

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA**  
**RIVERSIDE CITY HALL COUNCIL CHAMBERS**  
**60 N GREENE STREET**  
REGULAR MEETING  
Monday, May 20, 2019 – 6:30 P.M.

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

1. Call meeting to order
2. Approval of agenda
3. Consent agenda
  - a. Minutes from 2019-05-06
  - b. Expenditures for 2019-05-20
  - c. Casey's alcohol permit
4. **Public forum.** 3 minutes per person. See guidelines for public comments at the Clerk's table.
5. Hotel/Motel Tax Grant proposal: Highland CSD **pg. 9**
6. Plat Review – Steve Keeler, 3039 Rhinestone Drive **pg. 12**
7. Downtown sound system proposal- Dan Steyne **pg. 14**
8. Project updates
  - a. Hwy 22 project
    - i. Updated project schedule
    - ii. Change Order #7 Resolution 052019-01- Curb and Gutter to East Street **pg.17**
    - iii. Change Order #8 Resolution 052019-02- Pave St. Mary's Street **pg. 20**
  - b. Tupelo Blvd project
    - i. Updated project schedule
    - ii. Approve Safe Route to School DOT funding agreement
9. Communication tower lease **pg. 22**
10. PeopleService, Inc. April Report **pg.29**
11. Listing agent and lot pricing for Galileo Drive lots **pg. 37**
12. Downtown window paint request
13. Removal of Hackberry tree in Hall Park **pg. 38**
14. Mayor's report
15. Clerk Report- Nuisance Conference, grass letters, and Code update committee
16. City Council comments
17. City Administrator applicant review. Closed Session pursuant to Iowa Code Section 21.5 1(i)
18. Closed Session pursuant to Iowa Code 21.5 (1)(j) real estate
19. adjourn

# COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: May 6, 2019

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

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

Rodgers moved to approve the minutes of April 15<sup>th</sup>, expenditures, and April Fire Department Update. Second by McGuire, passed 5-0.

Jenifer and Kevin Rodgers addressed the Council with tree issues on their property.

Ken Crawford, Highland Superintendent, discussed upcoming School Bond Issue and Hotel/Motel Grant for playground upgrades.

Chris Kirkwood gave her opinion on St. Mary's, 4<sup>th</sup> Street, and Schnoebelen Street projects.

Scott Enyart, AW Welt Ambrisco Insurance, recommended changes in the City's deductible and umbrella insurance. McGuire moved to increase deductible from \$1,000 to \$2,500, and increase umbrella coverage from \$1 million to \$3 million, with an increase in premium of \$61.00. Second by Schneider, passed 5-0.

Washington County Sheriff Jared Schneider presented Council with FY19/20 Law Enforcement Contract. Redlinger moved to pass Resolution #050619-06 Approving contract with Washington County for law enforcement in the amount of \$95,504. Second by Rodgers, passed 5-0.

Steve Schmidt, APEX Development Group, addressed Council on adding 8 more lots to Phase One of the Northern Growth Development Agreement. Installation of the storm retention basin will require additional grading into these lots. APEX would like to finish the whole section of storm drains now, instead of coming back to reconnect in Phase Two. Total lots would increase to 22, with 2 lots being zero lot line construction. Council vote was 4-1, Sexton opposed, to continue with the design process, adding the additional lots to Phase One.

Schneider moved to pass Resolution #050619-01 Approving Pay Request #1 to APEX Development Group in the amount of \$49,742.90. Second by Redlinger, passed 4-1, Sexton opposed.

Scott Pottorff, MMS Consultants, updated Council on projected costs of extending the Highway 22 street project from Schnoebelen to East Street (City Limits), with an additional cost of \$17,261. Change order will be ready for next meeting.

Pottorff explained driveway on the east side of Schnoebelen Street. It was opened up to repair water line. Damage was done with work on the west side of street. Schneider moved to remove remainder of driveway and replace drive and sidewalk to meet ADA requirements. Second by Redlinger, passed 3-2. Sexton and Rodgers opposed.

## COUNCIL PACKET

Pottorff presented options for asphalt on St. Mary's Street, instead of the chip and seal as contracted. Change Order for asphalt will be on next meeting.

Schneider moved to pass Resolution #050619-02 Approving Pay Request #4 to Triple B Construction on the Hwy 22 project for \$104,651.55. Second by Sexton, passed 5-0.

Sexton moved to pass Resolution #050619-03 Approving Change Order #1 for Cornerstone Excavating in the Ash/Tupelo Street project. We will be changing the type of intake for #20, per ITC #1, in the amount of \$650.00. Second by McGuire, passed 5-0.

Pottorff discussed cost of extending grading into the Gary Burnett property, reducing the slope to the road. McGuire moved to split additional cost 50/50, not to exceed \$1,250 each. Second by Rodgers, passed 5-0.

Council reviewed project schedule for improvements to 4<sup>th</sup> Street. Design plans will continue with open meetings for public input. Bids will be let in November, with project starting in spring 2020.

Council discussed final punch list for Downtown Streetscape project.

Redlinger moved to pass Resolution #050619-04 Setting the date for the Public Hearing on Designation of the Northern Heights Housing Urban Renewal Area for June 3, 2019. Second by McGuire, passed 5-0.

Sexton moved to pass resolution #050691-05 Authorizing "Iowa Public Agency Investment Trust" as City Depository. Second by McGuire, passed 5-0.

McGuire moved to pass Resolution #050619-07 Approving Proposal from East Central Iowa Council of Governments to update City Code of Ordinances. Second by Rodgers, passed 5-0.

Council discussed proposals for website redesign and maintenance. No action taken.

Redlinger moved to approve "City of Riverside Disaster Recovery Plan". Second by McGuire, passed 5-0.

City received proposal to update computers. No action taken.

Mayor Schneider updated Council on Clean-Up day, Administration search, speed signs, KCII radio ads, ADA playground, and weeds on Ella Street.

Sexton asked about semi parking in residential areas and follow-up on nuisance letters.

Rodgers moved to enter closed session pursuant to Iowa Code 21.5 (l)(j) real estate, at 9:55 p.m. Second by Sexton, passed 5-0.

Redlinger moved to return to open meeting at 10:18 p.m. Second by Sexton, passed 5-0.

Schneider moved to allow Mayor to proceed as discussed. Second by Redlinger, passed 5-0.

COUNCIL PACKET

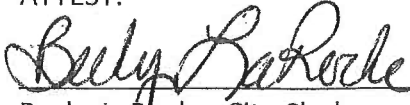
Redlinger moved to adjourn at 10:19 p.m. Second by Rodgers, passed 5-0.

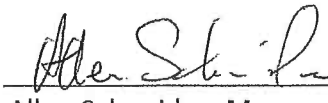
Full content of Council Meetings can be viewed on the City web site;  
[www.cityofriversideiowa.com](http://www.cityofriversideiowa.com)

City Wide Clean-up Day – Saturday, May 18<sup>th</sup>, 2019 from 8-11 a.m. @ Hall Park

Council Meeting – Monday, May 20<sup>th</sup>, 2019 at 6:30 p.m.

ATTEST:

  
\_\_\_\_\_  
Becky LaRoche; City Clerk

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



FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	1,406,778.63	417,803.65	135,987.86	1,688,594.42	570.95	459.39	1,688,482.86
110-ROAD USE TAX	241,422.15	5,404.34	197.57	246,628.92	0.00	0.00	246,628.92
121-LOCAL OPTION SALES TAX	207,728.59	8,031.60	0.00	215,760.19	0.00	0.00	215,760.19
125-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
145-CASINO REVENUE FUND	196,809.12	100,402.82	13,168.84	284,043.10	0.00	0.00	284,043.10
200-DEBT SERVICE	218,850.00	0.00	0.00	218,850.00	0.00	0.00	218,850.00
301-CAPITAL PROJECTS	186,355.30	0.00	5.00	186,350.30	0.00	0.00	186,350.30
600-WATER FUND	683,345.16	26,553.65	18,896.85	691,001.96	0.00	0.00	691,001.96
610-SEWER FUND	159,206.78	24,432.24	17,379.40	166,259.62	0.00	0.00	166,259.62
670-LANDFILL/GARBAGE	8,943.91	1,972.06	1,874.25	9,041.72	0.00	0.00	9,041.72
680-STORM WATER	(311.82)	1,544.78	0.00	1,232.96	0.00	0.00	1,232.96
GRAND TOTAL	3,309,127.82	586,145.14	187,509.77	3,707,763.19	570.95	459.39	3,707,651.63

\*\*\* END OF REPORT \*\*\*

POOLED CASH REPORT (FUND 999)  
AS OF: APRIL 30TH, 2019

UND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>LAIM ON CASH</u>				
01-1110	CHECKING ACCT-GENERAL FUND	1,406,778.63	281,704.23	1,688,482.86
10-1110	CHECKING ACCT-ROAD USE TAX	241,422.15	5,206.77	246,628.92
21-1110	CHECKING ACCT-LOST	207,728.59	8,031.60	215,760.19
25-1110	CHECKING ACCT-TIF	0.00	0.00	0.00
45-1110	CHECKING ACCT-CASINO REVENUE	196,809.12	87,233.98	284,043.10
00-1110	CHECKING ACCT-DEBT SERVICE	218,850.00	0.00	218,850.00
01-1110	CHECKING ACCT-CAP PROJECTS	186,355.30	( 5.00)	186,350.30
00-1110	CHECKING ACCT-WATER	683,345.16	7,656.80	691,001.96
10-1110	CHECKING ACCT-SEWER	159,206.78	7,052.84	166,259.62
70-1110	CHECKING ACCT-GARBAGE	8,943.91	97.81	9,041.72
80-1110	CHECKING ACCT-STORM WATER	( 311.82)	1,544.78	1,232.96
OTAL CLAIM ON CASH		3,309,127.82	398,523.81	3,707,651.63

CASH IN BANK - POOLED CASH

999-1110	CASH IN BANK	308,580.02	( 27,081.99)	281,498.03
999-1112	PEOPLES BANK MONEY MARKET	2,120,650.98	411,481.55	2,532,132.53
999-1114	HILLS BANK	195,731.29	12,627.14	208,358.43
999-1115	CB FUND	118,017.36	82.45	118,099.81
999-1116	COMMUNITY BUILDING CD #18936	286,862.42	1,414.66	288,277.08
999-1117	COMMUNITY BUILDING CD#18975	279,785.75	0.00	279,785.75
SUBTOTAL CASH IN BANK - POOLED CASH		3,309,627.82	398,523.81	3,708,151.63

WAGES PAYABLE

999-2010	WAGES PAYABLE	0.00	0.00	0.00
SUBTOTAL WAGES PAYABLE		0.00	0.00	0.00

TOTAL CASH IN BANK - POOLED CASH		3,309,627.82	398,523.81	3,708,151.63
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DUE TO OTHER FUNDS - POOLED CASH

999-2100	DUE TO OTHER FUNDS	3,309,627.82	398,523.81	3,708,151.63
TOTAL DUE TO OTHER FUNDS		3,309,627.82	398,523.81	3,708,151.63

**COUNCIL PACKET**  
 CITY OF RIVERVIEW  
 POOLED CASH REPORT (FUND 999)  
 AS OF: APRIL 30TH, 2019

UND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>DUE TO POOLED CASH</u>				
101-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
110-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
121-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
125-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
145-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
100-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
101-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
100-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
110-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
170-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
180-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
<b>TOTAL DUE TO POOLED CASH</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>DUE FROM OTHER FUNDS</u>				
199-1330	DUE FROM OTHER FUNDS	0.00	0.00	0.00
<b>TOTAL DUE FROM OTHER FUNDS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>ACCOUNTS PAYABLE - POOLED CASH</u>				
199-2020	ACCOUNTS PAYABLE CONTROL	0.00	0.00	0.00
<b>TOTAL ACCOUNTS PAYABLE POOLED CASH</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\*\*\* PROOF CASH BALANCES \*\*\*

(A)		(B)		(C)	
CLAIM ON CASH	3,707,651.63	CLAIM ON CASH	3,707,651.63	CASH IN BANK	3,708,151.63
CASH IN BANK	3,708,151.63	DUE TO OTHER FUNDS	3,708,151.63	DUE TO OTHER FUNDS	3,708,151.63
DIFFERENCE	500.00		500.00		0.00

\*\*\* PROOF ACCOUNTS PAYABLE BALANCES \*\*\*

(D)		(E)		(F)	
AP PENDING	0.00	AP PENDING	0.00	DUE FROM OTHER FUNDS	0.00
DUE FROM OTHER FUNDS	0.00	ACCOUNTS PAYABLE	0.00	ACCOUNTS PAYABLE	0.00
DIFFERENCE	0.00		0.00		0.00

\*\*\* END OF REPORT \*\*\*



# COUNCIL PACKET

**Becky**

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**From:** Licensing@IowaABD.com  
**Sent:** Wednesday, May 8, 2019 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.

<b>License #</b>	<b>License Status</b>	<b>Business Name</b>
	Submitted to Local Authority	CASEY'S GENERAL STORE #2629 (200 E 1ST 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

**Name of Organization:** Riverside Elementary Summer Library

## General Information

**Contact Person:** Jane O'Leary    **Title:** Riverside Elementary Principal    **Email:** joleary@highlandhuskies.org

**Organization Name:** Riverside Elementary Summer Library    **Tax ID/Federal ID #:** 42-0872377

**Organization Street Address:** 220 Schnoebelen Street    **City:** Riverside    **State:** Iowa    **Zip Code:** 52327

**Telephone #:** (319) 648-2821    **Fax #:** (319) 648-4055

**Type of Grant:** Category 1    **Request Amt:** \$337.00

## Eligibility and Allocation Procedures

### Required to be submitted with application:

**Mission Statement:** To provide all students the opportunity to acquire the necessary skills to fulfill their potential and become positive contributors to society.

### **Current Board Member List:**

- Nate Robinson, At-Large, President
- Megan Allen, District #5, Vice President
- Rachel Longbine, District #1
- Michael Golden, District #2
- Kevin Engel, District #3
- Lois Schneider, District #4
- Cindy Michel, District #6

**Verify 501(c)(3) status:** We do not qualify for 501(c)(3) as a public school.

### Annual financial statement:

**Number of paid Employees:** 1

**Salary per hour:** \$24.00

**Total hours:** 12

**Total:** \$288.00

X 1.1709 - FICA/IPERS

**Final Total:** \$337.22

# COUNCIL PACKET

## Part 1: Quantitative Section:

**Days open to the Public:** One day a week for 1.5 hours for 6 weeks

**Attendees:** On average, 9-20 children per week will attend the summer library within the district.

**Paid Employees:** 1

## Part 2: Qualitative Section:

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

The hotel-motel funding would allow us to provide an opportunity once a week for any child in the district to attend the summer library program. The goal of the summer library is to encourage children to pick up a book and read over the summer months. The Summer Library directly supports our mission statement to provide students the opportunity to acquire the necessary skills to fulfill their potential and become positive contributors to society.

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

According to a study by Whitten, Labby, and Sullivan, "The Impact of Pleasure Reading on Academic Success", pleasure reading not only has the potential to increase a child's reading comprehension, vocabulary, general knowledge, and cultural awareness, but may also have a greater influence on a child's overall academic performance than their socio-economic background.

**3. Identify ways in which your organization works with other organizations to bring visitors to Riverside. Address any of the following that occurred during the previous year: partnerships, collaborations, joint marketing, etc.**

The Summer Library has partnered with Hills Bank and Trust Company to provide t-shirts to children in preschool through fifth grade who live in the Riverside district and complete a task sheet for Summer Library. This partnership allows us to provide children with a fun reward for taking time out of their busy summer to focus on reading.

**4. Detail what your organization has done in the past year to reduce your organization's need for hotel-motel funding. Include sponsorship of events, promotions, fund raising, cost sharing programs, etc.**

Our partnership with Hills Bank and Trust Company has helped the program by providing t-shirts for any participant in preschool through fifth grade who completes a task sheet and returns it to the library by the deadline.

# COUNCIL PACKET

## Part 3: Fiscal Accountability:

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

Number of paid Employees: 1

Salary per hour: \$24.00

Total hours: 12

Total: \$288.00

X 1.1709 - FICA/IPERS

Final Total: \$337.22

### Quantitative Section

Briefly describe project (350 words or less)

“Summer slide” is the term used to describe the learning gap that takes place during the summer months when children are not attending school. According to Barbara Heyns, the single summer activity that is most strongly and consistently related to summer learning is reading. Therefore, it is the goal of the Summer Library to help close this learning gap by providing all children in the Riverside district with a fun and exciting program that offers them an opportunity once a week to attend the library located at the Riverside Elementary. The focus will be to foster a love of reading in all children. The Summer Library plans to accomplish this by providing children the chance to participate in story time, activities focused on learning, and check out a book of their choice to read. Story time begins at 9:45, followed by activities at 10:00, and book checkout at 10:30.

## COUNCIL PACKET

My proposal is to see if I can split my property at 3039 Rhinestone Drive, Riverside, Iowa 52327 into two separate properties. I would like to split LOT 2 of LOT D of LOT 1 of PAR C which is 2.5 acres. It is 181.5' wide by 600' deep. I would separate on west border at 320' from south border over 111.5' to the east then south 24' then 70' east to east lot line. This would leave the Main house w/ Garage (attached) and the 20' x 20' shed on one property size of 1.2 acres. Then the back part would be 1.3 acres with pasture and Shop with 960 sq ft living quarters above shop. Each half has its own electric meter. They would share a private well and septic system. Back lot would have easement on the driveway along the east property line. Front property would have drive along east property line to shed with parking space on south side of shed. The well, septic system and east driveway would be a shared expense for upkeep and maintenance by both property owners. Attached is a plat showing the proposed separation of property with location of septic system, well and east drive.

LEGEND for MAP

PINK = LOT borders

BLACK = proposed separation

GREEN = East driveway & parking area

Stephen Keeler

319-530-4753



COUNCIL 11

BUCKET  
-018  
1.07

R. G. OF LG  
-011

11A  
-017  
1.07

172.55

264.16

274.47

308.7

RHINESTONE

SAND FILTER TANK

SEPTIC

HOUSE ELECTRIC

WELL

352

LOT 1  
OF LOT 1 OF PAR. C

LOT 1 OF LOT D  
OF LOT 1 OF PAR. C

LOT 2 OF LOT D OF  
LOT 1 OF PAR. C

LOT E OF LOT 1  
OF PAR. C

-007  
2.5

-008  
2.5

-005

600

SHOP  
ELECTRIC

PASTURE

1318.09

1 in = 75 ft

13





SOUND CONCEPTS INC  
 1001 3RD AVE SW  
 CEDAR RAPIDS IA 52404-1813  
 319-366-7357  
 FAX 319-366-6429

# Estimate

DATE	ESTIMATE NO.
5/3/2019	28135

NAME / ADDRESS
CITY OF RIVERSIDE IOWA 21 EAST 1ST STREET RIVERSIDE, IA 52327

CUSTOMER P.O. #	REP	TERMS
	DMS	NET 30

PROJECT
DOWNTOWN SOUND SYSTEM UPGRADE 5/21/18

ITEM	DESCRIPTION	QTY
	DOWNTOWN SOUND SYSTEM UPGRADE 5/21/18  BECKY 319-648-3501 becky@cityofriversideiowa.com  This is an estimated cost. We will do the work as originally agreed to as Time and Material.  Labor will be charged at \$75.00 per man.  MATERIALS NEEDED - Town to provide a lift or bucket truck  We will give an itemized cost once the job is completed.	
MISC- LABORINSTAL	MATERIALS & EQUIPMENT FOR INSTALLATION LABOR INSTALLATION 2-TECHS	1 1

THANK YOU FOR YOUR BUSINESS	Sales Tax (7.0%)	\$0.00
Web Site	<a href="http://www.soundconceptsinc.com">www.soundconceptsinc.com</a>	<b>Total</b>
		\$12,513.90

Becky

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**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Thursday, May 16, 2019 2:44 PM  
**To:** becky@cityofriversideiowa.com; mayor@cityofriversideiowa.com  
**Cc:** g.meisner@mmsconsultants.net; d.caldwell@mmsconsultants.net  
**Subject:** Highway 22 Schedule/Progress

The schedule submitted by Triple B prior to beginning work in the spring outlined a completion date of July 15. This schedule was based on bad weather and slowed progress in the fall and the remaining amount of work in the spring. Based on my review of the weather last fall I could easily find about 20 working days (4 weeks) which were affected by wet weather and cold temperatures. So the request for approximately 30 days (6 weeks, pushing completion date from May 31 to July 15) was a little high but seemed reasonable to me.

Since then the work in the spring has been somewhat affected by weather as well but the weather this spring has not been much worse than normal for rain and cold. This week Triple B submitted a revised schedule which pushed completion into August. Based on that updated schedule, the plan was to begin milling of Highway 22 on June 24 which would result in Highway 22 being milled up for the weekend of Trek Fest. I discussed this with Triple B and told them that it would be better to wait until after Trek Fest to do the milling and overlay work on Highway 22. There should be other backfilling and final grading work that can be completed instead the week of June 24. Based on that request to wait until after Trek Fest to begin milling, I think it reasonable to allow another week for completion.

Based on the above discussion, I think it is reasonable to set a completion date of July 22 for this project. If other conditions outside the control of the contractor come up between now and then, this could be revisited. For example, if there is significant patching that needs to be completed once the milling is complete, additional days for that patching could be added.

Although additional work has been added to the project to the east of Schnoebelen Street and HMA paving on St. Mary's Street, some significant water main work has been removed from the project so any discussion about extra time for the extra work should take that into consideration.

Feel free to contact me with any questions.

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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)





## Highway 22 Improvements

### Week ending 5/17/19

Triple B- Cleanup St. Mary's and Schnoebelen, Core out for curbs on the west side or the north south stretch.

A.A.C.I- Pour curbs from St. Mary's to 3<sup>rd</sup> St. and the 4<sup>th</sup> street approach.

Storm Drains- Start intakes on the west side of north south stretch, and intake 27.

### Week ending 5/24/19

Triple B- Install new hydrant by 3<sup>rd</sup> St., remove old hydrant, core out 3<sup>rd</sup> St. approach, install 24" pipe with F.E.S, connect 8" storm and intake 25

A.A.C.I- Pour remaining curb on west side, and 3<sup>rd</sup> St. approach

Storm Drains- Continue work on structures.

### Week ending 5/31/19

Triple B- Finish water service and tie-in

Storm Drains- work on structures on the east side

### Week ending 6/7/19

Triple B- Prep curbs on east side, storm on the east side of junction structure, start storm west side of junction structure

A.A.C.I.- Pour curbs and 3<sup>rd</sup> and 4<sup>th</sup> street approaches on the east side

Storm Drains- finish east side structures

### Week ending 6/14/19

Triple B- finish storm west of junction structure, and prep curbs

A.A.C.I- pour curbs on the east west section, and Shnoebelen, Sycamore, St. Mary's intersections

Storm Drains- work on structures on the east west section

### Week ending 6/21/19

Triple B- Install subdrain, finish remaining storm items, and start grading sidewalks

A.A.C.I- finish pour from previous week

Storm Drains- Finish Storm boxes

### Week ending 6/28/19

Triple B- grade sidewalks and drives. A.A.C.I- pour sidewalks, and drives. LL Pelling- Begin asphalt work.

RESOLUTION #062019-01

**RESOLUTION APPROVING CHANGE ORDER #7 TO TRIPLE B CONSTRUCTION, FOR HWY 22 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 in the amount of \$17,261.00.

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the Change Order #7 in the HWY 22 Improvements Project, for additional sidewalk, and curb and gutter on the north side of HWY 22 between Schnoebelen Street and East Street per ITC #3.

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

**Roll Call:** Schneider, Sexton, Rodgers, Redlinger, McGuire

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by City Council of Riverside, Iowa, on this 20th day of May, 2019.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk



Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

May 16, 2019

2245-038

Highway 22 Improvements Project  
Change Order #7

The following changes to the contract are requested to add sidewalk and curb and gutter on the north side of Highway 22 between Schnoebelen Street and East Street per ITC #3.

The estimated quantity changes are as follows:

**EXISTING BID ITEMS**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Subbase, Modified, 4" Thick Rock for PCC Sidewalk, PCC Driveway and HMA Shoulder	-112 SY	\$6.00	-\$672.00
Subbase, Modified, 6" Thick Rock for PCC Paving	-129 SY	\$8.00	-\$1,032.00
Storm Sewer, Trenched, RCP, 12" Dia.	- 114 LF	\$47.00	-\$5,358.00
Flared End Section, RCP, 12"	- 1 EA	\$1,100.00	-\$1,100.00
Removal of Pavement PCC, Pavement, 7"	-114 SY	\$12.00	-\$1,368.00
	-129 SY	\$49.00	-\$6,321.00
Granular Shoulder and Surfacing, Class A Crushed Stone	-40 TONS	\$25.00	-\$1,000.00
Base Widening, Hot Mix Asphalt Mixture	-40 TONS	\$70.00	-\$2,800.00
Excavation, Class 13, Waste	82 CY	\$40.00	\$3,280.00
Removal of Paved Driveway	51 SY	\$10.00	\$510.00
PCC Sidewalk, 5"	174 SY	\$39.00	\$6,786.00
PCC Curb and Gutter, 24" Wide	27 LF	\$26.00	\$702.00
PCC Curb and Gutter, 48" Wide	292 LF	\$39.00	\$11,388.00
Removal of Sidewalk	9 SY	\$8.00	\$72.00
Sod	30 SQ	\$60.00	\$1,800.00
Topsoil	72 CY	\$30.00	\$2,160.00
Backfilling of Curbs	319 LF	\$3.00	\$957.00
PCC Driveway, 6" Thick	66 SY	\$47.00	\$3,102.00
Subbase, Modified, 4" Thick Rock for PCC Sidewalk, PCC Driveway and HMA Shoulder	240 SY	\$6.00	\$1,440.00
Subbase, Special Backfill 6" Thick	136 SY	\$10.00	\$1,360.00



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

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

Longitudinal Subdrain, Type 2, 6"	239 LF	\$10.00	\$2,390.00
Subdrain Outlet, Connection to Structure	1 EA	\$225.00	\$225.00
Detectable Warnings	8 SF	\$30.00	\$240.00

**NEW BID ITEMS**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Remove and Cap FES	1 EA	\$500.00	\$500.00
TOTAL CHANGE			\$17,261

Change to the Contract

This change order would change the quantity for the above items in the contract and add the above item to the contract and increase the amount of the contract by \$17,261.00.

Reason for changes

The City is interested in extending the sidewalk east of Schnoebelen Street in order to eliminate a school bus stop and provide a sidewalk connection to the school instead.

Approved by:

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

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

2245038changeorder7.docx

RESOLUTION #062019-02

RESOLUTION APPROVING CHANGE ORDER #8 TO TRIPLE B CONSTRUCTION, FOR HWY 22 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 in the amount of \$24,421.75.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #8 in the HWY 22 Improvements Project, to install HMA paving on St. Mary's Street in place of seal coat surfacing.

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 20th day of May, 2019.

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

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



Res 052019-02

Environmental Specialists  
Landscape Architects  
Land Planners  
Land Surveyors  
Civil Engineers

May 16, 2019

2245-038

Highway 22 Improvements Project  
Change Order #8

The following changes to the contract are requested to install HMA paving on St. Mary's Street instead of seal coat surfacing.

The estimated quantity changes are as follows:

**EXISTING BID ITEMS**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Excavation, Class 13, Waste	182 CY	\$40.00	\$7,280.00
Bituminous Seal Coat	-1,301 SY	\$8.00	-\$10,408.00
HMA Mixture, High Traffic, Intermediate Course, 1/2" Mix	106 TONS	\$65.00	\$6,890.00
HMA Mixture, High Traffic, Surface Course, 1/2" Mix	106 TONS	\$71.00	\$7,526.00
HMA Binder, PG58-28H	13 TONS	\$635.00	\$8,255.00

**NEW BID ITEMS**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Class A Surfacing, 2" Thick	1,301 SY	\$3.75	\$4,878.75

TOTAL CHANGE \$24,421.75

Change to the Contract

This change order would change the quantity for the above items in the contract and add the above item to the contract and increase the amount of the contract by \$24,421.75.

Reason for changes

The City would like to have HMA paving for St. Mary's Street instead of the seal coat surfacing included in the plans.

Approved by:

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

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

COUNCIL PACKET

Jack Seward, Jr.   Bob Yoder   Abe Miller   Stan Stoops   Richard Young

**WASHINGTON COUNTY  
BOARD OF SUPERVISORS**

PO BOX 889  
WASHINGTON, IOWA 52353  
PHONE: (319) 653-7711  
FAX: (319) 653-7788

May 7, 2019

Allen Schneider, Mayor  
60 North Greene Street  
Riverside, Iowa 52327

RE: Letter of Interest for Antenna Site Lease or Purchase

Dear Mr. Schneider,

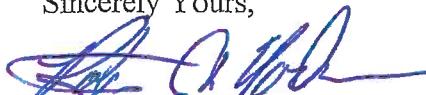
Washington County is currently undertaking a public safety radio communications upgrade project to improve the operations of these systems relied upon by emergency personnel. The vendor's design establishes an anticipated signal coverage which identified the use of a new tower structure located on property owned by the City of Riverside.

This Letter of Interest ("LOI") is provided to formally notify the City of Riverside that Washington County is interested in pursuing lease or purchase negotiations for radio antenna tower space being provided by the City of Riverside. This LOI is not binding upon either the City of Riverside or Washington County and does not create any legal rights or liabilities for or against either party.

In order to understand the viability in creating any formal lease or purchase agreement, Washington County will need to further explore the legal, structural, and technical details of each tower site and assure a complete system design can be obtained before executing any contracts. For this reason, representatives of Washington County will contact the City of Riverside and its representatives in order to gather necessary information. Washington County project management will be reaching out for contact information.

If you have any questions, please contact Vice Chair Jack Seward, Jr. He can be contacted by email at [jseward@co.washington.ia.us](mailto:jseward@co.washington.ia.us).

Sincerely Yours,



Bob Yoder, Chair  
Washington County Board of Supervisors



















Date: May 8, 2019

To: Riverside Council

From: Bill Stucky, Operator

O & M Report: April 2019

### **Water Operation & Maintenance**

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- A valve was leaking water in the chlorine room, so we replaced the valve and it is operational again.
- We exercised all valves in the distribution system. Pictures, depth and other information has been added and documented in Diamond Maps.
- All hydrants were flushed between April 22<sup>nd</sup> and 24<sup>th</sup>. All available information for the hydrants was also uploaded to Diamond Maps. The hydrant on Ash/Sycamore St leaks around the bonnet when open, but this hydrant is scheduled to be replaced with the upcoming project on Ash/Tupelo.
- 6 door postings were completed, no water disconnects. Water was turned back on to 80 W 2<sup>nd</sup> St. on 4-25-19.
- 84 regular locates and 1 emergency locate in April- All Complete.

### **Wastewater Operation & Maintenance**

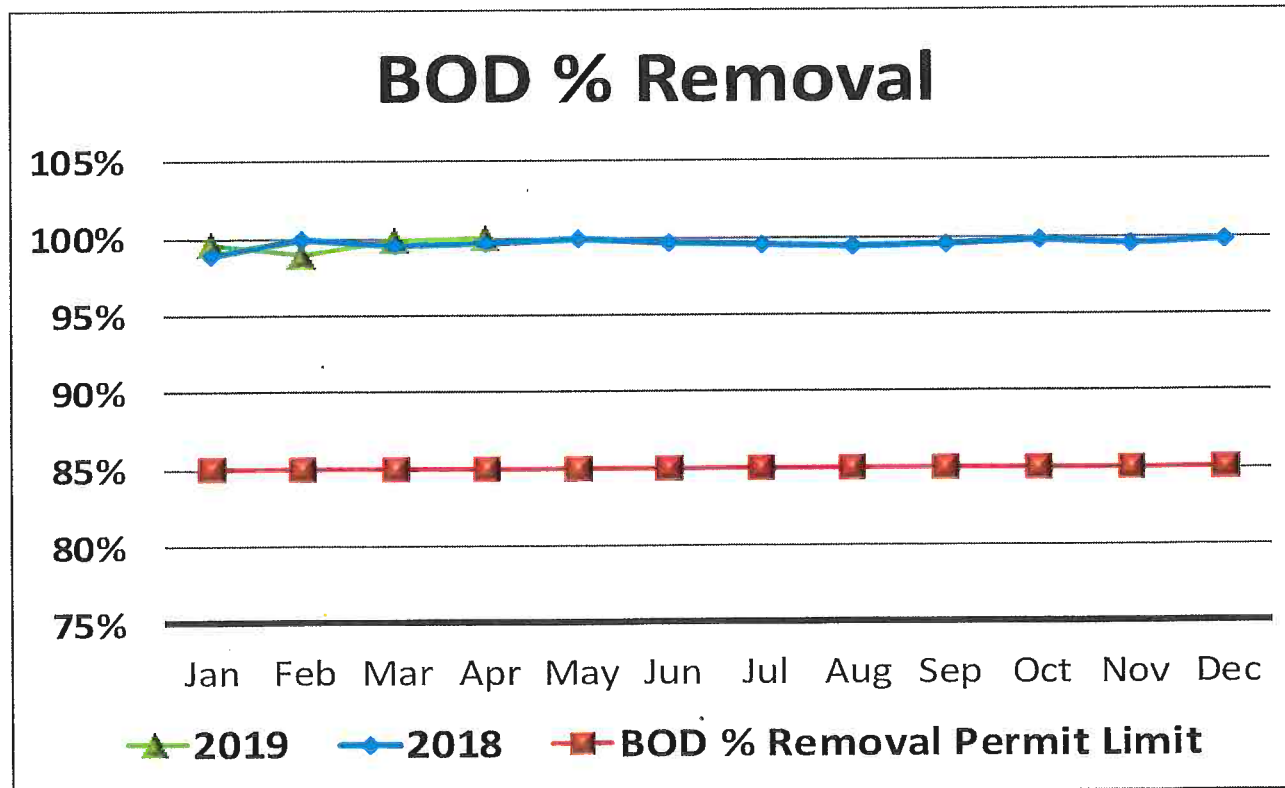
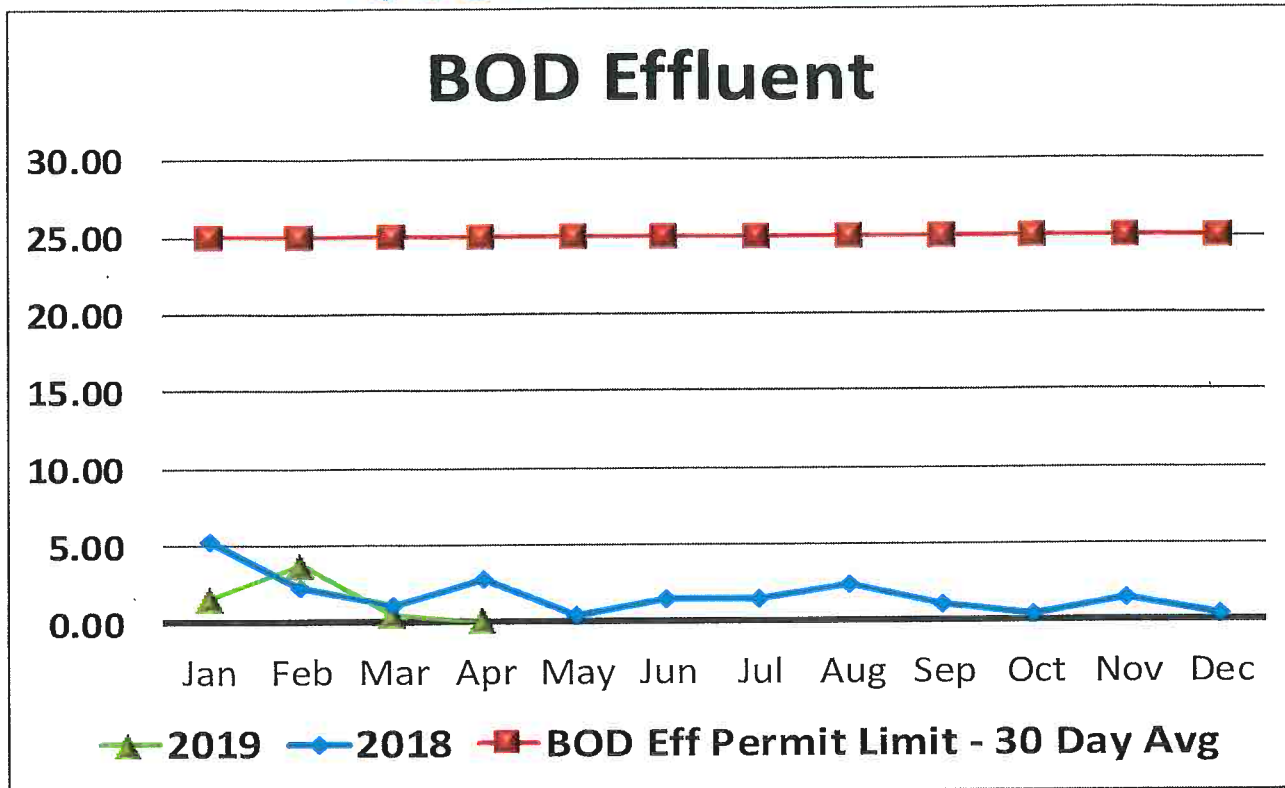
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- All five E. Coli Samples were collected from the effluent for April, all passed.
- We replaced some O-rings in UV bank 2 and 4. There were some O-rings that weren't sealing around the quartz sleeves properly and allowing a small amount of water to get inside the units. There was no damage and the units were cleaned, dried and put back in service.
- Cleaned the manhole buy the school house condos at the top of Ella St. The manhole has a history of heavy debris deposits and requires periodic cleaning.



- Iowa Pump Works completed the annual pump inspection at all lift stations. They pulled a pump from lift station 1 that needs repair. Report and quote for the pump repair will be included with council packet when received.
  
- DNR Region 6 completed an inspection of the wastewater plant and all five lift stations on 4-30-19. There were a few comments made during the inspection, the most notable comment made was the region office never received a copy of the September 2016 discharge monitoring report. I advised the inspector (Josh Sobaski) that the report was prepared and submitted by the Peopleservice Eastern Iowa Region Office. This report would not have been part of the Peopleservice obligation as it was before our contract started. The report has been resubmitted to the DNR and we are awaiting the final report. The report of the inspection will be included in the council packet when received.

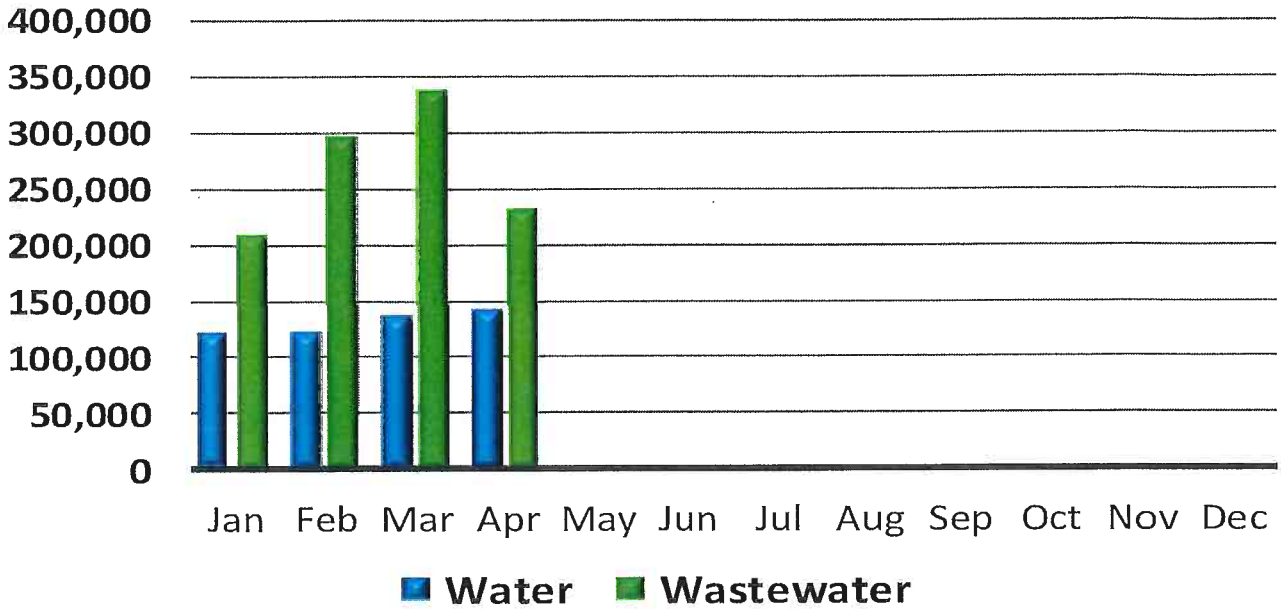








**Average Daily Water Pumped vs. Wastewater  
In Gallons**



Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$25,117.00	\$10,608.03	42%	83%
Maintenance Budget	\$20,931.00	\$14,645.29	70%	83%
<b>Total</b>	<b>\$46,048.00</b>	<b>\$25,253.32</b>	<b>55%</b>	<b>83%</b>

COUNCIL PACKET



		April-19	March-19	April-18
<b>Water</b>				
	<b>Units</b>			
Total Monthly Pumped	gallons	4,215,000	4,109,000	4,042,000
Average Daily Pumped	gallons	140,500	135,550	134,730
Maximum Daily Pumped	gallons	283,000	238,000	236,000
Minimum Daily Pumped	gallons	87,000	62,000	76,000
<b>Chlorine</b>				
Chlorine - Total Avg Residual Plant	mg/L	1.51	1.36	1.43
Chlorine - Total Avg Residual System	mg/L	1.06	0.98	1.09
Chlorine - Recommended Residual System	mg/L	0.30	0.30	0.30
Chlorine used	lbs	143.00	130.00	132.00
<b>Iron</b>				
Iron - Avg Raw	mg/L	1.69	1.74	2.42
<b>Polyphosphate</b>				
Polyphosphate - Avg Residual	mg/L	1.50	1.50	1.28
Polyphosphate - Recommended Residual	mg/L	0.5 - 2.0	0.5 - 2.0	0.5 - 2.0
Polyphosphate used	lbs	19.50	15.50	15.00
<b>Water Loss</b>				
Water Billed	gallons	3,217,079	2,653,774	3,681,786
Water used in main breaks/hydrant flushing	gallons	300,000	50,000	15,000
Water used at city buildings	gallons	90,648	87,300	5,000
Loss	gallons	14%	32%	8%
<b>Wastewater</b>				
<b>BOD</b>				
BOD Influent Avg	mg/L	419	284	210
BOD Effluent Avg	mg/L	0	0.5	3
BOD Eff Permit Limit - 30 Day Avg	mg/L	25	25	25
BOD % Removal	%	100.00%	99.82%	99.70%
BOD % Removal Permit Limit	%	85%	85%	85%
<b>TSS</b>				
TSS Influent Avg	mg/L	349	245	135
TSS Effluent Avg	mg/L	1	0	5
TSS Effluent Permit Limit - 30 Day Avg	mg/L	30	30	30
TSS % Removal	%	99.71%	100.00%	96.50%
TSS % Removal Permit Limit	%	85%	85%	85%
<b>Nitrogen Ammonia</b>				
NA Effluent Avg	mg/L	0	1	0
NA Effluent Permit Limit - 30 Day Avg	mg/L	8	10	8
<b>Influent Flow</b>				
Total Monthly	gallons	6,990,500	10,513,000	5,230,300
Average Daily	gallons	233,016	339,129	174,343
Maximum Daily	gallons	760,100	820,100	236,200
Minimum Daily	gallons	168,700	170,100	139,400
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

COUNCIL PACKET



RIVERSIDE--APRIL '19

Water Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
4/21/19	First National Bank, VISA	Supplies	\$12.76
4/21/19	First National Bank, VISA	RO Burst Disk	\$269.59
		<b>Total</b>	<b>\$282.35</b>

Water System Maintenance

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

Wastewater Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
4/19/19	PD Air Systems	Blower Filters	\$152.00
4/21/19	First National Bank, VISA	Supplies	\$42.53
		<b>Total</b>	<b>\$194.53</b>

Wastewater System Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
4/24/19	Mid American Research Chemical	Fog Eliminator	\$514.03
		<b>Total</b>	<b>\$514.03</b>

Water Plant Maintenance	\$282.35
Water System Maintenance	\$0.00
WW Plant Maintenance	\$194.53
WW System Maintenance	\$514.03
Month Total	\$990.91

Annual Maintenance Budget \$20,931.00

Total Maintenance Dollars Spent Year to Date \$14,645.29

COUNCIL PACKET



Percent Maintenance Budget 70%  
Spent Year to Date

RIVERSIDE - APRIL '19

Water System Chemicals

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
4/30/19	Hawkins	Polyphosphate	\$345.90
4/2/19	Rhino Industries	Membrane Anti-Scalent	\$2,821.52
		<b>Total</b>	<b>\$3,167.42</b>

Wastewater System Chemicals

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

Water System Chemicals	\$3,167.42
W/W System Chemicals	\$0.00
<b>Month Total</b>	<b>\$3,167.42</b>

**Annual Chemical Budget** \$25,117.00

**Total Chemical Dollars Spent Year to Date** \$10,608.03

**Percent Chemical Budget Spent Year to Date** 42%

Maintenance Month Total	\$990.91
Chemical Month Total	\$3,167.42
<b>Month Total</b>	<b>\$4,158.33</b>

**Annual Budget** \$46,048.00

**Total Spent Year to Date** \$25,253.32

**Percent Budget Spent Year to Date** 55%



Completed Work Order List Report

Complete	Equipment Name	Task	WO#
4/1/2019	5310-SCREEN	MONTHLY PREVENTATIVE MAINTENANCE	16579
4/1/2019	5310-GEN	MONTHLY PREVENTATIVE MAINTENANCE	16585
4/1/2019	5310-FE	MONTHLY PREVENTATIVE MAINTENANCE	16586
4/1/2019	5310-BLOWERS 1,2,3	MONTHLY PREVENTATIVE MAINTENANCE	16587
4/2/2019	6310-HIGH SERVICE PUMPS 1,2,3,4	MONTHLY PREVENTATIVE MAINTENANCE	16538
4/2/2019	6310-GEN	MONTHLY PREVENTATIVE MAINTENANCE	16539
4/2/2019	6310-FE	MONTHLY PREVENTATIVE MAINTENANCE	16540
4/2/2019	6310-DEH	MONTHLY PREVENTATIVE MAINTENANCE	16541
4/2/2019	6310-CARTRIDGE FILTERS 1,2,3	MONTHLY PREVENTATIVE MAINTENANCE	16542
4/2/2019	6310-BUG FILTER 1 & 2	MONTHLY PREVENTATIVE MAINTENANCE	16543
4/2/2019	5310-SAMP-INF	MONTHLY PREVENTATIVE MAINTENANCE	16580
4/2/2019	5310-SAMP-EFF	MONTHLY PREVENTATIVE MAINTENANCE	16581
4/2/2019	5310-LS-5	LS QRTLY PM	16582
4/2/2019	5310-LS-5	MONTHLY-PM	16583
4/2/2019	5310-LS-4	MONTHLY-PM	16583
4/2/2019	5310-LS-3	MONTHLY-PM	16583
4/2/2019	5310-LS-2	MONTHLY-PM	16583
4/2/2019	5310-LS-1	MONTHLY-PM	16583
4/3/2019	5310-UV	MONTHLY PREVENTATIVE MAINTENANCE	16578
4/3/2019	5310-LS-MAIN	MONTHLY-PM	16584
4/3/2019	5310-LS-4	LS QRTLY PM	16582
4/3/2019	5310-LS-3	LS QRTLY PM	16582
4/3/2019	5310-LS-2	LS QRTLY PM	16582
4/3/2019	5310-LS-1	LS QRTLY PM	16582

*KW*

RESOLUTION #121718-02

**RESOLUTION APPROVING KRIS WESTFALL OF IOWA REALTY TO SELL CITY- OWNED GALILEO DRIVE LOTS**

**Whereas**, the City of Riverside will enter into an agreement for 12 months with Kris Westfall of Iowa Realty to advertise and sell the City-owned lots located on Galileo Drive in Riverside, Iowa.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve to enter into an agreement with Kris Westfall to sell the residential lots at a 5% realtor fee.

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

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

Ayes: Sexton, Schnoebelen, Redlinger, Rodgers

Nays:

Absents: Schneider

**PASSED AND APPROVED** this 17th day of December, 2018 by the City Council of Riverside, IA.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

*Price lots?*

Simply Trees



Larry Bohnenkamp  
 simplytreesia@gmail.com  
 (319) 800 9479

Name: City of Riverside  
 Address: (Becky)

Phone: \_\_\_\_\_

## Quote for Work

	Description	Hrs.		\$
	Removal of Hackberry Tree		⌘	900.00
	* In Park			
			⌘	900.00

NOTES

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High quality tree pruning and tree removal. Precise cuts. Focus on overall tree health and appearance. Complete clean up and debris removal.



Update COUNCIL PACKET  
CODE

Becky

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**From:** Chad Sands <chad.sands@ecicog.org>  
**Sent:** Monday, May 13, 2019 12:11 PM  
**To:** Becky  
**Subject:** Re: riverside

That's great, Becky. Thank you.

First thing would be for the city to create a committee...likely made up of you, the mayor and a council member (or something like that).

After the committee has been formed we can go ahead and meet. This week is pretty full already and next week looks like I only have available Thursday 23rd anytime. But I'd be available anytime the 29th or 30th to meet as well.

One thing you could do to prepare (if you haven't done so already) is to gather all the ordinances adopted since the last time you codified and have copies of them for me when we meet.

Let me know if you have any questions about the committee or anything else and let me know when you can meet.

Thanks, Becky.

Chad

Chad C. Sands, AICP  
Community Development Department Director  
East Central Iowa Council of Governments  
700 16th Street NE - Suite 301  
Cedar Rapids, Iowa 52402  
(319) 365-9941, ext. 127 (phone)  
(319) 365-9981 (fax)  
[chad.sands@ecicog.org](mailto:chad.sands@ecicog.org)  
[www.ecicog.org](http://www.ecicog.org)

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**From:** Becky <[becky@cityofriversideiowa.com](mailto:becky@cityofriversideiowa.com)>  
**Sent:** Monday, May 13, 2019 9:02 AM  
**To:** Chad Sands  
**Subject:** riverside

Good Morning Chad,  
Council approved updating Codes.  
Let me know what you need next from us.  
Thank-you,

*Becky LaRoche*