

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA  
RIVERSIDE FIRE STATION  
271 E 1ST STREET**

**NOTE CHANGE OF MEETING LOCATION  
PARKING ON WEST SIDE OF BUILDING ONLY**

**REGULAR MEETING**

**Monday, July 6, 2020 – 6:00 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 6-15-2020
  - b. Expenditures for 7-6-2020
  - c. Liquor license Riverside Casino and Golf Resort
4. PeopleService Report
5. Committee Minutes
  - a. Parks Committee Minutes
6. Request from Chamber of Commerce for a Show and Shine Car Show Event July 12 from 1-4pm in front of City Hall
7. Resolution #070620-01 Set Public Hearing for Economic Development Agreement-Copper Creek Ridge
8. Review of bids for painting of City Hall
9. Review and approval of Delta Shield Project for Railroad Park
10. Review and pending approval for Community Beautification Incentive Program for FY21
11. Review and pending approval for Downtown Business District Incentive Program for FY21
12. Motion to Approve Amending Official Zoning Map
13. Discussion on possible funding share with Kalona and Wellman for housing northern ambulance

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14. COVID-19 update

15. Ash Tupelo

- a. Resolution #070620-02 Pay Request #7 Cornerstone \$30,884.50
- b. Resolution #070620-03 Change Order #7 Cornerstone \$1,090.00
- c. Resolution #070620-04 MMS Agreement Amendment

16. Discussion on Galileo Seeding-possible action

17. Highway 22

- a. Resolution #070620-05 Release Sod Retainage \$7,645.50

18. Northern Heights

- a. Resolution #070320-06 Accept Improvements Northern Heights Phase 1
- b. Resolution #070320-07 Approve Final Plat Northern Heights Northern Heights Phase 1

19. Updates on 4<sup>th</sup> Street Project

20. Updates on Safe Routes to School Project-late start date 7/6/2020

21. Motion to adjourn

This meeting is open to the public. However, due to the directive from Governor Reynolds for social distancing, and limited seating capacity at City Hall, the City encourages the public to submit their comments in advance. Comments can be submitted by email to [admin@cityofriversideiowa.com](mailto:admin@cityofriversideiowa.com) or by phone to 319- 648-3501. Written comments may also be left in the City Hall drop box up to the start of the meeting. Members of the public who want to attend in person may be asked to make accommodations to conform to social distancing guidelines as best we can. The meeting will be recorded and can be viewed by visiting the city web site at [www.riversideiowa.gov](http://www.riversideiowa.gov).

## COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: June 15, 2020

The Riverside City Council meeting opened at 6:00 pm in City Hall with Mayor Allen Schneider requesting roll call. Council members present were: Andy Rodgers, Edgar McGuire, Lois Schneider, and Jeanine Redlinger. Sexton was absent.

Motion by Rodgers to approve agenda. Second by McGuire, passed 4-0.

Schneider moved to approve the minutes of June 1<sup>st</sup>, 2020, expenditures, and liquor license for Riverside Casino and Golf Resort. Second by Redlinger, passed 4-0.

McGuire moved to renew cigarette permits for Casey's #2629, Casey's #3900, Kum & Go, and Riverside Casino. Second by Rodgers, passed 3-1 Redlinger opposed.

Sexton arrived at 6:03 p.m.

Tracey Achenbach with ECICOG updated council on codification and housing grants.

Council received May 2020 Fire Dept. update.

Council reviewed Volunteer Fireman Stipend Program. McGuire moved to approve stipend payments for FY21. Second by Rodgers, passed 5-0.

McGuire moved to approve Chamber of Commerce use of Railroad Park pavilion for Farmer's Market through August with fees. Second by Rodgers, passed 5-0.

James Collins informed Council of water drain issues on Buckeye Lane. Council directed City Admin and City Engineer to meet with homeowner.

Scott Pottorff, MMS Consultants gave updates on Capital Projects.

Sexton Moved to pass Resolution #061520-01 Pay Request #2 to J&L Construction in the amount of \$172,694.33 at 24.05% completion on the 4<sup>th</sup> Street Project. Second by Schneider, passed 5-0.

Safe Walk to School sidewalk is slated to start June 29<sup>th</sup>, 2020, with a late start date of July 6<sup>th</sup>. The project should be completed with 20 working days.

Sexton moved to not support the proposed Washington County project for changes to the east side culvert on Vine Ave. Second by Schneider, passed 5-0.

McGuire moved to approve \$50.00 of Hotel/Motel funds for awards for the July 4<sup>th</sup> Virtual Celebration. Second by Schneider, passed 5-0.

Redlinger moved to approve the community service project with the Highland Lego League students with expenditures up to \$1100.00 for upgrades to the Conservation Park bathroom. Second by McGuire, passed 5-0.

## COUNCIL PACKET

Redlinger moved to approve request for use of Hall Park for Fall Slow Pitch League, with the stipulation of following guidelines set by the Iowa Dept. of Public Health for ball leagues. Second by Schneider, passed 5-0.

After further discussion, Council determined the parks are open for use, but restrooms remain closed, and drinking fountains are off. Rental fees for park shelters will be held for damage deposit, and then returned to renter.

McGuire moved to pass Resolution #061520-02, Approving writing off \$663.22 in uncollectable water bills. Second by Rodgers, passed 5-0.

McGuire moved to pass Resolution #061520.03, Approving fund transfers for Budget 2019-20. Second by Rodgers, passed 5-0.

Redlinger moved to pass resolution #061520-04, Approving a 3% pay increase for City Employees, and \$.75 for Mullinnex. Second by Schneider, passed 4-1 Sexton opposed.

Rodgers moved to enter into Closed Session per Iowa Chapter 21.5(i) Employee review, at 8:12 p.m. Second by Sexton, passed 5-0.

Council returned to open meeting at 8:41 p.m.

Redlinger moved to pass Resolution #061520-05, Approving pay increase of \$2500.00 in salary for City Administrator. Second by Rodgers, passed 5-0.

Redlinger moved to adjourn at 8:44 pm. Second by McGuire, passed 5-0

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

Council Meeting – Monday, July 6<sup>th</sup>, 2020 at 6:00 p.m.

Council Meeting – Monday, July 20<sup>th</sup>, 2020 at 6:00 p.m.

ATTEST:



Becky LaRoche; City Clerk



Allen Schneider; Mayor

## COUNCIL PACKET

EXPENDITURES JULY 6, 2020					
COUNCIL MEETING		BILLS			
1	ALLIANT ENERGY	PARKS	001-5-430-6371	\$ 180.01	
2	ALLIANT ENERGY	SEWER	610-5-815-6371	\$ 1,128.37	
3	ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$ 310.07	13% disc
4	ALLIANT ENERGY	WATER	600-5-810-6371	\$ 195.55	
5	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$ 1,562.32	
6	ALLIANT ENERGY	FIRE STATION	002-5-150-6330	\$ 478.19	\$ 3,854.51
7	BECKY LaROCHE	JULY CELL	001-5-650-6373	\$ 50.00	
8	BRYAN LENZ	JULY CELL	001-5-430-6373	\$ 50.00	
9	CITY OF KALONA	FOOD PANTRY	001-5-520-6510	\$ 257.60	
10	CUSTOM TREE SERVICE	TREE REMOVAL	001-5-510-6495	\$ 1,475.00	
11	IA LEAGUE OF CITIES	MEMBERSHIP FY 21	001-5-650-6210	\$ 838.00	
12	IOWA ONE CALL	LOCATES	600-5-810-6507	\$ 20.80	
13	IOWA PAPER INC	PARKS	001-5-430-6325	\$ 274.45	
14	IOWAQ SOLUTIONS	SUPPORT	001-5-650-6497	\$ 2,328.00	
15	JAY STUELKE	JULY CELL	001-5-210-6373	\$ 50.00	
16	KUENSTER PLUMBING	SEWER A/C REPAIR	610-5-815-6332	\$ 3,297.70	
17	KUM & Go FLEET	FUEL	110-5-210-6331	\$ 45.42	
18	KUM & Go FLEET	RVFD	002-5-150-6350	\$ 106.52	\$ 151.94
19	MENARDS	CITY HALL	001-5-650-6310	\$ 355.27	
20	MENARDS	CONS. PARK	001-5-430-6325	\$ 138.71	\$ 493.98
21	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$ 24.27	
22	MID AMERICAN ENERGY	RVFD	002-5-150-6371	\$ 16.30	
23	MID AMERICAN ENERGY	CITY HALL	001-5-650-6371	\$ 12.89	\$ 53.46
24	PEOPLE SERVICES	JULY SERVICE	610-5-815-6500	\$ 11,449.50	
25	PEOPLE SERVICES	JULY SERVICE	600-5-800-6500	\$ 11,449.50	\$ 22,899.00
26	RIVER PRODUCTS	ROADSTONE	110-5-210-6335	\$ 109.29	
27	SINCLAIR TRACTOR	MOWER SPINDLE	600-5-810-6320	\$ 176.65	
28	STANDARD PEST	JUNE SERVICE	001-5-650-6310	\$ 60.00	
29	SUEPPEL	LEGAL	001-5-640-6411	\$ 2,057.00	
30	THE NEWS	PUBLICATION	001-5-650-6402	\$ 141.36	
31	TYLER TECHNOLOGIES	FY 21 MAINTENACE CONTRACT	001-5-650-6495	\$ 4,606.52	
32	WEDGE	FY 21 SUPPORT PLEDGE	001-5-520-6422	\$ 4,000.00	
33		<b>TOTAL BILLS</b>		<b>\$ 47,245.26</b>	
34	EOM PAYABLES				
35	BRADLEY HAUGE, CPA	W-2 CORRECTION	001-5-650-6499	\$ 685.00	
36	DELTA DENTAL	JULY BILLING	001-5-430-6150	\$ 74.78	
37	DINGES FIRE CO	RVFD-RESQUE EQUIPMENT	002-5-150-6356	\$ 5,249.40	
38	EMC	RVFD-SERVICE CONTRACT	002-5-150-6356	\$ 490.00	
39	HEIMAN	RVFD-NOZZLES	002-5-150-6356	\$ 2,209.25	
40	HEIMAN	RVFD-DRIP TORCH	002-5-150-6356	\$ 310.34	
41	KIECK'S	RVFD-UNIFORMS	002-5-150-6380	\$ 3,035.70	
42	LINCOLN NAT'L LIFE INS	JULY BILLING	001-5-620-6150	\$ 288.55	
43	MEDIACOM	RVFD	002-5-150-6332	\$ 215.93	
44	MEDICAOM	CITY HALL	001-5-650-6373	\$ 226.34	
45	SANDRY FIRE SUPPLY	RVFD-EQUIPMENT	002-5-150-6356	\$ 11,446.50	
46	SCHNOEBELEN INC	BUSHHOG DISC MOWER	001-5-210-6504	\$ 8,300.00	
47	UMB BANK	GO BOND FEE	200-5-710-6899	\$ 250.00	
48	US CELLULAR	YANCEY	001-5-650-6373	\$ 53.46	
49	US CELLULAR	RVFD	002-5-150-6332	\$ 94.95	
50	VERIZON	CELL COLLECTORS	600-5-810-6373	\$ 63.54	
51	WELLMARK	JULY BILLING	001-5-620-6150	\$ 4,121.12	
52	WINDSTREAM	JULY BILLING	001-5-210-6373	\$ 375.53	
53		<b>TOTAL PAID BILLS</b>			\$ 37,490.39
54		<b>TOTAL EXPENDITURES</b>		<b>\$ 84,735.65</b>	
55	<b>TOTAL BY FUND</b>				
56	"001"	<b>GENERAL FUND</b>			
57	"002"	<b>FIRE DEPARTMENT</b>	\$ 32,896.25		
58	"110"	<b>ROAD USE FUND</b>	\$ 23,653.08		
59	"145"	<b>CASINO FUNDS</b>	\$ 154.71		
60	"200"	<b>DEBT SERVICE</b>	\$ 250.00		
61	"301"	<b>CAPITAL PROJECTS</b>	\$ -		
62	"600"	<b>WATER FUND</b>	\$ 11,906.04		
63	"610"	<b>SEWER FUND</b>	\$ 15,875.57		
64	"670"	<b>GARBAGE</b>	\$ -		
		<b>TOTAL EXPENDITURES</b>	<b>\$ 84,735.65</b>		

COUNCIL PACKET

Becky

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**From:** Licensing2, ABD <licensing2@iowaabd.com> on behalf of licensing@iowaabd.com  
**Sent:** Wednesday, June 17, 2020 1:32 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
LB0001970	Submitted to Local Authority	Riverside Casino and Golf Resort (3184 Highway 22 Riverside Iowa 52327)

*2nd license*

- 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

*LE 0001330 Approved 6/15/20*

# State of Iowa

## Alcoholic Beverages Division

LB0001970

August 1, 2019

July 31, 2020

LICENSE NUMBER

EFFECTIVE DATE

EXPIRATION DATE

Riverside Casino and Golf Resort, LLC  
Riverside Casino and Golf Resort  
3184 Highway 22  
Riverside, IA 52327

This license is a personal privilege and is subject to civil penalty, suspension, revocation or cancellation, as authorized pursuant to Iowa Code Ch. 123.

This license is not deemed to be property, nor is it subject to attachment, execution, assignment, nor is it alienable.

ALCOHOLIC BEVERAGES DIVISION  
*Stephen Larson*

STEPHEN LARSON  
Administrator



LICENSE AND PRIVILEGES	FEES
Class B Liquor License (LB) (Hotel/Motel)	\$1,040.00
Class B Wine Permit 08/01/2019 to 07/31/2020	\$500.00
Living Quarters 08/01/2019 to 07/31/2020	\$0.00
Outdoor Service 08/01/2019 to 07/31/2020	\$0.00
Sunday Sales 08/01/2019 to 07/31/2020	\$208.00
<b>Total Fee:</b>	<b>\$1,748.00</b>

## COUNCIL PACKET



Date: June 19, 2020

To: Riverside Council

From: Bill Stukey, Operator

O & M Report: May 2020

### **Water Operation & Maintenance**

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- Worked with Carter and Associates to install new water main. All three blocks of main were installed during the first week and was pressure tested, inspected and bacteria samples collected the following week. All tests passed and they will begin installing service lines in June.
- I changed bag filters and noticed some pipe scale in the bags. This would indicate some of the piping may need to be replaced on well 7 during its next inspection. I plan to have this well inspected next year after the VFD on well 8 is replaced this year.
- I acid washed and changed all the check valves on the chlorine pump. This pump has been air locking and not self-priming. Pump is now working properly.
- I replaced the diaphragm on the anti-scale pump. The pump was not pumping the proper volume and I found a small tear in the diaphragm. I had a spare on hand and will be ordering another spare.
- 29 locates, all complete.

### **Wastewater Operation & Maintenance**

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- I continued to work with Engie/ University of Iowa Water Dept. to finalize the sludge storage agreement. The DNR is going to allow Cell 1 of the lagoon to be utilized for sludge storage and Engie will begin utilizing this structure sometime in mid-June.
- Weeds and lagoon structures were sprayed for weeds.



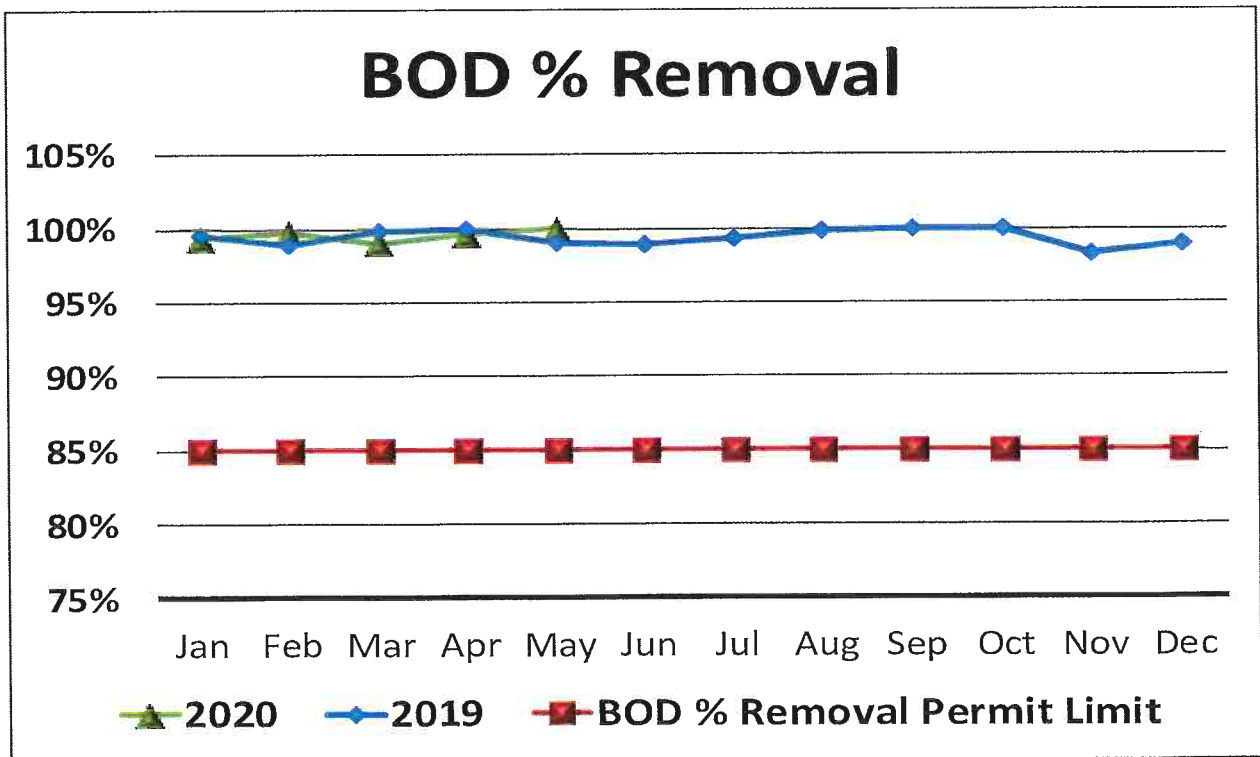
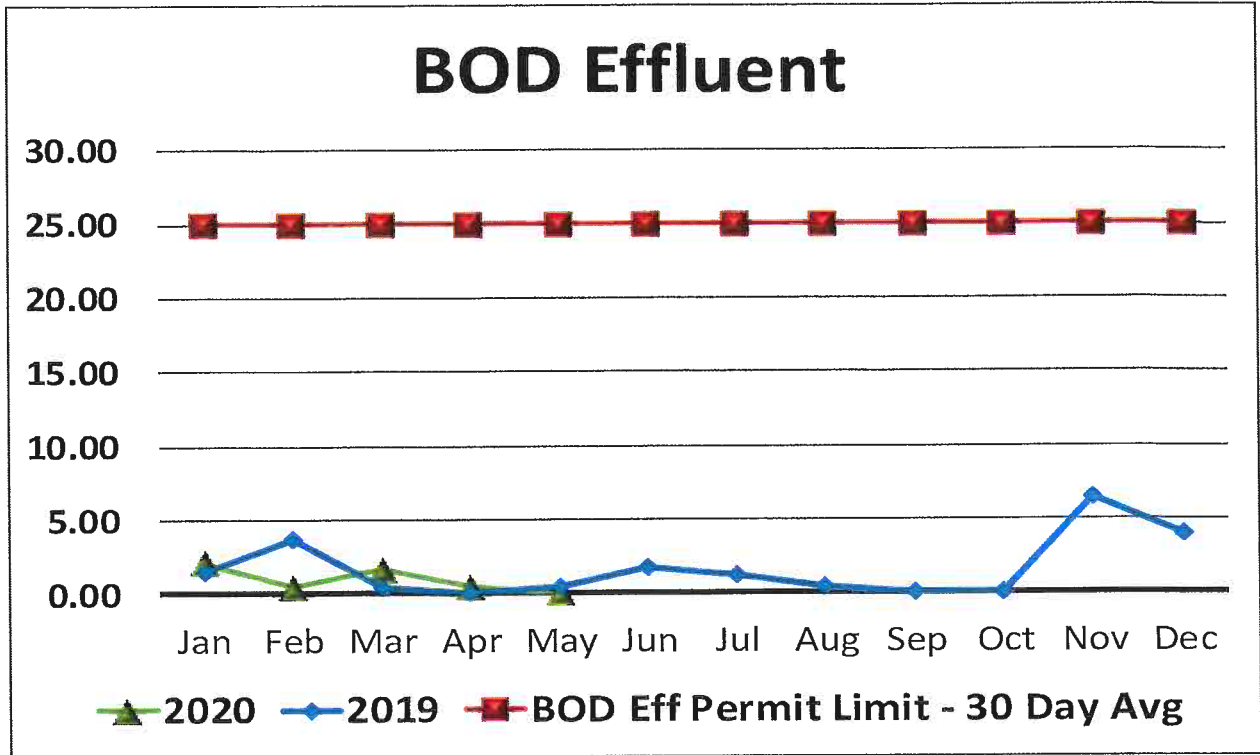


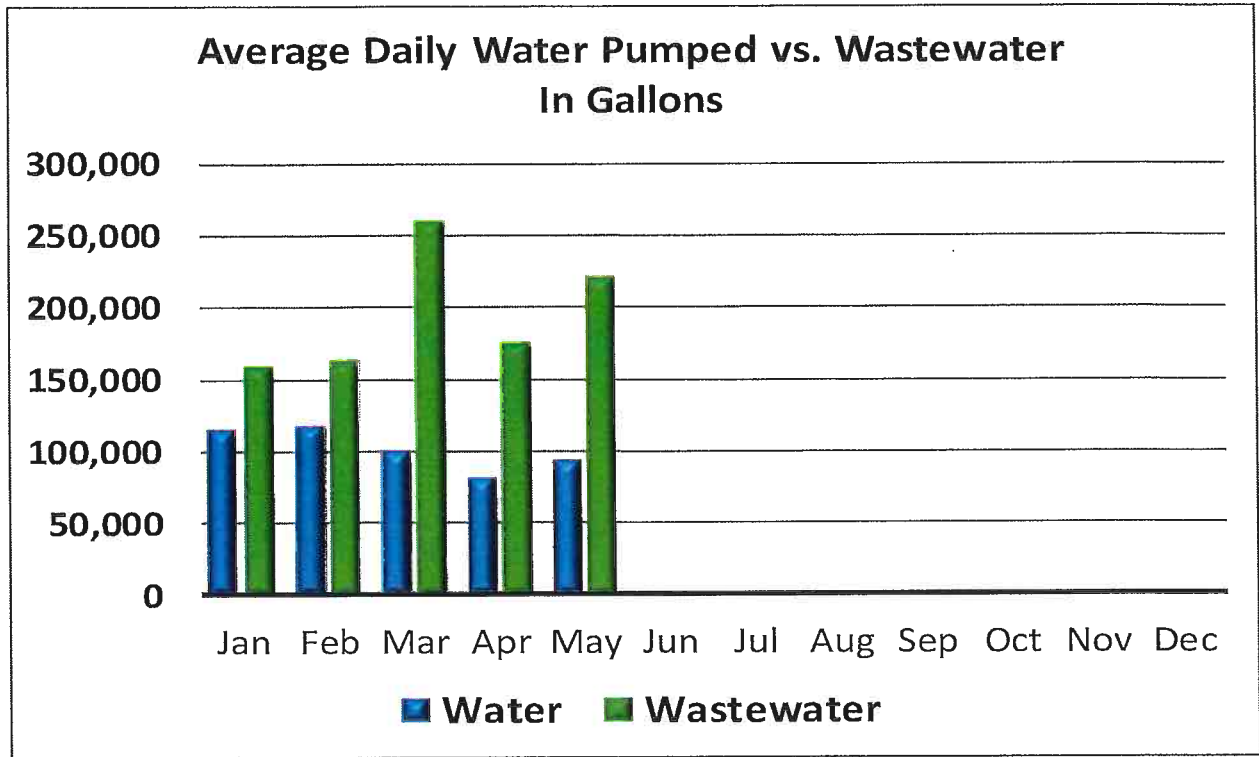
- I installed 80 feet of 4" tile on the west side of the SBR tank. This area tends to hold water making it impossible to mow. I will be backfilling with clean rock to allow better drainage and maintenance of the area.

**Iowa Department of Natural Resources**

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Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$25,670.00	\$15,920.96	62%	92%
Maintenance Budget	\$21,391.00	\$10,885.86	51%	92%
<b>Total</b>	<b>\$47,061.00</b>	<b>\$26,806.82</b>	<b>57%</b>	<b>92%</b>

COUNCIL PACKET



Water	Units	May-20	April-20	May-19
<b>Total Monthly Pumped</b>	gallons	2,890,000	2,448,000	4,226,000
<b>Average Daily Pumped</b>	gallons	93,230	81,600	136,320
<b>Maximum Daily Pumped</b>	gallons	206,000	167,000	244,000
<b>Minimum Daily Pumped</b>	gallons	0	0	100,000
<b>Chlorine</b>				
<b>Chlorine - Total Avg Residual Plant</b>	mg/L	1.12	1.12	2.21
<b>Chlorine - Total Avg Residual System</b>	mg/L	0.88	0.74	1.43
<b>Chlorine - Recommended Residual System</b>	mg/L	0.30	0.30	0.30
<b>Chlorine used</b>	lbs	81.00	77.00	132.00
<b>Iron</b>				
<b>Iron - Avg Raw</b>	mg/L	2.25	2.08	1.63
<b>Polyphosphate</b>				
<b>Polyphosphate - Avg Residual</b>	mg/L	1.68	1.60	1.45
<b>Polyphosphate - Recommended Residual</b>	mg/L	0.5 - 2.0	0.5 - 2.0	0.5 - 2.0
<b>Polyphosphate used</b>	lbs	8.00	11.25	19.50
<b>Water Loss</b>				
<b>Water Billed</b>	gallons	2,289,000	2,148,407	3,152,740
<b>Water used in main breaks/hydrant flushing</b>	gallons	70,000	0	10,000
<b>Water used at city buildings</b>	gallons	106,637	51,638	150,000
<b>Loss</b>	gallons	14%	15%	22%
<b>Wastewater</b>				
<b>BOD</b>				
<b>BOD Influent Avg</b>	mg/L	104	130	150
<b>BOD Effluent Avg</b>	mg/L	0	0.5	1
<b>BOD Eff Permit Limit - 30 Day Avg</b>	mg/L	25	25	25
<b>BOD % Removal</b>	%	99.99%	99.61%	99.00%
<b>BOD % Removal Permit Limit</b>	%	85%	85%	85%
<b>TSS</b>				
<b>TSS Influent Avg</b>	mg/L	88	120	89
<b>TSS Effluent Avg</b>	mg/L	2	2	1
<b>TSS Effluent Permit Limit - 30 Day Avg</b>	mg/L	30	30	30
<b>TSS % Removal</b>	%	97.44%	98.33%	99.00%
<b>TSS % Removal Permit Limit</b>	%	85%	85%	85%
<b>Nitrogen Ammonia</b>				
<b>NA Effluent Avg</b>	mg/L	<0.1	<0.1	0
<b>NA Effluent Permit Limit - 30 Day Avg</b>	mg/L	6	8	6
<b>Influent Flow</b>				
<b>Total Monthly</b>	gallons	6,837,300	5,277,400	19,943,100
<b>Average Daily</b>	gallons	220,558	175,913	643,325
<b>Maximum Daily</b>	gallons	472,100	300,100	1,388,000
<b>Minimum Daily</b>	gallons	108,500	110,400	254,000
<b>Permit Limit - 30 Day Avg</b>	gallons	444,000	444,000	444,000
<b>Permit Limit - Daily Maximum</b>	gallons	1,425,000	1,425,000	1,425,000

COUNCIL PACKET



RIVERSIDE--MAY '20

Water Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
5/8/20	USA Bluebook	Repair Kit	455.84
5/17/20	Hawkins	Hydrochloric Acid	\$47.85
5/22/20	First National Bank, VISA	Supplies	\$26.40
		<b>Total</b>	<b>\$530.09</b>

Water System Maintenance

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

Wastewater Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
5/22/20	First National Bank, VISA	Supplies	\$26.40
		<b>Total</b>	<b>\$26.40</b>

Wastewater System Maintenance

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

Water Plant Maintenance	\$530.09
Water System Maintenance	\$0.00
WW Plant Maintenance	\$26.40
WW System Maintenance	\$0.00
Month Total	<hr/> \$556.49

Annual Maintenance Budget \$21,391.00

Total Maintenance Dollars Spent Year to Date \$10,885.86

Percent Maintenance Budget Spent Year to Date 51%



COUNCIL PACKET



RIVERSIDE -MAY '20

Water System Chemicals

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
5/17/20	Hawkins	Sodium Hypochlorite	\$225.00
		<b>Total</b>	<b>\$225.00</b>

Wastewater System Chemicals

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

Water System Chemicals	\$225.00
WW System Chemicals	\$0.00
<b>Month Total</b>	<b>\$225.00</b>

**Annual Chemical Budget** \$25,670.00

**Total Chemical Dollars Spent Year to Date** \$15,920.96

**Percent Chemical Budget Spent Year to Date** 62%

Maintenance Month Total	\$556.49
Chemical Month Total	\$225.00
<b>Month Total</b>	<b>\$781.49</b>

**Annual Budget** \$47,061.00

**Total Spent Year to Date** \$26,760.88

**Percent Budget Spent Year to Date** 57%



COUNCIL PACKET



Work Orders Completed

Date completed	Equipment	Task
5/8/2020	BLOWERS	Monthly PM
5/4/2020	WWTP GENERATOR	Monthly PM
5/8/2020	LIFT STATION #1	LS Monthly PM
5/8/2020	LIFT STATION #2	LS Monthly PM
5/8/2020	LIFT STATION #3	LS Monthly PM
5/8/2020	LIFT STATION #4	LS Monthly PM
5/8/2020	LIFT STATION #5	LS Monthly PM
5/4/2020	MAIN LIFT STATION	LS Monthly PM
5/4/2020	EFFLUENT SAMPLER	Monthly PM
5/4/2020	INFLUENT SAMPLER	Monthly PM
5/4/2020	SCREEN UNIT	Monthly PM
5/8/2020	UV SYSTEM	Monthly PM
5/4/2020	FIRE EXTINGUISHERS	Inspection
5/7/2020	FILTER	Monthly PM
5/4/2020	CARTRIDGE FILTERS	Monthly PM
5/4/2020	DEHUMIDIFIERS	Monthly PM
5/8/2020	WATER PLANT GENERATOR	Monthly PM
5/8/2020	HIGH SERVICE PUMPS	Monthly PM
5/4/2020	WATER PLANT HEATER	Inspection
5/4/2020	FIRE EXTINGUISHERS	Inspection

5A

Andy Rodgers <mml10183@yahoo.com>; Becky LaRoche <becky@cityofriversideiowa.com>; Bryan Lenz <bryan@cityofriversideiowa.com>; Chris Kirkwood <trekkie9@iowatelecom.net>; Jay Stuelke <Jay@cityofriversideiowa.com>; Jeanine Redlinger [mjeanineredlinger@gmail.com](mailto:mjeanineredlinger@gmail.com)

Hi Cydney,

These are the people from the Park Committee that will be attending the meeting. The City would like to approve any final plan that your team suggests.

See you at 1:00 behind the Stump property.

Christine

**From:** Lovell, Cydney <[CLovell@Itctransco.com](mailto:CLovell@Itctransco.com)>  
**Sent:** Wednesday, June 17, 2020 8:48 AM  
**To:** City Admin <[admin@cityofriversideiowa.com](mailto:admin@cityofriversideiowa.com)>  
**Subject:** RE: [EXT] where are we meeting?

Good Morning – I was just going to email you.

We are planning to meet behind the Stump property where we have met before. We will have a total of 3 people from ITC. Myself and our two foresters. How many people are you planning on?

I thought we would walk down a ways and talk about a few areas. We want to listen and also want to allow the foresters to give some feedback. Once we gather the info today – we will take that back to our team.

Thanks!

Cydney

*Park Committee, Cydney, and 3 ITC foresters met at 1pm on June 17<sup>th</sup> to walk the trail. Kirkwood expressed that she wanted "natural" plantings of trees. ITC has put down ground cover (rye grass) to hold until fall planting. ITC will come up with a plan and present to Council later this summer for FALL planting. Committee suggested that City Council wait and see what they come up with, and possible add to it in future.*

*Submitted to file; Becky LaRoche*



#6

City Admin

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**From:** Russell Rogerson <gorusty@aol.com>  
**Sent:** Wednesday, July 1, 2020 4:15 PM  
**To:** City Admin  
**Subject:** Re: Car Show-COVID-19

Space the vehicles far enough apart to allow space. I will check with the club as they do the car show monthly at Coral Ridge Mall and they just had one last Friday

Sent from my iPhone

On Jul 1, 2020, at 3:26 PM, City Admin <admin@cityofriversideiowa.com> wrote:

Rusty,

Can you tell me what your plans are to address COVID with the car show?

*Christine Yancey*  
City Administrator  
City of Riverside, Iowa  
319-648-3501  
[admin@cityofriversideiowa.com](mailto:admin@cityofriversideiowa.com)  
<image001.jpg>

## COUNCIL PACKET

### City Admin

---

**From:** City Admin <admin@cityofriversideiowa.com>  
**Sent:** Tuesday, June 30, 2020 4:20 PM  
**To:** 'Russell Rogerson'  
**Subject:** RE: Show and Shine Car Event Russell Rogerson <gorust

- Sunday, July 12<sup>th</sup>, from 1:00 p.m. to 4:00 p.m. the Chamber is hosting a “Show and Shine” Car Show. The event is slated to be held in front of City Hall, pending Council approval. Bring your vehicle to “Show”, or just come take a look at some beautiful vehicles.

This is what I am putting in the council packet.

---

**From:** Russell Rogerson <gorusty@aol.com>  
**Sent:** Tuesday, June 30, 2020 3:55 PM  
**To:** City Admin <admin@cityofriversideiowa.com>  
**Subject:** Re: Show and Shine Car Event

I will be there.

Sent from my iPhone

On Jun 30, 2020, at 12:38 PM, City Admin <[admin@cityofriversideiowa.com](mailto:admin@cityofriversideiowa.com)> wrote:

Hi Rusty,

I looked at the alley and it looks great. Wondering if it may be too hot for the hostas?

Also, if I don't have a response from you by tomorrow for the packet, it may need to be removed and that could be an issue with the event.

Thanks,

Christine

---

**From:** City Admin <[admin@cityofriversideiowa.com](mailto:admin@cityofriversideiowa.com)>  
**Sent:** Monday, June 29, 2020 12:31 PM  
**To:** 'Russell Rogerson' <[gorusty@aol.com](mailto:gorusty@aol.com)>  
**Subject:** Show and Shine Car Event

Hi,

I am putting this event on the council approval for 7/6. Could you send me an email request describing the event for council please? Also, if you would like to be here to present to council that will work as well. It's close to the beginning of the agenda, and we start at 6 now.

*Christine Yancey*

COUNCIL PACKET

Riverside / 436225-21 / Set Hrg General Fund

RESOLUTION NO. 070620-01

Resolution setting the date for a public hearing on proposal to enter into a General Fund Economic Development Agreement

WHEREAS, the City of Riverside (the "City"), in Washington County, State of Iowa, pursuant to the provisions of Section 384.24A of the Code of Iowa, proposes to enter into a General Fund Economic Development Agreement (the "Agreement") and to pledge the funding of grant payments thereunder in an amount not to exceed \$40,000 for the purpose of providing an economic development grant to Copper Creek Ridge, LLC in connection with the operation and maintenance of an events center, including the construction of a parking lot for the events center, and it is now necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Agreement and to give notice thereof as required by such law;

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

Section 1. The City Council shall meet on July 20, 2020, at the Riverside Fire Station, Riverside, Iowa, at 6:00 o'clock p.m., at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into the Agreement.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once and not less than 4 and not more than 20 days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

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

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

Passed and approved July 6, 2020.

\_\_\_\_\_  
Mayor

Attest:

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

# COUNCIL PACKET

## Checklist for Economic Development Grant (tax rebate)

Discuss option with business owner

6/8/2020

Consult with John Danos on documents:

6/18/2020

Economic Dev Grant Agreement

Resolution to Set Public Hearing

7/6/2020

Publish Public Hearing

7/9/2020

Have Public Hearing

7/20/2020

Minutes on Public Hearing

7/20/2020

Resolution to approve Econ Dev Grant

7/20/2020

Minutes Authorizing Grant

Signed Economic Dev Grant Agreement

## COUNCIL PACKET

**From:** Kelly Wood <kellywoodcpa@gmail.com>  
**Sent:** Monday, June 8, 2020 12:42 PM  
**To:** City Admin <admin@cityofriversideiowa.com>  
**Subject:** Re: Closing on city lot purchase - Tuesday, May 26

Hi Christine

Yes, I was requesting the \$40,000. I'm still confused as I thought this program was not new. I do appreciate you taking care of all this.

We are working on the parking lot right now. We will have rock down by the end of this week or next week. We will not be able to pave until the rock has time to settle.

Thanks Christine!

Kelly Wood CPA  
319-591-2010  
214 N Marion  
Washington, IA 52353  
**Kelly Wood CPA PC**

On Mon, Jun 8, 2020 at 12:33 PM City Admin <[admin@cityofriversideiowa.com](mailto:admin@cityofriversideiowa.com)> wrote:

Kelly,

The mayor has asked me to do some research regarding the grant. The council is meeting tonight to talk about this process, and I don't have anything showing how much you are requesting, and what it would be used for. Right now the mayor has recommended the following stipulations be added to the grant:

1. Paving of the parking lot to provide adequate parking spaces for capacity, per zoning and site plan ordinance
2. Continue to operate a business on the premises

1

# COUNCIL PACKET

*Include this STUB with September 2019 payment.*

Washington County Treasurer  
 Jeffrey A. Garrett  
 PO Box 889  
 222 W Main St  
 Washington IA 52353  
 (319) 653-7721

2018 CT  
 Parcel#: 0409451008  
 Receipt# 018458  
 Dist: RICHG  
 Tax ID: 97730

*Include this STUB with March 2020 payment.*

Washington County Treasurer  
 Jeffrey A. Garrett  
 PO Box 889  
 222 W Main St  
 Washington IA 52353  
 (319) 653-7721

2018 CT  
 Parcel#: 0409451008  
 Receipt# 018458  
 Dist: RICHG  
 Tax ID: 97730

**TAX DUE:**      **Full Year**      or      **September 2019**

\$0.00      \$0.00

Delq Oct 1, 2019

**TAX DUE:**      **March 2020**

\$0.00

Delq April 1, 2020



SI BUILDINGS, LLC  
 % KELLY J. WOOD  
 2105 TULIP AVE  
 AINSWORTH, IA 52201

SI BUILDINGS, LLC  
 % KELLY J. WOOD  
 2105 TULIP AVE  
 AINSWORTH, IA 52201



## Washington County Tax Bill for September, 2019 and March, 2020.

Send the correct stubs along with your check for payment. If your taxes are paid by your Bank in Escrow, this is for your information only. Based on January 1, 2018 valuations. Taxes for July 1, 2018 through June 30, 2019. Payable September 2019 and March 2020.

*Keep this document in a safe location.*

**PARCEL**    Deed: SI BUILDINGS, LLC    Mail: SI BUILDINGS, LLC

Dist/Parcel    RIVERSIDE CTY/HIGHLAND    0409451008

Location:    1182 COMMERCIAL DR                      Legal:    3B EASTSIDE COMM SITE SD LOT 3C OF

Acres:    0.000                                      Tax ID:    97730

Type: 2018 CT      Receipt# 018458

Class: C

### VALUATIONS AND TAXES

	2018 (This Year)		2017 (Last Year)	
	Assessed	Taxable	Assessed	Taxable
Land:	82,500	74,250	82,500	74,250
Buildings:	248,900	224,010	248,900	224,010
Dwellings:	0	0	0	0
<b>Total Values:</b>	<b>331,400</b>	<b>298,260</b>	<b>331,400</b>	<b>298,260</b>
Less Military Credit:		0		0
<b>Net Taxable Values:</b>		<b>298,260</b>		<b>298,260</b>
Value Times Levy Rate of:		32.1831100		31.5579200
EQUALS GROSS TAX OF:		\$9,598.93		\$9,412.47
Less Credits of:				
Bus Prop Tax Credit Fund:		\$2,680.74		\$2,622.17
Homestead:		\$0.00		\$0.00
Low Income/Elderly Credit:		\$0.00		\$0.00
Ag land Credit:		\$0.00		\$0.00
Family Farm Credit:		\$0.00		\$0.00
Payments:		\$6,918.00		
<b>Net Annual Taxes:</b>		<b>\$6,918.00</b>		<b>\$6,790.00</b>
		Tax Dollars for Emergency Management County: \$949,350.00		

### NOTICE(S) TO OWNER(S)

#### OWNERS

DEED: SI BUILDINGS, LLC

CONTRACT:

Taxing Authority:	Distribution of your current year taxes:			Total property taxes levied by taxing authority:		
	% of Total	2018 (This Year)	2017 (Last Year)	This Year	Last Year	Percent +/-
HIGHLAND COMMUNITY SCHOOL	40.69	2,815.11	2,839.33	4,081,342.00	3,922,289.00	4.06
WASHINGTON COUNTY /URBAN/	25.51	1,764.99	1,624.81	12,616,218.00	11,493,779.00	9.77
RIVERSIDE CITY	25.17	1,741.16	1,742.80	875,117.00	847,267.00	3.29
KIRKWOOD COMMUNITY COLLEGE	3.77	260.83	258.94	30,950,938.00	29,561,869.00	4.70
COUNTY HOSPITAL	3.11	214.96	215.16	1,266,830.00	1,201,934.00	5.40
COUNTY ASSESSOR	1.13	77.85	65.55	458,808.00	366,169.00	25.30
COUNTY AGRICULTURAL EXTENSION	0.61	42.50	42.79	250,478.00	239,064.00	4.77
IOWA DEPT OF AGRICULTURE	0.01	0.60	0.62	477,841.00	472,127.00	1.21
<b>TOTALS:</b>	<b>100.00</b>	<b>6,918.00</b>	<b>6,790.00</b>	<b>50,977,572.00</b>	<b>48,104,498.00</b>	

You may pay online at: [www.iowatreasurers.org](http://www.iowatreasurers.org)

Your Tax Receipt Number is: **018458**

Washington County Treasurer  
 Jeffrey A. Garrett  
 PO Box 889  
 222 W Main St  
 Washington IA 52353  
 (319) 653-7721

Due in September 2019:      \$0.00

Due in March 2020:      \$0.00

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

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

Check # \_\_\_\_\_

Check # \_\_\_\_\_

Retain this lower portion for your records. Enter the date paid and your check number for your information. Keep in a safe place.

COUNCIL PACKET

Edwards Paintng  
3862 565 th st sw  
Riverside, IA 52327 US  
edwardspainting2010@gmail.com



# Estimate

**ADDRESS**  
City Of Riverside

**ESTIMATE #** 1048  
**DATE** 06/30/2020

---

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Labor and materials allowance to prep and paint interior walls		2,800.00	2,800.00
			<b>TOTAL</b>	<b>\$2,800.00</b>

Accepted By

Accepted Date

## COUNCIL PACKET

**Becky**

---

**From:** Jerome Griffin <griffinpaintingpros@gmail.com>  
**Sent:** Monday, June 22, 2020 5:15 PM  
**To:** becky@cityofriversideiowa.com

Hi Becky, I first want to thank you for taking time to meet with me today in regards to your painting needs. And after our talk I'm convinced that Griffin painting can provide your needs of painting a two coat finish also priming areas that were previously not painted. We Will Repair any nail holes that are in the walls from hanging pictures Etc. We will provide all paint needed. This will be at a cost not to exceed \$2,850. If I find that material will cost more I will provide that at no extra cost to ensure proper wall covering. Our company is fully insured and if you need documentation of that it can be provided for you

Thank you,  
Jerome and Pam Griffin  
Griffin Painting Pros





COUNCIL PACKET

INVOICE



Becky Laroche
60 North Greene St
Riverside, IA 52241
(319) 330-3091

Herreras Painting Llc

Jorge Herrera
Phone: (319) 800-4557
Email: herreraspainting18@icloud.com

Payment Terms: Due upon receipt
Invoice #: 000098
Date: 06/23/2020

Description

Total

Interior painting

\$2,953.00

Remove all switch plates on walls to be painted
Tarp all floor area being painted cover any surfaces being rolled over .
Apply 2 coats of paint to walls
Color to be determined
Price will include all labor materials and paint needed to complete your job
Price will also include primer in new drywall areas

Price break-down will be in pictures

Bathrooms 2 coats 140x2 = 280\$

Subtotal \$2,953.00
sales tax \$177.18
Total \$3,130.18

Notes:

Sign contract for scheduling
Payments due upon job completion



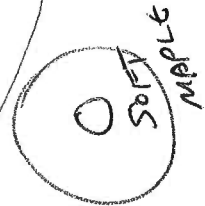
Park Lights /Delta Shield

Digging holes	150.00
steel cage w/anchor bolts	505.00
concrete	350.00
electrical work / lights	2500.00
sono tubes	50.00

Total: 3555.00

COUNCIL PACKET

PLAY Ground



M

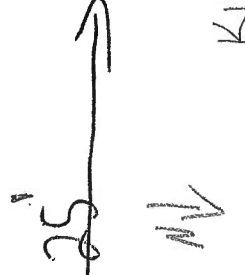
3y 1

BELTA BIKE  
SHIELD

LIGHT POLE



KIRK



DITCH



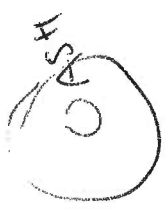
PUMP HOUSE

RAIL ROAD PARK  
S

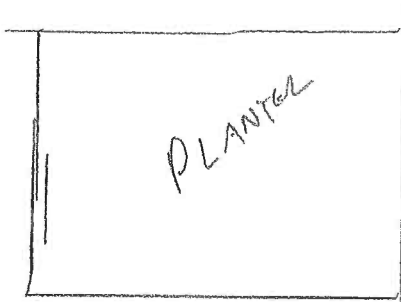
PARKING

COUNCIL PACKET SHEETS

BATH ROOM

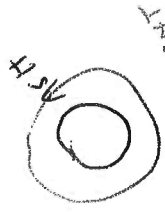


3



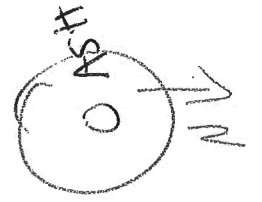
52'

RAIL ROAD PARK  
S ↑



NEW POLE LIGHT

23'



E →

PLAYGROUND

COUNCIL PACKET

Big Iron Welding of Iowa LLC.

5269 Oak Crest Hill Rd SE  
 PO Box 439  
 Hills, IA 52235

**Estimate**

Date	Estimate #
4/22/2020	4627

Name / Address
City of Riverside 60 N Greene St. P.O. Box 188 Riverside, IA 52327

			Project
Description	Qty	Rate	Total
Steel 1/2 Rebar 18" circle with 4- 5' legs	6	30.81	184.86
All thread Grade B-7 (Harder) x4 7/8x18" and x4 7/8 x 24" with 3" 90 degree leg	1	311.09	311.09
7/8 Nuts	8	1.10	8.80
		<b>Subtotal</b>	\$504.75
		<b>Sales Tax (7.0%)</b>	\$0.00
		<b>Total</b>	\$504.75



2885 135<sup>th</sup> Street  
Riverside, IA 52327  
(319) 338-0123

**To: City of Riverside**

**Date: 05/10/2020**

**Re: Railroad Park Pole Lights**

We propose to furnish labor and materials for the Riverside Railroad Park pole lights as follows:

- Trench wiring to each pole location (2)
- Supply (3) LED fixtures
- Install (1) convenience outlet on each pole

**Price:        \$2,341.00**

**City of Riverside  
Residential  
Community Beautification Incentive Program**

**Guidelines & Policies**

The Community Beautification incentive program is designed to stimulate improvements to dwellings and properties in the residential district of Riverside. This grant is to encourage growth and attract new families by creating a positive, clean, and welcoming environment for our residents of Riverside.

**Program Objectives**

- To make positive, high-impact visual improvements to dwellings and properties by providing an overall enhanced image for Riverside, thereby attracting families to want to live and raise a family in Riverside.

**Available Assistance**

- To provide a maximum of \$2,500 financial assistance per project as a ***matching monetary incentive*** grant packaged as a forgivable loan to property owners for the ***restoration or rehabilitation of dwelling and property, or***
- To provide a maximum of \$2,500 financial assistance per project as a ***matching monetary incentive*** grant package as a forgivable loan to help property owners ***update or beautify their dwelling or property.***

**Eligibility Requirements**

- Assistance under this program will be considered subject to the availability of funding.
- Property owners within the City limits of Riverside are eligible to apply.
- For Residential use only.

## COUNCIL PACKET

### Minimum Guidelines

- Dwellings and Properties improved with funds from this program must remain livable and free of deterioration for period of (12) twelve months from the date of agreement.
- Tax payments for the subject property shall be up to date at the time of application.
- Grants will be approved at the sole discretion of the City.
- To be considered for approval, projects must make a substantial, visible improvement to the appearance of the building (to be determined by City staff).
- Dwelling and property improvements should maintain the character of the residential area.
- Retroactive applications will not be accepted. Applicants must consult with City Staff before work begins to define a project scope.

### Eligible Improvements

- Sidewalks, Driveways, and Landscaping.
- Permanent exterior improvements.
- Compliance with Americans with Disabilities Act (ADA) for sidewalks on properties.
- Installation, repair, or replacement of exterior exit doors.
- Roof installation, repair, or replacement.
- Repair, replacement, or addition of exterior shutters, awnings, and/or canopies.
- Repair and/or rebuilding exterior walls, including siding, painting, sealing, and tuck pointing.
- Repair or replacement of frames, sills, glazing, glass, and/or installation of new windows.
- Installation, repair, or replacement of exterior lighting.
- Fees associated with real estate purchases (realtor fees, abstracting, and attorney fees).

### Ineligible Improvements

- Structural additions that would enlarge the residential (livable) space of building—or an area not originally a livable space made livable.
- Furnishings and equipment purchase.
- Working capital.
- Inventory.



## COUNCIL PACKET

- Labor provided by the applicant, tenant, or property owner of the building.
- Extermination of insects, rodents, vermin, and other pests.
- Improvements that do not comply with the City of Riverside's Land Use Plan, Zoning Ordinance, Building Code, and/or other applicable laws.
- Expenses incurred prior to grant application approval.

**Grant Awarding.** Grants are on a first come, first serve basis while funding is available per budget year. One Grant application per property owner per year is allowed or at Council discretion. Prioritization may be given to those properties valued in the \$150,000 to \$180,000 range. Preference is given to new applicants and may be given to those who use local businesses in their project.

### **Application Process / Additional Information**

- After reviewing the program guidelines, the applicant will meet with the Grant Committee to discuss the desired work to be undertaken. Written bids, sketches, color samples, material supplies, and photographs are encouraged to be submitted along with the application.
- The Grant Committee will review application making sure all requirements have been met and then present to the City Council for either approval or rejection of the grant request.
- Once Council approval is obtained the City Clerk will contact the applicant and provide the authorization to proceed.
- The applicant is responsible for obtaining any necessary building permits prior to beginning the project and will be responsible for complying with all Ordinances and laws.
- The applicant has ninety (90) days to begin the project and the length of time authorized to complete the project will be determined by City staff (based on the scope of the project).
- Deviations from approved plans and specifications without the prior authorization of the Grant Committee may disqualify the applicant from receiving any grant funds.
- When the project is complete, the applicant will submit to the City Clerk copies of all bills including proof of payment and at which time the City Clerk will present the paperwork to the Grant Committee to determine whether the overall project met program guidelines. If all requirements have been met, the City Clerk will take the request for payment to council for approval, and once approve is received, the City Clerk will issue payment to the applicant. Please allow 30 days for processing.

# COUNCIL PACKET



City of Riverside  
Downtown Business District Incentive Program  
FY21

## Program Objective

Provide financial assistance to commercial entities for the redevelopment or remediation of underutilized buildings.

## Project Intent

- make a positive, high-impact visual improvement to commercial buildings
- provide an overall enhanced image
- maintain the structural integrity of the downtown historic buildings
- increase property values
- demonstrate public/private sector investment
- provide a significant positive impact on the community

## Definitions

- Building: A structure used or intended to be used for commercial purposes. This grant is not available for residential purposes.
- Underutilized building: A building that is vacant or mostly vacant, is blighted or severely deteriorated, contains potential safety hazards including structural instability, code noncompliance, hazardous materials or generally unsafe or hazardous conditions.

## Available Assistance

The City of Riverside shall administer the fund in a manner to make grant moneys available each fiscal year when funding is available and established by City Budget and Resolution.

Maximum grant amount per applicant per year shall not exceed \$10,000.00. Monies awarded will be on reimbursement basis, with 50% of expenses reimbursed to the maximum amount allowed per year.

## Eligibility Requirements

- Available to property or building owners only
- Must be in the business district
- Mixed-use buildings: Only the Commercial portion of the building is eligible

## COUNCIL PACKET

- Must meet the definition of building
- Must meet the definition of underutilized
- Work must be performed by a licensed contractor

### Eligible Improvements

- Permanent commercial exterior improvements
- Compliance with ADA for commercial properties
- Installation, repair or replacement of exterior exit doors
- Repair and/or rebuilding of exterior walls, including sealing and tuck pointing
- Repair or replacement of frames, sills, glazing, glass and/or installation of new windows
- Installation, repair, or replacement of exterior lighting
- Repair, replacement or purchase of signs-preference of use of local business for sign construction
- Repair, replacement or addition of exterior shutters, awnings, and/or canopies
- Roof installation, repair, or replacement
- ***Preference given to applicants that maintain the historical and aesthetic integrity of the structure***

### Ineligible Improvements

- Interior remodeling improvements
- Projects started, in process or completed prior to application for the grant
- Projects where other grant funding has been received
- Labor provided by the applicant

### Grant Forms/Application Period

- Grant forms will be available at City Hall and on the City website.
- Grant cycle will be July 1 through June 30 of each year
- Completed applications need to be received by at City Hall each year by June 1st to be considered for the next grant cycle. Draft applications are strongly encouraged and can be submitted as early as February 1<sup>st</sup>. ***Due to the late start of the grant cycle for FY21, applications are due August 1, 2020.*** A completed application must include:
  - Application form with signatures of applicant and builder owner if different.
  - Formal drawings/plans for the project.
  - Photos of the project area.
  - Itemized budget that includes a complete list of projected expenses listing dollars applied for.
  - Bids/estimates from contractors.
  - Property owners estimated financial contribution. (Cannot use grant proceeds from other grants as financial contribution)
- Grants are awarded on a FY basis, with money available between July 1<sup>st</sup> through June 30<sup>th</sup> of each year. Projects must be completed with rebate request forms with the appropriate supporting documentation submitted by May 31<sup>st</sup> of the grant cycle.

## COUNCIL PACKET

- The Grant Review Committee will review, score and recommend applications for approval to the City Council for approval. Scoring may be based on:
  - Threats to the survival of the structure
  - Importance of the structure to the overall goals
  - Cost effectiveness of the proposed work
  - Time required to complete the project

The applicant is responsible for obtaining any necessary building permits prior to beginning the project and will be responsible for complying with all ordinances, building codes, and laws. Any changes to the original approved project must be submitted to City Hall for review of eligibility. Failure to do so may disqualify a successful grantee.

When the project is complete, the applicant will submit to the City copies of all bills including proof of payment, along with copies of building permit(s) received. The City will determine whether the overall project met program guidelines. If all requirements have been met the City will issue payments to the applicant within 30 days of approval. Partial payments will not be made prior to completion and review and approval of the finished project.

### Grant Application Checklist:

- I have read the information provided with the Grant Application for the Business District Incentive Program.
- Formal drawings/plans for the project are included with the application.
- Photos of the project area are included with the application.
- An itemized budget with projected expenses is included with the application.
- Bids/estimates from contractors are included with the application.
- Property owners estimated financial contribution is included with the application.
- The application has been signed and dated by the applicant.
- Any special circumstances that may affect the safety of the building have been included with the application.

COUNCIL PACKET



CITY OF RIVERSIDE BUSINESS DISTRICT GRANT APPLICATION

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Please describe in detail the project you are requesting funding for. Attach all supporting documents including formal drawings/plans for the project, photos of the project area, itemized budget listing projected expense, grant dollars applied for, bid/estimates from contractors, and property owner's estimated financial contribution

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly explain how these improvements to your building will enhance the business district and the reason for the improvements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the grant is awarded, will this grant complete the project or will additional work need to be done? Please explain.

\_\_\_\_\_  
\_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Total Amount Requested from the City: \$ \_\_\_\_\_

**COUNCIL PACKET**

I understand the City of Riverside Business District Incentive Program must be used in the manner described in the attached requirements and that funding is contingent on both the application being approved by the City Council and funding being available.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR CITY USE ONLY**

Date Draft Application Received (if applicable): \_\_\_\_\_

Date Grant Application Received: \_\_\_\_\_

Date Reviewed by Grant Committee: \_\_\_\_\_

Responses from Grant Committee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation for Approval by Grant Committee: \_\_\_\_\_ Yes \_\_\_\_\_ No

Council Decision: \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Discussion on possible funding share with Kalona and Wellman for housing northern ambulance.

I met with Kelly from Wellman, Ryan from Kalona, to tour the site that will house the two northern ambulances on the former Shiloh property. It is part of a long pole building and is located south and east of Kalona with easy paved access. Kalona is estimating the cost to update one bay for the two ambulances with a kitchen, bathroom area (will not be for overnight use) is estimated at \$45,000. Kalona and Wellman council voted to approve a 50/50 split of this amount. As Riverside had the most concern on response times in the north, both cities would appreciate a cost sharing of the expense. Edgar had asked to put this back on the agenda for council to discuss a cost share.

**RESOLUTION #070620-02**

**RESOLUTION APPROVING PAY REQUEST #7 TO CORNERSTONE EXCAVATING, FOR ASH STREET IMPROVEMENT PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this pay request in the amount of \$30,884.50 for partial payment of this project from 12/23/19 to 6/26/20.

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the Pay Request #7 for work done on the Ash Street Improvements project with 98% complete.

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 6<sup>th</sup> day of July, 2020.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk



# COUNCIL PACKET

## CONSTRUCTION PROGRESS PAYMENT

Project Description <u>Ash/Tupelo Street Improvements</u>	PN: 2245043
Contract Date <u>15-Apr-19</u>	
Contractor: <u>Cornerstone Excavating</u>	Owner: <u>City of Riverside</u>
Address: <u>P.O. Box 928</u>	Attn: <u>60 N. Greene Street</u>
City, St., Zip: <u>Washington, IA 52353</u>	City, St., Zip: <u>Riverside, IA 52327</u>
Phone: <u>319-653-3957</u>	Phone: <u>319-648-3501</u>
Fax: <u>319-653-9067</u>	Fax: _____

Estimate #	7	FOR PERIOD:	Owner PN
	x	Partial Payment	Federal PN
		Final Payment	State PN
		FROM: <u>12/23/19</u>	
		TO: <u>6/26/20</u>	

Base Contract Price		\$662,406.00
Change #	1	\$650.00
Change #	2	\$7,040.86
Change #	3	\$6,902.00
Change #	4	\$4,242.30
Change #	5	\$200.00
Change #	6	\$2,180.00
Change #	7	\$1,090.00
Total Contract		\$684,711.16

Materials on Hand	\$	-
Construction Completed		\$671,035.92
		98.00%
Total Earned		\$671,035.92
Less Retainage		\$33,551.80
Less Previous Payment		\$606,599.62
Amount Due This Est		\$30,884.50

Requested by: \_\_\_\_\_  
 Title: Jim Zieglowsky  
 Date: \_\_\_\_\_  
 Title: President  
 Date: \_\_\_\_\_

Recommended by: \_\_\_\_\_  
 Title: Scott Pottorff  
 Date: \_\_\_\_\_  
 Title: Project Engineer  
 Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Attested by: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

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

i:\proj\forms\payreqst.xls

COUNCIL PACKET

Ash/Tupelo Street Improvements Project

7

Pay Estimate No.:

Payable to: Cornerstone Excavating

Date: June 29, 2020

Week Ending: June 26, 2020

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
1	Traffic Control	LS	1	\$7,350.00	\$ 7,350.00	-	\$ -	1.00	\$ 7,350.00
2	Mobilization	LS	1	\$35,000.00	\$ 35,000.00	-	\$ -	1.00	\$ 35,000.00
3	Removal of Tree	EA	3	\$1,000.00	\$ 3,000.00	-	\$ -	3.00	\$ 3,000.00
4	Off Site Topsoil	CY	410	\$32.00	\$ 13,120.00	-	\$ -	410.00	\$ 13,120.00
5	Excavation, Class 13, Waste	CY	1810	\$18.50	\$ 33,485.00	-	\$ -	1,810.00	\$ 33,485.00
6	Below Grade Excavation (Core Out)	CY	500	\$32.00	\$ 16,000.00	-	\$ -	18.35	\$ 587.20
7	Subgrade Preparation	SY	5,092	\$2.00	\$ 10,184.00	-	\$ -	5,092.00	\$ 10,184.00
8	Subbase, Modified, 4" Thick Rock for PCC Sidewalk & PCC Driveway	SY	313	\$7.00	\$ 2,191.00	-	\$ -	313.00	\$ 2,191.00
9	Subbase, Modified, 6" Thick Rock for Mainline Paving	SY	5,256	\$9.25	\$ 48,618.00	-	\$ -	5,256.00	\$ 48,618.00
10	Subbase, Macadam Stone, 6" Thick	SY	143	\$8.50	\$ 1,215.50	-	\$ -	-	\$ -
11	Subbase, Class A Crushed Stone, 4" Thick	SY	143	\$6.00	\$ 858.00	-	\$ -	-	\$ -
12	Backfilling of Curbs	LF	2,784	\$2.25	\$ 6,264.00	-	\$ -	2,784.00	\$ 6,264.00
13	Granular Trench Backfill, Porous Backfill, 12" Storm Sewer	LF	148	\$18.00	\$ 2,664.00	-	\$ -	148.00	\$ 2,664.00
14	Granular Trench Backfill, Porous Backfill, 18" Storm Sewer	LF	396	\$24.00	\$ 9,504.00	-	\$ -	396.00	\$ 9,504.00
15	Granular Trench Backfill, Porous Backfill, 24" Storm Sewer	LF	346	\$25.00	\$ 8,650.00	-	\$ -	346.00	\$ 8,650.00
16	Storm Sewer, Trenched, ADS N-12, 8" Dia.	LF	116	\$36.00	\$ 4,176.00	-	\$ -	119.00	\$ 4,284.00
17	Storm Sewer, Trenched, RCP, 12" Dia.	LF	495	\$41.00	\$ 20,295.00	-	\$ -	495.00	\$ 20,295.00
18	Storm Sewer, Trenched, RCP, 15" Dia.	LF	38	\$43.00	\$ 1,634.00	-	\$ -	38.00	\$ 1,634.00
19	Storm Sewer, Trenched, RCP, 18" Dia.	LF	410	\$45.00	\$ 18,450.00	-	\$ -	410.00	\$ 18,450.00
20	Storm Sewer, Trenched, RCP, 24" Dia.	LF	401	\$57.00	\$ 22,857.00	-	\$ -	401.00	\$ 22,857.00
21	Removal of Culvert	EA	10	\$250.00	\$ 2,500.00	-	\$ -	11.00	\$ 2,750.00
22	Flared End Section, RCP, 15"	EA	1	\$850.00	\$ 850.00	-	\$ -	1.00	\$ 850.00
23	Flared End Section, RCP, 18"	EA	1	\$900.00	\$ 900.00	-	\$ -	1.00	\$ 900.00
24	Longitudinal Subdrain, Type 2, 6"	LF	1,551	\$8.00	\$ 12,408.00	-	\$ -	1,551.00	\$ 12,408.00
25	Subdrain Cleanout, Type A-1	EA	7	\$650.00	\$ 4,550.00	-	\$ -	7.00	\$ 4,550.00
26	Subdrain Outlet, Connection to Structure	EA	9	\$250.00	\$ 2,250.00	-	\$ -	9.00	\$ 2,250.00
27	Connect Existing Sump Pump Outlet or Downspout Drain to Storm Sewer or Subdrain	EA	3	\$750.00	\$ 2,250.00	-	\$ -	6.00	\$ 4,500.00
28	Water Main, 8", PVC DR-18	LF	42	\$160.00	\$ 6,720.00	-	\$ -	42.00	\$ 6,720.00
29	Relocate Existing Fire Hydrant Assembly	EA	2	\$3,500.00	\$ 7,000.00	-	\$ -	2.00	\$ 7,000.00
30	Removal of Water Main	LF	38	\$15.00	\$ 570.00	-	\$ -	38.00	\$ 570.00
31	Gate Valve, 8"	EA	1	\$1,350.00	\$ 1,350.00	-	\$ -	1.00	\$ 1,350.00
32	Storm Sewer Manhole, Type SW-401, 48"	EA	1	\$3,500.00	\$ 3,500.00	-	\$ -	1.00	\$ 3,500.00
33	Storm Intake, Type SW-509	EA	5	\$4,700.00	\$ 23,500.00	-	\$ -	5.00	\$ 23,500.00
34	Storm Intake, Type SW-512, 24"	EA	7	\$1,800.00	\$ 12,600.00	-	\$ -	7.00	\$ 12,600.00
35	Storm Intake, Type SW-541	EA	2	\$4,550.00	\$ 9,100.00	-	\$ -	2.00	\$ 9,100.00
36	Storm Intake, Type SW-541 With SW-542 Extensions Each Way *	EA	3	\$7,150.00	\$ 21,450.00	-	\$ -	4.00	\$ 28,600.00
37	Storm Intake, Type SW-545, LO = 14' *	EA	1	\$6,500.00	\$ 6,500.00	-	\$ -	-	\$ -
38	Connect to Existing Storm Structure	EA	4	\$2,000.00	\$ 8,000.00	-	\$ -	4.00	\$ 8,000.00
39	PCC Curb and Gutter, 24" Wide	LF	2,784	\$20.00	\$ 55,680.00	-	\$ -	2,795.00	\$ 55,900.00
40	HMA Pavement, Base, 1/2" Mix, Standard Traffic	TONS	1,050	\$85.75	\$ 90,037.50	-	\$ -	1,010.33	\$ 86,635.80
41	HMA Pavement, Surface, 1/2" Mix, Standard Traffic	TONS	530	\$86.70	\$ 45,951.00	-	\$ -	530.60	\$ 46,003.02
42	HMA Pavement Samples and Testing	LS	1	\$500.00	\$ 500.00	-	\$ -	1.00	\$ 500.00
43	Fixture Adjustment	EA	7	\$1,500.00	\$ 10,500.00	-	\$ -	7.00	\$ 10,500.00
44	Removal of Sidewalk	SY	121	\$7.00	\$ 847.00	-	\$ -	121.00	\$ 847.00
45	Removal of Paved Driveway	SY	236	\$8.50	\$ 2,006.00	-	\$ -	236.00	\$ 2,006.00
46	PCC Sidewalk, 6"	Page 1 of 2	58	\$57.00	\$ 3,306.00	-	\$ -	59.35	\$ 3,383.52

COUNCIL PACKET

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
47	PCC Driveway, 6" Thick	SY	255	\$47.00	\$ 11,985.00	-	\$ -	332.26	\$ 15,616.22
48	Removal of Pavement	SY	2,836	\$6.50	\$ 18,434.00	-	\$ -	2,836.00	\$ 18,434.00
49	Bituminous Seal Coat	SY	143	\$34.00	\$ 4,862.00	-	\$ -	-	\$ -
50	Curb and Gutter Removal	LF	193	\$10.00	\$ 1,930.00	-	\$ -	193.00	\$ 1,930.00
51	Mulching for Erosion Control	ACRE	0.5	\$2,000.00	\$ 1,000.00	-	\$ -	0.50	\$ 1,000.00
52	Seeding, Fertilizing and Mulching for Hydraulic Seeding, Type 2 Seed Mixture	ACRE	0.05	\$15,000.00	\$ 750.00	0.05	\$ 750.00	0.59	\$ 8,850.00
53	Sod	SG	284	\$65.00	\$ 18,460.00	276.00	\$ 17,940.00	276.00	\$ 17,940.00
54	SWPPP Management	LS	1	\$2,250.00	\$ 2,250.00	1.00	\$ 2,250.00	1.00	\$ 2,250.00
55	Silt Fence	LF	770	\$1.70	\$ 1,309.00	-	\$ -	-	\$ -
56	Silt Fence, Clean Out Sediment	LF	770	\$0.50	\$ 385.00	-	\$ -	-	\$ -
57	Inlet Protection Device	EA	18	\$50.00	\$ 900.00	-	\$ -	6.00	\$ 300.00
58	Inlet Protection Device Maintenance	EA	18	\$25.00	\$ 450.00	-	\$ -	-	\$ -
	TOTAL CONTRACT				\$ 663,056.00		\$ 29,040.00		\$ 649,380.76
C.O. #2	Relocate Water Main at Ash and Buckeye STA 107+00	LS	1,000	\$2,693.21	\$ 2,693.21	-	\$ -	1,000	\$ 2,693.21
	Lower Water Main at STA 110+58.71	LS	1,000	\$4,347.65	\$ 4,347.65	-	\$ -	1,000	\$ 4,347.65
	TOTAL CHANGE C.O. #2				\$ 7,040.86		\$ -		\$ 7,040.86
C.O. #3	Utility Company Delays	LS	1,000	\$6,902.00	\$ 6,902.00	-	\$ -	1,000	\$ 6,902.00
	TOTAL CHANGE C.O. #3				\$ 6,902.00		\$ -		\$ 6,902.00
C.O. #4	Lower Sanitary Service at STA 106+68 and Sanitary Repair at STA 105+65	LS	1,000	\$2,245.64	\$ 2,245.64	-	\$ -	1,000	\$ 2,245.64
	Lower Sanitary Service and Water Service at STA 104+40	LS	1,000	\$981.66	\$ 981.66	-	\$ -	1,000	\$ 981.66
	Relocate Water Service at House #702	LS	1,000	\$1,015.00	\$ 1,015.00	-	\$ -	1,000	\$ 1,015.00
	TOTAL CHANGE C.O. #4				\$ 4,242.30		\$ -		\$ 4,242.30
C.O. #5	Replaces Curb Stop at 661 Palm Street	LS	1,000	\$200.00	\$ 200.00	1,000	\$ 200.00	1,000	\$ 200.00
	TOTAL CHANGE C.O. #5				\$ 200.00		\$ 200.00		\$ 200.00
C.O. #6	Raise Rim Elevation of Besshug Inlines #6 and 10	LS	1,000	\$2,180.00	\$ 2,180.00	1,000	\$ 2,180.00	1,000	\$ 2,180.00
	TOTAL CHANGE C.O. #6				\$ 2,180.00		\$ 2,180.00		\$ 2,180.00
C.O. #7	Raise Rim Elevation of Beehive Inlake #1.4	LS	1,000	\$1,090.00	\$ 1,090.00	1,000	\$ 1,090.00	1,000	\$ 1,090.00
	TOTAL CHANGE C.O. #7				\$ 1,090.00		\$ 1,090.00		\$ 1,090.00
	TOTAL CONTRACT WITH CHANGE ORDERS				\$ 684,711.16		\$ 32,510.00		\$ 671,035.92

\*Quantity changed with Change Order #1

Retainage 5% \$ 33,551.81

Total Value of Completed Work Less Retainage \$ 637,484.12

Pay Estimate #1 \$ 158,929.30  
 Pay Estimate #2 \$ 213,750.34  
 Pay Estimate #3 \$ 22,020.75  
 Pay Estimate #4 \$ 112,913.01  
 Pay Estimate #5 \$ 88,385.17  
 Pay Estimate #5 \$ 10,601.05

Previous Payments \$ 606,599.62  
 Current Payment Due \$ 30,884.50

COUNCIL PACKET

RESOLUTION #070620-03

RESOLUTION APPROVING CHANGE ORDER #7 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 \$1090.00.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #7 to adjust the rim elevation of beehive intake #14 on the Ash/Tupelo Street Improvements project.

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

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

Ayes: Schneider, Redlinger, Sexton, Rodgers, McGuire

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 6th day of July, 2020.

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

June 26, 2020

2245-043

Ash/Tupelo Street Improvements Project  
Change Order #7

The following changes to the contract are requested to adjust the rim elevation of a beehive intake.

The changes required are as follows (see attached proposal from Contractor):

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Raise Rim Elevation of Beehive Intake #14	1 LS	\$1,090.00	\$1,090.00
TOTAL CHANGE			\$1,090.00

Change to the Contract

This change order would add the above item to the contract and increase the amount of the contract by \$1,090.00.

Reason for changes

The beehive intake was installed to the elevations shown on the plans. This resulted in some steep yard areas which would be difficult to mow and maintain. The contractor raised this beehive to make the yard areas easier to maintain. MMS has agreed to lower their fee for construction administration by the amount of this change order.

Approved by:

\_\_\_\_\_  
Cornerstone Excavating

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

2245043changeorder7.docx

COUNCIL PACKET



P. O. Box 928  
 Washington, IA 52353  
 (319) 653-3957  
 Fax: (319) 653-9067

**Change Request**

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

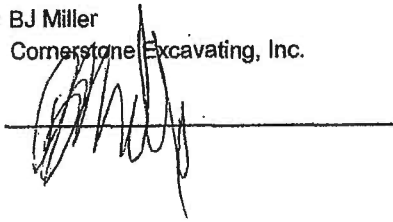
Number: 8  
 Date: 5/26/2020  
 Job: Ash/Tupelo Improvements  
 Job #: WAS016

Description: Raise beehive intake #14

We are pleased to offer the following specifications and pricing to make the following changes:

Price Excludes:

Description	Quantity	Unit	Unit Price	Price
<b>ADD TO CONTRACT</b>				
New Behive	1	EA	\$440.00	\$440.00
Concrete	1	LS	\$125.00	\$125.00
Labor	1.5	Hrs	\$350.00	\$525.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			<b>Total:</b>	<b>\$1,090.00</b>
<b>Added Working Days Requested:</b>	<u>0.5</u>			
Original Contract Amount				
Previous Change Orders				
This Change Order			<u>\$1,090.00</u>	
<b>New Contract Amount:</b>			<b>\$1,090.00</b>	

Submitted by: BJ Miller  
 Cornerstone Excavating, Inc.  


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

## COUNCIL PACKET

### City Admin

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Monday, June 29, 2020 3:42 PM  
**To:** 'City Admin'  
**Subject:** RE: Ash/Tupelo Project Change Order #7

Yes, I am going to send a revised Amendment to our Agreement to you for the Council since the original one was never approved. It will remove this as well as the original \$2180 from our agreement. I will also include in my email the summary breakdown of the fees for this project for clarification.



**Scott Pottorff, P.E.**

*Project Manager*

Ofc: (319) 351-8282

Direct: (319) 339-4153

Cell: (319) 631-0365

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

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

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**From:** City Admin [mailto:admin@cityofriversideiowa.com]  
**Sent:** Monday, June 29, 2020 3:40 PM  
**To:** 'Scott Pottorff'  
**Subject:** FW: Ash/Tupelo Project Change Order #7

Scott,

Isn't this something MMS was going to pay for?

Chris

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Monday, June 29, 2020 3:35 PM  
**To:** amye@cstoneinc.com  
**Cc:** 'BJ Miller' <wjm@cstoneinc.com>; admin@cityofriversideiowa.com  
**Subject:** Ash/Tupelo Project Change Order #7

Please find attached change order #7 for the Ash/Tupelo Street Improvements Project. Please mail or deliver 3 original signed copies of this to City Hall before Monday night.

Feel free to contact me with any questions.



**Scott Pottorff, P.E.**

*Project Manager*

Ofc: (319) 351-8282

Direct: (319) 339-4153

Cell: (319) 631-0365

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

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

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COUNCIL PACKET

RESOLUTION #070620-04

**RESOLUTION TO ACCEPT PLANS AND SPECIFICATION DESIGN FOR  
ASH/TUPELO STREET DEVELOPMENT AMENDMENT #1**

**WHEREAS**, City of Riverside has contracted with MMS Consultants to plan and design the Ash/Tupelo Street Project for the City of Riverside. Project will be for street improvements from Blackberry Street and Galileo Drive.

**WHEREAS**, MMS Consultants has presented attached professional Services Agreement Amendment #1 to decrease service contract by \$3270.00

**THEREFORE**, be it resolved, by the City Council of the City of Riverside, approves the Ash/Tupelo Development Agreement Amendment #1

**IT WAS MOVED BY** Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_ that the foregoing Resolution be approved.

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

Ayes:

Nays:

Absent:

Passed by the City Council of Riverside, Iowa, and approved this 6<sup>th</sup> day of July, 2020.

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

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

# MMS Consultants, Inc.

## Professional Services Agreement Amendment #1

This is an Amendment dated July 6, 2020, to the Agreement made in November 2018, between MMS Consultants, Inc. (MMS) and the City of Riverside, Iowa (CLIENT - legally responsible party). CLIENT hereby engages MMS Consultants, Inc. to adjust the compensation under the Agreement as outlined and according to the terms and conditions expressed herein.

Services: Topographic Survey, Final Design, Permitting, Bidding, Construction Services for Ash Street/Tupelo Boulevard Improvements Project - Riverside, Iowa. This work includes a new sidewalk to be constructed utilizing Safe Routes to School (SRTS) federal funding.

1. In Exhibit 2 – Compensation and Payment, delete Item 1.0, A. and replace with the following:
  - A. Lump sum in the amount of 8.5% of the final construction cost for the scope of project selected by the City Council for the scope outlined in Items A and B in Exhibit 1. This fee does not include application or permit fees, outside services, equipment or materials.

Lump sum in the amount of 7% of the final construction cost for the scope of project selected by the City Council *less \$3,270.00* for the scope outlined in Item C in Exhibit 1. This fee does not include application or permit fees, outside services, equipment or materials.

Lump sum in the amount of \$10,200 for the scope outlined in Item D in Exhibit 1. This fee does not include application or permit fees, outside services, equipment or materials.

All additions and changes to scope of services shall be agreed upon by use of a Change Order signed by both MMS and Client. All conditions for payment of Change orders will be the same as the conditions for payment within the original Agreement.

*Reduce design fee for construction administration to compensate for change orders #6 and #7 cost to the City.*

IN WITNESS WHEREOF, the parties below have executed this Amendment as of the day and year first above written.

MMS Consultants, Inc.

City of Riverside

By: \_\_\_\_\_

By: \_\_\_\_\_

# COUNCIL PACKET

## City Admin

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Monday, June 29, 2020 4:15 PM  
**To:** admin@cityofriversideiowa.com  
**Cc:** mayor@cityofriversideiowa.com  
**Subject:** Ash/Tupelo Project Engineering Agreement Amendment #1  
**Attachments:** 2245-043amendment1.pdf

Please find attached the revised Amendment #1 for the engineering agreement for the Ash/Tupelo Project. Here is the breakdown:

The total construction cost of the street project is \$671,035.92. The \$3,270 of the 2 change orders is included in that amount. To calculate the engineering fee I will take that amount out:

$$\$671,035.92 - \$3,270 = \$667,765.92$$

Design fee 8.5%  
 $\$667,765.92 * 0.085 = \$56,760.10$

Construction Fee 7%  
 $\$667,765.92 * 0.07 = \$46,743.61$   
Less the \$3,270 the Construction Fee is **\$43,473.61**

This is for the streets part of the project. The % fee would also apply to the Sidewalk project once those final construction costs are determined. The bid price for the sidewalk project is \$170,222.00. Based on that construction cost the estimated fee is:

Design  
 $\$170,222 * 0.085 = \$14,468.87$

Construction  
 $\$170,222 * 0.07 = \$11,915.54$

Paid to Date:  
Design - \$66,610.24  
Construction - \$43,712.97

Let me know if you have any questions on this.



**Scott Pottorff, P.E.**

*Project Manager*

Ofc: (319) 351-8282

Direct: (319) 339-4153

Cell: (319) 631-0365

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

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

**COUNCIL PACKET**

**STEVENS EROSION CONTROL, INC.**

P.O. 98  
Hills, IA 52235

Phone # 319-631-0160    bstevens2009@hotmail.com

**Estimate**

Date	Estimate #
6/3/2020	1585

Name / Address

			Project
Description	Qty	Cost	Total
1. Seeding And Fertilizing (Urban) Price Includes: No Till Drill Type 1 Seed Mix 2 Applications of Fertilizer (One at time of seeding, 2nd application in the fall) Per AC	3	1,750.00	5,250.00
2. Spraying Weeds for Weed Control Per AC	3	300.00	900.00
3. Finish Mow for the 2020 Growing Season Per LS	1	4,500.00	4,500.00
Galileo Drive Riverside		<b>Total</b>	\$10,650.00

# COUNCIL PACKET

## City Admin

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Tuesday, June 16, 2020 2:44 PM  
**To:** admin@cityofriversideiowa.com  
**Subject:** FW: Galileo Drive Riverside

See below from Brad. I will forward you the proposal I got from Stevens for the work.



**Scott Pottorff, P.E.**

*Project Manager*

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Direct: (319) 339-4153

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---

**From:** brad@triplebconstructionia.com [mailto:brad@triplebconstructionia.com]  
**Sent:** Tuesday, June 16, 2020 2:24 PM  
**To:** Scott Pottorff  
**Subject:** RE: Galileo Drive Riverside

Scott

I talked Steven's Erosion Control and they thought the seed would have established if it has been mowed at proper intervals & height on the north side of the road. The south side the road was spec'd as a SUDAS rural mix with the intent that those lots would be built on fairly quickly, and it has pretty good coverage except at the areas where the utilities caused disturbance. We are outside the seeding window now, and nothing should be done until it opens back up. I looked at the original contract, and the price was \$1500/Acre for the 3.2 acres on the north side of the road. That comes to \$4,800. I would be willing to pay 1/2 of the contract price for reseeding. You could deduct \$2,400 from the final payment for the Highway 22 sod retainage, which I think should be ready to be released? Thanks Scott!

Brad Jipp  
President, Owner  
Triple B Construction Corporation  
710 Ayres Progress Drive  
Wilton, IA 52778  
319-631-0320 (Cell)  
563-732-DIRT (Office)  
[brad@triplebconstructionia.com](mailto:brad@triplebconstructionia.com)

----- Original Message -----

Subject: RE: Galileo Drive Riverside

From: "Scott Pottorff" <[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)>

## COUNCIL PACKET

Date: Tue, June 16, 2020 1:08 pm  
To: <[brad@triplebconstructionia.com](mailto:brad@triplebconstructionia.com)>

Any update on this?



**Scott Pottorff, P.E.**

*Project Manager*

Ofc: (319) 351-8282

Direct: (319) 339-4153

Cell: (319) 631-0365

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

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---

**From:** Scott Pottorff [<mailto:S.pottorff@mmsconsultants.net>]  
**Sent:** Thursday, June 4, 2020 8:42 AM  
**To:** [brad@triplebconstructionia.com](mailto:brad@triplebconstructionia.com)  
**Subject:** FW: Galileo Drive Riverside

Here is pricing I got from Stevens. The City had already talked to Stutsmans about spraying so I may see if they can coordinate and pay for the spraying if you are willing to pay Stevens for seeding.

Let me know what you think.



**Scott Pottorff, P.E.**

*Project Manager*

Ofc: (319) 351-8282

Direct: (319) 339-4153

Cell: (319) 631-0365

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

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---

**From:** Justin Neuzil [[mailto:justin\\_neuzil@hotmail.com](mailto:justin_neuzil@hotmail.com)]  
**Sent:** Thursday, June 4, 2020 6:52 AM  
**To:** Scott Pottorff  
**Cc:** [brian.stevens@stevenserosion.com](mailto:brian.stevens@stevenserosion.com)  
**Subject:** Re: Galileo Drive Riverside

See attachment for quote. I put 3-line items on it. I am fine if the city just wants to use 1 and not 2 or 3, but wanted to give the options. Im sure Stutsmans knows this but if they do spray it please make sure that whatever herbicide they use will not affect the germination rate of our seed. Also as established as that clover is I would bet a second application in a few months would be a good idea. Either way let me know what you find out.

## COUNCIL PACKET

Justin Neuzil

Stevens Erosion Control, Inc. | P.O. Box 98 Hills, IA 52235

[justin.neuzil@stevenserosion.com](mailto:justin.neuzil@stevenserosion.com) | 319-330-1721 (cell) | 319-679-4990 (office) | 319-679-4991 (fax)

---

**From:** Scott Pottorff <[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)>

**Sent:** Wednesday, June 3, 2020 4:57 PM

**To:** Justin Neuzil <[justin\\_neuzil@hotmail.com](mailto:justin_neuzil@hotmail.com)>

**Subject:** Galileo Drive Riverside

There is about 2.5 acres of flat on the north side of Galileo Drive. The City is also interested in doing the small detention basin area and it is 0.27 acres. The City guys said something about the area directly north of the gravel never having been seeded but I didn't look at that area. There may be a smaller area of 0.10 acre or so that may need to be drilled as well up there.

The City would like to do this as soon as we can. They already talked to Stutsmans about spraying it but will hold off until you send me some numbers.

Let me know if you need any more information.



**Scott Pottorff, P.E.**

*Project Manager*

Ofc: (319) 351-8282

Direct: (319) 339-4153

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## COUNCIL PACKET

### City Admin

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Thursday, June 18, 2020 12:06 PM  
**To:** 'City Admin'  
**Subject:** RE: Galileo Drive Riverside

The original bid was \$1500/Acre and they are proposing \$1750/acre using a drill instead of hydroseeding so I don't think that is too bad. I think the drill typically gets better results so I would expect it to be a little more expensive. The spraying could be done by Stutsmans or someone else and the mowing part is completely optional.



**Scott Pottorff, P.E.**

*Project Manager*

Ofc: (319) 351-8282

Direct: (319) 339-4153

Cell: (319) 631-0365

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

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---

**From:** City Admin [mailto:admin@cityofriversideiowa.com]  
**Sent:** Wednesday, June 17, 2020 11:35 AM  
**To:** 'Scott Pottorff'  
**Subject:** FW: Galileo Drive Riverside

Scott,

This seems high from Stevens. I would question their assertion that it was not mowed correctly. We will talk about this and get back to you.

Chris

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Tuesday, June 16, 2020 2:44 PM  
**To:** admin@cityofriversideiowa.com  
**Subject:** FW: Galileo Drive Riverside

Proposal from Stevens.



**Scott Pottorff, P.E.**

*Project Manager*

Ofc: (319) 351-8282

Direct: (319) 339-4153

Cell: (319) 631-0365

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

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## COUNCIL PACKET

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**To:** Scott Pottorff  
**Cc:** [brian.stevens@stevenserosion.com](mailto:brian.stevens@stevenserosion.com)  
**Subject:** Re: Galileo Drive Riverside

See attachment for quote. I put 3-line items on it. I am fine if the city just wants to use 1 and not 2 or 3, but wanted to give the options. Im sure Stutsmans knows this but if they do spray it please make sure that whatever herbicide they use will not affect the germination rate of our seed. Also as established as that clover is I would bet a second application in a few months would be a good idea. Either way let me know what you find out.

Justin Neuzil

Stevens Erosion Control, Inc. | P.O. Box 98 Hills, IA 52235

[justin.neuzil@stevenserosion.com](mailto:justin.neuzil@stevenserosion.com) | 319-330-1721 (cell) | 319-679-4990 (office) | 319-679-4991 (fax)

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**From:** Scott Pottorff <[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)>  
**Sent:** Wednesday, June 3, 2020 4:57 PM  
**To:** Justin Neuzil <[justin\\_neuzil@hotmail.com](mailto:justin_neuzil@hotmail.com)>  
**Subject:** Galileo Drive Riverside

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The City would like to do this as soon as we can. They already talked to Stutsmans about spraying it but will hold off until you send me some numbers.

Let me know if you need any more information.



**Scott Pottorff, P.E.**

*Project Manager*

Ofc: (319) 351-8282

Direct: (319) 339-4153

Cell: (319) 631-0365

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**RESOLUTION #070620-05**

**RESOLUTION APPROVING RELEASE of SOD RETAINAGE TO TRIPLE B CONSTRUCTION FOR HWY 22 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 approve Project Closeout Agreement, and release sod retainage.

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the release of sod retainage in the amount of \$7,645.50.

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 6<sup>th</sup> day of July, 2020.

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

July 1, 2020

2245-038

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

Re: Highway 22 Improvements Project – Release of Sod Retainage

Mayor Schneider and City Council,

The terms of the Project Closeout Agreement from December 2019 have been met. The sod areas were reviewed in the spring of 2020 and several areas were repaired or replaced. All areas that were repaired have established an adequate stand of grass.

I recommend that the \$7,645.50 which was held per the Project Closeout Agreement be released to the contractor.

Respectfully submitted,

A handwritten signature in blue ink that reads "Scott Pottorff".

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

N:\2245\2245-038-\2245038finalacceptance-sod.docx



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1917 S. Gilbert Street  
Iowa City, Iowa 52240

**319.351.8282**

mmsconsultants.net  
mms@mmsconsultants.net

Environmental Specialists

Landscape Architects

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Civil Engineers

December 26, 2019

2245-038

Highway 22 Improvements Project  
Closeout Agreement

Since much of the sod on the project was installed late in the Fall of 2019, it will be difficult to determine any sod areas which do not become established prior to closeout of the project.

Per SUDAS Specifications, the following criteria are used to determine acceptance of sod:

1. All requirements for the completed installation and maintenance have been met.
2. Sodded areas are healthy and even-colored, and a viable lawn is established, free from weeds, undesirable grass species, disease, and insects.
3. Sod is knit down to the soil so that it cannot be pulled up.
4. Sodded areas are without scattered bare spots and dead or dormant sod.
5. Clean up operations are completed.

The parties hereby agree to the following with regard to closing out the project:

1. The project will be closed out and the retainage released in accordance with contract requirements. \$7,645.50 of the retainage will be held by the City.
2. All sod areas will be reviewed in early May of 2020 to determine whether sod areas have become established
3. Any sod areas which have not become established, based on the criteria outlined above, shall be replaced by the Contractor prior to June 1, 2019
4. Contractor shall provide maintenance of replaced sod areas for 30 days as outlined by SUDAS specifications in 2020
5. City shall release \$7,645.50 to the Contractor once all sod areas have been accepted in Spring 2020.

Approved by:

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

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

2245038sodagreement.docx

COUNCIL PACKET

RESOLUTION #070620-06

RESOLUTION APPROVING FINAL ACCEPTANCE FROM APEX CONSTRUCTION FOR NORTHERN HEIGHTS SUBDIVISION

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 hereby accepts the final improvements from APEX Construction for the Northern Heights Subdivision.

Therefore, be it resolved the City of Riverside City Council does hereby approve this request for "Final Acceptance" to APEX Construction for the Northern Heights Subdivision..

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 6th day of July, 2020.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk



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 Iowa City, Iowa 52240  
**319.351.8282**  
 mmsconsultants.net  
 mms@mmsconsultants.net

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

June 4, 2020

2245-041

Apex Construction  
 4218 Yvette Street SW  
 Iowa City, IA 52240

Re: Punch List for Northern Heights Subdivision

We have completed a walkthrough of the public improvements for Northern Heights Subdivision on June 3, 2020. The following items need to be addressed before the public improvements can be accepted by the City and the final plat approved:

**Value of remaining work**

- |                |  |                |
|----------------|--|----------------|
| <del>1.</del>  | Install riprap and signs at street dead ends as shown on the plans. <b>60%</b>   | <b>300.00</b>  |
| 2.             | Adjust all water valve boxes and curb stops to be to grade.  | 200.00         |
| <del>3.</del>  | Install sidewalk curb ramps as shown on the plans. There is a valve on the west side of Galileo Drive at Yeggy Lane that may conflict with the curb ramp. No valves may be located within the curb ramps or any sidewalks. <b>85%</b>                            | <b>750.00</b>  |
| 4.             | Install sidewalk for mailbox cluster as shown on the plans.  | <b>1200.00</b> |
| 5.             | Clean out dirt and other debris from storm intakes and storm sewers.   | 250.00         |
| 6.             | Remove mud from around beehive intake R-210.2. Grade around beehive and add additional inlet protection as needed.   | <b>200.00</b>  |
| 7.             | The swale in the back of lots 11-13 does not appear to be running along the lot line as shown on the plans. In fact, it appears as though the crops that were planted are partially located on the back of Lot 11.   | 250.00         |
| <del>8.</del>  | Backfill around the intakes (this was being done as we finished our walkthrough)   |                |
| <u>9.</u>      | Install chimney seals in all sanitary manholes.  | 500.00         |
| 10.            | Install marker board for water main stubbed to the north along Yeggy Lane.   | 50.00          |
| <del>11.</del> | Finish paving at the north end of Yeggy Lane. Backfill curbs and finish grading along paving after it is completed. <b>90%</b>   | <b>500.00</b>  |
| <del>12.</del> | Seal all joints in the paving, around manhole boxouts and at intakes.  |                |
| 13.            | Repair erosion in and around the storm water basin. Fill in ruts and install erosion control matting over repaired areas and reseed.   | 300.00         |
| 14.            | Pump out the sanitary sewer for water that is backed up by the plug on the downstream manhole.   | 100.00         |
| 15.            | Remove silt from the outlet pipe from the basin. Verify adequate fall from the flared end section to the existing cross road culvert. Water was not draining from the outlet structure due to silt. Ensure proper drainage from the outlet structure and piping. | 300.00         |
| <del>16.</del> | Provide as-built information about the storm water basin, including outlet piping  | 100.00         |



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slopes and elevations to compare to the design. Verify that the basin has the necessary volume included in the design.

- ~~17.~~ Provide as-built drawings for all public improvements
- 18. Provide two year maintenance bonds for all public improvements.
- 19. Provide bound documents as outlined in City Code for recording with the final plat.

These items need to be addressed before the City Council will accept the public improvements and approve the final plat. The next regularly scheduled Planning and Zoning meeting to consider the final plat is June 23, 2020. The improvements and final plat could be approved at the July 6, 2020 Council meeting after that if all items are addressed.

Feel free to contact me with any questions.

Respectfully submitted,  
MMS Consultants, Inc.

Scott B. Pottorff, P.E.

cc: Christine Yancey – City of Riverside  
Michael Welch, P.E. – Axiom Consultants

N:\2245\2245-041\2245-041punchlist.docx

**RESOLUTION #070320-07**

**RESOLUTION APPROVING THE FINAL PLAT FOR  
NORTHERN HEIGHTS SUBDIVISION**

**WHEREAS**, on this 6<sup>TH</sup> day of July, 2020, the City Council of Riverside, reviewed and accepted the Final Plat for Phase 1 in the Northern Heights Subdivision, in the City of Riverside.

**THEREFORE, BE IT RESOLVED**, The City of Riverside City Council, hereby approves the Final Plat for Northern Heights Subdivision prepared by Axiom Consultants. Planning and Zoning Commission recommended approval of final plat to City Council on June 23, 2020.

**IT WAS MOVED BY** Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ that the foregoing resolution be adopted.

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

Ayes:

Nays:

Absent:

**Passed and Approved** by the City Council of Riverside, Iowa and approved this 6<sup>th</sup> day of July, 2020.

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

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



# FINAL PLAT NORTHERN HEIGHTS SUBDIVISION RIVERSIDE, WASHINGTON COUNTY, IOWA

## LEGAL DESCRIPTION

BEING PART OF LOT 1, SUBDIVISION OF THE NORTHWEST QUARTER (NW 1/4) OF THE EAST QUARTER (E 1/4) AND THE NORTHWEST QUARTER (NW 1/4) OF THE SOUTHQUARTER (SW 1/4) LING WEST OF TUPALO BOULEVARD, ALL IN SECTION 8, TOWNSHIP 77 NORTH, RANGE 8 WEST OF THE 5TH P.M., WASHINGTON COUNTY, IOWA, DESCRIBED AS:

COMMENCING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER (NW 1/4) OF SAID SECTION 8 & NE CORNER OF SAID LOT 1, THENCE ALONG THE EAST LINE OF SAID NORTHWEST QUARTER (NW 1/4) OF SAID SECTION 8 & NE CORNER OF SAID LOT 1, THENCE ALONG THE SOUTH LINE OF SAID PARCEL L, AS RECORDED IN BOOK 2011, PAGE 44 OF THE WASHINGTON COUNTY RECORDS OFFICE, THENCE ALONG THE SOUTH LINE OF SAID PARCEL L, AS RECORDED IN BOOK 2011, PAGE 44 OF THE WASHINGTON COUNTY RECORDS OFFICE, THENCE ALONG THE SOUTH LINE OF SAID PARCEL L, AS RECORDED IN BOOK 2011, PAGE 44 OF THE WASHINGTON COUNTY RECORDS OFFICE, THENCE ALONG THE NORTH LINE OF SAID PARCEL C-1, 1773.81 FEET TO THE NORTHWEST (NW) CORNER OF SAID PARCEL C-1, THENCE S89°27'45"W, 262.38 FEET, THENCE N16°55'44"E, 135.10 FEET, THENCE S60°00'00"E, 229.56 FEET; THENCE ALONG THE CURVE CONCAVE NORTH (CHORD BEARING N79°25'27"W, 14.98 FEET; THENCE N16°59'32"E, 177.20 FEET; THENCE S89°59'19"E, 229.56 FEET; THENCE N60°00'00"E, 177.20 FEET; THENCE S89°59'19"E, 230.12 FEET; THENCE N16°59'32"E, 177.20 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL L, THENCE ALONG THE WEST LINE OF SAID PARCEL L, 1089.28 FEET, THENCE S89°27'45"W, 262.38 FEET, THENCE ALONG THE SOUTH LINE OF SAID PARCEL L, 189.28 FEET TO THE POINT OF BEGINNING.

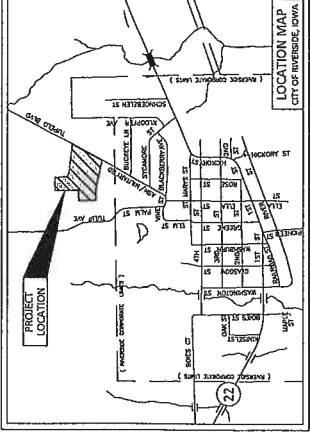
DESCRIBED PARCEL CONTAINS 9.38 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

PROJECT NAME: NORTHERN HEIGHTS SUBDIVISION RIVERSIDE, IOWA	CLIENT NAME: APEX DEVELOPMENT GROUP	DATE SUBMITTED: MAY 22, 2020	CURRENT REV: REV
PROJECT NUMBER: 180059 WELCH	PROJECT MARKER: WELCH	DATE: MAY 22, 2020	DESCRIPTION OF CHANGES: DATE
DRAWING LOG		DRAWING LOG	

FOR RECORDERS USE ONLY

COUNTY: WASHINGTON  
SECTION: 8-77-8  
QUARTER SECTION: NW 1/4 & NE 1/4  
CITY: RIVERSIDE  
SUBDIVISION: NORTHERN HEIGHTS  
BLOCK: NA  
LOT(S): NA

RECORDERS INDEX



LEGEND

- SECTION CORNER-AS LABELED
- FOUND PROPERTY CORNER-AS LABELED
- ORANGE PLASTIC CAP
- YELLOW PLASTIC CAP
- RED PLASTIC CAP
- RPC
- PROPOSED BOUNDARY/PROPERTY LINE
- EXISTING PROPERTY LINE
- PROPOSED EASEMENT
- SECTION LINE
- EXISTING FENCE

UTILITY APPROVALS

UTILITY	DATE
ILLUANT ENERGY	
INDIAN ENERGY	
WEDACROW	
CENTURILINK	
WINDSTREAM	
CITY OF RIVERSIDE	

CURVE TABLE

CURVE LENGTH	INCHES	FEET	CHORD	CHORD
C1	45.58	1.52	100.00	100.00
C2	30.00	0.91	100.00	100.00
C3	30.00	0.91	100.00	100.00
C4	45.58	1.52	100.00	100.00
C5	45.58	1.52	100.00	100.00
C6	45.58	1.52	100.00	100.00
C7	45.58	1.52	100.00	100.00
C8	45.58	1.52	100.00	100.00
C9	45.58	1.52	100.00	100.00
C10	45.58	1.52	100.00	100.00
C11	45.58	1.52	100.00	100.00
C12	45.58	1.52	100.00	100.00
C13	45.58	1.52	100.00	100.00
C14	45.58	1.52	100.00	100.00
C15	45.58	1.52	100.00	100.00
C16	45.58	1.52	100.00	100.00
C17	45.58	1.52	100.00	100.00
C18	45.58	1.52	100.00	100.00
C19	45.58	1.52	100.00	100.00
C20	45.58	1.52	100.00	100.00
C21	45.58	1.52	100.00	100.00
C22	45.58	1.52	100.00	100.00
C23	45.58	1.52	100.00	100.00
C24	45.58	1.52	100.00	100.00
C25	45.58	1.52	100.00	100.00

PLAT NUMBER: 2020-001

DATE: 05/22/2020

PLAT NUMBER: 2020-001

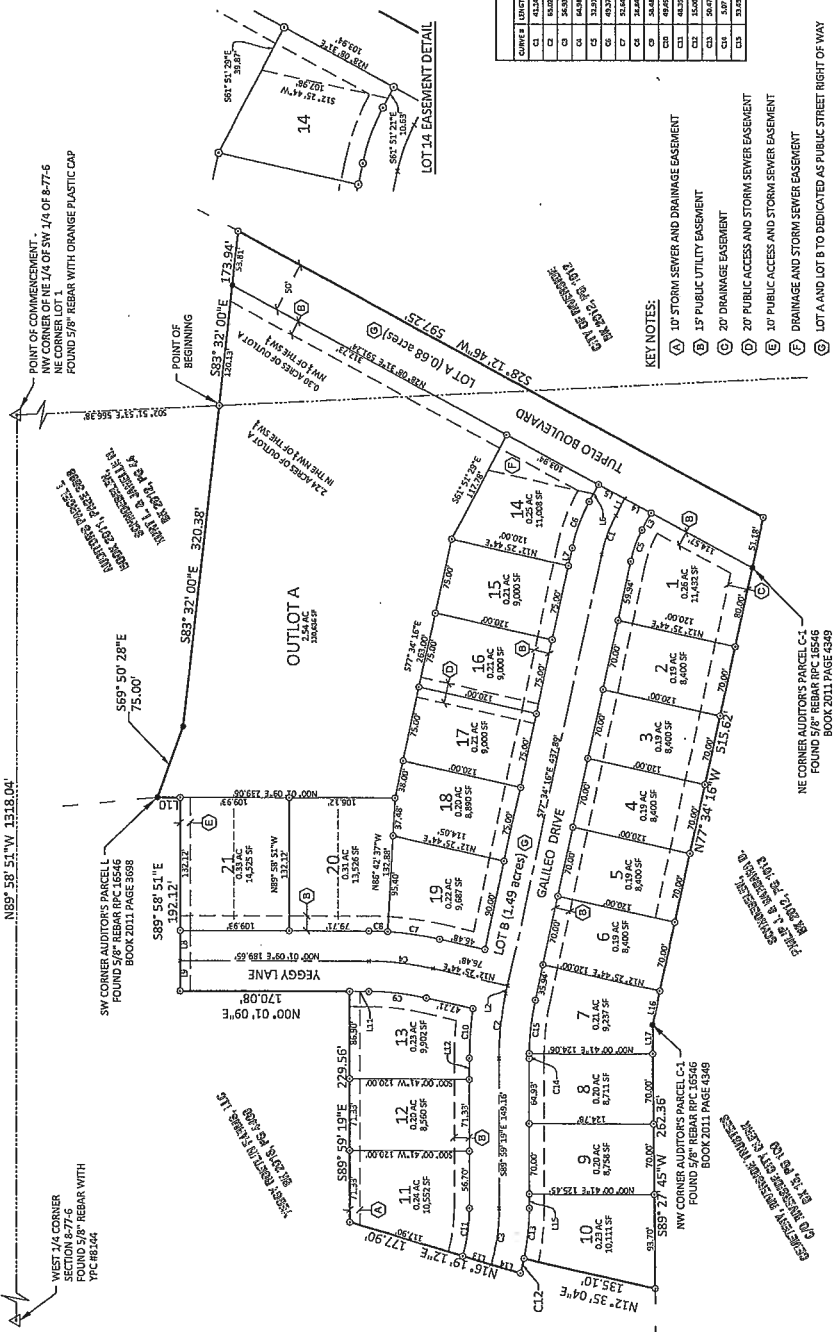
DATE: 05/22/2020

PLAT NUMBER: 2020-001

DATE: 05/22/2020

PLAT NUMBER: 2020-001

DATE: 05/22/2020



# COUNCIL PACKET

June 23, 2020 @ 6 p.m.

The meeting was called to order at 6 p.m. in City Hall by City Clerk.

Roll call showed the following members present. A quorum was present.

Members present:

Kevin Kiene  
Ralph Schnoebelen  
Christine Kirkwood  
Kris Westfall

Others present:

Becky LaRoche, City Clerk  
Scott Pottorff, MMS  
Steve Schmidt, APEX  
Tom Sexton, Councilman

Schnoebelen moved and Kirkwood seconded to approve the agenda. Passed 4-0.

Kirkwood moved and Schnoebelen seconded to approve the minutes of the January 28, 2020 meeting. Passed 4-0.

Kirkwood moved to appoint Kiene as Chairman of Planning and Zoning Committee. Second by Schnoebelen, passed 4-0.

Chairman Kiene stated that Code states that we need to have a Vice-Chairman. Kirkwood moved to appoint Schnoebelen as Vice-Chairman. Second by Kiene, passed 4-0.

Tabled appointment of secretary.

Tabled appointment to Parks Committee.

Pottorff gave review of final Northern Heights plat for phase #1.

Kirkwood moved to recommend approval of final plat to City Council. Second by Westfall, passed 4-0.

Kirkwood moved to adjourn at 6:38. Second by Westfall, passed 4-0.



Kevin Kiene

Chairperson

# COUNCIL PACKET

City of Riverside  
Administrator Report  
July 6, 2020

- Staff is holding daily meetings from 8:00-8:15, 8:30 to discuss the tasks for the day and any updates on projects. We practice social distancing.
- Washington zoom meetings for updates Wednesday's
- Governor's Press Conference
- Phone meetings with council members
- Working on job descriptions
- Payroll review
- Hall Park possible expansion
- Opening of city hall, parks, playgrounds, pavilions
- Agenda prep
- Worked on procedures to be adopted for water billing
- Emails, calls on Galileo grass (lack of) on lot and retention basin
- 6/12 Pre-con meeting on Safe Routes to School
- 6/12 Meeting with CA's from Kalona, Wellman regarding ambulance
- Email, 6/15 phone conference to city attorney-nuisance-filed
- Code Update
  - Sent to the attorney for review
  - 7/20 set Public Hearing for 8/3
  - 8/3 Public Hearing, 1<sup>st</sup> reading
  - 8/17 - 2<sup>nd</sup> reading
  - 9/8 - 3<sup>rd</sup> reading
  - 9/17 - publish
- 6/17 Trail walk with Parks Committee, ITC
- 6/18 phone conference with John Danos, Amy Bjork, TIF, Copper Creek agreement
- 6/18 Meeting with James Collins, Scott Pottorff
- Bids for painting of City Hall
- Reserving field times for teams
- Project emails with MMS
- Newsletter
- 

#### Public Works:

- Mowed parks, ball diamonds
- Don watering flowers, weeding
- Picked up trash downtown
- Removed drywall at city hall, build foyer wall, drywall, mud, tape
- Emptied trash in parks, set out trash cans at diamonds, locked Hall Park lights
- Repaired broken John Deere
- Filled waterfall at Veteran's Park
- Dollar General footing inspection
- Plumbing inspection at Dollar General
- Truck repair for check engine light

## COUNCIL PACKET

- Met with ITC on trail
- Met with Councilman Rodgers on Conservation Park bathroom project, purchased supplies
- Took truck, tractor in for repair
- Washed trucks, cleaned shop
- Met with CA on project lists
- Worked on Delta Shield project at Railroad Park-getting bids
- Checked on Conservation Park repairs
- Picked up new mower
- Watered flowers, picked up weeds
- Moved two picnic tables to alley by Murphy's
- Delivered a load of mulch for alley project
- After hours call out to tree down on Hwy 22
- Worked with contractors on communication tower