natural	1	.45	1	.30	2	.30	1	.10	1.15	3
Levee and Dam Failure	Technological	2	.90	1	.30	4	.60	1	.10	1.90	2
Radiological Incident	Technological	1	.45	1	.30	4	.60	4	.40	1.75	3
River Flood	Natural	4	1.80	2	.60	1	.15	4	.40	2.35	1
Severe Winter Storm	Natural	4	1.80	1	.30	3	.45	2	.20	2.75	1
Sinkholes	Natural	1	.45	1	.30	2	.30	1	.10	1.15	3
Terrorism	Human Caused	1	.45	2	.60	4	.60	2	.20	1.85	2
Thunderstorm, Lightning and Hail	Natural	4	1.80	2	.60	2	.30	2	.20	2.9	1
Tornado and Windstorm	Natural	4	1.80	2	.60	3	.45	2	.20	3.05	1
Transportation Incident	Technological	2	.90	1	.30	4	.60	2	.20	2.00	2

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**Table 7: Riverside Hazard Prioritization**

Hazard	Type	Current Priority Level	Priority Level Update
Animal, Plant, Crop Disease	Natural	2	2
Drought	Natural	2	2
Earthquake	Natural	1	3
Expansive Soils	Natural	3	3
Extreme Heat	Natural	1	1
Flash Flood	Natural	1	1
Grass and Wild Land Fire	Natural	2	3
Hazardous Materials Incident	Technological		1
Human Disease	Natural	1	2
Infrastructure Failure	Technological	1	1
Landslide	Natural	3	3
Levee and Dam Failure	Technological	Excluded	Excluded
Radiological Incident	Technological	2	3
River Flood	Natural	1	1
Severe Winter Storm	Natural	1	1
Sinkholes	Natural	Excluded	Excluded
Terrorism	Human Caused	1	1
Thunderstorm, Lightning and Hail	Natural	1	1
Tornado and Windstorm	Natural	1	1
Transportation Incident	Technological	2	1

It should be noted that hazards from the existing plan were grouped to reflect the simplified list of hazards in the 2013 Iowa Hazard Mitigation Plan. To compare the previous and new assessments, the score for combined hazards were averaged to determine priority level. Refer to Table 8.

**Table 8: Combined Hazards**

Combined Hazard	Hazards
Human Disease	Human Disease Incident and Pandemic Human Disease
Hazardous Materials Incident	Fixed Hazardous Materials, Pipeline Transportation, and Transportation Hazardous Materials
Infrastructure Failure	Communication Failure, Energy Failure, Structural Failure, and Structural Fire
Transportation Incident	Air Transportation, Highway Transportation, Railway Transportation, and Waterway Incident
Terrorism	Enemy Attack, Biological Terrorism, Agro-Terrorism, Chemical Terrorism, Conventional Terrorism, Cyber Terrorism, Radiological Terrorism, and Public Disorder
Radiological Incident	Fixed Radiological Incident and Transportation Radiological Incident

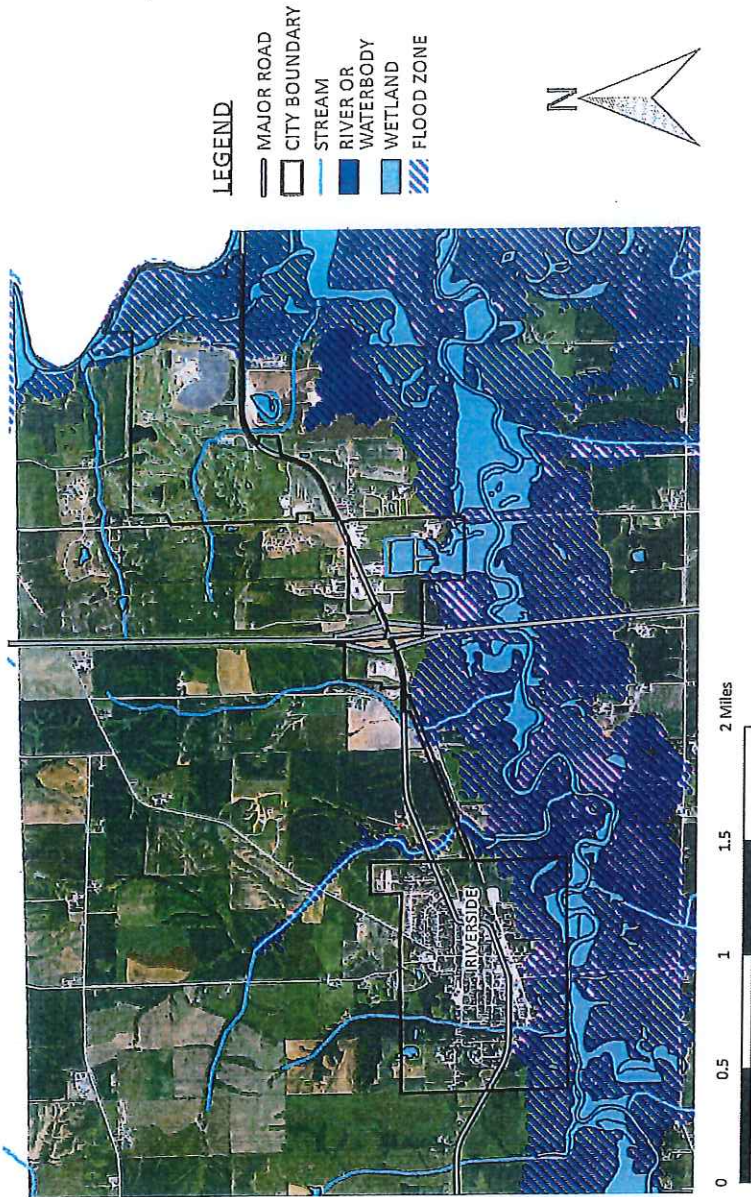


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Riverside changed the priority level of six hazards. Earthquake was updated from a ranking of 1 to a ranking of 3, which is in line with the countywide assessment and was considered appropriate by the Riverside Planning Committee. Grass and Wild Land Fire was updated to a ranking of 3 from a 2, bringing it in line with the countywide assessment and the conditions in Riverside. Hazardous Materials Incident was changed from a ranking of 2 to 1 because a new truck wash is under constructions, which could bring more hazardous materials in transport into the jurisdiction. Human disease was changed to a ranking of 2 from a 1 to be consistent with the countywide plan. Likewise, Radiological Incident was changed from a 2 to a 3. Finally, the Committee felt that a priority rank of 1 was more appropriate than a rank of 2 because of US Highway 218 and Iowa Highway 22, which run through the community.

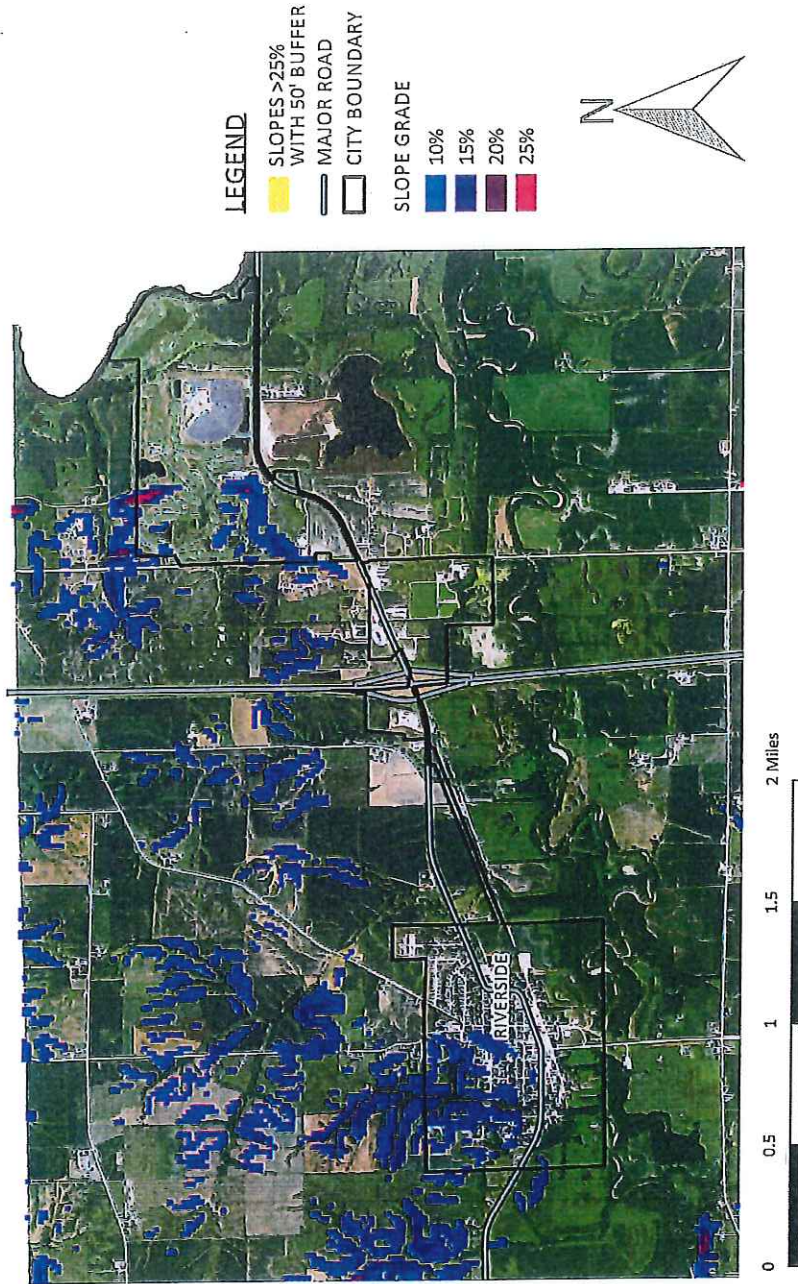
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Map 1: Riverside Area Flood Zones



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Map 2: Riverside Area Steep Slopes



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**Map 3: Riverside Area Potential Karst Soil**



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**CRITICAL FACILITIES AND VULNERABLE POPULATIONS**

Critical facilities are the buildings, facilities, and infrastructure that provide essential services to the residents and businesses in the community. In Riverside, all City property and infrastructure are considered critical facilities. For specific critical facilities, refer to Table 9.

**Table 9: Riverside Critical Facilities**

Facility	Location
City Hall	60 N. Greene St.
Fire station	
Early warning siren	
Water tower	
Water plant	
Wastewater plant	
Shop	
Riverside Elementary School	220 Schnoebelen St.
Electrical substation	

There are several facilities with vulnerable populations identified within Riverside. See Table 10.

**Table 10: Riverside Vulnerable Populations**

Facility	Location
Riverside Elementary School	220 Schnoebelen St.
Riverside Casino	3184 IA-22
St. Mary's	360 Washburn St.



**DRAFT DOCUMENT****PLANNING GOALS**

Throughout the development process of this plan, goals were used as a guide for planning committee discussion and final decision making. Jurisdiction representatives reviewed the goals in the current hazard mitigation plan and example goals provided by the planning consultant.

**Current Hazard Mitigation Goals**

1. Protect critical facilities, infrastructure and other community assets from the impacts of hazards.
2. Protect the health, safety and property of residents in the planning area.
3. Improve education and awareness regarding hazards, risk and reducing vulnerability in the planning area.
4. Ensure that public funds are used in the most efficient manner.

**Example Hazard Mitigation Goals**

1. Protect the health and safety of residents, visitors, staff, and emergency personnel (paid or volunteer) during and after hazard events
2. Minimize losses to existing and future structures in hazard areas. Critical facilities are priority structures.
3. Maintain local services and infrastructure in order to reduce community, economic, and environmental disruption during and after hazard events.
4. Educate residents and visitors about hazards and the resources available.
5. Use public funds in a cost effective and fair manner.

Attendees decided to adopt the example goals except for one addition the last goal, which is adding the word "efficient."

**Hazard Mitigation Goals Update**

1. Protect the health and safety of residents, visitors, staff, and emergency personnel (paid or volunteer) during and after hazard events
2. Minimize losses to existing and future structures in hazard areas. Critical facilities are priority structures.
3. Maintain local services and infrastructure in order to reduce community, economic, and environmental disruption during and after hazard events.
4. Educate residents and visitors about hazards and the resources available.
5. Use public funds in an efficient, cost effective, and fair manner.

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**OPERATIONS AND RESOURCES**

Riverside has a wide range of operations and resources to implement a well-rounded hazard mitigation strategy. All City operations and resources were considered throughout the plan development process to ensure the City’s final mitigation strategy is feasible. See Table 11.

**Table 11: Riverside Operations and Resources**

<b>Officials, Commissions, and Committees</b>	<ul style="list-style-type: none"> <li>• Mayor*</li> <li>• City Council*</li> <li>• Washington County Emergency Management Commission*</li> <li>• Planning and Zoning Commission</li> </ul>
<b>Staff and Departments</b>	<ul style="list-style-type: none"> <li>• City Clerk*</li> <li>• Utilities*</li> <li>• Parks and Streets*</li> <li>• Water/Waste Water</li> </ul>
<b>City Services</b>	<ul style="list-style-type: none"> <li>• Clean and secure water supply*</li> <li>• Wastewater management and treatment*</li> <li>• Riverside Fire Department*</li> <li>• Riverside First Responders*</li> <li>• Street maintenance and improvements*</li> <li>• Vegetation and tree management in public areas*</li> <li>• Snow removal*</li> <li>• Outdoor warning siren system*</li> <li>• Yard waste management</li> <li>• Cemetery maintenance</li> </ul>
<b>Contracted or Agreement Services</b>	<ul style="list-style-type: none"> <li>• Washington County Emergency Management Agency*</li> <li>• Washington County Sheriff’s Department*</li> <li>• Emergency Medical Service*</li> <li>• Fire protection mutual aid agreements*</li> <li>• East Central Iowa Council of Governments (ECICOG)*</li> <li>• Southeast Iowa Multi-County Landfill (SEMCO)</li> <li>• Solid waste and recycling</li> <li>• Storm debris removal*</li> <li>• Kalona Public Library</li> <li>• Muscatine Fire Department for countywide HAZMAT response*</li> </ul>
<b>Policies, Programs, and Plans</b>	<ul style="list-style-type: none"> <li>• Riverside Code of Ordinances*</li> <li>• Comprehensive Plan*</li> <li>• Zoning Code*</li> <li>• Comprehensive Regional Development Strategy (CRDS)</li> <li>• Washington County Emergency Management Plan*</li> <li>• Coordinate with Washington County Emergency Management Agency*</li> <li>• Coordinate with Washington County Public Health*</li> <li>• Coordinate with Iowa Department of Natural Resources*</li> </ul>
<b>Local Organizations</b>	<ul style="list-style-type: none"> <li>• St. Mary’s Catholic Church</li> <li>• Trinity United Methodist Church</li> </ul>
<b>Financial and Other Resources</b>	<ul style="list-style-type: none"> <li>• City budget*</li> <li>• Bonds</li> <li>• Grants</li> <li>• Donations</li> </ul>



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\*The asterisk indicates officials or staff that participated in the plan development process or policies, programs, and plans that were discussed or reviewed for relevancy in the City's mitigation strategy.

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**MITIGATION STRATEGY**

All identified hazards are addressed by at least one mitigation action in Riverside's final mitigation strategy. Several mitigation actions address multiple hazards due to the similar impacts. Mitigations actions for flood or severe weather hazards are often similar. See Table 12 for the City's mitigation strategy.

**Table 12: Riverside Mitigation Strategy**

Proposed Mitigation Action	Hazard(s) Addressed	Goal(s) Addressed	Inclusion in Existing Plan	Update/Notes
Install generator at one or more critical facilities	Flash flood; river flood; infrastructure failure; severe winter storm; thunderstorm, lightning, and hail; tornado and windstorm	1, 3, 5	X	Riverside would like to install a generator at City Hall
Install safe room in a possible future Community Center	Tornado and windstorm	1, 5	X	Riverside may consider a safe room for a new Community Center or other new critical facility.
Security cameras at critical facilities	Terrorism	1, 5	X	
Flood buyouts	River flood	1, 2, 5	X	
Warning siren installation or update	Thunderstorm, lightning, and hail; tornado and windstorm	1, 4, 5	X	
Complete water/waste water improvements	Flash flood	1, 2, 5		
Community newsletter	All hazards	1, 4, 5		

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**ACTION PLAN**

To determine how a mitigation strategy should be completed, an action plan and timeline for mitigation actions was determined through a prioritization process that considered local priorities and capabilities identified in the Operations and Resources section, potential benefit, and estimated cost. Ultimately, mitigation actions were assigned a priority level by the planning committee, which determines the potential timeline for completion. Refer to Tables 13–14.

**Table 13: Benefit vs. Cost Criteria**

Type	Benefit	Cost
High	Results are likely immediate and/or widespread reduction of risk from hazard(s) addressed; generally supported by the community; lead agency has capabilities	Existing funding is not adequate to complete the project; funding may only be available through grants/assistance; anticipated to cost greater than \$100,000
Medium	Results are likely a long-term reduction of risk from hazard(s) addressed and/or results are not widespread; potential community opposition; lead agency has capabilities	Requires amending the budget and/or requires a bond to complete the project; anticipated to cost between \$10,000 and \$100,000
Low	Results are difficult to determine and/or may not result in long-term reduction of risk from hazard(s) addressed; definite community opposition; lead agency may encounter capability issues	Existing funding is adequate or the project can be completed through volunteer and/or staff time; anticipated to cost less than \$10,000

**Table 14: Mitigation Action Priority Level Criteria**

Priority Level	Potential Project Timeline
1	1–5 years
2	5–10 years
3	10–15 years

For most jurisdictions, not all mitigation actions considered in the prioritization process met exact criteria. The planning team in each jurisdiction developed the final action plan to ensure priority levels reflect local priorities and capabilities. It should be noted, not all jurisdictions identified all three priority levels for mitigation actions. Some jurisdictions have adopted a shorter term focus for completing mitigation actions.

In addition to the potential benefit, cost, and priority level of a mitigation action, the action plan also identifies the individual position in the jurisdiction that is the lead, potential partners, and funding sources. In the action plan for each jurisdiction, some of the identified potential partners and funding sources are abbreviated. Table 15 is reference for the abbreviations. All other partners and funding sources are explanatory.

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**Table 15:** Potential Partner and Funding Abbreviations

Potential Partner or Funding	Abbreviation
Iowa Homeland Security and Emergency Management Division	IHSEMD
Iowa Department of Natural Resources	Iowa DNR
Iowa Department of Transportation	IDOT
Washington County Emergency Management Agency	Washington County EMA
East Central Iowa Council of Governments	ECICOG
Community School District	CSD
Pre-Disaster Mitigation	PDM
Hazard Mitigation Grant Program	HMGP
Flood Mitigation Assistance	FMA
Community Development Block Grant	CDBG
United State Department of Agriculture	USDA



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**PLAN INCORPORATION AND REVIEW**

The City of Riverside will officially adopt the Washington County Multi-Jurisdictional Hazard Mitigation 2019–2024 by resolution at a City Council meeting. Annual review of the plan will occur by the City Clerk and City Council in .

**PLANNING COMMITTEE AND MEETING**

In this multi-jurisdictional planning process, a planning committee was established to ensure the final plan reflects local capabilities, conditions, and priorities in each community. The composition of planning committees throughout Washington County varies due to type, size, and past planning efforts in each community. The members and meeting attendance for the planning committee is included in Table 17 to provide context for how final mitigation strategies were identified for each jurisdiction.

**Table 17: Riverside Planning Committee**

Name	Position/Organization
Allen Schneider	Mayor/Riverside
Bryan Lenz	City Water/Riverside
Bill Stykey	Waste Water Manager/Riverside
Becky LaRoche	Utility Billing Clerk/Riverside
Jeanine Redlinger	Council Person/Riverside
Marissa Reisen	Emergency Management Coordinator/Washington County Emergency Management Agency
Lory Young	City Clerk/Riverside
Rober Schneider	Council Person/Riverside

Meeting documentation is included in the following pages. Documentation includes public notice, agenda, meeting minutes, and sign-in sheet.

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# PUBLIC MEETING NOTICE

## **WASHINGTON COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN**

### RIVERSIDE COMMUNITY MEETING

**Date**

November 6, 2017

**Time**

5:30 PM

**Location**

Riverside City Hall  
60 N. Greene St.  
Riverside, Iowa



For more information, please contact Tom Gruis at the East Central Iowa Council of Governments by email at [tom.gruis@ecicog.org](mailto:tom.gruis@ecicog.org) or by phone at 319-365-9941 ext. 130.



EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS  
YOUR REGIONAL PLANNING AGENCY

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# MEETING AGENDA

## **WASHINGTON COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN**

### **RIVERSIDE COMMUNITY MEETING**

1. Consultant and planning committee introductions
2. Hazard mitigation planning overview
3. Hazard Mitigation Assistance funding programs overview
4. Review and update risk assessment
5. Review and update critical facilities
6. Review and update vulnerable populations
7. Review and update operations and resources
8. Review and update mitigation strategy
9. Prioritize mitigation strategy
10. Discuss next steps in plan development process

**Date**  
November 6, 2017

**Time**  
5:30 PM

**Location**  
Riverside City Hall  
60 N. Greene St.  
Riverside, Iowa



For more information, please contact Tom Gruis at the East Central Iowa Council of Governments by email at [tom.gruis@ecicog.org](mailto:tom.gruis@ecicog.org) or by phone at 319-365-9941 ext. 130.





**DRAFT DOCUMENT****MEETING MINUTES**

Washington County Hazard Mitigation Plan  
Riverside Community Meeting

November 6, 2017  
5:30–6:30 p.m.

Riverside City Hall  
60 N. Greene Street  
Riverside, Iowa

1. Consultant and planning committee introductions

The consultant, Tom Gruis, introduced himself as a planner with the East Central Iowa Council of Governments (ECICOG). The consultant was hired to administer and complete the requirements of the county's hazard mitigation grant that is funding the update. The city's planning committee members introduced themselves and explained their role and experience with the community. Refer to the sign-in sheet.

2. Hazard mitigation planning overview

The consultant explained the purpose and benefits of participating in a FEMA-approved hazard mitigation plan—primarily the identification of hazards and developing a mitigation strategy to reduce negative impacts.

3. Hazard Mitigation Assistance funding programs overview

The consultant explained that local governments with a FEMA-approved hazard mitigation plan are eligible to apply for Hazard Mitigation Assistance (HMA) funding, which includes Pre-Disaster Mitigation (PDM) funding, Hazard Mitigation Grant Program (HMGP) funding, and Flood Mitigation Assistance (FMA) funding. PDM and HMA funds are available on an annual basis and HMGP funds are available when there is a federal disaster declaration anywhere in Iowa. All HMA funding requires local match, which is typically 25% of the total project cost.

4. Review and update risk assessment

The consultant provided a countywide risk assessment completed with recent data and maps to use as a guide for reviewing and updating the city's risk assessment. The consultant also provided the city's risk assessment from a prior planning meeting when Riverside was considering being amended into the plan. The planning committee reviewed the risk assessment and updated priority levels to reflect current conditions and priorities. Some changes were made, usually to align more closely with the countywide risk assessment if the committee could not identify unique risks for the City. Refer to the city's summary documentation for the risk assessment criteria, countywide risk assessment for reference, the city's risk assessment from the current plan, and the updated risk assessment with an explanation of the updated priority levels.

5. Review and update critical facilities

The planning committee identified all critical facilities to be considered in the city's mitigation strategy. Some additional facilities were added, and the Community Center was removed, as it does not currently exist; it is a

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facility the City has considered constructing. The consultant will develop a map with all critical facilities to include in the city's summary documentation and the final plan.

6. Review and update vulnerable populations

The planning committee identified the Riverside Elementary School and the Riverside Casino as locations that may host vulnerable populations.

7. Review and update operations and resources

The planning committee discussed current operations and resources to determine how the city is reducing the negative impacts of hazards in normal operations.

8. Review and update mitigation strategy

The planning committee reviewed the city's mitigation strategy developed during the earlier referenced planning meeting held to amend Riverside into the current plan. The committee updated two mitigation actions and added two mitigation actions. Refer to city's summary documentation for the final mitigation strategy developed by the planning committee.

9. Prioritize mitigation strategy

The planning committee prioritized the city's mitigation strategy by discussing the costs, benefits, and realistic timeline for completing mitigation actions.

10. Discuss next steps in plan development process

The planning consultant explained the next step in the update process, which is to provide a summary of everything discussed during the meeting. The City and planning committee will be expected to review the summary and provide feedback. The plan update is a multi-year process, and the City will not need to take any additional action until the final draft of the plan is available for public comment. The public comment period will be the final chance for the City to provide feedback and request changes before the plan is submitted for review and approval. The City will be asked to adopt the plan by resolution after the plan is submitted to FEMA. A copy of the plan will be provided to the City after the plan is officially approved by FEMA. The consultant also explained that the State recommends annual review of the plan to consider progress made on the mitigation strategy and any actions that could be undertaken in the following year.

Meeting minutes were completed by Tom Gruis on 11/16/2017.

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MEETING ATTENDANCE

Washington County Multi-Jurisdictional Hazard Mitigation Plan

RIVERSIDE COMMUNITY MEETING

**Date**  
November 6, 2017

**Time**  
5:30 PM

**Location**  
Riverside City Hall  
60 N. Greene St.  
Riverside, Iowa

Name	Jurisdiction and Title	Contact Information
Alla Schneider	Mayor	319-330-2102
Ann Johnson	Town News	319-658-2273
Bryan Kent	City Ward	319-325-9287
Bill Stuber	People's Service	319-530-3850
Bobby LaRoche	City of Riverside	319-618-3501
JENNIFER BODINGER	Riverside	615 478 9239
MARISSA REISEN	WASH CO FIRM	
MIKE WILSON	City Clerk	
Robert J. Schneider Jr	City of Riverside	319 936 0367
Tom Gravis	ECOLOG Planner	319-365-9991 ext. 130