

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA**  
**RIVERSIDE CITY HALL COUNCIL CHAMBERS**  
**60 N GREENE STREET**  
REGULAR MEETING  
Monday, August 6, 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
2. Approval of agenda
3. Consent agenda
  - a. Minutes from 2018-07-16
  - b. Expenditures for 2018-08-06
  - c. St. Mary's Catholic Church Labor Day beer permit
4. **Public forum.** 3 minutes per person. See guidelines for public comments at the Clerk's table
5. Boy Scouts request for use of fire pits in Hall Park on 10/27/18
6. Committee Reports
  - a. P&Z Committee minutes – 2018-07-23 **pg 5**
  - b. RAGBRAI report
7. Trek Fest report
8. MMS Consultants report
  - a. Highway 22 project award  
RES 080618-01 **pg 6**
  - b. Downtown streetscape project update
  - c. Galileo Drive project update  
RES 080618-02 Change Order #1 Sanitary Sewer **pg 7**
  - d. A&S Holdings Walnut Ave. project update
9. Main Street Iowa – Downtown Walk Around **pg 10**
10. Streets – truck bids
11. RES 080618-03- Clerk Certificates **pg 13**
12. Mayor's report
13. City Clerk's report  
Iowa League of Cities 2018 Annual Conference & Exhibit
14. City Council comments and requests for information **pg 14**
15. Motion to adjourn

## COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: July 16, 2018

The Riverside City Council meeting opened at 6:33 pm in City Hall with Mayor Allen Schneider requesting roll call. Council members present were: Andy Rodgers, Tom Sexton, Bob Schneider Jr., Jeanine Redlinger, and Rob Weber.

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

Schneider requested to pull payment to Camp Highland, pending final report of the summer session in regards to grant.

Rodgers moved to approve the minutes from July 2<sup>nd</sup>, Murphy's Ragbrai beer permit, and expenditures without the payment for Camp Highland. Second by Redlinger, passed 5-0.

Kathy Lindhorst asked Council about progress of nuisance properties.

Sam Davis, Riverside Boy Scout reported on the final placement of Bluebird houses for his Eagle Scout project. Redlinger suggested that Davis add signage explaining the project.

Sexton moved to approve the Bluebird project and location of houses. Second by Weber, passed 5-0. Davis will return to council with report when completed.

Schneider moved to open the Public Hearing on Sale of Cherry Lane lot #4 at 6:52 pm. Second by Redlinger, passed 5-0. There were no written or oral comments. Sexton moved to close Public Hearing at 6:53 pm. Second by Redlinger, passed 5-0.

Sexton moved to pass Resolution #071618-01; Sell Cherry Lane Lot 4 to APEX Construction, in the amount of \$34,000. Second by Schneider, passed 5-0.

Riverside Volunteer Fireman report for June was submitted.

Kevin Meller gave Ragbrai progress report. They will not be closing W61 Hwy at the bridge, due to the county charge for dust control. An extra deputy will be hired to help with traffic south of River Street.

Meller also reported on TrekFest. Event went well despite the extreme heat. Club is waiting for refunds to come in. Results should be available in August.

Weber thanked Meller for taking on two major events.

Ben Mitchell, MMS, updated council on Capital Improvement projects. City easements, for work done in the alley, are nearly complete. Downtown street lights are scheduled to be installed next week.

Sexton moved to pass Resolution 071618-02, Pay request #4 to J&L Construction for the downtown streetscape project in the amount of \$61,111.59. Second by Rodgers, passed 5-0.

COUNCIL PACKET

Galileo Drive work continues with no issues. Utilities are in the ground. Rodgers moved to pass Resolution 071618-03, Pay request #2 to Triple B Construction for the Galileo Street Project in the amount of \$39,947.50. Second by Weber, passed 5-0.

Mitchell asked for the change of bid date for the Hwy 22 project. DOT is still reviewing engineering documents. Redlinger moved to change bid date from July 26<sup>th</sup> to August 2<sup>nd</sup>. Second by Sexton, passed 5-0.

Council discussed downtown business grants. Information will be requested from Mainstreet Iowa.

Maria Meller updated Council on the Bike Safety Seminar that was held at the Casino parking lot on July 8<sup>th</sup>. Over 200 people attended, with 60 helmets given out, and fitted to children.

Mayor Schneider stated that Council needs to work on updating the City Fireworks Ordinance before the next selling period at the end of the year.

Mayor stated that he would like to have Finance Committee work with the City Clerk to develop procedures in response to FY17 state audit.

Redlinger moved to adjourn at 8:00 pm. Second by Sexton, passed 5-0.

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

Council Meeting – Monday, August 6th, 2018 at 6:30 pm.

ATTEST

  
Becky LaRoche; City Clerk

  
Allen Schneider; Mayor

# COUNCIL PACKET

EXPENDITURES AUG 06, 2018					
COUNCIL MEETING					
1	AREO RENTAL	RAGBRAI	001-5-650-6444	\$	2,940.60
2	ATECH/FREEMAN ALARM	RVFD	001-5-150-6356	\$	84.00
3	BOYSE DOZING	2 HYDRANTS-SEWER PLANT	600-5-810-6374	\$	400.00
4	DEERY BROTHERS MOTORS	RFVD TRUCK	001-5-150-6352	\$	29,394.00
5	DNR	ANNUAL NPDES PERMIT FY-19	600-5-810-6245	\$	210.00
6	ENGLISH RIVER CONCRETE	SYCAMORE SIDEWALKS	600-5-810-6374	\$	1,950.00
7	IOWA ONE CALL	LOCATES	600-5-810-6507	\$	21.70
8	IOWA PAPER	PARK SUPPLY	001-5-430-6325	\$	67.90
9	IOWA PUMP WORKS	REPLACE SLUDGE PUMP	610-5-815-6374	\$	1,697.50
10	IOWA PUNP WORKS	REPAIR SLUDGE PUMP	610-5-815-6374	\$	6,088.83
11	ITECH	AUG CONTRACT	001-5-650-6497	\$	225.00
12	J&S PLUMBING	RVFD A/C REPAIRS	001-5-150-6310	\$	162.08
13	JAY STUELKE	AUG CELL	001-5-210-6373	\$	50.00
14	JIMS SMALL ENGINE REPAIR	WEEDER	001-5-430-6504	\$	23.30
15	JOHNSON COUNTY REFUSE	AUGUST SERVICE	670-5-840-6499	\$	1,874.25
16	KALONA GRAPHICS	ENVELOPES	001-5-650-6506	\$	220.95
17	KALONA LIBRARY	FY-19 CONTRACT	001-5-410-6502	\$	20,356.00
18	KOCH OFFICE GROUP	COPY FEE	001-5-650-6496	\$	278.27
19	LAROCHE, BECKY	TRAINING MILAGE/MEALS	001-5-650-6240	\$	409.98
20	LAROCHE, BECKY	AUG CELL	001-5-650-6373	\$	50.00
21	LARRY YODER MASONRY	W. SIDE SIGN BRICK SUPPORTS	001-5-510-6320	\$	11,700.00
22	LENZ, BRYAN	AUG CELL	001-5-210-6373	\$	50.00
23	LL PELLING	STREET MAINT.	110-52106417	\$	19,869.50
24	LL PELLING	STREET MAINT.	110-5-210-6417	\$	3,721.55
25	MAPLE AVE. GREENHOUSE	PLANTERS	001-5-430-6320	\$	75.93
26	MEDIACOM	CITY HALL-JULY	001-5-650-6373	\$	152.86
27	MENARDS	PARKS	001-5-430-6320	\$	209.63
28	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$	11.08
29	MID AMERICAN ENERGY	FIRE STATION	001-5-150-6330	\$	12.43
30	MID AMERICAN ENERGY	CITY HALL	001-5-650-6371	\$	11.08
31	MID AMERICAN ENERGY	C. BUILDING	001-5-460-6371	\$	11.08
32	MMS CONSULTANTS	HWY22	301-5-750-6785	\$	31,238.82
33	MMS CONSULTANTS	TOPO HWY 22	301-5-750-6785	\$	2,290.00
34	MMS CONSULTANTS	RE-SURFACE HWY22	301-5-750-6785	\$	14,955.75
35	MMS CONSULTANTS	GALILEO	301-5-750-6793	\$	3,336.80
36	OFFICE EXPRESS	SUPPLY	001-5-650-6506	\$	64.94
37	PEOPLE SERVICES	MAY SERVICE	610-5-815-6500	\$	10,972.50
38	PEOPLE SERVICES	MAY SERVICE	600-5-800-6500	\$	10,972.50
39	PITNEY BOWES	POSTAGE	600-5-810-6508	\$	500.00
40	SANDERS ELECTRIC	RAGBRAI	001-5-650-6444	\$	490.00
41	STUMPF CONS.	STUMP REMOVAL - HALL PARK	001-5-430-6320	\$	245.00
42	TYLER TECH.	FY19 MAINTENANCE	001-5-650-6495	\$	4,178.25
43	WILKINSON PRECAST	TRUCK/Crane W.. SIGN	001-5-510-6320	\$	300.00
44	WILKINSON PRECAST	WEST SIDE SIGN	001-5-510-6320	\$	3,150.00
		TOTAL		\$	185,024.06
JULY EOM PAYABLES					
45	MEDIACOM	JULY SERVICE		\$	139.04
46	WINDSTREAM	JULY SERVICE		\$	406.00
47	LINCOLN NAT'L LIFE INS	AUG PAYMENT		\$	179.14
48	US BANK	COPY RENT- JULY		\$	166.37
49	VERIZON	JULY SERVICE		\$	63.60
		TOTAL EXPENDITURES		\$	185,978.21

**Becky LaRoche**

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**From:** Licensing@IowaABD.com  
**Sent:** Thursday, July 19, 2018 2:33 AM  
**To:** becky@cityofriversideiowa.com  
**Cc:** Licensing@IowaABD.com  
**Subject:** Liquor License Pending Dram Shop

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

<b>License #</b>	<b>License Status</b>	<b>Business Name</b>
	Pending Dram Shop	St. Mary's Church of Riverside, IA (360 Washburn St. 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

# COUNCIL PACKET

Planning and Zoning Commission Meeting  
Monday July 23, 2018

Members present:

Ryan Rogerson, Chairperson  
Mike O'Leary  
Marcy Musser  
Christine Kirkwood

Others present:

Allen Schneider, Mayor  
Ben Mitchell, MMS  
Mike Walsh, A&S  
Diane Poch, Interim Deputy Clerk

1. The meeting was called to order by Ryan Rogerson, Chair, at 5:30 p.m. in City Hall.
2. The roll call was taken and a quorum was present.
3. The Commission received a letter from MMS and a Site Plan which they reviewed. Mike Walsh explained that all of the issues in Ben's letter had been addressed except the culvert.
  - Ben said there is a culvert there, but it is not on the plan.
  - The building setbacks are not labeled, but they are ok.
  - There are 54 parking spots outside the building, including handicap, and there are 19 in the building for a total of 73.
  - There will be sprinklers in the building. A&S hasn't talked to the Fire Department about the hydrants locations, but Ben will contact the Fire Chief tomorrow. The drain should go to a public system directly, not through a private system first.
  - Ben said there is nothing in his letter that would hold up approval by the P&Z Commission at this point. Ryan noted that if everything will be done, then there is no problem.
4. Rogerson made a motion to recommend the approval of the site plan subject to the completion of items noted in the MMS letter. Mike O'Leary seconded the motion and it passed unanimously.
5. Rogerson moved to approve the minutes of May 2, 2018. Musser seconded the motion and it passed unanimously.
6. Rogerson adjourned the meeting at 5:45 p.m.

Ryan Rogerson  
Chairperson, P&Z

Attachment:

MMS letter dated 7/23/18 from Ben Mitchell, 2 pages  
Drawings for Proposed Improvement Multi-Purpose Building, Riverside, Iowa, 7 pages

**Becky LaRoche**

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HWY. 22

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Sunday, July 29, 2018 4:49 PM  
**To:** mayor@cityofriversideiowa.com; becky@cityofriversideiowa.com;  
b.mitchell@mmsconsultants.net  
**Subject:** FW: saint marys street renovation

OK to add removal of this tree to the project?

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

**Scott Pottorff, P.E.**

*Project Manager*

Office: (319) 351-8282

Mobile: (319) 631-0365

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

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

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**From:** Lally Nathan USWN [<mailto:nathan.lally@syngenta.com>]

**Sent:** Tuesday, July 24, 2018 7:53 PM

**To:** [s.pottorff@mmsconsultants.net](mailto:s.pottorff@mmsconsultants.net)

**Subject:** saint marys street renovation

Scott,

My wife attended the City of Riverside meeting regarding the hwy 22 project, more specifically the Saint Mary's Street renovation. Our house number is 281 and she brought to your attention about a tree that should be removed as part of the project since it butts up right against the current sidewalk and would most likely cause damage to a new sidewalk . The tree is located in the city easement. I don't know if you had a chance to look into this issue any further but I would like to know if this tree can be removed as part of the project.

Also my wife thought our sump pump drained into the street gutter, however it does not.

Thanks,  
Nathan

**Nathan Lally**  
PT Scientist  
Seeds Production Research

RESOLUTION #080618-01

RESOLUTION TO AWARD HWY22 PROJECT TO

\_\_\_\_\_

**Whereas**, the City of Riverside City Council hereby awards the HWY 22 Project" to \_\_\_\_\_ of \_\_\_\_\_, in the amount of \$\_\_\_\_\_.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve the award for contracted services. A public hearing was held and notices were published according to the legal requirements of the State of Iowa. A bid letting was held on August 2<sup>nd</sup> at 2:00 pm at Riverside City Hall where the sealed bids received were opened and a Bid tabulation sheet was prepared by Scott Pottorff of MMS Consultants.

**Moved by** Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to approve the foregoing resolution.

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

Ayes:

Nays:

Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa and approved this 6<sup>th</sup> day of August, 2018.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk



RESOLUTION #080618-02

**RESOLUTION APPROVING CHANGE ORDER #1 FOR TRIPPLE B  
CONSTRUCTION, FOR THE GALILEO STREET PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this Change Order #1 in the amount of \$ 5,500.00

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the Change Order #1 for additional length of sanitary sewer which was installed adjacent to Kleopfer Ave. in the Galileo Street Project.

It was moved by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, to approve the foregoing resolution on August 6<sup>th</sup>, 2018.

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

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by City Council of Riverside, Iowa, on this 6<sup>th</sup> day of August, 2018.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

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: July 31, 2018  
Project: Galileo Drive Project

July 30-Aug.3:	Watermain Testing, Water Services Storm Sewer
August 6-10:	Storm Sewer
August 13-17:	Storm Sewer Subdrain Subgrade Prep
August 20-24:	Granular Subbase Granular Surfacing for Parking Lot Begin Prep for Paving
August 27-31:	Prep and Pour Mainline paving Grading and Subbase for sidewalks
September 4-7:	Mainline Paving and Sidewalks
September 10-14:	Finish Concrete Work Asphalt Patch Clean-up, backfill, Spread black dirt
September 17-21:	Finish Black Dirt Seeding and Restoration

**Becky LaRoche**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Wednesday, August 01, 2018 2:57 PM  
**To:** brad@triplebconstructionia.com  
**Cc:** becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com;  
b.mitchell@mmsconsultants.net  
**Subject:** Galileo Drive Addition Change Order #1  
**Attachments:** 2245039changeorder1.pdf

Please find attached change order #1 for the Galileo Drive Addition project. This change order is for the additional length of sanitary sewer at additional depth and with utility conflicts to connect to the existing manhole.

Please sign and return 3 hard copies to City Hall before Monday night.

Feel free to contact me with any questions.

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



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*Project Manager*

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Mobile: (319) 631-0365

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

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 Iowa City, Iowa 52240

**319.351.8282**

mmsconsultants.net  
 mms@mmsconsultants.net

Environmental Specialists  
 Landscape Architects  
 Land Planners  
 Land Surveyors  
 Civil Engineers

August 1, 2018

2245-039

Galileo Drive Addition  
 Change Order #1

The following changes to the contract are requested to pay for additional length of sanitary sewer which was installed adjacent to Kleopfer Avenue.

The additional 55 LF of sanitary sewer installed to connect to the existing manhole was at additional depth and adjacent to Kleopfer Avenue and required working around existing utilities. The changes required for this work are as follows:

**DELETE**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Sanitary Sewer Main, 8" Extra Depth and Utility Conflicts	55 LF	\$100.00	\$5,500.00

Change to the Contract

This change order would add the above item to the contract and increase the amount of the contract by \$5,500.00.

Reason for changes

The sanitary sewer was not stubbed out of the existing sanitary manhole as shown on the plans and on existing mapping. The stub out of the manhole was only a few feet long so the Contractor was required to install an additional 55 LF of sanitary sewer to connect to the existing manhole. This section of sanitary sewer was deeper than the rest of the sanitary on site and was to be constructed within existing utilities and in very close proximity to Kleopfer Avenue. All of the conflicts resulted in the additional 55 LF of sanitary sewer being much more difficult to install. Therefore, the contractor requested a higher unit price for the additional 55 LF.

Approved by:

\_\_\_\_\_  
 Triple B Construction

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

2245039changeorder1.docx

# IOWA DOWNTOWN RESOURCE CENTER

**IOWA**  
economic development

A downtown or traditional commercial district represents a community's history and helps define the community. Does your downtown present a unique identity with features and strengths to draw residents, visitors, businesses and commerce? Would you be proud to show your downtown to potential new business prospects or even someone considering a move to your community?

If downtown development or downtown revitalization is not an active segment of your community's economic or community development plans, your efforts may be incomplete.

The Iowa Economic Development Authority's (IEDA) Iowa Downtown Resource Center (IDRC) helps communities learn more about the importance of downtown development and specifically how your community can implement strategies to make downtown more viable.

Community involvement may range from a simple downtown walk around to Main Street Iowa (MSI) program services.

## ASSESSING DOWNTOWN

What are your downtown's strengths? Weaknesses? What can you do to make it more attractive to customers? The IDRC offers a variety of services to help communities identify these strengths, weaknesses and solutions.

### Downtown Assessment Visit (\$2,500)

The IDRC staff of experienced professionals perform an intense, on-site study of your downtown, including a public presentation and written report that provide short and long-range recommendations to use in your planning efforts.

### Downtown Walk Around (\$300)

This visit offers communities an honest first impression of its downtown — helping to identify downtown strengths, challenges and basic revitalization strategies.

### Downtown Exchange (No Charge)

This is an excellent opportunity to learn about community perception. Each community will be matched with a similar community. Volunteers from each will make impromptu visits downtown. Visits are followed with a report of honest "first impressions" from and to each participating community.

## DOWNTOWN NETWORKING

### Iowa Downtown Conference

The Iowa Downtown Conference is the premier statewide annual conference for professionals and volunteers involved with downtown revitalization in Iowa and neighboring states.

### Iowa Downtown Forums

Each June, the IDRC hosts a series of Downtown Forums across the state to provide communities the opportunity to network about downtown ideas, successes and challenges.

### Newsletter: Iowa Downtown Resource

Published three times per year, the *Iowa Downtown Resource* is the state's downtown revitalization newsletter. To subscribe visit the IDRC website.



Visit the IDRC at [iowaeconomicdevelopment.com/idrc](http://iowaeconomicdevelopment.com/idrc)  
or contact the IDRC for more information: [downtown@iowaeda.com](mailto:downtown@iowaeda.com) or 515.348.6180.

## IOWA ECONOMIC DEVELOPMENT AUTHORITY

200 East Grand Avenue  
Des Moines, Iowa 50309 USA

515.348.6200



## MAIN STREET IOWA

**Main Street is a Time-Tested Movement.** Main Street Iowa (MSI) is a leading voice for preservation-based economic development and traditional commercial district revitalization. Working together, local leaders have implemented practical strategies producing fundamental changes in Iowa's main streets for over three decades.

**Main Street in Iowa.** In 1985, the Iowa Legislature adopted Main Street America's Main Street Approach model and established MSI as a program of the IEDA. Today, Main Street is the premiere program of the IDRC and recognized as one of the most successful state Main Street programs in the nation.

**Main Street is Impact.** Since MSI's inception, local Main Street districts have experienced significant impacts that include

- Creating more than 4,000 downtown businesses employing an additional 12,000 people.
- Assisting in nearly 15,000 building improvement projects that have leveraged over \$1.7 billion dollars in private investment.
- Each Main Street program is locally powered through human resources and has documented over three million volunteer hours.

**Main Street is a Process.** The Main Street Approach consists of tightly integrated components making up a common-sense strategy-driven framework to guide community-based downtown revitalization efforts. Locally developed strategies are implemented through comprehensive work in four broad areas known as the Four Points: Economic Vitality, Organization, Promotion and Design.

**Main Street is a Resource.** MSI provides a variety of services and training opportunities for designated Main Street programs to build the capacity of the local revitalization effort. During the start-up phase of a Main Street program, MSI invests approximately \$120,000 in technical assistance and training for local programs. Throughout the life of a Main Street program, MSI invests an average of \$15,000 annually.



## INVESTIGATING MAIN STREET

It is important that a community understands the MSI program and its requirements prior to application. Communities typically invest one to two years learning about the program and its process. The following steps are suggested for a community investigating MSI:

- Review MSI and Main Street America websites to access basic program information and materials.
- Contact MSI for additional information pertaining to the program, application cycle, process, etc.
- Convene a core group of local downtown stakeholders, community leaders, city representatives and development groups to discuss a desired focus on downtown revitalization.
- Invite MSI to your community to discuss the program requirements and other downtown revitalization strategies.
- Discuss the MSI program and opportunities with downtown business and property owners.
- Visit designated MSI communities to explore other downtown districts and talk to local leaders about MSI experiences.
- Reconvene core group to discuss the outcomes and lessons learned from those visits. A consensus should be gained before moving forward.
- Host a town meeting to discuss MSI program and its benefits/expectations, and gain consensus to move forward with the MSI application process.
- Stay in touch with MSI throughout the process.

The Main Street Iowa program may not be right for all communities at any given time. Use each step as a decision point to move forward or determine alternative downtown revitalization strategies or opportunities available through the IDRC, IEDA or private sector partners.

Visit Main Street Iowa at [iowaeconomicdevelopment.com/MainStreetIowa](http://iowaeconomicdevelopment.com/MainStreetIowa)  
or contact the IDRC for more information: [mainstreet@iowaeda.com](mailto:mainstreet@iowaeda.com) or 515.348.6184.

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## ASSESSING DOWNTOWN

# IDENTIFYING OPPORTUNITIES FOR DOWNTOWN REVITALIZATION

What are your downtown's strengths? Weaknesses? What can you do make it more attractive to customers? The Iowa Downtown Resource Center (IDRC) offers a variety of services to help communities identify these strengths, weaknesses and solutions.

### **Downtown Assessment Visit (\$2,500)**

The IDRC staff of experienced professionals will perform an intense, on-site study of your downtown, including a public presentation and 20+ page written report that can be used in your planning efforts. A two or three person team will tour the community and downtown, visit local businesses, interview stakeholders. The team will provide an honest assessment of the downtown with short and long range recommendations that are very specific to your downtown's challenges. Participating communities receive two free registrations to the next Iowa Downtown Conference.

### **Downtown Walk Around (\$300)**

This quick visit offers communities an honest first impression of your downtown. Two IDRC staff members will spend a morning or afternoon in your downtown. We will take a short walking tour of your district with community leaders and also walk the district on our own with stops in businesses. We will identify strengths, but we'll also call you out on issues that need attention. The tour will be followed by a brief meeting with community leaders and a two page summary of the visit. "Downtown Walk Arouns" are designed for communities under 10,000 population. Participating communities will receive two free registrations to the next Iowa Downtown Conference.

### **Downtown Exchange**

This is an excellent opportunity to find out how others see you. We will match you with another community that is similar to yours. Volunteers from each will make impromptu visits to your downtown and assess features such as cleanliness, entrances, signage, business mix, etc. Visits will be followed with a report of honest "first impressions" from and to each participating community.

### **Eligibility:**

- Any community in Iowa

### **How to Apply:**

- Contact the program contact listed

**RESOLUTION #080618-03**

**RESOLUTION APPROVING EMPLOYEE COMPENSATION  
FOR EDUCATIONAL CERTIFICATION**

**WHEREAS**, Be it resolved that the Riverside City Council approves a pay increase in the amount of \$.50 per hour for each approved educational certificate obtained as an employee for the City of Riverside.

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

Becky LaRoche – Municipal Clerk Institute – Session 1 - July 16, 2018  
Becky LaRoche – Municipal Clerk Institute – Session 2 – July 23, 2018

**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 6<sup>th</sup> day of August, 2018.

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

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



# COUNCIL PACKET

May 28, 2018

TO: Cities in Iowa  
FROM: Executive Board of the Iowa League of Cities  
SUBJECT: 2018 Annual Conference & Exhibit

The Iowa League of Cities invites all cities to attend the Annual Conference & Exhibit, to be held September 12-14 in Council Bluffs. The League's Annual Conference & Exhibit presents a one-of-a-kind opportunity for city officials in our state. Nowhere else will a city official from Iowa experience such a wide range of programming as well as the chance to problem-solve with cities facing similar issues.

Cities send their staff and elected officials to the League's annual conference because they can learn from the workshops and general sessions and bring that knowledge back to their city. The conference also provides an opportunity to meet fellow city officials and build beneficial relationships. A public purpose is certainly met when information garnered leads to a better served community.

In addition to the many training events, the League is required by its Constitution to hold the Annual Business Meeting in conjunction with the conference. During the business meeting member cities vote on the coming year's legislative priorities, approve the nomination of officers and directors who comprise the Executive Board, and take up other business of the League membership. By Constitution the mayor is the voting member for each city, though a city may designate an alternative voting delegate should the mayor be unable to attend the meeting.

For the workshops, training and problem-solving opportunities and the chance to help govern your Iowa League of Cities, we encourage officials from your city to attend the Iowa League of Cities Annual Conference. It gives officials an exceptional chance to broaden their knowledge and collaborate with people that truly understand the challenges faced by city governments in Iowa. Attending educational events, whether the Annual Conference & Exhibit or other seminars for city officials, is an investment in the city and its future.

More information and registration is available at [www.iowaleague.org](http://www.iowaleague.org), or contact the League with questions at [mailbox@iowaleague.org](mailto:mailbox@iowaleague.org) or (515) 244-7282.

**"...without...highly trained, imaginative and courageously disinterested public officials, the democratic aim of our society cannot be achieved..." --Late U.S. Supreme Court Justice Felix Frankfurter.**

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## 2018 Annual Conference & Exhibit



# COUNCIL PACKET

The event is being held at the Mid-America Center, One Arena Way in **Council Bluffs**.

**City Officials** - Registration opens Tuesday, May 29. The housing bureau opens June 11. Registration is required before making a hotel reservation!

**Register! - Register before Aug. 7 to save \$50!**

- **Schedule of Events**
- **Parking, Directions and Hotels**
- **Voting Delegate Sample Letter**
- **Memo for Council Packets**
- **2017 Event Photos on Facebook**. Also search #IowaLeague17 on social media.
- **Exhibitor List**
- **Workshop Payment Policies**
- **Get Credit & CEUs**
- **Conference App** with schedule, handouts and more will be available for download this summer
- **#IowaLeague18** - use the hashtag when you talk about the event on social media.

**A video invitation** from League President, Coralville Mayor John Lundell.

**Exhibitors** - **Get ready** for the western-themed exhibit hall! Learn more about all the ways to reach city officials in the **Marketplace**.

### **Award Applicants**

Know someone who should receive the **Hall of Fame** or **Rhonda Wood Smith** awards? Want to apply for **CEMO recognition**? More information and applications are available in the **About the League** tab. In addition check out the **People's All-Star Community** competition on **Facebook** starting later this summer.

### **About the Annual Conference & Exhibit**

The League's Annual Conference & Exhibit is the largest training in the state designed specifically for Iowa's elected and appointed city officials. The conference also includes ample opportunity to network with peers and learn from one another. When you attend the Annual Conference & Exhibit you'll have the opportunity to:

- Choose from nearly 40 education workshops and trainings.
- Connect with city officials to learn new ideas.
- Find resources to help you keep your City Strong.
- Adopt the League's legislative priorities for the next session.
- Become better at helping to lead and serve your community.

From nuisance property to city budgets and economic development, the information, training and connections at the League's Annual Conference & Exhibit can help make your City Strong.