

CITY OF RIVERSIDE COUNCIL MEETING AGENDA
RIVERSIDE FIRE DEPARTMENT
271 E 1ST ST
REGULAR MEETING

Monday, January 4, 2021 – 6:00 P.M.

The meeting will be recorded and can be viewed live by visiting the city web site at 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 12-21-2020
 - b. Expenditures for 1-4-2021
4. **Public forum:** 3 minutes per person. See guidelines for public comments at the Clerk's table.
5. MMS Consultants report
 - a. Fourth Street Project – update
 - b. Safe Routes to School-update
6. Mayor Pro-Tem, Committee Appointments
7. Public Hearings, Resolutions, Ordinances
 - a. Resolution #010421-01 Approve Committee Appointments pg.5
 - b. Resolution #010421-02 Mayor Pro-Tem pg. 6
 - c. Resolution #010421-03 Appoint City Attorney pg. 7
 - d. Resolution #010421-04 Approve Library Contract FY21-22 pg. 8
8. City Administrator's report
 - a. Discussion on Community Center Survey
9. 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@cityofriversidelowa.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 21st, 2020

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

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

Sexton moved to approve the minutes of December 7th, 2020, expenditures, November Fire Department report, and Murphy's Liquor License renewal. Second by Rodgers, passed 4-0.

Kalona Library Directors, Trever Shering and Olivia Kahler, presented Kalona Public Library Annual Report. Council discussed the Library Services Contract for FY2021. Shering stated that 30% of Riverside residents use the Library, and they are looking at ways to bring more services to Riverside.

Scott Pottorff, MMS Consultants presented Closeout Agreement on the 4th Street Project. Council will accept final project with \$2170 of retainage held back for possible sod repairs in spring 2021.

Safe Route to School is complete. Pottorff will send final documents to DOT.

Bill Stuke, PeopleService, Inc. presented November water and wastewater report.

Council reviewed Fireworks permit and application fee.

McGuire moved to pass Resolution #122120-01, Approving Fireworks Permit application and the \$35 fee. Second by Schneider, passed 4-0.

Rodgers moved to pass Resolution #12120-02, Appointing "The News" as official City newspaper for publications. Second by McGuire, passed 4-0.

Rodgers moved to pass Resolution #122120-03, Approving Final Closeout Agreement with J&L Construction for the 4th Street Project. Second by Sexton, passed 4-0.

Sexton moved to pass Resolution #122120-04, Final Acceptance from J&L Construction for 4th Street Project. Second by Rodgers, passed 4-0.

Schneider moved to pass Resolution #122120-05, Approving Pay Request #8 from J&L Construction for the 4th Street project in the amount of \$41,187.46. Second by McGuire, passed 4-0.

Admin Yancey presented financial report.

Community Center surveys are coming in. We have 16% returned as of today.

Admin presented City Hall Holiday calendar for 2021.

COUNCIL PACKET

Schneider moved to accept calendar closings for 2021. Second by Rodgers, failed 2-2, Sexton and McGuire opposed.

McGuire moved to accept calendar without December 27th for Christmas Holiday. Second by Sexton, passed 4-0.

Admin discussed the December 14th Park Planning meeting.

Budget work session is set for Monday, January 11, 2021.

No action was taken on vacation carry over request from employee.

Schneider moved to adjourn at 7:58 pm. Second by Rodgers, passed 4-0

Full content of Council Meetings can be viewed on the City web site; riversideiowa.gov

Council Meeting – Monday, January 4th, 2021 at 6:00 p.m. at Fire Station.

ATTEST:

Becky LaRoche; City Clerk

Allen Schneider; Mayor

COUNCIL PACKET

EXPENDITURES JANUARY 4, 2021					
	COUNCIL MEETING	BILLS			
1	ALLIANT ENERGY	PARKS	001-5-430-6371	\$ 307.67	
2	ALLIANT ENERGY	SEWER	610-5-815-6371	\$ 928.96	
3	ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$ 239.88	
4	ALLIANT ENERGY	WATER	600-5-810-6371	\$ 276.14	
5	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$ 1,346.06	
6	ALLIANT ENERGY	FIRE STATION	002-5-150-6330	\$ 625.30	\$ 3,724.01
7	BECKY LaROCHE	CELL	001-5-650-6373	\$ 50.00	
8	BRYAN LENZ	CELL	001-5-430-6373	\$ 50.00	
9	ELECTRIC PUMP	LS #1	610-5-815-6374	\$ 971.50	
10	IPI	NO PARKING SIGNS	110-5-210-6415	\$ 268.95	
11	JAY STUELKE	CELL	001-5-210-6373	\$ 50.00	
12	KUM 'N GO	CITY FUEL	110-5-210-6331	\$ 189.43	
13	KUM 'N GO	RVFD FUEL	002-5-150-6350	\$ 286.24	
14	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$ 127.27	
15	MID AMERICAN ENERGY	RVFD	002-5-150-6330	\$ 182.43	
16	MID AMERICAN ENERGY	C HALL	001-5-650-6371	\$ 53.92	\$ 363.62
17	OMNI SITE	ANNUAL FEE- WASTE WATER	610-5-815-6374	\$ 1,656.00	
18	OMNI SITE	ANNUAL FEE- WATER	600-5-810-6374	\$ 276.00	\$ 1,932.00
19	PEOPLE SERVICES	JAN SERVICE	610-5-815-6500	\$ 11,449.50	
20	PEOPLE SERVICES	JAN SERVICE	600-5-800-6500	\$ 11,449.50	\$ 22,899.00
21	RON'S AUTO	SPEED SIGN BATTERIES	110-5-2110-6415	\$ 287.00	
22	ROZMUS, MARY BETH	GRANT	145-5-650-6419	\$ 1,670.69	
23		TOTAL BILLS		\$ 32,742.44	
24	DECEMBER 2020 EOM PAYABLES				
25	DELTA DENTAL	JAN BILLING	001-5-430-6150	\$ 186.56	
26	LINCOLN NAT'L LIFE INS	JAN BILLING	001-5-620-6150	\$ 288.55	
27	MEDIACOM	RVFD PHONE	002-5-150-6332	\$ 210.28	
28	MEDIACOM	C HALL PHONE	001-5-650-6373	\$ 203.32	
29	WATER REFUNDS	DEPOSIT RETURNED	600-4-810-4501	\$ 148.81	
30	WELLMARK	JAN INSURANCE	001-5-620-6150	\$ 4,021.71	
31	WINDSTREAM	JAN SERVICE	600-5-810-6373	\$ 149.73	
32	WINDSTREAM	JAN SHOP	001-5-210-6373	\$ 171.60	
33	UMB	GO BOND FEE	200-5-710-6899	\$ 250.00	
34		TOTAL PAID BILLS			\$ 5,380.56
35		TOTAL EXPENDITURES		\$ 38,373.00	
36					
37	TOTAL BY FUND				
38	"001"	GENERAL FUND	\$ 7,096.54		
39	"002"	FIRE DEPARTMENT	\$ 1,304.25		
40	"110"	ROAD USE FUND	\$ 745.38		
41	"145"	CASINO FUNDS	\$ 1,670.69		
42	"200"	DEBT SERVICE	\$ 250.00		
43	"301"	CAPITAL PROJECTS	\$ -		
44	"600"	WATER FUND	\$ 12,300.18		
45	"610"	SEWER FUND	\$ 15,005.96		
46	"670"	GARBAGE	\$ -		
47		TOTAL EXPENDITURES	\$ 38,373.00		

COUNCIL PACKET

COMMITTEE APPOINTMENTS 1-6-2020

Mayor Pro Tem

Tom Sexton

Streets Committee:

(Quarterly meetings Feb, May, Aug, Nov))

Bryan Lenz

Jay Stuelke

Bill Stukey

Andy Rodgers

Tom Sexton

Mayor

Parks Committee:

(Quarterly meetings Jan, Apr, Jul, Oct)

Bryan Lenz

Jay Stuelke

Jeanine Redlinger

Andy Rodgers

Tom Sexton-alternate

Planning & Zoning Commission member

Employee Committee:

(Quarterly meetings Jan, Apr, Jul, Oct)

Lois Schneider

Jeanine Redlinger

City Administrator

Mayor

Finance Committee:

(Quarterly meetings Mar, June, Sept, Dec)

City Clerk

City Administrator

Lois Schneider

Edgar McGuire

Mayor

Planning & Zoning:

(Monthly meetings)

Tom Sexton

Fire Department:

(Monthly meetings)

Edgar McGuire

Andy Rodgers

911, Communications, Emergency Management Committee:

Mayor

Alternate-City Administrator

Grant Program Committee:

(Will review and recommend to council all grant applications)

Edgar McGuire, Jeanine Redlinger

City Administrator

Mayor

Two Citizens

Christine Yancey cityadmin@riversideiowa.gov

319-648-3501

319-930-8440

Bryan Lenz streets@riversideiowa.gov

319-325-9287

Jay Stuelke bldginsp@riversideiowa.gov

319-331-3467

Bill Stukey bstukey@peopleservice.com

319-530-3730

COUNCIL PACKET

RESOLUTION #010421-01

RESOLUTION APPOINTING COMMITTEES FOR 2021

WHEREAS the City of Riverside has determined that it is necessary to appoint Streets, Parks, Employee, Finance, Fire Dept., Planning & Zoning, 911, and Grant program Committee members effective January 4th, 2021 to complete the duties described in the City of Riverside Code of Ordinances.

NOW, THEREFORE, BE IT RESOLVED by the City of Riverside City Council of Riverside, IA to designate the attached list of Committee Appointments, through December 31, 2021.

MOVED BY Councilperson _____, Seconded by Councilperson _____ to approved the foregoing resolution.

PASSED AND APPROVED this 4th day of January, 2021 by the City Council of Riverside, IA.

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

Ayes:

Nays:

Absents:

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

COUNCIL PACKET

RESOLUTION #010421-02

RESOLUTION APPOINTING TOM SEXTON AS MAYOR PRO TEM

WHEREAS the City of Riverside has determined that it is necessary to appoint Tom Sexton as Mayor Pro Tem effective January 4th, 2021 to complete the duties described in the Mayor Pro Tem job description in the City of Riverside Code of Ordinances.

NOW, THEREFORE, BE IT RESOLVED by the City of Riverside City Council of Riverside, IA to designate Tom Sexton as Mayor Pro Tem, through December 31, 2021.

MOVED BY Councilperson _____, Seconded by Councilperson _____ to approved the foregoing resolution.

PASSED AND APPROVED this 4th day of January, 2021 by the City Council of Riverside, IA.

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

Ayes:

Nays:

Absents:

Signed: _____

Date: _____

Allen Schneider, Mayor

Attest: _____

Date: _____

Becky LaRoche, City Clerk

COUNCIL PACKET

RESOLUTION #010421-03

RESOLUTION TO APPOINT CITY ATTORNEY FIRM

WHEREAS the City of Riverside has determined that it is necessary to appoint a City Attorney Firm to advise the City Council and staff on matters of the City's legal business.

NOW, THEREFORE, BE IT RESOLVED by the City of Riverside City Council of Riverside, IA to designate William J. Sueppel of Meardon, Sueppel, & Downer P.L.C., Iowa City, as the City Attorney Firm for the City of Riverside, IA and

BE IT RESOLVED that designation shall be in effect for one year from January 4, 2021 to December 31, 2021.

MOVED BY Councilperson _____, Seconded by Councilperson _____ to approved the foregoing resolution.

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED this 4th day of January, 2021 by the City Council of Riverside, IA.

Signed: _____

Date: _____

Allen Schneider, Mayor

Attest: _____

Date: _____

Becky LaRoche, City Clerk

COUNCIL PACKET

RESOLUTION #010421-04

RESOLUTION FOR CONTRACT FOR
LIBRARY SERVICES FY21-22

WHEREAS the City of Riverside does not have a public library in its community, so the City will contract with the Kalona Public Library for services to all Riverside residents.

NOW, THEREFORE, BE IT RESOLVED by the City of Riverside City Council of Riverside, IA agrees to pay the sum of \$21,582.62, for the Fiscal Year 2021-22, to the Kalona Public Library. All residents of the City of Riverside will be able to use all Library services.

BE IT RESOLVED this designation shall be effective July 1st, 2021 through June 30th, 2022.

MOVED BY Council Person _____, Seconded by Council Person _____ to approve the foregoing resolution.

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

Ayes:

Nays:

Absent:

Passed and approved this 4th day of January, 2021 by the City Council of Riverside, IA.

Signed: _____ Date _____
Allen Schneider, Mayor

Attest: _____ Date _____
Becky LaRoche, City Clerk

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

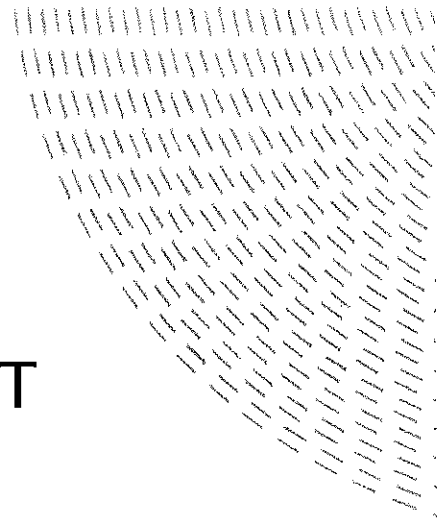
COUNCIL PACKET

City of Riverside
Administrator Report
January 4, 2021

- Staff meetings on Monday at 8:30-only held on 12/21
- Payroll review
- Agenda prep
- Review of past due water bills-shut off list
- Bi-weekly phone meeting with Mayor
- Discussions with engineer on Safe Routes to School grant completion
- Working on names for meals for January Sr Dining-private donation to Wellman Sr Dining
- FEMA phone meetings on grant
- Worked on newsletter
- On vacation 12/22-12/28
- New surface for wood sign in Fire Dept floor to prevent damage
- Set up Don to clean Fire Station after council meetings
- Budget
- Wrapping up Toys for Tots
- January meals updates

Public Works:

- Mounted plows, new cutting edges
- Vehicle Maintenance, sander clean up
- Tagged four cars that had not been moved for snow removal
- Pushed snow after cars removed
- Set up for council
- Painted signposts
- Put no parking signs on poles and installed
- Fixed tree lights at Veteran's Park
- Worked on speed sign data software
- Set up hanging limb removal at parks
- Replaced battery in speed sign
- Checked out repair of ceiling in rental unit in preparation for listing
- Fixed snow fence
- Set up furnace repair at City Hall, Fire Station
- Jay-inspection on River St
- Worked on wash bay drain at shop
- Locates
- Snow removal 12/29, 12/30



City Of Riverside

CONDITION ASSESSMENT REPORT



Tank Name:
Riverside Tank
Location:
Vine And Elm
Tank Size and Style:
250,000 Pedisphere
Project Number:
116757
Inspection Date:
December 2, 2020
Inspected By:
Brett Roedel

City Of Riverside Contact Information:

Administrative:
Christine Yancey

Address:
Po Box 188
Riverside, IA 52327

Phone/Email:
319-648-3501
admin@cityofriversideiowa.com

Job:
Bill Stuckey

Utility Service Co., Inc.

Address
535 Courtney Hodges Blvd
PO Box 1350
Perry, GA 31069

Fax, Email and Website
Fax: 478.987.2529
Email: help@utilityservice.com
Website: www.utilityservice.com

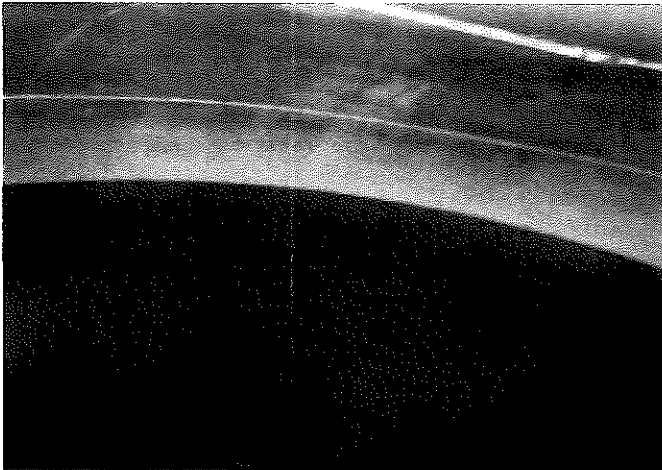
Customer Service Information
Carolyn Griner
800-942-0722

Summary

A visual inspection was performed on the exterior condition. The tank is in good condition. The interior coating was not fully inspected but will be at the next scheduled washout when the interior will be cleaned, inspected and disinfected. Interior roof and structure was partially inspected from hatch. Personnel are not allowed to enter the structure (i.e. "break the plane") when filled with water in order to maintain compliance with the OSHA 1926.1201 Confined Space for Construction Standard.

Coating Type & Conditions

- **Interior Coating Condition:** Visible areas of the Interior lining are in good condition and continues to protect the substrate.
- **Exterior Coating Condition:** No deficiencies noted in the exterior coating.
- **Dry Interior Condition:** No deficiencies noted in the dry interior coating.

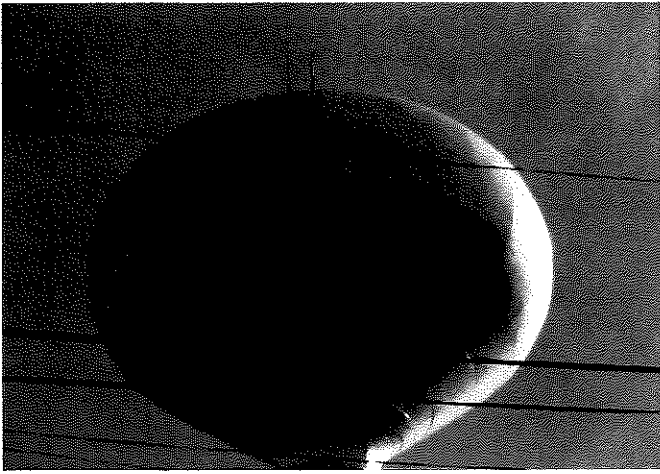


Interior coating

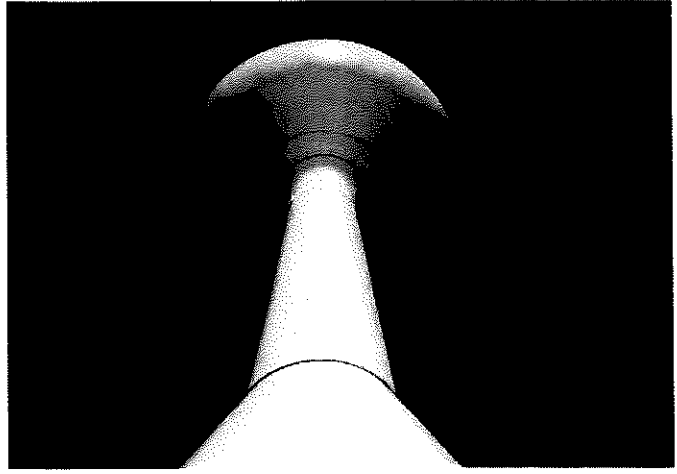


Interior coating

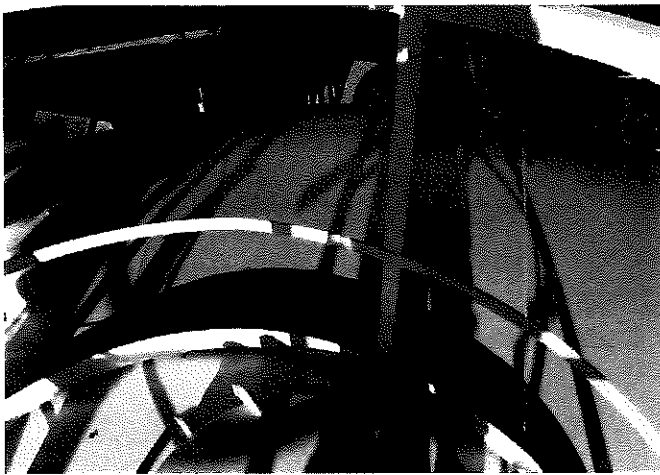
COUNCIL PACKET



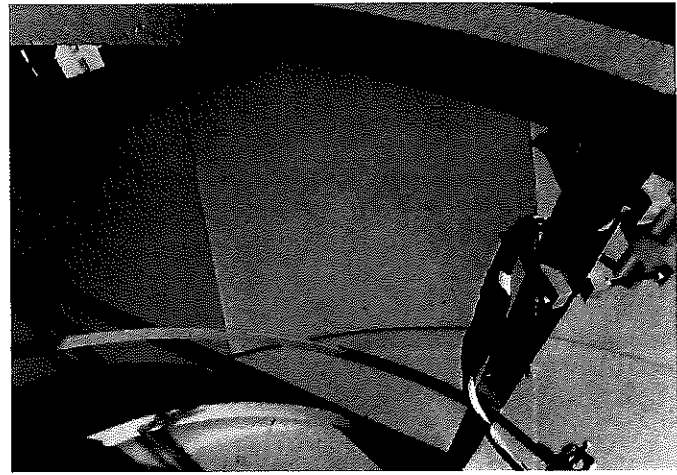
Exterior coating



Exterior coating



Exterior coating



Exterior coating



Dry interior



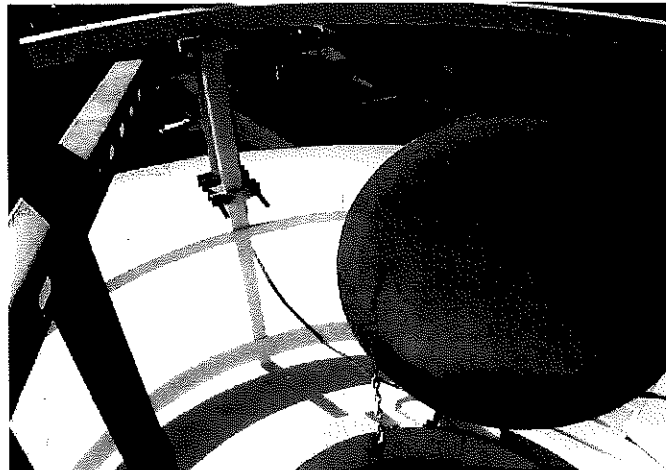
Dry interior

Safety

- **Safety Climbing Devices:** Ladders are equipped with secured safety climb devices.
- **Access Hatch1:** No deficiencies noted.



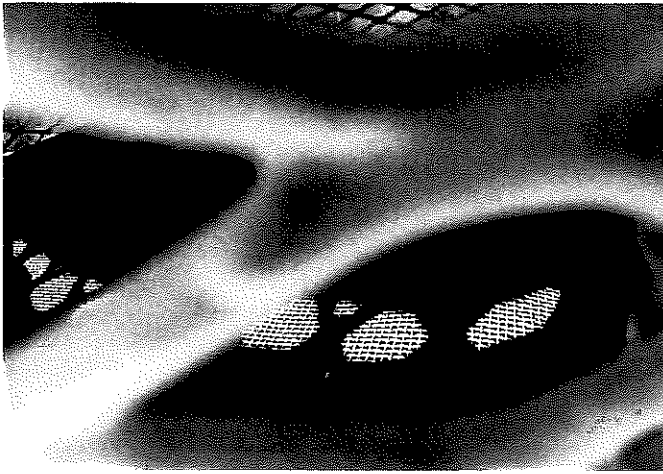
Safety climb cable



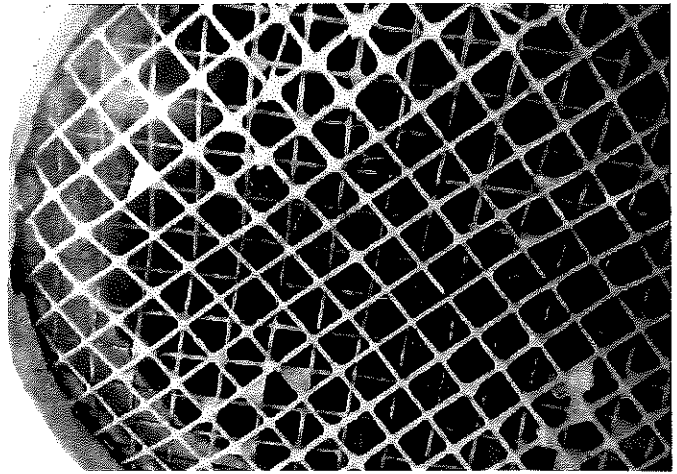
Access hatch

Sanitary

- **Vent Screen:** No deficiencies noted with vent screen.
- **Overflow Pipe Screen Flapper:** Overflow pipe is equipped with screen. No deficiencies noted with screen.
- **Evidence Of Foreign Matter:** No evidence of foreign matter observed.
- **Sediments:** Sediment is present in bottom of tank. Tank will be cleaned at next scheduled washout.



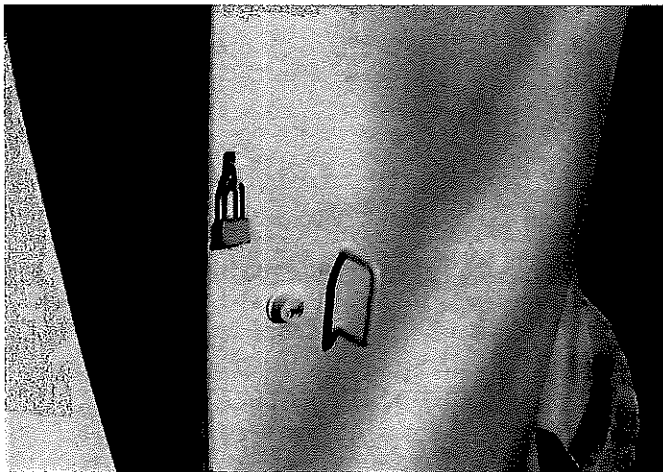
Roof vent screen



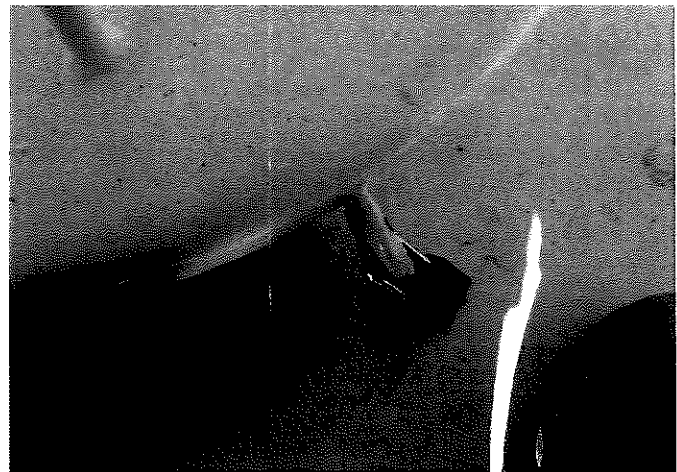
Overflow screen

Security

- **Fence Around Site:** Tank is located inside a fenced-in area that is secure.
- **Ladder Gate/Access Door:** Tank has a door access to the interior dry ladder and the door was locked.
- **Access Hatch Locked:** Access hatch is locked and secured.
- **Evidence Of Vandalism:** No evidence of vandalism was found.



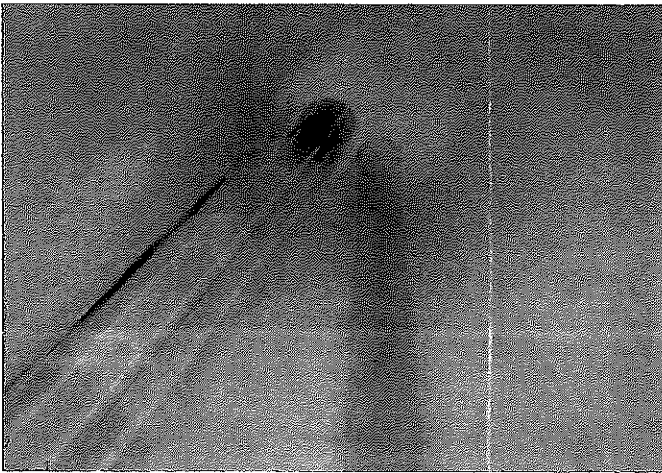
Access door locked



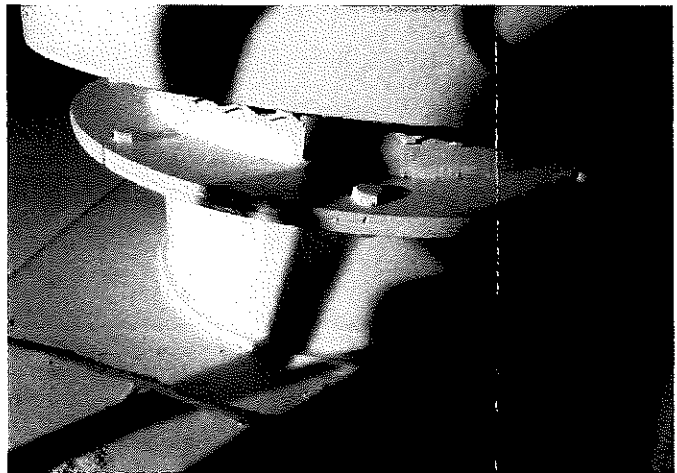
Roof access hatch locked

Structural

- **Foundation:** Foundation appears in good condition.
- **Access Ladders:** No deficiencies noted for dry-side access ladder stiles, rungs and connections.
- **Anchor Bolts:** Anchor bolts are protected and show no rust or corrosion.
- **Watertight Conditions:** There are no visible leaks at the time of the inspection.
- **Interior Ladders:** No deficiencies noted for the interior ladder stiles, rungs and connections.
- **Roof:** The interior roof does not have roof beams. No deficiencies noted.
- **Vents:** No deficiencies noted with vent.
- **Overflow Pipe:** No deficiencies noted. Overflow pipe extends to ground level.
- **Welds:** No deficiencies noted with weld seams.



Access ladder



Roof vent

Steel Tanks

The determinations and recommendations made within this report with respect to the condition of the steel structure, integrity, or other surface defects are based upon visual observations made during the inspection. Extensive testing or investigation of the steel to determine the extent of the metal loss or capacity of the structure was not completed.