

CITY OF RIVERSIDE COUNCIL MEETING AGENDA
RIVERSIDE CITY HALL COUNCIL CHAMBERS
60 N GREENE STREET
REGULAR MEETING
Monday, May 21, 2018

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
 - a. Pledge of allegiance
2. Approval of agenda
3. Consent agenda
 - a. Minutes from 2018-05-07
 - b. Expenditures for 2018-05-21
 - c. Kum & Go #80 Iowa ABD License
4. **Public forum.** 3 minutes per person. See guidelines for public comments at the Clerk's table
5. Roger Duffey request – weed problem **pg 6**
6. **Public Hearing:** RAGBRAI Vendor Ordinance.
 - a. Ordinance 052118-01 Adding RAGBRAI Vendor Ordinance - Chapter 124 **pg 9**
7. **Public Hearing:** Sale of Cherry Lane lot #11
 - a. Resolution 052118-02 Selling lot #11 to Steve Schmidt **pg 14**
8. **Public Hearing:** Sale of Cherry Lane lot #12
 - a. Resolution 052118-03 Selling lot #12 to Steve Schmidt **pg 16**
9. Resolution 052118-04 Set date to for public hearing on sale of lot #13 to APEX Cons. **pg 17**
10. **Public Hearing:** Proposed Amendment to the Riverside Urban Renewal Area
 - a. Resolution 052118-05 "Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Riverside Urban Renewal Area" **pg 25**
 - b. Ordinance 052118-06 "An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the May 2018 Addition to the Riverside Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa" **pg 31**
 - c. Resolution 052118-07 "Resolution Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with A&S Holdings, LLC, Including Annual Appropriation Tax Increment Payments" **pg 37**
11. MMS Consultants report
 - a. Downtown streetscape project

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

- i. Review of construction signage and discussion of impact to downtown businesses **pg 43**
 - ii. Community Building sidewalk and ADA ramp discussion **pg 39**
 - iii. Resolution 052118-08 Change order #3 – Install 3 water service lines **pg 49**
 - iv. Resolution 052118-09 Change order #4 – Community Building Sewer **pg 54**
 - v. Resolution 052118-10 Change order #5 – Relocate water service; Intake #6 **59**
 - vi. Resolution 052118-11 Change order #6 – install sanitary manhole #3 **pg 63**
 - vii. Resolution 052118-12 Change order #7 – Additional Signage **pg 67**
 - viii. Resolution 052118-13 Pay request #2 J&L Const. **pg 71**
 - b. Galileo Drive project update **pg 75**
 - c. Highway 22 project update
 - d. Ella Street update
12. Committee Reports
- a. Minutes of Planning and Zoning Committee meeting: May 16, 2018 **pg 76**
 - b. RAGBRAI report
 - c. RVFD fund balance report **pg 77**
 - d. RVFD Ragbrai beer sales/permit **pg 78**
13. PeopleService monthly report **pg 81**
- a. Water tower cleaning
 - b. UV lamp shed at wastewater plant
14. West welcome sign update **pg 89**
15. Proposal for mosquito control in Hall Park
16. City Clerk's report **pg 92**
17. City Council comments and requests for information
18. Motion to adjourn

RIVERSIDE CITY COUNCIL MEETING: May 7, 2018

The Riverside City Council held a Work Session on the Hwy 22-St. Mary's Street Project at 5:30 pm. Scott Pottorff and Ben Mitchell, of MMS Consultants, presented options for the final design.

The regular 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., and Jeanine Redlinger.

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

Schneider moved to approve the minutes from April 23rd, RACC Alcohol permit, Fire Dept. April report, and the expenditures. Second by Redlinger, passed 5-0.

Sexton moved to open the Public Hearing on Proposed Property Tax rebate Agreement with Terry Stumpf for Ice It, LLC at 6:34 pm. Second by Rodgers, passed 5-0. There were no written or oral comments. Schneider moved to close Public Hearing at 6:35 pm. Second by Redlinger, passed 5-0.

Schneider moved to pass Resolution #050718-01; Authorizing economic Development Grant to ICE IT, LLC in an amount not to exceed \$80,000. Second by Redlinger, passed 5-0.

Schneider moved to pass Resolution #050718-02; Setting the date for the Public Hearing on the Urban Renewal Plan Amendment for the May 21, 2018 Council Meeting, which begins at 6:30 pm. Second by Rodgers, passed 5-0.

Schneider moved to open the Public Hearing for selling Cherry Lane Lot # 6 at 6:38 pm. Second by Sexton, passed 5-0. There were no written or oral comments. Redlinger moved to close Public Hearing at 6:38 pm. Second by Redlinger, passed 5-0.

Schneider moved to pass Resolution \$050718-03; Selling lot #6 in the Cherry Lane Subdivision to James Buser and Christina Tollefson for \$35,000. Second by Redlinger, passed 5-0.

Sexton moved to open the Public Hearing for selling Cherry Lane Lot # 10 at 6:39 pm. Second by Redlinger, passed 5-0. There were no written or oral comments. Rodgers moved to close Public Hearing at 6:40 pm. Second by Weber, passed 5-0.

Schneider moved to pass Resolution \$050718-04; Selling lot #10 in the Cherry Lane Subdivision to MSJ LLC for \$33,000. Second by Redlinger, passed 5-0.

Kevin Meller updated Council on Ragbrai and TrekFest preparations.

Mike Mienders presented final concept of the museum welcome sign to be installed on the rock pile on the east end of town. All costs and installation will be handled by Museum volunteers.

Sexton moved to allow History Center to install "Welcome Sign" on the old city site. Second by Weber, passed 5-0.

RACC president, Rene Arps asked council for permission to place Capt. Kirk Statue in Railroad park. RACC will coordinate with City staff on placement. Redlinger moved to allow RACC to install statue in Railroad Park. Second by Weber, passed 5-0.

Maria Meller informed Council of a 'Bike Safety' event that she is planning with help from several non-profit organizations. Weber moved to donate \$1000 toward the bike safety seminar. Second by Redlinger, passed 5-0.

MMS Consultant, Scott Pottorff, gave updates on City Capital Improvement Projects. Downtown street should be open by May 17th.

Sexton moved to pass Resolution 050718-05; Approving Change Order #1 for J&L Construction for a credit of \$1509.20 from changing copper water pipe to HPDE SDR-9 plastic. Second by Rodgers, passed 5-0.

Schneider moved to pass Resolution #050718-09; APPROVING Change Order #2 for J&L Construction in the amount of \$2213.19 for eliminating three lead water service lines in the Downtown streetscape Project. Second by Weber, passed 5-0.

Hwy 22 & St. Mary's Street project should start in August. Sexton asked to have meeting with property owners on redirecting 2nd story stairs to not be in City ROW.

Pottorff explained Ella Street curb water intake options. He will talk to the companies who are already in town for bids on the repair work.

Sexton moved to pass Resolution #050718-06; Setting the Date for the Public Hearing for proposed RAGBRAI Miscellaneous Permit Ordinance for the May 21st meeting, which starts at 6:30 pm. Second by Rodgers, passed 5-0.

Sexton moved to pass Resolution #050718-07; Setting the Date for the Public Hearing to sell lot #11 in the Cherry Lane Subdivision to APEX Construction for \$34,000 at the May 21st meeting, which starts at 6:30 pm. Second by Redlinger, passed 5-0.

Weber moved to pass Resolution #050718-08; Setting the Date for the Public Hearing to sell lot #12 in the Cherry Lane Subdivision to APEX Construction for \$34,000 at the May 21st meeting, which starts at 6:30 pm. Second by Rodgers, passed 5-0.

Schneider moved to pass Resolution #050718-10; to have Auditor of the State perform the city Audit for FY18. Second by Sexton, passed 5-0.

The Riverside Boy Scout Troup 235 asked to purchase the last bench on the east end of the trail for \$350. They will install pavers from the trail to the bench. Redlinger moved to approve the sale of the bench to the Boy Scouts. Second by Schneider, passed 5-0.

Weber motioned to approve the "English River Watershed Improvements & Resiliency Plan" to our Hazardous Mitigation Strategy. Second by Redlinger, passed 5-0.

Kevin Meller reported on liability insurance for Ragbrai. He is talking to other towns about their community celebrations and how they handle the high liability insurance costs.

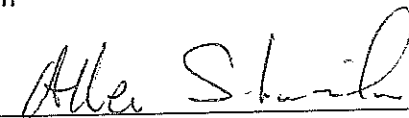
Rodgers moved to adjourn at 8:24 pm. Second by Redlinger, passed 5-0.

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

Council Meeting – Monday, May 21, 2018 at 6:30 pm

ATTEST


Becky LaRoche; City Clerk


Allen Schneider; Mayor

| EXPENDITURES 5/21/18 | | | | | |
|----------------------|-----------------------|--------------------------------|----------------|---------------|--------------|
| COUNCIL MEETING | | | | | |
| | | UNPAID BILLS: | | | |
| 1 | ALTOFER | CASINO GENERATOR | 610-5-815-6330 | \$ 3,526.85 | |
| 2 | BIG IRON WELDING | RFVD REPAIR | 001-5-150-6352 | \$ 38.42 | |
| 3 | BIG IRON WELDING | BURN CONTAINERS | 001-5-150-6354 | \$ 8,583.60 | \$ 8,622.02 |
| 4 | BUSINESS RADIO | RVFD | 001-5-150-6332 | \$ 261.16 | |
| 5 | CHAMBERLAND, JEANHLEE | RAGBRAI | 001-5-650-6444 | \$ 20.16 | |
| 6 | EMERGENCY REPORTING | RFVD-YR REPORT PACKAGE | 001-5-150-6356 | \$ 3,275.00 | |
| 7 | FEGUSON | ANNUAL MAIT. | 600-5-810-6374 | \$ 10,683.22 | |
| 8 | HUBER TECH | SEWER EXP | 610-5-815-6374 | \$ 270.00 | |
| 9 | IOWA FIRE EQUIP | FIRE EXT. CHARGE/INSPECT | 001-5-650-6310 | \$ 80.91 | |
| 10 | IOWA ONE CALL | LOCATES | 600-5-810-6507 | \$ 20.80 | |
| 11 | I-TECH | APRIL SERVICE | 001-5-650-6497 | \$ 442.99 | |
| 12 | KALONA AUTO | RVFD | 001-5-150-6352 | \$ 48.56 | |
| 13 | KALONA MACHINE SHOP | PARKS | 001-5-210-6372 | \$ 6.00 | |
| 14 | LAROCHE, BECKY | TWIN COUNTY AUCTION | 001-5-430-6325 | \$ 267.00 | |
| 15 | LAROCHE, BECKY | APRIL/MAY MILEAGE | 001-5-650-6240 | \$ 77.76 | |
| 16 | LL PELLING | ROAD USE | 110-5-210-6417 | \$ 18,749.05 | |
| 17 | MAPLE AVE GREENHOUSE | K. REISEN MEM. TREE/CONS. PARK | 001-5-520-6799 | \$ 109.99 | |
| 18 | MENARDS | PARKS | 001-5-430-6325 | \$ 136.58 | |
| 19 | MMS CONSULTANTS | HWY 22 | 301-5-750-6785 | \$ 22,272.86 | |
| 20 | MMS CONSULTANTS | GALILEO DRIVE | 301-5-750-6793 | \$ 10,257.21 | \$ 32,530.07 |
| 21 | MOWERS PLUS | TRIMMER HEAD | 001-5-430-6504 | \$ 38.00 | |
| 22 | PEOPLE SERVICE | MAY SERVICE | 600-5-810-6500 | \$ 21,473.00 | |
| 23 | PJ GREUFE | HR AUDIT | 001-5-650-6499 | \$ 1,500.00 | |
| 24 | PRECISION ELECTRIC | VET'S PARK LIGHTS | 001-5-430-6325 | \$ 338.78 | |
| 25 | PSC DIST. | PARKS | 001-5-430-6325 | \$ 20.96 | |
| 26 | REC | SIGN | 001-5-520-6510 | \$ 96.34 | |
| 27 | REC | SEWER | 610-5-815-6371 | \$ 3,316.40 | |
| 28 | REC | SHOP | 001-5-210-6371 | \$ 42.74 | |
| 29 | REC | WATER PLANT | 600-5-810-6371 | \$ 3,142.40 | |
| 30 | REC | CASINO LIFT | 610-5-815-6371 | \$ 231.20 | |
| 31 | REC | TRAFIC LIGHT | 001-5-230-6371 | \$ 136.06 | \$ 6,965.14 |
| 32 | RON'S AUTO BODY | TRIP CHARGE-DUMP BOX | 001-5-210-6331 | \$ 125.00 | |
| 33 | RTM | RFVD FUEL | 001-5-150-6350 | \$ 450.91 | |
| 34 | SANDRY FIRE | 4 BOOT SETS | 001-5-150-6356 | \$ 1,405.94 | |
| 35 | SCHNOEBELEN INC. | REPAIRS | 001-5-210-6504 | \$ 6.20 | |
| 36 | SIMPLY TREES | MAY CLEAN -UP | 001-5-510-6320 | \$ 350.00 | |
| 37 | STANDARD PEST CONTROL | MAY SERVICE | 001-5-650-6310 | \$ 50.00 | |
| 38 | STORY KENWORTHY | LATE NOTICE | 001-5-650-6506 | \$ 302.50 | |
| 39 | THE NEWS | 3 YR SUBSCRIPTION RENEWAL | 001-5-650-6401 | \$ 123.00 | |
| 40 | US BANK | COPIER LEASE | 001-5-650-6496 | \$ 166.37 | |
| 41 | VISA | PARKS - 9 FLAGS | 001-5-430-6325 | \$ 575.68 | |
| 42 | WINDSTREAM | SHOP | 001-5-210-6373 | \$ 189.98 | |
| 43 | WINDSTREAM | SIGN | 001-5-520-6510 | \$ 61.86 | |
| 44 | WINDSTREAM | WATER PLANT | 600-5-810-6373 | \$ 153.70 | \$ 405.54 |
| 45 | | | | \$ 113,425.14 | |
| 46 | | PAID BILLS: | | | |
| 47 | IOWA DEPT OF REVENUE | IOWA WITHHOLDINGS - 2018 APRIL | | \$ 380.00 | |
| 48 | IOWA DEPT OF REVENUE | IOWA SALES TAX - 2018 APRIL | | \$ 2,384.00 | |
| 49 | IPERS | CONTRIBUTIONS - 2018 APRIL | | \$ 1,424.17 | |
| 50 | IRS | 941 TAX DEPOSIT - 2018 APRIL | | \$ 1,984.36 | |
| 51 | PAYROLL | PAYCHECKS - 2018 APRIL | | \$ 7,747.85 | |
| 52 | DIANE POCH | CONTRACT LABOR M- APRIL | 001-5-650-6499 | \$ 951.00 | \$ 14,871.38 |
| | | TOTAL EXPENDITURES | | \$ 128,296.52 | |

Vok
AIP
BL

Becky LaRoche

From: Licensing@IowaABD.com
Sent: Wednesday, May 16, 2018 2:34 AM
To: becky@cityofriversideiowa.com
Cc: Licensing@IowaABD.com
Subject: Liquor License Submitted to Local Authority

Insurance coverage/bond certification has been completed for the following application(s). The application(s) is awaiting local authority review. After local authority approval, the application will be submitted to the Iowa Alcoholic Beverages Division for review.

| License # | License Status | Business Name |
|------------------|------------------------------|--|
| LE0001847 | Submitted to Local Authority | Kum & Go # 80 (1178 Enterprise Dr 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



Trek
"Where the ~~Best~~ Begins"



CITY of RIVERSIDE
AGENDA REQUEST

NAME Duffey Cycles DATE _____
ADDRESS P.O. Box 353
90 W. 1st Street PHONE _____
Riverside, IA 52327-0353
319-648-2046

CONCERNING Weeds

REQUEST 3 years ago storm sewer work done
no grass planted
last year requested weeds removed &
grass planted

~~Result~~ Result was same weeds

If necessary I will do it myself & send
the bill to the city

Roger [Signature]

COUNCIL MEETING AGENDA DATE 5-21-18

RECEIVED BY Blair Roche DATE 5-4-17

MAYOR APPROVE Alla Schumler DATE 5/16/17



The City of Riverside: Plant weeds on Duffey Cycles land

Send ^{X 581} letter, "You have weeds!"

Duffey Cycles

**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 on the proposed amendment to the City of Riverside, Code of Ordinance, RAGBRAI-Miscellaneous Permits ordinance. The Public Hearing will be held during the City Council meeting on Monday, May 21st, 2018 which begins at 6:30 p.m., at City of Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

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 Ordinance Amendment. 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 Ordinance Amendment 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 NEWS
5/18/18
BL*

RAGBRAI VENDER ORDINANCE

ORDINANCE NO. 052118-01

AN ORDINANCE AMENDING SECTION 124 IN THE CODE OF ORDINANCES OF THE CITY OF RIVERSIDE AND ENTITLED "RAGBRAI – MISCELLANEOUS PERMITS"

Be it enacted by the City Council of Riverside, Iowa:

SECTION 1: This ordinance as amended is enacted to help city officials and citizens deal with the public health and safety problems created by the infusion of a large number of people into the City of Riverside when the Des Moines Register's Annual Great Bicycle Ride Across Iowa (RAGBRAI) on July 27, 2018 and departs on July 27, 2018.

SECTION 2: That Section 124 RAGBRAI – Miscellaneous Permits of the Code of Ordinances of the City of Riverside, Iowa be and the same is hereby amended to read as follows:

Sections

- 124.01 Commercial Booth – Permit Required
- 124.02 Commercial Booth Fees
- 124.03 Commercial Booth Location
- 124.04 Health Regulations
- 124.05 Commercial Booth Non-Food – Permit Required
- 124.06 Commercial Booth Non-Food Fees
- 124.07 Commercial Booth Location
- 124.08 Glass Containers
- 124.09 Nuisance
- 124.10 Violations-Penalties
- 124.11 Effective Period
- 124.12 Street Closings

124.1 Commercial Booth – Permit Required. No person, club, group, organization, corporation or entity of any kind shall provide or sell food to the public in Riverside on July 27, 2018, unless said person or entity shall first obtain a Commercial Booth Permit from the City of Riverside through the City Clerk located at 60 North Green Street in Riverside, Iowa. However, any person or entity which is a resident of Riverside and in possession of a valid permit issued by the State of Iowa for the sale of food to be consumed on its premises as of June 1, 2018, or in possession of a current Iowa retail sales tax permit, shall be exempt from the requirements of this Section.

124.2 Commercial Booth Fees. The fee for any Riverside Commercial Booth Permit shall be \$300.00. Booth space is 20' x 10'.

124.3 Commercial Booth Location. A vendor who has been granted a Riverside Commercial Booth permit shall locate its temporary sale facility at a location to be determined by the Official Riverside RAGBRAI Committee.

124.4 Health Regulations. A person or entity issued a commercial booth permit pursuant to this Chapter (a RAGBRAI Commercial Booth Permittee herein) shall comply with the Iowa Department of Health and Washington Department of Health rules and regulations pertaining to the sale and dispensing of food for consumption on its premises.

124.5 Commercial Booth Non-Food – Permit Required. No person, club, group, organization, corporation or entity of any kind shall provide or sell merchandise to the public in Riverside on July 27, 2018, unless said person or entity shall first obtain a Commercial Booth Permit from the City of Riverside through the City Clerk located at 60 North Green Street in Riverside, Iowa. However, any person or entity which is a resident of Riverside and in possession of a valid permit issued by the State of Iowa for the sale merchandise on its premises as of June 1, 2018, or in possession of a current Iowa retail sales tax permit, shall be exempt from the requirements of this Section.

124.6 Commercial Booth Non-Food Fees. The fee for any Riverside Commercial Non-Food Booth Permit shall be \$300.00. Booth space is 20' x 10'.

124.7 Commercial Non-Food Booth Location. A vendor who has been granted a Riverside Non-Food Commercial Booth permit shall locate its temporary sale facility at a location to be determined by the Official RAGBRAI Committee.

124.8 Glass Containers. To promote safety during RAGBRAI, all beverages sold in Riverside, Iowa by Commercial Booth permittees, on July 27, 2018 shall be sold in non-glass containers only. This requirement shall apply to any existing business, restaurant, service station, grocery store or other establishment selling beverages on its premises in an outdoor setting open to the public.

124.9 Nuisance. The sale of food or the erection of a temporary facility for the sale of food or other merchandise without a Riverside Commercial Booth or Riverside Non-Food permit on July 27, 2018, in violation of the provisions of this Chapter shall be considered a nuisance, as defined by Section 50 of the City Code of Ordinances. If this type of nuisance is determined to exist, an emergency abatement procedure pursuant to Subsection 50.05 of the City Code is hereby authorized and may be executed by any peace officer or those action at their direction by dismantling and removing the nuisance without notice. However, if the only nuisance or violation of this chapter is the offender's failure to obtain the necessary permit, the RAGBRAI Committee, in lieu of immediate abatement, may allow the person or organization to immediately purchase (cash only) a necessary permit as provided by this Ordinance.

124.10 Violations – Penalties. Selling or supplying food or merchandise to any person without a Riverside Commercial permit on July 27, 2018, or any violation of this chapter shall be a simple misdemeanor punishable by a maximum fine of \$500.00 and/or a maximum of thirty (30) days in jail. Furthermore, any violation of this Chapter shall constitute a municipal infraction, as set forth in Chapter 50 of the City Code of Ordinances, and, therefore, any civil penalties may likewise be assessed and enforced as set forth.

124.11 Effective Period. The provisions of this ordinance shall be effective from 5:00 a.m. until 12 midnight on July 27, 2018.

124.12 Street Closings. During the effective dates of this ordinance and without prior Council approval regarding the blocking of any city street, city officials may place barricades or road blocks in any City street, alley or roadway to redirect vehicular traffic in order to enhance the proper and safe flow of bicycles and vehicular traffic within the City limits of Riverside.

SECTION 3: REPEALER. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4: SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of this ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5: WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed and approved by this council on the 21st day of May, 2018.

ATTEST:

Becky LaRoche, City Clerk

Allen Schneider, Mayor

I certify that the foregoing was published as Ordinance No. 052118-01 on the 30th day of May, 2018.

**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 #11 and #12 to APEX Construction Co. in the amount of \$34,000.00 per lot. The Public Hearing will be held during the City Council meeting on Monday, May 21st, 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 NEWS
5-10-18
EL*

DocuSign Envelope ID: 58F87DC7-BE4A-4D8C-BD27-1AAC7BB558DF



ASSIGNMENT OF PURCHASE & AMENDMENT TO PURCHASE AGREEMENT

Regarding the Purchase Agreement dated May 2, 2018, between The City of Riverside, SELLERS, and Apex Construction, Inc., a legal corporation, BUYERS, relating to the sale and purchase of the property known as Lot 11, Cherry Ln, Riverside, Iowa.

The Undersigned Assignor and Assignee agree to the following:

- 1. It shall be understood that this offer and all remaining terms and conditions to this Purchase Agreement shall be assigned to Steve Schmidt, a single person.

The herein agreement, upon its execution by all three parties, is herewith made an integral part of the aforementioned Agreement of Sale.

It is further agreed upon that the Buyer intends to do a 1031 Exchange. Seller agrees to participate in the 1031 Exchange. The Sale is not contingent upon the completion of the 1031 Exchange. Buyer will incur all costs associated with the Exchange.

Closing shall occur on or before September 14, 2018

DocuSigned by: Steve Schmidt

Assignor DocuSigned by: Steve Schmidt

Assignee DocuSigned by: Steve Schmidt

Seller

5/12/2018 | 9:18 AM CDT Date

5/12/2018 | 9:18 AM CDT Date

5/15/18 Date

RESOLUTION #052118-02

**RESOLUTION TO SELL LOT #11 IN THE CHERRY LANE
SUBDIVISION TO STEVE SCHMIDT**

WHEREAS, the City of Riverside, Iowa, held a public hearing on the Sale of Lot #11, in the Cherry Lane Subdivision to Steve Schmidt on May 21st, 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 #11 in the Cherry Lane Subdivision to Steve Schmidt in the amount of \$34,000.00.

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 21st day of May, 2018.

Signed: _____
Allen Schneider, Mayor

Attest : _____
Becky LaRoche, City Clerk

DocuSign Envelope ID: 58F87DC7-BE4A-4D8C-BD27-1AAC7BB558DF



ASSIGNMENT OF PURCHASE & AMENDMENT TO PURCHASE AGREEMENT

Regarding the Purchase Agreement dated May 2, 2018, between The City of Riverside, SELLERS, and Apex Construction, Inc., a legal corporation, BUYERS, relating to the sale and purchase of the property known as Lot 12, Cherry Ln, Riverside, Iowa.

The Undersigned Assignor and Assignee agree to the following:

1. It shall be understood that this offer and all remaining terms and conditions to this Purchase Agreement shall be assigned to Steve Schmidt, a single person.

The herein agreement, upon its execution by all three parties, is herewith made an integral part of the aforementioned Agreement of Sale.

It is further agreed upon that the Buyer intends to do a 1031 Exchange. Seller agrees to participate in the 1031 Exchange. The Sale is not contingent upon the completion of the 1031 Exchange. Buyer will incur all costs associated with the Exchange.

Closing shall occur on or before September 14, 2018

DocuSigned by:
Steve Schmidt

5/12/2018 | 9:18 AM CDT

Date

Assignor
DocuSigned by:
Steve Schmidt

5/12/2018 | 9:18 AM CDT

Date

Alex Schreiber
Seller

5/15/18

Date

RESOLUTION #052118-03

**RESOLUTION TO SELL LOT #12 IN THE CHERRY LANE
SUBDIVISION TO STEVE SCHMIDT**

WHEREAS, the City of Riverside, Iowa, held a public hearing on the Sale of Lot #12, in the Cherry Lane Subdivision to Steve Schmidt on May 21st, 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 #12 in the Cherry Lane Subdivision to Steve Schmidt in the amount of \$34,000.00.

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 21st day of May, 2018.

Signed: _____
Allen Schneider, Mayor

Attest : _____
Becky LaRoche, City Clerk

RESOLUTION #052118-04

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING TO
SELL LOT #13 IN THE CHERRY LANE SUBDIVISION TO
APEX CONSTRUCTION CO. INC**

WHEREAS, the City of Riverside, Iowa, will set the date to hold a public hearing on the Sale of Lot #13, in the Cherry Lane Subdivision to APEX Construction Co, Inc. on June 4th 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. Purchase price is \$34,000.00.

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

IT WAS MOVED BY Councilperson Weber, seconded by Councilperson Rodgers, 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 21st day of May, 2018.

Signed: _____
Allen Schneider, Mayor

Attest : _____
Becky LaRoche, City Clerk

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RESIDENTIAL REAL ESTATE PURCHASE AGREEMENT



This form approved by the Iowa City Area Association of REALTORS®

Date of Agreement May 11 20 18

TO The City of Riverside (SELLERS:)

1. REAL ESTATE DESCRIPTION. The undersigned BUYERS hereby offer to buy real estate in Washington County, Iowa, locally known as: Lot 13, Cherry Ln, Riverside, IA 52327 and FOLLOWING THE LEGAL DESCRIPTION CONTAINED IN THE TITLE DOCUMENT BY WHICH THE SELLER RECEIVED TITLE TO THE PROPERTY, SUBJECT TO APPROVAL OF BUYER'S ATTORNEY, or described as follows:

per abstract

with any improvements located there on, easements of record and appurtenant servient estates, and subject to the following: (a) any zoning and other ordinances; (b) any covenants of record; (c) any easements of record for public utilities, roads and highways; and (d) none other (consider: liens, other easements, interests of others) designated the Real Estate; provided BUYERS, on possession, are permitted to make the following use of the Real Estate: Residential

If applicable, see HOMEOWNERS ASSOCIATION/CONDOMINIUM ASSOCIATION/COMMON INTEREST COMMUNITY ADDENDUM (HOA).

2. PURCHASE PRICE. The Purchase Price shall be \$34,000 (Thirty four thousand dollars) and the method of payment shall be as follows: \$5000 with this offer to be deposited upon acceptance of this offer, in the trust account of Iowa Realty Trust Acct

to be delivered to the SELLERS upon performance of SELLERS' obligations and satisfaction of BUYERS' contingencies, if any, and the balance of the purchase price as designated below.

Select: (A) (B) and/or (C) or (D)

A. NEW MORTGAGE: Check (CONV) (FHA) or (VA)

This Purchase Agreement is contingent upon the BUYERS obtaining a written commitment for a first real estate mortgage for % of the purchase price with interest on the promissory note secured thereby of not more than % amortized over a term of not less than years, with a balloon due date of not less than years. BUYERS agree to pay no more than % for loan origination fees and points, and to pay in addition all other customary loan costs. BUYERS agree upon acceptance of this offer to immediately make application for such mortgage with a commercial mortgage lender and to exercise good faith efforts to obtain a mortgage commitment as above provided. Upon receiving written loan commitment, (supported by the lender's required appraisal), BUYERS shall release this contingency in writing. If BUYERS have not delivered a written financing contingency release containing the above terms, or terms acceptable to BUYERS on or before at (A.M. P.M. Noon) either SELLERS BUYERS may declare this Purchase Agreement null and void and all payments made hereunder shall be returned. BUYERS shall pay the balance of the purchase price at the time of the closing by combination of BUYERS' personal funds and the net mortgage proceeds.

B. CASH: BUYERS will pay the balance of the purchase price in cash at the time of closing. This Purchase Agreement is not contingent upon BUYERS obtaining such funds.

C. OTHER FINANCING TERMS:

This sale may involve financing but is not subject to Buyer obtaining financing.

3. POSSESSION. If BUYERS timely perform all obligations, possession for the Real Estate shall be delivered to BUYERS on or before June 1 2018 with any adjustments of rent, taxes, insurance, interest, and other applicable matters to be made as of the date of transfer of possession. Closing of the transaction shall occur after approval of title and vacation of the premises by the SELLERS, in the condition ready for BUYERS' possession. Possession shall not be delivered to the BUYERS until completion of the closing, which shall mean delivery to the BUYERS of all title transfer documents and receipt of the purchase price funds then due from BUYERS. If by mutual agreement the parties select a different possession or closing date, they shall execute a separate agreement setting forth the terms thereof.

4. REAL ESTATE TAXES. SELLERS shall pay all real estate taxes which are due and payable and constitute a lien against the above described Real Estate and any unpaid real estate taxes for any prior years. Except for the tax proration hereinafter set forth, BUYERS shall pay all subsequent real estate taxes. SELLERS shall also pay a prorated share of the real estate taxes for the fiscal year ending June 30, 2018, and payable in the fiscal year commencing July 1, 2018, based upon one of the following formulas: Select (A) (B) or (C).

- A. Net taxes payable in the current fiscal year in which possession is given to BUYERS. (Do not select this alternative if the current year's taxes are based upon a vacant lot or partial construction assessment)
B. Net taxes paid in the current fiscal year of possession (plus/ minus) % thereof.
C. An amount calculated based upon the assessed valuation, legislative tax rollback, and real estate tax exemptions that will actually be applicable to and used for the calculation of taxes payable in the fiscal year commencing July 1, 2018. If, at the time of closing, the tax rate is not certified, then the most current, certified tax rate shall be used.

5. SPECIAL ASSESSMENTS. Select: (A) or (B)

- A. SELLERS shall pay all special assessments which are a lien on the Real Estate as of the date of closing.
B. SELLERS shall pay all installments of special assessments which are a lien on the Real Estate and, if not paid, would become delinquent during the calendar year this offer is accepted, and all prior installments thereof. All other special assessments shall be paid by BUYERS.

Buyers' Initials SS Seller's Initials AVS Acknowledge they have read this page.

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- 6. **FIXTURES.** All property that integrally belongs to or is part of the Real Estate, whether attached or detached, such as light fixtures, shades, rods, blinds, automatic garage door openers and transmitter units, all drapery rods and curtain rods, awnings, windows, storm doors, screens, plumbing fixtures, water heaters, water softeners (unless water softener is rental), automatic heating equipment, air conditioning equipment, wall-to-wall carpeting, mirrors attached to walls or doors, fireplace screen and grate, attached barbecue grills, weather vane, all built-in kitchen appliances, built-in items and electrical service cable, outside television towers and antenna, fencing, gates and landscaping shall be considered a part of Real Estate and also including the following: none other

Each of the above included items is a fixture that integrally belongs to or is a part of the Real Estate. In the event any of the above items are characterized as personal property, such personal property items are not considered a part of the Real Estate and shall be transferred with no monetary value, free and clear of all liens and encumbrances. The following items shall be excluded:

- none other
- 7. **DEED.** Upon payment of the purchase price, SELLERS shall convey the Real Estate to BUYERS or their assignees, by Warranty Deed, free and clear of all liens, restrictions, and encumbrances except as provided in 1(a) through 1(d). Any general warranties of title shall extend only to the time of acceptance of this offer, with special warranties as to acts of SELLERS continuing up to time of delivery of the deed.
- 8. **TIME IS OF THE ESSENCE.** Time is of the essence in this contract.
- 9. **CONDITION OF PROPERTY.**

A. The property as of the date of this Purchase Agreement including buildings, grounds, and all improvements will be preserved by the SELLERS in its present condition until possession, ordinary wear and tear excepted. The SELLERS warrant that the heating, electrical plumbing, and air conditioning systems, well (if applicable) and all included appliances will whether subject to inspection set forth hereinafter or not, be in good working order and condition as of the date of delivery of possession. In determining whether or not the warranted systems are in good working condition and, for the purpose of inspecting the property as outlined in Paragraph 9B (1) of this Purchase Agreement, working condition shall be defined as operating in a manner in which the item was designed to operate.

B. The BUYERS must choose one of the following alternatives relative to the condition and quality of the property:
1) By AM/ PM on _____, 20____, the BUYERS may, at their sole expense, have the property inspected by a person or persons of their choice, including but not limited to a qualified home inspector, contractor(s), engineer(s), or other such professional(s), to determine if there are major deficiencies in the FOLLOWING MAJOR COMPONENTS of the Real Estate: central heating system, central cooling system, plumbing system, well and well water (if applicable), electrical system, roof, walls, ceilings, floors, foundation and basement. SELLERS and BUYERS acknowledge that the property may have imperfect cosmetic conditions that do not affect the working condition of the item and are not considered major deficiencies, including, but not limited to, broken seals in windows; minor tears, worn spots, or discoloration of floor coverings, wallpaper, or window treatments; nail holes, scratches, dents, scrapes, or chips in ceilings, walls, floors; and/or surface cracks in driveways or patios. Failure to meet present construction standards and code requirements is not considered a deficiency in the property unless it is new construction, or unless that failure produces a condition which creates an unreasonable danger or risk to the property or to its occupants. By the same date, BUYERS must notify the SELLERS in writing of any MAJOR deficiencies for which they are requesting remedies. The notification must be accompanied by a copy of a written inspection report from a qualified inspector identifying the deficiencies. SELLERS shall, within FIVE (5) calendar days after receipt of BUYERS' notification, notify the BUYERS in writing either that (1) SELLERS agree to remedy the deficiencies as requested by BUYERS, in which case this Purchase Agreement as so modified shall be binding on all parties, or (2) SELLERS do not agree to the remedy request in whole or in part and offer a counter proposal to BUYERS. Upon receipt of said counter proposal from SELLERS, the BUYERS shall have FIVE (5) days in which to accept the SELLERS' counter proposal by signing it, or to notify the SELLERS in writing that such steps are not acceptable, in which case, either SELLERS or BUYERS may declare this offer null and void, and any earnest money shall be returned to BUYERS. IN THE ABSENCE OF WRITTEN NOTICE OF ANY DEFICIENCY FROM BUYERS, OR, IF BUYERS FAIL TO RESPOND TO THE SELLERS COUNTER PROPOSAL, WITHIN THE TIME SPECIFIED HEREIN, THIS PROVISION SHALL BE DEEMED WAIVED BY PARTIES AND THIS PURCHASE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT. IF THE SELLERS FAIL TO RESPOND TO THE BUYERS' REMEDY REQUEST WITHIN THE TIME SPECIFIED HEREIN, BUYERS MAY

SS BUYERS acknowledge that they have been advised of their right of property inspection and have declined to make said inspection.
Initials

C. The BUYERS must choose one of the following alternatives relative to the presence of radon in the home:
1) By AM/ PM on _____, 20____, the Buyers may, at their sole expense, have the property tested for the presence of radon gas.

Such test shall be conducted by an Iowa Certified Radon Specialist. Seller agrees to sign documents required for the test to be completed and agrees to cooperate with the specialist in carrying out the test. By the same date, BUYERS must notify SELLER in writing of any radon in excess of _____ pCi/L. The notification shall be accompanied by a copy of the written radon report. The cost of mitigation, if necessary, shall be negotiated within the time frames and remedies in paragraph 9B(1).

SS BUYERS acknowledge that they have been advised of their right to conduct a radon test and have declined to order said test.
Initials

D. Septic System to be Inspected and Repaired Yes No Not Applicable Iowa Code 455B.172 mandates the inspection of septic systems, unless exempt, prior to the transfer of property. If applicable see the attached Septic System Inspection and Repair Addendum.

E. The BUYERS shall be permitted access to the property prior to possession or closing, whichever is sooner, in order to determine that there have been no changes in the condition of the property except those mutually agreed upon and that it is ready for BUYERS' possession. At the time of closing or possession, whichever occurs sooner, BUYERS will accept property in its present condition without further warranties or guarantees by SELLERS or BROKER concerning the condition of the property. This, however, shall not relieve the SELLERS of any liability for any condition(s) that is (are) defined as latent defect(s) or any express written warranties contained in this Purchase Agreement or other written agreement between the parties; nor shall this paragraph relieve the Sellers of any liability for any implied warranty applicable under Iowa law.

Buyers' Initials SS Seller's Initials ASS Acknowledge they have read this page.

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F. The inspection of any part of the property not covered in 9B(1) or the remedy of any condition not addressed in 9B(1), including but not limited to cosmetic conditions that the BUYERS require shall be addressed in Paragraph 27 of this Purchase Agreement.

10. WOOD DESTROYING INSECT INSPECTION. Select (A) or (B)

A. By _____ AM/ PM on _____, 20____, BUYERS may, at BUYERS' expense, have the property inspected for termites or other

wood destroying insects by a licensed Pest Inspector. If active infestation or damage due to prior infestation is discovered, SELLERS shall have the option of either having the property treated for infestation by a licensed Pest Exterminator and having any damage repaired to the BUYERS' satisfaction, or declaring this Purchase Agreement void. This provision shall not apply to fences, trees, shrubs, or out buildings other than garages. BUYERS may accept the property in its existing condition without such treatment or repairs. IF BUYERS ARE OBTAINING VA FINANCING, THEN THE COST OF THE TERMITE INSPECTION SHALL BE BORNE BY THE SELLERS.

B. BUYERS acknowledge that they have been advised of their right of a pest inspection and have declined to make said inspection unless required by lending institution at which time said inspection would be at BUYERS' expense and the BUYER will have the same rights as under paragraph 10A if active infestation or damage due to prior infestation is discovered.

SS
Initials

11. INSURANCE. SELLERS shall bear the risk of loss or damage to the property prior to closing or possession, whichever first occurs. SELLERS agree to maintain existing insurance and BUYERS may purchase additional insurance. In the event of substantial damage or destruction prior to closing, this Purchase Agreement shall be null and void, unless otherwise agreed by the parties. The property shall be deemed substantially damaged or destroyed if it cannot be restored to its present condition on or before the closing date; provided, however, BUYERS shall have the option to complete the closing and receive insurance proceeds regardless of the extent of damages.

12. USE OF PURCHASE PRICE. At time of settlement, funds of the purchase price may be used to pay taxes and other liens and to acquire outstanding interests, if any, of others.

13. ABSTRACT AND TITLE. SELLERS, at their expense, shall promptly obtain an abstract of title to the Real Estate continued through the date of acceptance of this offer, and deliver it to BUYERS for examination. It shall show merchantable title in SELLERS' names in conformity with this Purchase Agreement, Iowa law, and Title Standards of the Iowa State Bar Association. The abstract shall become the property of the BUYERS when the purchase price is paid in full. SELLERS shall pay the costs of any additional abstracting and title work due to any act or omission of SELLERS, including transfers by or the death of SELLERS or their assignees. If, at the time of closing there remain unresolved title objections, the parties agree to escrow from the sale proceeds a sufficient amount to protect the BUYERS' interests until said objections are corrected, allowing a reasonable time for the corrections of said objections; provided, however, that if the commercial mortgage lender of the BUYERS will not make the mortgage funds available with such escrow, the provisions for escrow for title defects shall not be applicable.

14. JOINT TENANCY IN PROCEEDS AND IN REAL ESTATE. If SELLERS, immediately preceding acceptance of the offer, hold title to the Real Estate in joint tenancy with full right of survivorship, and the joint tenancy is not later destroyed by operation of law or by acts of the SELLERS, then the proceeds of this sale, and continuing or recaptured rights of SELLERS in the Real Estate, shall belong to SELLERS as joint tenants with full right of survivorship and not as tenants in common; and BUYERS, in the event of the death of either SELLER, agree to pay any balance of the price due SELLERS under this contract to the surviving SELLER and to accept a deed from the surviving SELLER consistent with paragraph 7.

15. JOINDER BY SELLER'S SPOUSE. SELLER'S spouse, if not a title holder immediately preceding acceptance of this offer, executes this contract only for the purpose of relinquishing of all rights of dower, homestead and distributive share or in compliance with Section 561.13 of the Iowa Code and agrees to execute the deed or real estate contract for this purpose.

16. REMEDIES OF THE PARTIES.

A. If BUYERS fail to timely perform this contract, SELLERS may forfeit it as provided in the Iowa Code, and all payments made shall be forfeited or, at SELLERS' option, upon Thirty (30) days written notice of intention to accelerate the payment of the entire balance because of such failure (during which thirty days such failure is not corrected) SELLERS may declare the entire balance immediately due and payable. Thereafter this contract may be foreclosed in equity and the Court may appoint a receiver.

B. If SELLERS fail to timely perform this contract, BUYERS have the right to have all payments made returned to them.

C. BUYERS and SELLERS also are entitled to utilize any and all other remedies or actions at law or in equity available to them and shall be entitled to obtain judgment for costs and attorney fees as permitted by law.

D. In the event the BUYERS fail to perform their obligations hereunder and the SELLERS successfully forfeit any payments made under this contract, upon receipt by SELLERS, the SELLERS shall pay Broker one-half of the forfeited payment, said one-half not to exceed the total commission due to the Broker. In the event the SELLERS fail to perform SELLERS' obligations under this contract when required to do so, SELLERS shall pay to Broker the Broker's commission in the amount set forth in the SELLERS' Listing Agreement with the SELLERS' Broker

17. STATEMENT AS TO LIENS. If BUYERS intend to assume or take subject to a lien on the Real Estate, SELLERS shall furnish BUYERS with a written statement prior to closing from the holder of such lien, showing the correct balance due.

18. APPROVAL OF COURT. If the sale of the Real Estate is subject to Court approval, the fiduciary shall promptly submit this contract for such approval. If this contract is not so approved by the N/A day of N/A, 20 N/A, either party may declare this contract null and void, and all payments made hereunder shall be returned to BUYERS.

19. CONTRACT BINDING ON SUCCESSORS IN INTEREST. This contract shall apply to and bind the successors in interest of the parties.

20. CONSTRUCTION. Words and phrases shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to context.

21. SURVEY AND SQUARE FOOTAGE REPRESENTATION. The BUYERS may, within 30 days of acceptance of offer, have the property surveyed at their expense. If the survey, certified by a Registered Land Surveyor, shows any encroachment on said property or if any improvements located on the subject property encroach on lands of others, such encroachments shall be treated as a title defect. Assuming a representation for square footage has been made, BUYERS understand and agree that said representation is only an approximation of the exact number of square feet the property contains. The BUYERS have the right to obtain their own measurement of square footage.

22. AGENCY DISCLOSURE. The Listing and Selling Agents/Brokers are agents of the parties hereto as outlined below, and their fiduciary duties of loyalty and faithfulness are owed to the party they represent. However, they must treat the other party with honesty and fairness.

Buyers' Initials SS Seller's Initials ATS Acknowledge they have read this page.

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The SELLERS in this transaction are represented by:

Kris Westfall/Iowa Realty

(Agent/Brokerage Names)

E-mail: kwestfall@iowarealty.com

Fax:

The BUYERS in this transaction are represented by:

Jeff Edberg/LKR

(Agent/Brokerage Names)

E-mail: jeff@icrealestate.com

Fax:

If Agent (including Appointed Agency) and/or Brokerage (including Consensual Dual Agency) Names are shown as representing both parties, a detailed explanation of representation shall be attached. Further, the BUYERS and SELLERS acknowledge that prior to signing this Purchase Agreement that their respective Listing or Selling Agent made a written disclosure of type of representation being provided.

- 23. RESIDENTIAL PROPERTY SELLER DISCLOSURE STATEMENT. [] The Buyer(s) acknowledge receipt of the Residential Property Seller Disclosure Statement prior to executing this Purchase Agreement. A copy of the Residential Property Seller Disclosure Statement is attached to the Purchase Agreement. [x] Not Applicable
24. NOTICE. Any notice required under this Purchase Agreement shall be in writing and shall be deemed effective if to BUYERS when physical delivery is received by BUYERS or by BUYERS' Agent, and effective to SELLERS when physical delivery is received by SELLERS or SELLERS' Agent. Physical delivery may be either by personal delivery or upon the date of the posting of said notice posted by Certified Mail. As an alternative to physical delivery, any signed document or written notice may be delivered to the respective principal's agent, as set forth in Paragraph 22 herein, in electronic form by facsimile or e-mail. The facsimile or e-mail delivery confirmation shall constitute notice of delivery. Documents with original signatures shall be provided, by the agent, to their principal.

For the SELLERS: The City of Riverside
Address: 21 E 1st St, Riverside, IA 52327

For the BUYERS: Apex Construction Co, Inc
Address: 4218 Yvette St SW, Bldg A, Iowa City, IA 52240

- 25. REPRESENTATIONS. It is understood that no representations made by the agent in the negotiation of this sale are being relied upon unless incorporated herein or endorsed in writing.
26. COUNTER PARTS CLAUSE. All parties agree to be bound to this contract even if every party does not sign on one original, as long as each copy that is signed is identical to every other signed copy.
27. OTHER PROVISIONS.

Time for acceptance: If this offer is not accepted by Sellers on May 15, 2018, at 6p.m. by signature of Mayor it shall become void and all payments shall be repaid to the Buyers. Final acceptance shall be ratified by the Council at the next available meeting.

- 28. TIME FOR ACCEPTANCE. If this offer is not accepted by SELLERS on see item 27, 20, at ([] A.M. [] P.M. [] Noon) it shall become void and all payments shall be repaid to the BUYERS.

*** THIS IS A LEGAL, BINDING CONTRACT. IF NOT UNDERSTOOD, SEEK COMPETENT LEGAL ADVICE ***

The undersigned have read and agreed to the terms and conditions of this purchase agreement.

DATED: 5/12/2018 | 9:18 AM CDT, 20, at ([] A.M. [] P.M. [] Noon).

Steve Schmidt

BUYER (PRINT)

Signature of Steve Schmidt

BUYER (SIGNATURE)

This offer is accepted: 5/15/18, 20, at 1:30 ([] A.M. [x] P.M.)

Allen Schneider, Mayor

SELLER (PRINT)

Signature of Allen Schneider

SELLER (SIGNATURE)

BUYER (PRINT)

BUYER (SIGNATURE)

SELLER (PRINT)

SELLER (SIGNATURE)

For information only.

The Seller(s) acknowledge receipt of the offer (DATE) (TIME)-21- (INITIALS)

Riverside/ 436225-20/ UR Hrg Add to Area & Ord-1 cons

ADDITION TO THE URBAN RENEWAL
AREA DESIGNATION AND PLAN
HEARING

436225-20

Riverside, Iowa

May 21, 2018

The City Council of the City of Riverside, Iowa, met on May 21, 2018, at _____
o'clock, __.m., at the _____, in the City for the purpose of conducting a
public hearing on the designation of the expanded Riverside Urban Renewal Area and on an
urban renewal plan amendment. The Mayor presided and the roll being called the following
members of the Council were present and absent:

Present: _____

Absent: _____.

The City Council investigated and found that notice of the intention of the Council to
conduct a public hearing on the designation of an urban renewal area and on a proposed urban
renewal plan amendment had been published according to law and as directed by the Council
and that this is the time and place at which the Council shall receive oral or written objections
from any resident or property owner of the City. All written objections, statements, and evidence
heretofore filed were reported to the City Council, and all oral objections, statements, and all
other exhibits presented were considered.

The following named persons presented oral objections, statements, or evidence as
summarized below; filed written objections or statements, copies of which are attached hereto; or
presented other exhibits, copies of which are attached hereto:

**(Here list all persons presenting written or oral statements or evidence and
summarize each presentation.)**

There being no further objections, comments, or evidence offered, the Mayor announced
the hearing closed.

Riverside/ 436225-20/ UR Hrg Add to Area & Ord-1 cons

Council Member _____ moved the adoption of a resolution entitled "Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Riverside Urban Renewal Area," seconded by Council Member _____. After due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted and signed approval thereto.

RESOLUTION NO. 052118-05

Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Riverside Urban Renewal Area

WHEREAS, as a preliminary step to exercising the authority conferred upon Iowa cities by Chapter 403 of the Code of Iowa (the "Urban Renewal Law"), a municipality must adopt a resolution finding that one or more slums, blighted or economic development areas exist in the municipality and that the development of such area or areas is necessary in the interest of the public health, safety or welfare of the residents of the municipality; and

WHEREAS, the City Council of the City of Riverside, Iowa (the "City") has previously created 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 description set out in Exhibit A hereto; and

WHEREAS, the proposal demonstrates that sufficient need exists to warrant finding the Property to be an economic development area; 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, notice of a public hearing by the City Council on the question of establishing the Property as an urban renewal area and on the proposed Amendment was heretofore given in strict compliance with the provisions of Chapter 403 of the Code of Iowa, and the Council has conducted said hearing on May 21, 2018; and

WHEREAS, the Planning and Zoning Commission of the City has reviewed and commented on the proposed Amendment; and

WHEREAS, copies of the Amendment, notice of public hearing and notice of a consultation meeting with respect to the Amendment were mailed to Washington County and the Highland Community School District; the consultation meeting was held on the ___ day of _____, 2018; and responses to any comments or recommendations received following the consultation meeting were made as required by law;

Riverside/ 436225-20/ UR Hrg Add to Area & Ord-1 cons

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

Section 1. An economic development area as defined in Chapter 403 of the Code of Iowa, is found to exist on the Property.

Section 2. The Property is hereby declared to be an urban renewal area, in conformance with the requirements of Chapter 403 of the Code of Iowa, and is hereby designated the May, 2018 Addition to the Riverside Urban Renewal Area.

Section 3. The development of the Property is necessary in the interest of the public health, safety or welfare of the residents of the City.

Section 4. It is hereby determined by this City Council as follows:

A. The proposed Amendment and the projects and initiatives described therein conform to the general plan of the municipality as a whole;

B. The proposed economic development project described in the Amendment is necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

Section 5. The Amendment attached hereto and made a part hereof, is hereby in all respects approved.

Section 6. All resolutions or parts thereof in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved May 21, 2018.

Mayor

Attest:

City Clerk

(Attach copy of the urban renewal plan amendment to this resolution.)

EXHIBIT A
Legal Description
2018 Addition to the Riverside Urban Renewal Area

Certain real property situated at 1096 Walnut Avenue in the City of Riverside, Washington County, State of Iowa bearing Washington County Property Tax Parcel Identification Numbers 04-03-300-027 and 04-10-100-005, more particularly described as follows:

A part of the Southeast One-Quarter of the Southwest One-Quarter of Section 3, and a part of the Northeast One-Quarter of the Northwest One-Quarter of Section 10, all in Township 77 North, Range 6 West of the Fifth Principal Meridian, Washington County, Iowa, the boundaries of which are described as follows:

Commencing at the South One-Quarter corner of Section 3, Township 77 North, Range 6 West, of the Fifth Principal Meridian, Washington County, Iowa; Thence N87°27'50"W, along the South line of the South One-Quarter of said Section 3, a distance of 566.02 feet to a point on the East line of the West 70 feet of the Abandoned Right-of-way of the Central Iowa Railway and Development Company; Thence Southeasterly, 148.30 feet, along said east line and an arc of a 4665.60 foot radius curve, concave Southwesterly, whose 148.29 foot chord bears S00°45'29"E, to a point on the Northerly Right-of-Way line of Iowa Highway 22; Thence S61°55'48"W, along said Northerly Right-of-Way line, 79.61 feet; Thence Southwesterly 13.53 feet, along said Northerly Right-of-Way line and an arc of a 4595.60 foot radius curve, concave Northwesterly, whose 13.53 foot chord bears S00°42'22"W; Thence S70°18'42"W, along said Northerly Right-of-Way line, 284.96 feet, to a point on the West line of the property described as "Parcel conveyed by Warranty Deed", as recorded in Deed Book 99, at Page 203, of the Records of the Washington County Recorder's Office; Thence N45°39'50"W, along said West line, 2.34 feet; Thence N12°40'21"E, along said West line, 313.19 feet, the Southwest corner of Auditor's Parcel "E", as recorded in Book 11, at Page 123, of the Records of the Washington County Recorder's Office; Thence N06°47'21"E, along the West line of said Auditor's Parcel "E", 6.68 feet, to the Southwest corner of Auditor's Lot 1 of Parcel "C", as recorded in Book 11, at Page 164, of the Records of the Washington County Recorder's Office; Thence S87°22'35"E, along the South line of said Auditor's Lot 1 of Parcel "C", 269.08 feet to said east line; Thence S01°18'57"E, along said east line, 6.27 feet, to said POINT OF BEGINNING, containing 1.66 acres, (72,183 square feet), and subject to easements and restrictions of record.

Riverside/ 436225-20/ UR Hrg Add to Area & Ord-1 cons

....

Upon motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

Riverside/ 436225-20/ UR Hrg Add to Area & Ord-1 cons

MINUTES PROVIDING FOR PASSAGE OF AN ORDINANCE ESTABLISHING A TAX INCREMENT FINANCING DISTRICT FOR THE MAY, 2018 ADDITION TO THE RIVERSIDE URBAN RENEWAL AREA

436225-20

Riverside, Iowa

May 21, 2018

The City Council of the City of Riverside, Iowa, met on May 21, 2018, at _____ o'clock __.m., at the _____ in the City.

The Mayor presided and the roll was called showing members present and absent, as follows:

Present: _____

Absent: _____

Council Member _____ introduced an ordinance entitled "Ordinance No. _____. An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the May, 2018 Addition to the Riverside Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa."

It was moved by Council Member _____ and seconded by Council Member _____ that the ordinance be adopted. The Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____

Whereupon, the Mayor declared the motion duly carried and declared that the ordinance had been given its initial consideration.

Riverside/ 436225-20/ UR Hrg Add to Area & Ord-1 cons

It was moved by Council Member _____ and seconded by Council Member _____ that the statutory rule requiring an ordinance to be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended. The Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the motion duly carried.

It was moved by Council Member _____ and seconded by Council Member _____ that the ordinance entitled "Ordinance No. _____. An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the May, 2018 Addition to the Riverside Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa," now be put upon its final consideration and adoption. The Mayor put the question on the final consideration and adoption of the ordinance and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the motion duly carried and the ordinance duly adopted, as follows:

ORDINANCE NO. 052118-06

An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the May, 2018 Addition to the Riverside Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa

WHEREAS, the City Council of the City of Riverside, Iowa (the "City") previously enacted an ordinance entitled "An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the Riverside Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa"; and

WHEREAS, pursuant to that ordinance, certain taxable property within the Riverside Urban Renewal Area in the City was designated a "tax increment district"; and

WHEREAS, the City Council now desires to increase the size of the "tax increment district" by adding additional property;

BE IT ENACTED by the Council of the City of Riverside, Iowa:

Section 1. Purpose. The purpose of this ordinance is to provide for the division of taxes levied on the taxable property in the May, 2018 Addition to the Riverside Urban Renewal Area of the City of Riverside, Iowa, each year by and for the benefit of the state, city, county, school districts or other taxing districts after the effective date of this ordinance in order to create a special fund to pay the principal of and interest on loans, moneys advanced to or indebtedness, including bonds proposed to be issued by the City of Riverside to finance projects in such area.

Section 2. Definitions. For use within this ordinance the following terms shall have the following meanings:

"City" shall mean the City of Riverside, Iowa.

"County" shall mean Washington County, Iowa.

"2018 Urban Renewal Area Addition" shall mean the May, 2018 Addition to the Riverside Urban Renewal Area of the City, the legal description of which is set out below, approved by the City Council by resolution adopted on May 21, 2018:

Certain real property situated at 1096 Walnut Avenue in the City of Riverside, Washington County, State of Iowa bearing Washington County Property Tax Parcel Identification Numbers 04-03-300-027 and 04-10-100-005, more particularly described as follows:

Riverside/ 436225-20/ UR Hrg Add to Area & Ord-1 cons

A part of the Southeast One-Quarter of the Southwest One-Quarter of Section 3, and a part of the Northeast One-Quarter of the Northwest One-Quarter of Section 10, all in Township 77 North, Range 6 West of the Fifth Principal Meridian, Washington County, Iowa, the boundaries of which are described as follows:

Commencing at the South One-Quarter corner of Section 3, Township 77 North, Range 6 West, of the Fifth Principal Meridian, Washington County, Iowa; Thence N87°27'50"W, along the South line of the South One-Quarter of said Section 3, a distance of 566.02 feet to a point on the East line of the West 70 feet of the Abandoned Right-of-way of the Central Iowa Railway and Development Company; Thence Southeasterly, 148.30 feet, along said east line and an arc of a 4665.60 foot radius curve, concave Southwesterly, whose 148.29 foot chord bears S00°45'29"E, to a point on the Northerly Right-of-Way line of Iowa Highway 22; Thence S61°55'48"W, along said Northerly Right-of-Way line, 79.61 feet; Thence Southwesterly 13.53 feet, along said Northerly Right-of-Way line and an arc of a 4595.60 foot radius curve, concave Northwesterly, whose 13.53 foot chord bears S00°42'22"W; Thence S70°18'42"W, along said Northerly Right-of-Way line, 284.96 feet, to a point on the West line of the property described as "Parcel conveyed by Warranty Deed", as recorded in Deed Book 99, at Page 203, of the Records of the Washington County Recorder's Office; Thence N45°39'50"W, along said West line, 2.34 feet; Thence N12°40'21"E, along said West line, 313.19 feet, the Southwest corner of Auditor's Parcel "E", as recorded in Book 11, at Page 123, of the Records of the Washington County Recorder's Office; Thence N06°47'21"E, along the West line of said Auditor's Parcel "E", 6.68 feet, to the Southwest corner of Auditor's Lot 1 of Parcel "C", as recorded in Book 11, at Page 164, of the Records of the Washington County Recorder's Office; Thence S87°22'35"E, along the South line of said Auditor's Lot 1 of Parcel "C", 269.08 feet to said east line; Thence S01°18'57"E, along said east line, 6.27 feet, to said POINT OF BEGINNING, containing 1.66 acres, (72,183 square feet), and subject to easements and restrictions of record.

"Urban Renewal Area" shall mean the entirety of the Riverside Urban Renewal Area as amended from time to time.

Section 3. Provisions for Division of Taxes Levied on Taxable Property in the 2018 Urban Renewal Area Addition. After the effective date of this ordinance, the taxes levied on the taxable property in the 2018 Urban Renewal Area Addition each year by and for the benefit of the State of Iowa, the City, the County and any school district or other taxing district in which the 2018 Urban Renewal Area Addition is located, shall be divided as follows:

(a) that portion of the taxes which would be produced by the rate at which the tax is levied each year by or for each of the taxing districts upon the total sum of the assessed value of the taxable property in the 2018 Urban Renewal Area Addition, as shown on the assessment roll as of January 1 of the calendar year preceding the first calendar year in which the City certifies to the County Auditor the amount of loans, advances, indebtedness, or bonds payable from the special fund referred to in paragraph (b) below, shall be allocated to and when collected be paid

Riverside/ 436225-20/ UR Hrg Add to Area & Ord-1 cons

into the fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. For the purpose of allocating taxes levied by or for any taxing district which did not include the territory in the 2018 Urban Renewal Area Addition on the effective date of this ordinance, but to which the territory has been annexed or otherwise included after the effective date, the assessment roll applicable to property in the annexed territory as of January 1 of the calendar year preceding the effective date of the ordinance which amends the plan for the 2018 Urban Renewal Area Addition to include the annexed area, shall be used in determining the assessed valuation of the taxable property in the annexed area.

(b) that portion of the taxes each year in excess of such amounts shall be allocated to and when collected be paid into a special fund of the City to pay the principal of and interest on loans, moneys advanced to or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under the authority of Section 403.9(1), of the Code of Iowa, incurred by the City to finance or refinance, in whole or in part, projects in the Urban Renewal Area , and to provide assistance for low and moderate-income family housing as provided in Section 403.22, except that taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Section 298.2 of the Code of Iowa, taxes for the instructional support program levy of a school district imposed pursuant to Section 257.19 of the Code of Iowa and taxes for the payment of bonds and interest of each taxing district shall be collected against all taxable property within the taxing district without limitation by the provisions of this ordinance. Unless and until the total assessed valuation of the taxable property in the 2018 Urban Renewal Area Addition exceeds the total assessed value of the taxable property in such area as shown by the assessment roll referred to in subsection (a) of this section, all of the taxes levied and collected upon the taxable property in the 2018 Urban Renewal Area Addition shall be paid into the funds for the respective taxing districts as taxes by or for said taxing districts in the same manner as all other property taxes. When such loans, advances, indebtedness, and bonds, if any, and interest thereon, have been paid, all money thereafter received from taxes upon the taxable property in the Urban Renewal Area Addition shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

(c) the portion of taxes mentioned in subsection (b) of this section and the special fund into which that portion shall be paid may be irrevocably pledged by the City for the payment of the principal and interest on loans, advances, bonds issued under the authority of Section 403.9(1) of the Code of Iowa, or indebtedness incurred by the City to finance or refinance in whole or in part projects in the Urban Renewal Area.

(d) as used in this section, the word "taxes" includes, but is not limited to, all levies on an ad valorem basis upon land or real property.

Section 4. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 5. Saving Clause. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Riverside/ 436225-20/ UR Hrg Add to Area & Ord-1 cons

Section 6. Effective Date. This ordinance shall be effective after its final passage, approval and publication as provided by law.

Passed by the Council of the City of Riverside, Iowa, the 21st day of May, 2018.

Mayor

Attest:

City Clerk

.....

There being no further business to come before the meeting, it was upon motion adjourned.

Mayor

Attest:

City Clerk

Riverside/436225-20/Set Date Dev Agmt AA

SET DATE FOR HEARING ON
DEVELOPMENT AGREEMENT AND
TAX INCREMENT PAYMENTS

(A&S Holdings, LLC)

436225-20

Riverside, Iowa

May 21, 2018

A meeting of the City Council of the City of Riverside, Iowa, was held at _____
o'clock __.m., on May 21, 2018, at the _____, Riverside, Iowa,
pursuant to the rules of the Council.

The Mayor presided and the roll was called, showing members present and absent as
follows:

Present: _____

Absent: _____

Council Member _____ introduced the resolution next hereinafter
set out and moved its adoption, seconded by Council Member _____; and
after due consideration thereof by the City Council, the Mayor put the question upon the
adoption of said resolution, and the roll being called, the following named Council Members
voted:

Ayes: _____

Nays: _____

Whereupon, the Mayor declared said resolution duly adopted, as follows:

Riverside/436225-20/Set Date Dev Agmt AA

NOTICE OF MEETING FOR APPROVAL OF DEVELOPMENT AGREEMENT WITH A&S HOLDINGS, LLC AND AUTHORIZATION OF ANNUAL APPROPRIATION TAX INCREMENT PAYMENTS

The City Council of the City of Riverside, Iowa, will meet at the _____ in Riverside, on June 4, 2018, at _____ o'clock __.m., at which time and place proceedings will be instituted and action taken to approve a Development Agreement between the City and A&S Holdings, LLC (the "Developer") in connection with the construction and development of a new multipurpose building that will contain commercial retail and office space in the Riverside Urban Renewal Area, which Agreement provides for certain financial incentives in the form of incremental property tax payments to the Developer in a total amount not exceeding \$475,000 as authorized by Section 403.9 of the Code of Iowa.

The agreement to make incremental property tax payments to the Developer will not be a general obligation of the City, but will be payable solely and only from incremental property tax revenues generated within the Riverside Urban Renewal Area. Some or all of the payments under the Development Agreement may be made subject to annual appropriation by the City Council.

At the meeting, the City Council will receive oral or written objections from any resident or property owner of the City. Thereafter, the City Council may, at the meeting or at an adjournment thereof, take additional action to approve the Development Agreement or may abandon the proposal.

This notice is given by order of the City Council of Riverside, Iowa, in accordance with Section 403.9 of the Code of Iowa.

Becky LaRoche
City Clerk

RESOLUTION NO. 052118-07

Resolution Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with A&S Holdings, LLC, Including Annual Appropriation Tax Increment Payments

WHEREAS, the City of Riverside, Iowa (the "City"), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Riverside Urban Renewal Area (the "Urban Renewal Area"); and

WHEREAS, this City Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City proposes to enter into a certain development agreement (the "Development Agreement") with A&S Holdings, LLC (the "Developer") in connection with the construction and development of a new multipurpose building that will contain commercial retail and office space in the Urban Renewal Area; and

WHEREAS, the Development Agreement would provide financial incentives to the Developer in the form of annual appropriation incremental property tax payments in an amount not to exceed \$475,000 under the authority of Section 403.9(1) of the Code of Iowa; and

WHEREAS, it is necessary to set a date for a public hearing on the Development Agreement, pursuant to Section 403.9 of the Code of Iowa;

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

Section 1. This City Council shall meet on June 4, 2018, at _____ o'clock __.m., at the _____, in the City, at which time and place proceedings will be instituted and action taken to approve the Development Agreement and to authorize the annual appropriation incremental property tax payments.

Section 2. The City Clerk is hereby directed to give notice of the proposed action, the time when and place where said meeting will be held, by publication at least once not less than four days and not more than twenty days before the date of said meeting in a legal newspaper of general circulation in the City. Said notice shall be in substantially the following form:

Riverside/436225-20/Set Date Dev Agmt AA

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved May 21, 2018.

Mayor

Attest:

City Clerk

••••

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

Becky LaRoche

From: Joan Sojka <spotted-pup@hotmail.com>
Sent: Saturday, May 12, 2018 10:37 PM
To: Scott Pottorff
Cc: mayor@cityofriversideiowa.com; becky@cityofriversideiowa.com;
b.mitchell@mmsconsultants.net
Subject: Re: Community Building Front Sidewalk

Scott, I definitely prefer option 1 which would give more green space and at the same time give the same descending sidewalk width as there is at Murphy's. Yes, there would be a slight bend in the railing but I feel it's functionality and aesthetics is much better. Thanks for your efforts regarding this option. Sincerely, John Sojka

From: Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent: Friday, May 11, 2018 5:03:00 PM
To: spotted-pup@hotmail.com
Cc: mayor@cityofriversideiowa.com; becky@cityofriversideiowa.com; b.mitchell@mmsconsultants.net
Subject: Community Building Front Sidewalk

John,

Please find attached a couple of options for changing the sidewalk in front of the Community Building. I apologize that the two drawings are at different scales and my handwriting isn't the best but hopefully you can tell what is going on. In both exhibits I have the new sidewalk shaded in blue, open areas shaded in green, and proposed railings in red. I also have proposed elevations in red.

Option #1 is similar to what we discussed on site where we would try and leave the lower sidewalk at a similar width as it is at the corner of Murphy's building and would create a bend in the sidewalk. Option #2 would leave the sidewalk like it was originally shown but would create the parallel sidewalk for the Community Building. Both would add a railing along the east side of the upper sidewalk.

The reason I have #2 is that the original plans showed the railing along the lower sidewalk straight and Option #1 would require a change to that to get the bend in the railing. I am not sure how big of a deal that is but that is why I have the two different options.

Please review the options and let me know your thoughts. I can meet you on site again to review these if that is easier to visualize.

Feel free to contact me with any questions.

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Scott Pottorff, P.E.

Becky LaRoche

From: Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent: Monday, May 14, 2018 5:32 PM
To: 'Mayor'
Cc: spotted-pup@hotmail.com; becky@cityofriversideiowa.com;
 b.mitchell@mmsconsultants.net
Subject: RE: Community Building Front Sidewalk

I laid Option #1 out to try and leave 5' between the light pole base and bend point of the new sidewalk to the Community Building. With the railings the clear space would be around 4' right at the light pole base but closer to 5' along most of the rest of the sidewalk from the light pole base to the west and then getting wider to the east. With Option #2 it is more than that, like 6' clear at the light pole base and wider the rest of it.

The issue with installing steps at the east end is that the main sidewalk is ramping and the bottom of the steps would end up landing in the sloping area. The railing is required for the sloping area and the steps end up getting pinched with the railing along the main sidewalk. I have looked at other options but couldn't find a way to get steps there due to the railing on the sloping sidewalk.

Let me know if you have other questions.

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Scott Pottorff, P.E.

Project Manager

Office: (319) 351-8282

Mobile: (319) 631-0365

S.pottorff@mmsconsultants.net

www.mmsconsultants.net

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From: Mayor [<mailto:mayor@cityofriversideiowa.com>]
Sent: Friday, May 11, 2018 6:35 PM
To: Scott Pottorff
Cc: spotted-pup@hotmail.com; becky@cityofriversideiowa.com; b.mitchell@mmsconsultants.net
Subject: Re: Community Building Front Sidewalk

Scott, what is the smallest distance from railing to railing (street-side to store-side) with each of these options?

On May 11, 2018, at 5:03 PM, Scott Pottorff <S.pottorff@mmsconsultants.net> wrote:

Becky LaRoche

From: Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent: Wednesday, May 09, 2018 2:41 PM
To: jlconstr@cloudburst9.net
Cc: b.mitchell@mmsconsultants.net; becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com; c.kuepker@mmsconsultants.net
Subject: Riverside Downtown Streetscape ITC #1
Attachments: 2245013ITC1.pdf

Please find attached ITC #1 for the Downtown Streetscape Project. The changes described in the ITC were included in the plan sets issued to J&L prior to the project. Because these revised sheets were labeled ITC #1 this ITC is the formal paperwork documenting those changes.

Feel free to contact me with any questions.

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Scott Pottorff, P.E.

Project Manager

Office: (319) 351-8282

Mobile: (319) 631-0365

S.pottorff@mmsconsultants.net

www.mmsconsultants.net

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Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

INSTRUCTION TO CONTRACTOR

2018 Downtown Streetscape Improvements Project

To: J&L Construction
Date: May 9, 2018
ITC #1

The following instructions are issued:

- To clarify drawings, specifications and/or procedures
- To approve use of materials or equipment
- To request an estimate for Owner's further consideration. Provide an itemized breakdown of proposed lump sum price in accordance with Article 12 of the General Conditions.
- To transmit drawings or documents for incorporation into the work, subject to the last paragraph below.
- In response to RFI No. _____

DESCRIPTION:

Clarify utility crossing clearances per Iowa DNR permitting review. Please see attached Revised Sheets 25, 27 and 28. The clarifications are shown in the clouded areas.

Work to date has been approved and staked per the attached sheets. The changes to the sheets were issued to the contractor with the additional plan sets delivered at the beginning of the project.

ATTACHMENTS: Sheets 25, 27 and 28

IF THESE INSTRUCTIONS INVOLVE WORK WHICH EITHER INCREASES OR DECREASES THE CONTRACT PRICE, SCOPE OF WORK, TIME, OR PERFORMANCE, YOU SHALL NOT PROCEED UNTIL YOU SUBMIT A WRITTEN CHANGE ORDER REQUEST AND RECEIVE OWNER APPROVAL OF THE CHANGE

MMS CONSULTANTS, INC

By: Scott Pottorff

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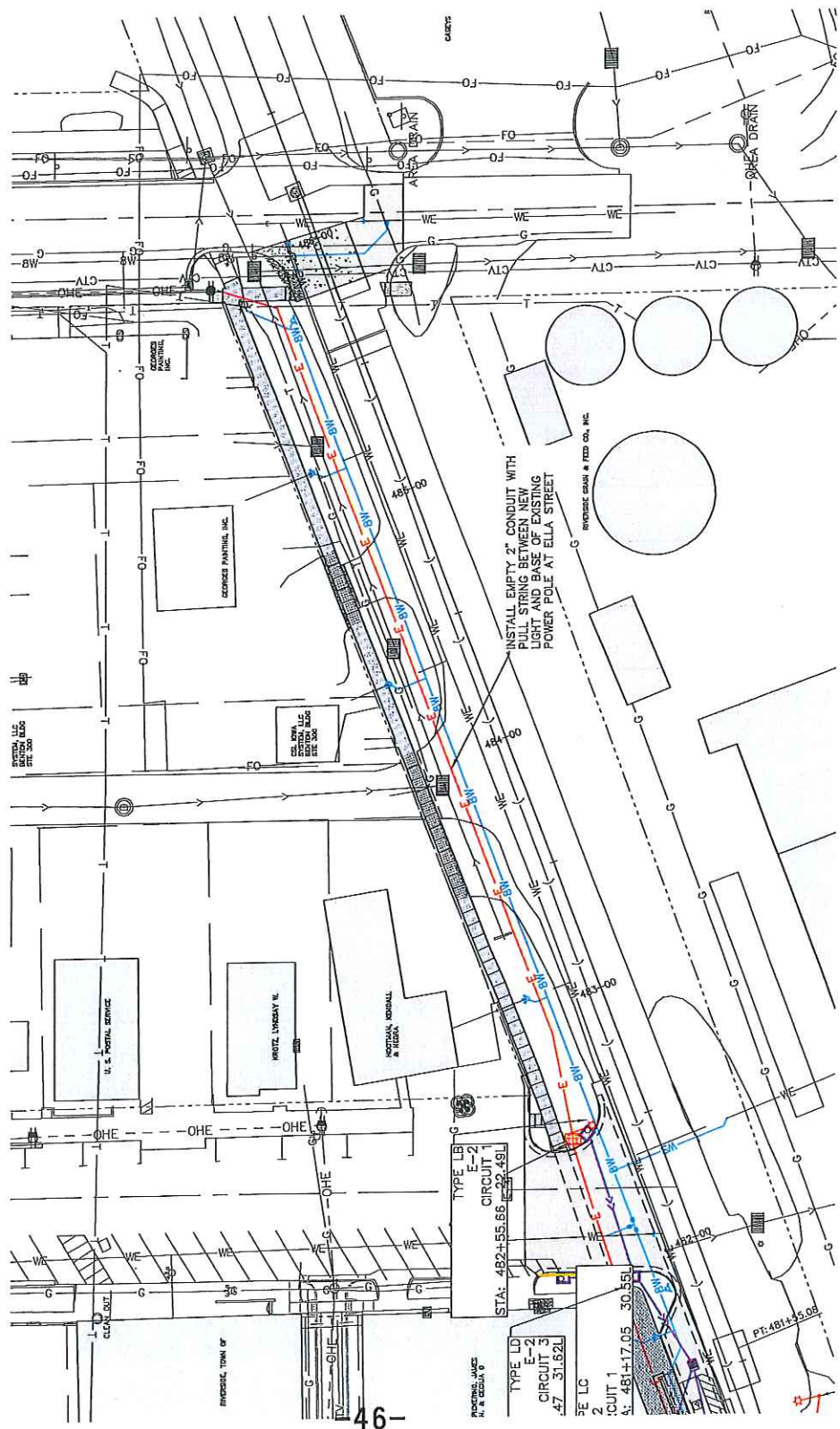
| Date | Revision |
|------|----------|
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**ELECTRICAL CONDUIT
 GREENE TO ELLA STREET**

2018 DOWNTOWN
 STREETScape IMPROVEMENTS
 RIVERSIDE
 WASHINGTON COUNTY
 IOWA

MMS CONSULTANTS, INC.

| | |
|-----------------|-------------|
| Date: | 5/9/18 |
| Designed by: | SBP |
| Field Book No.: | |
| Drawn by: | SBP |
| Scale: | |
| Checked by: | SBP |
| Sheet No.: | 1 |
| Project No.: | IC-2245-013 |
| of: | 1 |





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Environmental Specialists

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May 15, 2018

2245-013

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

Re: Change Orders

Mayor Schneider and Council:

I thought it would be a good idea to provide some background on the change orders being presented at the Council meeting on May 21st.

Change Order #3

We have had some discussions about these items in past Council meetings. The extra work for the water service to the elevator and the bank are pretty well in line with what was expected based on previous discussions. Initially we thought that the connection to B&B Automotive was pretty close to what we showed on the plans but in reviewing it more closely they had some extra work in trying to find the service as it came into the building more on the north side than was shown on the plans on the west side of the building. They had to do some extra exploratory excavation to find the service and required some additional length to make the connection.

Change Order #4

It was unexpected that there would be any conflicts with sanitary services as the sanitary sewer is typically quite a bit lower than the storm and water main. The sewer service for the Community Building was the same elevation as the water service and therefore in conflict with the proposed storm sewer. The picture below shows the relocated service below the proposed storm sewer.

Change Order #5

There was a second water service found to 99 1st Street which was in conflict with the proposed intake. The location shown on the plans was not active and the two water services were joined together inside the building and connected to the existing main at the newly discovered location. The contractor performed the work to relocate the service in order to keep it active while storm sewer work was completed. Once the new water main was installed and ready to go, this service was connected to the new main with a new curb stop in addition to the location shown on the plans and the services were separated inside the building.

Change Order #6

The sanitary manhole that was provided to the City last year was a factory base and cone section without holes or a fillet in the bottom. In addition, no casting was furnished with the manhole. Therefore the contractor had to core drill holes in the base and pour a fillet as well as furnish an additional barrel section and casting. In the end the cost for providing the manhole in this manner is less than the bid price for a new manhole for this project. The bid price for a new manhole for this project is \$9,700 each. The cost for manhole #3 is as follows:



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Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

Pay for furnishing the manhole with 2nd and Washburn Project
Bid price for Sanitary Manhole, Install Only
Change Order #6

\$1,285.00
\$1,700.00
\$2,371.17
\$5,356.17



Hopefully this memo helps explain the reasons for the change orders. Ben Mitchell will be at the Council meeting on May 21st to address any questions you have on these change orders.

Respectfully submitted,

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

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RESOLUTION #052118-08

**RESOLUTION APPROVING CHANGE ORDER #3 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 #3 in the amount of \$ 5,126.75.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #3 for extra work required for 3 water services in the Downtown Streetscape Project.

It was moved by Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution on May 21st, 2018.

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

Ayes

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 21st 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 15, 2018

2245-013

**Downtown Streetscape Improvements Project
Change Order #3**

The following changes to the contract are requested to pay for extra work required for 3 water service lines in the downtown area.

The attached pricing breakdown shows the extra work required for 3 water services. The changes required for this work are as follows (includes 5% prime contractor markup):

ADD

| <u>Item</u> | <u>Est Quantity</u> | <u>Unit Price</u> | <u>Total Estimated Cost</u> |
|---|---------------------|-------------------|-----------------------------|
| Exploratory Excavation Work For Riverside Grain and Feed | 1 LUMP SUM | \$1,260.29 | \$1,260.29 |
| Extra Work for Peoples Trust And Savings Bank Water Service | 1 LUMP SUM | \$1,933.23 | \$1,933.23 |
| Extra Work for B&B Automotive Water Service | 1 LUMP SUM | \$1,933.23 | \$1,933.23 |
| TOTAL ADDED | | | \$5,126.75 |

Change to the Contract

This change order would add the above items to the contract and increase the amount of the contract by \$5,126.75.

Reason for changes

The water service for Riverside Grain and Feed was not located where it was shown on the plans. The contractor performed exploratory excavation to locate the water service. Once located the service was paid for using existing bid items.

The water service for Peoples Trust and Savings Bank was discovered to be lead pipe behind the curb stop. It was decided to replace the lead portion of the service past the curb stop. The contractor uncovered the existing lead portion of the service and replaced approximately 20 feet of additional service line past the curb stop.



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The location of the water service for B&B Automotive was a little different from the location shown on the plans. The contractor had some extra exploratory excavation work to locate the existing service and some additional length of service line to make the connection.

Approved by:

J&L Construction, LLC

2245013changeorder3.docx

City of Riverside

J & L CONSTRUCTION, LLC

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



PROPOSED CHANGE ORDER #7

13

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

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

Project: 2018 Downtown Streetscape Improvements
City of Riverside, Iowa

Re: Water Service Extra Work

Please find attached subcontractor's, Carter & Associates, Inc., breakdown of additional water service done at individual downtown locations:

| | |
|---|--------------------|
| Carter & Associates quote dated 5/10/18 | \$ 9,703.53 |
| <u>5% Overhead & Profit (J & L)</u> | \$ 485.18 |
| TOTAL | \$10,188.71 |

Dated: May 14, 2018

Date: _____

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

Approved by: _____



May 10, 2018

Riverside, Iowa
 2018 Downtown Streetscape Improvements
 Water Service Extra Work

Elevator:

| | | | |
|--------------|------------------------|-----------|----------------|
| Bid Item 40: | 1 qty @ \$4000.00 = | \$4000.00 | } May pay app. |
| Bid Item 41: | 52 qty @ \$24.00 ea. = | \$1248.00 | |

| | | |
|-------------------|---------------------------------------|-----------|
| Exploratory Work: | Excavator, 4 hr. qty @ \$190.00/hr. = | \$ 760.00 |
| | Labor, 4 hr. qty @ \$70.93/hr. = | \$ 283.72 |
| | O & P at 15% = | \$ 156.56 |
| | Extra Work Total = | \$1200.28 |

Bank:

| | | | |
|--------------|---------------------|-----------|----------------|
| Bid Item 39: | 1 qty @ \$1500.00 = | \$1500.00 | } May pay app. |
|--------------|---------------------|-----------|----------------|

| | | |
|-------------|---------------------------------------|-----------|
| Extra Work: | Excavator, 4 hr. qty @ \$190.00/hr. = | \$ 760.00 |
| | Labor, 4 hr. qty @ \$70.93/hr. = | \$ 283.72 |
| | SDR9, 20 LF qty @ \$.55/LF = | \$ 11.00 |
| | Rock, 30 ton qty @ \$18.21/ton = | \$ 546.30 |
| | O & P at 15% = | \$ 240.15 |
| | Extra Work Total = | \$1841.17 |

Auto Shop:

| | | | |
|--------------|---------------------|-----------|----------------|
| Bid Item 39: | 1 qty @ \$1500.00 = | \$1500.00 | } May pay app. |
|--------------|---------------------|-----------|----------------|

| | | |
|-------------|---------------------------------------|-----------|
| Extra Work: | Excavator, 4 hr. qty @ \$190.00/hr. = | \$ 760.00 |
| | Labor, 4 hr. qty @ \$70.93/hr. = | \$ 283.72 |
| | SDR9, 20 LF qty @ \$.55/LF = | \$ 11.00 |
| | Rock, 30 ton qty @ \$18.21/ton = | \$ 546.30 |
| | O & P at 15% = | \$ 240.15 |
| | Extra Work Total = | \$1841.17 |

Additional Extra Work Items:

Lower sewer service to Senior Dining (81 1st St.) to allow storm sewer to proceed to the east.

| | |
|---|-----------|
| Excavator, 1.5 hr. qty @ \$330.00/hr. = | \$ 495.00 |
| Dump truck, 1.5 hr. qty @ \$85.00/hr. = | \$ 127.50 |
| Foreman, 1.5 hr. qty @ \$97.29/hr. = | \$ 145.94 |

RESOLUTION #052118-09

**RESOLUTION APPROVING CHANGE ORDER #4 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 #4 in the amount of \$ 1,212.32.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #4 for extra work required to lower the existing sanitary sewer service at the Community Building in the Downtown Streetscape Project.

It was moved by Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution on May 21st, 2018.

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

Ayes

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 21st day of May, 2018.

Signed: _____

Allen Schneider, Mayor

Attest: _____

Becky LaRoche, City Clerk



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Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

May 15, 2018

2245-013

Downtown Streetscape Improvements Project
Change Order #4

The following changes to the contract are requested to pay for extra work required to lower the existing sanitary sewer service to the Community Building to accommodate the proposed storm sewer.

The attached pricing breakdown shows the extra work required for lowering the existing sewer service line. The changes required for this work are as follows (includes 5% prime contractor markup):

ADD

| <u>Item</u> | <u>Est Quantity</u> | <u>Unit Price</u> | <u>Total Estimated Cost</u> |
|--|---------------------|-------------------|-----------------------------|
| Relocate Existing Sanitary Sewer Service to the Community Building | 1 LUMP SUM | \$1,212.32 | \$1,212.32 |
| TOTAL ADDED | | | \$1,212.32 |

Change to the Contract

This change order would add the above item to the contract and increase the amount of the contract by \$1,212.32.

Reason for changes

During installation of the storm sewer along the north side of Highway 22, the existing sanitary service for the Community Building was discovered to be in conflict with the proposed storm sewer. It was determined that the best way to resolve the conflict was to lower the existing sewer service.

Approved by:

J&L Construction, LLC

City of Riverside

2245013changeorder4.docx

J & L CONSTRUCTION, LLC

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



PROPOSED CHANGE ORDER # 7

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

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

Project: 2018 Downtown Streetscape Improvements
City of Riverside, Iowa

Re: Water Service Extra Work

Please find attached subcontractor's, Carter & Associates, Inc., breakdown of additional water service done at individual downtown locations:

| | |
|---|--------------------|
| Carter & Associates quote dated 5/10/18 | \$ 9,703.53 |
| <u>5% Overhead & Profit (J & L)</u> | \$ 485.18 |
| TOTAL | \$10,188.71 |

Dated: May 14, 2018

Date: _____

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

Approved by:



May 10, 2018

Riverside, Iowa
 2018 Downtown Streetscape Improvements
 Water Service Extra Work

Elevator:

| | | | |
|-------------------|---------------------------------------|------------------|-----------------------|
| Bid Item 40: | 1 qty @ \$4000.00 = | \$4000.00 | } <i>May pay app.</i> |
| Bid Item 41: | 52 qty @ \$24.00 ea. = | \$1248.00 | |
| | | | |
| Exploratory Work: | Excavator, 4 hr. qty @ \$190.00/hr. = | \$ 760.00 | |
| | Labor, 4 hr. qty @ \$70.93/hr. = | \$ 283.72 | |
| | O & P at 15% = | <u>\$ 156.56</u> | |
| | Extra Work Total = | \$1200.28 | |

Bank:

| | | | |
|--------------|---------------------------------------|------------------|---------------------|
| Bid Item 39: | 1 qty @ \$1500.00 = | \$1500.00 | <i>May pay app.</i> |
| | | | |
| Extra Work: | Excavator, 4 hr. qty @ \$190.00/hr. = | \$ 760.00 | |
| | Labor, 4 hr. qty @ \$70.93/hr. = | \$ 283.72 | |
| | SDR9, 20 LF qty @ \$.55/LF = | \$ 11.00 | |
| | Rock, 30 ton qty @ \$18.21/ton = | \$ 546.30 | |
| | O & P at 15% = | <u>\$ 240.15</u> | |
| | Extra Work Total = | \$1841.17 | |

Auto Shop:

| | | | |
|--------------|---------------------------------------|------------------|---------------------|
| Bid Item 39: | 1 qty @ \$1500.00 = | \$1500.00 | <i>May pay app.</i> |
| | | | |
| Extra Work: | Excavator, 4 hr. qty @ \$190.00/hr. = | \$ 760.00 | |
| | Labor, 4 hr. qty @ \$70.93/hr. = | \$ 283.72 | |
| | SDR9, 20 LF qty @ \$.55/LF = | \$ 11.00 | |
| | Rock, 30 ton qty @ \$18.21/ton = | \$ 546.30 | |
| | O & P at 15% = | <u>\$ 240.15</u> | |
| | Extra Work Total = | \$1841.17 | |

Additional Extra Work Items:

| | | | |
|--|---|-----------|--|
| Lower sewer service to Senior Dining (81 1 st St.) to allow storm sewer to proceed to the east. | | | |
| | Excavator, 1.5 hr. qty @ \$330.00/hr. = | \$ 495.00 | |
| | Dump truck, 1.5 hr. qty @ \$85.00/hr. = | \$ 127.50 | |
| | Foreman, 1.5 hr. qty @ \$97.29/hr. = | \$ 145.94 | |

| | |
|------------------------------------|------------------|
| Labor, 1.5 hr. qty @ \$70.93/hr. = | \$ 106.40 |
| Pipe, 11 LF qty @ \$2.65/LF = | \$ 29.15 |
| Bends, 2 qty @ \$25.00 ea. = | \$ 50.00 |
| Fernco, 2 qty @ \$25.00 ea. = | \$ 50.00 |
| O & P at 15% = | <u>\$ 150.60</u> |
| Extra Work Total = | \$1154.59 |

Proposed Sanitary Manhole #3 was to be provided by the City. The existing base had to be core-drilled and a fillet needed to be poured. Six feet of barrel section needed to be purchased along with a casting.

| | |
|---|------------------|
| Barrel sections, 6 VF qty @ \$102.10/VF = | \$ 612.60 |
| MH Boots, 2 qty @ \$57.12 ea. = | \$ 114.24 |
| Concrete, 2 CY qty @ \$110.00/CY = | \$ 220.00 |
| Casting, 1 qty @ \$475.00 ea. = | \$ 475.00 |
| Core drilling, 1 qty @ \$400.00 - | \$ 400.00 |
| Labor, 2 hr. qty @ \$70.93/hr. = | \$ 141.86 |
| O & P at 15% = | <u>\$ 294.56</u> |
| Extra Work Total = | \$2258.26 |

Existing water service at or near Intake # 6 had to be relocated so that the intake could be set.

| | |
|--|------------------|
| Excavator, 2 hr. qty @ \$330.00/hr. = | \$ 660.00 |
| Dump truck, 2 hr. qty @ \$85.00/hr. = | \$ 170.00 |
| Foreman, 2 hr. qty @ \$97.29/hr. = | \$ 194.58 |
| Labor, 2 hr. qty @ \$70.93/hr. = | \$ 141.86 |
| Pipe, 20 LF qty @ \$.55/LF = | \$ 11.00 |
| Coupler w/inserts, 2 qty @ \$23.48 ea. = | \$ 46.96 |
| O & P at 15% = | <u>\$ 183.66</u> |
| Extra Work Total = | \$1408.06 |

*Carter extra work totals \$9703.53
(excluding line item quantities)*

RESOLUTION #052118-10

**RESOLUTION APPROVING CHANGE ORDER #5 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 #5 in the amount of \$ 1,478.46.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #5 for extra work required to lower the existing sanitary sewer service at the Community Building in the Downtown Streetscape Project.

It was moved by Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution on May 21st, 2018.

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

Ayes

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 21st day of May, 2018.

Signed: _____

Allen Schneider, Mayor

Attest: _____

Becky LaRoche, City Clerk



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Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

May 15, 2018

2245-013

Downtown Streetscape Improvements Project
Change Order #5

The following changes to the contract are requested to pay for extra work required to relocate an existing water service which was in conflict with Intake #6.

The attached pricing breakdown shows the extra work required to relocate the existing water service. The changes required for this work are as follows (includes 5% prime contractor markup):

| ADD | <u>Est Quantity</u> | <u>Unit Price</u> | <u>Total Estimated Cost</u> |
|--|---------------------|-------------------|-----------------------------|
| <u>Item</u> Relocate Existing Water Service In Conflict with Intake #6 | 1 LUMP SUM | \$1,478.46 | \$1,478.46 |
| | TOTAL ADDED | | \$1,478.46 |

Change to the Contract

This change order would add the above item to the contract and increase the amount of the contract by \$1,478.46.

Reason for changes

During installation of the storm sewer along the north side of Highway 22, an existing water service to 99 1st Street was discovered and it was in conflict with proposed Intake #6. The water service was relocated to avoid the proposed intake.

Approved by:

J&L Construction, LLC

City of Riverside

2245013changeorder5.docx

J & L CONSTRUCTION, LLC

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



PROPOSED CHANGE ORDER # 7

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

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

Project: **2018 Downtown Streetscape Improvements
City of Riverside, Iowa**

Re: **Water Service Extra Work**

Please find attached subcontractor's, Carter & Associates, Inc., breakdown of additional water service done at individual downtown locations:

| | |
|--|--------------------|
| <u>Carter & Associates quote dated 5/10/18</u> | \$ 9,703.53 |
| <u>5% Overhead & Profit (J & L)</u> | <u>\$ 485.18</u> |
| TOTAL | \$10,188.71 |

Dated: May 14, 2018

Date: _____

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

Approved by: _____

| | |
|------------------------------------|------------------|
| Labor, 1.5 hr. qty @ \$70.93/hr. = | \$ 106.40 |
| Pipe, 11 LF qty @ \$2.65/LF = | \$ 29.15 |
| Bends, 2 qty @ \$25.00 ea. = | \$ 50.00 |
| Fernco, 2 qty @ \$25.00 ea. = | \$ 50.00 |
| O & P at 15% = | <u>\$ 150.60</u> |
| Extra Work Total = | \$1154.59 |

Proposed Sanitary Manhole #3 was to be provided by the City. The existing base had to be core-drilled and a fillet needed to be poured. Six feet of barrel section needed to be purchased along with a casting.

| | |
|---|------------------|
| Barrel sections, 6 VF qty @ \$102.10/VF = | \$ 612.60 |
| MH Boots, 2 qty @ \$57.12 ea. = | \$ 114.24 |
| Concrete, 2 CY qty @ \$110.00/CY = | \$ 220.00 |
| Casting, 1 qty @ \$475.00 ea. = | \$ 475.00 |
| Core drilling, 1 qty @ \$400.00 = | \$ 400.00 |
| Labor, 2 hr. qty @ \$70.93/hr. = | \$ 141.86 |
| O & P at 15% = | <u>\$ 294.56</u> |
| Extra Work Total = | \$2258.26 |

Existing water service at or near Intake # 6 had to be relocated so that the intake could be set.

| | |
|--|------------------|
| Excavator, 2 hr. qty @ \$330.00/hr. = | \$ 660.00 |
| Dump truck, 2 hr. qty @ \$85.00/hr. = | \$ 170.00 |
| Foreman, 2 hr. qty @ \$97.29/hr. = | \$ 194.58 |
| Labor, 2 hr. qty @ \$70.93/hr. = | \$ 141.86 |
| Pipe, 20 LF qty @ \$.55/LF = | \$ 11.00 |
| Coupler w/inserts, 2 qty @ \$23.48 ea. = | \$ 46.96 |
| O & P at 15% = | <u>\$ 183.66</u> |
| Extra Work Total = | \$1408.06 |

*Carter extra work totals \$9703.53
(excluding line item quantities)*

RESOLUTION #052118-11

**RESOLUTION APPROVING CHANGE ORDER #6 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 #6 in the amount of \$ 2,371.17.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #6 for extra work required to install sanitary manhole #3 in the Downtown Streetscape Project.

It was moved by Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution on May 21st, 2018.

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

Ayes

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 21st day of May, 2018.

Signed: _____

Allen Schneider, Mayor

Attest: _____

Becky LaRoche, City Clerk



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Land Planners

Land Surveyors

Civil Engineers

May 15, 2018

2245-013

Downtown Streetscape Improvements Project
Change Order #6

The following changes to the contract are requested to pay for extra work required to install sanitary manhole #3.

The attached pricing breakdown shows the extra work required to make changes to the manhole to install it correctly. The changes required for this work are as follows (includes 5% prime contractor markup):

ADD

| <u>Item</u> | <u>Est Quantity</u> | <u>Unit Price</u> | <u>Total Estimated Cost</u> |
|-----------------------------|---------------------|-------------------|-----------------------------|
| Sanitary Manhole #3 Changes | 1 LUMP SUM | \$2,371.17 | \$2,371.17 |
| TOTAL ADDED | | | \$2,371.17 |

Change to the Contract

This change order would add the above item to the contract and increase the amount of the contract by \$2,371.17.

Reason for changes

Sanitary manhole #3 was to be furnished by the City and installed by the Contractor. This manhole was provided with the 2nd and Washburn project. The manhole that was provided was not furnished with everything required so the Contractor had to cut holes in the manhole and furnish additional barrel sections and casting for a finished manhole.

Approved by:

J&L Construction, LLC

City of Riverside

2245013changeorder6.docx

J & L CONSTRUCTION, LLC

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



PROPOSED CHANGE ORDER # 7

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

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

Project: 2018 Downtown Streetscape Improvements
City of Riverside, Iowa

Re: Water Service Extra Work

Please find attached subcontractor's, Carter & Associates, Inc., breakdown of additional water service done at individual downtown locations:

| | |
|---|--------------------|
| Carter & Associates quote dated 5/10/18 | \$ 9,703.53 |
| 5% Overhead & Profit (J & L) | \$ 485.18 |
| TOTAL | \$10,188.71 |

Dated: May 14, 2018

Date: _____

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

Approved by:

| | |
|------------------------------------|------------------|
| Labor, 1.5 hr. qty @ \$70.93/hr. = | \$ 106.40 |
| Pipe, 11 LF qty @ \$2.65/LF = | \$ 29.15 |
| Bends, 2 qty @ \$25.00 ea. = | \$ 50.00 |
| Fernco, 2 qty @ \$25.00 ea. = | \$ 50.00 |
| O & P at 15% = | <u>\$ 150.60</u> |
| Extra Work Total = | \$1154.59 |

Proposed Sanitary Manhole #3 was to be provided by the City. The existing base had to be core-drilled and a fillet needed to be poured. Six feet of barrel section needed to be purchased along with a casting.

| | |
|---|------------------|
| Barrel sections, 6 VF qty @ \$102.10/VF = | \$ 612.60 |
| MH Boots, 2 qty @ \$57.12 ea. = | \$ 114.24 |
| Concrete, 2 CY qty @ \$110.00/CY = | \$ 220.00 |
| Casting, 1 qty @ \$475.00 ea. = | \$ 475.00 |
| Core drilling, 1 qty @ \$400.00 - | \$ 400.00 |
| Labor, 2 hr. qty @ \$70.93/hr. = | \$ 141.86 |
| O & P at 15% = | <u>\$ 294.56</u> |
| Extra Work Total = | \$2258.26 |

Existing water service at or near Intake # 6 had to be relocated so that the intake could be set.

| | |
|--|------------------|
| Excavator, 2 hr. qty @ \$330.00/hr. = | \$ 660.00 |
| Dump truck, 2 hr. qty @ \$85.00/hr. = | \$ 170.00 |
| Foreman, 2 hr. qty @ \$97.29/hr. = | \$ 194.58 |
| Labor, 2 hr. qty @ \$70.93/hr. = | \$ 141.86 |
| Pipe, 20 LF qty @ \$.55/LF = | \$ 11.00 |
| Coupler w/inserts, 2 qty @ \$23.48 ea. = | \$ 46.96 |
| O & P at 15% = | <u>\$ 183.66</u> |
| Extra Work Total = | \$1408.06 |

*Caster extra work totals \$9703.53
(excluding line item quantities)*

RESOLUTION #052118-12

**RESOLUTION APPROVING CHANGE ORDER #7 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 #7 in the amount of \$ 1,811.25.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #7 for additional signage directing traffic to businesses in the Downtown Streetscape Project.

It was moved by Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution on May 21st, 2018.

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

Ayes

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 21st 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 15, 2018

2245-013

Downtown Streetscape Improvements Project
Change Order #7

The following changes to the contract are requested to pay for additional signage directing traffic to downtown businesses.

The attached pricing breakdown shows the cost for the additional signage. The second attachment shows the locations of the additional signs. 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> |
|--------------------|---------------------|-------------------|-----------------------------|
| Additional Signage | 1 LUMP SUM | \$1,811.25 | \$1,811.25 |
| TOTAL ADDED | | | \$1,811.25 |

Change to the Contract

This change order would add the above item to the contract and increase the amount of the contract by \$1,811.25.

Reason for changes

The City Council discussed providing additional signage to direct traffic to downtown businesses to try and help them during construction.

Approved by:

J&L Construction, LLC

City of Riverside

2245013changeorder7.docx

J & L CONSTRUCTION, LLC

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



PROPOSED CHANGE ORDER #6

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

Subcontractor: Iowa Plains Signing, Inc.
1110 W. 6th Ave. (Hwy. 210 W.)
Slater, IA 50244-0654

Project: 2018 Downtown Streetscape Improvements
City of Riverside, Iowa

Re: Additional Signage

Please find attached estimate from Iowa Plains Signing, Inc. for additional signage per MMS email of 5/9/18 with signage markings on plan sheet no. 33:

- | | | |
|--|-----------|-------|
| • "Local Business Open During Construction" | 48" x 48" | 2 ea. |
| • "Public Parking" | 48" x 18" | 1 ea. |
| • "Public Parking" (with right facing arrow) | 48" x 24" | 3 ea. |
| • "Public Parking" (with left facing arrow) | 48" x 24" | 1 ea. |

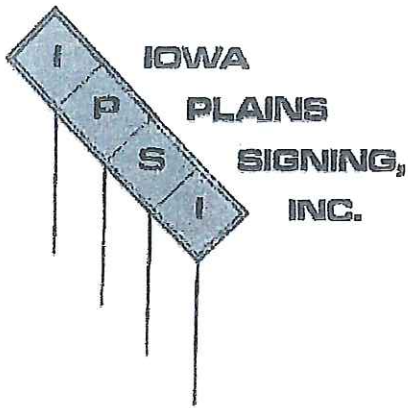
| | |
|---------------------------------|-------------------|
| Iowa Plains quote dated 5/11/18 | \$1,575.00 |
| 15% Overhead & Profit (J & L) | \$ 236.25 |
| TOTAL | \$1,811.25 |

Dated: May 11, 2018

Date: _____

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

Approved by:



1110 W. 6TH AVENUE (HWY. 210 W) | P.O. BOX 654 | SLATER, IOWA 50244-0654
 TELEPHONE:(515) 685-3536 FAX: (515) 685-3530

May 11, 2018

J&L Construction
 1971 Lexington Blvd
 Washington, Iowa 52353

RE: Washington County

2018 Downtown Streetscape Project

Attn: Nancy Wrage

We are requesting the following contract modification for the above referenced project. This request per contracting authority is for additional traffic control. IPSI has been asked to provide and install additional business signs for parking and to inform the public that local businesses are open during construction. Please see the following pricing to perform work.

Additional Business Signs-\$1,575.00 LS

Please submit this information for processing. Contract Modification must be accepted, signed and returned to Iowa Plains Signing, Inc. before work can be performed. If you have any questions, Please give my office a call. Price does not include prime mark-up.

Respectfully Submitted,

Dan Rewerts

 Accepted By

 Date

RESOLUTION #052118-13

**RESOLUTION APPROVING PAY REQUEST #2 FOR J & L
CONSTRUCTION, LLC FOR THE DOWNTOWN STREETSCAPE
IMPROVEMENTS CONSTRUCTION PROJECT**

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this pay request in the amount of \$382,895.64 for partial payment of this project from 4/19/18 to 5/11/18.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Pay Request #2 for work done on the Downtown Streetscape Improvements Project with 31.5% complete.

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 21st day of May, 2018.

Signed: _____

Allen Schneider, Mayor

Attest: _____

Becky LaRoche, City Clerk

CONSTRUCTION PROGRESS PAYMENT

Project Description Downtown Streetscape Improvements Project
 Contract Date 12-Mar-18

PN: 2245013

Contractor: J & L Construction, LLC
 Address: 1971 Lexington Boulevard
 City, St., Zip: Washington, IA 52353
 Phone: 319-653-3597
 Fax: 319-653-2410

Owner: City of Riverside
 Attn: _____
 Address: 60 N. Greene Street
 City, St., Zip: Riverside, IA 52327
 Phone: 319-648-3501
 Fax: _____

| | | | |
|------------|--|---------------------|------------|
| Estimate # | <input checked="" type="checkbox"/> 2 | FOR PERIOD: | Owner PN |
| | <input type="checkbox"/> Partial Payment | FROM: <u>4/9/18</u> | Federal PN |
| | <input type="checkbox"/> Final Payment | TO: <u>5/11/18</u> | State PN |

| | |
|---------------------|----------------|
| Base Contract Price | \$1,713,250.05 |
| Change # | 1 (\$1,509.12) |
| Change # | 2 \$2,213.19 |
| Change # | |
| Change # | |
| Change # | |
| Change # | |
| Total Contract | \$1,713,954.12 |

| | |
|------------------------|--------------|
| Materials on Hand | \$ - |
| Construction Completed | \$539,936.04 |
| | 31.50% |
| Total Earned | \$539,936.04 |
| Less Retainage | \$26,996.80 |
| Less Previous Payment | \$130,043.60 |
| Amount Due This Est | \$382,895.64 |

Requested by: _____
Jay Peiffer
 Title: Project Manager
 Date: _____

Approved by: _____
 Title: _____
 Date: _____

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

Attested by: _____
 Title: _____
 Date: _____

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

i:\proj\forms\payreqst.xls

Downtown Streetscape Improvements Project

Pay Estimate No.: 2

Payable to: J&L Construction
 Date: May 15, 2018
 Week Ending: May 11, 2018

| Item No. | Item Description | Units | Contract Quantity | Unit Price | Contract Amount | Quantity This Estimate | Amount This Estimate | To Date Quantity | To Date Amount |
|----------|--|-------|-------------------|-------------|-----------------|------------------------|----------------------|------------------|----------------|
| 1 | Traffic Control | LS | 1 | \$19,120.00 | \$ 19,120.00 | - | \$ - | 0.50 | \$ 9,560.00 |
| 2 | Mobilization | LS | 1 | \$76,000.00 | \$ 76,000.00 | - | \$ - | 0.30 | \$ 22,800.00 |
| 3 | Off Site Topsoil | CY | 150 | \$39.00 | \$ 5,850.00 | - | \$ - | - | \$ - |
| 4 | Excavation, Class 13, Waste | CY | 750 | \$25.00 | \$ 18,750.00 | 25.00 | \$ 650.00 | 25.00 | \$ 650.00 |
| 5 | Below Grade Excavation (Core Out) | CY | 100 | \$7.00 | \$ 700.00 | 73.00 | \$ 4,181.00 | 73.00 | \$ 4,181.00 |
| 6 | Subgrade Preparation | SY | 2,836 | \$5.50 | \$ 15,598.00 | 1,373.00 | \$ 7,551.50 | 1,373.00 | \$ 7,551.50 |
| 7 | Subbase, Modified, 6" Thick Rock for Mainline PCC Paving | SY | 2,836 | \$8.25 | \$ 23,397.00 | 1,373.00 | \$ 11,327.25 | 1,373.00 | \$ 11,327.25 |
| 8 | Subbase, Modified, 4" Thick Rock for PCC Sidewalk | SY | 1,120 | \$8.00 | \$ 8,960.00 | - | \$ - | - | \$ - |
| 9 | Subbase, Macadam Stone, 6" Thick | SY | 387 | \$5.72 | \$ 2,200.84 | - | \$ - | - | \$ - |
| 10 | Subbase, Macadam Stone, 6" Thick | SY | 387 | \$6.72 | \$ 2,600.64 | - | \$ - | - | \$ - |
| 11 | Subbase, Class A Crushed Stone, 4" Thick | TONS | 100 | \$24.00 | \$ 2,400.00 | 15.00 | \$ 360.00 | 15.00 | \$ 360.00 |
| 12 | Trench, Foundation | CY | 160 | \$45.00 | \$ 7,200.00 | - | \$ - | - | \$ - |
| 13 | Replacement of Unsuitable Backfill Material, Granular Backfill | LS | 1 | \$5,460.00 | \$ 5,460.00 | - | \$ - | 0.20 | \$ 1,092.00 |
| 14 | Trench, Compaction Testing | LF | 168 | \$30.00 | \$ 5,040.00 | 97.00 | \$ 2,910.00 | 129.00 | \$ 3,870.00 |
| 15 | Granular Trench Backfill, Class A Crushed Stone, Sanitary Sewer | LF | 264 | \$27.00 | \$ 7,128.00 | - | \$ - | - | \$ - |
| 16 | Granular Trench Backfill, Porous Backfill, 12" Storm Sewer | LF | 26 | \$27.00 | \$ 702.00 | - | \$ - | - | \$ - |
| 17 | Granular Trench Backfill, Porous Backfill, 15" Storm Sewer | LF | 267 | \$20.00 | \$ 5,340.00 | 28.00 | \$ 560.00 | 28.00 | \$ 560.00 |
| 18 | Granular Trench Backfill, Class A Crushed Stone, 12" Storm Sewer | LF | 53 | \$20.00 | \$ 1,060.00 | 77.00 | \$ 1,540.00 | 77.00 | \$ 1,540.00 |
| 19 | Granular Trench Backfill, Class A Crushed Stone, 15" Storm Sewer | LF | 217 | \$21.00 | \$ 4,557.00 | 152.00 | \$ 3,192.00 | 152.00 | \$ 3,192.00 |
| 20 | Granular Trench Backfill, Class A Crushed Stone, 18" Storm Sewer | LF | 197 | \$24.00 | \$ 4,728.00 | - | \$ - | 196.00 | \$ 4,704.00 |
| 21 | Granular Trench Backfill, Class A Crushed Stone, 24" Storm Sewer | LF | 560 | \$28.00 | \$ 15,248.00 | 378.00 | \$ 10,562.00 | 580.00 | \$ 16,820.00 |
| 22 | Sanitary Sewer, Trenched, PVC SDR 26, 8" Dia. | LF | 168 | \$180.00 | \$ 30,240.00 | 97.00 | \$ 17,486.00 | 129.00 | \$ 23,220.00 |
| 23 | Sanitary Sewer Service Sub, Partial Replacement | EA | 4 | \$3,000.00 | \$ 12,000.00 | - | \$ - | - | \$ - |
| 24 | Sanitary Sewer Service Sub, Complete Replacement | EA | 5 | \$2,000.00 | \$ 10,000.00 | 5.00 | \$ 10,000.00 | 5.00 | \$ 10,000.00 |
| 25 | Storm Sewer, Trenched, RCP, 12" Dia. | LF | 328 | \$51.00 | \$ 16,728.00 | 28.00 | \$ 1,428.00 | 28.00 | \$ 1,428.00 |
| 26 | Storm Sewer, Trenched, RCP, 16" Dia. | LF | 152 | \$65.50 | \$ 9,956.00 | 77.00 | \$ 5,043.50 | 77.00 | \$ 5,043.50 |
| 27 | Storm Sewer, Trenched, RCP, 18" Dia. | LF | 363 | \$67.00 | \$ 24,321.00 | 170.00 | \$ 11,390.00 | 170.00 | \$ 11,390.00 |
| 28 | Storm Sewer, Trenched, RCP, 24" Dia. | LF | 187 | \$88.00 | \$ 16,456.00 | - | \$ - | 196.00 | \$ 17,248.00 |
| 29 | Storm Sewer, Trenched, ADS N-12, 12" Dia. | LF | 221 | \$80.00 | \$ 17,680.00 | - | \$ - | - | \$ - |
| 30 | Removal of Storm Sewer | LF | 165 | \$35.00 | \$ 5,775.00 | - | \$ - | - | \$ - |
| 31 | Fill Storm Sewer with Flowable Mortar | LF | 34 | \$70.00 | \$ 2,380.00 | - | \$ - | - | \$ - |
| 32 | Flared End Section, RCP, 18" | EA | 1 | \$1,600.00 | \$ 1,600.00 | - | \$ - | - | \$ - |
| 33 | Longitudinal Subdrain, Type 2, 6" | LF | 711 | \$9.50 | \$ 6,754.50 | 675.00 | \$ 6,412.50 | 675.00 | \$ 6,412.50 |
| 34 | Subdrain Cleanout, Type A-1 | EA | 4 | \$400.00 | \$ 1,600.00 | 3.00 | \$ 1,200.00 | 3.00 | \$ 1,200.00 |
| 35 | Subdrain Outlet, Connection to Structure | EA | 4 | \$500.00 | \$ 2,000.00 | 5.00 | \$ 2,500.00 | 5.00 | \$ 2,500.00 |
| 36 | Water Main, 6" DIP with Nitrile Gaskets | LF | 113 | \$139.00 | \$ 15,707.00 | - | \$ - | - | \$ - |
| 37 | Water Main, 8" DIP with Nitrile Gaskets | LF | 1,289 | \$62.00 | \$ 79,918.00 | 539.00 | \$ 44,198.00 | 741.00 | \$ 60,762.00 |
| 38 | Water Main, Trenchless, 8" DIP with Nitrile Gaskets | LF | 269 | \$60.00 | \$ 16,140.00 | 163.00 | \$ 9,780.00 | 163.00 | \$ 9,780.00 |
| 39 | Water Service, Main to Curb Stop, 1" Copper (Type K) * | EA | 21 | \$1,437.12 | \$ 30,179.52 | 14.00 | \$ 20,119.68 | 14.00 | \$ 20,119.68 |
| 40 | Water Service, Main to Curb Stop, 1" Copper (Type K), Trenchless * | EA | 3 | \$3,937.12 | \$ 11,811.36 | 1.00 | \$ 3,937.12 | 1.00 | \$ 3,937.12 |
| 41 | Water Service, 1" Copper (Type K), Trenchless | LF | 74 | \$24.00 | \$ 1,776.00 | 52.00 | \$ 1,248.00 | 52.00 | \$ 1,248.00 |
| 42 | Gate Valve, 4" | EA | 1 | \$900.00 | \$ 900.00 | - | \$ - | - | \$ - |
| 43 | Gate Valve, 6" | EA | 3 | \$1,100.00 | \$ 3,300.00 | 1.00 | \$ 1,100.00 | 2.00 | \$ 2,200.00 |
| 44 | Gate Valve, 8" | EA | 2 | \$4,000.00 | \$ 8,000.00 | 6.00 | \$ 24,000.00 | 8.00 | \$ 32,000.00 |
| 45 | Fire Hydrant Assembly | EA | 4 | \$4,300.00 | \$ 17,200.00 | 1.00 | \$ 4,300.00 | 2.00 | \$ 8,600.00 |
| 46 | Remove Existing Fire Hydrant Assembly | EA | 2 | \$750.00 | \$ 1,500.00 | 1.00 | \$ 750.00 | 2.00 | \$ 1,500.00 |
| 47 | Sanitary Sewer Manhole, 48" Dia. | EA | 2 | \$9,700.00 | \$ 19,400.00 | 1.00 | \$ 9,700.00 | 2.00 | \$ 19,400.00 |
| 48 | Sanitary Sewer Manhole, 48" Dia., Install Only | EA | 1 | \$1,700.00 | \$ 1,700.00 | 1.00 | \$ 1,700.00 | 1.00 | \$ 1,700.00 |
| 49 | Storm Intake, Type SW-501 | EA | 1 | \$3,100.00 | \$ 3,100.00 | - | \$ - | - | \$ - |
| 50 | Storm Intake, Type SW-507 | EA | 4 | \$3,600.00 | \$ 14,400.00 | 3.00 | \$ 10,800.00 | 3.00 | \$ 10,800.00 |
| 51 | Storm Intake, Type SW-511 | EA | 4 | \$2,900.00 | \$ 11,600.00 | 2.00 | \$ 5,800.00 | 3.00 | \$ 8,700.00 |

| Item No. | Item Description | Units | Contract Quantity | Unit Price | Contract Amount | Quantity This Estimate | Amount This Estimate | To Date Quantity | To Date Amount |
|--|---|-------|-------------------|-------------|-----------------|------------------------|----------------------|------------------|----------------|
| 52 | Connect to Existing Storm Structure | EA | 2 | \$1,000.00 | \$ 2,000.00 | 1.00 | \$ 1,000.00 | 2.00 | \$ 2,000.00 |
| 53 | Remove Existing Storm Manhole or Intake | EA | 2 | \$400.00 | \$ 800.00 | 1.00 | \$ 400.00 | 1.00 | \$ 400.00 |
| 54 | PCC Pavement, 7" | SY | 1740 | \$57.00 | \$ 99,780.00 | 779.00 | \$ 44,613.00 | 779.00 | \$ 44,613.00 |
| 55 | PCC Pavement, 8" | SY | 784 | \$47.00 | \$ 36,808.00 | 488.00 | \$ 22,936.00 | 488.00 | \$ 22,936.00 |
| 56 | PCC Pavement, 10" | SY | 216 | \$51.00 | \$ 11,016.00 | 107.00 | \$ 5,457.00 | 107.00 | \$ 5,457.00 |
| 57 | PCC Curb and Gutter, 6" Standard Curb, 24" Wide | LF | 44 | \$26.00 | \$ 1,144.00 | - | \$ - | - | \$ - |
| 58 | PCC Curb and Gutter, 3" Roll Curb, 24" Wide | LF | 319 | \$26.00 | \$ 8,294.00 | - | \$ - | - | \$ - |
| 59 | PCC Curb and Gutter, 6" Beam Curb | LF | 123 | \$34.00 | \$ 4,182.00 | - | \$ - | - | \$ - |
| 60 | HMA Pavement, 6" | SY | 262 | \$54.50 | \$ 14,279.00 | - | \$ - | - | \$ - |
| 61 | Removal of Sidewalk | SY | 850 | \$13.25 | \$ 11,262.50 | - | \$ - | - | \$ - |
| 62 | Reinforced Sidewalk, PCC, 6" | SY | 563 | \$43.00 | \$ 24,209.00 | 80.00 | \$ 3,440.00 | 80.00 | \$ 3,440.00 |
| 63 | Reinforced Sidewalk, PCC, 6" | SY | 343 | \$50.50 | \$ 17,321.50 | - | \$ - | - | \$ - |
| 64 | Non-Reinforced Sidewalk, PCC, 5" | SY | 214 | \$35.50 | \$ 7,597.00 | - | \$ - | - | \$ - |
| 65 | Brick Pavers w/ Rock Base | SY | 92 | \$110.00 | \$ 10,120.00 | - | \$ - | - | \$ - |
| 66 | Detectable Warnings | SF | 80 | \$40.00 | \$ 3,200.00 | - | \$ - | - | \$ - |
| 67 | Granular Surfacing, Class A Crushed Stone | TONS | 150 | \$16.00 | \$ 2,400.00 | - | \$ - | - | \$ - |
| 68 | Removal of Pavement | SY | 3,413 | \$12.00 | \$ 40,956.00 | 1,440.00 | \$ 17,280.00 | 2,581.00 | \$ 30,972.00 |
| 69 | Bituminous Seal Coat | SY | 387 | \$19.25 | \$ 7,448.75 | - | \$ - | - | \$ - |
| 70 | Painted Pavement Markings, Waterborne or Solvent, 4" White | STA | 15 | \$68.00 | \$ 1,020.00 | - | \$ - | - | \$ - |
| 71 | Painted Symbols and Legends | EA | 4 | \$65.00 | \$ 260.00 | - | \$ - | - | \$ - |
| 72 | Soil | EA | 120 | \$78.83 | \$ 9,459.60 | - | \$ - | - | \$ - |
| 73 | SWPPP Management | LS | 1 | \$2,741.47 | \$ 2,741.47 | - | \$ - | - | \$ - |
| 74 | Inlet Protection Device | EA | 13 | \$67.92 | \$ 882.96 | 3.00 | \$ 203.76 | 3.00 | \$ 203.76 |
| 75 | Inlet Protection Device Maintenance | EA | 13 | \$47.53 | \$ 617.89 | - | \$ - | - | \$ - |
| 76 | PCC Steps | SF | 72 | \$80.00 | \$ 5,760.00 | - | \$ - | - | \$ - |
| 77 | Handrail for Steps and Ramps, Black Powder Coat | LF | 110 | \$77.50 | \$ 8,525.00 | - | \$ - | - | \$ - |
| 78 | Connect Downspout & Roof Drain to Storm Sewer | EA | 3 | \$700.00 | \$ 2,100.00 | - | \$ - | - | \$ - |
| 79 | Connect to Existing Water Main | EA | 6 | \$1,200.00 | \$ 7,200.00 | 2.00 | \$ 2,400.00 | 3.00 | \$ 3,600.00 |
| 80 | Connect to Existing Water Main, Fill w/ Flowable Mortar | EA | 1 | \$2,000.00 | \$ 2,000.00 | - | \$ - | - | \$ - |
| 81 | Abandon Existing Water Main, Fill w/ Flowable Mortar | LF | 1532 | \$7.00 | \$ 11,424.00 | - | \$ - | - | \$ - |
| 82 | Decorative Retaining Wall | EA | 550 | \$975.00 | \$ 536,250.00 | 90.00 | \$ 87,750.00 | 90.00 | \$ 87,750.00 |
| 83 | Bollards | EA | 2 | \$1,750.00 | \$ 3,500.00 | - | \$ - | - | \$ - |
| 84 | Area Drains, 18" ADS Equivalent or Equivalent | EA | 3 | \$1,716.06 | \$ 5,148.18 | - | \$ - | - | \$ - |
| 85 | Area Drain Connection to Existing Storm Sewer | EA | 3 | \$2,200.00 | \$ 6,600.00 | - | \$ - | - | \$ - |
| 86 | Light Pole Base, L-201 | EA | 14 | \$950.00 | \$ 13,300.00 | - | \$ - | - | \$ - |
| 87 | Decorative Light Poles & Fixtures, Type LA | EA | 4 | \$7,100.00 | \$ 28,400.00 | - | \$ - | - | \$ - |
| 88 | Decorative Light Poles & Fixtures, Type LB | EA | 4 | \$7,600.00 | \$ 30,400.00 | - | \$ - | - | \$ - |
| 89 | Decorative Light Poles & Fixtures, Type LC | EA | 5 | \$5,800.00 | \$ 29,000.00 | - | \$ - | - | \$ - |
| 90 | Decorative Light Poles & Fixtures, Type LD | EA | 6 | \$5,100.00 | \$ 30,600.00 | - | \$ - | - | \$ - |
| 91 | Electrical Cabinet, 21" PVC | LF | 806 | \$14.00 | \$ 11,284.00 | - | \$ - | - | \$ - |
| 92 | Lighting Control Cabinet | EA | 1 | \$11,000.00 | \$ 11,000.00 | - | \$ - | - | \$ - |
| 93 | Electrical Circuit | LF | 1,274 | \$7.83 | \$ 9,978.42 | - | \$ - | - | \$ - |
| 94 | Hand Hole, LI-103, Type II | EA | 3 | \$500.00 | \$ 1,500.00 | - | \$ - | - | \$ - |
| TOTAL CONTRACT | | | | | | | | | |
| | | | | | \$ 1,711,740.93 | \$ 402,310.31 | | \$ 539,198.31 | |
| C.O. #2 | Extend Water Service into Building, and Connect to Existing Service Inside Building | EA | 3,000 | \$737.73 | \$ 2,213,191.00 | 1.00 | \$ 737.73 | 1.00 | \$ 737.73 |
| TOTAL CHANGE C.O. #2 | | | | | \$ 2,213,191.00 | \$ 737.73 | | \$ 737.73 | |
| TOTAL CONTRACT WITH CHANGE ORDERS | | | | | \$ 1,713,954.12 | \$ 403,048.04 | | \$ 539,936.04 | |

Retainage 5% \$ 26,996.80
 Total Value of Completed Work Less Retainage \$ 512,939.24
 Previous Payments \$ 130,043.60
 Current Payment Due \$ 382,895.64

* Items Changed with Change Order #1
 Pay Estimate #1 \$ 130,043.60
 Pay Estimate #2 \$ -
 Pay Estimate #3 \$ -
 Page 2 of 2

Triple B Construction Corp.

710 Ayres Progress Drive

Wilton, IA 52778



Office: (563) 732-3478

Fax: (563) 732-2105

Brad Cell: (319) 631-0320

brad@triplebconstructionia.com

Customer: City of Riverside, IA
 Engineer: MMS Consultants, Inc.
 Date: May 15, 2018
 Project: Galileo Drive Project

| | |
|-------------------|--|
| May 28-June 1: | Stake Project, Mobilization, SWPPP & Erosion Control, Port-o-pot |
| June 4-8: | Strip Topsoil, remove fence |
| June 11-15: | Mass Grading |
| June 18-22: | Mass Grading / Bore Water & Sewer Crossing |
| June 25-29: | Sanitary Sewer Main & Services |
| July 2-6: | Sanitary Sewer Main & Services |
| July 9-13: | Watermain |
| July 16-20: | Watermain |
| July 23-27: | Watermain Testing |
| | Storm Sewer |
| July 30-August 3: | Storm Sewer |
| | Water Services |
| August 6-10: | Storm Sewer |
| August 13-17: | Storm Sewer |
| | Subdrain |
| August 20-24: | Subgrade Prep |
| | Granular Subbase |
| August 27-31: | Prep and Pour Mainline paving |
| | Grading and Subbase for sidewalks |
| September 3-7: | Mainline Paving and Sidewalks |
| | Granular Surfacing for Parking Lot |
| September 10-14: | Finish Concrete Work |
| | Asphalt Patch |
| | Clean-up, backfill, Spread black dirt |
| September 17-21: | Seeding and Restoration |

Planning and Zoning Commission Meeting
Wednesday, May 16, 2018

Members present:
Ryan Rogerson, Chairperson
Ellen Cloyed
Mike O'Leary
Ralph Schnoebelen
Christine Kirkwood

Others present:
Allen Schneider, Mayor
Becky LaRoche, City Clerk

1. The meeting was called to order by Ryan Rogerson, Chair, at 6:08 p.m. in City Hall.
2. The roll call was taken and a quorum was present.
3. The Urban Renewal Plan Amendment was discussed. It involves adding the last lot owned by Akers and Sweeting next to the condominiums for development into commercial space on the ground floor and apartments on the upper floors. Rental units were identified as a need in the Comprehensive Plan. There will also be parking areas and two driveways. Mayor Schneider noted that some drainage issues were being worked out with the assistance of MMS Engineering. Becky said that notices had been sent out to the Highland School District and the Washington County Supervisors, but no responses had been received. The city has paid back all but about \$750,000 of its \$1.2 million GO loan.
4. Rogerson made a motion to recommend the Urban Renewal Plan Amendment to the City Council as being in conformance with the Riverside general Comprehensive Plan. It was seconded, and the motion was unanimously approved.
5. Mayor Schneider recommended setting a regular meeting date for P&Z that everyone could agree on as there may be more activity for P&Z in the coming months. Becky will check with absent members to see what day of the month will work for everyone. Mike asked if a calendar of scheduled meetings could be sent out when it is finalized. Ellen asked if the minutes could be sent to all members, also.
6. Rogerson adjourned the meeting at 6:25 p.m.

Ryan Rogerson
Chairperson, P&Z

RIVERSIDE FIRE DEPT.
FUND BALANCE 2018

| YEAR | ITEM | DEBIT | CREDIT | BALANCE |
|-----------|---------------------------|---------------|-----------------|---------------|
| 2015 | NO BUDGET | | | |
| 7/20/2015 | TOTAL TRUCK COST | \$ 758,844.33 | | |
| 2014 | CITY BUDGET | | \$ (300,000.00) | |
| | CASINO GRANT | | \$ (125,000.00) | |
| | RESA PAID | | \$ (105,000.00) | |
| | SOLD 2003 ALEXIS TRUCK | | \$ (135,315.00) | |
| | BALANCE DUE | \$ 758,844.33 | \$ (665,315.00) | \$ 93,529.33 |
| 2016 | CITY BUDGET | \$ 40,000.00 | | |
| | CITY LEVY \$59075.36 OWE | | \$ (19,075.36) | |
| | RVFD BUDGET SURPLUS | | \$ (10,686.64) | |
| 2017 | CITY BUDGET | \$ 46,325.00 | | |
| | CITY LEVY \$64499.50- OWE | | \$ (18,174.50) | |
| | RVFD BUDGET SURPLUS | | \$ (31,483.53) | |
| | TRUCK BALANCE TO DATE | | \$ (79,420.03) | \$ 14,109.30 |
| 2018 | CITY BUDGET | \$ 120,111.96 | | |
| | CITY LEVY \$85282.60- OWE | | \$ (20,320.64) | \$ (6,211.34) |
| | FY 2018 SURPLUS?? | | | |

Becky LaRoche

From: Fisher Insurance <garyf@fisherins.com>
Sent: Tuesday, May 15, 2018 5:02 PM
To: 'Becky LaRoche'
Subject: Riverside Fire Department Ragbrai event
Attachments: liquor liability application.pdf

Becky-

You mentioned that the Fire Department may sell beer/food when Ragbrai goes thru Riverside. If so, please have the attached application completed, and returned to me for quotation.

Thanks-

Gary Fisher

Fisher Insurance Agency
garyf@fisherins.com
319-656-2262



Virus-free. www.avg.com

ILLINOIS CASUALTY COMPANY
 (A Mutual Insurance Company)
 225 Twentieth Street, PO Box 5018
 Rock Island, IL 61204-5018
 Phone: 309-793-1700 Fax: 309-793-1707 Toll Free: 800-445-3726

**APPLICATION FOR LIQUOR LIABILITY INSURANCE
 SPECIAL EVENT/HOST LIQUOR**

| | |
|---|-----------------------|
| Agency Information | |
| Agency name: <u>Fisher Insurance Agency</u> | Agency code: |
| Producer name: <u>Gary Fisher</u> | CSR or other contact: |

NOTE: All questions on this application must be answered in full. Any questions that are not applicable should be answered as such.

| | |
|--|--|
| Applicant Information | |
| Name of Applicant: | |
| Mailing Address: | |
| | |
| County: | Phone number: |
| Email address: | |
| Website address: | |
| Does applicant have a liquor license? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If no liquor license, is license applied for? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If no liquor license, is host coverage only requested? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is a liquor license required for this event? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | |
|--|--|--|
| Policy Information | Issue policy <input type="checkbox"/> | Quote Only <input checked="" type="checkbox"/> |
| Inception: | Expiration: | Time of Day: |
| This policy will be written for a 24 hour period beginning 4 hours prior to the start of the event unless otherwise indicated. | | |
| Limit of insurance, each common cause (\$150,000 minimum): <u>1,000,000</u> | | |
| Endorsements | | |
| <input type="checkbox"/> Reporting Form | <input type="checkbox"/> Host or Sponsor | |
| <input type="checkbox"/> Additional Interests - Describe: | | |
| Name: _____ | | |
| Mailing address: _____ | | |

Activity Information

- | | | | |
|------------------------------------|---|--------------------------------------|---|
| <input type="checkbox"/> Reception | <input checked="" type="checkbox"/> Fund raiser | <input type="checkbox"/> Meeting | <input type="checkbox"/> Reunion |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Beer bash | <input type="checkbox"/> Birthday | <input type="checkbox"/> Other (describe) |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Sporting event | <input type="checkbox"/> Anniversary | |

| | |
|---|--------------|
| Describe all festivities to be conducted including type of entertainment: | |
| <u>sale of beer and food @ fire station in Riverside, IA</u> | |
| <u>during Ragbrai pass through.</u> | |
| Start time: | Ending time: |

LL APP SEH 0505

| | |
|--|--|
| Premises Information | |
| Physical address of the specifically described location(s) at which alcoholic beverages will be sold, served and/or furnished: | |
| Square footage of this establishment: | |
| Are any alcoholic beverages allowed to be brought onto the described premises at any time? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| If yes, please describe: | |

Operations Information

15. Type of entity:

- Sole Proprietorship
- Partnership
- Corporation
- Association
- Trust
- Limited Liability Company
- Individual
- Other (describe): Volunteer Fire Department, division of The City of Riverside (Municipality)

16. If a liquor license is required, is the name on the liquor license the same as the Applicant name? Yes No

If not, please explain:

17. Indicate type or class of license:

If license is for a specific period of time, please indicate:

- One day 5 day 14 day Annual Other _____

| | |
|--|------------|
| Underwriting Information | |
| 1. If this is an annual event, how many consecutive years has the event taken place? | <u>N/A</u> |
| 2. Have there been any liquor related claims or incidents in the past three years? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide full details on separate sheet and include: date of incident; claimants; extent of injuries; amount paid (if any); Insurer (if any). | |
| 3. Have there been any police calls to the premises in the last three years? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain: | |
| 4. Has previous liquor liability insurance coverage ever cancelled or non-renewed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain: | |
| 5. Previous insurance carrier (if applicable): Limit: _____ Policy period: <u>N/A</u> Number of years insured: | |
| 6. Does applicant currently have Annual Liquor Liability coverage in place? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, name of insurance carrier: | |
| 7. Is general liability insurance coverage carried? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of insurance carrier: <u>EMC Insurance Company</u> | |
| 8. Is there security of any type? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is there any training provided? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe training: | |
| 9. How is occupancy monitored? | |
| 10. Will underage patrons be allowed on premises? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 11. Describe age identification system: Indicate if none <input type="checkbox"/> | |
| 12. Average age of attendees (indicate approximate percentage): Under 21 21 - 25 26 - 30 31 - 40 Over 40 | |
| 13. If event is a wedding, provide ages of: Bride Groom <u>N/A</u> | |
| 14. Estimated number of people in attendance: | |
| 15. Quantity of alcohol: BEER: Number of cases Number of 1/4 barrels Number of 1/2 barrels WINE/CHAMPAGNE: Number of bottles Number of cases LIQUOR: Number of bottles Number of cases | |
| 16. Describe procedures for preventing over-consumption: | |



Date: May 14, 2018

To: Riverside Council

From: Bill Stukey, Operator

O & M Report: April 2018

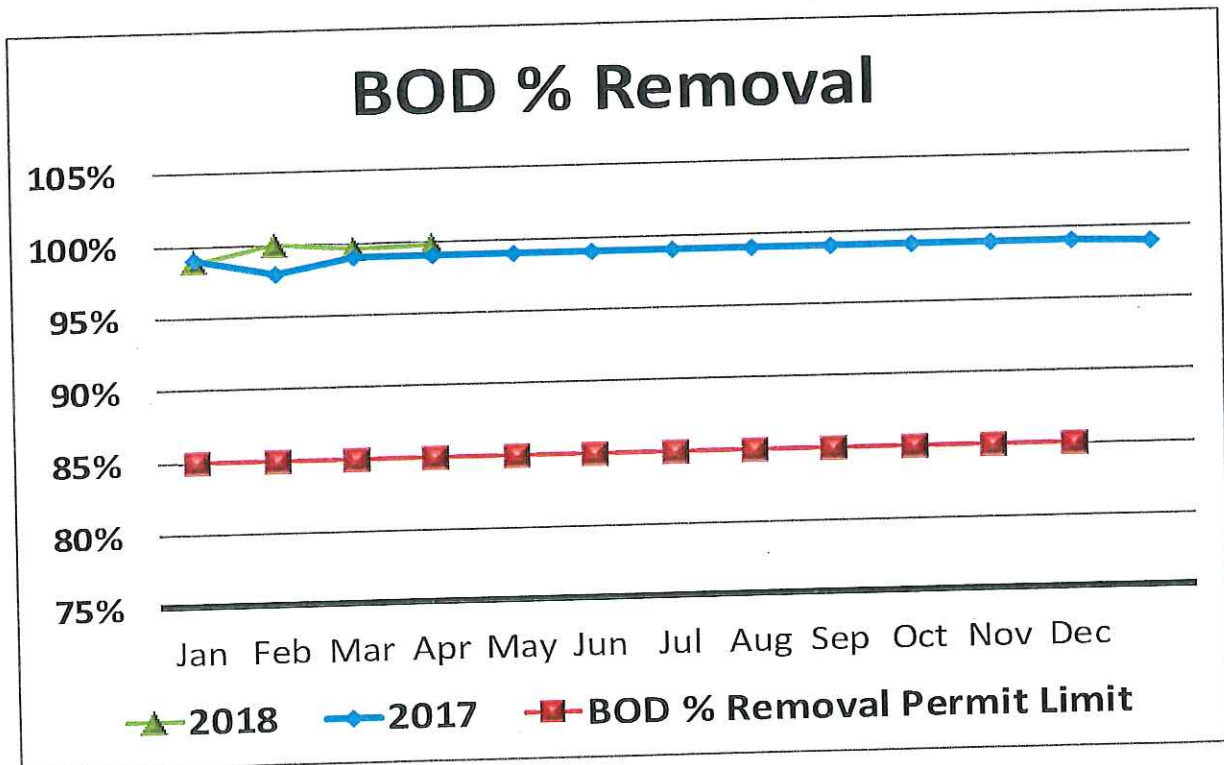
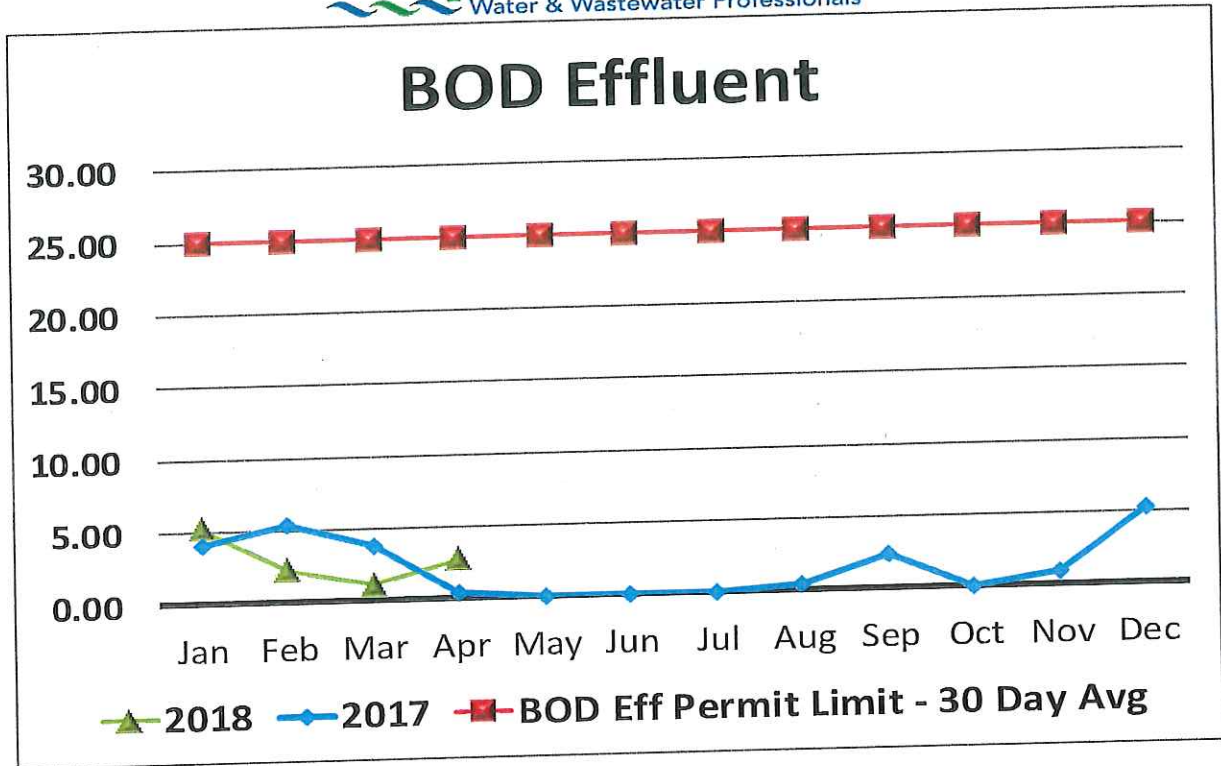
Water Operation & Maintenance

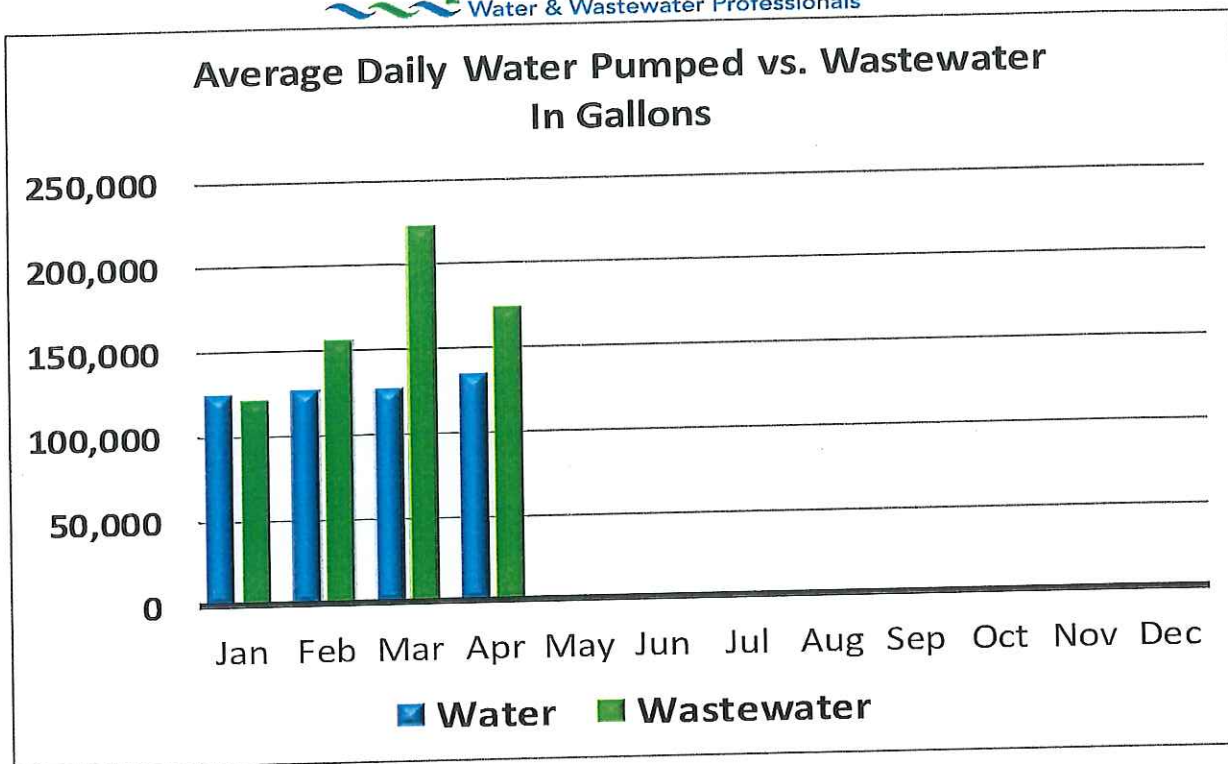
- Eric and I set up a backflow preventer and water meter for Streb Construction to use throughout the summer. This water meter will supply their concrete plant for the county highway paving project.
- Eric inspected and replaced screens on the clear well overflow. One screen was replaced, all the others were in good condition.
- The chlorine pump had some debris stuck in the check valve preventing it from pumping. I fixed the problem shortly after the plant began running and we were able to maintain an adequate chlorine residual. The debris appeared to be a small piece of plastic, most likely from the bulk tank. Both bulk tanks are original to the plant and starting to show signs of degradation. I would recommend replacement of the bulk tanks in the near future.
- I did a low PH cleaning with muriatic acid on the 2nd stage of train 3 in the water plant. The differential pressure was at 38 psi before cleaning and 31 psi after cleaning. It is recommended not to exceed 40 psi differential.
- We installed two culverts on the access road to well 8. J&L has been hauling dirt from the downtown project to raise the road. The dirt work and rough grading is almost complete and I will begin hauling rock after the City's dump truck is completed.
- Carter and Associates completed the connection of the new water main for the first phase of the downtown project.
- 17 locates for the month of April, all completed.



Wastewater Operation & Maintenance

- Altorfer CAT replaced the injection pump on the generator at lift station 5. The injection pump had a crack on the governor and was leaking diesel fuel when the generator would run, causing it to shut down. The cause of the crack is unknown and was identified during monthly maintenance of the generator by PeopleService staff.
- I started adding a powdered enzyme to help control grease build-up in lift station 5. I have been talking to several chemical companies to find the best solution to controlling grease build-up in the wet well between cleanouts by Visu-Sewer.
- The garage door for the screen room has been repaired. Overhead Doors of Cedar Rapids found the switch on the wall was defective and replaced that unit but the door was still not functioning. Electric Motors of Iowa City was able to track the problem to some bad contactors. The contactors have been replaced and the overhead door is functioning again.





| Contract True-Ups - Current Contract Year | | | | |
|---|--------------------|--------------------|-------------|------------|
| Item | Budgeted Amount | Amount Spent | % of Budget | % of Time |
| Chemical Budget | \$24,576.00 | \$12,681.56 | 52% | 83% |
| Maintenance Budget | \$20,480.00 | \$8,193.91 | 40% | 83% |
| Total | \$45,056.00 | \$20,875.47 | 46% | 83% |



| | | April-18 | March-18 | April-17 |
|--|--------------|-----------|-----------|-----------|
| Water | | | | |
| | Units | | | |
| Total Monthly Pumped | gallons | 4,042,000 | 3,937,000 | 4,272,000 |
| Average Daily Pumped | gallons | 134,730 | 127,000 | 142,400 |
| Maximum Daily Pumped | gallons | 236,000 | 236,000 | 496,000 |
| Minimum Daily Pumped | gallons | 76,000 | 93,000 | 0 |
| Chlorine | | | | |
| Chlorine - Total Avg Residual Plant | mg/L | 1.43 | 1.04 | 1.79 |
| Chlorine - Total Avg Residual System | mg/L | 1.09 | 0.86 | 1.18 |
| Chlorine - Recommended Residual System | mg/L | 0.30 | 0.30 | 0.30 |
| Chlorine used | lbs | 132.00 | 113.00 | 115.00 |
| Iron | | | | |
| Iron - Avg Raw | mg/L | 2.42 | 2.33 | 1.46 |
| Polyphosphate | | | | |
| Polyphosphate - Avg Residual | mg/L | 1.28 | 0.91 | 1.54 |
| Polyphosphate - Recommended Residual | mg/L | 0.5 - 2.0 | 0.5 - 2.0 | 0.5 - 2.0 |
| Polyphosphate used | lbs | 15.00 | 14.00 | 11.00 |
| Water Loss | | | | |
| Water Billed | gallons | 3,681,786 | 3,064,771 | 0 |
| Water used in main breaks/hydrant flushing | gallons | 15,000 | 150,000 | 0 |
| Water used at city buildings | gallons | 5,000 | 5,000 | 0 |
| Loss | gallons | 8% | 18% | 100% |
| Wastewater | | | | |
| BOD | | | | |
| BOD Influent Avg | mg/L | 210 | 261 | 139 |
| BOD Effluent Avg | mg/L | 3 | 1.1 | 1 |
| BOD Eff Permit Limit - 30 Day Avg | mg/L | 25 | 25 | 25 |
| BOD % Removal | % | 99.70% | 99.60% | 99.00% |
| BOD % Removal Permit Limit | % | 85% | 85% | 85% |
| TSS | | | | |
| TSS Influent Avg | mg/L | 135 | 181 | 116 |
| TSS Effluent Avg | mg/L | 5 | 4 | 1 |
| TSS Effluent Permit Limit - 30 Day Avg | mg/L | 30 | 30 | 30 |
| TSS % Removal | % | 96.50% | 98.00% | 99.57% |
| TSS % Removal Permit Limit | % | 85% | 85% | 85% |
| Nitrogen Ammonia | | | | |
| NA Effluent Avg | mg/L | 0 | 2 | 0 |
| NA Effluent Permit Limit - 30 Day Avg | mg/L | 8 | 10 | 8 |
| Influent Flow | | | | |
| Total Monthly | gallons | 5,230,300 | 6,918,800 | 9,032,800 |
| Average Daily | gallons | 174,343 | 223,187 | 301,093 |
| Maximum Daily | gallons | 236,200 | 453,200 | 759,400 |
| Minimum Daily | gallons | 139,400 | 132,800 | 167,000 |
| Permit Limit - 30 Day Avg | gallons | 444,000 | 444,000 | 444,000 |
| Permit Limit - Daily Maximum | gallons | 1,425,000 | 1,425,000 | 1,425,000 |



RIVERSIDE - APRIL '18

Water Plant Maintenance

| <u>Date</u> | <u>Vendor List</u> | <u>Description</u> | <u>Total</u> |
|-------------|--------------------|--------------------|---------------|
| | | Total | \$0.00 |

Water System Maintenance

| <u>Date</u> | <u>Vendor List</u> | <u>Description</u> | <u>Total</u> |
|-------------|--------------------|--------------------|-----------------|
| 4/9/18 | Core & Main | Saddle | \$94.55 |
| 4/17/18 | Core & Main | Curb Stop | \$139.62 |
| | | Total | \$234.17 |

Wastewater Plant Maintenance

| <u>Date</u> | <u>Vendor List</u> | <u>Description</u> | <u>Total</u> |
|-------------|---------------------------|-----------------------------|-----------------|
| 4/6/18 | Electric Motors | Tank Check | \$9.63 |
| 4/23/18 | First National Bank, VISA | Supplies | \$6.54 |
| 4/23/18 | First National Bank, VISA | Paint and Painting Supplies | \$103.76 |
| | | Total | \$119.93 |

Wastewater System Maintenance

| <u>Date</u> | <u>Vendor List</u> | <u>Description</u> | <u>Total</u> |
|-------------|---------------------------|--------------------|---------------|
| 4/23/18 | First National Bank, VISA | Supplies | \$9.50 |
| | | Total | \$9.50 |

| | |
|--|--------------------|
| Water Plant Maintenance | \$0.00 |
| Water System Maintenance | \$234.17 |
| WW Plant Maintenance | \$119.93 |
| WW System Maintenance | \$9.50 |
| Month Total | <u>\$363.60</u> |
| Annual Maintenance Budget | \$20,480.00 |
| Total Maintenance Dollars Spent Year to Date | \$8,193.91 |
| Percent Maintenance Budget Spent Year to Date | 40% |



RIVERSIDE - APRIL '18

Water System Chemicals

| <u>Date</u> | <u>Vendor List</u> | <u>Description</u> | <u>Total</u> |
|--------------|--------------------|---------------------|-----------------|
| 4/9/18 | Hawkins | Sodium Hypochlorite | \$247.50 |
| 4/9/18 | Hawkins | Fluoride | \$63.00 |
| 4/9/18 | Hawkins | Polyphosphate | \$172.95 |
| 4/9/18 | Hawkins | Sodium Hydroxide | \$296.25 |
| Total | | | \$779.70 |

Wastewater System Chemicals

| <u>Date</u> | <u>Vendor List</u> | <u>Description</u> | <u>Total</u> |
|--------------|--------------------|--------------------|---------------|
| Total | | | \$0.00 |

| | |
|------------------------|-----------------|
| Water System Chemicals | \$779.70 |
| W/W System Chemicals | \$0.00 |
| Month Total | \$779.70 |

Annual Chemical Budget \$24,576.00

Total Chemical Dollars Spent Year to Date \$12,681.56

Percent Chemical Budget Spent Year to Date 52%

| | |
|-------------------------|-------------------|
| Maintenance Month Total | \$363.60 |
| Chemical Month Total | \$779.70 |
| Month Total | \$1,143.30 |

Annual Budget \$45,056.00

Total Spent Year to Date \$20,875.47

Percent Budget Spent Year to Date 46%



Completed Work Order List Report

| Completed | Equipment Name | Task | WO# |
|-----------|---------------------------------|----------------------------------|-------|
| 4/2/2018 | 5310-BLW-1 | MONTHLY PREVENTATIVE MAINTENANCE | 15154 |
| 4/2/2018 | 5310-BLW-2 | MONTHLY PREVENTATIVE MAINTENANCE | 15154 |
| 4/2/2018 | 5310-BLW-3 | MONTHLY PREVENTATIVE MAINTENANCE | 15154 |
| 4/2/2018 | 5310-FE | MONTHLY PREVENTATIVE MAINTENANCE | 15153 |
| 4/2/2018 | 5310-GEN | MONTHLY PREVENTATIVE MAINTENANCE | 15152 |
| 4/2/2018 | 5310-SAMP-EFF | MONTHLY PREVENTATIVE MAINTENANCE | 15149 |
| 4/2/2018 | 5310-SAMP-INF | MONTHLY PREVENTATIVE MAINTENANCE | 15148 |
| 4/2/2018 | 5310-SCREEN | MONTHLY PREVENTATIVE MAINTENANCE | 15147 |
| 4/2/2018 | 6310-FE | MONTHLY PREVENTATIVE MAINTENANCE | 15116 |
| 4/2/2018 | 6310-FIL-BAG-1 | MONTHLY PREVENTATIVE MAINTENANCE | 15115 |
| 4/2/2018 | 6310-FIL-BAG-2 | MONTHLY PREVENTATIVE MAINTENANCE | 15115 |
| 4/2/2018 | 6310-FIL-CART-1 | MONTHLY PREVENTATIVE MAINTENANCE | 15114 |
| 4/2/2018 | 6310-FIL-CART-2 | MONTHLY PREVENTATIVE MAINTENANCE | 15114 |
| 4/2/2018 | 6310-FIL-CART-3 | MONTHLY PREVENTATIVE MAINTENANCE | 15114 |
| 4/2/2018 | 6310-GEN | MONTHLY PREVENTATIVE MAINTENANCE | 15114 |
| 4/2/2018 | 6310-HIGH SERVICE PUMPS 1,2,3,4 | MONTHLY PREVENTATIVE MAINTENANCE | 15113 |
| 4/2/2018 | 6310-PUM-HS-1 | MONTHLY PREVENTATIVE MAINTENANCE | 15112 |
| 4/2/2018 | 6310-PUM-HS-2 | MONTHLY PREVENTATIVE MAINTENANCE | 15111 |
| 4/2/2018 | 6310-PUM-HS-3 | MONTHLY PREVENTATIVE MAINTENANCE | 15111 |
| 4/2/2018 | 6310-PUM-HS-4 | MONTHLY PREVENTATIVE MAINTENANCE | 15111 |
| 4/5/2018 | 5310-LS-MAIN | MONTHLY-PM | 15151 |
| 4/5/2018 | 5310-UV | MONTHLY PREVENTATIVE MAINTENANCE | 15146 |
| 4/6/2018 | 5310-LS-1 | MONTHLY-PM | 15150 |
| 4/6/2018 | 5310-LS-2 | MONTHLY-PM | 15150 |
| 4/6/2018 | 5310-LS-3 | MONTHLY-PM | 15150 |
| 4/6/2018 | 5310-LS-4 | MONTHLY-PM | 15150 |
| 4/6/2018 | 5310-LS-5 | MONTHLY-PM | 15150 |
| 4/9/2018 | 6310-DEH | MONTHLY PREVENTATIVE MAINTENANCE | 15117 |

“Live Long, And Prosper.”

-Spock

Other Ideas

“To Boldly Go Where No Man Has Gone Before”

“Live Long, And Prosper.”

“Warp Speed”

“Beam Me Up, Scotty”

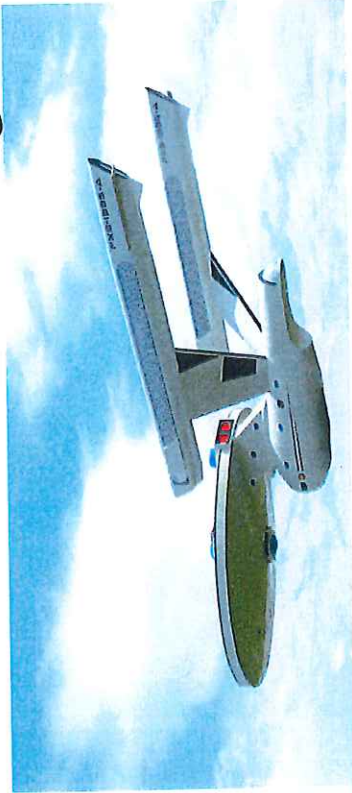
RIVERSIDE

BIRTHPLACE OF

Capt. JAMES T. KIRK

BOLDLY GO

Thank-You for visiting



Riverside

BIRTHPLACE OF

Capt. James t. Kirk

BOLDLY GO.....

2018 Small City Workshops

Dates & Locations

5:30 p.m. - 8:00 p.m.

June 5
Britt
 Britt Country Club
 2360 James Ave 50423

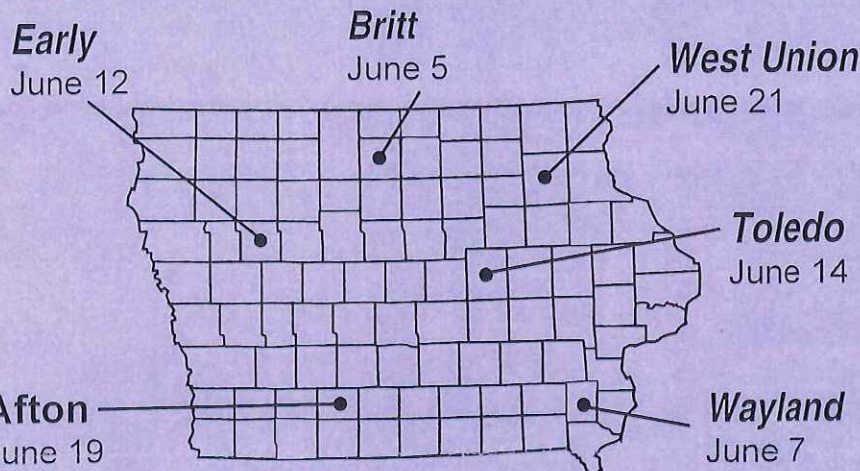
June 7
Wayland
 Community Center
 218 W Main St 52654

June 12
Early
 City Hall (Basement)
 107 N Main St 50535

June 14
Toledo
 Reinig Center
 1007 Prospect Dr 52342

June 19
Afton
 Community Center
 240 N Douglas St 50830

June 21
West Union
 Community Library
 210 N Vine St 52175



Topic

Strategically Investing in Your Community

This year's topic will focus on planning and completing community development projects, including prioritizing infrastructure needs and how to properly budget for projects. It's challenging to assess a city's current infrastructure and understand what needs to be replaced – what is the condition of our streets? When do we need to upgrade our utility system? How can we afford these necessary projects? Attendees will learn how to strategically plan for infrastructure projects, including developing capital improvement plans that fit a small city. The workshops will also feature successful examples of communities that have made smart investments to make needed improvements.

Agenda

- 5 p.m. – Registration begins
- 5:30-6:20 p.m. – Strategically Investing in Your Community Part I
- 6:20-7:10 p.m. – Dinner
- 7:10-8 p.m. – Strategically Investing in Your Community Part II

Register online at
www.iowaleague.org

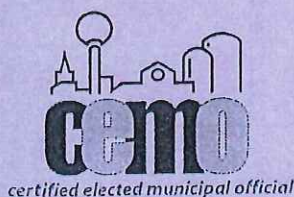
Registration costs \$45,
 dinner will be provided.

Attendees are encouraged to register online at

www.iowaleague.org

Payments can be made by credit card or check.
 If paying by check, please use the manual form found online.

All registrations are subject to a \$5 cancellation fee.
 Cancellations must be received in writing.



Worth 5 CEMO
 certification credits.



(515) 244-7282 | (866) 248-9243



www.iowaleague.org

Becky LaRoche

From: Mark Tomb <marktomb=iowaleague.org@mail203.atl121.mcsv.net> on behalf of Mark Tomb <marktomb@iowaleague.org>
Sent: Tuesday, May 15, 2018 8:30 AM
To: Becky LaRoche
Subject: IaCMA Summer Conference Registration

Becky LaRoche:

Registration is now open for the 2018 Summer Conference of the Iowa City/County Management Association (IaCMA). The event will occur at the Meadows Events & Conference Center in Altoona- July 11-13, 2018.

[Conference Agenda](#)

[Online Registration](#) (must have League website login, pay by credit card)

[Paper Registration](#) (pay by check)

Full conference registration is \$155 for IaCMA members and \$175 for non-members.

Conference Stipends

Six stipends that will cover the full cost of summer conference registration are available. If you are interested in being considered for a Summer Conference Stipend, please send a very brief request with your name, title, city, number of years in the profession and note if you have previously attended a Summer Conference. All members are encouraged to apply. Please send information to marktomb@iowaleague.org by Noon on May 28. Decisions will be made within a week of the deadline.

Hotel Reservations

Prairie Meadows Hotel, 1 Prairie Meadows Drive, Altoona, IA
Special rates have been negotiated for the Iowa City/County Management Association Summer Conference. Reservations can be made by going to www.prairiemeadows.com or by calling 800-325-9015 and referencing group code 07112016IAC. Room rates under the

block start at \$139. Room block expires June 22, 2018.

Let me know if you have any questions. See you in Altoona!

Mark Tomb

Director of Membership Services

Iowa League of Cities

Direct: (515) 974-5321

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

Main: (515) 244-7282 | Fax: (978) 367-9733 | www.iowaleague.org

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Community and Economic Development

2018 Municipal Professionals Institute



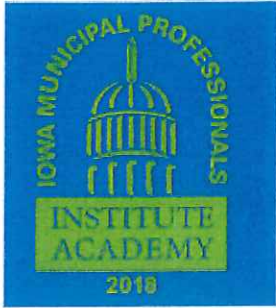
July 16-20 and 23-25, 2018

The 2018 course brochure is [HERE!](#) [Registration](#) is now open! [This matrix](#) will show you which classes can be paired together to make the best use of your time.

The Iowa Municipal Professional Institute (MPI) stands as one of the nation's largest bringing together more than 200 municipal professionals each year. The Iowa MPI offers a variety of courses to assist municipal professionals in their day-to-day duties. It also provides educational credit toward certification by the International Institute of Municipal Clerks (IIMC) and/or the two certifications by the Iowa Municipal Finance Officers Association (IMFOA). The annual courses allow for personalized interaction with faculty and staff from universities or other individuals involved with municipal administration while updating on new laws, programs and technology affecting Iowa municipal government.

The Iowa Municipal Professionals Institute Curriculum [Self Assessment](#) tool allows past participants to manage their courses and progress in the Institute.

We sell sweatshirts as a way to keep everyone warm (the rooms are sometimes chilly) and help raise money to offer scholarships. There will be a zip-up hooded sweatshirt available for \$30 (\$32 for XXL & XXXL) 2018 MPI-MPA.



Maps & Locations

If you wish to stay at the conference center, make your room reservations directly with Gateway at 1-800-FOR-AMES or (515) 292-8600. Please identify yourself as a Municipal Professionals Institute attendee and request the MPI room block.

Gateway Hotel and Conference Center ([Gateway map](#))

2100 Green Hills Drive

Ames, IA

[Research Park/CPMI Bldg. Directions](#) (for class FX290: E-reporting and Communication for the Clerk's Office)

Fees

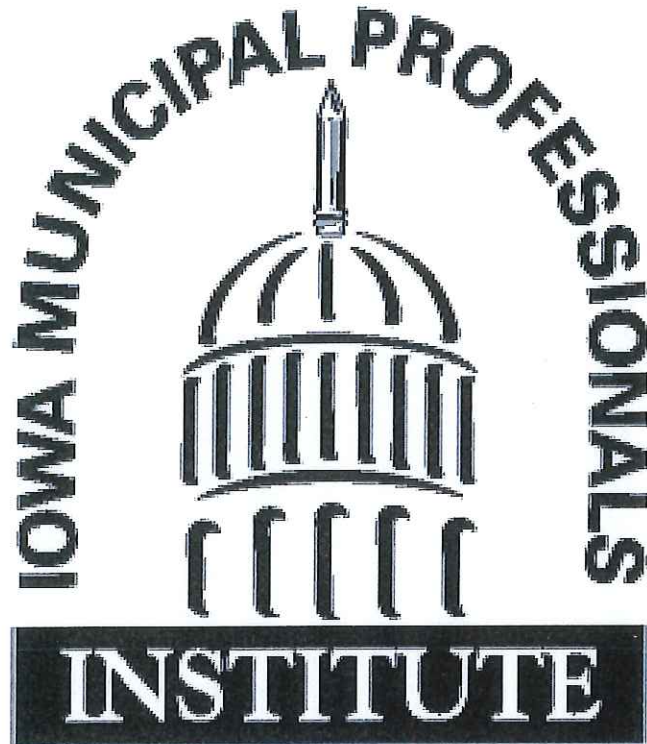
Registration fees differ per course and year. Fees can be estimated using the most recent registration form found in the 2018 Program and Registration Brochure.

Courses

[Course Descriptions](#)

Dining Options in Ames

<http://www.thinkames.com/poi/eat/>



Iowa Municipal Professionals Institute

July 16-20, 2018 and July 23-25, 2018

Gateway Hotel and Conference Center
2100 Green Hills Drive
Ames, IA

Registration is available online at
oslgp.iastate.edu
Use the registration invoice to forward pay-
ment directly to the Iowa League of Cities.

This is the **43rd** year of the Institute, still one of the largest in the nation,
with more than **200 municipal professionals** attending each year.

Sponsored by **Iowa State University Office of State & Local Government Programs** and the
Iowa Municipal Finance Officers Association with the cooperation of the **Iowa League of Cities.**

Iowa Municipal Professionals Institute Course Offerings

Register online by July 9

Week 1 - July 16-20

Monday, July 16

8 a.m. - 12:15 p.m.
BA155MPI: Principles of Effective Management\$60.00

8 a.m.-5:15 p.m.
BA101MPI: Elements of a City Financial System \$120.00

12:15 p.m. - 1 p.m.
Lunchno fee

1 p.m. - 3 p.m.
BA140MPI: Ethics for Public Officials\$30.00

3:15 p.m - 5:15 p.m.
BA120MPI-1*: Introduction to Public Speaking..... \$165.00
2 hrs of 8-hour course

5:15 p.m. - 6:15 p.m.
Testing

Tuesday, July 17

8 a.m. - 12:15 p.m.
BA145MPI: Working with Public Officials\$60.00

8 a.m. - 3 p.m.
BA130MPI: Understanding Legal Terms\$90.00

1 p.m. - 5:15 p.m.
BA149MPI: Working with Citizens.....\$60.00

3:15 p.m. - 5:15 p.m.
FX220MPI: Intergovernmental Relations\$30.00

5:15 p.m. - 6:15 p.m.
Testing

Wednesday, July 18

8 a.m. - 5:15 p.m.
BA120MPI-2*: Fundamentals of Public Speaking –fee above
Speaking Exercise, remaining 6 hrs of 8-hour course

8 a.m. - 5:15 p.m.
BA150MPI: Group Dynamics & Team Building \$120.00

1 p.m. - 4:15 p.m.
FX250MPI*: Best Practices in City Governmentfee above

5:15 p.m. - 6:15 p.m.
Testing

*Registering for BA120MPI-1 on July 17 automatically puts you in BA120MPI-2 and FX250MPI.

Thursday, July 19

8 a.m. - 10 a.m.
FX210MPI: Managing Risk & Purchasing Insurance\$30.00

8 a.m. - 12:15 p.m.
BA125MPI: Written Communications\$60.00

10:15 a.m. - 12:15 p.m.
FX201MPI: Administrative Law\$30.00

1 p.m. - 5:15 p.m.
BA110MPI: Basics of a Personnel System\$60.00
FX290MPI: E-Reporting & Communications for the Clerk's Office.....\$60.00

*Note: Class will be held at ISU Research Park, Limit 30

5:15 p.m. - 6:15 p.m.
Testing

Friday, July 20

8 a.m. - 12:15 p.m.
FX240MPI: Coping with Controversy.....\$60.00
FX230MPI: The Fine Art of Negotiations.....\$60.00

12:15 p.m. - 1:15 p.m.
Testing

Week 2 - July 23-25

Monday, July 23

8 a.m. - 12:15 p.m.
CL320MPI: Records Management.....\$60.00

8 a.m. - 3 p.m.
FN401MPI: Iowa City Budgeting System & Capital Planning
and Budgeting.....\$90.00

1 p.m. - 3 p.m.
CL325MPI: Iowa Open Meeting Law\$30.00

3:15 p.m. - 6:15 p.m.
FN409MPI: Public Funds Investing\$45.00

3:15 p.m. - 5:15 p.m.
CL329MPI: Clerks Roles in Elections.....\$30.00

5:45 p.m. - 6:45 p.m. or 6:15 p.m. - 7:15 p.m.
Testing

Tuesday, July 24

8 a.m. - 12:15 p.m.
FN406MPI: Financing Options and Economic Development\$60.00

8 a.m. - 3 p.m.
CL310MPI: Legal Aspects of Minutes.....\$90.00

1:00 p.m. - 5:15 p.m.
FN415MPI: Accounting, Auditing and Other Fiscal Responsibilities\$60.00

3:15 p.m. - 5:15 p.m.
CL315MPI: Writing Resolutions and Ordinances.....\$30.00

5:15 p.m. - 6:15 p.m.
Testing

Wednesday, July 25

8 a.m. - 12:15 p.m. and 1 p.m. - 3 p.m.
CL330MPI: Office Administration/P&Z/Nuisance.....\$90.00

8:00 a.m. - 5:15 p.m.
FN110MPI: General Ledger Accounting \$120.00

3:15 p.m. - 6:15 p.m.
CL301MPI: Parliamentary Procedures\$45.00

5:15 p.m. - 7 p.m.
Testing

Key:

BA-BASIC: 50 credits required for all certifications offered through ISU (test)
FX-FLEX: 25 credits that are required for all certification, courses listed are those offered by ISU (test for IIMC)

CL-CLERK: 25 credits required for the Clerk Certification and offered through ISU (test for IIMC)

FN-FIN: 25 credits required for the Financial Officer Certification and offered through ISU (test for IIMC)

**NEW THIS YEAR! The Municipal Professionals Institute is going PAPERLESS.
Available materials will be posted on the website by Wednesday, July 11.**

Course Recommendations , July 16-20

Monday, July 16:

First-time attendees:

BA101MPI: Elements of a City Financial System (8 hours)

Required for All Certifications:

BA101MPI: Elements of a City Financial System (8 hours)

BA155MPI: Principles of Effective Management (4 hours)

BA140MPI: Ethics for Public Officials (2 hours)

BA120MPI-1: Introduction to Public Speaking (2 hours of 8-hour course)

Tuesday, July 17:

First-time attendees:

BA145MPI: Working with Public Officials (4 hours)

BA149MPI: Working with Citizens (4 hours)

Required for All Certifications:

BA145MPI: Working with Public Officials (4 hours)

BA149MPI: Working with Citizens (4 hours)

BA130MPI: Understanding Legal Terms (6 hours)

FX220MPI: Intergovernmental Relations (2 hours)

Wednesday, July 18:

First-time attendees:

BA150MPI: Group Dynamics and Team Building (8 hours)

Required for All Certifications:

BA150MPI: Group Dynamics and Team Building (8 hours)

BA120MPI-2: Fundamentals of Public Speaking
(remaining 6 hours of 8-hour course)

Recommended for All Certifications:

FX250MPI: Best Practices in City Government (3 hours)

(Note: This session will be concurrent with part of the public speaking course. If you take BA120MPI-1, there will be no charge for this session.)

Thursday, July 19:

First-time attendees:

BA110MPI: Basics of a City Personnel System (4 hours)

BA125MPI: Written Communications (4 hours)

Required for All Certifications:

BA110MPI: Basics of a City Personnel System (4 hours)

BA125MPI: Written Communications (4 hours)

Recommended for All Certifications:

FX290MPI: E-Reporting & Communications for the Clerk's Office (4 hours)

FX210MPI: Managing Risk & Purchasing Insurance (2 hours)

FX201MPI: Administrative Law and Procedures (2 hours)

Friday, July 20:

First-time attendees:

FX230MPI The Fine Art of Negotiations (4 hours)

Recommended for All Certifications:

FX240MPI: Coping with Controversy (4 hours)

FX230MPI: The Fine Art of Negotiations (4 hours)

NEW THIS YEAR! The Municipal Professionals Institute is going PAPERLESS. Available materials will be posted on the website by Wednesday, July 11.

Benefits

- Opportunities for personalized interaction with the speakers - faculty and staff from universities and individuals who are involved in municipal administration.
- Opportunities to meet other municipal professionals from across the state - make friends and business acquaintances.
- Updates on new laws, programs and technology affecting Iowa municipal government.

Certification

In addition to providing municipal professionals with valuable information to assist in the performance of their duties, the successful completion of the entire Institute fulfills most of the educational requirements for certification by the International Institute of Municipal Clerks (IIMC), and the Iowa Certification of Municipal Professionals program.

Full participation and attendance is required to receive certification. Most classes are held at the Gateway Hotel and Conference Center in Ames – a final class schedule with locations will be provided in July. A course may be cancelled if there is insufficient registration. Participants will be contacted in advance if this occurs. **Suggested course recommendations for first-time attendees and clerks certification can be found in the shaded boxes.** For questions on any courses offered, please contact Cindy Kendall at ckendall@iastate.edu (515-290-1811) or Cindy Stuve at cstuve@iastate.edu (515-294-8397).

IIMC is an international association of clerks dedicated to advancing the professionalism required to be a city clerk. Certification by IIMC is a recognition of the individual clerk's involvement in professional development activities. By completing the appropriate courses offered by the Iowa Municipal Professionals Institute, clerks receive 60 points toward certification. This constitutes one-half of the 120 points needed for certification; the remaining points are gained through experience and attendance at professional meetings.

The Certification for Municipal Professionals is an Iowa based program sponsored by the Iowa Municipal Finance Officers Association (IMFOA). It provides individuals with the opportunity to be certified in any or all of the two certification categories. Those categories are:

- Certified Municipal Clerk
- Certified Municipal Finance Officer

Scholarship application and registration online at oslgp.iastate.edu

Payments can be made by check or credit card. If paying by check, please include a copy of your receipt with the payment.

Questions? Contact: Office of State & Local Government Programs

2321 North Loop Drive, Suite 121 • Ames, IA 50010-8218 • 515-294-8397 (phone) 515-294-1354 (fax)

Visit us online at oslgp.iastate.edu

Testing

The IIMC requires each state to test participants in the major subjects offered through recognized training. The Iowa Municipal Professionals Institute complies with this requirement by testing the major subjects offered in each of the courses which comprise the credits needed for the IIMC certification. In addition, all "Basic" courses under the Iowa Certification for Municipal Professionals program require testing. Testing is conducted in a way that is non-threatening. The tests emphasize understanding how the material presented can be applied to the work done by municipal professionals. The tests will be primarily be short answer focusing on identifying terms and longer answers dealing with applications. Participants will be allowed to use notes and materials from the courses to help in formulating answers. Time will be set aside during the week for the tests.

Registration

Online pre-registration is required by July 9. The online registration fee is based on the number of classes you decide to take. Fees must be paid before the session begins, with refunds guaranteed on registrations cancelled before July 9. A \$25 fee will be charged for all refunds. Online registrations will receive an email confirmation of the classes requested. After registering online, use the registration invoice to forward payment directly to the Iowa League of Cities. Credit card payments are available. NEW THIS YEAR! The Municipal Professionals Institute is going PAPERLESS. Available materials will be posted on the website by Wednesday, July 11.

Scholarships and Shirt Order

The Institute and IMFOA award several scholarships each year to participants who apply and are selected. Scholarship applications can be found at oslgp@iastate.edu or contact Cindy Stuve at custuve@iastate.edu (515-294-8397) or Cindy Kendall at all@iastate.edu (515-290-1811). The application deadline is April 3, 2018. Some of these scholarships are funded through the sale of shirts, which must be purchased at the time of registration and by June 29. Submit your payment with the registration invoice form. Only advance purchase of sweatshirts is available. They will not be for sale at the Institute. This year the 2018 Institute will offer a royal blue zip-up jacket with a left chest logo in lime for \$30 (\$32 for sizes XXL-XXXL). Shirt registrations will be taken online.

Meals

Monday, July 16 following the morning session a lunch will be held at Gateway. Costs are included in your registration fees. Gateway has a restaurant on site. Ames has many fine restaurants within easy driving distance of the Gateway and a list and map will be provided to you at registration. Fast food is recommended during the daily lunch breaks.

Housing and Directions

Conference Hotel
Gateway Hotel and Conference Center
2100 Green Hills Drive
Ames, IA 50014

Make your room reservations directly with Gateway at 1-800-FOR-AMES or (515) 292-8660 by Monday, June 25. Please identify yourself as a Municipal Professionals Institute attendee and request the MPI room rate of \$116 (single or double occupancy). Room rates do not include tax, which is 12 percent. If you have any need for special accommodations please inform the hotel and they will do their best to meet your needs. If you want to room together, please make reservations with that in mind. Gateway will work with anyone interested in doubling up on a room.

Directions to Gateway from I-35:
146, south on University Boulevard.
From Interstate 35, Exit 111 B (US 30), four miles west to Exit

Other hotels near Gateway:
Best Western University Park Inn & Suites
(515) 296-2500

Holiday Inn Ames Conference Center
(515) 268-8808

* Registration fee does not include housing. You need to make your own hotel reservations by Monday, June 25.

Course Recommendations, July 23-25

Monday, July 23:

Clerks Certification:

CL320MPI: Records Management (4 hours)
CL325MPI: Iowa Open Meetings Law (2 hours)
CL329MPI: Clerks Role in Elections (2 hours)

Finance Certification:

FN401MPI: Iowa City Budgeting System and Capital Planning and Budgeting (6 hours)
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Tuesday, July 24:

Clerks Certification:

CL310MPI: Legal Aspects of Minutes (6 hours)
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Finance Certification:

FN406MPI: Financing Options and Economic Development (4 hours)
FN415MPI: Auditing, Accounting & Other Fiscal Responsibilities (4 hours)

Wednesday, July 25:

Clerks Certification:

CL301MPI: Parliamentary Procedures (3 hours)
CL330MPI: Office Administration/P&Z/Nuisance (6 hours)

Finance Certification:

FN110MPI: General Ledger Accounting (8 hours)