

CITY OF RIVERSIDE COUNCIL MEETING AGENDA
RIVERSIDE CITY HALL COUNCIL CHAMBERS
60 N GREENE STREET
REGULAR MEETING
Monday, August 19, 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 8-5-2019, 8-12-2019
 - b. Expenditures for 8-19-2019
 - c. Liquor License: St. Mary's Catholic Church
 - d. Street closing during church event: St Mary's from Washburn to Greene.
4. Committee minutes
 - a. Fire Department July 2019
 - b. Planning & Zoning 7-30-2019
5. PeopleService July Report-Bill Stukey **pg. 13**
 - a. Leak Detection Proposal update **pg. 21**
 - b. Sidewalk repair around water tower estimate \$3,200.00
6. Request from resident at 71 S Washington to discuss tree removal. **Pg. 25**
7. **Public forum:** 3 minutes per person. See guidelines for public comments at the Clerk's table.
8. **Public Hearing:** Site Plan Ordinance
9. Ordinance #081919-01 Adding and Adopting Site Plan Ordinance Chapter 167. **pg. 27**
10. Embargo Resolution #081919-02, for Schnoebelen Street **pg. 43**
11. Resolution #081919-03 Set Public Hearing to rezone Conservation Park from A-1 to P-1 **pg.46**
12. Resolution #081919-04 Set Public Hearing to rezone Addition to Hall Park from R-2 to P-1. **pg.48**
13. Resolution #081919-05 Set Public Hearing to rezone 81 E First St from P-1 to C-2. **pg.50**
14. Resolution #081919-06 Set Public Hearing to rezone 1184 Commercial Drive from C-3 to C-2. **Pg.52**
15. Project updates
 - a. Hwy 22 project
 - i. Project schedule for the completion of the project.
 - ii. Resolution #081919-08 Change Order #10 Water Main Repair, \$1,150.00. **pg. 57**

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

- iii. Resolution #081919-09 Change Order #12 Ditch at 275 W 1st Street \$19,284.00. **pg. 60**
- iv. Resolution #081919-10 Change Order #13 Additional Side walk South Side of Third Street \$863.00. **pg. 63**
- v. Resolution #081919-11 Change Order #14 Surface Patch \$10,120.00. **pg.65**
- b. Ash/Tupelo Project
 - i. Resolution #081919-12 Change Order #2 Ash/Tupelo, \$7,040.86 **pg. 68**
 - ii. Resolution #081919-13 Change Order #3 Ash/Tupelo, \$6,902.00 **pg. 70**
 - iii. Resolution #081919-14 Change Order #4 Ash/Tupelo, \$4,242.30 **pg. 72**
- 16. First September meeting date change due to Labor Day holiday.
- 17. Tower Lease **pg. 74**
- 18. City of Riverside Purchasing Policy **pg. 92**
- 19. Review of options for street signing. **pg. 98**
- 20. Review of speed study and possible change to Hickory St. **pg.105**
- 21. Ella Street Design Review.
- 22. Administrator's report **pg. 124**
- 23. City Council comments
- 24. Motion to adjourn

COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: August 5, 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 Redlinger, passed 5-0.

Schneider moved to approve the minutes of July 15th and 26th, expenditures, and Casey's alcohol permit refund. Second by Rodgers, passed 5-0.

Council reviewed July 17th and 24th Finance Committee minutes, and June Fire Dept. update.

Patty Koller, Washington County Riverboat Foundation, explained the addition of Sports betting at the Casino. They are asking for a representative from the City Council to serve on their board in an advisory position. Rodgers and McGuire expressed interest in the position.

Rodgers moved to open Public Hearing for sale of Lot #2, Commercial drive to Pro-Line Lawn Care, Inc. at 6:45 p.m. Second by McGuire, passed 5-0. There was no written or oral comments. Sexton moved to close Public Hearing at 6:47 p.m. Second by Redlinger, passed 5-0.

Rodgers moved to pass Resolution #080519-01; Sell Lot #2 on Commercial Drive to Pro-Line Lawn Care, Inc. in the amount of \$166,428.88. Second by McGuire, passed 5-0.

Sexton moved to open Public Hearing for sale of Lot #1, Commercial drive to Copper Creek Ridge, LLC at 6:50 p.m. Second by Redlinger, passed 5-0. There was no written or oral comments. Rodgers moved to close Public Hearing at 6:51 p.m. Second by McGuire, passed 5-0.

Schneider moved to pass Resolution #080519-02; Sell Lot #1 on Commercial Drive to Copper Creek Ridge LLC in the amount of \$40,000.00. Second by Redlinger, passed 5-0.

Sexton moved to pass Resolution #080519-09; Set the date for Public Hearing for Riverside Code of Ordinance Chapter 167 – Site Plan Requirements for August 19, 2019. Second by Schneider, passed 5-0.

Council reviewed P&Z recommendations on Site Plan Ordinance.

McGuire moved to stay with proposed handicap parking numbers. Second by Redlinger, passed 5-0.

Council received Matt Butler's Eagle Scout Project Proposal.

McGuire moved to approve dog park proposal with the addition of 2nd entry gate, ground cover at fence line, and City contribution of \$7325 for materials. Second by Redlinger, passed 5-0.

Council reviewed street sign designs. McGuire asked to see all available colors.

Redlinger moved to accept bid for repair of City Hall A/C in the amount of \$2565.00. Second by Rodgers, passed 5-0.

COUNCIL PACKET

Scott Pottorff, MMS Consulting, updated council on street projects.

Schneider moved to pass Resolution #080519-04; Pay Request #1 to Cornerstone Excavating, for Ash Street project in the amount of \$158929.30. Second by Rodgers, passed 5-0.

Rodgers moved to approve the Addendum to the Northern Growth Area Development Agreement, adding 7 lots and 362' of paved street, with cost share of \$191,860. Second by Redlinger, passed 4-1 Sexton opposed.

Rodgers moved to pass Resolution #080519-05; Pay request #7 to Triple B construction for Hwy 22 street project in the amount of \$336,861.92. Second by McGuire, passed 5-0.

Redlinger moved to pass Resolution #080519-06; Change Order #9 for Hwy 22 Street Project to replace existing sidewalk between Sycamore and Schnoebelen streets in the amount of \$9138.00. Second by McGuire, passed 5-0.

Schneider moved to table Resolution #080519-07; change Order #10 on Hwy 22 Street Project, pending repair cost listing. Second by Rodgers, passed 5-0.

Redlinger moved to pass Resolution #080519-08; Change Order #11 on Hwy 22 Street project, to add curb on south side of Hwy 22 from Glasgow to Washburn Street in the amount of \$3952. Second by McGuire, passed 5-0.

Schneider moved to accept low bid of \$1,700.00 from Custom Tree Service to remove 3 dead Elm trees in City ROW on Hwy 22.

Pottorff presented plans for the repair of driveway and ditch at 275 W 3rd Street. Change order will be on next meeting.

Redlinger moved to repair and replace driveway to Hwy 22 at 275 W 3rd Street. Second by Schneider, passed 5-0.

McGuire moved to adjust width of driveway replacement at 391 St. Mary's Street. Second by Rodgers, passed 5-0.

Redlinger moved to adjourn at 9:35 p.m. Second by Rodgers, passed 5-0.

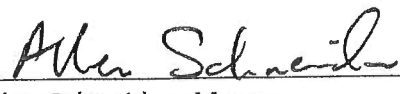
Full content of Council Meetings can be viewed on the City web site;
www.cityofriversideiowa.com

Hall Park Work Session – Monday, August 12, 2019 at 6:30 p.m.

Council Meeting – Monday, August 19, 2019 at 6:30 p.m.

ATTEST:


Becky LaRoche; City Clerk


Allen Schneider; Mayor

COUNCIL PACKET

8-12-19 Council Work Session on site Hall Park

Those attending: Mayor Schneider, Council members Sexton, Redlinger, Schneider, Rodgers, McGuire

Mayor Schneider called the work session to order at 6:30 p.m. Those attending walked the entire park discussing all issues. Items identified will be reviewed and placed on the council priority list. Meeting adjourned at 7:42 p.m.

COUNCIL PACKET

EXPENDITURES 08/19/19					
	COUNCIL MEETING	UNPAID BILLS:			
1	ABIGT LETTERING	BS TRAIL BENCH	001-5-520-6799	\$ 125.00	
2	BARCO	UNIFORMS	001-5-210-6181	\$ 102.88	
3	CUMMINS	4 GENERATOR MAINT.	610-5-815-6330	\$ 2,818.45	
4	ECICOG	REG. CLERK WS	001-5-650-6240	\$ 15.00	
5	ECICOG	CODIFICATION	001-5-650-6499	\$ 1,008.00	
6	HENRT SCHEIN	RVFD	001-5-150-6356	\$ 513.99	
7	IOWA SOLUTIONS	E-MAIL	001-5-650-6497	\$ 50.00	
8	ITECH	AUG SERVICE	001-5-650-6497	\$ 225.00	
9	IOWA PAPER	PARKS	001-5-430-6325	\$ 285.73	
10	JIMS SMALL ENGINE	CHAIN	001-5-430-6325	\$ 15.95	
11	JOHNSON COUNTY REFUSE	AUG SERVICE	670-5-840-6499	\$ 1,874.25	
12	KALONA TIRE	RVFD	001-5-150-6352	\$ 155.85	
13	KUENSTER HEATING	CITY HALL A/C	001-5-650-6310	\$ 408.93	
14	MMS CUMSULTANTS	P&Z MEETINGS	001-5-650-6407	\$ 601.80	
15	MMS CUMSULTANTS	HWY 22	301-5-750-6785	\$ 19,786.76	
16	MMS CUMSULTANTS	NORTHERN HEIGHTS	301-5-750-6784	\$ 4,440.90	
17	MMS CUMSULTANTS	ASH/TUPELO	301-5-750-6789	\$ 6,955.27	
18	MMS CUMSULTANTS	ZONING MAP	001-5-650-6407	\$ 3,244.85	
19	MMS CUMSULTANTS	4TH STREET TOPO	301-5-750-6777	\$ 2,716.25	\$ 37,745.83
20	KALONA OIL	FUEL	110-5-210-6331	\$ 633.00	
21	LEAF	COPIER LEASE	001-5-650-6496	\$ 156.50	
22	KOCH OFFICE	COPY	001-5-650-6496	\$ 632.40	
23	OFFICE EXPRESS	SUPPLY	001-5-650-6506	\$ 164.78	
24	RACC	TREKFEST GRANT-FINAL	145-5-650-6416	\$ 5,567.58	
25	REC	SIGN	001-5-520-6510	\$ 96.81	
26	REC	SEWER	610-5-815-6371	\$ 3,956.80	
27	REC	SHOP	001-5-210-6371	\$ 54.74	
28	REC	WATER PLANT	600-5-810-6371	\$ 4,692.70	
29	REC	CASINO LIFT	610-5-815-6371	\$ 226.70	
30	REC	TRAFIC LIGHT	001-5-230-6371	\$ 155.20	\$ 9,182.95
31	RTM	FD- FUEL	001-5-150-6350	\$ 161.53	
32	SCHNOEBELEN INC	PARKS	001-5-430-6504	\$ 120.66	
33	SIMPLY TREES	JULY STICK PICK-UP	001-5-510-6320	\$ 1,320.00	
34	SIMPLY TREES	AUGUST STICK PICK UP	001-5-510-6320	\$ 880.00	\$ 2,200.00
35	SUNRISE POST	HALL PK SHELTER	001-5-430-6504	\$ 110.56	
36	STANDARD PEST	AUGUST SERVICE	001-5-650-6310	\$ 60.00	
37	STUTSMAN, INC	PARKS	001-5-430-6320	\$ 60.00	
38	VISA	U-STREAM	001-5-650-6497	\$ 105.93	
39	VISA	POSTAGE	001-5-650-6508	\$ 5.20	
40	VISA	PARKS-FUEL	001-5-430-6323	\$ 10.29	
41	VISA	PARKS	001-5-430-6320	\$ 9.36	\$ 130.78
42	YOTTY'S	PARKS	001-5-430-6325	\$ 6.03	
	*****	TOTAL BILLS		\$ 64,531.63	
43	"001"	GENERAL FUND		\$ 10,862.97	
44	"110"	ROAD USE FUND		\$ 633.00	
45	"145"	CASINO FUNDS		\$ 5,567.58	
46	"301"	CAPITAL PROJECTS		\$ 33,899.18	
47	"600"	WATER FUND		\$ 4,692.70	
48	"610"	SEWER FUND		\$ 7,001.95	
49	"670"	LANDFILL		\$ 1,874.25	
	*****	TOTAL EXPENDITURES BY FUND		\$ 64,531.63	
		PAID BILLS:			
50	IOWA DEPT OF REVENUE	IOWA WITHHOLDINGS - 2019 JULY		\$ 712.00	
51	IOWA DEPT OF REVENUE	IOWA SALES TAX - 2019 JULY		\$ 1,079.00	
52	IOWA DEPT OF REVENUE	IOWA WET TAX - 2019 JULY		\$ 1,824.00	
53	IPERS	CONTRIBUTIONS - 2019 JULY		\$ 2,551.79	
54	IRS	941 TAX DEPOSIT - 2019 JULY		\$ 4,017.03	
55	PAYROLL	PAYCHECKS - 2019 JULY		\$ 14,541.59	
56	1ST NAT'L BANK	HEALTH SAVINGS ACCOUNT		\$ 1,500.00	
	*****	TOTAL EXPENDITURES		\$ 219,820.30	

COUNCIL PACKET

	MTD TREASURERS REPORT	7/31/2019	REVENUES	EXPENSES	BALANCE FY20
57	GENERAL FUND		\$ 32,286.48	\$ 842,146.41	\$ 814,205.30
58	ROAD USE TAX FUND		\$ 10,250.48	\$ 62,037.46	\$ 96,052.98
59	LOCAL OPTION SALES TAX		\$ 9,389.95	\$ -	\$ 243,930.06
60	CASINO REVENUE RUND		\$ 101,372.37	\$ 15,610.37	\$ 567,968.57
61	DEBT SERVICE		\$ -	\$ -	\$ -
62	CAPITAL PROJECTS FUND		\$ 1,172,000.00	\$ 156,249.77	\$ 1,037,096.59
63	WATER FUND		\$ 33,700.26	\$ 366,430.72	\$ 384,253.10
64	SEWER FUND		\$ 31,610.44	\$ 17,333.58	\$ 191,351.34
65	GARBAGE/LANDFILL FUND		\$ 2,032.17	\$ 1,874.25	\$ 9,437.49
66	STORM WATER FUND		\$ 1,577.19	\$ -	\$ 5,870.85
	TOTAL		\$ 1,394,219.34	\$ 1,461,682.56	\$ 3,350,166.28

CITY OF RIVERSIDE
MTD TREASURERS REPORT
AS OF: JULY 31ST, 2019

	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCURAL ENDING CASH BALANCE
101-GENERAL FUND	1,623,648.19	32,286.48	842,146.41	813,788.26	0.00	417.04	814,205.30
110-ROAD USE TAX	147,839.96	10,250.48	62,037.46	96,052.98	0.00	0.00	96,052.98
121-LOCAL OPTION SALES TAX	234,540.11	9,389.95	0.00	243,930.06	0.00	0.00	243,930.06
125-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
145-CASINO REVENUE FUND	482,206.57	101,372.37	15,610.37	567,968.57	0.00	0.00	567,968.57
300-DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-CAPITAL PROJECTS	21,346.36	1,172,000.00	156,249.77	1,037,096.59	0.00	0.00	1,037,096.59
300-WATER FUND	716,983.56	33,700.26	366,430.72	384,253.10	0.00	0.00	384,253.10
310-SEWER FUND	177,074.48	31,610.44	17,333.58	191,351.34	0.00	0.00	191,351.34
370-LANDFILL/GARBAGE	9,279.57	2,032.17	1,874.25	9,437.49	0.00	0.00	9,437.49
380-STORM WATER	4,293.66	1,577.19	0.00	5,870.85	0.00	0.00	5,870.85
GRAND TOTAL	3,417,212.46	1,394,219.34	1,461,682.56	3,349,749.24	0.00	417.04	3,350,166.28

*** END OF REPORT ***

~~7-1-19~~ Transfer IN: \$ 765,000
 57,000
 350,000
1,172,000
 g. fund
 R-use
 water

COUNCIL PACKET

CITY OF RIVERSIDE
 POOLED CASH REPORT (FUND 999)
 AS OF: JULY 31ST, 2019

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>				
001-1110	CHECKING ACCT-GENERAL FUND	1,623,648.19 (809,442.89)	814,205.30
110-1110	CHECKING ACCT-ROAD USE TAX	147,839.96 (51,786.98)	96,052.98
121-1110	CHECKING ACCT-LOST	234,540.11	9,389.95	243,930.06
125-1110	CHECKING ACCT-TIF	0.00	0.00	0.00
145-1110	CHECKING ACCT-CASINO REVENUE	482,206.57	85,762.00	567,968.57
200-1110	CHECKING ACCT-DEBT SERVICE	0.00	0.00	0.00
301-1110	CHECKING ACCT-CAP PROJECTS	21,346.36	1,015,750.23	1,037,096.59
600-1110	CHECKING ACCT-WATER	716,983.56 (332,730.46)	384,253.10
610-1110	CHECKING ACCT-SEWER	177,074.48	14,276.86	191,351.34
670-1110	CHECKING ACCT-GARBAGE	9,279.57	157.92	9,437.49
680-1110	CHECKING ACCT-STORM WATER	<u>4,293.66</u>	<u>1,577.19</u>	<u>5,870.85</u>
TOTAL CLAIM ON CASH		3,417,212.46 (67,046.18)	3,350,166.28
		=====	=====	=====

CASH IN BANK - POOLED CASH

999-1110	CASH IN BANK	3,365.17	415,278.66	418,643.83
999-1112	PEOPLES BANK MONEY MARKET	2,490,883.51 (498,516.17)	1,992,367.34
999-1114	HILLS BANK	235,951.09 (235,331.49)	619.60
999-1115	CB FUND	118,267.64	85.38	118,353.02
999-1116	COMMUNITY BUILDING CD #18936	288,277.08	1,437.44	289,714.52
999-1117	COMMUNITY BUILDING CD#18975	280,467.97	0.00	280,467.97
999-1118	WATER RESERVES CD#921190	<u>0.00</u>	<u>250,000.00</u>	<u>250,000.00</u>
SUBTOTAL CASH IN BANK - POOLED CASH		3,417,212.46 (67,046.18)	3,350,166.28

WAGES PAYABLE

999-2010	WAGES PAYABLE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
SUBTOTAL WAGES PAYABLE		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

TOTAL CASH IN BANK - POOLED CASH

3,417,212.46 (67,046.18)	3,350,166.28
=====	=====	=====

DUE TO OTHER FUNDS - POOLED CASH

999-2100	DUE TO OTHER FUNDS	<u>3,417,212.46 (</u>	<u>67,046.18)</u>	<u>3,350,166.28</u>
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TOTAL DUE TO OTHER FUNDS

3,417,212.46 (67,046.18)	3,350,166.28
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COUNCIL PACKET

8-15-2019 07:21 AM

CITY OF RIVERSIDE

PAGE: 2

POOLED CASH REPORT (FUND 999)

AS OF: JULY 31ST, 2019

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>DUE TO POOLED CASH</u>				
001-2020	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
200-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
301-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
600-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
610-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
670-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
680-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL DUE TO POOLED CASH		0.00	0.00	0.00
=====				
<u>DUE FROM OTHER FUNDS</u>				
999-1330	DUE FROM OTHER FUNDS	0.00	0.00	0.00
TOTAL DUE FROM OTHER FUNDS		0.00	0.00	0.00
=====				
<u>ACCOUNTS PAYABLE - POOLED CASH</u>				
999-2020	ACCOUNTS PAYABLE CONTROL	0.00	0.00	0.00
TOTAL ACCOUNTS PAYABLE POOLED CASH		0.00	0.00	0.00
=====				

*** PROOF CASH BALANCES ***

(A)		(B)		(C)	
CLAIM ON CASH	3,350,166.28	CLAIM ON CASH	3,350,166.28	CASH IN BANK	3,350,166.28
CASH IN BANK	<u>3,350,166.28</u>	DUE TO OTHER FUNDS	<u>3,350,166.28</u>	DUE TO OTHER FUNDS	<u>3,350,166.28</u>
DIFFERENCE	0.00		0.00		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	<u>0.00</u>	ACCOUNTS PAYABLE	<u>0.00</u>	ACCOUNTS PAYABLE	<u>0.00</u>
DIFFERENCE	0.00		0.00		0.00

*** END OF REPORT ***

COUNCIL PACKET

Becky

From: Licensing@IowaABD.com
Sent: Wednesday, August 14, 2019 1:34 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
	Submitted to Local Authority	St. Mary's Catholic Church (360 N. 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

- 1) Need motor to borrow Pizza tables / trash cans
- 2) close street in front of Church
Washburn → Greene

**RIVERSIDE FIRE
DEPARTMENT**

FIRE / RESCUE / EMS / HAZMAT



July 2019 Update

Calls for Service:

Medicals - 13

Structure Fire – 1

Total calls – 14 calls for service in July

Members were again very busy this month responding to calls all hours of the day.

Training:

Members did vehicle extrication training in July, we had 2 vehicles donated by a community member for us to cut up. Members also trained on pumping tactics of various RFD fire apparatus.

RESA

We will begin planning for our fall fundraiser soon, the members are also planning a golf tournament. RESA has partnered with the Riverside Casino for this event/fundraiser which is scheduled for Sept. 29th.

Other News

The department continues to monitor all of the road construction projects going on as this does affect our emergency response.

Thanks

Fire Chief Smothers

COUNCIL PACKET

PLANNING & ZONING COMMISSION MEETING

RIVERSIDE CITY HALL COUNCIL CHAMBERS

60 N GREENE STREET

Tuesday, July 30, 2019, 6:28 p.m.

1. The meeting was called to order at 6:28 p.m. in City Hall by Chairperson Robinson.
2. Roll call showed the following members present. A quorum was present.

Members present:

Nate Robinson John Sojka
Christine Kirkwood Mike O'Leary
Ralph Schnoebelen (arrived 6:44 p.m.)

Others present:

Christine Yancy, City Administrator
Scott Pottorff, MMS
Matthew Butler, Eagle Scout

Dan Butler, Scout Leader

3. Sojka moved, Kirkwood seconded and members present unanimously approved the agenda with a change moving discussion of the dog park in Hall Park forward. Robinson asked that members be requested to call or otherwise indicate if they are unable to attend prior to future meetings.
4. Matthew Butler handed out a diagram of the plan for the location of the fenced dog park in the northeast corner of Hall Park that is his Eagle Scout project. He explained that clean-up of the area had already begun and Yancy mentioned that the old bleachers had been removed. More work to remove trees/brush and put down mulch will continue. When completed, the area will be fenced, signage put up, picnic tables and trash barrel added and a receptacle for people to put clean plastic bags for waste removal will be installed. Kirkwood moved and Sojka seconded to recommend approval of the plan to the council and it was unanimously approved.
5. Kirkwood moved and O'Leary seconded to approve the new Site Plan Ordinance with the changes made by the council except for raising the required number of handicapped spaces. The members approved unanimously.
6. Members discussed the sale of Lot #1 to Copper Creek, LLC, but no action was taken.
7. Members discussed the Sale of Lot #2 to Pro-Line Lawn Care. This item was tabled until an application for rezoning to C-2 was made and a complete site plan was submitted. Schnoebelen joined the meeting for this discussion.

COUNCIL PACKET

8. The new zoning map was reviewed. Three areas are not reflected on the new map: rezoning of Conservation Park to Public, rezoning of the Van Zante property added to Hall Park to Public, and rezoning of the Community Building back to Commercial. Yancy will research these for ordinance changes and they will be done so that the map can be reviewed in final form.
9. The revised site plan adding lots and street to the Northern Growth Area was reviewed. Kirkwood moved and O'Leary seconded approval of this change. The members voted to approve the motion unanimously.
10. A work session will be held August 12, 2019, at 6:30pm in Hall Park to look at the boat ramp area for any P&Z members who wish to attend.
11. Material addressing solar panels was handed out to members.
12. Kirkwood moved and Sojka seconded to adjourn the meeting at 7:15 p.m. The next scheduled P&Z meeting will be held Tuesday, August 27, 2019, at 6 p.m. in City Hall.

Nate Robinson

Chairperson

COUNCIL PACKET



Date: August 9, 2019

To: Riverside Council

From: Bill Stukey, Operator

O & M Report: July 2019

Water Operation & Maintenance

- All pumps and equipment at water plant were greased in accordance with manufacturer's recommendations.
- Water tower painting project has been completed. Bacteria tests were collected and analyzed at the University of Iowa State Hygienic lab. Both tests passed and the tower was placed back in service. There were no major issues experienced during the project. The site will be reseeded and watered to regrow the grass from equipment being parked on it. I have also obtained a quote to replace 120' of sidewalk around the tower that is broken and in disrepair.
- I investigated a water leak at 431 Elm St. I found a toilet in the basement was running. I shut off the water to the fixture and advised the homeowner to replace the fill valve.
- All water and wastewater SOP's were updated and turned in to the city administrator for review and filing.
- We replaced a photo eye at the water plant. The exterior lights were turning on during the day and staying off when it was dark outside.
- The PH probe in the lab was no longer calibrating and was replaced.
- Four doors were posted for late payments and one was shut off.
- 38 regular and one emergency locate were completed.

Wastewater Operation & Maintenance

- SBR 1 was drained for inspection. We did not find anything to report as the tank and equipment are in good condition.

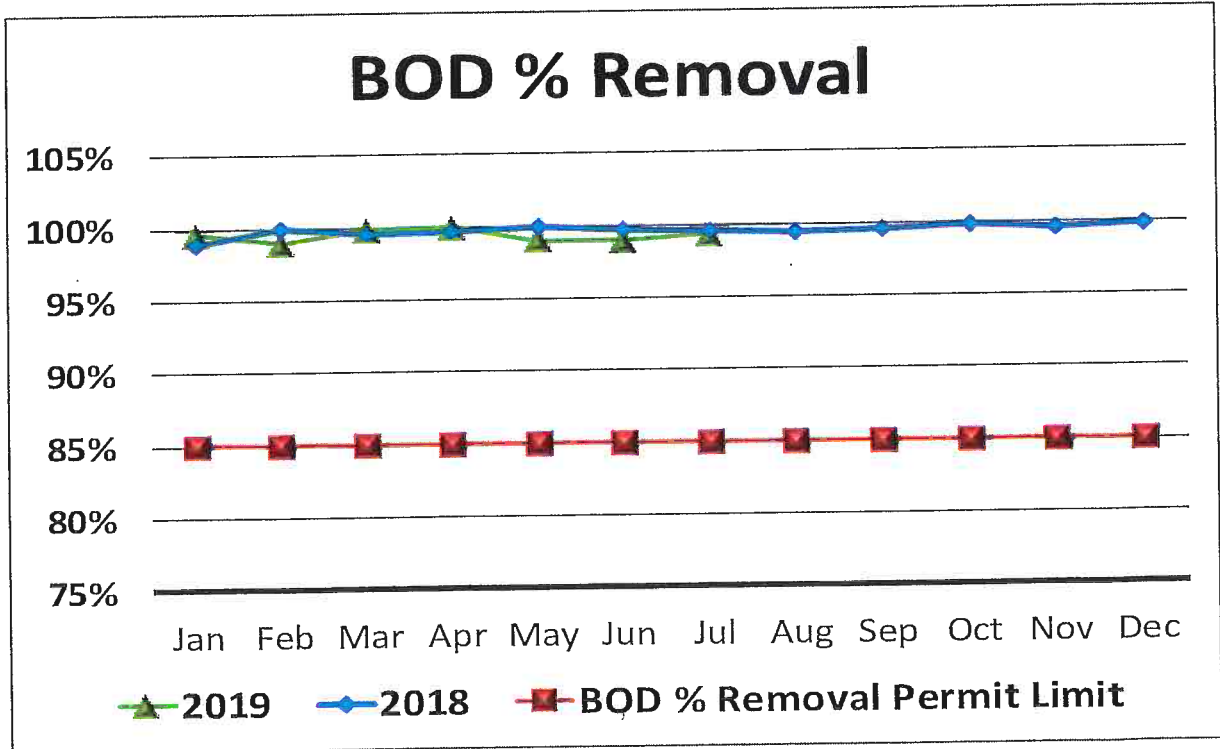
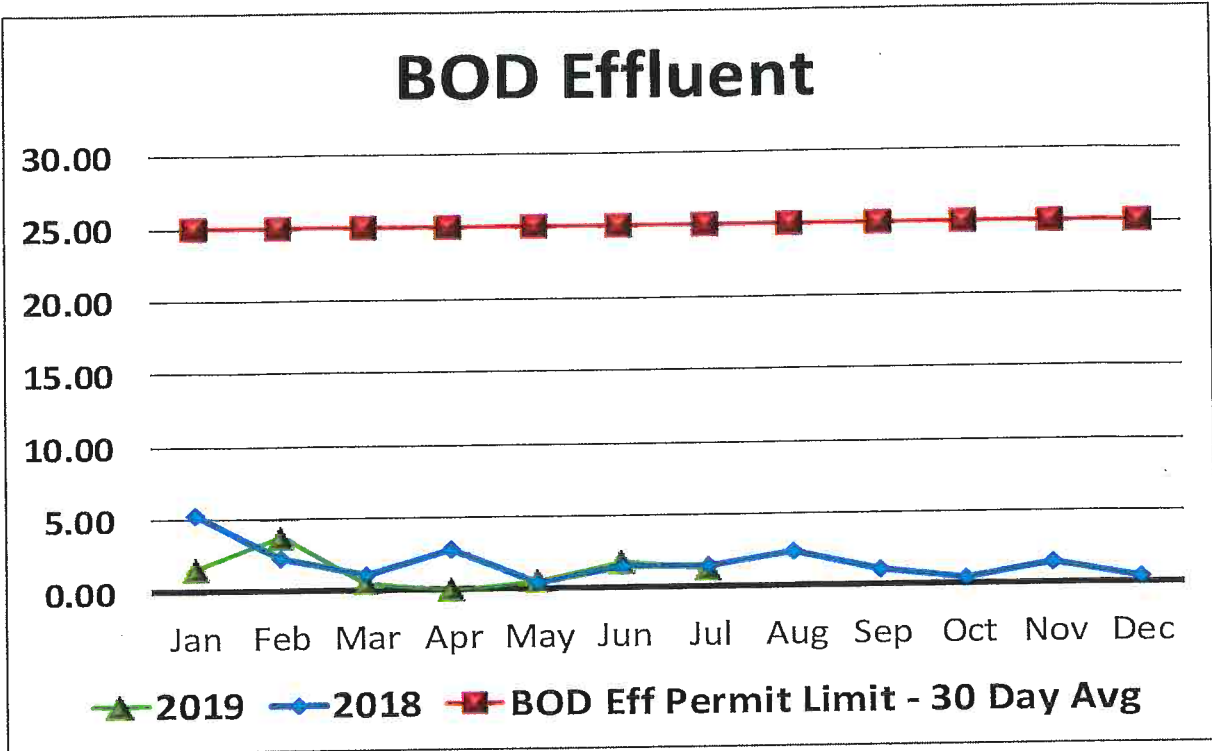
COUNCIL PACKET

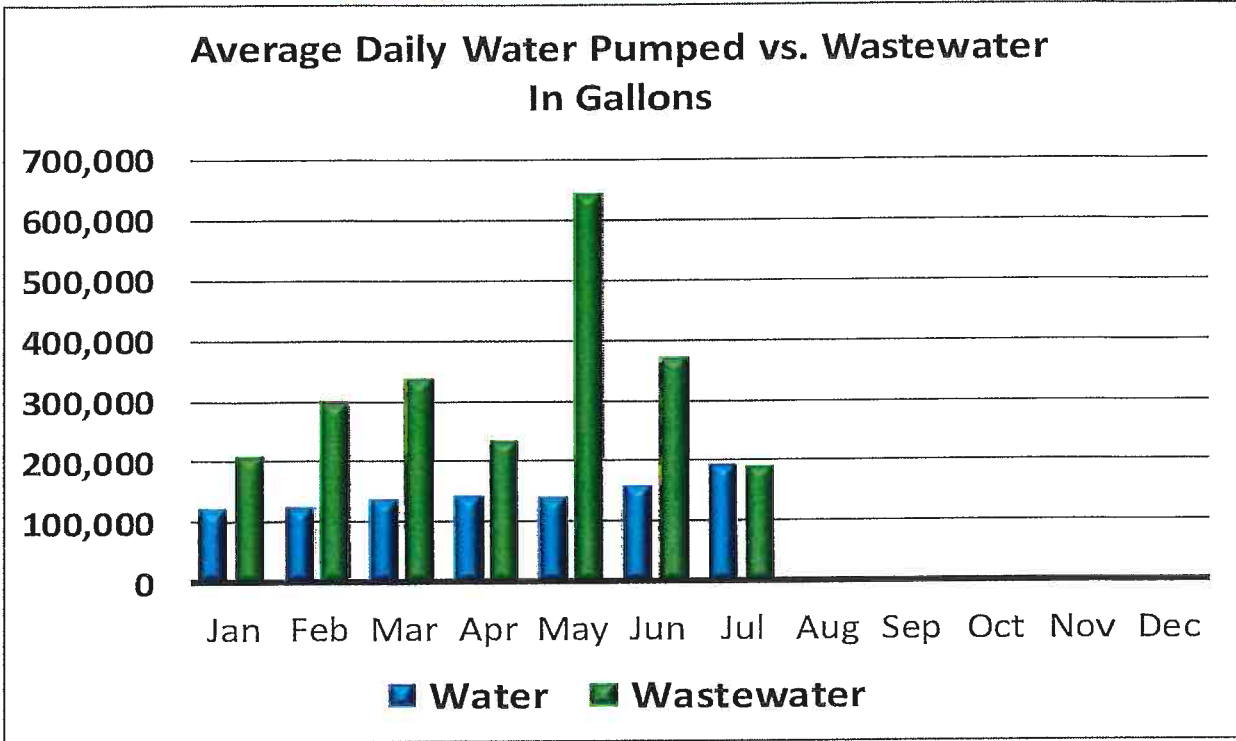


- Cummins serviced all generators per annual contract. All units are in good shape, but they are recommending we replace some of the batteries. I have arranged a maintenance schedule to replace the batteries to keep costs down.
- Visu-Sewer completed the third portion for sewer cleaning, only noting a section of line between Stumpf's Construction and Kum & Go had a large amount of rock in it. I will be looking into the source of this.
- Visu-Sewer completed our annual lift station cleaning. I consolidated the lift station cleaning to be the same time as sewer cleaning so they wouldn't double charge us for travel feed. They noted that we may consider only cleaning lift stations 3 and 5 every year and doing the others every other year. Lift stations 1, 2 and 4 did not have any debris in them.

Iowa Department of Natural Resources

- No Comments





Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$25,670.00	\$1,336.40	5%	8%
Maintenance Budget	\$21,391.00	\$295.46	1%	8%
Total	\$47,061.00	\$1,631.86	3%	8%

COUNCIL PACKET



		July-19	June-19	July-18
Water				
	Units			
Total Monthly Pumped	gallons	5,933,000	4,724,000	5,335,000
Average Daily Pumped	gallons	191,390	157,470	172,100
Maximum Daily Pumped	gallons	297,000	257,000	265,000
Minimum Daily Pumped	gallons	116,000	67,000	106,000
Chlorine				
Chlorine - Total Avg Residual Plant	mg/L	1.21	1.76	1.57
Chlorine - Total Avg Residual System	mg/L	0.93	1.27	1.68
Chlorine - Recommended Residual System	mg/L	0.30	0.30	0.30
Chlorine used	lbs	174.00	153.00	204.50
Iron				
Iron - Avg Raw	mg/L	1.93	1.89	2.26
Polyphosphate				
Polyphosphate - Avg Residual	mg/L	1.51	1.35	1.28
Polyphosphate - Recommended Residual	mg/L	0.5 - 2.0	0.5 - 2.0	0.5 - 2.0
Polyphosphate used	lbs	22.50	22.00	17.00
Water Loss				
Water Billed	gallons	5,160,442	3,583,046	4,245,662
Water used in main breaks/hydrant flushin	gallons	18,000	50,000	50,000
Water used at city buildings	gallons	104,599	89,532	10,000
Loss	gallons	11%	19%	19%
Wastewater				
BOD				
BOD Influent Avg	mg/L	194	166	376
BOD Effluent Avg	mg/L	1	1.8	2
BOD Eff Permit Limit - 30 Day Avg	mg/L	25	25	25
BOD % Removal	%	99.35%	98.90%	99.60%
BOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent Avg	mg/L	152	118	270
TSS Effluent Avg	mg/L	2	1	1
TSS Effluent Permit Limit - 30 Day Avg	mg/L	30	30	30
TSS % Removal	%	98.68%	98.80%	99.60%
TSS % Removal Permit Limit	%	85%	85%	85%
Nitrogen Ammonia				
NA Effluent Avg	mg/L	1	0	0
NA Effluent Permit Limit - 30 Day Avg	mg/L	5	4	5
Influent Flow				
Total Monthly	gallons	5,942,000	11,178,700	4,569,900
Average Daily	gallons	191,677	372,623	147,416
Maximum Daily	gallons	301,600	74,310	328,800
Minimum Daily	gallons	126,100	203,800	114,900
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--JULY '19

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>
7/22/19	First National Bank, VISA	Supplies	\$97.48
		Total	\$97.48

Wastewater Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
7/22/19	First National Bank, VISA	Supplies	\$169.56
		Total	\$169.56

Wastewater System Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
7/22/19	First National Bank, VISA	Supplies	\$28.42
		Total	\$28.42

Water Plant Maintenance	\$0.00
Water System Maintenance	\$97.48
WW Plant Maintenance	\$169.56
WW System Maintenance	\$28.42
Month Total	\$295.46

Annual Maintenance Budget \$21,391.00

Total Maintenance Dollars Spent Year to Date \$295.46

Percent Maintenance Budget Spent Year to Date 1%

COUNCIL PACKET



RIVERSIDE - JULY '19

Water System Chemicals

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
7/1/19	Hawkins	Caustic	\$513.50
7/28/19	Hawkins	Sodium Hypochlorite	\$477.00
7/28/19	Hawkins	Polyphosphate	\$345.90
		Total	\$1,336.40

Wastewater System Chemicals

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

Water System Chemicals	\$1,336.40
W/W System Chemicals	\$0.00
Month Total	\$1,336.40

Annual Chemical Budget \$25,670.00

Total Chemical Dollars Spent Year to Date \$1,336.40

Percent Chemical Budget Spent Year to Date 5%

Maintenance Month Total	\$295.46
Chemical Month Total	\$1,336.40
Month Total	\$1,631.86

Annual Budget \$47,061.00

Total Spent Year to Date \$1,631.86

Percent Budget Spent Year to Date 3%

COUNCIL PACKET



Completed Work Order List Report

Completed	Equipment Name	Task	WO#
7/2/2019	5310-LS-MAIN	MONTHLY-PM	16952
7/2/2019	5310-LS-5	LS QRTLY PM	16950
7/2/2019	5310-LS-5	MONTHLY-PM	16951
7/2/2019	5310-LS-4	LS QRTLY PM	16950
7/2/2019	5310-LS-4	MONTHLY-PM	16951
7/2/2019	5310-LS-3	LS QRTLY PM	16950
7/2/2019	5310-LS-3	MONTHLY-PM	16951
7/2/2019	5310-LS-2	LS QRTLY PM	16950
7/2/2019	5310-LS-2	MONTHLY-PM	16951
7/2/2019	5310-LS-1	LS QRTLY PM	16950
7/2/2019	5310-LS-1	MONTHLY-PM	16951
7/2/2019	5310-BLOWERS 1,2,3	MONTHLY PREVENTATIVE MAINTENANCE	16955
7/3/2019	6310-HTR	PREVENTATIVE MAINTENANCE	16922
7/3/2019	6310-HIGH SERVICE PUMPS 1,2,3,4	MONTHLY PREVENTATIVE MAINTENANCE	16923
7/3/2019	6310-CARTRIDGE FILTERS 1,2,3	MONTHLY PREVENTATIVE MAINTENANCE	16927
7/3/2019	6310-BUG FILTER 1 & 2	MONTHLY PREVENTATIVE MAINTENANCE	16928
7/3/2019	5310-UV	MONTHLY PREVENTATIVE MAINTENANCE	16946
7/3/2019	5310-SAMP-INF	MONTHLY PREVENTATIVE MAINTENANCE	16948
7/3/2019	5310-SAMP-EFF	MONTHLY PREVENTATIVE MAINTENANCE	16949
7/9/2019	5310-SCREEN	MONTHLY PREVENTATIVE MAINTENANCE	16947
7/9/2019	5310-GEN	MONTHLY PREVENTATIVE MAINTENANCE	16953
7/10/2019	6310-GEN	MONTHLY PREVENTATIVE MAINTENANCE	16924
7/10/2019	6310-FE	MONTHLY PREVENTATIVE MAINTENANCE	16925
7/10/2019	6310-DEH	MONTHLY PREVENTATIVE MAINTENANCE	16926
7/10/2019	5310-FE	MONTHLY PREVENTATIVE MAINTENANCE	16954

COUNCIL PACKET

City Admin

From: Bill Stukey <BStukey@peopleservice.com>
Sent: Thursday, August 01, 2019 7:05 AM
To: 'admin@cityofriversideiowa.com'
Subject: Leak detection contract
Attachments: 2019_07_25_14_05_35.pdf; ATT00001.htm

Christine,

Attached you will find a leak detection contract with Westrum. The cost will be \$1200 and they will do a leak survey over the whole town and help pinpoint any leaks we may have. I would like to know if you want me to take this to council first or if we want to just approve it.

Thanks,
Bill

From: Wilma Westrum <nwestrum@globalccs.net>
Sent: Thursday, July 25, 2019 2:08 PM
To: Bill Stukey <BStukey@peopleservice.com>
Subject: Westrum Leak Detection Inc contract

NOTICE: This e-mail message (including any file attachment) is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged and/or confidential. If you are not the intended recipient, any dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please notify us immediately by reply e-mail and delete or destroy all copies of this message and any file attachment. Thank you!

COUNCIL PACKET

7/23/19

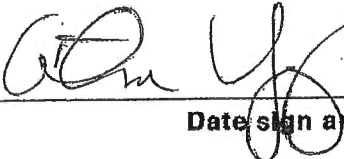
**LEAK DETECTION PROPOSAL BY:
WESTRUM LEAK DETECTION INC.
3226 360th St.
STRATFORD, IA. 50249**

**For
Riverside
PO Bo 188
Riverside, Ia 52327**

Computerized leak detection survey description.

1. All accessible hydrants and or valves where needed will be monitored with sensitive listening transducers / amplifier equipment to determined if leakage is occurring.
2. All areas where leakage is confirmed will be further investigated with the computerized correlator to pinpoint the location of the leaks.
3. A report will be submitted containing detailed drawings of all leaks located with the estimated leak sizes and savings resulting from the repair of the leaks.
4. **Westrum Leak Detection** will provide all equipment and personnel to accomplish the above.
5. The city-utility shall provide all personnel for traffic control, if needed, to successfully and safely complete the survey.

SURVEY COST SHALL BE \$1,200 FOR 100% OF THE SYSTEM IN THE YEAR OF 2019 .


Date sign and return a copy 8-8-19

Noel Westrum
President



We have set up your survey for this coming Thursday or Friday the technician will contact you on Thursday to let you know what time he will be there.

COUNCIL PACKET

PeopleService Inc. Annual Check List Safety Inspection

Location: River Side, IA

Inspectors Name: Kim Wergon

Operators Name: Bill Stuckey

Date Inspected: 8-12-19 WasteWater

Subject	Yes	No	N/A	Comments
Required OSHA Posters Hung?	X			
Emergency Phone Numbers Posted/Available?	X			
Lockout/Tagout Equipment Available?	X			
Green Safety Box Up to Date?	X			
Ladders Compliant?	X			
Confined Spaces Identified?	X			
Smoking Restricted Where Necessary?	X			
Housekeeping Acceptable?	X			
Proper PPE Available?	X			
First Aid Kits Available and Up to Date?	X			
Fire Extinguishers				
Fire Extinguishers Placed Properly?	X			
Adequate Signage?	X			
Inspection Tags up to date?	X			
Accessible (Clear of Rubble)?	X			
Flammables and Combustibles				
Stored Adequately?			X	
Labeled?			X	
Chemicals				
Labeled and Easily Read?	X			
NFPA Placards Posted?	X			
Safety Data Sheets up to date?	X			
Eyewash Station				
Inspected Weekly with Documentation?	X			
Accessible (Clear of Rubble)?	X			
Fall Protection				
Inspected with documentation?			X	
Hoists				
Inspected with documentation?	X			
Exits				
Accessible (Clear of Rubble)?	X			
Exits Marked?	X			
Panic Doors Easily Operational?	X			
Trenching and Shoring				
Shoring Box Used?			X	
Employees Properly Trained?			X	
Tools				
Conditions Acceptable?	X			
Grinders Guards in place properly?	X			

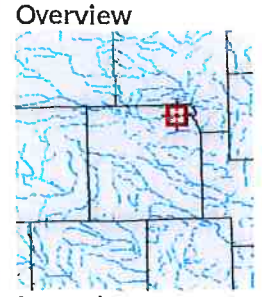
COUNCIL PACKET

Location: Riverside 2019 Waste Water

Subject	Yes	No	N/A	Comments
Welding, Cutting, Brazing				
Flow Check Valves Used?			X	
Oxygen and Acetylene Stored Apart?			X	
Regulator Closed?			X	
Acetylene Uses 5 PSI?			X	
Conditions of Hoses and Cables Acceptable?			X	
Electrical				
Electrical Panels Labeled?	X			
Breakers Labeled?	X			
GFI's Provided Around Moisture?	X			
All Electrical Equipment in Good Condition?	X			
Compressed Gas Cylinders				
Properly Stored?			X	
Signage for Full and Empty?			X	
Wind Sock Placed Properly & in Good Condition			X	
Respirators				
Respirators Clean and Stored Properly?			X	
Respirator has Proper Filter?			X	
Fixed Gas Monitors				
Calibrated and Documented?			X	
Vehicles				
First Aid Kits?	X			
Fire Extinguisher Placed and Inspected?	X			
Does Vehicle have Emergency Beacon?	X			
Does Vehicle have 2 Traffic Safety Cones?	X			
Traffic Safety Vest in Truck and Fit Driver?	X			
Sewer Back Up Kit in Truck?	X			
Confined Space				
Tripod & Hoist Inspected and Documented?			X	
Harness Inspected and Documented?			X	
Portable Gas Monitor Calibrated & Documented	X			
Employees Trained?	X			

Once inspection is complete; 1) Review with Operator. 2) Send a copy to the Region Manager and Director of Operational Programs. 3) A copy of this completed inspection is to be filed under Inspections in the Facilities Green Safety Box.

COUNCIL PACKET



- Legend**
-  Political Township
 -  Geographic Township
 -  Corporation
 -  Sections
 -  Subdivisions
 -  Parcels
 -  Road Centerline
 -  Fixed Assets

Parcel ID	0418252019	Class	R	Owner Address	BUSER, JENNIFER A.
Sec/Twp/Rng	n/a	Acreage	n/a		PO BOX 462
Property Address	71 S WASHINGTON ST RIVERSIDE				RIVERSIDE IA 52327
District	RICHG				
Brief Tax Description	12.05 BOYDS 1ST ADD LOT 13 & N 25 FT				

(Note: Not to be used on legal documents)

Date created: 8/15/2019
 Last Data Uploaded: 8/15/2019 2:11:46 AM

Developed by  **Schneider**
 GEOSPATIAL

COUNCIL PACKET

**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 receiving input and suggestions from the general public concerning the City's Site Plan Ordinance. The Ordinance is intended to provide reasonable rules and regulations for the development of a project Site Plan to protect the health, safety and welfare of the general public. The Public Hearing will be held during the City Council meeting on Monday, August 19, 2019 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 Site Plan Ordinance. 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 Site Plan Ordinance may also be directed to City Hall.

The ordinance is available for public review at the City Clerk's office.

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

Becky LaRoche

City Clerk

'19 AUG 7 9.46

*Sent to J. Johnson
8/2/19
for 8/8/19
paper
BL*

COUNCIL PACKET

Return to and Prepared by: Becky LaRoche, City Clerk of Riverside, Iowa, PO Box 188
Riverside, IA 52327 Phone 319-648-3501

ORDINANCE 081919-01

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF
RIVERSIDE, IOWA, BY ADDING A NEW SECTION SITE PLAN ORDINANCE**

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

SECTION 1. CHAPTER ADDED. The Code of Ordinances of the City of Riverside, Iowa, is amended by adding a new Section 167, entitled SITE PLAN ORDINANCE:

156.01 ADOPTION OF THE SITE CODE ORDINANCE Pursuant to published notice and public hearing, Chapter 167 Site Plan Ordinance, referred to therein, is hereby adopted in full by reference, except such portions as may be hereinafter deleted, modified, or amended. An official copy of Chapter 167, Site Plan Ordinance, is on file in the office of the City Clerk.

SECTION 2. REPEALER All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. 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 the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by Iowa law.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Riverside, Iowa that we will abide by Chapter 167, Site Plan Ordinance from this date forward.

COUNCIL PACKET

On the _____ of _____, 2019 at a regular meeting of the Riverside City Council, Riverside, Iowa, Councilperson _____ introduced Ordinance _____, and moved that it be given its first reading. The motion was seconded by Councilperson _____.

Ayes:
Nays:
Absent:

_____ members of the council being present and having voted "Aye". Mayor Allen Schneider declared Motion carried and Ordinance _____ was read the first time and placed on record.

Thereupon, it was moved by Councilperson _____ and seconded by Councilperson _____ that the second reading and third reading be waived and that Ordinance # #08052019-01 be placed on its final passage and be adopted.

Ayes:
Nays:
Absent:

Passed by the Council on the _____ day of August, 2019

Attest: _____
Becky LaRoche, Clerk

Allen Schneider, Mayor

COUNCIL PACKET

CHAPTER 167

SITE PLAN REQUIREMENTS

- 167.01 Title
- 167.02 Purpose and Application
- 167.03 Design Standards
- 167.04 Required Information
- 167.05 Open Space, Landscaping, Parking and Architectural Requirements
- 167.06 Zoning Permits
- 167.07 Procedure
- 167.08 Good Neighbor Policy
- 167.09 Fees
- 167.10 Validity of Approval
- 167.11 Site Plan Amendment
- 167.12 Applicability to Existing Development
- 167.13 Enforcement
- 167.14 Changes and Amendments
- 167.15 Maintenance Bonds

167.01 TITLE

This chapter shall be known, cited and referred to as "Site Plan Regulations of the City of Riverside, Iowa."

167.02 PURPOSE AND APPLICATION

It is the intent and purpose of this chapter to establish a procedure which will enable the City to review certain proposed improvements to property within specified zoning districts of the City to ensure compliance with all applicable zoning, subdivision and building regulations. Site plans shall only be required whenever any person proposes to place any structure for which a building permit is required under any other section of this Code, on any tract or parcel of land within any district of the Riverside Zoning Ordinance, and for any use, except one- and two-family dwellings.

167.03 DESIGN STANDARDS

The standards of design provided herein are necessary to insure the orderly and harmonious development of property in such manner as will safeguard the public's health, safety and general welfare.

1. The design of the proposed improvements shall make adequate provisions for surface and subsurface drainage, for connections to water and sanitary sewer lines, each so designed as to neither overload existing public utility lines nor increase the danger of erosion, flooding, landslide, or other endangerment of adjoining or surrounding property.
2. The proposed improvements shall be designed and located within the property in such manner as not to unduly diminish or impair the use and enjoyment of adjoining property,

COUNCIL PACKET

and to this end shall minimize the adverse effects on such adjoining property from automobile headlights, illumination of required perimeter yards, refuse containers, and impairment of light and air. For this section, the term "use and enjoyment of adjoining property" shall mean the use and enjoyment presently being made of such adjoining property, unless such property is vacant. If vacant, the term "use and enjoyment of adjoining property" shall mean those uses permitted under the zoning districts in which such adjoining property is located.

3. The proposed development shall have such entrances and exits upon adjacent streets and such internal traffic circulation pattern as will not unduly increase congestion on adjacent or surrounding public streets.
4. To such end as may be necessary and proper to accomplish the standards in subsections 1, 2, and 3 above, the proposed development shall provide fences, walls, screening, landscaping, erosion control or other improvements.
5. The proposed development shall conform to all applicable provisions of the Code of Iowa, as amended, and all applicable provisions of the Code of Ordinances of the City of Riverside, as amended.

167.04 REQUIRED INFORMATION

All site plans required under Section 167.02, unless waived by the City Council, shall include as a minimum the following information:

1. Date of preparation, north point and scale.
2. Legal description and address of the property to be developed.
3. Name and address of the record property owner, the applicant, and the person or firm preparing the site plan.
4. The existing and proposed zoning.
5. The existing topography with a maximum of two (2) foot contour intervals. Where existing ground is on a slope of less than two percent (2%), either one (1) foot contours or spot elevations where necessary but not more than fifty (50) feet apart in both directions, shall be indicated on site plan.
6. Existing and proposed utility lines and easements in accordance with City of Riverside Standard Specifications and Subdivision Regulations.
7. Total number and type of dwelling units proposed; proposed uses for all buildings; total floor area of each building; estimated number of employees for each proposed use where applicable; and any other information which may be necessary to determine the number of off-street parking spaces and loading spaces required by the zoning ordinance.
8. Location, shape, and all exterior elevation views of all proposed buildings, for understanding the structures and building materials to be used, the location of windows, doors, overhangs, projection height, etc. and the grade relationship to floor elevation, and the number of stories of each existing building to be retained and of each proposed building.

COUNCIL PACKET

9. All required yard setbacks.
10. Location, grade and dimensions of all existing and proposed paved surfaces and all abutting streets.
11. Complete traffic circulation and parking plan, showing the location and dimensions of all existing and proposed parking stalls, loading areas, entrance and exit drives, sidewalks, dividers, planters, and other similar permanent improvements.
12. Location and type of existing or proposed signs and of any existing or proposed lighting on the property which illuminates any part of any required yard.
13. Location of existing trees six (6) inches or larger in diameter, landslide areas, springs and streams and other bodies of water, and any area subject to flooding by a one hundred (100) year storm onsite and downstream offsite.
14. Location, amount and type of any proposed landscaping. Location of proposed plantings, fences, walls, or other screening as required by the zoning regulations and the design standards set forth in Section 167.03.
15. A vicinity map at a scale of 1"=500' or larger, showing the general location of the property, and the adjoining land uses and zoning.
16. Soil tests and similar information, if deemed necessary by the City Engineer, to determine the feasibility of the proposed development in relation to the design standards set forth in Section 167.03.
17. Where possible ownership or boundary problems exist, as determined by the Zoning Administrator, a property survey by a licensed land surveyor may be required.

167.05 OPEN SPACE, LANDSCAPING, PARKING AND ARCHITECTURAL REQUIREMENTS

The requirements set forth in this section for open spaces, landscaping, parking and architectural standards shall apply to any development or redevelopment except one- and two-family dwellings.

1. Open Space Required. On each lot, except for one- and two- family dwellings, there shall be provided open space in accordance with the following schedule:

Zoning District	Percent of Open Space
A-1*	30
R-1**	30
R-2**	30
R-3**	25
R-4**	30
C-R	25
C-G	25
C-H	25
I-L	25

*Non-agricultural uses.

COUNCIL PACKET

**Uses other than single-family dwellings and duplexes

A. Said open space shall be unencumbered with any structure, or off-street parking or roadways and drives, and shall be landscaped and maintained with grass, trees and shrubbery. When the entire lot is not developed, the open space requirement shall be based in proportion to the area of the improved portion of the lot.

B. Each principal structure of an apartment or office complex on same site shall be separated from any other principal structure in the complex by an open space of not less than sixteen (16) feet.

2. Landscaping Required. Any development, except one- and two-family dwellings, shall provide the following minimum number and size of landscape plantings based on the minimum required open space for the development. The following is the minimum requirement of trees and shrubs, by number and size, and type of ground cover. Street trees planted in public street right-of-way, subject to approval by the City, shall not be counted toward fulfillment of the minimum site requirements set forth below. Plant species to be used for landscaping shall be acceptable to the City that are not considered a nuisance or undesirable species, such as trees with thorns, cottonwood or cotton-bearing poplars, elm trees prone to Dutch Elm Disease, boxelder, and silver maple. Existing trees and shrubs to be retained onsite may be counted toward fulfillment of the landscaping requirements.

A. Minimum requirements at the time of planting: Two (2) trees minimum or one (1) tree of the following size per 1,500 square feet of open space, whichever is greater:

40 Percent: 1½"-2" caliper diameter

Balance: 1"-1½" caliper diameter

(Evergreen trees shall not be less than six (6) feet in height.)

B. Minimum requirements at the time of planting: 6 shrubs, or 1 shrub per 1,000 square feet of open space, whichever is greater.

C. To reduce erosion, all disturbed open space areas shall have ground cover of grass or native vegetation which is installed as sod, or seeded, fertilized and mulched.

3. Buffer Required. The following conditions shall require a buffer which shall be a landscaped area, wall, or other structure intended to separate and obstruct the view between two adjacent zoning districts, land uses or properties:

A. Any Commercial "C" and Industrial "M" District that abuts any Residential "R" District shall require a buffer as described in this section. The buffer shall be provided by the Commercial or Industrial uses when adjoining an "R" District.

B. All Industrial Districts that abut any "R" and "C" District shall provide a buffer as required by this section.

C. Any Multi-Family Residential "R3" that abuts any Residential District "R2"

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or "R1" shall require a buffer as described in this section. The buffer shall be provided by the owner of the "R3" building.

D. Any storage area, garbage storage, or loading docks, and loading areas, in any District shall be screened from public street view by a buffer wall.

4. Buffers. Buffers required under the provisions of this section or elsewhere in the zoning ordinance shall be accomplished by any one or approved combination of the following methods:

A. Buffer Wall: A buffer wall shall not be less than six (6) feet in height; constructed of a permanent low maintenance material such as concrete block, cinder block, brick, concrete, precast concrete or tile block; the permanent low-maintenance wall shall be designed by an architect or engineer for both structural adequacy and aesthetic quality; weather resistant wood may be used as a substitute material if designed with adequate structural integrity and permanency and approved by the Planning and Zoning Commission and City Council.

B. Landscape Buffer: A landscape buffer shall not be less than twenty-five (25) feet in width, designed and landscaped with earth berm and predominant plantings of evergreen type trees, shrubs and plants to assure year around effectiveness; height of berm and density and height of plantings shall be adequate to serve as a solid and impenetrable screen. A chain link fence may exist for security purposes but is not considered a part of the landscape screening to satisfy the intent of this requirement.

5. Burden of Provision of Buffer. The burden of provision and selection of the buffer shall be as follows:

A. Where two different zoning districts, requiring a buffer between them, are developed, the above requirement is not retroactive, and a buffer is not required. If a buffer is desired, it shall be provided by agreement between adjacent property owners. However, in the event of any or all of the improved property is abandoned, destroyed, or demolished, for the purpose of renewal or redevelopment, that portion of such property being renewed or redeveloped, shall be considered vacant and subject to the requirements herein.

B. Where one of two different zoning districts requiring a buffer between them is partly developed, the developer of the vacant land shall assume the burden, unless otherwise specified herein.

C. Where both zoning districts, requiring a buffer between them, are vacant or undeveloped, the burden shall be assumed by the developer of the land that is improved or developed, except for agricultural uses and unless otherwise specified herein.

6. Waiver of Buffer Requirements. Where the line between two districts, requiring a buffer, follows a street, right-of-way, railroad, stream, or other similar barrier, the requirement for a buffer may be waived by the City Council provided such waiver does not permit the exposure of undesirable characteristics of land use to public view.

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7. Surfacing Requirements. All off-street parking and loading areas and access roadways shall have a durable and dustless surface paved with asphaltic or Portland cement concrete pavement in accordance with the requirements as herein set forth. Off-street parking of automobiles, vans, campers, trucks, trailers, tractors, recreational vehicles, boats, construction equipment, and any other mobile vehicles equipped for street and highway travel shall be on an asphaltic or Portland cement concrete paved off-street parking area as required herein and not parked or stored within the landscaped open space area of the front yard between the building and public street right-of-way, except, however, the storage of a recreational vehicle, a camper, and boat within the side or rear yard upon an unpaved area shall be permitted.

All off-street parking areas and associated driveways, access roadways and frontage roads, except driveways for single family residences, shall be constructed with permanent, integrally attached 6" high curbing or curbing of alternate height acceptable to the City (prefabricated portable curb stops shall not be considered an acceptable alternate), and shall be so graded and drained as to dispose of all surface water accumulation within the area; and shall be so arranged and marked as to provide for orderly and safe loading or unloading and parking and storage of self-propelled vehicles. The curbing requirements may be waived if it is determined that surface drainage can be adequately handled by other means.

The minimum thickness of pavement of the parking area shall be as follows:

- A. Portland Cement Concrete shall have a minimum thickness of five (5) inches.
 - B. Asphaltic Cement Concrete shall have a minimum thickness of six (6) inches.
 - C. Material utilized in the subgrade shall be well drained and not susceptible to frost boils. The part of the parking utilized for driveways and access roadways shall be specifically designed to accommodate the type and load bearing capacity of traffic anticipated.
 - D. Driveways for attached townhouse style residences on private property shall be Portland cement concrete or asphaltic concrete with minimum thickness of five (5) inches and six (6) inches, respectively, with a sufficiently compacted and well-drained subgrade base and not greater than eighteen (18) feet in width.
8. Landscaping, Screening and Open Space Requirements. It is desired that all parking areas be aesthetically improved to reduce obtrusive characteristics that are inherent to their use. Therefore, wherever practical and except for single and two family detached and townhouse style residential parking in driveways, parking areas shall be effectively screened from public view and contain shade trees within parking islands where multiple aisles of parking exist. Not less than five (5) percent of the interior parking area shall be landscaped within parking islands.
9. Off-Street Parking Access to Public Streets and Internal Traffic Circulation. Off-street parking or loading facilities shall be designed to permit entrance and exit by forward movement of the vehicle for all uses, except single-family detached or row dwellings which shall permit backward movement from a driveway.

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A. The backing or backward movement of vehicles from a driveway, off-street parking or loading area on to an arterial street or highway shall be prohibited for all uses. Driveway approach returns shall not extend beyond the side lot line as extended, unless such driveway is of joint usage by the adjoining lots, and driveway approaches at roadway not greater than established in the Riverside Municipal Design Standards.

B. The number of ingress/egress access points to public streets from off-street parking areas approved by the City and located to limit vehicular conflicts, will provide acceptable location of driveway accesses to public streets, preserve proper traffic safety and, as possible, not impair movement of vehicular traffic on public streets. The permitted number of ingress/egress driveway approaches to public streets for an off-street parking lot shall be dependent upon the projected future average daily traffic (ADT) for the public street and, as possible, public street accesses shall be located in alignment with driveway approaches gaining access to the same public street from property on the opposite side of the street. The design of off-street parking and loading facilities shall provide traffic circulation for the internal forward movement of traffic within the parking lot, so designed as not to impair vehicular movement on public streets or backing of vehicles from an off-street parking or loading area to a public street.

10. Handicap Accessible Parking Requirements. Provision of handicapped parking spaces within off-street parking areas shall be in accordance with applicable Federal, State and local regulations, properly identified with signage and provided with accessible ramps and walks in accordance with Federal and State regulations, and comply with the following parking space minimum requirements:

TOTAL PARKING IN LOT	REQUIRED MINIMUM NUMBER OF HANDICAPPED SPACES
1 to 25	2
26 to 50	3
51 to 75	4
76 to 100	5
101 to 150	6
151 to 200	7
201 to 300	8
301 to 400	9
401 to 500	10
501 to 1000	†
1001 and over	‡

† Two percent (2%) of total

‡ Twenty (20) spaces plus one for each 100 over 1000

Access space or aisle adjacent to handicap accessible parking space shall be a minimum five (5) feet wide. One in every eight handicap accessible spaces, but not less than one shall be served by an access space or aisle eight (8) feet wide minimum and shall be designated "van accessible."

11. Traffic Analysis Requirements. Any project which contains 100 dwelling units or 1,000

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average day trips as listed for uses in the Trip Generation Handbook; Institute of Transportation Engineers, current edition, shall submit a traffic analysis which provides necessary information to determine the effect that the project will have upon the surrounding traffic. At a minimum the traffic analysis shall contain project trip generation directional distribution of project trips, traffic assignment, and capacity analysis, including identification of congestion and turning-movement conflicts.

12. Waiver of Requirements. The City Council reserves the right to waive or modify to a lesser requirement any provision or requirement of off-street parking and loading areas contained in this chapter, provided a report on such change is received from the Planning and Zoning Commission and City Administrator, provided adequate area exists for texture expansion, and further provided said waiver or modification does not adversely affect the intent of these regulations to adequately safeguard the general public and surrounding property. Exceptions will only be considered for those uses where special circumstances warrant a change and whereby the modification or waiver is determined to be in the best interest of the general public.

13. Architectural Standards. As part of the submittal of a site plan for development within any of the zoning districts and for any of the uses except one- and two-family dwellings, architectural plans for buildings shall be submitted for review and approval by the City Council after recommendation from the Planning and Zoning Commission. Documentation to be submitted shall include building elevations showing the building's design and a description of structural and exterior materials to be used. The following standards shall be considered by the City to review architectural plans:

- A. Multiple-Family Dwellings in All Districts. The architecture of multiple-family buildings shall be designed in a manner compatible with adjoining residential uses in the neighborhood. Architectural design for multiple-family buildings shall include exterior building materials, exterior details and texture, treatment of windows and doors, and a variety in the wall and roof design to lessen the plainness of appearance that can be characteristic of large residential buildings. Multiple-family buildings with single plane walls and boxy in appearance shall not be considered acceptable unless the use of exterior materials such as brick provides the elements necessary to enhance the building's physical appearance and eliminate its plainness of appearance.

Adequate treatment or screening of negative aspects of buildings (loading docks, loading areas, outside storage areas, garbage dumpsters and HVAC mechanical units) from any public street and adjoining properties shall be required. Buildings shall be designed or oriented not to expose loading docks or loading areas to the public.

- B. Non-Residential Uses in the "R" Districts. Any building used for a permitted non-residential use in "R" Districts shall be designed and constructed with architecture and use of materials compatible with the residential uses within the neighborhood. Buildings located on a residential street in an "R" District shall be residential in character, and exterior materials shall be wood, brick, and/or brick veneer. The architectural design shall be approved by the City.

- C. All Uses Within the Commercial Districts. Architectural design and use of materials for the construction of any building shall be approved by the City.

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Buildings within the Commercial Districts shall have as a primary element of the building exterior fascia glass, brick, concrete panels, textured concrete block, architectural steel or stone panels, or cement fiber composite siding, with all sides of any building built consistent in design and use of materials. No wood, Masonite, visible asphaltic exterior wall or roof material, aluminum or steel siding, non-architectural sheet metal non-textured concrete block, stucco, E.I.F.S. (Exterior Insulation and Finish System) or other similar materials shall constitute a portion of any building except as a trim material, unless the City Council after receiving a recommendation from the Planning and Zoning Commission, shall determine said material when used as a primary element, does not distract from the physical appearance of the building.

Adequate treatment or screening of negative aspects of buildings (loading docks, loading areas, outside storage areas, garbage dumpsters and HVAC mechanical units) from any public street and adjoining properties shall be required. Buildings shall not be designed or oriented to expose loading docks, non-residential use overhead doors or loading areas to the public.

D. All Uses Within Industrial Districts. Architectural design and use of materials for construction of any building in the Industrial Districts shall be reviewed as part of the site plan proposal and shall be approved by the City. While it is not the purpose of this section to dictate, specify, or restrict the use of building materials and structural elements, the use of appropriate exterior materials to enhance the appearance of a building is encouraged by the City. The exclusive use of sheet metal as an exterior building material shall not be considered acceptable for buildings facing public streets. The exterior material of the building's front elevation shall be comprised of brick, concrete panels, textured concrete block, architectural steel or stone panels, or cement fiber composite siding, or other similar material. Loading areas, loading docks, storage areas, and garbage dumpsters shall be located, screened or oriented to minimize their exposure to view from public streets.

167.06 ZONING PERMITS

No zoning compliance permit or building permit shall be issued for the construction of any structure that is subject to the provisions of this chapter, until a site plan has been submitted for review covering the land upon which said structure is to be erected, and further, approved by City Council for such development in accordance with this chapter.

167.07 PROCEDURE

1. Pre-Application Conference. Whenever any person proposes to place any structure for which a building permit is required under any other section of this Code, on any tract or parcel of land within any district of the Riverside Zoning Ordinance, and any use, except one- and two-family dwellings, the person shall submit to the City Administrator a request for a Pre-Application Conference.

The Conference shall include the applicant or their representative and the Zoning Administrator. The purpose of the Conference shall be to acquaint the City staff with the proposed construction and to acquaint the applicant or their representative with the

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procedures and with any special circumstances that might relate to such construction.

The applicant shall furnish a legal description of the subject real estate at the time of requesting a Pre-Application Conference, and the Conference shall be held within seven (7) days of such request.

2. Continuous Site Plan Review. After completion of the Pre-Application Conference as required by subsection 1 of this section, and in the event the applicant wishes to proceed with the construction as discussed at said Conference, they shall cause to be prepared a site plan of such proposed construction and shall submit five (5) copies of the same to the Zoning Administrator and one (1) copy to the City Engineer. The site plan shall be accompanied by a cover letter requesting review and approval of said plan.

The site plan shall contain all the information required by Sections 167.05 and 167.06 of this chapter unless otherwise waived by the Zoning Administrator. The Zoning Administrator shall retain one (1) copy for their review and comment. The remaining copies shall be retained by the City Clerk for review and distribution. The Zoning Administrator and City Engineer shall review the plan for conformance of the design to the standards and required data set forth in Sections 167.04 and 167.05 of this chapter.

3. Action.

- A. The Zoning Administrator shall promptly notify the applicant in writing of any revisions or additional information needed as required by Sections 167.04 and 167.05. If necessary, the applicant shall make revisions and resubmit the revised plan(s) to the Zoning Administrator for compliance. If the site plan complies with requirements set forth in this chapter, the applicant shall submit ten (10) copies of the plan to the Planning and Zoning Commission for approval, disapproval or approval subject to conditions.

- B. The Commission shall in its regularly scheduled meeting, act upon the site plan and accompanying material. The City Engineer, City staff and other departments shall submit to the Commission their recommendation. Applicant or a representative shall be present at the meeting. Action of the Commission shall be approval subject to conditions, or denial.

- C. Approval by Commission. In the case of approval by the Commission, the approval shall be documented on seven (7) copies of the site plan. One (1) copy shall be returned to the applicant, one (1) copy retained by the Commission and five (5) copies shall be forwarded to the City Council.

- D. Conditional Approval by Commission. In the case of approval subject to conditions by the Commission, the approval shall be documented on seven (7) copies of the site plan and the conditions determined attached thereto. One (1) copy shall be returned to the builder, one (1) copy shall be retained by the Commission, and five (5) copies shall be forwarded to the City Council. The applicant shall provide revised copies of the site plan in accordance with the Commission action and submit ten (10) copies to the City Clerk prior to Council action. The City Clerk shall forward one (1) copy to the City Engineer, five (5) copies to the City Council and one (1) copy for the Commission files.

- E. Disapproval by Commission. In the case of disapproval by the Commission, the disapproval shall be documented on three (3) copies of the site

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plan. One (1) copy shall be returned to the applicant, one (1) copy shall be retained by the Commission, and one copy shall be retained by the City Clerk.

F. Council Action. At the next regularly scheduled Council meeting following Commission action, the Council shall act on the site plan and accompanying material. Applicant or a representative shall be present at the meeting. Action of the Council shall be approval or denial.

G. Approval by Council. In the case of approval by the Council, the approval shall be documented on three (3) copies of the site plan. One (1) copy shall be returned to the applicant, one (1) copy shall be forwarded to the Commission, and one (1) copy shall be retained by the City Clerk. Applicant may then proceed with approval of building permit and accompanying material

H. Denial by Council. In the case of denial by the Council, the denial shall be documented on three (3) copies of the site plan. One (1) copy shall be returned to the applicant, one (1) to the Commission, and one (1) copy shall be retained by the City Clerk.

I. Resubmittal of Site Plan Denied by Council. A site plan that has been approved by the Commission and denied by the Council may be revised by the applicant in accordance with the Council Action and ten (10) copies resubmitted to the Commission for approval as before.

J. Resubmittal of Site Plan Denied by Council and Commission. A site plan that has been denied by both the Commission and the Council may be resubmitted to the City by the applicant for Commission and Council approval with respect to the original terms of these procedures, which includes ten (10) copies of the preliminary plat and filing fees. Resubmittal under these terms shall be considered a new site plan subject to fees and procedures outlined in Section 167.07.

167.08 GOOD NEIGHBOR MEETING

Good Neighbor meetings are intended to allow public comment on potential rezoning cases prior to the case being formally submitted to the City. Such comments will alert city staff and the owner to neighborhood issues and may lead the owner to modify the intended application for rezoning.

1. Application. Good Neighbor meetings may be required for all rezoning applications filed by private owners. The decision on whether a meeting should be held will be at the discretion of the Zoning Administrator. This decision will be made at the time of the Pre-Application Conference.
2. Arrangements for the meeting:
 - A. City staff will make the applicant aware of Good Neighbor meeting scheduling arrangements, and a date and location will be mutually agreed upon.
 - B. City staff will identify all property owners within two hundred (200) feet of the boundaries of the property proposed to be rezoned and prepare a mailing list of those property owners. The City is not required to be notified by mail of the Good Neighbor Meeting.
 - C. City staff will prepare two notices: one for mailing to owners identified above and

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one for publication. The notices will be made available to the applicant for review and comment prior to mailing.

D. City staff will complete the following notifications:

- (1) Send by regular mail the notice to owners identified above.
- (2) Post notification of the meeting on City website.
- (3) Notify the Commission, Council and Mayor of the meeting.

E. The Good Neighbor meeting will be moderated by City staff.

3. Notification Content. The notifications will include the time, date, and location of the meeting, and a brief plain language description of the proposed rezoning. Other information or material such as a map of the area may be included to clarify the notice.
4. Timing.
 - A. The Good Neighbor meeting shall be held prior to submission of the rezoning application on the required submission deadline.
 - B. Notifications shall be sent, delivered and/or posted no later than ten (10) days prior to the Good Neighbor meeting.
5. In the event that a proposed subdivision is dependent upon the property first being rezoned, the requirements of this section may be fulfilled by the Good Neighbor meeting including a presentation on both the proposed rezoning and subdivision requests.
6. Printing and mailing costs shall be reimbursed to the City by the applicant.

167.09 FEES

The City Council shall establish a schedule of fees, charges, and expenses and a collection procedure for site plan approval and other matters pertaining to this chapter. The schedule of fees shall be posted in the office of the City Clerk and may be altered or amended only by the City Council. Until all applicable fees, charges, and expenses have been paid in full, no action shall be taken on any application or appeal. Applicant shall be responsible for just and reasonable costs incurred by the City for review of preliminary and final site plans deemed necessary by the City to insure proper conformance with City ordinances and site plan regulations.

167.10 VALIDITY OF APPROVAL

1. A site plan shall become effective upon certification of approval by the City Council.
2. The City Council approval of any site plan required by this chapter shall remain valid for one (1) year allowing one (1) year extension with approval of City Council upon recommendation of the Commission after the date of approval, after which time the site plan shall be deemed null and void if the development has not been established or actual construction commenced. For the purpose of this chapter "actual construction" shall mean that the permanent placement of construction materials has started and is proceeding without undue delay. Preparation of plans, securing financial arrangements, issuance of building permits, letting of contracts, grading of property, or stockpiling of materials on the site shall not constitute actual construction.

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167.11 SITE PLAN AMENDMENT

Any site plan may be amended in accordance with the standards and procedures established herein, including payment of fees, provided that the Zoning Administrator may waive such procedures for those minor changes hereinafter listed. Such minor changes shall not be made unless the prior written approval for such changes is obtained from the Zoning Administrator. No fees shall be required for such minor changes.

1. Moving building walls within the confines of the smallest rectangle that would have enclosed each original approved building(s). Relocation of building entrances or exits, shortening of building canopies.
2. Changing to a more restrictive commercial or industrial use, provided the number of off-street parking spaces meets the requirement of the Riverside zoning ordinance. This does not apply to residential uses.
3. Changing angle of parking or aisle provided there is no reduction in the amount of off-street parking as originally approved.
4. Substituting plant species provided a landscape architect, engineer or architect certifies the substituted species is similar in nature and screening effect.
5. Changing type and design of lighting fixtures provided an engineer or architect certifies there will be no change in the intensity of light at property boundary.
6. Increasing peripheral yards.

167.12 APPLICABILITY TO EXISTING DEVELOPMENT

The requirements of this chapter shall not apply to the placement of any structure for which building permits have been issued as of the date of the adoption of this ordinance codified by this chapter (DATE), provided that if such building permit shall expire, then a new building permit shall not be issued until the requirements of this chapter have been met. Provided further, that if an existing structure is to be reconstructed, enlarged, expanded, or otherwise increased:

1. In the case of building uses, in an amount 50% or greater of its existing ground coverage and/or total floor space; or
2. In the case of non-building uses or non-building portion of uses, in the amount 50% or greater of the existing developed non-building site area, then the provisions of this chapter shall apply.

167.13 ENFORCEMENT

No zoning ordinance certification, occupancy permit or building permit shall be issued by the City or have any validity until the site plan has been approved in the manner prescribed herein.

167.14 CHANGES AND AMENDMENTS

Any provision of this chapter may be changed and amended from time to time by the Council; provided, however, such changes and amendments shall not become effective until after study and report by the Commission and until after a public hearing has been held, public notice of which shall be given in a

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newspaper of general circulation at least fifteen (15) days prior to the hearing.

167.15 MAINTENANCE BONDS

Maintenance bonds shall be posted with the City by the developer at the developer's cost for improvements required under this chapter for the following time periods and improvements:

- Streets and alleys – 5 years
- Storm sewer, drainage and detention – 5 years
- Concrete pavement – 5 years
- Asphalt overlays – 2 years
- Sidewalks – 2 years
- Curb and gutter – 2 years
- Water facilities – 2 years
- Sanitary sewer facilities – 2 years
- All other underground utilities – 2 years

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RESOLUTION # 081919-02

**EMBARGO RESOLUTION
SCHNOEBELEN STREET
CITY OF RIVERSIDE, IOWA**

WHEREAS, Under the provisions of Chapter 321.473 of the Code of Iowa, the City Council of the City of Riverside, Iowa, may prohibit the operations of trucks or other commercial vehicles, or may impose limitations as to the weight thereof, and;

WHEREAS, Chapter 66 of the City of Riverside, Iowa, Code of Ordinances gives the City of Riverside the authority to establish a temporary embargo when deteriorating conditions are such as to produce, with heavy repeated loading, a condition which may seriously damage or destroy the roadway described and located as follows:

All of Schnoebelen Street from Hickory Street (Highway 22) to the Highland Elementary School within the corporate limits of the City of Riverside, Iowa.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIVERSIDE, IOWA, that the Riverside City Council hereby establishes a 10,000 pound (5 ton) embargo weight limit on said street, and the City Administrator be directed to have signs posted as needed and as prescribed in Chapter 321.743, Code of Iowa. School buses will be exempt from this embargo. The City Administrator is hereby authorized to remove said embargo by directions of said City Council, or in the event the City Council is not in session, at the recommendation of the Mayor when conditions improve such that the embargo is no longer necessary.

Motion made by _____, seconded by _____ to
_____ Resolution # _____.

AYE: _____
NAY: _____
ABSENT: _____

Passed by the Riverside City Council on the _____ day of _____, 2019.

Allen Schneider, Mayor

ATTEST:

Becky Laroche, City Clerk

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CHAPTER 66

LOAD AND WEIGHT RESTRICTIONS

66.01 Temporary Embargo

66.03 Load Limits Upon Certain Streets

66.02 Permits for Excess Size and Weight

66.01 TEMPORARY EMBARGO. If the Council declares an embargo when it appears by reason of deterioration, rain, snow or other climatic conditions that certain streets will be seriously damaged or destroyed by vehicles weighing in excess of an amount specified by the signs, no such vehicles shall be operated on streets so designated by such signs erected in accordance with Chapter 61 of this Traffic Code.

(Code of Iowa, Sec. 321.471 & 472)

66.02 PERMITS FOR EXCESS SIZE AND WEIGHT. The Council may, upon application and good cause being shown therefor, issue a special permit in writing authorizing the applicant to operate or move a vehicle or combination of vehicles of a size or weight or load exceeding the maximum specified by State law or the City over those streets or bridges named in the permit which are under the jurisdiction of the City and for which the City is responsible for maintenance.

(Code of Iowa, Sec. 321.473 & 321E.1)

66.03 LOAD LIMITS UPON CERTAIN STREETS. When signs are erected giving notice thereof, no person shall operate any vehicle with a gross weight in excess of the amounts specified on such signs at any time upon any of the streets or parts of streets for which said signs are erected in accordance with Chapter 61 of this Traffic Code.

(Code of Iowa, Sec. 321.473 & 475)

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321.473 Limiting trucks--rubbish vehicles.

Local authorities with respect to highways under their jurisdiction may also, by ordinance or resolution, prohibit the operation of trucks or other commercial vehicles, or may impose limitations as to the weight thereof, on designated highways, which prohibitions and limitations shall be designated by appropriate signs placed on such highways.

The department may issue annual special permits for the operation of compacted rubbish vehicles and vehicles which transport compacted rubbish from a rubbish collection point to a landfill area, exceeding the weight limitation of section 321.463, but not exceeding a rear axle gross weight for two-axle vehicles of twenty-two thousand pounds for the period commencing July 1, 1978 and ending June 30, 1986 and twenty thousand pounds commencing July 1, 1986 and thereafter, and for tandem axle vehicles or transferable auxiliary axle vehicles not exceeding a gross weight on the rear axles of thirty-six thousand pounds. Annual special permits for the operation on secondary roads shall be approved by the county engineer. Annual special permits for a particular vehicle shall not be issued by the department unless prior approval is given by the county engineer of the county in which the vehicle will be operated. Annual special permits for operation on primary roads shall be approved by the state department of transportation. Compacted rubbish vehicles and vehicles which transport compacted rubbish from a rubbish collection point to a landfill area operated pursuant to an annual special permit shall be operated only over routes designated by the local authority. Annual special permits for a particular vehicle shall not be issued by the department unless approved by the local authority responsible for the roads over which the vehicle will be operated. Annual special permits approved by the issuing authority shall be issued upon payment of an annual fee, in addition to other registration fees imposed, of one hundred dollars to be paid to the department for all nongovernmental vehicles.

Any person who violates the provisions of the ordinance or resolution shall, upon conviction or a plea of guilty, be subject to a fine determined by dividing the difference between the actual weight and the maximum weight established by the ordinance or resolution by one hundred, and multiplying the quotient by two dollars. The fine for violation of a special permit issued pursuant to this section shall be based upon the difference between the actual weight of the vehicle and load and the maximum weight allowed by the permit in accordance with section 321.463.

Local authorities may issue special permits, during periods such restrictions are in effect, to permit limited operation of vehicles upon specified routes with loads in excess of any restrictions imposed under this section, but not in excess of load restrictions imposed by any other provision of this chapter, and such authorities shall issue such permits upon a showing that there is a need to move to market farm produce or to move to any farm, feeds or fuel for home heating purposes.

Section History: Early form

[C39, § 5035.22; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 321.473]

Section History: Recent form

83 Acts, ch 131, § 1; 98 Acts, ch 1178, §8

Internal References

Referred to in § 321.236, 321.474, 331.362

Previous Section [321.472](#)

Next Section [321.474](#)



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RESOLUTION #081919-03

RESOLUTION TO SET THE DATE FOR PUBLIC HEARING TO RE-ZONE CONSERVATION PARK FROM A-1 TO P-3

WHEREAS, the City of Riverside, Iowa, will set the date to hold a public hearing on the Re-Zoning of Conservation Park, N Palm Street from A1 to P3 at the City Council meeting, on September 3, 2018 which begins at 6:30 p.m., in the City Council Chambers, located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

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

IT WAS MOVED BY Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution.

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

Ayes:

Nays:

Absent:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 9th day of August, 2019.

Signed: _____ Date: _____
Allen Schneider, Mayor

Attest : _____ Date: _____
Becky LaRoche, City Clerk

RESOLUTION 10-01
Conveyance of County Property

WHEREAS, Washington County acknowledges the recommendation and resolution passed by the Washington County Conservation Board and desires to convey to the City of Riverside the real property known as Iowa Township Park, located within the corporate limits of the City of Riverside, more particularly described as:

AUDITOR Parcel B, a part of Lot #2 in Block D of North Addition to the City of Riverside being a part of the Southwest 1/4 of the Southwest 1/4 of Section 8, Township 77 North, Range 6 West of the 5th P.M. City of Riverside, Washington County, Iowa, as shown by Plat of Survey recorded in Plat Book 14, Page 232; and,

COMMENCING 365 feet South of the northwest corner of the Southwest Quarter of the Southwest Quarter of Section 8, Township 77 North, Range 6 West of the 5th P.M., thence East 80 feet, thence Northeasterly to a point 100 feet south of the northwest corner of Lot 2, Block D, in North Addition, thence South to the northeast corner of Lot 3, Block D, in North Addition, thence West 165 feet to the northwest corner of said Lot 3, thence north to the point of beginning, all in Block D, in North Addition to Riverside, Iowa; and,

BEGINNING at the southwest corner of Lot 2 in Block H, of Auditor's Subdivision of Blocks G, H, K, L, and M of North Addition to Riverside, Iowa, as shown in Plat Book 4, page 578, in the office of the County Recorder, in Washington County, Iowa, thence North 150 feet, thence East 250 feet, thence North to a point 365 feet South of the north line of said Lot 2 in Block H, thence East to a point on the east line of said Lot 2, 365 feet South of the northeast corner of said Lot 2, thence South to the southeast corner of said Lot 2, in Block H, thence West to the point of beginning; and,

BEGINNING at the northwest corner of Block G of Auditor's Subdivision of Blocks G, H, K, L, and M of North Addition to Riverside, as shown in Plat Book 4, page 578, in the office of the County Recorder, in Washington County, Iowa thence East to the northeast corner of said Block G, thence South 360 feet, thence Northwesterly in a straight line to the point of beginning; and,

THE North Three Hundred Sixty (360) feet of Lot Four (4) in Block "F" in the North Addition to the Town of Riverside, in Washington County, Iowa; and,

THE South 150 feet of Lot "K" in the North Addition to the Town of Riverside as shown by Plat of Survey in Plat Book 4 page 578; and,

COMMENCING at a point 528 feet South of the Northwest Corner of the Southwest Quarter of the Southwest Quarter of Section Eight, Township Seventy-Seven North, Range Six, West of the Fifth Principal Meridian; running thence East One Hundred Sixty-five feet, thence South Three Hundred Two feet, thence West Eighteen feet, Thence North Two Feet, thence West One Hundred Forty-seven feet, thence North Three Hundred feet to the place of beginning, all being in the North Addition to the Town of Riverside, in Washington County, Iowa.

WHEREAS, proper notice of the proposed conveyance of the above-described property has been published, along with date and time of the public hearing on the issue as required in Code of Iowa, Section 331.361; and

WHEREAS, Iowa Township Park was developed by and has been owned and operated by Washington County for over 40 years and the park is a valuable source of recreation used by many people throughout the year, Washington County is conveying the park to the City of Riverside for its continued use as a park and recreational area. The City of Riverside will assume ownership of the park and will continue to maintain and develop the park consistent with these purposes; therefore it is in the best interests of the County and the public to transfer this property to the City of Riverside.

RESOLUTION #081919-04

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING TO
RE-ZONE HALL PARK ADDITION FROM R-2 TO P-1**

WHEREAS, the City of Riverside, Iowa, will set the date to hold a public hearing on the Re-Zoning of Hall Park Addition. 140 s Ella Street from R2 to P1 at the City Council meeting, on September 3, 2018 which begins at 6:30 p.m., in the City Council Chambers, located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

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

IT WAS MOVED BY Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution.

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

Ayes:

Nays:

Absent:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 9th day of August, 2019.

Signed: _____ Date: _____
Allen Schneider, Mayor

Attest : _____ Date: _____
Becky LaRoche, City Clerk

COUNCIL PACKET



WARRANTY DEED

For the consideration of One (1) Dollar(x) and other valuable consideration, Joel B. VanZante and Julie K. VanZante, husband and wife, do hereby Convey to City of Riverside, Iowa, the following described real estate in Washington County, Iowa:

Commencing 50 feet South of the center of the Main Track of the Muscatine Division of the Chicago, Rock Island and Pacific Railway Company (formerly B. C. R. & N. Ry. Co.) and at the northwest corner of Lot One (1) in Rose's Addition to Riverside, running thence in a southwesterly direction along the east side of the Military Road to a point 20 rods south of beginning, thence East 8 1/2 rods, thence North to the south side of said Railway track, thence West along said road to the place of beginning, EXCEPTING therefrom the South 130 feet thereof; subject to easements of record; being in Lot 1 of Rose's Addition to Riverside; in Washington County, Iowa.

Grantors do Hereby Covenant with grantees, and successors in interest, that grantors hold the real estate by title in fee simple; that they have good and lawful authority to sell and Convey the real estate; that the real estate is free and clear of all liens and encumbrances except as may be above stated; and grantors Covenant to Warrant and Defend the real estate against the lawful claims of all persons except as may be above stated. Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the real estate. Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated on June 8, 2016

[Signature of Joel B. VanZante]
Joel B. VanZante (Grantor)

[Signature of Julie K. VanZante]
Julie K. VanZante (Grantor)

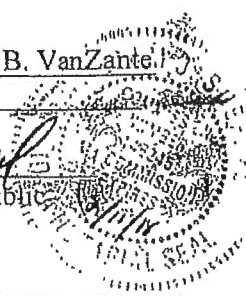
(Grantor)

(Grantor)

STATE OF IOWA, COUNTY OF JOHNSON

This record was acknowledged before me on June 8, 2016, by Joel B. VanZante and Julie K. VanZante, husband and wife

[Signature of Notary Public]
Signature of Notary Public



COUNCIL PACKET

RESOLUTION #081919-05

RESOLUTION TO SET THE DATE FOR PUBLIC HEARING TO RE-ZONE COMMUNITY BUILDING FROM P-1 TO C-2

WHEREAS, the City of Riverside, Iowa, will set the date to hold a public hearing on the Re-Zoning of Community Building, 81 E 1st Street from P1 to C2 at the City Council meeting, on September 3, 2018 which begins at 6:30 p.m., in the City Council Chambers, located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

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

IT WAS MOVED BY Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution.

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

Ayes:

Nays:

Absent:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 9th day of August, 2019.

Signed: _____ Date: _____
Allen Schneider, Mayor

Attest : _____ Date: _____
Becky LaRoche, City Clerk

COUNCIL PACKET

2019-0298 DW 02/06/2019 10:19:05 AM Page 2 of 4



WARRANTY DEED (CORPORATE GRANTOR)

For the consideration of One (1) Dollar(x) and other valuable consideration, the City of Riverside, Iowa, a municipal corporation organized and existing under the laws of the State of Iowa, does hereby Convey to John M. Sojka

the following described real estate in Washington County, Iowa:

Lot B, as shown in Plat Book 4, Page 579, in Block Nineteen (19), in the Original Plat of the City of Riverside; in Washington County, Iowa;

No tax imposed, as the Grantor is a political subdivision [Section 428A.2(6), Iowa Code].

The Corporation hereby covenants with grantees, and successors in interest, that it holds the real estate by title in fee simple; that it has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances, except as may be above stated; and it covenants to Warrant and Defend the real estate against the lawful claims of all persons, except as may be above stated.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated on December 26, 2018

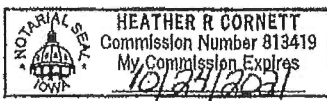
CITY OF RIVERSIDE, IOWA, a(n) Iowa Municipal Corporation

By Allen Schneider, Mayor

By Becky LaRoche, City Clerk

STATE OF IOWA, COUNTY OF WASHINGTON This record was acknowledged before me on December 26, 2018, by Allen Schneider and Becky LaRoche, as Mayor and City Clerk, respectively, of the City of Riverside, Iowa

Signature of Notary Public



RESOLUTION #081919-06

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING TO
RE-ZONE 1184 COMERCIAL DRIVE FROM C-3 TO C-2**

WHEREAS, the City of Riverside, Iowa, will set the date to hold a public hearing on the Re-Zoning of 1184 Commercial Drive from C-3 to C2 at the City Council meeting, on September 3, 2018 which begins at 6:30 p.m., in the City Council Chambers, located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

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

IT WAS MOVED BY Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution.

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

Ayes:

Nays:

Absent:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 9th day of August, 2019.

Signed: _____ Date: _____
Allen Schneider, Mayor

Attest : _____ Date: _____
Becky LaRoche, City Clerk



Application Number: _____

APPLICATION REQUEST FOR AMENDMENT
TO THE ZONING ORDINANCE OF RIVERSIDE, IOWA

Application fee of \$300 must accompany completed application when request is made.

Applicant: Mike Lombard

Date: 8.8.2019

Address: 21 E 1st St.

Phone: 319.631.3004

Riverside, IA 52327

Email: pro-lineshowremoval@gmail.com

Reason for request: Development

The following change to the Zoning Ordinance is requested:

Current Zoning: C-3 to Requested Zoning: C-2

These items must accompany this application before it will be considered by the Planning and Zoning Commission or City Council.

1. The legal description of the property requesting the zoning change.
2. Current physical address of the property requesting the zoning change.
3. The current use of the property requesting the zoning change.
4. The proposed use of the property requesting the zoning change.
5. A detailed site plan showing the layout, dimensions, and intended use of the property.
6. A complete list with current addresses of all the property owners within 200 feet of property requesting the zoning change.

I certify that the above information given on this application and that required by Chapter 5.20 of the Riverside zoning Ordinance, is true and accurate to the best of my knowledge.

[Signature]
Applicant's signature and date

Fee paid: 300

COUNCIL PACKET

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

Attention: Christine Yancey, City Administrator

Date: August 14, 2019

Project: Highway 22 Reconstruction

Everyone:

Keep jobsite clean & maintain traffic control

August 14-16:

Storm Drains, Etc.

Complete boxes and throats on north & west

AACI:

Sidewalks and driveways

Triple B Const.:
sides

Subdrain from Museum to Ella St., begin prep on South/East

August 16-23:

Storm Drains, Etc.

Intake 27 & St. Mary's Intake & Sycamore Intake

Complete boxes and throats on north & west

AACI:

Finish base patch, begin work on South/East when prepped

Triple B Const.:

Subdrain, Prep curb & gutter, Prep last base patch

Prep Sidewalks and intersections

Excavation & Subbase for base widening

August 26-30:

AACI:

Curb & Gutter & intersections & sidewalks

Storm Drains, Etc.

Boxes on East side (3)

Triple B Const.

Prep asphalt tie-ins & St. Mary's Street & HMA Driveways

Backfilling curbs & sidewalks

Excavation & Subbase for base widening

Cut & Prep Sycamore transition for asphalt

LL Pelling:

Asphalt tie-ins on west & north, St. Mary's

HMA Driveways

COUNCIL PACKET

September 3-6: LL Pelling: Base Widening, Base Repairs, Begin asphalt
Storm Drains: Boxes on East side
AACI: Finish remaining concrete
Triple B Const. Backfilling of curbs, Black Dirt
Rotate hydrants, adjust curb boxes & manholes
(2) SW-512's on East side

September 9-13: Advanced Traffic: Striping & Reinstall Signs
Storm Drains: Clean-up & Punch List
Triple B Const. Sanitary Casting adjustments
Finish sewer replacement east of Schnoebeln
Backfilling & Black Dirt
LL Pelling: Complete asphalt & Rock Shoulders (Or Triple B?)
Steven's Erosion Control: Sod

September 16-20: All: Punchlist & Jobsite clean-up
Triple B Const. Backfilling & Black Dirt
Steven's Erosion Control: Sod

Thank you,
Brad Jipp, President
Triple B Construction Corp.
563-732-DIRT



COUNCIL PACKET

RESOLUTION #081919-08

RESOLUTION APPROVING CHANGE ORDER #10 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 \$1150.00.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #10 in the HWY 22 Improvements Project, to repair a water main leak along Hwy 22 between 4th and St. Mary's street.

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 19th day of August, 2019.

Signed: _____ Date _____

Allen Schneider, Mayor

Attest: _____ Date _____

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

July 31, 2019

2245-038

Highway 22 Improvements Project
Change Order #10

The following changes to the contract are requested to repair a water main leak along Highway 22 between 4th Street and St. Mary's Street on the west side of the highway.

Attached is the time and materials documentation provided by the Contractor. The changes are as follows:

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Water Main Repair 381 E 4 th Street	1 LS	\$1,150.00	\$1,150.00
TOTAL CHANGE			\$1,150.00

Change to the Contract

This change order would add the above item to the contract and increase the amount of the contract by \$1,150.00. The completion date for the contract is extended 1 day for completion of this additional work.

Reason for changes

Once the tree was removed in this area, a wet spot developed nearby. It was determined that the water main in this area had a leak and the contractor was asked to repair the leak. This work was done on a time and materials basis.

Approved by:

Triple B Construction

City of Riverside

2245038changeorder10.docx

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

COUNCIL PACKET

CO1	6" Special Backfill	SY	661	\$10	\$6,610
CO2	SW-510	EA	0.5	\$6,050	\$3,025

Extra Work: Repair Waterline leak	LS	1.0	\$1,150	\$1,150
3.0 Bobcat E50			\$375	
12.0 Labor			\$660	
1 ¾" corp			\$75	
1 ¾" comp. coupler			\$40	

ok'd by Bill S.

Subtotal this Estimate:	\$330,398.50
5% Retainage:	(\$16,519.93)
Total Due this Estimate:	\$313,878.57

Respectfully Submitted,
Brad Jipp, President/Owner

COUNCIL PACKET

RESOLUTION #081919-09

RESOLUTION APPROVING CHANGE ORDER #12 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 \$19,284.00.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #12 in the HWY 22 Improvements Project, to fill in ditch, add storm sewer west of driveway at 275 W 1st Street, and replace additional driveway to HWY 22.

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 19th day of August, 2019.

Signed: _____ Date _____

Allen Schneider, Mayor

Attest: _____ Date _____

Becky LaRoche, City Clerk

COUNCIL PACKET

City Admin

From: Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent: Wednesday, August 14, 2019 8:37 AM
To: admin@cityofriversideiowa.com
Cc: mayor@cityofriversideiowa.com
Subject: Bill Poch Driveway

Flag Status: Flagged

I looked at his driveway and it is my opinion that the area shown to be removed on the plans covers any area that may have been compromised during the culvert work. So far there is about 8 feet of width removed and the plans show 20 feet of width. Therefore there is about 6 feet of width in each direction which is still to be sawcut and removed. I think this 6 feet would cover any potential damage to existing asphalt from the removals and culvert work.

The change order I will send will include the entire removal area out to the highway and will not take out any for damage caused by Triple B as it is my opinion that the removal shown on the plans would cover any potential damage area from the culvert work.

Bill has requested removal of 10 additional feet to the north (4 additional feet from what is shown on the plans) but I don't see the justification for this. I will look again today to see if there is a crack 10 feet away from the already removed area like he claims but I didn't see anything when I reviewed it earlier.



Scott Pottorff, P.E.

Project Manager

Ofc: (319) 351-8282

Direct: (319) 339-4153

Cell: (319) 631-0365

S.pottorff@mmsconsultants.net

mmsconsultants.net

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



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Experts in Planning and Development Since 1975

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 Iowa City, Iowa 52240

319.351.8282

mmsconsultants.net
 mms@mmsconsultants.net

August 14, 2019

2245-038

Highway 22 Improvements Project
 Change Order #12

The following changes to the contract are requested to fill in the ditch and add storm sewer west of the driveway at 275 West First Street. Also included is extra work to remove and replace additional driveway out to the highway.

The work is covered by existing bid items and some new bid items. The changes are as follows:

EXISTING BID ITEMS

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Class 13 Excavation	135 CY	\$40.00	\$5,400.00
4" Modified Subbase	80 SY	\$6.00	\$480.00
24" RCP Storm Sewer	54 LF	\$66.00	\$3,564.00
Connect to Existing Storm Intake	1 EA	\$1,000.00	\$1,000.00
Removal of Paved Driveway	80 SY	\$10.00	\$800.00
6" HMA Driveway	80 SY	\$63.00	\$5,040.00

NEW BID ITEMS

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Storm Intake, SW-512, 24"x24" Tee	1 EA	\$2,500.00	\$2,500.00
Remove Flared End Section	1 EA	\$500.00	\$500.00

TOTAL CHANGE \$19,284.00

Change to the Contract

This change order would change the quantities of the above items in the contract and add the above items to the contract and increase the amount of the contract by \$19,284.00. The completion date for the contract is extended 2 days for completion of this additional work.

Reason for changes

It was decided to fill in the ditch and add storm sewer to help with erosion problems. The driveway replacement is included to replace the entire driveway apron like other driveways on the project.

Approved by:

 Triple B Construction

 City of Riverside

2245038changeorder12.docx

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

COUNCIL PACKET

RESOLUTION #081919-10

RESOLUTION APPROVING CHANGE ORDER #13 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 \$863.00.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #13 in the HWY 22 Improvements Project, to remove and replace additional sidewalk on south side of 3rd Street west of HWY 22.

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 19th day of August, 2019.

Signed: _____ Date _____

Allen Schneider, Mayor

Attest: _____ Date _____

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

August 14, 2019

2245-038

Highway 22 Improvements Project
 Change Order #13

The following changes to the contract are requested to remove and replace additional sidewalk on the south side of 3rd Street west of Highway 22.

The work is covered by existing bid items. The changes are as follows:

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Offsite Topsoil	5 CY	\$35.00	\$160.00
4" Modified Subbase	11 SY	\$6.00	\$66.00
Removal of Sidewalk	11 SY	\$8.00	\$88.00
5" PCC Sidewalk	11 SY	\$39.00	\$429.00
Sod	2 SQ	\$60.00	\$120.00
TOTAL CHANGE			\$863.00

Change to the Contract

This change order would change the quantities of the above items in the contract and increase the amount of the contract by \$863.00. The completion date for the contract is extended 1 day for completion of this additional work.

Reason for changes

It was decided to remove and replace additional sidewalk to eliminate a trip hazard and a low point in the sidewalk. The area behind the sidewalk will be graded to drain to the south and west to the ditch along Highway 22.

Approved by:

 Triple B Construction

 City of Riverside

2245038changeorder13.docx

RESOLUTION #081919-11

RESOLUTION APPROVING CHANGE ORDER #14 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 \$10,120.00.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #14 in the HWY 22 Improvements Project, to add an item for HMA surface patching.

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 19th day of August, 2019.

Signed: _____ Date _____

Allen Schneider, Mayor

Attest: _____ Date _____

Becky LaRoche, City Clerk



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319.351.8282
mmsconsultants.net
mms@mmsconsultants.net

Environmental Specialists
Landscape Architects
Land Planners
Land Surveyors
Civil Engineers

August 14, 2019

2245-038

Highway 22 Improvements Project
Change Order #14

The following changes to the contract are requested to add an item for HMA surface patching.

The contractor offered a price for the surface patch work. The proposal is shown on the attached sheet. The quantity of surface patching is estimated. Actual payment will be based on the amount of patching mix used. The changes are as follows:

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
HMA Surface Patch	40 TONS	\$253.00	\$10,120.00
TOTAL CHANGE			\$10,120.00

Change to the Contract

This change order would add the above item to the contract and increase the amount of the contract by \$10,120.00. The completion date for the contract is extended 2 days for completion of this additional work.

Reason for changes

The DOT raised concerns about the surface of the underlying paving. They recommended some partial depth patches to resolve the underlying pavement irregularity. LL Pelling recommended the surface patching instead as a more cost effective way to fill in the irregularities of the underlying pavement.

Approved by:

Triple B Construction

City of Riverside

2245038changeorder14.docx

COUNCIL PACKET

Scott Pottorff

From: brad@triplebconstructionia.com
Sent: Tuesday, August 13, 2019 2:25 PM
To: Scott Pottorff
Cc: Barry Rhinehart
Subject: Riverside patching - Pelling

Scott

LL Pelling is requesting \$230/ton with an estimated 40 tons for surface patching. $\$230 + 10\% = \$253/\text{ton}$

This is an estimated quantity only and final payment will be based on actual tons used.

Barry said this will take an additional 2 days to complete.

Thank you,

Brad Jipp
President, Owner
Triple B Construction Corporation
710 Ayres Progress Drive, Wilton IA
319-631-0320 (Cell)
563-732-DIRT (Office)
brad@triplebconstructionia.com

COUNCIL PACKET

RESOLUTION #081919-12

RESOLUTION APPROVING CHANGE ORDER #2 FOR CORNERSTONE EXCAVATING IN THE ASH/TUPELO 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 in the amount of \$7,040.86.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #2 to change to relocate two water mains were in conflict with the work.

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 19th day of August, 2019.

Signed: _____ Date _____

Allen Schneider, Mayor

Attest: _____ Date _____

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

12#12

August 14, 2019

2245-043

Ash/Tupelo Street Improvements Project
Change Order #2

The following changes to the contract are requested for two locations where water mains were relocated that were in conflict with the work.

The attached pages show the locations of work and the breakdown of the time and materials costs. A 1.5% bond fee was added to each breakdown. The changes required are as follows:

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Relocate Water Main at Ash and Buckeye STA 107+00	1 LS	\$2,693.21	\$2,693.21
Lower Water Main at STA 110+58.71	1 LS	\$4,347.65	\$4,347.65
TOTAL CHANGE			\$7,040.86

Change to the Contract

This change order would add the above items to the contract and increase the amount of the contract by \$7,040.86. The completion date for the contract is extended 2 days for completion of this additional work.

Reason for changes

At STA 107+00, the existing water main was found to be in a different location than was shown on the plans. Some additional work was required to relocate the water main around the proposed intake at this location.

At STA 110+58.71, the existing water main was not as deep as assumed and the water main was lowered to maintain 18" separation from the new storm sewer.

Approved by:

Cornerstone Excavating

City of Riverside

2245043changeorder2.docx

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

COUNCIL PACKET

RESOLUTION #081919-13

RESOLUTION APPROVING CHANGE ORDER #3 FOR CORNERSTONE EXCAVATING IN THE ASH/TUPELO 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 in the amount of \$6,902.00.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #3, change to contract for delays the contractor incurred due to utility company errors and oversights.

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 19th day of August, 2019.

Signed: _____ Date _____

Allen Schneider, Mayor

Attest: _____ Date _____

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

E-13

Environmental Specialists
Landscape Architects
Land Planners
Land Surveyors
Civil Engineers

August 14, 2019

2245-043

Ash/Tupelo Street Improvements Project
Change Order #3

The following change to the contract is requested for delays the contractor incurred due to utility company errors and oversights.

The attached page shows the days and hours the contractor was delayed. A 1.5% bond fee was added to each breakdown. The change required is as follows:

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Utility Company Delays	1 LS	\$6,902.00	\$6,902.00
TOTAL CHANGE			\$6,902.00

Change to the Contract

This change order would add the above item to the contract and increase the amount of the contract by \$6,902.00. The completion date for the contract is extended 2.5 days for completion of this additional work.

Reason for changes

Since the contractor has a contract with the City, their only recourse for compensation for delays is from the City. The City has a franchise agreement with the utility company so can pursue reimbursement of these costs from the utility company.

Approved by:

Cornerstone Excavating

City of Riverside

2245043changeorder3.docx

COUNCIL PACKET

RESOLUTION #081919-14

RESOLUTION APPROVING CHANGE ORDER #4 FOR CORNERSTONE EXCAVATING IN THE ASH/TUPELO 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 in the amount of \$4,242.30.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #4, for relocation of 3 water and sewer services which were in conflict with the proposed storm sewer.

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 19th day of August, 2019.

Signed: _____ Date _____
Allen Schneider, Mayor

Attest: _____ Date _____
Becky LaRoche, City Clerk



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Experts in Planning and Development Since 1975

1917 S. Gilbert Street
Iowa City, Iowa 52240

319.351.8282

mmsconsultants.net
mms@mmsconsultants.net

R-14

August 14, 2019

2245-043

Ash/Tupelo Street Improvements Project
Change Order #4

The following change to the contract is requested for relocation of some water and sewer services which were in conflict with the proposed storm sewer.

The attached sheets show the time and materials breakdowns for the relocations. A 1.5% bond fee was added to each breakdown. The changes required are as follows:

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Lower Sanitary Service at STA 106+38 and Sanitary Repair At STA 105+85	1 LS	\$2,245.64	\$2,245.64
Lower Sanitary Service and Water Service at STA 104+40	1 LS	\$981.66	\$981.66
Relocate Water Service at House #702	1 LS	\$1,015.00	\$1,015.00
TOTAL CHANGE			\$4,242.30

Change to the Contract

This change order would add the above item to the contract and increase the amount of the contract by \$4,242.30. The completion date for the contract is extended 1.5 days for completion of this additional work.

Reason for changes

During storm sewer installation these sewer and water services were found to be in conflict with the work and required relocation or lowering.

Approved by:

Cornerstone Excavating

City of Riverside

2245043changeorder4.docx

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

COUNCIL PACKET

TOWER SITE LEASE

This Antenna Site Lease entered into as of the _____ day of _____, 2019, between the City of Riverside (hereafter known as the "Lessor") and Washington County (hereafter known as the "Lessee").

TERMS AND CONDITIONS

SITE: Riverside, Iowa (Vine Ave to the North of the Wastewater Treatment Plant (See attached site plans)

Name and Address of the Lessor:

City of Riverside
60 North Greene Street
PO Box 188
Riverside, Iowa 52327
Telephone: 319-648-3501
Fax: 319-648-4012

Contacts: Christine Yancey and Allen Schneider

Name and Address of the Lessee:

Washington County
Public Safety Center
21 West 2nd Street
Washington, IA 52353
Telephone: 319-653-2107
Fax: 319-653-7780

Contacts: Greg Weber

Equipment to be added:

250' self-supporting communication tower.

- 1) **Rent:** The rental period will begin on the day the Lessee begins installing equipment on the site.
- 2) **Electricity:** Lessee is responsible for the electricity used at the site and shall pay the electric costs promptly.
- 3) **Use of the Leased Premises:** The Leased Premises are to be used for the installation, operation, and maintenance of the aforementioned equipment. The Lessee is entering this lease to provide for countywide emergency (fire, EMS, dispatch) and law enforcement communications services to authorized personnel. No paging, voice, cellular, or PCS services are to be sold, resold or leased by the Lessee. The Lessee will have the right to visit the site at reasonable times for the purposes of maintenance and to make minor alterations to the Lessee's equipment. Access to the site is not restricted, in general, however for security reasons the site is locked up. The Lessee or contractors will have to arrange to pick up and return the keys to the Lessor located at 60 N Greene St, Riverside.

COUNCIL PACKET

Additional equipment or antennas may not be added or additional land used without written consent of the Lessor.

- 4) **Term:** The term of this lease is one year and automatically renews each year if neither party has formally terminated the agreement.
- 5) **Assignment and Subleasing:** The Lessee may not assign and/or sublease space or use of communications equipment to any other party.
- 6) **Equipment Installation and Maintenance:** The Lessee is responsible for installation and maintenance of the lessee's equipment. The Lessor does not warrant or guarantee that the Lessee's equipment will be operational or that the property will meet the needs of the Lessee. The Lessee will obtain maintain appropriate FCC licenses for operation of their equipment and have it posted at the site at all times.
- 7) **Tower Maintenance:** The Lessee is responsible for ordinary and routine maintenance of the tower. The Lessee and Lessor will share in the cost of the maintenance of the access road to the site.
- 8) **Liability:** The Lessee will hold harmless the Lessor for the Lessee's (and Lessee's subcontractors) operations, communications network, and corresponding liability for the Lessee's actions. Also, both parties acknowledge that the Lessor is renting ground from the Lessee for equipment and tower space to mount a tower only, and thus the Lessor is held harmless for any damage to the Lessee's equipment (by lightning, storm, tornado, fire, or any other reasons). The Lessee is solely responsible and liable for the Lessee's equipment, subcontractors, and operations. The Lessee will hold the Lessor harmless in all matters.
- 9) **Coexistence:** Both parties acknowledge that the Lessee's and lessor's equipment need to coexist at the site. Thus, neither party will alter, interfere with, damage, or otherwise change the other party's equipment or operations at the site if the two operations are not compatible the Lessor's equipment and operations take precedence.
- 10) **Amendment:** This agreement may not be amended unless done so in writing and executed by both parties.

I have examined and agree to the terms and conditions of this lease. In Addition, I am duly authorized to enter to this agreement by the City.

LESSOR:

City of Riverside

By: _____

Print Name: Mayor, Allen Schneider

Date: _____

LESSEE:

Washington County

By: _____

Print Name: _____

Date: _____

COUNCIL PACKET



624 Water Street
Prairie du Sac, WI 53578

608.644.1449 phone
608.644.1549 fax

July 18, 2019

City of Riverside
Attn.: Planning and Zoning Commission
P.O. Box 188
Riverside, Iowa 52327

Phone: 319.648.3501

**SUBJECT: PUBLIC NOTICE
POTENTIAL EFFECTS ON HISTORIC PROPERTIES
WASHINGTON COUNTY / RIVERSIDE
REVISED PROPOSED TOWER LOCATION**

To Whom It May Concern:

This letter follows a similar letter sent to your agency on June 4, 2019. Since that time the proposed tower location has been revised to be approximately 750 feet north of the originally described location (now closer to water treatment ponds).

Washington County is proposing to construct a 250-foot self-support telecommunications tower on the west side of Vine Avenue near the city water treatment facility (approx. 41 – 29 – 08.31 N, 91 – 32 – 34.64 W). Maps and photos of the proposed location are attached for your reference. This notification is being completed in accordance with FCC04-222 public participation requirements, and is not associated with the local zoning and/or permitting process.

The paper of record has been identified as The Washington Evening Journal. Public notice shall be posted in this paper in an upcoming edition. If additional avenues are required to satisfy the public notification provisions of the local zoning please contact our office so we can make the appropriate arrangements.

This notice is to serve as an opportunity for members of the public to comment on the proposed telecommunications project with regards to potential effects on historic properties that may be located within three-quarters of a mile of the proposed site. Comments regarding historic properties may be submitted to the following contact as follows: Jake Rieb, Edge Consulting Engineers, Inc., 624 Water Street, Prairie du Sac, WI 53578, Phone: 608-644-1449, Email: jrieb@edgeconsult.com. This notice is provided in accordance with the regulations of the Federal Communications Commission, 47 C.F.R. Part 1, Appendices B and C.

Sincerely,

Edge Consulting Engineers, Inc.

A handwritten signature in black ink that reads "Jake Rieb".

Jake Rieb
Archaeologist & Compliance Specialist

COUNCIL PACKET

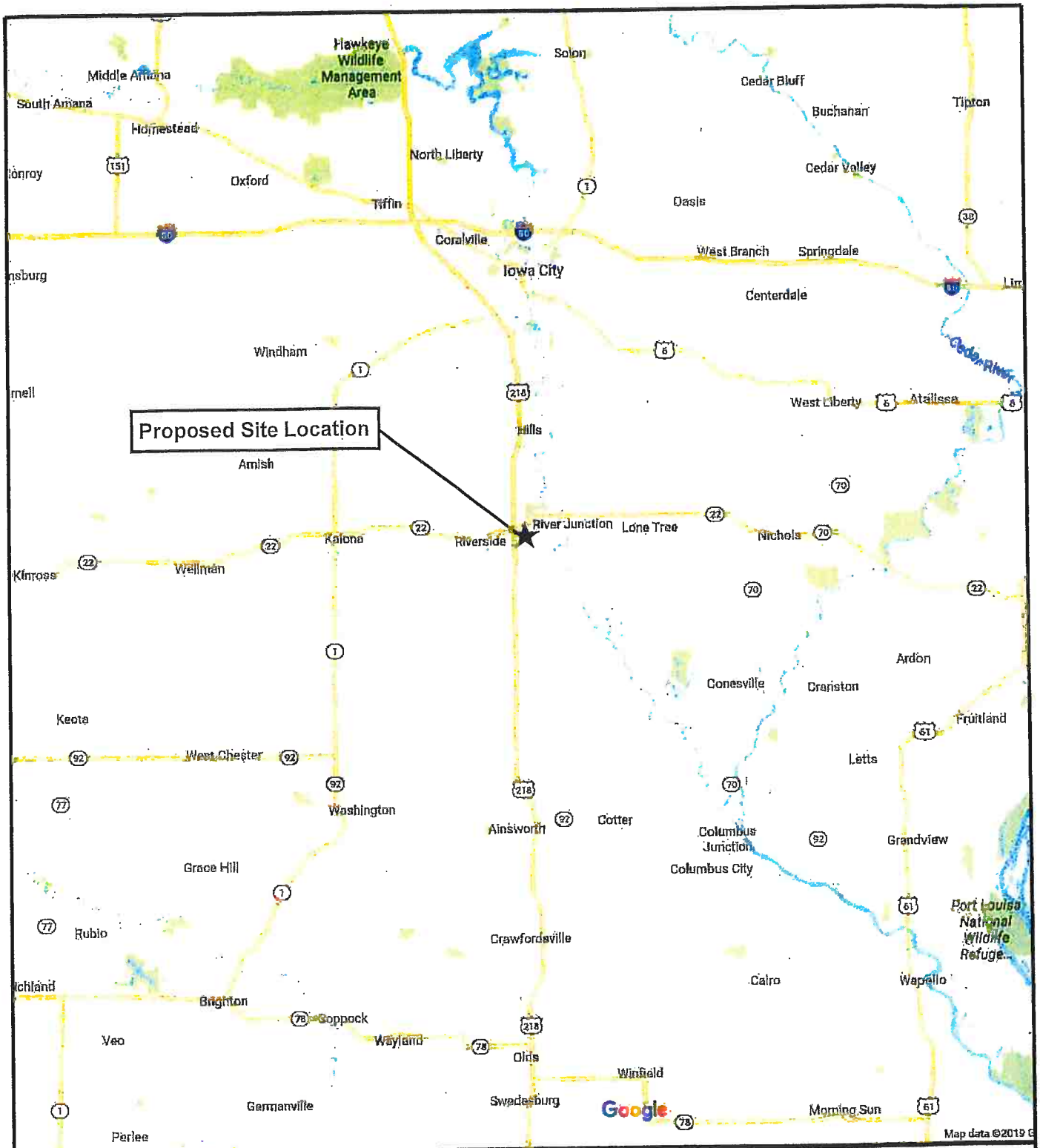


FIGURE #1
Regional Map



Project Number: #22250
 Project Info: Washington County / Riverside
 Project Location: West of Vine Avenue, Riverside, IA 52327
 E 1/2 of SE 1/4 of Section 9, T.77N, R6W, Washington County.

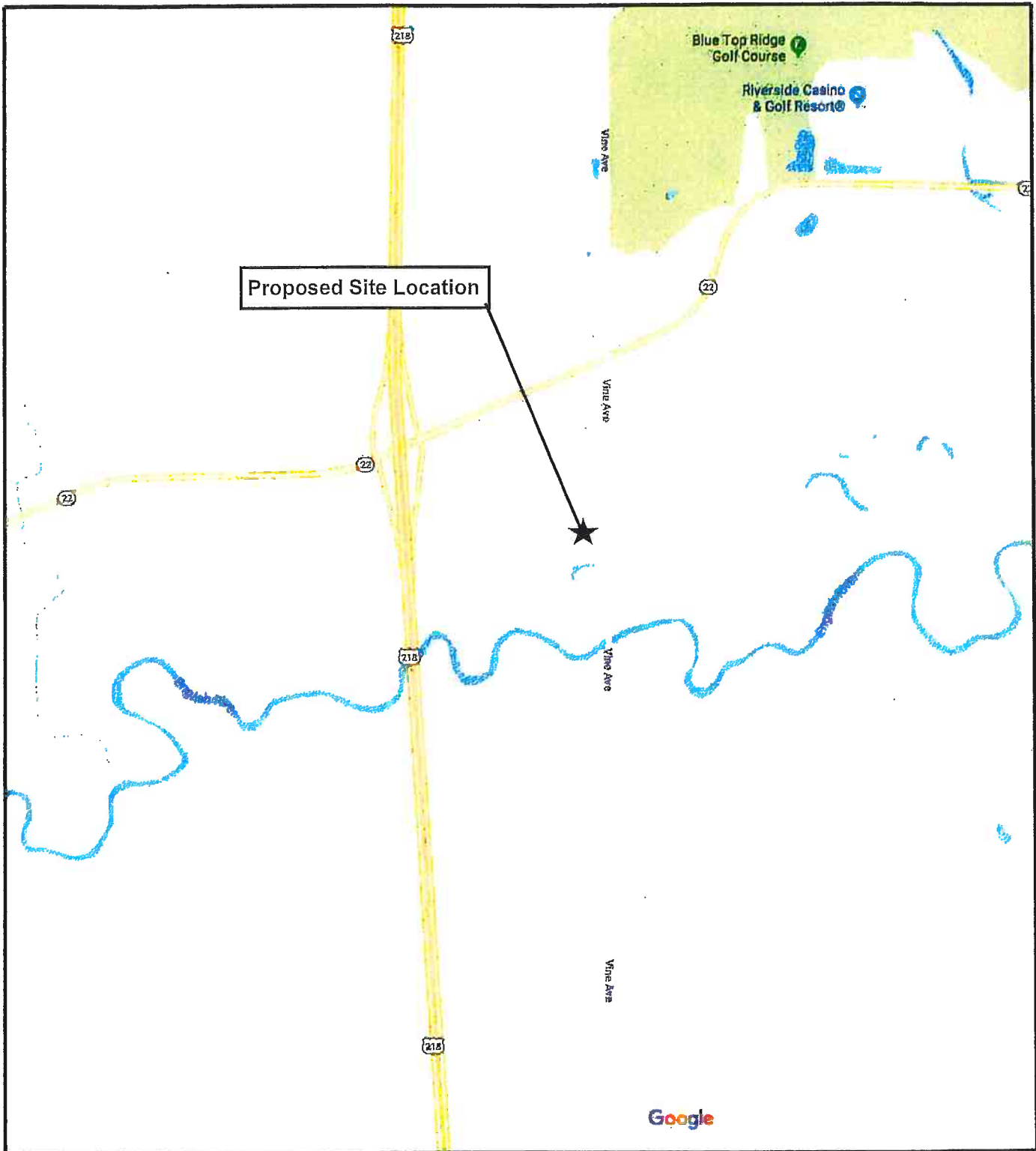


FIGURE #2
Street Map



Project Number: #22250
Project Info: Washington County / Riverside
Project Location: West of Vine Avenue, Riverside, IA 52327
E 1/2 of SE 1/4 of Section 9, T.77N, R6W, Washington County.

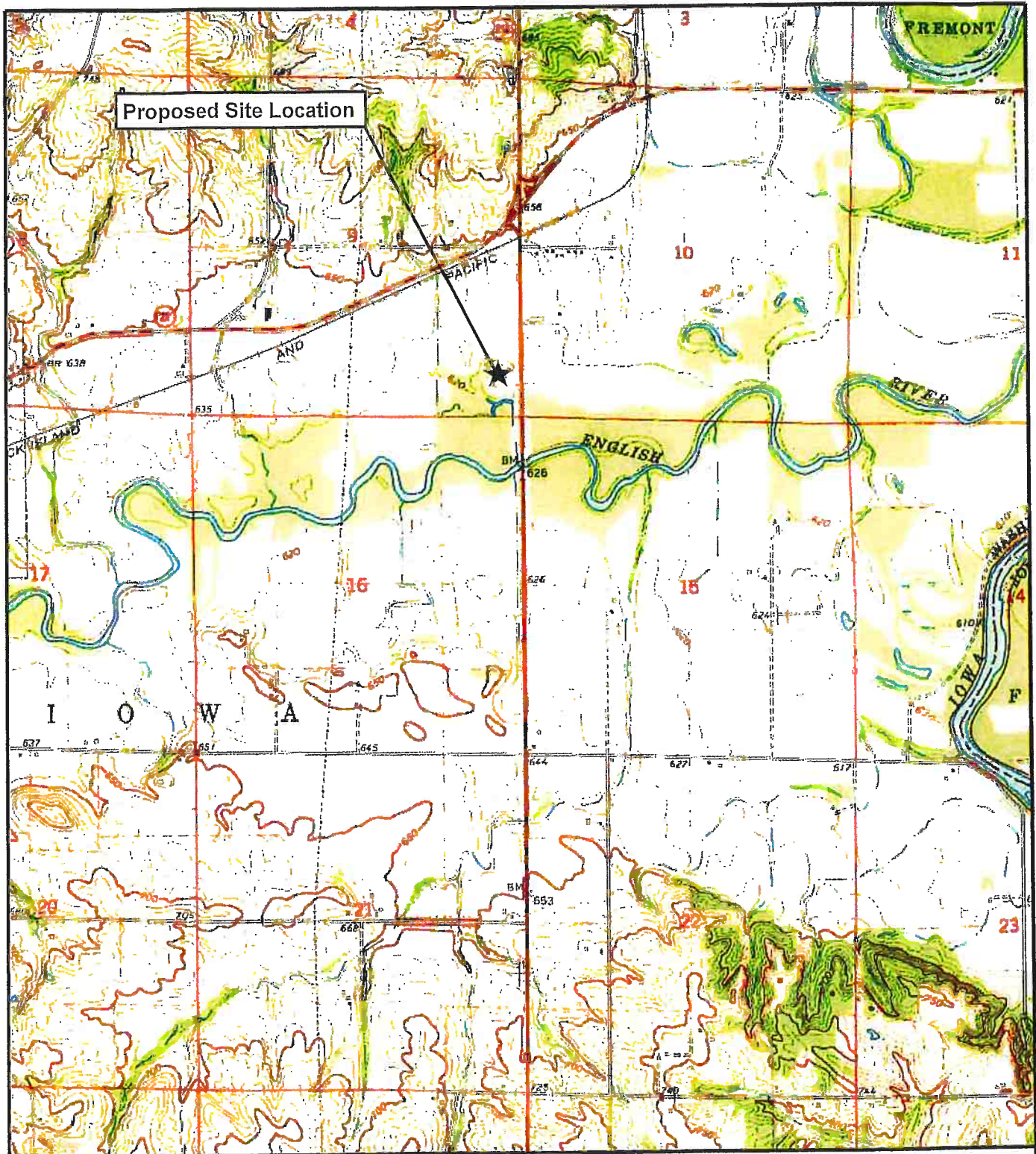


FIGURE #3
7.5 Minute USGS Quadrangle Map



Project Number: #22250
Project Info: Washington County / Riverside
Project Location: West of Vine Avenue, Riverside, IA 52327
E 1/2 of SE 1/4 of Section 9, T.77N, R6W, Washington County.

COUNCIL PACKET



FIGURE #4
Aerial Site Plan



Project Number: #22250
Project Info: Washington County / Riverside
Project Location: West of Vine Avenue, Riverside, IA 52327
E 1/2 of SE 1/4 of Section 9, T.77N, R6W, Washington County.

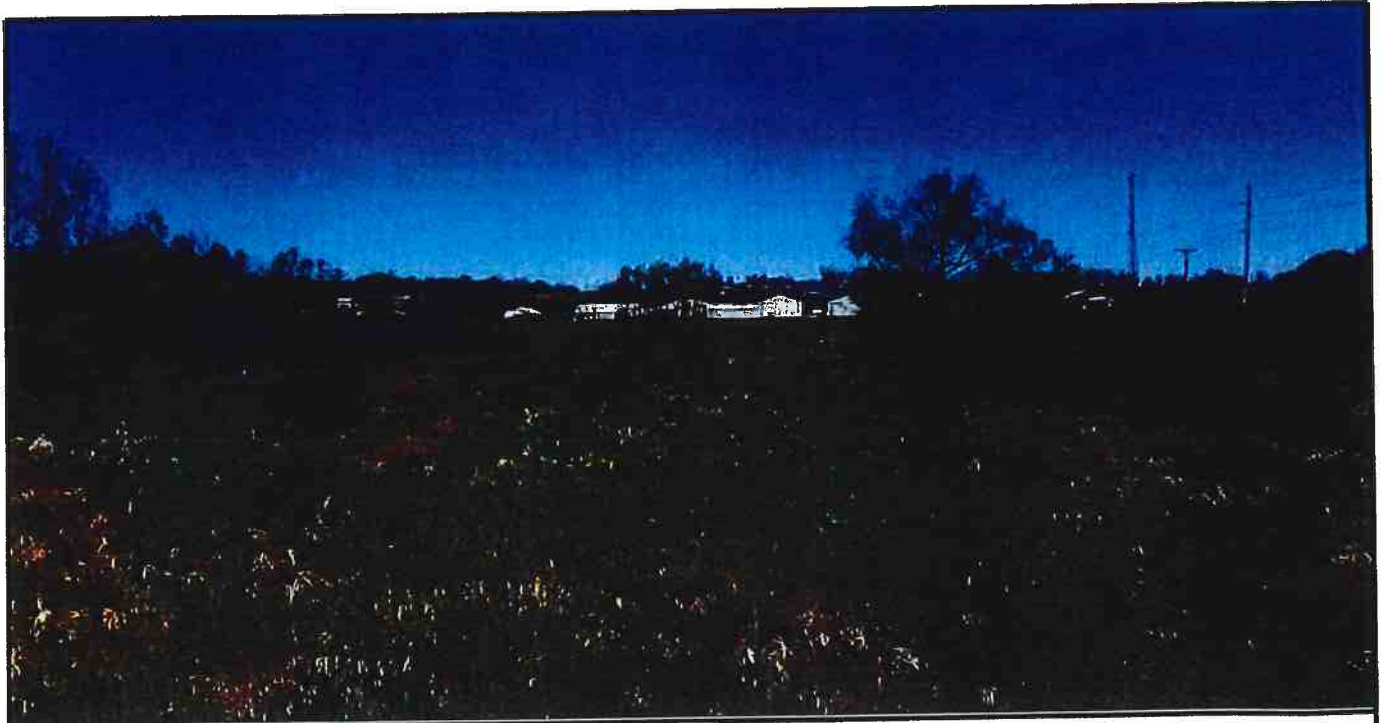


Photo 1 - VIEW NORTH TOWARD PROPOSED PROJECT SITE



Photo 2 - VIEW SOUTH FROM NEAR PROPOSED PROJECT SITE

FIGURE #5
Site Photographs



Project Number:	#22250
Project Info:	Washington County / Riverside
Project Location:	West of Vine Avenue, Riverside, IA 52327
Photograph Date:	April 26, 2019

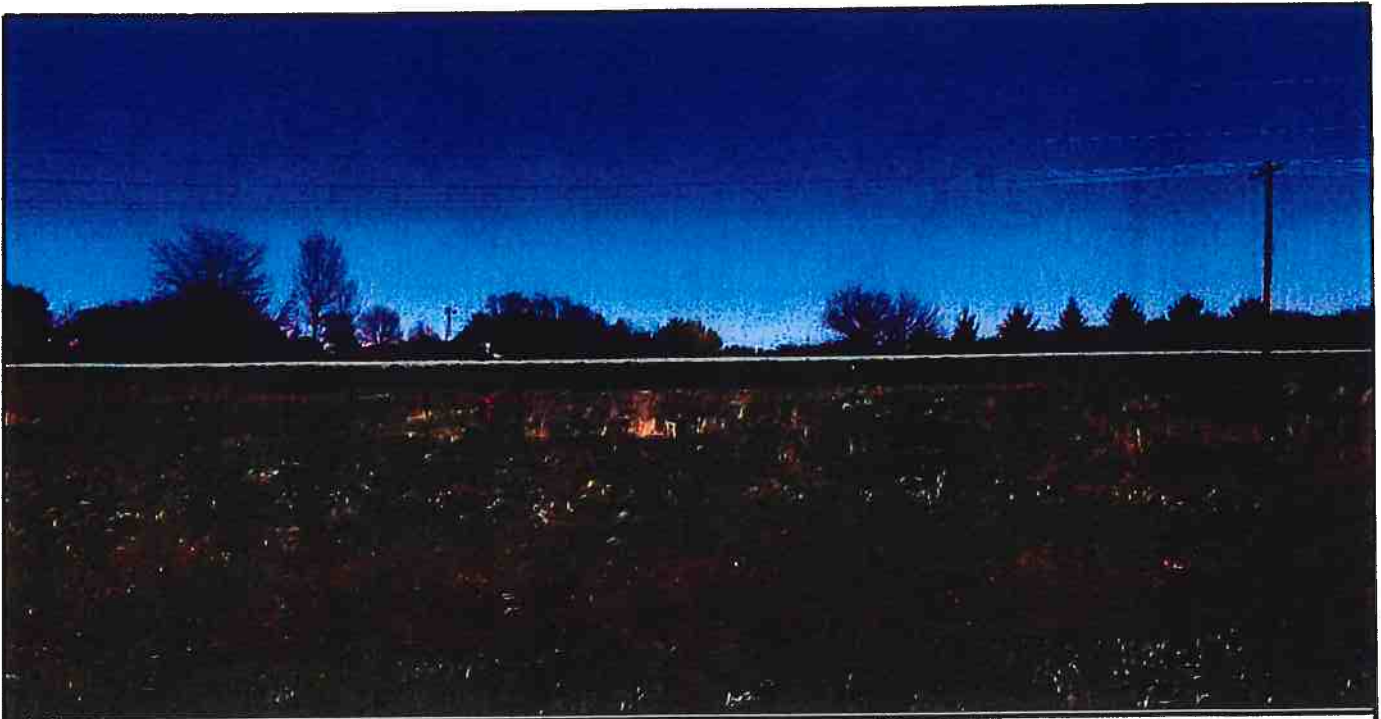


Photo 3 - VIEW EAST TOWARD VINE ST FROM PROPOSED PROJECT SITE

FIGURE #5
Site Photographs



Project Number: #22250
Project Info: Washington County / Riverside
Project Location: West of Vine Avenue, Riverside, IA 52327
Photograph Date: April 26, 2019

CITY OF RIVERSIDE

PURCHASING POLICY

GENERAL POLICY

The Purchasing function involves the procurement of materials, supplies, equipment and services at the lowest possible cost consistent with the quality needed for the proper operation of various municipal departments and consistent with City Council policy. The intent of this policy is to promote fiscal responsibility.

The City of Riverside will make a good faith effort to purchase goods and services from Riverside businesses whenever possible. The costs of those goods and services shall be on parity with the costs of those same goods and services available outside the community. If the cost of goods or the availability of services is not favorable to the City, purchases may be made outside the community.

SECTION 1 - PURCHASING POLICIES

- A. It shall be the responsibility of the City Administrator/Clerk to ensure that the departments she/he supervises follow all policies and procedures.
- B. Only the purchasing methods described herein are available for purchasing goods and services on behalf of the City.
- C. The City's purchasing system is considered de-centralized (each departments' responsibility) except for those goods, services, and equipment that qualify or are designated for centralized purchasing.
- D. All applicable paperwork should be forwarded to the City Administrator/ Clerk as promptly as possible to expedite processing.
- E. No purchase made by an employee shall bind the City to receive and or pay for the goods or service procured, unless authorized by the methods described herein.
- F. Noncompliance with these policies and procedures may result in the return of improperly authorized or prepared documents, nonpayment of vendor's invoices, the cancellation of purchase orders or purchasing privileges, or other sanctions as necessary.
- G. The City Administrator/ Clerk will review all purchases over \$500.
- H. Transactions should not be split into smaller parts in order to circumvent the dollar limitations and requirements of this policy.
- I. The City does not prepay for goods or services or utilize prepaid devices such as gift cards. If a vendor requires prepayment for goods or services, authorization must be obtained from the City Administrator /Clerk.
 - J. Employee reimbursements should be kept to a minimum and be limited to emergencies and travel/training. Sales tax will only be reimbursed to employees for these types of transactions.
 - K. Department head preference will be considered when making purchases of equipment, supplies and materials for maintenance and repair work.

COUNCIL PACKET

SECTION 2 – PURCHASING LIMITATIONS

A. Informal Quotation Process (informal)

1. The purchase of any budgeted goods, services, repairs and equipment with a value in excess of \$ 3000, but less than \$5,000 shall require at least three quotations. These quotations can be either telephone quotations or from a suppliers catalog. These quotations need to be documented.

PROCEDURES FOR PURCHASING OVER \$5000

1. Employee should discuss an item they would like to purchase with the City Administrator/Clerk

- a. City Administrator/Clerk will discuss specifications with the council**
- b. City Administrator/Clerk will put in written form (on city letterhead) the specifications for council review for any amendments, additions or deletions**
- c. After a final specification sheet is compiled, City Administrator/ Clerk will send copies to prospective bidders**
- d. Employee and council can formulate a list of prospective bidders**
- e. City Administrator/ Clerk will inform the council of receipt of quotes or bids, amounts and who is determined to be the lowest most reasonable, responsible bidder**

2. The purchase of any budgeted goods, services, repairs and equipment whose total value is between \$5,000 and \$40,000 shall require written quotations from at least three suppliers, if possible. Quotations should be sent to the City Administrator/ Clerk with other related paperwork.

3. Purchases for public improvements including highway, bridge, or culvert work which qualify under Chapter 38.2 of the Code of Iowa that are under \$40,000 or have been declared *emergency repair work* qualify for informal quotation and shall adhere to part A.3 of this section. The following requirements must also be adhered to:

- a. The contractor must provide a performance and payment bond for a public improvement project of more than \$25,000.
- b. The City Administrator/ Clerk shall solicit City Council affirmation of contracts over \$25,000 at the next regularly scheduled or special called meeting.

B. Competitive Bidding Process (semi-formal)

1. The purchase of any budgeted goods or services with an estimated value in excess of \$40,000 shall require the taking of competitive bids based on written bid specifications with the cooperation of the City Administrator/Clerk.

All bid documents shall receive prior approval from the City Administrator/Clerk or her/his designee. All amendments to bid specifications shall be made in writing. In the event it is deemed necessary to verbally inform a vendor of a bid specification change, such verbal communications shall be immediately followed up with written confirmation of the change. A notice to bidders may be published in an authorized publication but is not required.

The written bid documents will include the time, place, and manner for filing quotations, which may be received by mail, fax, or e-mail.

A report outlining all bids received, including the vendor names and the amount of the bids shall be submitted. If the bid is being awarded to a vendor other than the low bidder, the report shall also state why the bid is not being awarded to the low bidder. The report shall also include the amount budgeted for this purchase.

COUNCIL PACKET

The City Administrator/Clerk or her/his designee may award the contract bid, execute the contract, and authorize work to proceed under the contract, and/or approve performance and payment bonds. The City Administrator/Clerk shall solicit City Council affirmation of all semi-formal bids, contracts, and purchases at the next regularly scheduled or special called meeting.

2. Purchases for public improvements qualifying under Chapter 38.2 of the Code of Iowa that are between \$40,000 and \$100,000 and have not been declared *emergency repair work* and are not for highway, bridge, or culvert work qualify for competitive bidding (semi-formal) and shall adhere to part B.1 of this section. The following requirement must also be adhered to: the contractor must provide a performance and payment bond for a public improvement project of.

Emergency as defined in the State Code 480.1.3 as: a condition where there is clear and immediate danger to life or health, or essential services, or a potentially significant loss of property.

C. Formal Bidding (formal)

1. Purchases for public improvements qualifying under Chapter 38.2 of the Code of Iowa that are in excess of \$100,000 or are for highway, bridge, or culvert work in excess of \$40,000 must use formal bidding as defined by Chapter 38 of the Code of Iowa unless the improvements are declared *emergency repair work*.
2. Formal bids must be taken with the cooperation of the City Administrator/Clerk using the following steps:
 - a. Detailed and written plans and specifications and a detailed cost estimate must be prepared for the public improvement project, approved by the City Administrator/Clerk and placed on file.
 - b. A notice to bidders must be published by the City Administrator/ Clerk more than 4 days but not more than 45 days before the date for filing bids. Notices must include:
 - i. Time and place for filing sealed proposals
 - ii. Time and place sealed proposals will be opened and considered on behalf of the governing body
 - iii. The general nature of the public improvements on which bids are being requested
 - iv. In general terms, when the work must be commenced and when it must be completed
 - v. Bid security and bid bond requirements
 - c. A notice of public hearing on plans, specifications, form of contract, and cost estimate must be published by the City Administrator/ Clerk more than 4 days but not more than 20 days before the public hearing.
 - d. A formal opening and announcement of sealed bids on published date by the City Administrator; review, consideration, and recommendation of bid award by City Administrator/Clerk; City Administrator/Clerk prepares report of bids received
 - e. A public hearing on plans, specifications, form of contract, and cost estimate on published date by the City Council
 - f. City Council receives City Administrator/Clerk report of bids received.
 - g. City Council passes or rejects resolutions to adopt plans, specifications, form of contract, and estimate of cost, to award construction contract, and to approve construction contract and bond with the lowest responsive, responsible bidder who has met all bid security and bid bond requirements following public hearing in step e.

COUNCIL PACKET

D. Miscellaneous

1. Contracting for budgeted professional services (legal, engineering, etc.) or for ongoing technical services (maintenance, utilities, etc.) may be done on a negotiated basis. Where practical, however, those vendors providing such services should be asked to submit formal proposals to provide the services requested. Such proposals shall be evaluated on the basis of the vendor's reputation, experience, and understanding of the work to be done. Price, while being a factor, should not be the primary factor. City Administrator/Clerk and City Council authorization or affirmation is still required at the same dollar limitations as semi-formal or formally bid contracts.

2. All purchases involving a sole source bid (no competitive bids) where competitive bids are required shall be accompanied by written justification from the City Administrator/ Clerk detailing the reason for a sole source purchase.

3. Bids solicited by the United States of America or an agency thereof, the State of Iowa, Washington County, or another governmental unit may be used as a replacement to the bidding requirements unless bidding is required by the Code of Iowa, the City Council, or the City Administrator/ Clerk. The availability of a bid from another government agency does not preclude the City from seeking and obtaining bids in a manner provided through this policy.

4. All purchases funded through a State or Federal grant must follow all additional procedures required by the grantor. All bid specifications for a purchase that is funded through a State or a Federal grant must list all additional specifications for the goods or services that are required by the grantor. Contractors must be evaluated when the bids are received on their ability to meet these State or Federal requirements. In addition, no purchases to be covered by the grant can be made prior to the execution of the grant agreement unless approved by the grantor.

5. Section 362.5 of the Iowa Code states: " A city officer or employee shall not have an interest, direct or indirect, in any contract or job of work or material or the profits thereof or services to be furnished or performed for the officer's or employees city. The Iowa Code lists several exceptions to this provision."

- Contracts by a city having a population of 2,500 or less for the purchase of goods or services involving a city official or employee if the cumulative total of purchases does not exceed \$ 2,500 in a fiscal year. Any transaction with an employee or city officer that will exceed this limit are required to go through the competitive written bidding, publicly invited, and opened.

7. For any given purchase, due to the nature of the contract, the competitiveness of the vendors, or for other reasons, the department may choose to use the bidding procedures for a higher dollar threshold than which the purchase falls under. The department may not, however, select bidding procedures for a lower dollar threshold than what is prescribed.

E. Contract Administration

1. The City Administrator/Clerk or her/ his designee will advertise and bid all contracts qualifying for formal bidding procedures. The City Administrator/ Clerk or her/ his designee will oversee receiving, opening, and announcing all formal bids. Bids received late will be immediately returned to the late bidder unopened.

2. Formally bid contracts will be executed by the Mayor and attested to by the City Administrator/ Clerk. The City Administrator/ Clerk or her/ his designee shall execute all other contracts on behalf of the City as permitted by State law.

COUNCIL PACKET

3. The City Administrator/ Clerk or her/his designee will administer all contracts on the authority of the City Council.

4. The City Administrator/ Clerk or her/ his designee will approve all change orders to contracts. City Council must approve all change orders for contracts that were bid using formal bidding procedures.

5. Contractual payments on formally bid contracts must be approved, individually, by City Council action. Other contractual payments must be approved by the City Administrator or his/her designee and listed on the formal claims list presented to City Council.

6. Where appropriate, retainage shall be withheld on contracts for public improvements as provided for by State law or on other contracts as deemed appropriate or necessary. Retainage on a contract may not exceed 5% of the cost of the public improvement. An application by a contractor for early release of a retainage requires City Council consideration and approval.

7. The final acceptance (certificate of completion), the final contractor payment, and the release of retainage authorization (unless early release applied for) of a formally bid contract shall be individually approved by City Council action at the same meeting.

F. Certain exceptions to the above purchasing methods are as follows:

1. Annual dues renewals
2. Subscription renewals
3. Recording fees
4. Budgeted rents and leases (buildings and properties)
5. Maintenance agreement and service contract renewals
6. Scheduled agency contributions
7. Travel and training
8. Contracts and purchases approved by City Council
9. General operating expenses ie: phone bills, electric
10. Vehicle and equipment repair work

SECTION 3- PURCHASING PROCEDURES

1. For all purchases, verify that the item or service is a budgeted item for your department.
2. Invoices, bills and receipts must be submitted immediately to the city office upon purchase
3. For accurate budgeting, designate on the invoice, bill or receipt the department the purchases should be expended from

SECTION 4- CITY COUNCIL

City Council approval will be necessary for applicable purchases that exceed the annually adopted budget.

COUNCIL PACKET

RESOLUTION 122109-3

RESOLUTION APPROVING RIVERSIDE'S PURCHASING POLICY

WHEREAS, The Riverside City Council is in full support of a purchasing policy which function involves the procurement of materials, supplies, equipment and services at the lowest possible cost consistent with the quality needed for the proper operation of various municipal departments and consistent with City Council policy.


WHEREAS, The intent of this policy is to promote fiscal responsibility.

BE IT HEREBY RESOLVED that the Riverside City Council has determined it is important to have a Purchasing Policy.

It was moved by Sexton, seconded by Waldschmidt that the foregoing Resolution be adopted.

Roll call: Sexton, Yahnke, Waldschmidt, Kaalberg
Ayes: Sexton, Kaalberg, Yahnke, Waldschmidt
Nays: None
Absent: Bower

Passed by the City Council of Riverside, Iowa, and approved this 21st day of December 2009

Attest: 
Tina Thomas, City Administrator/ Clerk

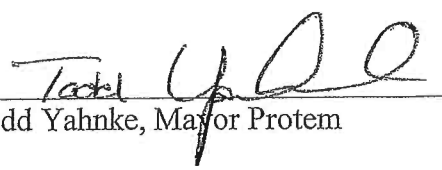
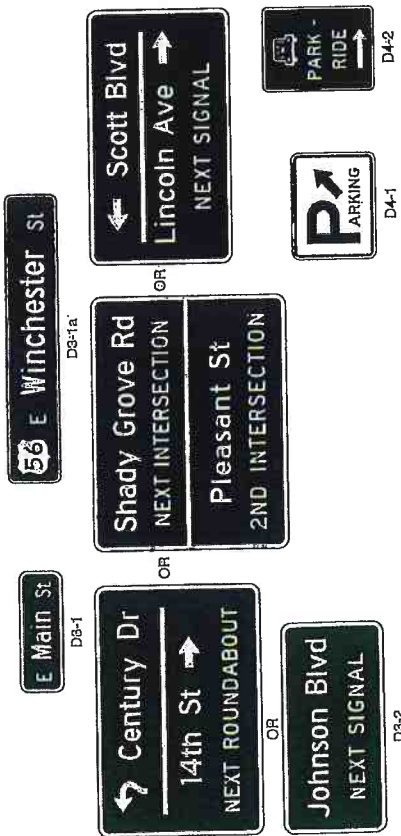

Todd Yahnke, Mayor Protem

Figure 2D-10. Street Name and Parking Signs



- Guidance:**
- 04 Lettering on post-mounted Street Name signs should be composed of initial upper-case letters at least 6 inches in height and lower-case letters at least 4.5 inches in height.
 - 05 On multi-lane streets with speed limits greater than 40 mph, the lettering on post-mounted Street Name signs should be composed of initial upper-case letters at least 8 inches in height and lower-case letters at least 6 inches in height.
- Option:**
- 06 For local roads with speed limits of 25 mph or less, the lettering on post-mounted Street Name signs may be composed of initial upper-case letters at least 4 inches in height and lower-case letters at least 3 inches in height.
- Guidance:**
- 07 If overhead Street Name signs are used, the lettering should be composed of initial upper-case letters at least 12 inches in height and lower-case letters at least 9 inches in height.
- Support:**
- 08 The recommended minimum letter heights for Street Name signs are summarized in Table 2D-2.
- Option:**
- 09 Supplementary lettering to indicate the type of street (such as Street, Avenue, or Road) or the section of the city (such as NW) on the D3-1 and D3-1a signs may be in smaller lettering, composed of initial upper-case letters at least 3 inches in height and lower-case letters at least 2.25 inches in height. Conventional abbreviations (see Section 1A.15) may be used except for the street name itself.
- Option:**
- 10 A pictograph (see definition in Section 1A.13) may be used on a D3-1 sign.
- Standard:**
- 11 Pictographs shall not be displayed on D3-1a or Advance Street Name (D3-2) signs (see Section 2D.44).
 - 12 If a pictograph is used on a D3-1 sign, the height and width of the pictograph shall not exceed the upper-case letter height of the principal legend of the sign.
- Guidance:**
- 13 The pictograph should be positioned to the left of the street name.
- Standard:**
- 14 The Street Name sign shall be retroreflective or illuminated to show the same shape and similar color both day and night. The color of the legend (and border, if used) shall contrast with the background color of the sign.
- Option:**
- 15 The border may be omitted from a Street Name sign.

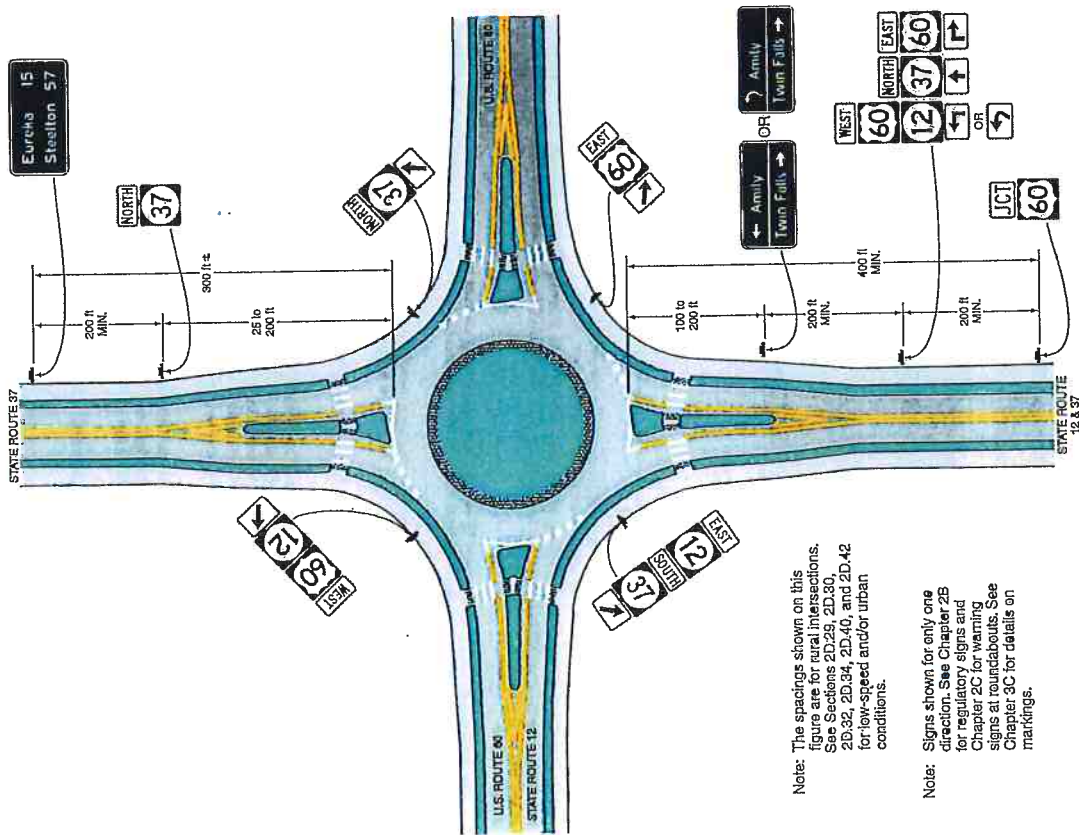
Table 2D-2. Recommended Minimum Letter Heights on Street Name Signs

Type of Mounting	Type of Street or Highway	Speed Limit	Recommended Minimum Letter Height	
			Initial Upper-Case	Lower-Case
Overhead	All types	All speed limits	12 inches	8 inches
Post-mounted	Multi-lane	More than 40 mph	8 inches	6 inches
Post-mounted	Multi-lane	40 mph or less	8 inches	4.5 inches
Post-mounted	2-lane	All speed limits	8 inches*	4.5 inches*

* On local two-lane streets with speed limits of 25 mph or less, 4-inch initial upper-case letters with 3-inch lower-case letters may be used.

- An alternative background color other than the normal guide sign color of green may be used for Street Name (D3-1 or D3-1a) signs where the highway agency determines this is necessary to assist road users in determining jurisdictional authority for roads.
- Standard:**
- 17 Alternative background colors shall not be used for Advance Street Name (D3-2) signs (see Section 2D.44).
 - 18 The only acceptable alternative background colors for Street Name (D3-1 or D3-1a) signs shall be blue, brown, or white. Regardless of whether green, blue, or brown is used as the background color for Street Name (D3-1 or D3-1a) signs, the legend (and border, if used) shall be white. For Street Name signs that use a white background, the legend (and border, if used) shall be black.
- Guidance:**
- 19 An alternative background color for Street Name signs, if used, should be applied to the Street Name (D3-1 or D3-1a) signs on all roadways under the jurisdiction of a particular highway agency.
 - 20 In business or commercial areas and on principal arterials, Street Name signs should be placed at least on diagonally opposite corners. In residential areas, at least one Street Name sign should be mounted at each intersection. Signs naming both streets should be installed at each intersection. They should be mounted with their faces parallel to the streets they name.
- Option:**
- 21 To optimize visibility, Street Name signs may be mounted overhead. Street Name signs may also be placed above a regulatory or STOP or YIELD sign with no required vertical separation.
- Guidance:**
- 22 In urban or suburban areas, especially where Advance Street Name signs for signalized and other major intersections are not used, the use of overhead Street Name signs should be strongly considered.
- Option:**
- 23 At intersection crossroads where the same road has two different street names for each direction of travel, both street names may be displayed on the same sign along with directional arrows.
- Support:**
- 24 Information regarding the use of street names on supplemental plaques for use with intersection-related warning signs is contained in Section 2C.58.
- Section 2D.44 Advance Street Name Signs (D3-2)**
- Support:**
- 01 Advance Street Name (D3-2) signs (see Figure 2D-10) identify an upcoming intersection. Although this is often the next intersection, it could also be several intersections away in cases where the next signalized intersection is referenced.
- Standard:**
- 02 Advance Street Name (D3-2) signs, if used, shall supplement rather than be used instead of the Street Name (D3-1) signs at the intersection.
- Option:**
- 03 Advance Street Name (D3-2) signs may be installed in advance of signalized or unsignalized intersections to provide road users with advance information to identify the name(s) of the next intersecting street to prepare for crossing traffic and to facilitate timely deceleration and/or lane changing in preparation for a turn.

Figure 2D-9. Examples of Guide Signs for Roundabouts (Sheet 2 of 2)



Section 2D.41 Distance Signs (D2 Series)

Standard:

If used, the Distance (D2-1 through D2-3) sign (see Figure 2D-7) shall be a horizontal rectangle of a size appropriate for the required legend, carrying the names of no more than three cities, towns, junctions, or other traffic generators, and the distance (to the nearest mile) to those places.

The distance numerals shall be placed to the right of the destination names as shown in Figure 2D-7.

Guidance:

The distance displayed should be selected on a case-by-case basis by the jurisdiction that owns the road or by a state policy. A well-defined central area or central business district should be used where one exists. In other cases, the layout of the community should be considered in relation to the highway being signed and the decision based on where it appears that most drivers would feel that they are in the center of the community in question.

The top name on the Distance sign should be that of the next place on the route having a post office or a railroad station, a route number or name of an intersected highway, or any other significant geographical identify. The bottom name on the sign should be that of the next major destination or control city. If three destinations are displayed, the middle line should be used to indicate communities of general interest along the route or important route junctions.

Option:

The choice of names for the middle line may be varied on successive Distance signs to give road users additional information concerning communities served by the route.

Guidance:

The control city should remain the same on all successive Distance signs throughout the length of the route until that city is reached.

Option:

If more than one distant point may properly be designated, such as where the route divides at some distance ahead to serve two destinations of similar importance, and if these two destinations cannot appear on the same sign, the two names may be alternated on successive signs.

On a route continuing into another State, destinations in the adjacent State may be displayed.

Section 2D.42 Location of Distance Signs

Guidance:

If used, Distance signs should be installed on important routes leaving municipalities and just beyond intersections of numbered routes in rural areas. If used, they should be placed just outside the municipal limits or at the edge of the built-up area if it extends beyond the limits.

Where overlapping routes separate a short distance from the municipal limits, the Distance sign at the municipal limits should be omitted. The Distance sign should be installed approximately 300 feet beyond the separation of the two routes.

Where, just outside of an incorporated municipality, two routes are concurrent and continue concurrently to the next incorporated municipality, the top name on the Distance sign should be that of the place where the routes separate; the bottom name should be that of the city to which the greater part of the through traffic is destined.

Support:

Figure 2D-6 shows typical placements of Distance signs.

Section 2D.43 Street Name Signs (D3-1 or D3-1a)

Guidance:

Street Name (D3-1 or D3-1a) signs (see Figure 2D-10) should be installed in urban areas at all street intersections regardless of other route signs that might be present and should be installed in rural areas to identify important roads that are not otherwise signed.

Option:

For streets that are part of a U.S. State, or county numbered route, a D3-1a Street Name sign (see Figure 2D-10) that incorporates a route shield may be used to assist road users who might not otherwise be able to associate the name of the street with the route number.

Standard:

The lettering for names of streets and highways on Street Name signs shall be composed of a combination of lower-case letters with initial upper-case letters (see Section 2A.13).

COUNCIL PACKET

Becky

From: Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent: Friday, August 9, 2019 10:33 AM
To: 'Becky'
Subject: RE: City of Riverside- street markers
Attachments: 20190809101653866.pdf

Here is what that section of the MUTCD says. It looks like green, blue, brown and white are the only acceptable background colors. Green, blue and brown shall have white letters and white shall have black letters. It also talks about the size of letters depending on what kind of street it is and the speed limit of that street.

Let me know if you have other questions.



Scott Pottorff, P.E.

Project Manager

Ofc: (319) 351-8282

Direct: (319) 339-4153

Cell: (319) 631-0365

S.pottorff@mmsconsultants.net

mmsconsultants.net

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

From: Becky [mailto:becky@cityofriversideiowa.com]
Sent: Friday, August 9, 2019 10:13 AM
To: Scott Pottorff
Subject: FW: City of Riverside- street markers

Scott,

The council is trying to decide on new street signs.

See below:

Brad is refer to MUTCD sec 2D.43

Do you have this?

Where would I find it?

Thanks,

Becky LaRoche

City Clerk

City of Riverside

60 N Greene Street

P.O. Box 188

Riverside, IA 52327

Office 319-648-3501

Cell 319-330-3091

becky@cityofriversideiowa.com

COUNCIL PACKET

Becky

From: Lauderman, Brad <Brad.Lauderman@iowadot.us>
Sent: Friday, August 9, 2019 8:03 AM
To: Becky
Subject: RE: City of Riverside- street markers

Becky,


Thanks for reaching out to me on this topic. The street name signs are the responsibility of the City, we encourage the City to follow the requirements of the MUTCD (Section 2D.43). If the letters are too small or hard to read based on color drivers tend to slow down trying to read the signs, this may cause a rear-end crash.


Thanks,



Brad Lauderman
TRAFFIC OPERATIONS TECHNICIAN
DISTRICT 5 MAINTENANCE

www.iowadot.gov

 Iowa Department of Transportation

Office: 641-469-4011  @iowadot

Cell: 641-919-1932 Fax: 641-472-3622

From: Becky <becky@cityofriversideiowa.com>
Sent: Wednesday, August 7, 2019 12:39 PM
To: Lauderman, Brad <Brad.Lauderman@iowadot.us>
Subject: FW: City of Riverside- street markers

Hi Brad,

Please see below.

Council is looking at changing street signs.

What are the DOT rules on this?

Becky LaRoche

City Clerk

City of Riverside

60 N Greene Street

P.O. Box 188

Riverside, IA 52327

Office 319-648-3501

Cell 319-330-3091

becky@cityofriversideiowa.com

From: Donahue, Karen [mailto:karen.donahue@iowa.gov]

Sent: Wednesday, August 7, 2019 10:51 AM

To: Becky

Subject: Re: City of Riverside- street markers

COUNCIL PACKET

City Admin

From: Becky <becky@cityofriversideiowa.com>
Sent: Tuesday, August 06, 2019 4:29 PM
To: Christine Yancey; EDGAR MCGUIRE; 'Jeanine Redlinger';
 mayor@cityofriversideiowa.com; mml10183@yahoo.com; 'Robert Schneider';
 tomsexton@mchsi.com
Subject: FW: City of Riverside- street markers
Flag Status: Flagged

Fyi; street signs response from IPI.

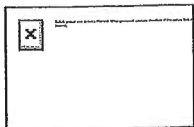
Becky LaRoche

City Clerk
 City of Riverside
 60 N Greene Street
 P.O. Box 188
 Riverside, IA 52327
 Office 319-648-3501
 Cell 319-330-3091
becky@cityofriversideiowa.com

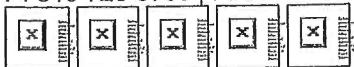
From: Donahue, Karen [<mailto:karen.donahue@iowa.gov>]
Sent: Tuesday, August 6, 2019 1:12 PM
To: Becky
Subject: City of Riverside- street markers

As for the blades, you can do White, Green, Blue, Red, Orange, Yellow <--- these are all reflective and for letters you really want to stick with white letters unless you are doing white blades and then you could use black or any of the colors above.
 We do three sets of layouts at no charge to you, after that there is a \$25.00 design fee. You have already gotten four at no charge so any changes from now on will have the fee. I try to let you know that before you do any other changes.

Thank you for your business!
 Karen



Karen Donahue, Customer Service Representative
 Showroom & Sales Office:
 1445 E Grand Avenue, Des Moines IA 50316
 P: 515-725-8708 | F: 515-725-8714 | www.iaprisoinind.com



COUNCIL PACKET

City Admin

From: Lauderman, Brad <Brad.Lauderman@iowadot.us>
Sent: Thursday, July 25, 2019 12:38 PM
To: admin@cityofriversideiowa.com
Cc: Claeys, Mark; Klein, Jared; Upton, Diana; jeaninered11@icloud.com; Jared Schneider; Armstrong, James
Subject: Riverside Iowa Speed Study from 5/23/2016
Attachments: Riverside Speed Study 2016.pdf; Commission Order.pdf; Riverside 10 yr crash report.pdf

Flag Status: Flagged

Ms. Yancey,
City Administrator

It was nice to visit with you this morning by phone. Attached the Speed Study report which was completed in May 2016. This information was provided to Ms. Redlinger thru email on Aug. 02, 2016 by our Assistant District Engineer Mark Van Dyke. Also, attached is the Commission Order dated June 17, 1986 which is the bases of the Speed Limits currently posted.

The Iowa Department of Transportation has conducted an engineering and traffic investigation (speed study) on the municipal extension of primary road IA22 in the City of Riverside. The study was conducted as provided for by Section 321.290 of the Code of the State of Iowa.

The collected data and review of the area on IA22 supports increasing, by 5 mph, the 45 mph, 30mph, and 25 mph zones on the west side of town, as well as the 30 mph zone between Green Street and Sycamore Street. While maintaining the remainder of the speed zones.

See the following information for the functions of proper speed limits:

- Proper speed limits aid law enforcement by enabling the enforcement activities to be directed to the small portion of unsafe drivers without persecuting the normal law-abiding motorist.
- Proper speed limits tend to bring a larger percentage of traffic within the "pace", which gives a more uniform speed pattern, and this increases safety as many crashes may be attributed to speed differentials between vehicles.
- Since speed control is such an important element in traffic movements and regulation, speed zoning should always be done on the basis of a traffic engineering survey. It should improve traffic operation, encourage better and more uniform driving practices and increase the safety of traffic movement, but should never be applied merely for restrictive purposes.
- See link below for a brochure, which helps explain the rationale behind speed zones.
- <https://www.iowadot.gov/traffic/manuals/pdf/speedlimitbrochure.pdf>
-

Should the City not concur with the recommendation, the present zones may be maintained. Please present this proposal to the City Council for their concurrence. We also need the City to enact an ordinance or resolution adopting the proposed speed zones and limits for enforcement purposes if the speed limits are increased. Based on the recent study (2016) and relatively little change in City development/Hwy. alignment we would not advise a more recent study be conducted at this time.

If you have any questions, please feel free to call me.

COUNCIL PACKET

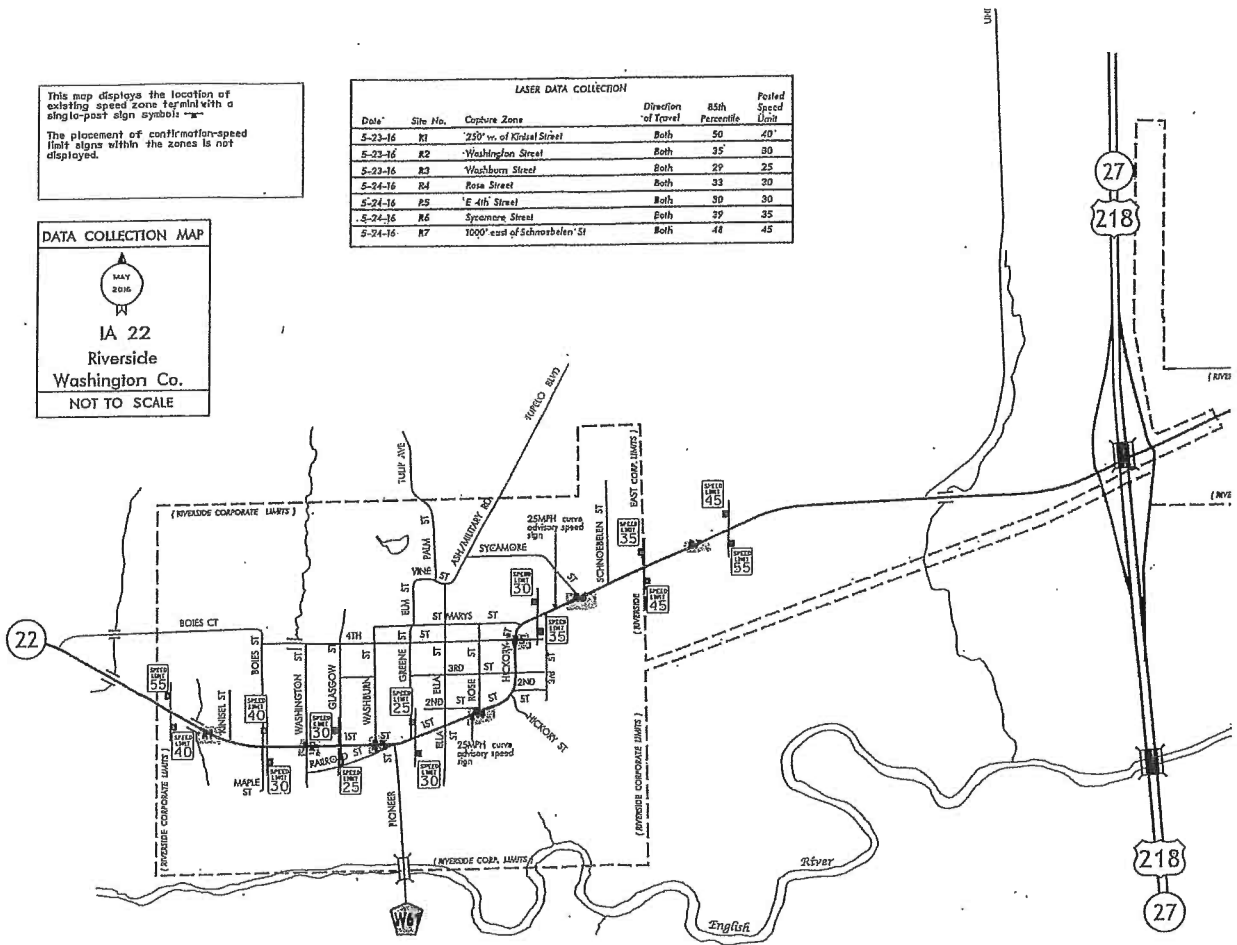
This map displays the location of existing speed zone terminal with a single-post sign symbol: "a".
 The placement of confirmation-speed limit signs within the zones is not displayed.

Date	Site No.	Capture Zone	Direction of Travel	85th Percentile	Posted Speed Limit
5-23-16	R1	230' w. of Kinzal Street	Both	50	40
5-23-16	R2	Washington Street	Both	35	30
5-23-16	R3	Washington Street	Both	29	25
5-24-16	R4	Rosa Street	Both	33	30
5-24-16	R5	E 4th Street	Both	30	30
5-24-16	R6	Sycamore Street	Both	37	35
5-24-16	R7	1000' east of Schorobelen St	Both	48	45

DATA COLLECTION MAP

MAY 2016

IA 22
 Riverside
 Washington Co.
 NOT TO SCALE



Direction(s) : BOTH
 Posted Speed Limit : 30
 Types of Vehicles : ALL
 Weather Conditions : SUNNY 60S

Filter Settings

Date Range : 05/23/16 Through 05/23/16
 Time Range : 10:46:00A Through 12:47:00P
 Direction(s) : Approaching & Departing
 Types of Vehicles : All Vehicles

Lowest Recorded Speed : 23 15th Percentile : 27
 Highest Recorded Speed : 45 50th Percentile : 31
 Average Speed : 31.1 85th Percentile : 35
 Vehicles Observed : 279 95th Percentile : 39

10 MPH Pace Speed : 26 Through 35
 Percent In Pace Speed : 80.6
 Percent Under Pace Speed : 6.1
 Percent Over Pace Speed : 13.3

SPEED	COUNT	PERCENT	CUM. %	SPEED	COUNT	PERCENT	CUM. %
23	5	1.8	1.8	42	5	1.8	99.6
24	5	1.8	3.6	43	0	0.0	99.6
25	7	2.5	6.1	44	0	0.0	99.6
26	15	5.4	11.5	45	1	0.4	100.0
27	23	8.2	19.7	46	0	0.0	100.0
28	25	9.0	28.7	47	0	0.0	100.0
29	27	9.7	38.4	48	0	0.0	100.0
30	27	9.7	48.0	49	0	0.0	100.0
31	29	10.4	58.4	50	0	0.0	100.0
32	22	7.9	66.3	51	0	0.0	100.0
33	22	7.9	74.2	52	0	0.0	100.0
34	15	5.4	79.6	53	0	0.0	100.0
35	20	7.2	86.7	54	0	0.0	100.0
36	10	3.6	90.3	55	0	0.0	100.0
37	7	2.5	92.8	56	0	0.0	100.0
38	4	1.4	94.3	57	0	0.0	100.0
39	4	1.4	95.7	58	0	0.0	100.0
40	4	1.4	97.1	59	0	0.0	100.0
41	2	0.7	97.8	60	0	0.0	100.0

SpeedStat Version 2.3 11/96
 Project ID : 683
 Street : IA 22
 Capture Zone : WASHBURN ST
 (parked 150' east of Glasgow Street -- facing east)
 Direction(s) : BOTH
 Posted Speed Limit : 25
 Types of Vehicles : ALL
 Weather Conditions : SUNNY 70S

Filter Settings
 Date Range : 05/23/16 Through 05/23/16
 Time Range : 12:52:00P Through 02:53:00P
 Direction(s) : Approaching & Departing
 Types of Vehicles : All Vehicles

Lowest Recorded Speed : 18 15th Percentile : 22
 Highest Recorded Speed : 35 50th Percentile : 26
 Average Speed : 25.5 85th Percentile : 29
 Vehicles Observed : 298 95th Percentile : 31

10 MPH Pace Speed : 20 Through 29
 Percent In Pace Speed : 84.9
 Percent Under Pace Speed : 4.7
 Percent Over Pace Speed : 10.4

SPEED	COUNT	PERCENT	CUM.%	SPEED	COUNT	PERCENT	CUM.%
18	5	1.7	1.7	30	8	2.7	92.3
19	9	3.0	4.7	31	9	3.0	95.3
20	8	2.7	7.4	32	9	3.0	98.3
21	15	5.0	12.4	33	1	0.3	98.7
22	15	5.0	17.4	34	3	1.0	99.7
23	29	9.7	27.2	35	1	0.3	100.0
24	26	8.7	35.9	36	0	0.0	100.0
25	39	13.1	49.0	37	0	0.0	100.0
26	37	12.4	61.4	38	0	0.0	100.0
27	33	11.1	72.5	39	0	0.0	100.0
28	28	9.4	81.9	40	0	0.0	100.0
29	23	7.7	89.6				

SpeedStat Version 2.3 11/96
 Project ID : /
 Street : IA 22
 Capture Zone : ROSE ST
 .(parked 360' west of Rose Street -- facing east)

Direction(s) : BOTH
 Posted Speed Limit : 30
 Types of Vehicles : ALL
 Weather Conditions: SUNNY 60S

Filter Settings
 Date Range : 05/24/16 Through 05/24/16
 Time Range : 08:18:00A Through 10:19:00A
 Direction(s) : Approaching & Departing
 Types of Vehicles : All Vehicles

Lowest Recorded Speed : 22 15th Percentile : 26
 Highest Recorded Speed : 41 50th Percentile : 30
 Average Speed : 29.6 ~~45th Percentile : 33~~
 Vehicles Observed : 380 95th Percentile : 36

10 MPH Pace Speed : 25 Through 34
 Percent In Pace Speed : 87.4
 Percent Under Pace Speed : 5.3
 Percent Over Pace Speed : 7.4

SPEED	COUNT	PERCENT	CUM. %	SPEED	COUNT	PERCENT	CUM. %
22	5	1.3	1.3	33	24	6.3	89.5
23	9	2.4	3.7	34	12	3.2	92.6
24	6	1.6	5.3	35	6	1.6	94.2
25	20	5.3	10.5	36	12	3.2	97.4
26	18	4.7	15.3	37	5	1.3	98.7
27	31	8.2	23.4	38	2	0.5	99.2
28	49	12.9	36.3	39	1	0.3	99.5
29	49	12.9	49.2	40	1	0.3	99.7
30	61	16.1	65.3	41	1	0.3	100.0
31	43	11.3	76.6	42	0	0.0	100.0
32	25	6.6	83.2	43	0	0.0	100.0

Project ID : 25
 Street : IA 22
 Capture Zone : E 4TH STREET
 (parked 50' north of 3rd Street -- facing north)

Direction(s) : BOTH
 Posted Speed : 30
 Types of Vehicles : ALL
 Weather Conditions : SUNNY 70S

 Filter Settings
 Date Range : 05/24/16 Through 05/24/16
 Time Range : 10:28:00A Through 12:07:00P
 Direction(s) : Approaching & Departing
 Types of Vehicles : All Vehicles

Lowest Recorded Speed : 21 15th Percentile : 24
 Highest Recorded Speed : 37 50th Percentile : 27
 Average Speed : 27.1 85th Percentile : 30
 Vehicles Observed : 395 95th Percentile : 33

10 MPH Pace Speed : 23 Through 32
 Percent In Pace Speed : 89.1
 Percent Under Pace Speed : 5.8
 Percent Over Pace Speed : 5.1

SPEED	COUNT	PERCENT	CUM.%	SPEED	COUNT	PERCENT	CUM.%
21	12	3.0	3.0	31	23	5.8	90.9
22	11	2.8	5.8	32	16	4.1	94.9
23	19	4.8	10.6	33	10	2.5	97.5
24	40	10.1	20.8	34	5	1.3	98.7
25	35	8.9	29.6	35	3	0.8	99.5
26	49	12.4	42.0	36	1	0.3	99.7
27	61	15.4	57.5	37	1	0.3	100.0
28	51	12.9	70.4	38	0	0.0	100.0
29	39	9.9	80.3	39	0	0.0	100.0
30	19	4.8	85.1	40	0	0.0	100.0

SpeedStat Version 2.3 11/96
 Project ID : 46
 Street : IA 22
 Capture Zone : SYCAMORE ST
 (parked 275' west of Sycamore Street -- facing east)

Direction(s) : BOTH
~~Recorded Speed - Unit: MPH~~
 Types of Vehicles : ALL
 Weather Conditions: SUNNY 70S

Filter Settings
 Date Range : 05/24/16 Through 05/24/16
 Time Range : 12:13:00P Through 02:10:00P
 Direction(s) : Approaching & Departing
 Types of Vehicles : All Vehicles

Lowest Recorded Speed : 25 15th Percentile : 30
 Highest Recorded Speed : 47 50th Percentile : 34
 Average Speed : 34.4 ~~55th Percentile : 39~~
 Vehicles Observed : 398 95th Percentile : 41

10 MPH Pace Speed : 30 Through 39
 Percent In Pace Speed : 81.4
 Percent Under Pace Speed : 10.1
 Percent Over Pace Speed : 8.5

SPEED	COUNT	PERCENT	CUM.%	SPRED	COUNT	PERCENT	CUM.%
25	4	1.0	1.0	38	28	7.0	84.9
26	3	0.8	1.8	39	26	6.5	91.5
27	6	1.5	3.3	40	11	2.8	94.2
28	6	1.5	4.8	41	9	2.3	96.5
29	21	5.3	10.1	42	5	1.3	97.7
30	26	6.5	16.6	43	3	0.8	98.5
31	26	6.5	23.1	44	3	0.8	99.2
32	36	9.0	32.2	45	1	0.3	99.5
33	39	9.8	42.0	46	1	0.3	99.7
34	38	9.5	51.5	47	1	0.3	100.0
35	37	9.3	60.8	48	0	0.0	100.0
36	31	7.8	68.6	49	0	0.0	100.0
37	37	9.3	77.9	50	0	0.0	100.0

SpeedStat Version 2.3 11/96

Project ID : 87
 Street : IA 22
 Capture Zone : 1000 FT E OF SCHNOEBELN ST
 (parked 850' east of East Street -- facing west)

Direction(s) : BOTH
~~Recorded Speed Limit : 45~~
 Types of Vehicles : ALL
 Weather Conditions: SUNNY 80S

 Filter Settings

Date Range : 05/24/16 Through 05/24/16
 Time Range : 02:16:00P Through 03:32:00P
 Direction(s) : Approaching & Departing
 Types of Vehicles : All Vehicles

Lowest Recorded Speed : 31
 Highest Recorded Speed : 56
 Average Speed : 43.5
 Vehicles Observed : 398

15th Percentile : 39
 50th Percentile : 43
~~75th Percentile : 48~~
 95th Percentile : 51

10 MPH Pace Speed : 39 Through 48
 Percent In Pace Speed : 71.4
 Percent Under Pace Speed : 14.6
 Percent Over Pace Speed : 14.1

SPEED	COUNT	PERCENT	CUM.%	SPEED	COUNT	PERCENT	CUM.%
30	0	0.0	0.0	56	2	0.5	100.0
31	1	0.3	0.3	57	0	0.0	100.0
32	1	0.3	0.5	58	0	0.0	100.0
33	1	0.3	0.8	59	0	0.0	100.0
34	1	0.3	1.0	60	0	0.0	100.0
35	4	1.0	2.0	61	0	0.0	100.0
36	11	2.8	4.8	62	0	0.0	100.0
37	19	4.8	9.5	63	0	0.0	100.0
38	20	5.0	14.6	64	0	0.0	100.0
39	19	4.8	19.3	65	0	0.0	100.0
40	30	7.5	26.9	66	0	0.0	100.0
41	38	9.5	36.4	67	0	0.0	100.0
42	32	8.0	44.5	68	0	0.0	100.0
43	31	7.8	52.3	69	0	0.0	100.0
44	28	7.0	59.3	70	0	0.0	100.0
45	36	9.0	68.3	71	0	0.0	100.0
46	19	4.8	73.1	72	0	0.0	100.0
47	22	5.5	78.6	73	0	0.0	100.0
48	29	7.3	85.9	74	0	0.0	100.0
49	19	4.8	90.7	75	0	0.0	100.0
50	14	3.5	94.2	76	0	0.0	100.0
51	4	1.0	95.2	77	0	0.0	100.0
52	5	1.3	96.5	78	0	0.0	100.0
53	5	1.3	97.7	79	0	0.0	100.0
54	7	1.8	99.5	80	0	0.0	100.0
55	0	0.0	99.5				

COUNCIL PACKET

Copy
Department of Transportation
COMMISSION ORDER

79

Form 102110
4-06

Division/Department Highway Order No. H-86-693
Submitted by R. L. Humphrey Phone No. 239-1124 Meeting Date June 17, 1986

TITLE: Speed Zones on Iowa 22 in Riverside - Washington County

DISCUSSION/BACKGROUND:

The existing speed zones on Iowa 22 in Riverside were apparently established by statute and not on the basis of an engineering investigation.

The Bureau of Transportation Safety requested that a speed study be conducted on a portion of this route to determine if the existing speed zones were appropriate.

A study was completed and the proposed speed zones shown on the reverse side were reviewed and approved by the Office of Maintenance, our district office and the city.

RETURN TO OFFICE OF MAINTENANCE
TRAFFIC ENGINEERING SECTION
SIGNS ERECTED

7/29/86 Blaine E. Lawrence
Date Res. Maint. Engr.

PROPOSAL/ACTION RECOMMENDATION:

It is recommended the commission approve the proposed speed zones as shown on the reverse side.

COMMISSION ACTION:

Moved by [Signature] Seconded by [Signature]
Division Director Finance (if involved) Legal (if liabilities) State Director (if required)

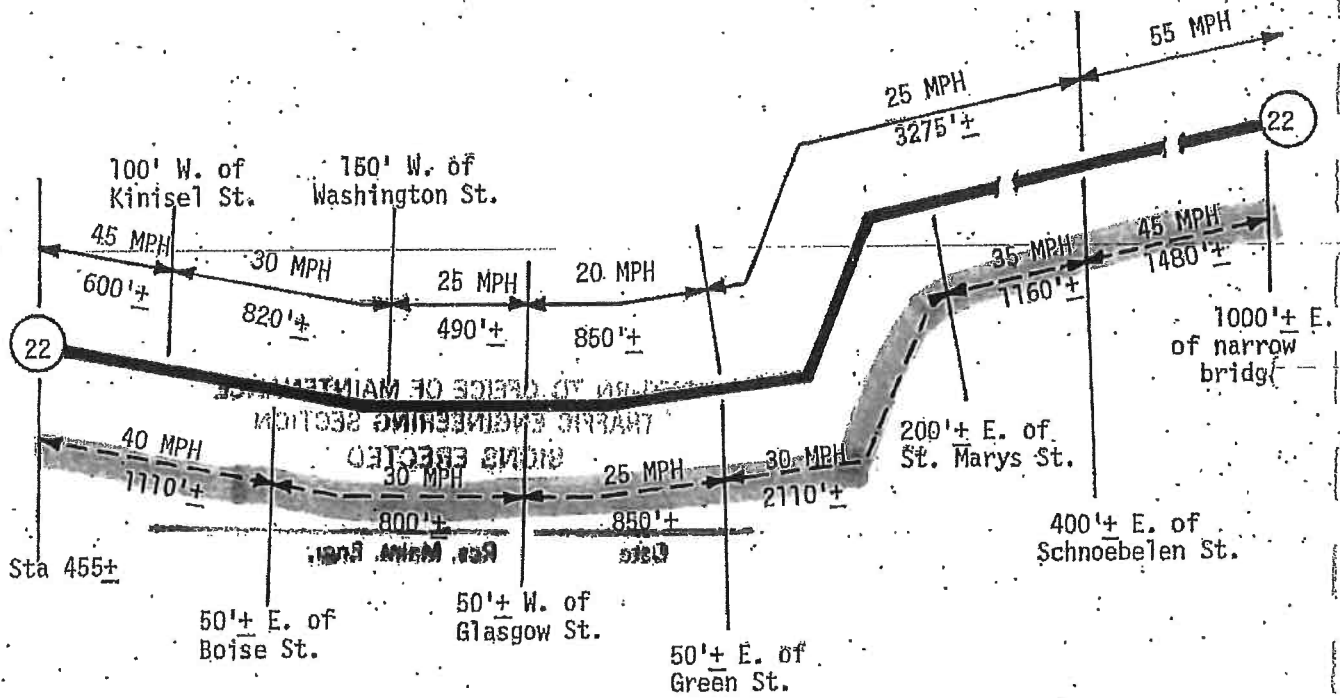
	Vote		
	Aye	Nay	Pass
Clemens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meler	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van Horn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COUNCIL PACKET

80



CITY OF RIVERSIDE



Existing Speed Zones

Proposed Speed Zones

RECEIVED

JUN 25 1986

District 5 Office

APPROVED BY THE DOT COMMISSION _____ ORDER NO _____
 date

COUNCIL PACKET



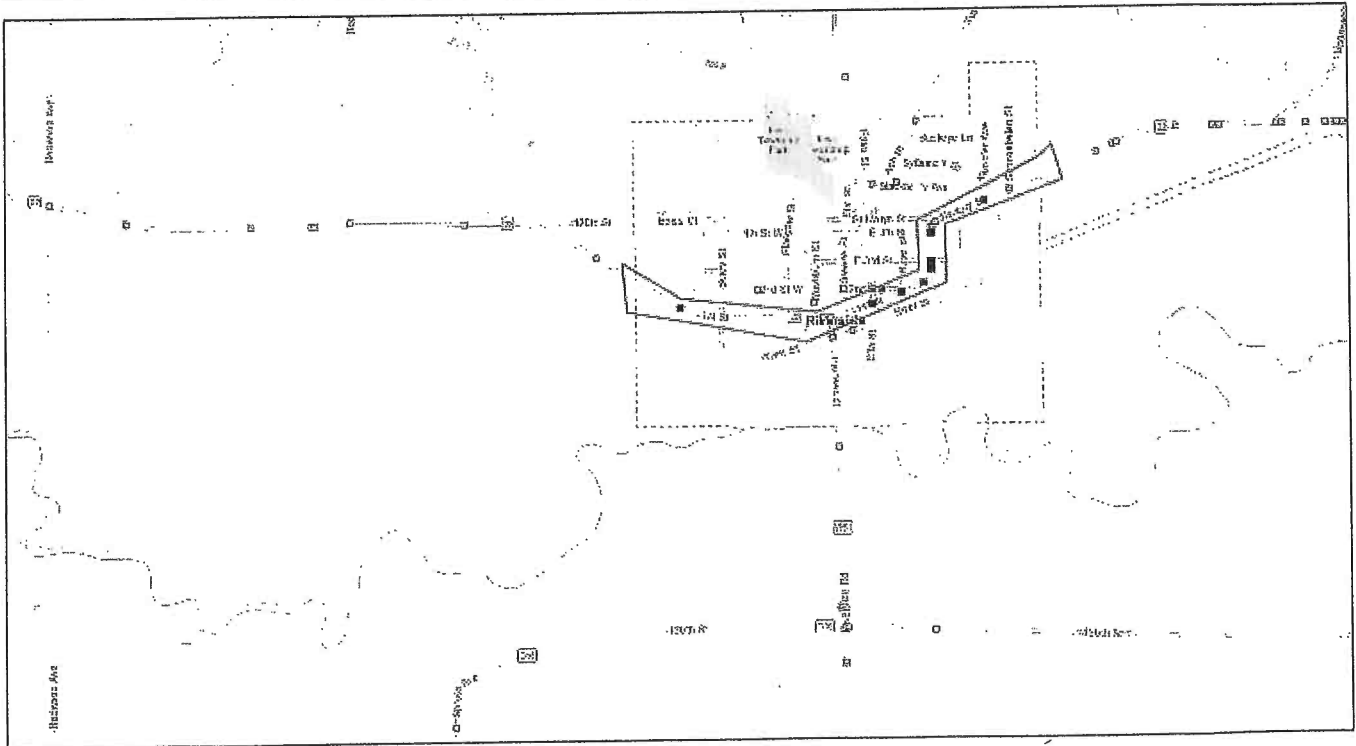
Iowa Crash Analysis Tool
Quick Report
2009-2011,2013-2015,2017-2019

Crash Severity	14
Fatal	0
Major Injury	0
Minor Injury	0
Possible/Unknown	0
Property Damage Only	14

Injury Status Summary	0
Fatal	0
Suspected serious/incapacitating	0
Suspected minor/non-incapacitating	0
Possible (complaint of pain/injury)	0
Uninjured	0
Fatal, not crash-related	0
Unknown	0
Not reported	0

Property/Vehicles/Occupants	
Property Damage Total (dollars):	73,131.00
Average (per crash dollars):	5,223.64
Total Vehicles:	26.00
Average (per crash):	1.86
Total Occupants:	34.00
Average (per crash):	2.43

Average Severity	
Fatalities/Fatal Crash:	0.00
Fatalities/Crash:	0.00
Injuries/Crash:	0.00
Major Injuries/Crash:	0.00
Minor Injuries/Crash:	0.00
Possible/Unknown Injuries/Crash:	0.00



COUNCIL PACKET



Iowa Crash Analysis Tool
Quick Report
2009-2011,2013-2015,2017-2019

Major Cause	14
Animal	0
Ran stop sign	0
FTYROW: At uncontrolled intersection	0
FTYROW: From stop sign	0
FTYROW: Making left turn	1
FTYROW: From parked position	0
FTYROW: Other	0
Disregarded RR Signal	2
Crossed median (divided)	0
Aggressive driving/road rage	0
Exceeded authorized speed	0
Operating vehicle in an reckless, erratic, ca...	3
Passing: On wrong side	0
Passing: With insufficient distance/inadequa...	0
Passing: Other passing	1
Driver Distraction: Manual operation of an e...	0
Driver Distraction: Talking on a hands free ...	0
Driver Distraction: Other electronic device ...	0
Driver Distraction: Unrestrained animal	0
Driver Distraction: Inattentive/lost in thou...	1
Driver Distraction: Exterior distraction	0
Ran off road - straight	0
Lost control	0
Over correcting/over steering	0
Failure to signal intentions	0
Vehicle stopped on railroad tracks	0
Other: Improper operation	0
Other: Disregarded signs/road markings	0
Downhill runaway	0
Towing improperly	0
Equipment failure	0
Other: Getting off/out of vehicle	0
Improper backing	0
Illegally parked/unattended	0
Operator inexperience	0
Unknown	0
Other: No improper action	0

COUNCIL PACKET



**Iowa Crash Analysis Tool
Quick Report
2009-2011,2013-2015,2017-2019**

Time of Day/Day of Week														
Day of Week	12 AM to 2 AM	2 AM to 4 AM	4 AM to 6 AM	6 AM to 8 AM	8 AM to 10 AM	10 AM to Noon	Noon to 2 PM	2 PM to 4 PM	4 PM to 6 PM	6 PM to 8 PM	8 PM to 10 PM	10 PM to 12 AM	Not reported	Total
Sunday	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Monday	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Tuesday	0	0	0	0	0	1	0	0	2	0	0	0	0	3
Wednesday	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Thursday	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Friday	0	0	0	0	0	1	1	1	1	0	0	0	0	4
Saturday	0	0	0	0	0	1	2	0	0	0	0	1	0	4
Total	0	0	0	0	0	3	3	1	5	1	0	1	0	14

Manner of Crash Collision	14
Non-collision (single vehicle)	3
Head-on (front to front)	0
Rear-end (front to rear)	4
Angle, oncoming left turn	0
Broadside (front to side)	5
Sideswipe, same direction	0
Sideswipe, opposite direction	2
Rear to rear	0
Rear to side	0
Not reported	0
Other	0
Unknown	0

Surface Conditions	14
Dry	11
Wet	2
Ice/frost	0
Snow	1
Slush	0
Mud, dirt	0
Water (standing or moving)	0
Sand	0
Oil	0
Gravel	0
Not reported	0
Other	0
Unknown	0

Fixed Object Struck	26
Bridge overhead structure	0
Bridge/bridge rail parapet	0
Ditch	1
Ground	0
Guardrail - face	0
Concrete traffic barrier (median or right sid...	0
Cable barrier	0
Utility pole/light support	0
Traffic signal support	0
Fire hydrant	0
Tree	0
Snow bank	0
Wall	0
Other fixed object	0
Bridge pier or support	0
Curb/island/raised median	0
Embankment	0
Culvert/pipe opening	0
Guardrail - end	0
Other traffic barrier	0
Impact attenuator/crash cushion	0
Traffic sign support	0
Other post/pole/support	0
Mailbox	0
Landscape/shrubbery	0
Fence	0
Building	0
None (no fixed object struck)	25

COUNCIL PACKET



Iowa Crash Analysis Tool
Quick Report
2009-2011,2013-2015,2017-2019

Driver Age/Driver Gender					
Driver Age - 5 year Bins	Female	Male	Not reported	Unknown	Total
< 14	0	0	0	0	0
= 14	0	0	0	0	0
= 15	0	0	0	0	0
= 16	1	0	0	0	1
= 17	0	0	0	0	0
= 18	0	0	0	0	0
= 19	2	0	0	0	2
= 20	0	1	0	0	1
>= 21 and <= 24	1	1	0	0	2
>= 25 and <= 29	0	2	0	0	2
>= 30 and <= 34	1	1	0	0	2
>= 35 and <= 39	2	0	0	0	2
>= 40 and <= 44	2	1	0	0	3
>= 45 and <= 49	0	1	0	0	1
>= 50 and <= 54	1	1	0	0	2
>= 55 and <= 59	1	0	0	0	1
>= 60 and <= 64	1	2	0	0	3
>= 65 and <= 69	0	1	0	0	1
>= 70 and <= 74	0	1	0	0	1
>= 75 and <= 79	0	1	0	0	1
>= 80 and <= 84	0	0	0	0	0
>= 85 and <= 89	1	0	0	0	1
>= 90 and <= 94	0	0	0	0	0
>= 95	0	0	0	0	0
Not reported	0	0	0	0	0
Unknown	0	0	0	0	0
Total	13	13	0	0	26

Alcohol Test Given	26
None	24
Blood	0
Urine	0
Breath	1
Vitreous	0
Refused	0
Not reported	1

Drug Test Given	26
None	25
Blood	0
Urine	0
Breath	0
Vitreous	0
Refused	0
Not reported	1

Drug Test Result	26
Negative	0
Cannabis	0
Central Nervous System depressants	0
Central Nervous System stimulants	0
Hallucinogens	0
Inhalants	0
Narcotic Analgesics	0
Dissociative Anesthetic (PCP)	0
Prescription Drug	0
Not reported	26
Other	0

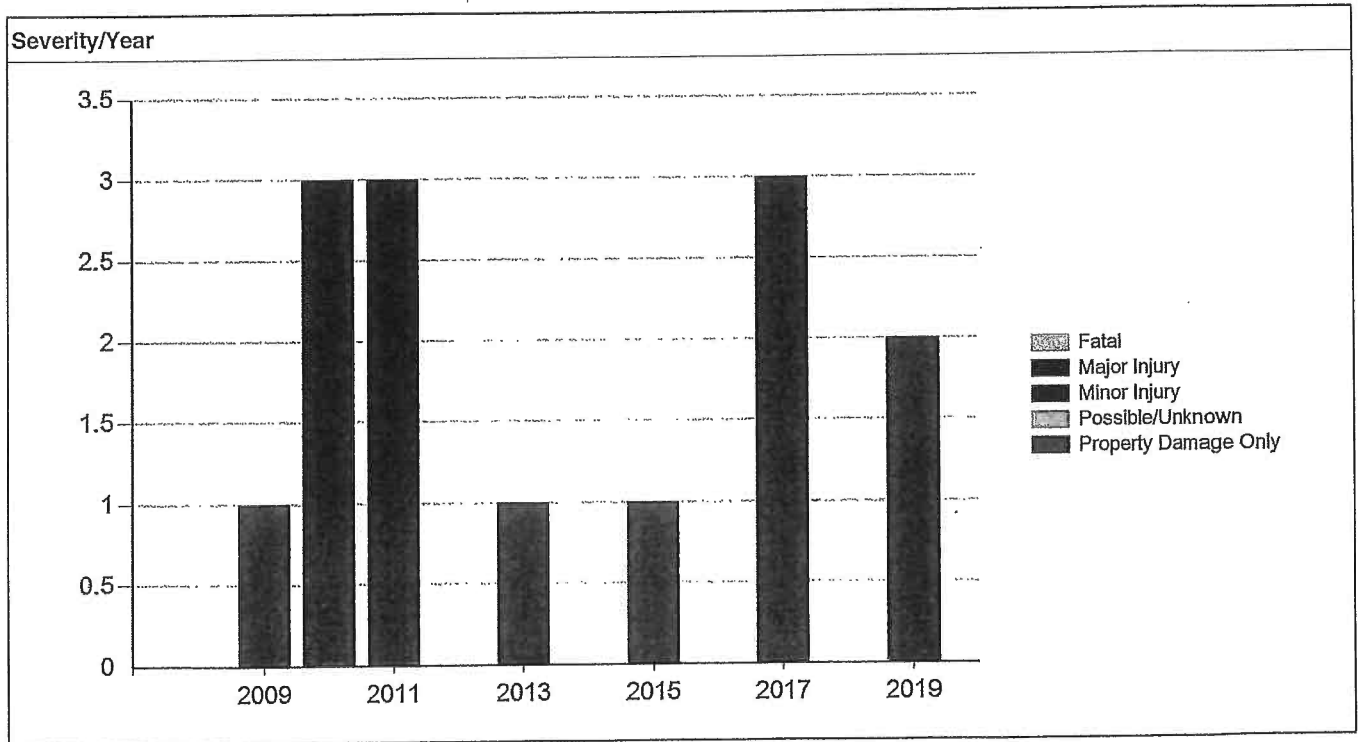
Drug/Alcohol Related	14
Drug	0
Alcohol (< Statutory)	0
Alcohol (Statutory)	1
Drug/Alcohol (< Statutory)	0
Drug/Alcohol (Statutory)	0
Refused	0
Under Influence of Alcohol/Drugs/Medications	0
None Indicated	13

COUNCIL PACKET



Iowa Crash Analysis Tool Quick Report 2009-2011,2013-2015,2017-2019

Crash Severity - Annual							
Crash Year	Fatal	Major Injury	Minor Injury	Possible/Unknown	Property Damage Only	Total	
2008	0	0	0	0	0	0	
2009	0	0	0	0	1	1	
2010	0	0	0	0	3	3	
2011	0	0	0	0	3	3	
2012	0	0	0	0	0	0	
2013	0	0	0	0	1	1	
2014	0	0	0	0	0	0	
2015	0	0	0	0	1	1	
2016	0	0	0	0	0	0	
2017	0	0	0	0	3	3	
2018	0	0	0	0	0	0	
2019	0	0	0	0	2	2	
Total	0	0	0	0	14	14	

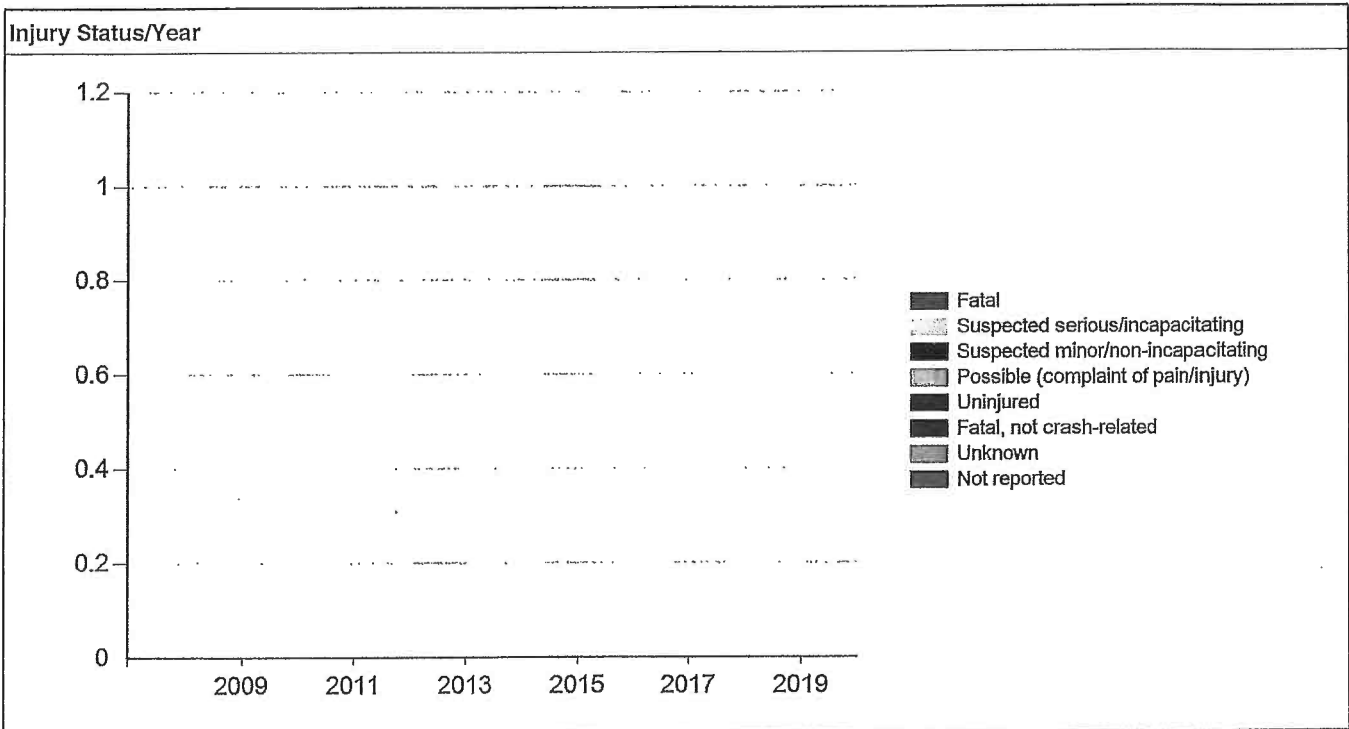


COUNCIL PACKET



Iowa Crash Analysis Tool Quick Report 2009-2011,2013-2015,2017-2019

Injury Status - Annual								
Crash Year	Fatal	Suspected serious/incapacitating	Suspected minor/non-incapacitating	Possible (complaint of pain/injury)	Uninjured	Fatal, not crash-related	Unknown	Total
2008	0	0	0	0	0	0	0	0
2009	0	0	0	0	0	0	0	0
2010	0	0	0	0	0	0	0	0
2011	0	0	0	0	0	0	0	0
2012	0	0	0	0	0	0	0	0
2013	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0
2016	0	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0	0
2018	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0



COUNCIL PACKET



Iowa Crash Analysis Tool
Quick Report
2009-2011,2013-2015,2017-2019

Meeting the following criteria

Jurisdiction: Cities (Riverside)
Year: 2009, 2010, 2011, 2013, 2014, 2015, 2017, 2018, 2019
Map Selection: Yes
Filter: None

Analyst Information

COUNCIL PACKET

City of Riverside
Administrator Report August 19, 2019

- Staff is holding daily meetings from 8:00-8:15, 8:30 to discuss the tasks for the day and any updates on projects. Weekly meetings with the mayor with staff are taking place as well on Wednesdays.
- Tree removal from Slay property (on the Hwy 22 project) removed 7/17/19. Contractors provided bid for tree removal on the west end of Hwy 22 that is located close to the storm sewer intake.
- Street light on the corner of Green and Hwy 22 was out again after the 7/15 council meeting. Is under warranty and the contractor has been contacted.
- 7/16 E-mail sent by Engineer to Triple B regarding intent to go for liquidated damages on Hwy 22 project after 7/23.
- Met 7/16 with David Collins from WEDG regarding Housing Committee with Washington, Kalona and Riverside, and signed letters to be sent to prospective committee members for a quarterly housing work session.
- Set up on site meeting for 7/30 with Andy, Carlina McQuire, Bryan and Matt Butler (Scout) to review dog park project to prepare to send to P&Z for review on 7/31. Working with staff on clearing larger items from the site.
- At 7/17 employee meeting Bryan indicated a resident has filled in the drainage ditch at 261 W 4th, will need cleaned out to allow correct water flow. Ditch cleaned 8/8.
- Weekly on site project update meetings with the contractor, engineer and city staff 7/17, 7/24, 7/31, 8/7, 8/14.
- Staff is hauling dirt and leveling the washout at Galileo.
- The Washington County Communication Tower site has been finalized and the City lease sent to attorney for review.
- City is working on the City Wide Clean Up Day-8/17.
- Met 7/17 with ECICOG regarding code updates. Worked on changes to code for road embargo, mowing and nuisances. Next meeting set for August 22nd which should complete the review of the code.
- Brief Finance meeting on 7/17. Reviewed %'s on investments. 7/24 set amounts and %'s for investments. Hills CD is complete, Peoples to be completed 8/8.
- Policy and Procedures Manual-nearing completion on the procedures for city hall. Have procedures for water and sewer.

COUNCIL PACKET

- 7/22 Met with Angela Langstraat and Katie Miller with Hills Bank regarding services they could offer the city.
- E-mail with Chris Kirkwood regarding review of changes to the Park to be reviewed by P & Z. Set up meeting for 7/30.
- Working on .gov designation for the city in preparation for the new website.
- Attended RACC meeting 7/24.
- Extra garbage cans that are at Hill Park will be moved downtown. These contain a small opening at the top to discourage dumping of apartment trash.
- Attended P&Z meeting on 7/30.
- Working with Fire Chief on options for transport services. In beginning stages. Meeting 8/8
- Sent out nine nuisance letters to date.
- Public Works has worked on the following:
 - Daily rounds of parks to empty trash and stock, clean bathrooms
 - Painted boards for benches
 - Repairs to benches on Hall Park Shelter-removal of boards, prep and paint
 - Cleaned and prepped I-beams in shelter for painting, painted
 - Removed old bleacher materials
 - Tractor repair
 - Rental apartment plumbing repair
 - Diamonds sprayed for weeds
 - Mowing-east end, shop, wastewater plant
 - Clean up in area for proposed Dog Park
 - Hauled dirt to water tower, leveled holes
 - Patched holes on Kloepfer, 4th St
 - Mower repair
 - Sprayed pond for algae, weed whacked around pond
 - Mowed, weed whacked all city owned properties, including Cherry Lane and Galileo lots
 - Hauled and leveled dirt for Galileo
 - Worked on 4th Ave ditch repair

COUNCIL PACKET

Riverside City Council Priorities Summary

December 2018

Priorities	M	C1	C2	C3	C4	C5	Total	
Web site	4	2	8	8	4	8	34	1
Debbins building renovation (fire)	8	4	4	4	2	8	30	2
Audit follow-up	4	8	8	2		8	30	3
Northern Heights development	8	2	2	8	4	4	28	4
Future capital projects	2	8	2	8	4	4	28	5
Safe Routes to Schools project	4	8	4	2	2	8	28	6
Nuisance ordinances	2	4	4	8	4	2	24	7
Highway 22 resurfacing project	8	2	2	4	4	4	24	8
Community building sale	8	2	2	2	4		18	8
Incode server upgrade	4	2	2	8	2		18	10
Hall Park shelter		8	4		2	2	16	
Mainstreet Iowa	2	2	2	2	8		16	
Downtown streetscape project	8	2	2	4			16	
Email system upgrade	2	4		2		8	16	
Employee handbook	4	8		2		2	16	
Downtown grant program		2		4	4	4	14	
Gruefe report	2	2	4	2	4		14	
Community recreation center	2	4		4	2		12	
Fireworks ordinance	2	2	2	2	2	2	12	
Financial monitoring	2	2		2	2	2	10	
Security cameras and alarms				2	4	4	10	
Update ordinances	2	2	2	2		2	10	
Nuisance ordinance enforcement	2		8				10	
Engineering firm to bid			8			2	10	
Deputy Clerk	4	2	2				8	

COUNCIL PACKET

Riverside City Council Priorities Summary

December 2018

Priorities	M	C1	C2	C3	C4	C5	Total	
Galileo Drive project	2	2	2	2			8	
Speed enforcement			2	2	4		8	
Capital projects for west side			8				8	
Student ambassador program					4	2	6	
School parking lot problem		2				2	4	
New garbage containers (no stickers)		4					4	
City Administrator				2		2	4	
Playground resurfacing					2	2	4	
Dog park					2		2	
Portable water meter				2			2	
Schnoebelen/Galileo extension			2				2	
Barn quilt location							0	
Star Trek branding						2		
Commercial growth						2		
New lawyer						2		
Hwy. 218 exit ramp						2		
Total	86	90	86	90	70	90	504	

COUNCIL PACKET

Riverside City Council and Staff Priorities Summary December 2018

Priorities	M	C1	C2	C3	C4	C5	S	S	S	S	Total	
Web site	4	2	8	8	4	8	4	4	2		44	1
Safe Routes to Schools project	4	8	4	2	2	8	4	4	4	1	41	2
Debbins building renovation (fire)	8	4	4	4	2	8	1			4	35	3
Northern Heights development	8	2	2	8	4	4	1	2	2		33	4
Nuisance ordinances	2	4	4	8	4	2	1	4	4		33	5
Hall Park shelter		8	4		2	2	4	4	4	4	32	6
Future capital projects	2	8	2	8	4	4	2		2		32	7
Audit follow-up	4	8	8	2		8	1			1	32	8
Community building sale	8	2	2	2	4		1	4	4	2	29	8
Highway 22 resurfacing project	8	2	2	4	4	4	1			4	29	10
Mainstreet Iowa	2	2	2	2	8		1	2		2	21	
Downtown streetscape project	8	2	2	4						4	20	
Email system upgrade	2	4		2		8	4				20	
Incode server upgrade	4	2	2	8	2		1				19	
Downtown grant program		2		4	4	4	1	2	2		19	
Employee handbook	4	8		2		2	2				18	
Community recreation center	2	4		4	2		1			4	17	
Gruefe report	2	2	4	2	4		2				16	
Deputy Clerk	4	2	2				1	2	4		15	
Security cameras and alarms				2	4	4	4			1	15	
Update ordinances	2	2	2	2		2	2	2		1	15	
Fireworks ordinance	2	2	2	2	2	2	1				13	
Speed enforcement			2	2	4		1			2	11	
Financial monitoring	2	2		2	2	2					10	
Nuisance ordinance enforcement	2		8								10	
Engineering firm to bid			8			2					10	
Galileo Drive project	2	2	2	2			1				9	
Capital projects for west side			8								8	
School parking lot problem		2				2			2	2	8	
Student ambassador program					4	2				1	7	
Dog park					2		2			2	6	

COUNCIL PACKET

Riverside City Council and Staff Priorities Summary December 2018

Priorities	M	C1	C2	C3	C4	C5	S	S	S	S	Total	
New garbage containers (no stickers)		4									4	
City Administrator				2		2					4	
Playground resurfacing					2	2					4	
Portable water meter				2						1	3	
Schnoebelen/Galileo extension			2								2	
Barn quilt location											0	
Star Trek branding						2						
Commercial growth						2						
New lawyer						2						
Hwy. 218 exit ramp						2						
Total	86	90	86	90	70	90	44	30	30	36	644	