

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA**  
**RIVERSIDE FIRE DEPARTMENT**  
**271 E 1<sup>ST</sup> ST**  
**REGULAR MEETING**

Monday, December 21, 2020 – 6:00 P.M.

The meeting will be recorded and can be viewed live by visiting the city web site at [www.riversideiowa.gov](http://www.riversideiowa.gov)

**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 12-7-2020
  - b. Expenditures for 12-21-2020
  - c. November Fire Department Update
  - d. Murphy's Liquor License Renewal
4. **Public forum:** 3 minutes per person. See guidelines for public comments at the Clerk's table.
5. Kalona Library Report
6. MMS Consultants report
  - a. Fourth Street Project – update
  - b. Safe Routes to School-update
7. PeopleService Inc
8. Discussion on Fireworks Permit Fee
9. Public Hearings, Resolutions, Ordinances
  - a. Resolution #122120-01 Fireworks Permit Fee pg 26
  - b. Resolution #122120-02 Appoint "The News" as Official Newspaper pg 29
  - c. Resolution #122120-03 Closeout Agreement 4<sup>th</sup> Street Improvements Project pg 31
  - d. Resolution #122120-04 Final Acceptance 4<sup>th</sup> Street Improvements Project pg 33
  - e. Resolution #122120-05 Pay Estimate #8 J&L Construction \$41,187.46 pg 35
10. City Administrator's report
  - a. Monthly Financial Report
  - b. Discussion on Community Center Survey
  - c. City Hall Holiday Schedule 2021
  - d. Update from Park Comprehensive Plan meeting
  - e. Set Budget meeting dates
  - f. Vacation carryover
11. Motion to adjourn

Meeting attendees are asked to maintain 6 ft. distance from other attendees who don't live in their household. Masks are required when distancing cannot be maintained. Those wishing to provide comments for the public forum without attending the meeting can submit them by email to [admin@cityofriversideiowa.com](mailto:admin@cityofriversideiowa.com), by phone at 319-648-3501, or in the City Hall dropbox up to 30 minutes prior to the meeting.

## COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: Monday, December 7<sup>th</sup>, 2020

The Riverside City Council meeting opened at 6:03 pm at the Fire Station with Mayor Allen Schneider requesting roll call. Council members present were: Andy Rodgers, Lois Schneider, Tom Sexton, Edgar McGuire, and Jeanine Redlinger via phone.

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

Rodgers moved to approve the minutes of November 16<sup>th</sup>, 2020, expenditures and October Fire Department report. Second by Sexton, passed 5-0.

Scott Pottorff, MMS Consultants gave updates on the four items to be completed on 4<sup>th</sup> Street. Sexton moved to leave steps in City ROW at 141 E 4<sup>th</sup> Street as built. Second by Schneider, passed 5-0. All items will be finished this week.

Safe Route to School is complete. DOT will need to approve final project.

Steve Schmidt of APEX Construction discussed contingency funds for the Northern Heights Development. Rodgers moved to approve \$29,796.79 of contingency funds payment to APEX. Second by Redlinger, passed 4-1, Sexton opposed.

Sexton moved to pass the 3<sup>rd</sup> reading of Ordinance #101920-04, No Parking updates to Riverside City Code of Ordinances. Second by McGuire, passed 5-0.

Sexton moved to pass Resolution #120720-01, Approving appointment of Bob Yoder, County Supervisor, to Planning and Zoning Commission. Second by Rodgers, passed 5-0.

McGuire moved to pass Resolution #120720-02, Sale of City Truck to Jake Snider in the amount of \$17,400. Second by Sexton, passed 5-0.

McGuire moved to pass Resolution #120720-03, Approve Change Order #11 for J&L Construction on the 4<sup>th</sup> Street project for a \$146.26 credit due to reduction of sidewalk thickness. Second by Rodgers, passed 5-0.

Admin gave updates on FEMA and State grants.

Community Center Survey has been mailed to all residents with a Riverside address.

Admin reported that staff looked at a used street sweeper.

Mayor Schneider reported on Washington County Law Contract meeting.


Next Public Meeting on Park Improvements Plan will be on December 14, 2020 at 6 PM

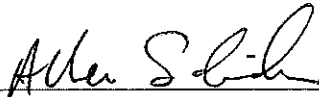
Redlinger moved to adjourn at 7:12 pm. Second by Sexton, passed 5-0

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

Council Meeting – Monday, December 21<sup>th</sup>, 2020 at 6:00 p.m. at Fire Station.

ATTEST:

  
Becky LaRoche; City Clerk

  
Allen Schneider; Mayor

# COUNCIL PACKET

EXPENDITURES 12-21-20					
COUNCIL MEETING		UNPAID BILLS:			
1	ALL AMERICAN CONCRETE	SOD	301-5-750-6795	\$	210.00
2	APEX DEV GROUP LLC	CONTINGENCY	301-5-750-6784	\$	29,796.79
3	CITY SEWER	AUGER MAIN	610-5-815-6374	\$	149.50
4	COLBERT TRUCKING	SAND	110-5-210-6335	\$	88.72
5	CUSTOM TREE SERVICE	PARK TREE	001-5-510-6495	\$	500.00
6	DORSEY	LEGAL	001-5-640-6411	\$	2,136.50
7	ELECTRIC PUMP	LS#1	610-5-815-6374	\$	994.00
8	FP MAILING	INK	600-5-810-6508	\$	160.79
9	FP MAILING	INK	610-5-815-6508	\$	160.78
10	HEIMAN	RVFD	002-5-150-6356	\$	5,827.50
11	HOLIDAY INN	CONF	001-5-650-6240	\$	100.80
12	HOLLYWOOD GRAPHICS	RVFD-COVID	001-5-650-6509	\$	420.00
13	J&L CONSTRUCTION	4TH ST DRIVEWAY REPAIR	301-5-750-6777	\$	1,088.00
14	JOHNSON COUNTY REFUSE	SERVICE	670-5-840-6499	\$	7,222.25
15	KALONA AUTO	RVFD	002-5-150-6352	\$	205.84
16	KALONA AUTO	SHOP	001-5-430-6325	\$	249.93
17	KALONA GRAPHICS	ENVELOPES	600-5-810-6506	\$	209.81
18	LEAF	COPIER LEASE	001-5-650-6496	\$	156.50
19	LENZ, BRYAN	GRANT	145-5-650-6419	\$	1,620.17
20	MEARDON, SUEPPEL	LEGAL	001-5-640-6411	\$	445.00
21	MENARDS	SHOP	001-5-210-6372	\$	148.28
22	MIDWEST FRAME	SNOW PLOW	110-5-210-6335	\$	56.72
23	MMS	N HEIGHTS	301-5-750-6784	\$	259.00
24	NEOPOLITAN LABS	ANNUAL MAINT.	001-5-650-6494	\$	1,000.00
25	OFFICE EXPRESS	C HALL	001-5-650-6506	\$	213.74
26	OVERHEAD DOOR	RVFD	002-5-150-6310	\$	509.50
27	REC	SIGN	001-5-520-6510	\$	74.37
28	REC	LIFT STATION	610-5-815-6371	\$	58.40
29	REC	WWV PLANT	610-5-815-6371	\$	3,259.50
30	REC	SHOP	001-5-210-6371	\$	39.42
31	REC	WATER PLANT	600-5-810-6371	\$	2,926.90
32	REC	TRAFFIC LIGHT	001-5-230-6371	\$	178.99
33	REC	CASINO L/S	610-5-815-6371	\$	214.90
34	RELIANT FIRE	RVFD	002-5-150-6352	\$	829.77
35	RIVER PRODUCTS	SAND	110-5-210-6335	\$	116.34
36	RIVERSIDE HISTORY CENTER	GRANT	145-5-650-6413	\$	5,218.65
37	SCHNEIDER, ALLEN	MILEAGE	001-5-610-6240	\$	70.15
38	US CELLULAR	CITY	001-5-650-6373	\$	53.75
39	US CELLULAR	RVFD	002-5-150-6332	\$	96.93
40	VERIZON	COLLECTORS	600-5-810-6373	\$	63.58
41	VISA	RUNNING BOARDS	110-5-210-6331	\$	256.60
42	VISA	TRAINING	001-5-430-6323	\$	25.68
43	VISA	USTREAM	001-5-650-6494	\$	99.00
44	VISA	GoToMeeting BUSINESS	001-5-650-6497	\$	5.30
45	VISA	OFFICE	001-5-650-6495	\$	47.64
46	WIELE MOTOR CO	RVFD	301-5-750-6746	\$	34,880.00
47	WSH CO RECORDER	RECORDING	001-5-650-6401	\$	24.00
48	YOTTY	SHOP	001-5-430-6325	\$	32.57
49	*****	TOTAL BILLS		\$	102,502.56
50					
51		PAID BILLS:			
52	IOWA DEPT OF REVENUE	IOWA WITHHOLDINGS - 2020 NOV	\$	700.00	
53	IOWA DEPT OF REVENUE	IOWA SALES TAX - 2020 NOV	\$	916.00	
54	IOWA DEPT OF REVENUE	IOWA WET TAX - 2020 NOV	\$	1,966.00	
55	IPERS	CONTRIBUTIONS - 2020 NOV	\$	2,622.67	
56	IRS	941 TAX DEPOSIT - 2020 NOV	\$	3,741.34	
57	PAYROLL	PAYROLL - 2020 NOV	\$	13,324.59	
58	1ST NAT'L BANK	HEALTH SAVINGS ACCOUNT	\$	1,500.00	
59	KUM N' GO	FUEL	\$	215.28	
60		TOTAL PAID BILLS		\$	24,985.88
61	*****	TOTAL EXPENDITURES		\$	127,488.44

# COUNCIL PACKET

GENERAL FUND			\$	6,021.62				
FIRE DEPARTMENT			\$	7,469.54				
ROAD USE FUND			\$	518.38				
CASINO FUNDS			\$	6,838.82				
DEBT SERVICE			\$	-				
CAPITAL PROJECTS			\$	66,233.79				
WATER FUND			\$	3,361.08				
SEWER FUND			\$	4,837.08				
GARBAGE			\$	7,222.25				
<b>TOTAL EXPENDITURES</b>			\$	<b>102,502.56</b>				
MTD TREASURERS REPORT	11/30/2020		REVENUE	EXPENSES	BALANCE			
GENERAL FUND			\$	19,589.44	\$	60,511.88	\$	568,197.10
FIRE DEPT FUND			\$	3,000.00	\$	7,238.20	\$	143,514.63
ROAD USE TAX FUND			\$	12,365.76	\$	53,181.82	\$	158,623.01
LOCAL OPTION SALES TAX			\$	22,426.73	\$	-	\$	189,467.74
CASINO REVENUE RUND			\$	85,534.90	\$	1,683.02	\$	138,386.29
DEBT SERVICE			\$	-	\$	4,350.00	\$	(4,350.00)
CAPITAL PROJECTS FUND			\$	-	\$	10,989.47	\$	97,942.79
COMMUNITY CENTER FUNDS			\$	3,491.74	\$	-	\$	1,019,797.95
WATER FUND			\$	30,907.15	\$	106,780.60	\$	485,526.96
SEWER FUND			\$	28,309.65	\$	20,076.13	\$	294,494.43
GARBAGE/LANDFILL FUND			\$	7,296.94	\$	7,088.75	\$	9,810.68
STORM WATER FUND			\$	1,562.90	\$	-	\$	12,494.35
<b>TOTAL</b>			\$	<b>214,485.21</b>	\$	<b>271,899.87</b>	\$	<b>3,113,905.93</b>

**RIVERSIDE FIRE  
DEPARTMENT**

**FIRE / RESCUE / EMS / HAZMAT**



**November 2020 Update**

**Calls for Service:**

- Medicals - 23
- Structure Fires – 4
- Motor Vehicle Accidents – 1
- Grass Fires – 2
- Service call - 2

**Total calls – 32 calls for service in November**

RFD responded to a mix of calls for the month of November, the call volume continues to be steady and increasing. A breakdown of call types is provided in email.

**Training:**

The members trained on fire attack, building construction and patient packaging.

**RESA:**

The members held the drive thru pork loin meal on Friday November 20<sup>th</sup> from 5pm to 7pm at RFD. This event was greatly supported by the community and we sold out of food. The initial report of the fundraiser about \$9000 that RESA raised. The members continue working on selling community support T- Shirts, The RFD calendars are printed and ready to be sold, we have 30 calendars that where pre ordered. The calendars will be available for purchase through RFD, Peoples Bank or coffee shop in town. The first 100 calendars where paid for by Sharon Telephone Company.

**Other News**

The new truck should be here the first week or so of December, it will then take about another month to get it up and going. The Chief attended a Washington County Chief's meeting that was focused on the new radio system. The Chief's discussed programming, paging and radio operations on the new system. The system is starting to be tested throughout the county for coverage and radios are being programmed. The members did annual service on all the apparatus, changing oil, filters, greasing and general maintenance. This is a huge savings to the department having members who have mechanical backgrounds or jobs to do this service.

**“WE”RE STILL HERE AND READY TO RESPOND”**

Thanks  
Chief Smothers

# Riverside Volunteer Fire Department (IA)



Riverside, IA

This report was generated on 12/2/2020 11:03:31 AM

## Incident Type Count per Station for Date Range

Start Date: 11/01/2020 | End Date: 11/30/2020

INCIDENT TYPE	# INCIDENTS
<b>Station: ST1 - STATION 1</b>	
111 - Building fire	4
142 - Brush or brush-and-grass mixture fire	2
311 - Medical assist, assist EMS crew	9
321 - EMS call, excluding vehicle accident with injury	9
322 - Motor vehicle accident with injuries	1
552 - Police matter	1
553 - Public service	1
600 - Good intent call, other	2
611 - Dispatched & cancelled en route	2
900 - Special type of incident, other	1

# Incidents for ST1 - Station 1:

32

Only REVIEWED incidents included.



emergencyreporting.com

Doc Id: 857

Page # 1 of 1

COUNCIL PACKET

**Becky LaRoche**

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**From:** Licensing2, ABD <licensing2@iowaabd.com> on behalf of licensing@iowaabd.com  
**Sent:** Tuesday, December 8, 2020 1:31 AM  
**To:** Becky LaRoche  
**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
LC0027526	Submitted to Local Authority	Murphys Bar And Grill (71 East 1st Street Riverside Iowa, 52327-0000)

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

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**RECEIVED**  
DEC 08 2020  
BY: \_\_\_\_\_

## COUNCIL PACKET

**Christine Yancey**

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**From:** Trevor Sherping <director@kalonapubliclibrary.com>  
**Sent:** Tuesday, December 15, 2020 12:12 PM  
**To:** Christine Yancey; Becky LaRoche  
**Subject:** Library services contract  
**Attachments:** 21.22 Contract.pdf; Riverside Contract 2021.22.docx

Hello,

Attached you will find a draft contract for library services through Kalona Public Library for the upcoming fiscal year along with a letter from our Board President detailing how we arrived at our calculation.

As you probably know, this is my first year in the role of director here at KPL. It is my understanding that even before the onset of the pandemic Riverside did not receive nearly as much outreach support as Kalona residents. When drafting our Strategic Plan, which will guide the library's next five years, the Board and I placed growing Riverside services and support atop of our list of priorities. Your regular, increased financial support will be critical to providing your City's residents with the library services, programs, and materials they deserve.

Please don't hesitate to reach out with any questions. I'd be happy to meet with your city council to discuss library services. Last week, my co-director and I met with Kalona city council to give our annual report and provide a glimpse at our future plans for growth and community inclusion.

Thanks,

Trevor Sherping, BS, MLIS  
Director  
Kalona Public Library  
[director@kalonapubliclibrary.com](mailto:director@kalonapubliclibrary.com)  
319-656-3501

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COUNCIL PACKET



510 C Avenue  
P.O. Box 1212  
Kalona, IA 52247

(319) 656-3501  
director@kalonapubliclibrary.com

December 9, 2020

Riverside City Council  
Attention: City Clerk  
60 N. Greene Street  
P.O. Box 188  
Riverside, IA 52327

Enclosed is a new draft for the contract with the Kalona Public Library for library services for the fiscal year beginning July 1, 2021. We welcome the opportunity to provide library resources, services, and programs for the citizens of Riverside. Our newly approved strategic plan highlights improving Riverside library services as a primary focus. The library's new leadership is excited to improve outreach to your community.

We are basing our calculation of the contract amount this year on a standard 3% increase. This increase corresponds to a rate of \$21.76 per capita, based on your 2010 census population of 993. According to the latest figures available ("Iowa Public Library Statistics, July 1, 2018 - June 30, 2019"), the state average library cost for a city the size of Riverside is \$41.38 per capita. Kalona residents paid \$70.76; Washington, \$42.29, and Wellman, \$57.00 per capita, according to the 18/19 figures. Our objective continues to be to gradually bring your contribution up to the county levels.

Applying this 3% increase, the FY22 contract calls for \$21,582.62. This is an increase of \$628.62 over the current fiscal year.

Please contact our Library Director, Trevor Shering, if you have questions (656-3501). If you wish, he would be willing to attend a meeting of your City Council to answer their questions as well.

Sincerely,

Frank Slabaugh, President  
Kalona Library Board of Trustees  
319-656-2281  
frank.slabaugh@gmail.com

COUNCIL PACKET

CONTRACT FOR LIBRARY SERVICES

This contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the City of Riverside, Iowa, and the Board of Trustees of the Kalona Public Library.

CONSIDERATIONS

**WHEREAS**, the City of Riverside, Iowa, does not have a public library; and

**WHEREAS**, the Board of Trustees of the Kalona Public Library maintains a public library in its community that is in part supported by taxes levied upon the property located within its corporate boundaries, which tax meets the minimum standards set by §256.69 of the Code of Iowa; and

**WHEREAS**, the City of Riverside, Iowa, desires to avail itself for and on behalf of the residents of said city, use of the materials, services and facilities of the Kalona Public Library, and the Board of Trustees of the Kalona Public Library is willing to provide the same in accordance with the terms and conditions contained herein.

**NOW, THEREFORE, IT IS AGREED** by and between the parties that:

1. **APPROPRIATION.** The City of Riverside, Iowa, will provide an appropriation of Twenty One Thousand Five Hundred Eighty Two Dollars and Sixty Two Cents (\$21,582.62) for Fiscal Year July 1, 2021 through June 30, 2022, to the Board of Trustees of the Kalona Public Library for the use by all residents of the said city of the library materials and facilities within and under the jurisdiction and control of the Board of Trustees of the Kalona Public Library.

2. **PAYMENTS.** The City of Riverside, Iowa, will pay the appropriation in two equal halves, the first being due and payable by the end of the month of December 2021 and the second by the end of the month of June 2022.

3. **LIBRARY SERVICES PROVIDED.** The Board of Trustees of the Kalona Public Library agrees to furnish the use of Kalona Public Library materials, services, and facilities to all residents of the City of Riverside, Iowa, on the same terms and conditions as those now provided to the residents of the City of Kalona, Iowa.

The undersigned affirm that the foregoing contract has been approved by the City Council of the City of Riverside, Iowa and the Board of Trustees of the Kalona Public Library, and that they are duly authorized and directed to execute and thereby bind the parties hereto.

CITY OF RIVERSIDE, IOWA

BOARD OF TRUSTEES OF  
THE KALONA PUBLIC LIBRARY

By: \_\_\_\_\_  
Allen Schneider, Mayor

By: \_\_\_\_\_  
Frank Slabaugh, President

## COUNCIL PACKET

### Christine Yancey

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**From:** Trevor Shering <director@kalonapubliclibrary.com>  
**Sent:** Thursday, December 17, 2020 12:01 PM  
**To:** Christine Yancey  
**Subject:** Re: FW: Library services contract  
**Attachments:** Annual Report FY20.pdf

Here are the library per capita rates for last fiscal year in our county:

Kalona: \$75.09 per capita  
Washington: 42.80 per capita  
Wellman: 53.83 per capita

Currently, the County per capita rate for rural/unincorporated residents is \$20.54. I recently met with the Washington County supervisors and asked for a 3% increase. The county has not awarded an increase to the Washington County Public Library Association in 4 years. They are far behind their peers across the state and unless remedied, will soon face reduced services to their residents due to service costs (database subscriptions etc.) increasing every year without fail.

With Riverside, my ideal would be to come to an understanding that every year the library receives a 3% increase, barring some City budget crisis. This is how our city libraries are funded across the county and would ensure that your City always knows what to expect. Beginning that increase this year does put you, at \$21.76, above the rural county rate. However, as a contracting city your residents are given a much higher level of access to materials and services. I'd be happy to discuss those service differences more with you or with the council if they are curious.

I've also attached our Annual Report as promised. Let me know if you have any other questions and feel free to reach out by phone as well.

See you Monday,

Trevor Shering, BS, MLIS  
Director  
Kalona Public Library  
[director@kalonapubliclibrary.com](mailto:director@kalonapubliclibrary.com)  
319-656-3501

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KALONA PUBLIC  
LIBRARY

# ANNUAL REPORT

FY 2019/2020

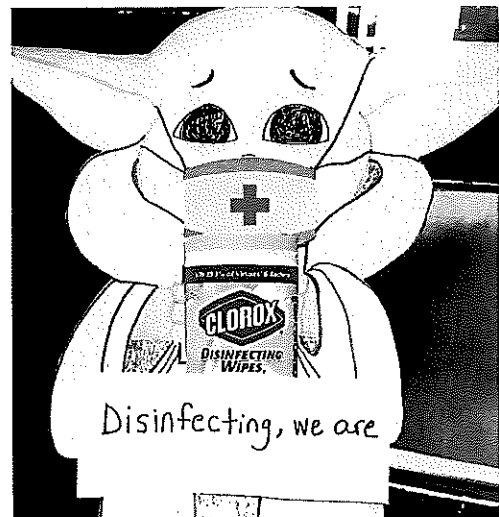
# COVID-19 | RESHAPING LIBRARY SERVICES

## Library Service Responses

- Library staff are required to wear masks when interacting with patrons and working at the circulation desk
- Installation of plastic shields at the circulation desk
- Instituted curbside delivery of materials
- Returned materials are quarantined for three days, then sanitized before being returned to circulation
- Temporarily increased the number of times materials can be renewed
- Forgiveness of library fines accumulated in March and April during the library closure
- Withdrawal and storage of all upholstered furniture from patron areas of the library. Remaining furniture and equipment has been placed at intervals that provide for more than adequate social distancing
- Withdrawal of plush and fabric children's toys. New plastic toys were purchased in June
- Installation of a brand new internet access point. This provided a stronger Wi-Fi signal which patrons can now access the park bench and the parking lot. Wi-Fi is now available 24/7
- Halted in-library programs through the end of 2020. This policy will be reevaluated in December

## Completed Shutdown Projects

- Designed and deployed a new website with the new State Library platform Concrete
- Overhauled our volunteer policies, program, and handbook
- Analyzed and restructured workflow to better suit our new staff members and the goals of the new library directors
- Planned an entirely virtual children's Summer Reading Program and socially distant adult and teen Summer Reading Program
- Created weekly make-and-take craft bags for kids
- Began hosting virtual story times
- Reorganized and weeded physical library collections. This allowed us to:
  - Create room for a future teen space
  - Create a reading nook in the children's area
  - Collocate like materials such as adult nonfiction
  - Prepare for future collection growth
- Building-wide carpet cleaning

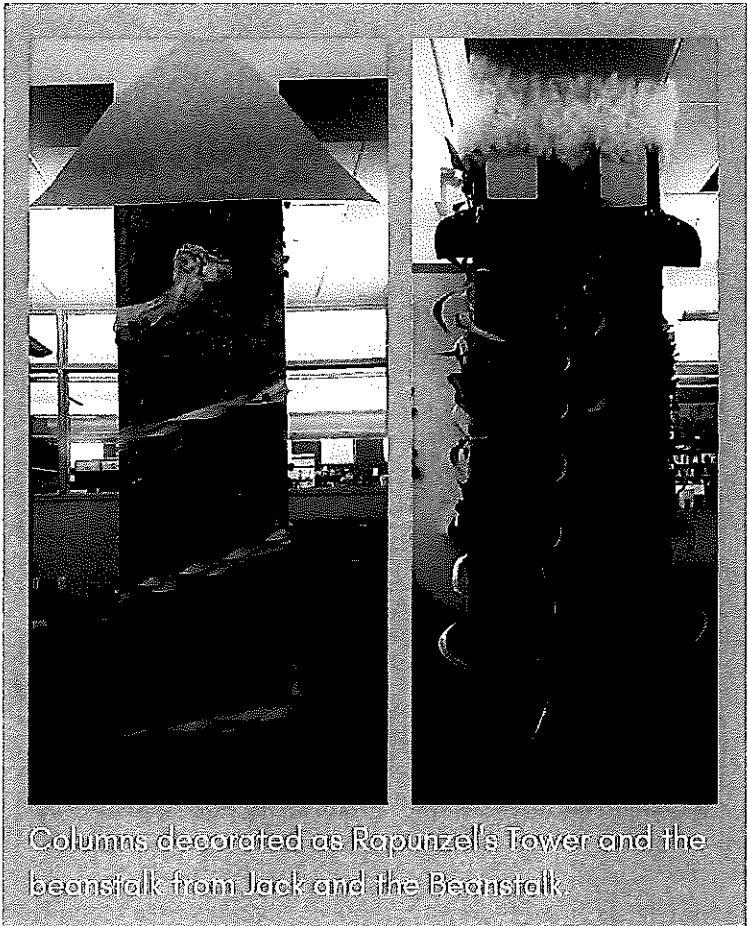
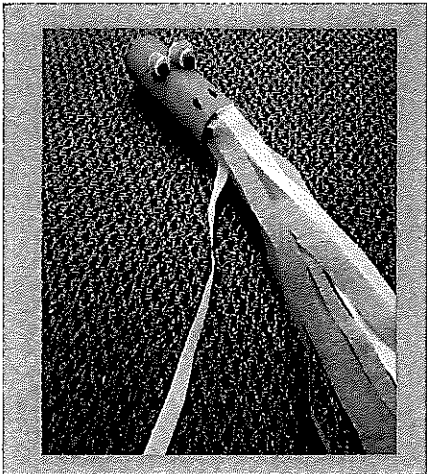


# SUMMER READING PROGRAM

This year's summer reading program theme was "Imagine Your Story". Our weekly themes all dealt with familiar fairy tales.

**64.8%**  
Completion of the Summer Reading Program

**IMAGINE™  
— YOUR —  
STORY**



Week	Craft Video Views	Story Time Video Views
6/15	147 (Planting Jack's Beanstalk)	110
6/22	108 (Fire Breathing Dragon)	96
6/29	116 (Pipe Cleaner Crowns)	108

# VIRTUAL EVENTS

**The programming for kids in the community looked a little bit different this spring.**

Early on in the spring we posted a weekly story time and weekly 5-minute craft. The crafts quickly overtook the story times in number of views and that trend held into the summer months.

Over  
**6,500**  
combined views of the weekly 5 minute crafts, story times, and shaker egg rhymes.

**1,000+**  
views were for the Straw Rocket craft alone.

All Videos



**Sidewalk Obstacle Course**  
5 weeks ago · 253 Views  
👍👍 11



**Little I's dot**  
6 weeks ago · 144 Views  
👍👍 9



**We do not eat our classmates!**  
9 weeks ago · 137 Views  
👍👍 11



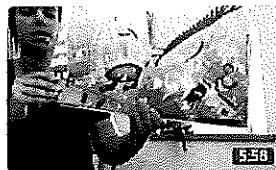
**Fairy Jars**  
13 weeks ago · 115 Views  
👍 4



**4-H to Go bagst**  
14 weeks ago · 103 Views  
👍👍 5



**T-shirt Tote Bag**  
15 weeks ago · 236 Views  
👍👍 6



**Humpty Dumpty**  
15 weeks ago · 130 Views  
👍 5



**3 Little Pigs**  
15 weeks ago · 109 Views  
👍👍 2



**Here is the Instruction video for the Take-and-Make craft bags this week...**  
17 weeks ago · 117 Views  
👍 5



The Kalona Public Library had a chance to participate in a combined Virtual Event along with the Washington and Wellman Public Libraries. Jester Jim joined us from the sandy beaches of California for an hour long juggling and comedy performance. This event was paid for by Washington County Public Library Association and there were over 40 people in attendance.

## ANNUAL STATISTICS

### Registered Patrons

- 4,785 registered cardholders
- 253 new library cards issued
  - 70 new Open Access cards issued

### Library Use

- 26,789 people entered our doors
- 125 reference transactions
- 104 tech help sessions
  
- 12,197 website visits
- 10,039 wireless sessions
- 2,239 computer uses
  
- 33,622 physical materials circulated
- 9,920 digital materials circulated
- 10,251 materials circulated to rural patrons
- 916 retrievals from databases

### Program Attendance

- 205 in-person programs
  - 4,239 people in attendance
- 20 online, recorded programs
  - 6,551 views of recorded programs

### Interlibrary Loan

- 279 items requested from other libraries by our patrons
  - 26 loans fulfilled by out-of-state libraries
- 324 requests fulfilled by other libraries

## GROUNDS

This spring Tammy Yoder of Green Earth Design rejuvenated our front entrance's landscaping. Thanks to Kalona Public Library Foundation for their generous funding!

## ALL IOWA READS

Our very own Olivia Kahler was named to the All Iowa Reads Juvenile Fiction Committee. She will serve a two year appointment.

## NEW SERVICES

The library now provides a notary service at no charge. Both Jenny Riddle and Patty Stolbom are now certified notaries and are available. This service is available during the majority of our operating hours.

Curbside service was implemented in response to the pandemic. It has received such positive feedback that we hope to make it a permanent service.

## NEW WEBSITE

The State Library funded a new website platform. Jenny Riddle steered this project, putting in much of the legwork by transferring old content, creating new content, and rejuvenating the website with a modern design. The new website rolled out in June.

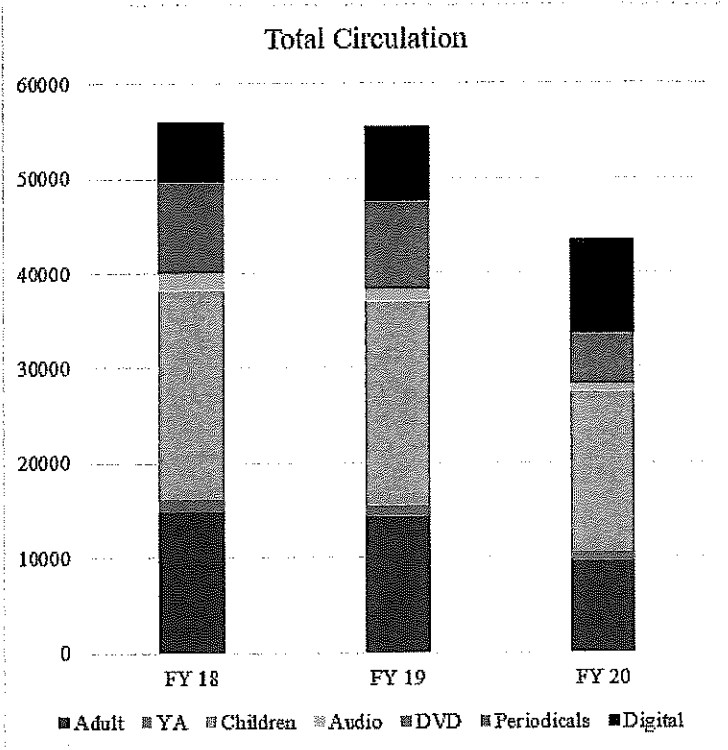
Website traffic jumped 8% over the last fiscal year, with more than 12,000 annual visits.



## CIRCULATION

Physical circulation fell by 29.5% in FY20. While physical circulation has slowly dropped for the last several fiscal years, this drop largely maps to the library's COVID-19 closure. The library was closed to the public for 13 total weeks, or 25% of the fiscal year. Taking this into consideration, circulation remained largely consistent.

Digital circulation continued its trend of considerable growth, increasing by 26% over the last fiscal year. Our participation in the State Library of Iowa's consortium Bridges proved to be especially valuable this year.



## COLLECTION

### Materials held

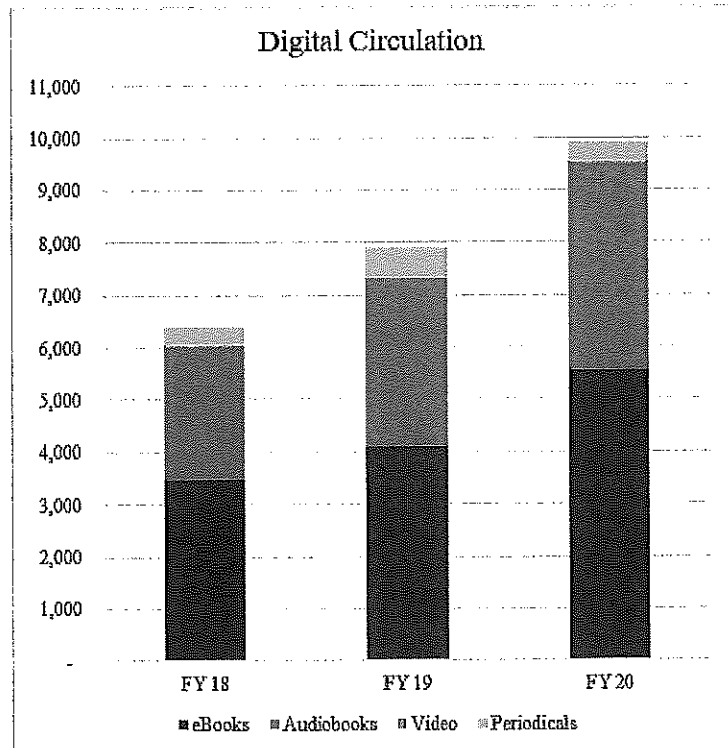
- Books: 27,605
- E-books: 59,801
- Audiobooks: 1,572
- E-audiobooks: 27,371
- Video: 2,350

### Materials added in FY20

- Books: 1,752
- Audio: 41
- Video: 70

### Weeded materials in FY20

- Books: 779
- Audio: 263
- Video: 331

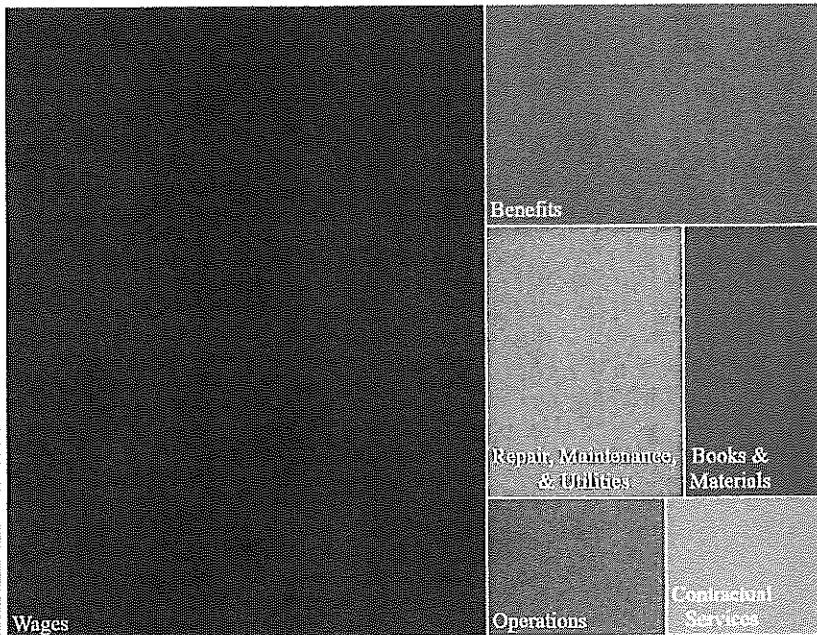
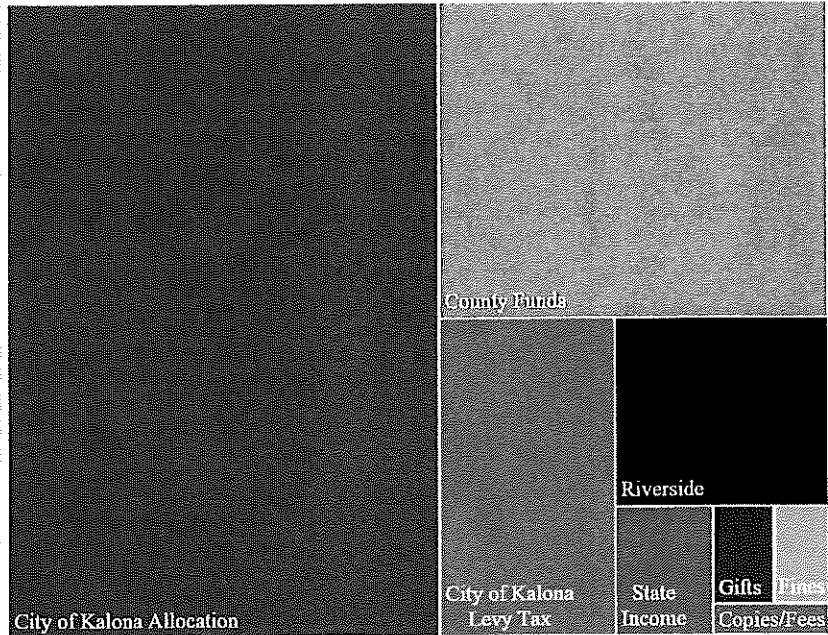


### REVENUES

City of Kalona Allocation	142,048
City of Kalona Levy Tax	29,010
Riverside	20,654
County Funds	63,373
State Income	6,476
Gifts	3,040
Fines	2,763
Copies/Fees	1,774

KPL did not receive any grant funding this fiscal year.

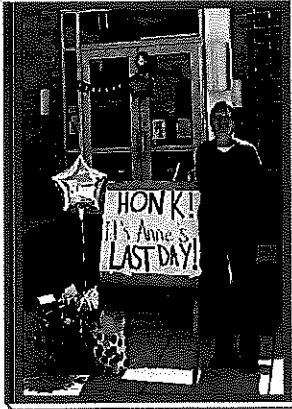
COVID protocols and procedures only impacted two revenue sources: Fines and Copies/Fees. Revenues from these sources fell by a total of \$2,259 or 33% from last fiscal year.



### EXPENDITURES

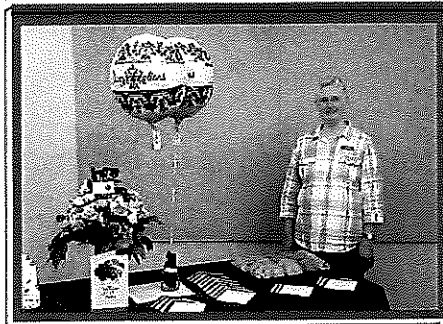
Expenditures	
Wages	160,680
Benefits	39,748
Repair, Maint., & Utilities	28,496
Books & Materials	20,303
Contractual Services	11,748
Operations	13,143

This past year saw a sizable jump in wage expenditures (\$10,335 or 6.9%) due to the retirement of two full-time employees and the hiring and training of their successors.



Top: Former library Director Anne Skaden on her last day. Due to COVID her planned retirement party was replaced with a parade of patrons driving by the library.

Bottom: Former Circulation Librarian Doreen McKenna at her retirement party.



## TIMES, THEY'RE A CHANGIN'

This fiscal year saw the retirement of the library's two most tenured employees, Anne Skaden and Doreen McKenna.

Anne Skaden retired on March 31, 2020 after serving as Director for 25 years. Under her leadership Kalona Public Library moved into the digital age of information as well as into a brand new building. It took ten years of research, planning, and preparation on Anne's part to obtain this building and for that we are very grateful.

Doreen McKenna retired on July 31, 2019 after more than twenty years of employment at Kalona Public Library. In her role as Circulation Librarian, Doreen assisted with moving the library into an online format as well as into the new building in 2005.

Together, Anne and Doreen shaped this library into what it is today and we as a staff, and as members of the community, cannot even begin to thank them enough.

## NEW KIDS ON THE BLOCK

In February, staff members Trevor Sherping and Olivia Kahler were hired to succeed Anne Skaden. They've had a very unique beginning to their Co-Directorship but have tackled each day eagerly with an unending willingness to learn more.

Three new clerks were hired in March. Thanks to the pandemic Kaitlyn, Kelly, and Joe weren't able to work for the first time until the last week of May. They have all been flexible and patient as we continue on the path to reopening.



Former library Director Anne Skaden (center) pictured with new Director Trevor Sherping (right) and new Director of Youth Services Olivia Kahler (left).

### BOARD OF TRUSTEES

- Frank Slabaugh, President
- Kyle Asklng, Vice-President
- Christina Grier, Secretary
- Shirlene Seale
- Donna Jones
- Jim Miller
- Karen Stalter

### LIBRARY STAFF

- Trevor Sherping, Director
- Olivia Kahler, Director of Youth Services
- Jenny Riddle, Circulation Librarian
- Patty Stolbom, Services Assistant Librarian
- Ron Harland, Custodian
- Kelly Carden, Clerk
- Joseph Carroll, Clerk
- Rosemary Fisher, Clerk
- Kaitlyn Redden, Clerk
- Laura Mallory, Clerk



Date: December 8, 2020

To: Riverside Council

From: Bill Stuke, Operator

O & M Report: November 2020

### **Water Operation & Maintenance**

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- I adjusted the curb stop to grade at 160 W River St. per homeowner request. The homeowner needed the water temporarily turned off to fix a leaking valve in the basement. When I found the curb stop it was buried 6" under dirt.
- 15 door postings and 2 shut offs
- 26 locates, 1 joint meet locate, and 1 emergency locate, all complete.

### **Wastewater Operation & Maintenance**

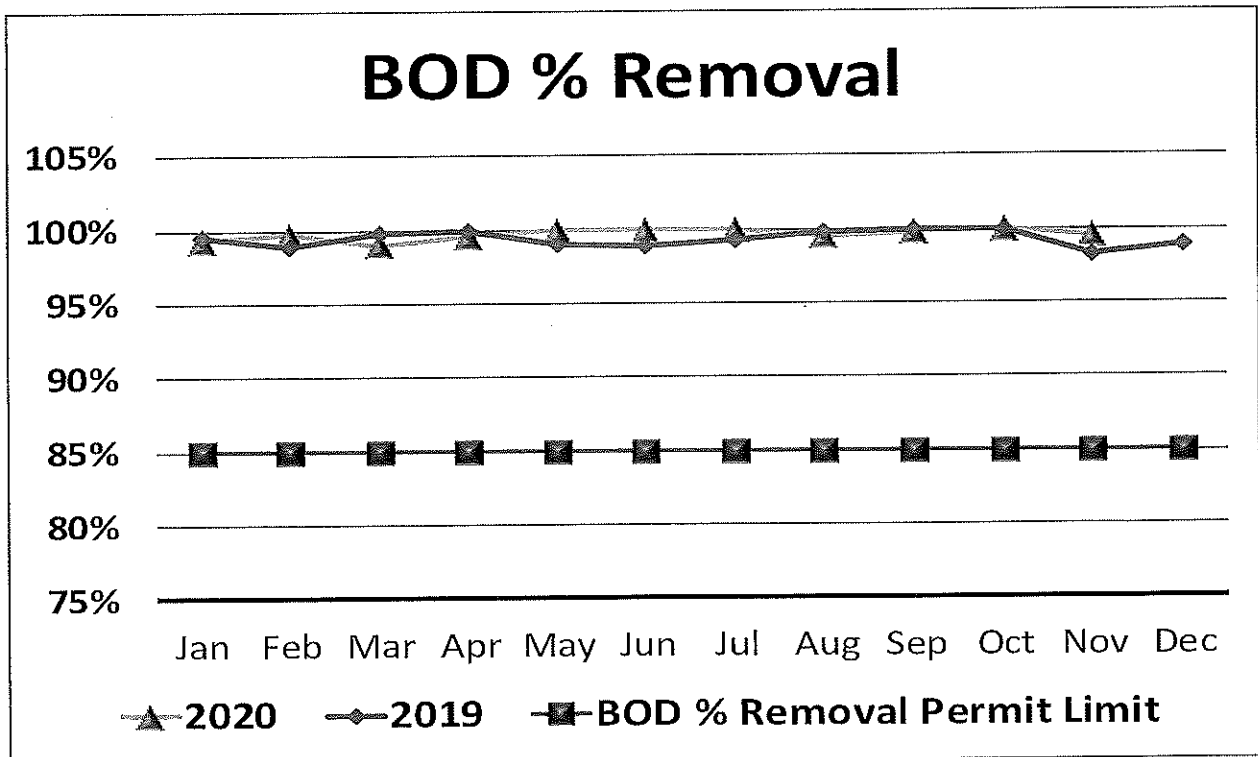
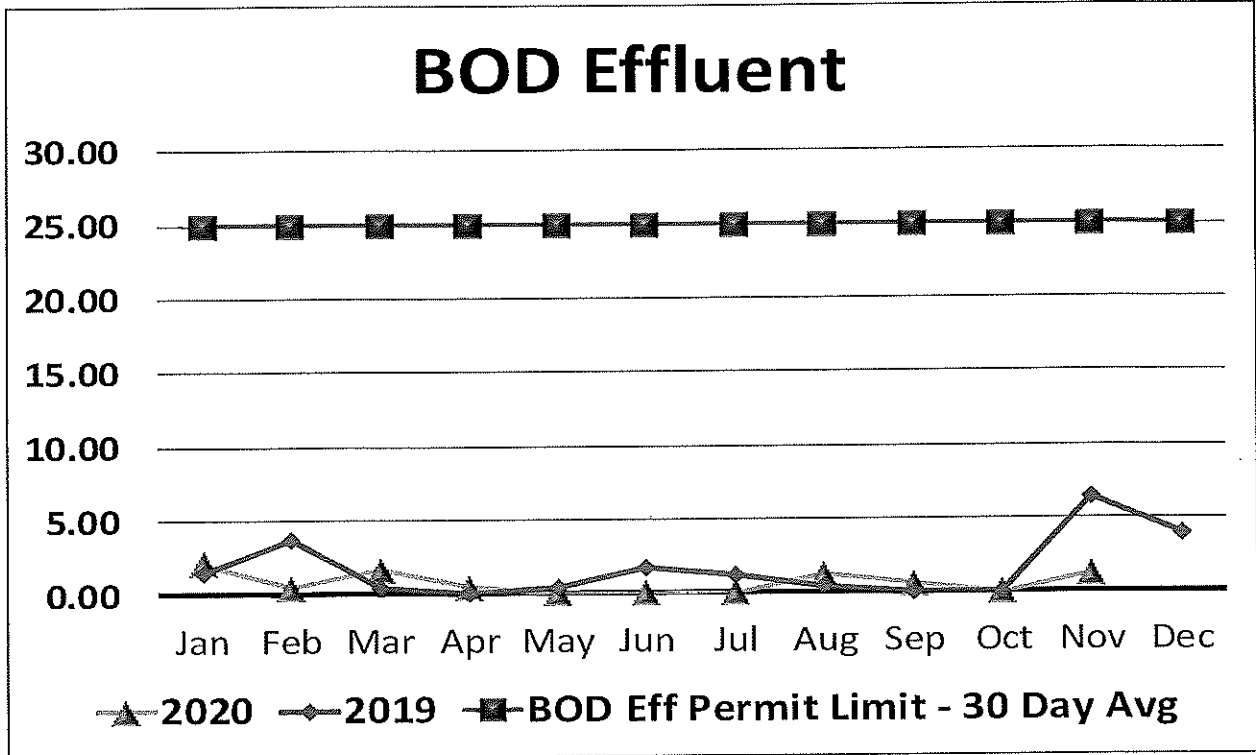
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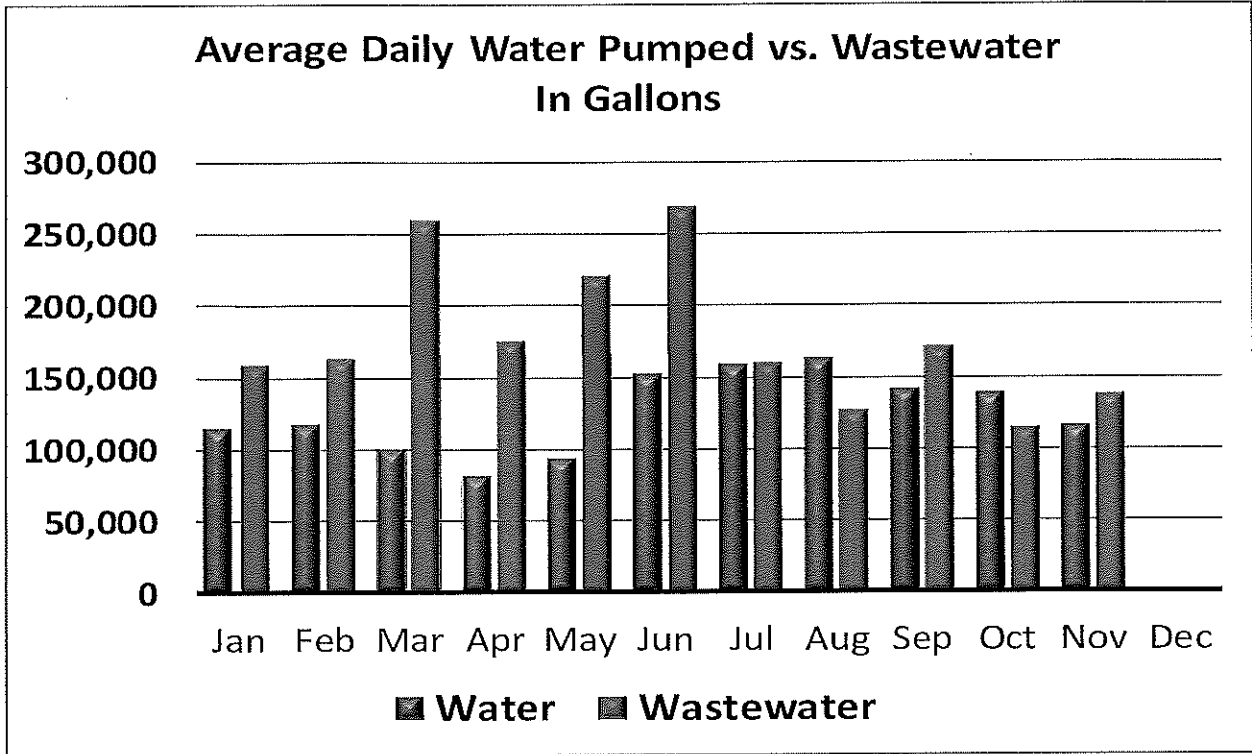
- The screen unit at the wastewater plant was signaling an overload alarm. I shut down the screen and found a heavy gauge length of electrical wire wrapped around the bottom bearing of the screen. I cleared the wire and other rags and placed the unit back in service.
- The TSS sample that was collected on 11-10-2020 came back with an exceeded allowable limit. The result was 63 mg/L with the max allowable being 45 mg/L. I notified the DNR both verbally and in writing. This is a minor exceedance and will not result in any further action. It will be noted on the next inspection. There is no evidence to the exact cause, the most probable cause is result of fluctuating flows and temperatures. I have made some adjustments to the return sludge rates and taken one tank out of service to help prevent a repeat. All other samples are coming back in normal range.

### **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	\$26,209.00	\$4,398.38	17%	42%
Maintenance Budget	\$21,840.00	\$4,329.54	20%	42%
<b>Total</b>	<b>\$48,049.00</b>	<b>\$8,727.92</b>	<b>18%</b>	<b>42%</b>

COUNCIL PACKET



		November-20	October-20	November-19
<b>Water</b>				
	<b>Units</b>			
Total Monthly Pumped	gallons	3,511,000	4,318,000	3,495,000
Average Daily Pumped	gallons	117,030	139,290	116,500
Maximum Daily Pumped	gallons	213,000	277,000	171,000
Minimum Daily Pumped	gallons	9	0	79,000
<b>Chlorine</b>				
Chlorine - Total Avg Residual Plant	mg/L	1.98	1.09	1.58
Chlorine - Total Avg Residual System	mg/L	1.10	1.13	0.86
Chlorine - Recommended Residual System	mg/L	0.30	0.30	0.30
Chlorine used	lbs	114.00	160.00	127.00
<b>Iron</b>				
Iron - Avg Raw	mg/L	1.93	2.05	2.07
<b>Polyphosphate</b>				
Polyphosphate - Avg Residual	mg/L	1.56	1.38	1.26
Polyphosphate - Recommended Residual	mg/L	0.5 - 2.0	0.5 - 2.0	0.5 - 2.0
Polyphosphate used	lbs	21.50	30.00	22.00
<b>Water Loss</b>				
Water Billed	gallons	2,902,373	3,075,608	3,514,069
Water used in main breaks/hydrant flushing	gallons	30,000	400,000	10,000
Water used at city buildings	gallons	94,000	164,725	77,974
Loss	gallons	2%	16%	2%
<b>Wastewater</b>				
<b>BOD</b>				
BOD Influent Avg	mg/L	262	260	362
BOD Effluent Avg	mg/L	1	0.0	6
BOD Eff Permit Limit - 30 Day Avg	mg/L	25	25	25
BOD % Removal	%	99.52%	99.99%	98.23%
BOD % Removal Permit Limit	%	85%	85%	85%
<b>TSS</b>				
TSS Influent Avg	mg/L	215	194	250
TSS Effluent Avg	mg/L	20	4	10
TSS Effluent Permit Limit - 30 Day Avg	mg/L	30	30	30
TSS % Removal	%	90.70%	98.19%	96.19%
TSS % Removal Permit Limit	%	85%	85%	85%
<b>Nitrogen Ammonia</b>				
NA Effluent Avg	mg/L	0	0	1
NA Effluent Permit Limit - 30 Day Avg	mg/L	8	10	8
<b>Influent Flow</b>				
Total Monthly	gallons	4,114,900	3,581,000	4,080,300
Average Daily	gallons	138,163	115,516	136,010
Maximum Daily	gallons	438,200	217,100	197,600
Minimum Daily	gallons	82,900	70,700	102,600
Permit Limit - 30 Day Avg	gallons	444,000	444,000	444,000
Permit Limit - Daily Maximum	gallons	1,425,000	1,425,000	1,425,000

COUNCIL PACKET



Water Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
11/22/20	First National Bank, VISA	Supplies	\$34.72
11/24/20	Mid-American Research Chemical	Fog Eliminator	\$65.04
		<b>Total</b>	<b>\$99.76</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>
11/22/20	First National Bank, VISA	Supplies	\$139.30
11/24/20	Mid-American Research Chemical	Fog Eliminator	\$65.04
		<b>Total</b>	<b>\$204.34</b>

Wastewater System Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
11/22/20	First National Bank, VISA	Supplies	\$38.52
11/24/20	Mid-American Research Chemical	FOG Eliminator	\$511.55
		<b>Total</b>	<b>\$550.07</b>

Water Plant Maintenance	\$99.76
Water System Maintenance	\$0.00
WW Plant Maintenance	\$204.34
WW System Maintenance	\$550.07
Month Total	\$854.17

Annual Maintenance Budget \$21,840.00

Total Maintenance Dollars Spent Year to Date \$4,329.54

Percent Maintenance Budget Spent Year to Date 20%



COUNCIL PACKET



RIVERSIDE - NOVEMBER '20

Water System Chemicals

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
11/12/20	Hawkins	Sodium Hypochlorite	\$263.25
		<b>Total</b>	<b>\$263.25</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	\$263.25
W/W System Chemicals	\$0.00
<b>Month Total</b>	<b>\$263.25</b>

**Annual Chemical Budget** \$26,209.00

**Total Chemical Dollars Spent Year to Date** \$4,398.38

**Percent Chemical Budget Spent Year to Date** 17%

Maintenance Month Total	\$854.17
Chemical Month Total	\$263.25
<b>Month Total</b>	<b>\$1,117.42</b>

**Annual Budget** \$48,049.00

**Total Spent Year to Date** \$8,727.92

**Percent Budget Spent Year to Date** 18%

# COUNCIL PACKET



## Work Orders Completed

Date completed	Equipment	Task
11/4/2020	BLOWERS	Monthly PM
11/2/2020	WWTP GENERATOR	Monthly PM
11/2/2020	LIFT STATION #1	LS Monthly PM
11/2/2020	LIFT STATION #2	LS Monthly PM
11/2/2020	LIFT STATION #3	LS Monthly PM
11/2/2020	LIFT STATION #4	LS Monthly PM
11/2/2020	LIFT STATION #5	LS Monthly PM
11/4/2020	MAIN LIFT STATION	LS Monthly PM
11/2/2020	EFFLUENT SAMPLER	Monthly PM
11/2/2020	INFLUENT SAMPLER	Monthly PM
11/2/2020	SCREEN UNIT	Monthly PM
11/2/2020	UV SYSTEM	Monthly PM
11/2/2020	FIRE EXTINGUISHERS	Inspection
11/5/2020	FILTER	Monthly PM
11/5/2020	CARTRIDGE FILTERS	Monthly PM
11/2/2020	DEHUMIDIFIERS	Monthly PM
11/2/2020	WATER PLANT GENERATOR	Monthly PM
11/2/2020	HIGH SERVICE PUMPS	Monthly PM
11/2/2020	WATER PLANT HEATER	Inspection
11/2/2020	FIRE EXTINGUISHERS	Inspection

**RESOLUTION #122120-01**

**RESOLUTION TO APPROVE FIREWORKS PERMIT  
APPLICATION AND FEES**

**Whereas**, Chapter 124.06 of the City Code of Ordinances states that City Council must set fee for Fireworks Permit,

**Whereas**, the City of Riverside City Council approves the Fireworks Permit application and fee of \_\_\_\_\_,

**Therefore**, be it resolved the City of Riverside City Council does hereby approve the Fireworks permit application and fees.

**It was moved by** Councilperson \_\_\_\_\_, second by Councilperson \_\_\_\_\_, that the foregoing Resolution be approved.

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

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by City Council of Riverside, Iowa, on this 21st day of December, 2020.

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

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

Allen Schneider, Mayor

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

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

Becky LaRoche, City Clerk

# COUNCIL PACKET

## CHAPTER 124

## FIREWORKS

1. Manufacture fireworks within the City limits.
2. Sell Display Fireworks within the City limits.
3. It shall be unlawful for a person to use or explode Consumer Fireworks within the City Limits of Riverside, Iowa.
4. It shall be unlawful for a person to possess, use or explode Display Fireworks, except in possession of and in compliance with all requirements of a permit issued by Riverside under this ordinance.

**124.04 SALE OF CONSUMER FIREWORKS.** It shall be unlawful for any person to offer for sale, expose for sale or sell Consumer Fireworks, unless the person is a retailer or community group defined in Chapter 100, Iowa Code, and possess and complies with all requirements of a Consumer Fireworks seller license issued by the State Fire Marshall. In addition, any person shall also possess a permit and proof of insurance from the City of Riverside in order to offer for sale, expose for sale or sell Consumer Fireworks. The cost of said permit shall be set by resolution of the City.

1. Consumer Fireworks shall only be sold during the following dates and times as established by Iowa Code:

A. For fireworks sold within a permanent building or structure, they may only be displayed and sold between the dates of June 6<sup>th</sup> and July 8<sup>th</sup> and December 10<sup>th</sup> and January 3<sup>rd</sup>.

B. For fireworks sold within a temporary structure, they may only be displayed and sold between the dates of June 13<sup>th</sup> and July 8<sup>th</sup>.

2. Consumer Fireworks may only be sold in the following zoning districts of the City of Riverside:

A. C-1 and C-2

B. M-1 and M-2

3. Consumer Fireworks may not be sold on public property or within a residential zoning district.

**124.05 SEIZURE OF FIREWORKS.** The Fire Chief may seize, take, remove or cause to be removed, at the expense of the owner, all Consumer Fireworks or Display Fireworks offered or exposed for sales, used, stored, possessed or held in violation of this Chapter.

**124.06 EXEMPTIONS.** The City Council may, upon application in writing, grant a permit for the use of Display Fireworks by municipalities, fair associations, amusement parks, or other organizations or groups approved by the City when the Display Fireworks will be handled by a competent operator as determined by the Fire Chief. The cost of the permit shall be set by resolution of the City. No Display Fireworks shall be used or exploded in the City of Riverside without a permit. In addition, proof of insurance at the following levels shall be required to receive a permit:



**Trek**  
**"Where the Best Begins"**  
**DISPLAY FIREWORKS PERMIT APPLICATION**

Riverside Code 124.06. City Council may, upon applications in writing, grant a permit for the use of Display Fireworks by municipalities, fair associations, amusement parks, or other organizations or groups approved by the City when the Display Fireworks will be handled by a competent operator as determined by the Fire Chief.

**Proof of Insurance: Personal Injury, \$500,000 per person; Property Damage \$500,000; Total exposure \$1,000,000.**

Display Date: \_\_\_\_\_ Rain Date, if applicable: \_\_\_\_\_

Time of Display: \_\_\_\_\_

***Name of Organization Purchasing Display:***

\_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

***Name of designated Pyrotechnician:***

\_\_\_\_\_

Location of Event: \_\_\_\_\_

Insurance Certificate Holder: \_\_\_\_\_

Proof of Insurance Included with application:  Yes  No

Council Approval: \_\_\_\_\_

**RESOLUTION #122120-02**

**RESOLUTION APPOINTING OFFICIAL NEWSPAPER FOR PUBLICATIONS**

**WHEREAS**, the City of Riverside finds it necessary on an annual basis to designate a newspaper of general circulation within the community as the appropriate entity for the publication of all official notices and proceedings;

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

“The News” to be the official weekly newspaper for the City of Riverside, Iowa and that such designation shall be in effect for one year beginning with the first council meeting in January 2021, through December 31, 2021.

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

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

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** this 21st day of December, 2020 by the City Council of Riverside, IA.

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

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

Allen Schneider, Mayor

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

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

Becky LaRoche, City Clerk

# The News

419 B Avenue, PO Box 430 | Kalona, IA 52247-0430 | Phone (319) 656-2273 | Fax (319) 656-2299

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December 1, 2020

Mayor Allen Schneider  
City of Riverside  
60 Greene St.  
PO Box 188  
Riverside, IA 52327

Honorable Mayor and City Council Members:

The News newspaper requests to once again be named an official newspaper for the City of Riverside. We appreciate our ongoing partnership with the city to provide Riverside residents with public notices that affect their lives.

I am available to answer any questions from council members if there are any.

All the best,



Ron Slechta  
Publisher/Owner

RESOLUTION #122120-03

RESOLUTION APPROVING FINAL CLOSEOUT AGREEMENT WITH J&L CONSTRUCTION FOR 4TH STREET IMPROVEMENTS PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff, and it is the opinion of the City Engineering Firm that the City Council hereby accepts the Closeout Agreement with J&L Construction for the 4th Street project.

Whereas, some of the sod was pulled up and then replaced for ditch work on the south side of 4<sup>th</sup> Street, and the City wants to ensure that this sod survives through the winter,

Whereas, project will be closed out and retainage of \$2170.00 will be held by City in accordance with contract. Sod reviewed in early May, 2021with replacement, if needed, complete by June 1, 2020.

Therefore, be it resolved the City of Riverside City Council does hereby approve this Closeout Agreement to J&L Construction for the 4th Street project.

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 21st day of December, 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

December 15, 2020

2245-045

4<sup>th</sup> Street Improvements Project  
Closeout Agreement

Some of the sod was pulled up and then replaced for ditch work on the south side of 4<sup>th</sup> Street in the east half of the block between Ella Street and Rose Street and the City wants ensure this sod survives through the winter. There is an area of 31 SQ of sod which was pulled up and then replaced in December of 2020.

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. \$2,170.00 of the retainage will be held by the City. Bid price for sod is \$70/SQ so this is the price paid for this sod.
2. All sod areas will be reviewed in early May of 2021 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, 2021
4. Contractor shall provide maintenance of replaced sod areas for 30 days as outlined by SUDAS specifications in 2021
5. City shall release \$2,170.00 to the Contractor once all sod areas have been accepted in Spring 2021
6. This agreement shall only apply to sod areas pulled up and replaced in December 2020

Approved by:

\_\_\_\_\_  
J&L Construction

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

2245045sodagreement.docx

**RESOLUTION #122120-04**

**RESOLUTION APPROVING FINAL ACCEPTANCE FROM J&L  
CONSTRUCTION FOR 4TH STREET IMPROVEMENTS PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff, and it is the opinion of the City Engineering Firm that the City Council hereby accepts the final improvements from J&L Construction for the 4th Street project.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve this request for "Final Acceptance" to J&L Construction for the 4th Street project. Retainage has been reduced by \$2170.00 for possible sod replacement in Spring 2021.

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

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

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by City Council of Riverside, Iowa, on this 21st day of December, 2020.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk



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Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

December 16, 2020

2245-045

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

Re: 4th Street Improvements Project – Final Acceptance and Release of Retainage

Mayor Schneider and City Council,

The public improvements for this project have been constructed in substantial conformance with the project plans and specifications. All outstanding work has been completed. All lien waivers have been submitted. There is a separate agreement for review and possible replacement of a portion of the sod in Spring 2021.

I recommend that this project be accepted by the council and that the final payment be approved. The retainage has been reduced by \$2,170.00 per the sod agreement. The final payment of \$41,186.46 can be sent to the contractor.

Respectfully submitted,

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

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**RESOLUTION #122120-05**

**RESOLUTION APPROVING PAY REQUEST #8 FOR J&L  
CONSTRUCTION, LLC, FOR 4<sup>th</sup> STREET  
CONSTRUCTION PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this pay request #8 in the amount of \$41,187.46 for payment of this project.

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the Pay Request #8 for work done on the 4<sup>TH</sup> Street project from 11/09/20 to 12/11/20, with 96.90% complete.

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

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

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by City Council of Riverside, Iowa, on this 21<sup>st</sup> day of December, 2020.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

**COUNCIL PACKET**

**CONSTRUCTION PROGRESS PAYMENT**

Project Description	PN: 2245045
Contract Date	<u>4th Street Improvements</u>
	<u>16-Apr-20</u>
Contractor:	<u>J&amp;L Construction</u>
Owner:	<u>City of Riverside</u>
Address:	<u>Attn:</u>
City, St., Zip:	<u>60 N. Greene Street</u>
Phone:	<u>Riverside, IA 52327</u>
Fax:	<u>319-648-3501</u>
	<u>319-653-2410</u>

Estimate #	<input type="checkbox"/> 8	FOR PERIOD:	Owner PN
	<input type="checkbox"/> Partial Payment	FROM: <u>11/9/20</u>	Federal PN
	<input checked="" type="checkbox"/> Final Payment	TO: <u>12/11/20</u>	State PN

Base Contract Price	\$875,061.25
---------------------	--------------

Materials on Hand	\$ -
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Change #	1	\$442.75
Change #	2	\$4,507.00
Change #	3	\$3,500.00
Change #	4	\$2,830.00
Change #	5	\$715.00
Change #	6	\$1,088.00
Change #	7	\$750.00
Change #	8	\$1,120.00
Change #	9	\$100.00
Change #	10	\$7,750.00
Change #	11	(\$146.26)

Construction Completed	\$869,928.24
	96.90%
Total Earned	\$869,928.24
Less Retainage	\$2,170.00
Less Previous Payment	\$826,570.78
Amount Due This Est	\$41,187.46

Total Contract	\$897,717.74
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Requested by: \_\_\_\_\_  
Jay Peiffer  
 Title: \_\_\_\_\_  
Vice President  
 Date: \_\_\_\_\_

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

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

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

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

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COUNCIL PACKET

4th Street Improvements Project

8

Pay Estimate No.:

Payable to: J&L Construction  
 Date: December 16, 2020  
 Week Ending: December 11, 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	\$4,100.00	\$ 4,100.00	-	\$ -	1.00	\$ 4,100.00
2	Mobilization	LS	1	\$46,500.00	\$ 46,500.00	-	\$ -	1.00	\$ 46,500.00
3	Removal of Tree	EA	22	\$650.00	\$ 14,300.00	-	\$ -	22.00	\$ 14,300.00
4	Removal of Shrub	EA	7	\$105.00	\$ 735.00	-	\$ -	7.00	\$ 735.00
5	Off Site Topsoil	CY	600	\$35.00	\$ 21,000.00	-	\$ -	595.00	\$ 20,825.00
6	Excavation, Class 13, Waste	CY	2370	\$19.00	\$ 45,030.00	-	\$ -	2,370.00	\$ 45,030.00
7	Below Grade Excavation (Core Out)	CY	500	\$55.00	\$ 27,500.00	-	\$ -	-	\$ -
8	Subgrade Preparation	SY	5,222	\$3.25	\$ 16,971.50	-	\$ -	5,222.00	\$ 16,971.50
9	Subbase, Modified, 4" Thick Rock for PCC Sidewalk & PCC Driveway **	SY	1,385	\$8.00	\$ 11,080.00	-	\$ -	1,389.00	\$ 10,962.00
10	Subbase, Modified, 6" Thick Rock for PCC and HMA Paving *	SY	5,257	\$9.00	\$ 47,313.00	-	\$ -	5,262.00	\$ 47,356.00
11	Backfilling of Curbs	LF	2,375	\$15.00	\$ 35,625.00	-	\$ -	2,375.00	\$ 35,625.00
12	Granular Trench Backfill, Class A Crushed Stone, 12" Storm Sewer	LF	205	\$22.00	\$ 4,510.00	-	\$ -	205.00	\$ 4,510.00
13	Granular Trench Backfill, Class A Crushed Stone, 15" Storm Sewer	LF	31	\$22.00	\$ 682.00	-	\$ -	31.00	\$ 682.00
14	Granular Trench Backfill, Porous Backfill, 8" Storm Sewer	LF	88	\$25.00	\$ 2,200.00	-	\$ -	88.00	\$ 2,200.00
15	Granular Trench Backfill, Porous Backfill, 12" Storm Sewer	LF	237	\$25.00	\$ 5,925.00	-	\$ -	237.00	\$ 5,925.00
16	Granular Trench Backfill, Porous Backfill, 15" Storm Sewer	LF	128	\$25.00	\$ 3,200.00	-	\$ -	128.00	\$ 3,200.00
17	Storm Sewer, Trenched, ADS N-12, 8" Dia.	LF	326	\$33.00	\$ 10,758.00	-	\$ -	326.00	\$ 10,758.00
18	Storm Sewer, Trenched, ADS N-12, 12" Dia.	LF	250	\$36.00	\$ 9,000.00	-	\$ -	250.00	\$ 9,000.00
19	Storm Sewer, Trenched, RCP or Polypropylene, 12" Dia.	LF	442	\$37.00	\$ 16,354.00	-	\$ -	442.00	\$ 16,354.00
20	Storm Sewer, Trenched, RCP or Polypropylene, 15" Dia.	LF	199	\$40.00	\$ 7,960.00	-	\$ -	199.00	\$ 7,960.00
21	Storm Sewer, Trenched, RCP or Polypropylene, 18" Dia.	LF	79	\$44.00	\$ 3,476.00	-	\$ -	79.00	\$ 3,476.00
22	Removal of Culvert	EA	6	\$300.00	\$ 1,800.00	-	\$ -	6.00	\$ 1,800.00
23	Flared End Section, RCP, 18"	EA	1	\$900.00	\$ 900.00	-	\$ -	1.00	\$ 900.00
24	Longitudinal Subdrain, Type 2, 6"	LF	1,486	\$9.75	\$ 14,576.25	-	\$ -	1,485.00	\$ 14,576.25
25	Subdrain Cleanout, Type A-1	EA	9	\$430.00	\$ 3,870.00	-	\$ -	9.00	\$ 3,870.00
26	Subdrain Outlet, Connection to Structure	EA	10	\$110.00	\$ 1,100.00	-	\$ -	10.00	\$ 1,100.00
27	Connected Existing Sump Pump Outlet or Downspout Drain to Storm Sewer or Subdrain	EA	3	\$250.00	\$ 750.00	-	\$ -	3.00	\$ 750.00
28	Water Main, 6", PVC DR-18 *	LF	1,057	\$41.00	\$ 43,337.00	-	\$ -	1,057.00	\$ 43,337.00
29	Water Main, Trenchless, 6", Restrained Joint PVC DR-18	LF	85	\$85.00	\$ 7,225.00	-	\$ -	85.00	\$ 7,225.00
30	Install 6" x 6" Tee	EA	2	\$1,800.00	\$ 3,600.00	-	\$ -	2.00	\$ 3,600.00
31	Remove Existing Valve and Tee and Install Sleeve	EA	1	\$2,000.00	\$ 2,000.00	-	\$ -	1.00	\$ 2,000.00
32	Remove Existing Valve Box	EA	2	\$300.00	\$ 600.00	-	\$ -	2.00	\$ 600.00
33	Connect to Existing Water Main	EA	1	\$1,800.00	\$ 1,800.00	-	\$ -	1.00	\$ 1,800.00
34	Water Service, Main to Curb Stop, 1" PE 200 PSI	EA	8	\$800.00	\$ 6,400.00	-	\$ -	8.00	\$ 6,400.00
35	Water Service, Main to Curb Stop on Opposite Side of Street, 1" PE 200 PSI	EA	8	\$1,630.00	\$ 13,040.00	-	\$ -	9.00	\$ 14,670.00
36	Exploratory Excavation for Water Main	EA	1	\$1,800.00	\$ 1,800.00	-	\$ -	1.00	\$ 1,800.00
37	Gate Valve, 6"	EA	3	\$950.00	\$ 2,850.00	-	\$ -	3.00	\$ 2,850.00
38	Fire Hydrant Assembly	EA	1	\$4,050.00	\$ 4,050.00	-	\$ -	1.00	\$ 4,050.00
39	Remove Existing Fire Hydrant Assembly	EA	1	\$300.00	\$ 300.00	-	\$ -	1.00	\$ 300.00
40	Storm Sewer Manhole, Type SW-401, 48"	EA	1	\$4,000.00	\$ 4,000.00	-	\$ -	1.00	\$ 4,000.00
41	Storm Intake, Type SW-509	EA	8	\$4,500.00	\$ 36,000.00	-	\$ -	9.00	\$ 40,500.00
42	Storm Intake, Type SW-512, 24"	EA	7	\$1,500.00	\$ 10,500.00	-	\$ -	7.00	\$ 10,500.00
43	Storm Intake, Type SW-541	EA	4	\$5,800.00	\$ 23,200.00	-	\$ -	3.00	\$ 17,400.00
44	Storm Intake, Vane Drain	LF	36	\$250.00	\$ 9,000.00	-	\$ -	36.00	\$ 9,000.00
45	Connect to Existing Storm Structure	EA	1	\$1,000.00	\$ 1,000.00	-	\$ -	1.00	\$ 1,000.00
46	Removal of Storm Structure	EA	1	\$350.00	\$ 350.00	-	\$ -	1.00	\$ 350.00
47	PCC Pavement, 7"	SY	4,420	\$43.50	\$ 192,270.00	-	\$ -	4,425.00	\$ 192,487.50

# 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
48	Removal of Pavement	SY	128	\$11.00	\$ 1,408.00	-	\$ -	133.00	\$ 1,463.00
49	HMA Pavement, 4" **	SY	262	\$63.00	\$ 13,866.00	-	\$ -	309.00	\$ 16,377.00
50	Adjust Sanitary Manhole Rim	EA	2	\$385.00	\$ 770.00	-	\$ -	2.00	\$ 770.00
51	Removal of Sidewalk	SY	977	\$15.00	\$ 13,755.00	-	\$ -	917.00	\$ 13,755.00
52	Removal of Paved Driveway **	SY	89	\$9.00	\$ 801.00	-	\$ -	73.00	\$ 657.00
53	PCC Sidewalk, 5"	SY	1051	\$51.50	\$ 54,126.50	-	\$ -	1,051.00	\$ 54,126.50
54	Detectable Warnings	SF	106	\$35.00	\$ 3,710.00	-	\$ -	106.00	\$ 3,710.00
55	PCC Driveway, 6" Thick **	SY	332	\$51.00	\$ 16,932.00	-	\$ -	316.00	\$ 16,116.00
56	Granular Driveway Surfacing, Class A Crushed Stone ***	TONS	23	\$30.00	\$ 690.00	-	\$ -	23.00	\$ 690.00
57	Sod ****	SQ	445	\$70.00	\$ 31,150.00	-	\$ -	445.00	\$ 31,150.00
58	SWPPP Management	LF	1400	\$1,200.00	\$ 1,200,000.00	-	\$ -	1.00	\$ 1,200.00
59	Silt Fence	LF	1400	\$1,500.00	\$ 2,100,000.00	-	\$ -	960.00	\$ 1,485,000.00
60	Silt Fence, Clean Out-Sediment	LF	1400	\$0.50	\$ 700.00	-	\$ -	-	\$ -
61	Inlet Protection Device	EA	23	\$55.00	\$ 1,265.00	-	\$ -	18.00	\$ 990.00
62	Inlet Protection Device Maintenance	EA	23	\$26.00	\$ 578.00	-	\$ -	-	\$ -
63	Segmental Block Retaining Wall ****	SF	340	\$50.00	\$ 17,000.00	-	\$ -	340.00	\$ 17,000.00
64	PCC Concrete Steps, Type A	SF	140	\$51.00	\$ 7,140.00	-	\$ -	140.00	\$ 7,140.00
65	Remove and Reinstall Signs	EA	3	\$250.00	\$ 750.00	-	\$ -	3.00	\$ 750.00
	<b>TOTAL CONTRACT</b>				\$ 868,496.25		\$ -		\$ 868,706.75
C.O. #1	Trim Tree Branches at 311 E. 4th Street	LS	1,000	\$442.75	\$ 442,750.00	-	\$ -	1,000	\$ 442,750.00
	<b>TOTAL CHANGE C.O. #1</b>				\$ 442,750.00		\$ -		\$ 442,750.00
C.O. #3	Storm Intake, Type SW-507	EA	1,000	\$3,500.00	\$ 3,500,000.00	-	\$ -	1,000	\$ 3,500,000.00
	<b>TOTAL CHANGE C.O. #3</b>				\$ 3,500,000.00		\$ -		\$ 3,500,000.00
C.O. #4	Lower Sanitary Service at 315 E. 4th Street	LS	1,000	\$1,850.00	\$ 1,850,000.00	-	\$ -	1,000	\$ 1,850,000.00
	Lower Sanitary Service at 241 E. 4th Street	LS	1,000	\$980.00	\$ 980,000.00	-	\$ -	1,000	\$ 980,000.00
	<b>TOTAL CHANGE C.O. #4</b>				\$ 2,830,000.00		\$ -		\$ 2,830,000.00
C.O. #5	Granular Trench Backfill	TON	65,000	\$11.00	\$ 715,000.00	-	\$ -	65,000	\$ 715,000.00
	<b>TOTAL CHANGE C.O. #5</b>				\$ 715,000.00		\$ -		\$ 715,000.00
C.O. #7	Lower Water Service at 310 N. Rose Street	LS	1,000	\$660.00	\$ 660,000.00	-	\$ -	1,000	\$ 660,000.00
	<b>TOTAL CHANGE C.O. #7</b>				\$ 660,000.00		\$ -		\$ 660,000.00
C.O. #8	Seed, Fertilize and Hydromulch	SQ	20,000	\$56.00	\$ 1,120,000.00	-	\$ -	20,000	\$ 1,120,000.00
	<b>TOTAL CHANGE C.O. #8</b>				\$ 1,120,000.00		\$ -		\$ 1,120,000.00
C.O. #9	Replace Sidewalk Panel at 280 N. Ella Street	LS	1,000	\$100.00	\$ 100,000.00	-	\$ -	1,000	\$ 100,000.00
	<b>TOTAL CHANGE C.O. #9</b>				\$ 100,000.00		\$ -		\$ 100,000.00
C.O. #11	Price Reduction for Thin Sidewalk	LS	1,000	-\$146.26	-\$ 146,260.00	1,000	\$ (146,260.00)	1,000	\$ (146,260.00)
	<b>TOTAL CHANGE C.O. #11</b>				\$ (146,260.00)		\$ (146,260.00)		\$ (146,260.00)
	<b>TOTAL CONTRACT WITH CHANGE ORDERS</b>				\$ 897,717.74		\$ (146,260.00)		\$ 869,928.24

\* Quantity Changed with Change Order #2  
 \*\* Quantity Changed with Change Order #6  
 \*\*\* Quantity Changed with Change Order #7  
 \*\*\*\* Quantity Changed with Change Order #10

Pay Estimate #1 \$ 27,274.50  
 Pay Estimate #2 \$ 172,694.33  
 Pay Estimate #3 \$ 174,401.23  
 Pay Estimate #4 \$ 106,931.53  
 Pay Estimate #5 \$ 282,804.31  
 Pay Estimate #6 \$ 61,004.25  
 Pay Estimate #7 \$ 1,460.63

Retainage \_\_\_\_\_ For Sod \_\_\_\_\_ \$ 2,170.00

Total Value of Completed Work Less Retainage \$ 867,758.24

Previous Payments \$ 826,570.78  
 Current Payment Due \$ 41,187.46

# COUNCIL PACKET

12-17-2020 04:28 PM

CITY OF RIVERSIDE  
 POOLED CASH REPORT (FUND 999)  
 AS OF: NOVEMBER 30TH, 2020

PAGE: 1

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>				
001-1110	CHECKING ACCT-GENERAL FUND	609,008.25 (	40,811.15)	568,197.10
002-1110	CHECKING ACCT-FIRE DEP.	147,752.83 (	4,238.20)	143,514.63
003-1110	CHECKING ACCT.-EMS DEPT.	0.00	0.00	0.00
110-1110	CHECKING ACCT-ROAD USE TAX	199,439.07 (	40,816.06)	158,623.01
121-1110	CHECKING ACCT-LOST	167,041.01	22,426.73	189,467.74
125-1110	CHECKING ACCT-TIF	0.00	0.00	0.00
145-1110	CHECKING ACCT-CASINO REVENUE	54,534.41	83,851.88	138,386.29
200-1110	CHECKING ACCT-DEBT SERVICE	0.00 (	4,350.00)	4,350.00)
301-1110	CHECKING ACCT-CAP PROJECTS	108,932.26 (	10,989.47)	97,942.79
302-1110	COMMUNITY CENTER FUNDS	1,016,306.21	3,491.74	1,019,797.95
600-1110	CHECKING ACCT-WATER	561,400.41 (	75,873.45)	485,526.96
610-1110	CHECKING ACCT-SEWER	286,260.91	8,233.52	294,494.43
670-1110	CHECKING ACCT-GARBAGE	9,602.49	208.19	9,810.68
680-1110	CHECKING ACCT-STORM WATER	10,931.45	1,562.90	12,494.35
TOTAL CLAIM ON CASH		3,171,209.30 (	57,303.37)	3,113,905.93

CASH IN BANK - POOLED CASH

999-1110	CASH IN BANK	740,914.44 (	76,165.73)	664,748.71
999-1112	PEOPLES BANK MONEY MARKET	1,424,936.31 (	299,080.94)	1,125,855.37
999-1114	HILLS BANK	29,375.77	15,155.73	44,531.50
999-1115	CB FUND	202,434.28	299,415.33	501,849.61
999-1116	COMMUNITY BUILDING CD #18936	0.00	0.00	0.00
999-1117	COMMUNITY BUILDING CD#18975	290,836.76	1,905.98	292,742.74
999-1118	WATER RESERVES CD#921190	258,972.40	0.00	258,972.40
999-1119	COMMUNITY BUILDING CD#19068	223,739.34	1,466.26	225,205.60
SUBTOTAL CASH IN BANK - POOLED CASH		3,171,209.30 (	57,303.37)	3,113,905.93

WAGES PAYABLE

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

TOTAL CASH IN BANK - POOLED CASH      3,171,209.30 (      57,303.37)      3,113,905.93

DUE TO OTHER FUNDS - POOLED CASH

999-2100 DUE TO OTHER FUNDS      3,171,209.30 (      57,303.37)      3,113,905.93

TOTAL DUE TO OTHER FUNDS      3,171,209.30 (      57,303.37)      3,113,905.93



# COUNCIL PACKET

12-17-2020 04:28 PM

CITY OF RIVERSIDE  
 POOLED CASH REPORT (FUND 999)  
 AS OF: NOVEMBER 30TH, 2020

PAGE: 2

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>DUE TO POOLED CASH</u>				
001-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
002-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
003-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
110-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
121-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
125-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
145-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
200-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
301-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
600-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
610-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
670-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
680-2020	ACCOUNTS PAYABLE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL DUE TO POOLED CASH		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>DUE FROM OTHER FUNDS</u>				
999-1330	DUE FROM OTHER FUNDS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL DUE FROM OTHER FUNDS		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>ACCOUNTS PAYABLE -- POOLED CASH</u>				
999-2020	ACCOUNTS PAYABLE CONTROL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL ACCOUNTS PAYABLE POOLED CASH		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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

(A)	(B)	(C)
CLAIM ON CASH            3,113,905.93	CLAIM ON CASH            3,113,905.93	CASH IN BANK            3,113,905.93
CASH IN BANK <u>3,113,905.93</u>	DUE TO OTHER FUNDS <u>3,113,905.93</u>	DUE TO OTHER FUNDS <u>3,113,905.93</u>
DIFFERENCE              0.00	DIFFERENCE              0.00	DIFFERENCE              0.00

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

(D)	(E)	(F)
AP PENDING              0.00	AP PENDING              0.00	DUE FROM OTHER FUNDS    0.00
DUE FROM OTHER FUNDS <u>0.00</u>	ACCOUNTS PAYABLE <u>0.00</u>	ACCOUNTS PAYABLE <u>0.00</u>
DIFFERENCE              0.00	DIFFERENCE              0.00	DIFFERENCE              0.00

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

CITY OF RIVERSIDE  
 MTD TREASURERS REPORT  
 AS OF: NOVEMBER 30TH, 2020

COUNCIL PACKET

IND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCUAL ENDING CASH BALANCE
001-GENERAL FUND	609,008.25	19,589.44	60,511.88	568,085.81 (	57.76)	53.53	568,197.10
002-FIRE DEPARTMENT	147,752.83	3,000.00	7,238.20	143,514.63	0.00	0.00	143,514.63
10-ROAD USE TAX	199,439.07	12,365.76	53,181.82	158,623.01	0.00	0.00	158,623.01
21-LOCAL OPTION SALES TAX	167,041.01	22,426.73	0.00	189,467.74	0.00	0.00	189,467.74
25-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45-CASINO REVENUE FUND	54,534.41	85,534.90	1,683.02	138,386.29	0.00	0.00	138,386.29
00-DEBT SERVICE	0.00	0.00	4,350.00 (	4,350.00)	0.00	0.00 (	4,350.00
01-CAPITAL PROJECTS	108,932.26	0.00	10,989.47	97,942.79	0.00	0.00	97,942.79
02-COMMUNITY CENTER FUNDS	1,016,306.21	3,491.74	0.00	1,019,797.95	0.00	0.00	1,019,797.95
00-WATER FUND	561,400.41	30,907.15	106,780.60	485,526.96	0.00	0.00	485,526.96
10-SEWER FUND	286,260.91	28,309.65	20,076.13	294,494.43	0.00	0.00	294,494.43
70-LANDFILL/GARBAGE	9,602.49	7,296.94	7,088.75	9,810.68	0.00	0.00	9,810.68
80-STORM WATER	10,931.45	1,562.90	0.00	12,494.35	0.00	0.00	12,494.35
<b>TOTAL</b>	<b>3,171,209.30</b>	<b>214,485.21</b>	<b>271,899.87</b>	<b>3,113,794.64 (</b>	<b>57.76)</b>	<b>53.53</b>	<b>3,113,905.95</b>

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

CITY of RIVERSIDE FUND BALANCES 11-30-2020

FUND	NAME	BALANCE 9-30-20	RESERVES	AVAILABLE FY 21
001	GENERAL	\$ 568,197.10	\$ (145,306.62)	\$ 422,890.48
110	R-USE	\$ 158,623.01	\$ -	\$ 158,623.01
121	LOST	\$ 189,467.74	\$ -	\$ 189,467.74
145	CASINO	\$ 138,386.29	\$ -	\$ 138,386.29
200	DEBT	\$ (4,350.00)	\$ -	\$ (4,350.00)
301	CAP PRO	\$ 97,942.79	\$ (200,000.00)	\$ (102,057.21)
302	CB FUNDS	\$ 1,019,797.95	\$ (1,019,797.95)	\$ -
600	WATER	\$ 485,526.96	\$ (73,383.30)	\$ 412,143.66
610	SEWER	\$ 294,494.43	\$ (66,837.84)	\$ 227,656.59
CD	RESERVE	\$ (258,972.40)	HILLS BANK	\$ (258,972.40)
670	GARBAGE	\$ 9,810.68	\$ -	\$ 9,810.68
680	STORM	\$ 12,494.35	\$ -	\$ 12,494.35
	TOTAL	\$ 3,113,905.93	\$ (1,854,160.95)	\$ 1,259,744.98
<b>POOLED CASH BALANCE 9/30/20</b>				
<b>COMM. BUILDING SET A SIDE</b>				
			<b>INTEREST RATE</b>	<b>MATURITY</b>
CD	18975	\$ 292,742.74	2.60%	2/5/2022
CD	19068	\$ 225,205.60	2.60%	8/30/2022
SAV	67928	\$ 501,849.61	0.25%	
TOTAL	302 FUND	\$ 1,019,797.95		
CD	29089	\$ 258,972.40	2.82%	2/25/2021 WATER @ HILLS BANK
CHECK	35308	\$ 664,748.71	0.15%	
MIM	67545	\$ 1,125,855.37	0.25%	
HILLS	2656940	\$ 44,531.50	0.24%	WATER ACH BALANCE
TOTAL		\$ 3,113,905.93		
LESS RESERVES		\$ (1,854,160.95)		
LIQUID CASH		\$ 1,259,744.98	11/30/2020	

# COUNCIL PACKET

11/30/2020

		<b>\$ 3,113,905.93</b>		
<b>Cash on Hand</b>				
Peoples Checking		\$ 664,748.71		
Peoples MM		\$ 1,125,855.37		
Hills Bank		\$ 44,531.50	(water/sewer/Garb)	
			\$ 1,835,135.58	
<b>CD's and Savings</b>				
		<b>CD's</b>	<b>Savings</b>	
CC CD's		\$ 517,948.34		
Water CD		\$ 258,972.40		
CC Savings			\$ 501,849.61	
		\$ 776,920.74	\$ 501,849.61	

\$ 3,113,905.93

	Cash	CD's	Savings Account	Reserves	
	\$ 1,835,135.58				
General	\$ 222,890.48			\$ 345,306.62	****
Fire	\$ 53,651.79			\$ 89,862.84	***
RUT	\$ 158,623.01				
LOST	\$ 189,467.74				
TIF					
Casino Rev	\$ 138,386.29				
Debt Svc	\$ (4,350.00)				
Capital Projects	\$ 97,942.79				
CC Funds		\$ 517,923.74	\$ 501,874.21		
Water	\$ 63,171.26	\$ 258,972.40		\$ 163,383.30	*
Sewer	\$ 147,656.59			\$ 146,837.84	**
Garbage	\$ 9,810.68				
Storm Water	\$ 12,494.35				
<b>Total</b>	<b>\$ 1,089,744.98</b>	<b>\$ 776,896.14</b>	<b>\$ 501,874.21</b>	<b>\$ 745,390.60</b>	

**Treasurer's Report \$ 3,113,905.93**

(All cash, CD's,  
Savings, Reserves)

\* Water-membranes \$90,000, \$73,383.30 Reserves

\*\*Sewer-Engie \$35,000, \$45,000 Lift Station #1, \$66,837.84 Reserves

\*\*\*FD unspent funds previous years

\*\*\*\*3 months reserves, \$200,000 lot sales

\*\*\*\*\*transfer from casino to capital projects to fund 200,000 lot sales

## COUNCIL PACKET

### **Calendar year 2021 city hall closing for holidays**

January 1<sup>ST</sup> New Year's Day

February 15<sup>th</sup> President's Day

May 31<sup>st</sup> Memorial Day

July 5<sup>th</sup> Independence Day

September 6<sup>th</sup> Labor Day

November 11<sup>th</sup> Veterans Day

November 25<sup>th</sup> Thanksgiving

November 26<sup>th</sup> Friday after Thanksgiving

December 24<sup>th</sup> Christmas Eve

December 27<sup>th</sup> Christmas (25<sup>th</sup> falls on a Saturday)

December 31<sup>st</sup> New Year's Eve Day

### **Calendar year 2022 city hall closing for holidays**

January 3<sup>rd</sup> New Year's Day (1<sup>st</sup> falls on a Saturday)

# COUNCIL PACKET

## HOLIDAYS

- New Year's Eve Day
- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

The City of Riverside will grant paid holiday time off to all regular full-time employees and to regular part-time employees whose regular work schedule is 20 hours or more per week, pro-rated according to the schedule set forth in "Employee Benefits." Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would regularly have worked on that day.

If a recognized holiday falls on a Saturday or Sunday, the holiday is observed on the previous Friday or following Monday.

If a recognized holiday falls during an eligible employee's paid leave, holiday pay will be provided instead of the paid leave benefit that would otherwise have applied.

If an eligible nonexempt full-time employee works on a recognized holiday, employee will receive wages at straight-time rate for the observed holiday, plus wages one and one-half times his/her straight-time rate for the hours worked.

If, during a week in which a holiday falls, an employee is **required** to work overtime, the holiday hours will be considered time worked for the purpose of determining overtime pay.

## COMPENSATION TIME

The employee may accrue 80 hours of compensation time and hours accumulated above that will be paid overtime. Employee will be paid unused hours upon resignation or retirement upon proper notice. The use of compensation time hours will not be utilized in the calculation of overtime.

COUNCIL PACKET

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA  
RIVERSIDE FIRE DEPARTMENT  
271 E 1<sup>ST</sup> ST**

JOINT COUNCIL, PLANNING & ZONING WORK SESSION  
Monday, December 14, 2020 – 6:00 P.M.

Council attending: Mayor Schneider, Council Rodgers, Sexton, McGuire, Schneider.  
P& Z attending: Westfall, Schnoebelen, Keine, Schneider, Yoder

Due to a miscommunication, the Highland High School class was not in attendance. The group discussed the next steps, including prioritizing projects, alternating Parks, Street and Water/Sewer Projects per year. Council will be working on a five-year capital project plan with detailed cost estimates at the budget work session in January. The top projects for Parks will be: Railroad Park, surface and parking, Hall Park Boat Ramp, Hall Park Shelter, Athletic fields by the school, and a Star Trek Trail. MMS will provide a draft report for the next meeting.

Christine Yancey  
City Administrator

Employee Management - (View)

File Edit Options Help



Employee Number

Name

\*\* Notes \*\*

General Deductions Leave Rates Base Information Comments YTD History Rate Log

Leave	Accrual		Balance		Taken	Adjustment	Balance	Available
	Code		Forward	Earned				
PERSONAL	(A)	PS	0.00	32.00	24.00	0.00	8.00	8.00
	(B)		0.00	0.00	0.00	0.00	0.00	0.00
	(C)		0.00	0.00	0.00	0.00	0.00	0.00
	(D)		0.00	0.00	0.00	0.00	0.00	0.00
	(E)		0.00	0.00	0.00	0.00	0.00	0.00
	(F)		0.00	0.00	0.00	0.00	0.00	0.00
HOLIDAY	(H)	HOL	0.00	88.00	88.00	24.00	24.00	24.00
SICK PAY	(S)	SL	436.97	92.31	64.50	0.00	464.78	464.78
VACATION	(V)	VAC	80.00	178.10	149.25	0.00	108.85	108.85
Comp. Time			80.00	3.00	83.00	0.00	0.00	0.00

Hire Date

Leave Date

Leave Bank

Edit This Record

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# COUNCIL PACKET

City of Riverside  
Administrator Report  
December 21, 2020

- Staff meetings on Monday at 8:30
- Washington zoom meetings for updates
- Payroll review
- Agenda prep
- Review of past due water bills
- Emails with Sharon Telephone on grant
- Input on FEMA website
- Bi-weekly phone meeting with Mayor
- Phone meeting with Alliant-city receiving refund of \$6,694.19 from audit for LED lights
- Worked with staff on tree list
- Met with resident on nuisance
- Worked with resident on cart size changes
- Worked on "Toys for Tots"
- Discussions with engineer on 4<sup>th</sup> St
- Working on names for meals for January Sr Dining-private donation to Wellman Sr Dining
- Questions from residents on off/even days versus no parking
- FEMA phone meetings on grant
- Bi-weekly phone meeting with Mayor
- Move ins/outs
- Setting up Microsoft Teams meeting

## Public Works:

- Mounted plows, new cutting edges
- Put away planters
- Vehicle Maintenance
- Checked brush/weeds in alleys
- Installed data boxes in speed signs
- Checked on Christmas decorations, installed
- Filled holes on River St, Kleopfer, Railroad St, Washburn
- Prep work for new no parking areas
- Checked out street sweeper
- Cleaned out intakes with leaf blower
- Removed microwave left by park dumpster
- Picked up trash downtown, trails
- Lowered and raised flags-December 7<sup>th</sup>
- Trimmed tree branches in Railroad and Hall Park
- Put snow markers in parks
- Cleaned Conservation Park shelter, grounds
- Worked on speed sign batteries
- Fixed lights in Railroad park

## COUNCIL PACKET

- Talked to local business about overnight parking in city lot
- Picked up cones from Catholic Church
- Snow removal prep
- Pushed snow 4.5 hours on 12/12