

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA  
RIVERSIDE COUNCIL CHAMBERS  
60 N GREENE ST**

SPECIAL MEETING  
Monday, January 4<sup>th</sup>, 2021 – 6:00 P.M.

1. Call meeting to order
2. Approval of Agenda
3. Closed session per Iowa Code Chapter 21.5 (1) (i) City Administrator Review
4. Motion to Adjourn

REGULAR MEETING  
Monday, January 4<sup>th</sup>, 2021 –7:00 p.m.-**Note time change**

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 12-20-2021
  - b. Expenditures for 1-4-2022
4. **Public forum:** 3 minutes per person. See guidelines for public comments at the Clerk's table.
5. Public Hearings
  - a. Public Hearing for Sale of Real Estate-Lot #8 Cherry Lane
6. Consider Funding Request from History Center for Intern for Sesquicentennial Book
7. Resolutions, Ordinances
  - a. Resolution #20220104-01 Sale of Real Estate-Lot #8 Cherry Lane
  - b. Resolution #20220104-02 Release Retainage to J&L Construction for Replacement Sod (not part of the original retainage previously released)
  - c. Resolution #20220104-03 Appoint City Attorney
  - d. Resolution #20220104-04 Waive Review of Plat for Stumpf Construction Co LTD
8. City Administrator Report
  - a. Review of 3<sup>rd</sup> Street walk through with Axiom

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA  
RIVERSIDE COUNCIL CHAMBERS  
60 N GREENE ST**

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- b. Review of Hotel/Motel Grant Application
- c. Review of Commercial Grant Application
- d. Review of Residential Grant Application

9. Closing Comments

10. Motion to adjourn

RIVERSIDE CITY COUNCIL MEETING: Monday, December 20<sup>th</sup>, 2021

The Riverside City Council meeting opened at 6:00 pm at City Hall with Mayor Allen Schneider requesting roll call. Council members present: Tom Sexton, Edgar McGuire, Kevin Kiene, and Kevin Mills. Lois Schneider was absent.

Motion by McGuire to approve agenda, moving item six before seven. Second by Sexton, passed 4-0.

Kiene moved to approve the minutes of December 6<sup>th</sup> and expenditures. Second by Sexton, passed 4 -0.

Randy Tinnes, Patrol Lieutenant for Washington County, presented Sheriff's call report for November. Mills questioned who responds to barking dogs. After further discussion, Washington County Sheriff's department handle these complaints.

Toby Hancock, RVFD answer questions on purchase of ice machine. McGuire moved to purchase ice machine from Leets Refrigeration in the amount of \$4904. Motion died from lack of second. No further action was taken.

MaryJane Stumpf and Chris Kirkwood reported on the 150<sup>th</sup> Celebration. Request for funding intern to publish History Booklet will be at next meeting.

Bill Stukey, PeopleService, Inc. reviewed November water and wastewater report, and gave update on water plant repairs.

Sexton moved to accept bid from Iowa Pump Works, Inc. to replace VFD at Lift Station #5 in the amount of \$5937.50. Second by Mills, passed 4-0.

Brian Boelk, Axiom Consultants, presented preliminary plans for the 3<sup>rd</sup> Street Project. Council will hold work session on Thursday afternoon to walk the project.

Sexton moved to open Public Hearing to Amend Chapter 106, Section 08, collection of fees, at 7:55 pm. Second by McGuire, passed 4-0. There were no written or oral comments. Sexton moved to close Public Hearing at 7:56 pm. Second by McGuire, passed 4-0.

Sexton moved to pass first reading of Ordinance #122021-01, Removing stick pick up fee of \$.50 from Ordinance Chapter 106.08. Second by Mills, passed 4-0.

Sexton moved to waive 2<sup>nd</sup> and 3<sup>rd</sup> reading of Ordinance #122021-01, and declared ordinance adopted. Second by Kiene, passed 4-0.

Kiene moved to pass Resolution #12221-02, Setting date for Public Hearing for selling Lot #8 on Cherry Lane for January 4, 2022 at regular Council Meeting, which begins at 7:00 pm. Second by Sexton, passed 4-0.

Sexton moved to pass resolution #122021-03, Waiving the right to review plat for Bekker Acres for Johnson County. Second by Kiene, passed 4-0.

Mills moved to pass Resolution #122021-04, Awarding Railroad Park Construction project to All American Concrete, Inc. of West Liberty in the amount of \$525,614.45. Second by Sexton, passed 4-0.

Yancey presented Admin's report and monthly financial updates.

Yancey presented estimates of Axiom review of East Street and cost of tree removal.

McGuire moved to have Axiom do a more extensive survey on East and Court Streets. Second by Kiene, passed 4-0.

McGuire moved to apply to FEMA for a grant to purchase EMS monitor. Second by Kiene, passed 4-0.

Yancey explained option of VSP Vision Plan for employees. No action was taken.

Sharon Telephone has requested to lease City property for a hut on River Street to house fiber optics. Yancey presented diagram of possible areas and will have lease agreement on next agenda.

Sexton moved to advertise for sale, 1998 Chevy Suburban with 59,000 miles, with minimum bid of \$4500 until January 12, 2022. Second by Kiene, passed 4-0.

Sexton moved to enter into Closed Session per Iowa Code 21.5 (1) (j) Real Estate at 8:56 pm. Second by Mills, passed 4-0.

Council returned to open meeting at 9:08 pm.

McGuire moved to have Administrator proceed as directed. Second by Kiene, passed 3-1, Sexton opposed.

Mayor has set Closed Session for employee review for 6 pm on January 4<sup>th</sup>, 2022. Regular Council meeting will start at 7:00 pm.

McGuire moved to adjourn at 9:09 p.m. Second by Sexton, passed 4-0.

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

Work Session – Thursday, December 23<sup>rd</sup>, 2021 at 2 pm in City Hall- 3<sup>rd</sup> Street Project

Council Meeting – Tuesday, January 4<sup>th</sup>, 2022 at 7:00 pm in City Hall

ATTEST:

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Becky LaRoche; City Clerk

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Allen Schneider; Mayor

<b>EXPENDITURES JANUARY 4, 2022</b>				
<b>COUNCIL MEETING</b>	<b>BILLS</b>			
ALLIANT ENERGY	PARKS	001-5-430-6371	\$ 353.74	
ALLIANT ENERGY	SEWER	610-5-815-6371	\$ 734.60	
ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$ 285.78	
ALLIANT ENERGY	WATER	600-5-810-6371	\$ 204.10	
ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$ 1,439.65	
ALLIANT ENERGY	FIRE STATION	002-5-150-6330	\$ 396.97	\$ 3,414.84
ABOVE & BEYOND HEATING	CITY HALL	001-5-650-6310	\$ 603.97	
ABOVE & BEYOND HEATING	SHOP	001-5-210-6507	\$ 301.98	
ABOVE & BEYOND HEATING	WW PLANT	610-5-815-6332	\$ 250.00	
ABOVE & BEYOND HEATING	WATER PLANT	600-5-810-6332	\$ 250.00	\$ 1,405.95
BECKY LaROCHE	CELL STIPEND	001-5-650-6373	\$ 50.00	
BRYAN LENZ	CELL STIPEND	001-5-430-6373	\$ 50.00	
CAHOY PUMP	WELL #7	600-5-810-6374	\$ 49,277.00	
CITY SEWER	STORM DRAIN	680-5-950-6310	\$ 265.00	
IPI	STREET SIGNS/POSTS	110-5-210-6415	\$ 1,183.75	
JAY STUELKE	CELL STIPEND	001-5-210-6373	\$ 50.00	
KUM N GO	RVFD FUEL	002-5-150-6350	\$ 117.91	
LL PELLING	ELLA PARKING STALLS	110-5-210-6417	\$ 429.00	
MC GUIRE, EDGAR	MILEAGE EMS MEETING	001-5-610-6240	\$ 22.40	
MEDIACOM	CITY HALL	001-5-650-6373	\$ 230.47	
MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$ 291.37	
MID AMERICAN ENERGY	RVFD	002-5-150-6330	\$ 551.09	
MID AMERICAN ENERGY	C HALL	001-5-650-6371	\$ 85.99	\$ 928.45
OMNI SITE	ALARMS	600-5-810-6374	\$ 276.00	
OMNI SITE	ALARMS	610-5-815-6374	\$ 1,656.00	\$ 1,932.00
PEOPLE SERVICES	JAN SERVICE	610-5-815-6500	\$ 11,449.50	
PEOPLE SERVICES	JAN SERVICE	600-5-800-6500	\$ 11,449.50	\$ 22,899.00
PRECISION ELECTRIC	STREET LIGHTS	001-5-210-6417	\$ 92.00	
*****	<b>TOTAL BILLS</b>		<b>\$ 82,347.77</b>	
<b>DECEMBER EOM PAID</b>				
UMB	GO BOND FEE	200-5-710-6899	\$ 250.00	
DELTA DENTAL	JAN BILLING	001-5-430-6150	\$ 272.74	
LINCOLN NAT'L LIFE INS	JAN BILLING	001-5-620-6150	\$ 288.55	
MEDIACOM	RVFD	002-5-150-6332	\$ 223.53	
US CELLULAR	RFD	002-5-150-6332	\$ 108.70	
US CELLULAR	CITY HALL	001-5-650-6373	\$ 23.80	
VERIZON	COLLECTORS	600-5-810-6373	\$ 63.54	
WINDSTREAM	WATER INTERNET	600-5-810-6373	\$ 157.77	
WINDSTREAM	SHOP INTERNET	001-5-210-6371	\$ 181.29	
*****	<b>TOTAL PAID BILLS</b>			\$ 1,569.92
*****	<b>TOTAL EXPENDITURES</b>		<b>\$ 83,917.69</b>	
<b>TOTAL BY FUND</b>				
"001"	GENERAL FUND	\$ 4,623.73		
"002"	FIRE DEPARTMENT	\$ 1,398.20		
"110"	ROAD USE FUND	\$ 1,612.75		
"145"	CASINO FUNDS	\$ -		
"200"	DEBT SERVICE	\$ 250.00		
"301"	CAPITAL PROJECTS	\$ -		
"600"	WATER FUND	\$ 61,677.91		
"610"	SEWER FUND	\$ 14,090.10		
"680"	STORM SEWER	\$ 265.00		
"670"	GARBAGE	\$ -		
*****	<b>TOTAL EXPENDITURES</b>	<b>\$ 83,917.69</b>		

**NOTICE OF PUBLIC HEARING  
FOR THE CITY COUNCIL  
OF THE CITY OF RIVERSIDE, IOWA**

The City Council of the City of Riverside, Iowa will hold a public hearing for the purpose of selling Lot #8 on Cherry Lane to Bailee and Morgan Samson in the amount of \$40,000. The Public Hearing will be held during the City Council meeting on Tuesday, January 4<sup>th</sup>, 2022 which begins at 7:00 p.m., at City of Riverside City Hall.

All interested persons are invited to attend the public hearing and to offer comments, orally or in writing, in support of or in opposition of the sale. Written comments may be submitted to the Riverside City Clerk, P.O. Box 188, Riverside, IA 52327-0188, in advance of the public hearing. Any questions regarding the sale of property may also be directed to City Hall.

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

Becky LaRoche

City Clerk

*E-mailed  
News  
12.23.21  
3:50 pm  
EL*

## Christine Yancey

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**From:** Chris Kirkwood <trekkie9@iowatelecom.net>  
**Sent:** Wednesday, December 29, 2021 10:12 AM  
**To:** Christine Yancey  
**Cc:** Allen Schneider; MaryJane Stumpf; Chris Kirkwood  
**Subject:** Historical Booklet production cost

Christine: Here is the information on publishing the historical booklet, as requested, for council consideration at their meeting **Tuesday, January 4, 2022**.

1. Kalona City Administrator, Ryan Schlabaugh, confirmed that he had indeed hired another intern for the coming year and he thought our booklet would be a good resume builder for this person. We could work out an agreement for that intern to work on our promotional booklet as follows:

### 2. Scope of work:

- The intern would format text and images, run prepared text through an editing program, and use them in designing the pages for the booklet, ready to publish it in final form. The intern would work in the Kalona city office, primarily, using their computer/software.
  - Riverside project managers (Chris and Mary Jane) would obtain text, photos, business, cards, etc. and forward them or deliver for the intern's use.
  - Ryan estimated the intern would need 30 minutes per finished page to format text, arrange graphic elements and complete the design layout.
  - The estimated cost would then be: 70 pages x .5 hours = 35 hours x \$10 per hour = \$350. Because the number of businesses interested, the size of their ads, and the final number of pages isn't known yet, we are asking for an amount Not to Exceed \$500 for the intern to allow a little leeway. Many of the pages will have photos or history write-ups that we are not charging for, including the City of Riverside if you want to submit one.
  - These hours would be worked on a flexible schedule as the intern was available and as the ads and text are received. As you can see, it would amount to less than two weeks of work if it were worked consecutively. The 150th Committee has already put in over 100 hours of work to organize this effort and will be putting in many more unpaid hours to complete this booklet.
  - Ryan thought that the Kalona City Office could send an invoice of the intern hours based on this NTE amount if this is agreeable. Hours not worked would not be billed. Project managers would also be working closely with the intern and could verify completed work and progress.
3. When the pages have been designed and after they have been approved by any businesses who want to review them, they will be delivered to a publication company. It will take about 2 weeks for the printed copies to arrive at our doorstep.

### 4. Timeline for completion of the project:

**Jan 4, 2022:**

**Council approves funding NTE \$500 for intern hours on the project.**

**Jan 5, 2022:** Letters are printed, folded and stuffed for mailing in addressed, stamped envelopes. They will go in the mail as soon as possible after council approval.

**Jan 5, 2022:** Chris/Mary Jane will let Ryan know of the council approval, so that the intern can begin working on the center page map and general layout design work for text we currently have.

**Jan 20, 2022:** Deadline to return ads and payment from the businesses. Those who don't respond will be contacted personally.

Jan-Feb-Mar: As businesses respond to the letter, historical text will be verified and drafted, business cards scanned and other work done before it is forwarded to the intern who will complete the pages.

**Mar 30 to April 15, 2022:** Completed pages will be reviewed by any businesses who request to see them before they are published. Last minute revisions, additions, and articles will be completed.

**Apr 15, 2022:** The completed pages will be sent for publication.

**May 1, 2022:** 3,000 copies will be delivered for distribution before Trek Fest to advertise the 150th events and promote Riverside.

**NOTICE:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



# RESOLUTION #20220104-01

## RESOLUTION TO SELL CITY LOT #8 ON CHERRY LANE

**WHEREAS**, the City of Riverside, Iowa, held a public hearing on the Sale of City Lot #8 to Bailee and Morgan Samson on January 4th, 2021, in the City Council Chambers located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

**THEREFORE, BE IT RESOLVED**, The City of Riverside City Council, hereby approves the sale of City Lot #8 on Cherry Street to Bailee and Morgan Samson in the amount of \$40,000.

**IT WAS MOVED BY** Councilperson \_\_\_\_\_ seconded by Councilperson \_\_\_\_\_, to approve the foregoing resolution.

Roll Call: Sexton, McGuire, Schneider, Kiene, Mills

Ayes:

Abstain:

Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa and approved this 4<sup>th</sup> day of January, 2022.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

**RESOLUTION #20220104-02**

**RESOLUTION APPROVING RELEASE of RETAINAGE TO J&L CONSTRUCTION, FOR 4<sup>TH</sup> STREET CONSTRUCTION PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the Engineering Firm, MMS Consultants, Scott Pottorff, and it is the opinion of the Engineering Firm that the City Council approve 4<sup>th</sup> Street Construction Project,

**Whereas**, the terms of the Project Closeout Agreement from December 2020 have been met, and that all sod areas were reviewed in Spring of 2021,

**Whereas**, Repaired areas have established an adequate stand of grass.

**Therefore**, be it resolved the City of Riverside City Council does hereby release retainage in the amount of \$2170 to J&L Construction.

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

**Roll Call:** Sexton, McGuire, Schneider, Kiene, Mills

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by City Council of Riverside, Iowa, on this 4<sup>th</sup> day of January, 2022.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk



# MMS Consultants, Inc.

Experts in Planning and Development Since 1975

November 16, 2021

2245-045

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

Re: 4<sup>th</sup> Street Improvements Project – Release of Sod Retainage

Mayor Schneider and City Council,

The terms of the Project Closeout Agreement from December 2020 have been met. The sod areas were reviewed in the spring of 2021. All areas that were repaired have established an adequate stand of grass.

I recommend that the \$2,170.00 which was held per the Project Closeout Agreement be released to the contractor.

Respectfully submitted,

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

T:\2245\2245-045\2245045finalacceptance-sod.docx

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

301-5-750-677

CONSTRUCTION PROGRESS PAYMENT

RECEIVED  
 PN: 22745045 1 2020  
 BY: 5947

Project Description: 4th Street Improvements  
 Contract Date: 16-Apr-20  
 Contractor: J&L Construction  
 Address: 1971 Lexington Boulevard  
 City, St., Zip: Washington, IA 52353  
 Phone: 319-653-3597  
 Fax: 319-653-2410

Owner: City of Riverside  
 Attn:  
 Address: 60 N. Greene Street  
 City, St., Zip: Riverside, IA 52327  
 Phone: 319-648-3501  
 Fax:

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

Base Contract Price	\$875,061.25	
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)
Total Contract	\$897,717.74	

Materials on Hand	\$ -
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

Requested by: Jay Peiffer  
 Title: Vice President  
 Date: 12-21-2020  
 Recommended by: Scott Pottorff  
 Title: Project Engineer  
 Date:

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

PAID  
 PAID  
 DEC 22 2020  
 PAID  
 BY:

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

i:\proj\forms\payreqst.xls

**RESOLUTION #20220104-03**

**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, 2022 to December 31, 2022.

**MOVED BY** Councilperson \_\_\_\_\_, Seconded by Councilperson \_\_\_\_\_e to approve the foregoing resolution.

**Roll Call:** Sexton, McGuire, Schneider, Kiene, Mills

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** this 4th day of January, 2022 by the City Council of Riverside, IA.

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

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

Allen Schneider, Mayor

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

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

Becky LaRoche, City Clerk

**RESOLUTION #20220104-04**

**WAIVE THE RIGHT TO REVIEW THE PLAT FOR STUMPF CONSTRUCTION  
CO. LTD FOR WASHINGTON COUNTY**

**WHEREAS**, the City of Riverside has the right under Iowa Law and City ordinance to review the Preliminary Plat of the below referenced parcel as it is located within the two-mile radius of Riverside.

AUDITOR PARCEL K: PART – LOT 2 – SUB – WEST ½ - NE ¼  
PART – LOT D – QUAIL RIDGE SUB – SEC 9-77-6

**NOW THEFORE BE IT RESOLVED**, the City Council of Riverside does hereby waive their right to review the plat and allow Washington County to perform this task.

**MOVED BY** Councilperson \_\_\_\_\_, second by Councilperson \_\_\_\_\_ to approve the foregoing resolution.

Roll Call: Sexton, McGuire, Schneider, Kiene, Mills

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by City Council of Riverside, Iowa, on this 4<sup>th</sup> day of January, 2022.

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

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

## Becky LaRoche

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**From:** tfrederick@hart-frederick.com  
**Sent:** Monday, December 27, 2021 8:27 AM  
**To:** Becky LaRoche  
**Subject:** RE: RE: STUMPF TO SCHILLING SURVEY FOR REVIEW

Schilling is buying the parcel from Stumpf, Schilling wants to build a shed and possible home at a later date. The 2 entrances are to satisfy county requirements for the parcel owning 40 of public right of way.

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**From:** cityclerk@riversideiowa.gov <cityclerk@riversideiowa.gov>  
**Sent:** Thursday, December 23, 2021 1:58 PM  
**To:** tfrederick@hart-frederick.com  
**Subject:** RE: STUMPF TO SCHILLING SURVEY FOR REVIEW

Tony,  
Can you give me a brief description of what this is for the council packet?  
They will ask why this is being changed.

Thank-you,

*Becky LaRoche*

City Clerk  
City of Riverside  
60 N Greene Street  
P.O. Box 188  
Riverside, IA 52327  
Office 319-648-3501  
Cell 319-330-3091  
[cityclerk@riversideiowa.gov](mailto:cityclerk@riversideiowa.gov)

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**From:** [tfrederick@hart-frederick.com](mailto:tfrederick@hart-frederick.com) <[tfrederick@hart-frederick.com](mailto:tfrederick@hart-frederick.com)>  
**Sent:** Tuesday, December 21, 2021 10:08 AM  
**To:** Becky LaRoche <[cityclerk@riversideiowa.gov](mailto:cityclerk@riversideiowa.gov)>  
**Cc:** [schillingconstructionllc@gmail.com](mailto:schillingconstructionllc@gmail.com)  
**Subject:** STUMPF TO SCHILLING SURVEY FOR REVIEW

Becky,

Please add this plat to your next meeting for review.  
If the town wishes to review I will add a signature block.

Please let me know if you have any questions or comments.

Thank you for your time,

TONY FREDERICK



Parcel ID	0409200036	Class	A	Owner Address	STUMPF CONSTRUCTION CO., LTD.
Sec/Twp/Rng	09-77-06	Acres	34.35		PO BOX 130
Property Address	114TH ST				RIVERSIDE, IA 52327
	RIVERSIDE				
District	IWTHG				
Brief Tax Description	09 77 06 LOT 2 SD W1/2 NE1/4 EXC 12.63 AC SE COR & PAR H				
	(Note: Not to be used on legal documents)				



**INDEX LEGEND**

LOCATION: PART - LOT 2 - SUB - WEST 1/2 - NE 1/4  
 PART - LOT 8 - QUAIL RIDGE SUB - SECTION 9-77-6

REQUESTOR: JASON SCHILLING

PROPRIETOR: STUMPF CONSTRUCTION CO. LTD & JASON D. SCHILLING, ETAL

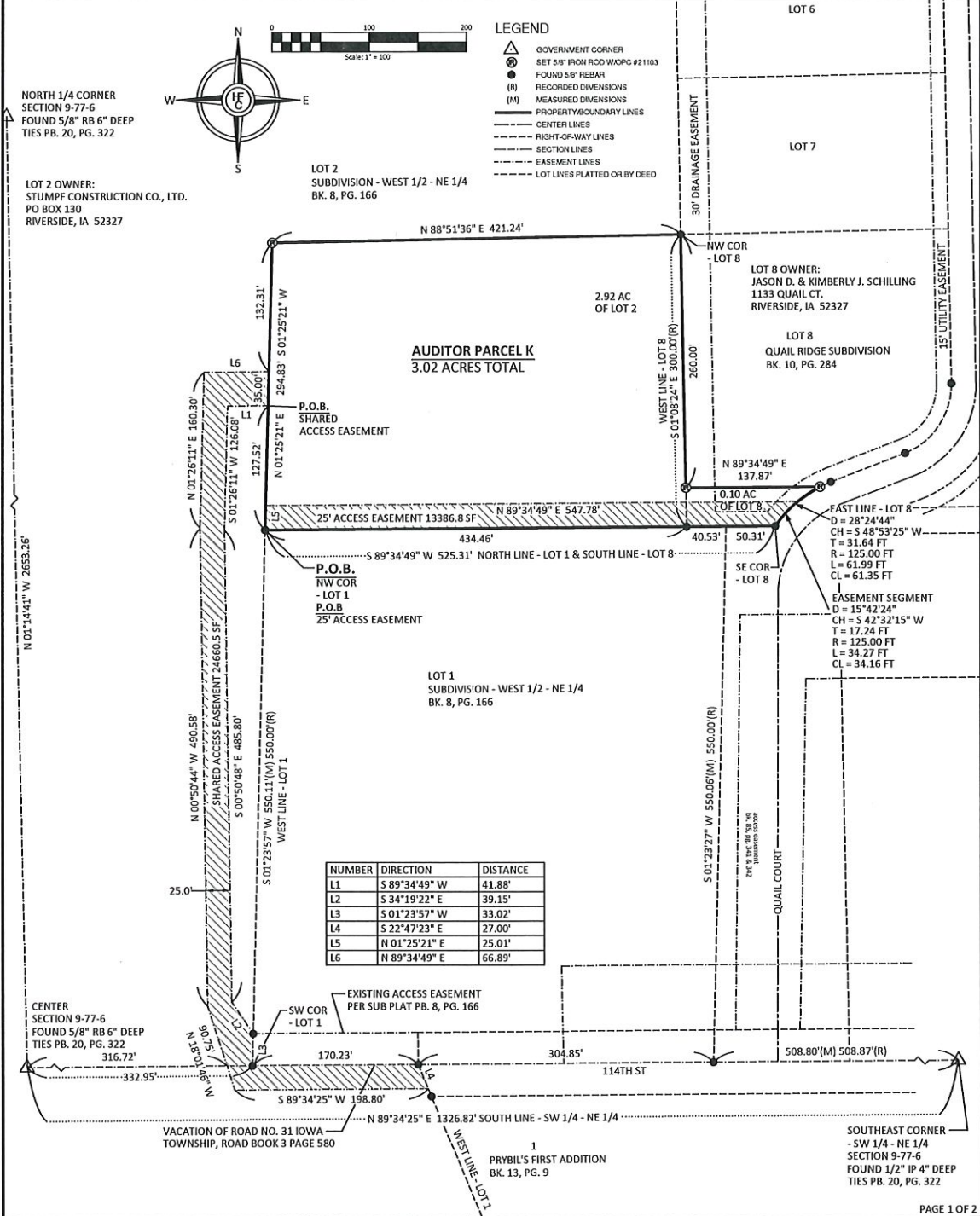
SURVEYOR: ANTHONY D. FREDERICK, PLS #21103

COMPANY: HART-FREDERICK CONSULTANTS P.C.

RETURN TO: 510 STATE ST. PO BOX 560 TIFFIN, IA 52340  
 tfrederick@hart-frederick.com (319) 545-7215

**HFC HART-FREDERICK CONSULTANTS P.C.**

510 State Street P.O. Box 560 Tiffin, Iowa 52340-0560 Phone: (319) 545-7215



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

Anthony D. Frederick, P.L.S. Date  
 Iowa License Number: 21103  
 My license renewal date is December 31, 2021.  
 Pages covered by this seal: THIS SHEET ONLY



BASIS OF BEARING IOWA RTN SOUTH

PLAT OF SURVEY  
**AUDITOR PARCEL K**  
 PART - LOT 2 - SUB - WEST 1/2 - NE 1/4  
 PART - LOT 8 - QUAIL RIDGE SUB  
 SECTION 9-77-6  
 WASHINGTON COUNTY, IOWA

DATE: 11/21 DRN: ADF FLD BK: GPS PROJ. NO: 217264

Y:\2021 SURVEYS\217264 DWG, 12/21/2021 9:57:49 AM, DWG To PDF.plt



# HART-FREDERICK CONSULTANTS P.C.

www.hart-frederick.com

510 State Street P.O. Box 560 TIFFIN, IOWA 52340-0560 Phone: (319) 545-7215



## AUDITOR PARCEL K

AUDITOR PARCEL K IS A PART OF LOT 2 OF THE SUBDIVISION OF THE WEST 1/2 OF THE NORTHEAST 1/4 OF SECTION 9, TOWNSHIP 77 NORTH, RANGE 6 WEST OF THE 5TH P.M., WASHINGTON COUNTY, IOWA AS RECORDED IN PLAT BOOK 8 ON PAGE 166 IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER AND A PART OF LOT 8 OF QUAIL RIDGE SUBDIVISION AS RECORDED IN PLAT BOOK 10 ON PAGE 284 IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS.

BEGINNING AT THE NORTHWEST CORNER OF LOT 1 OF THE SUBDIVISION OF THE WEST 1/2 OF THE NORTHEAST 1/4 OF SECTION 9, TOWNSHIP 77 NORTH, RANGE 6 WEST OF THE 5TH P.M., WASHINGTON COUNTY, IOWA AS RECORDED IN PLAT BOOK 8 ON PAGE 166 IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER; THENCE N 01°25'21" E, A DISTANCE OF 294.83 FEET; THENCE N 88°51'36" E, A DISTANCE OF 421.24 FEET TO THE NORTHWEST CORNER OF LOT 8 OF QUAIL RIDGE SUBDIVISION AS RECORDED IN PLAT BOOK 10 ON PAGE 284 IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER; THENCE S 01°08'24" E ALONG THE WEST LINE OF SAID LOT 8, A DISTANCE OF 300.00 FEET; THENCE N 89°34'49" E, A DISTANCE OF 137.87 FEET TO A POINT ON THE EAST LINE OF SAID LOT 8; THENCE SOUTHWESTERLY ALONG SAID EAST LINE 61.99 FEET ALONG THE ARC OF A 125.00 FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY, WHOSE 61.35 FOOT CHORD BEARS S 48°53'25" W TO THE SOUTHEAST CORNER OF SAID LOT 8; THENCE S 89°34'49" W ALONG THE SOUTH LINE OF SAID LOT 8 BEING THE NORTH LINE OF SAID LOT 1, A DISTANCE OF 525.31 FEET TO THE POINT OF BEGINNING, CONTAINING 3.02 ACRES AND BEING SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

## SHARED ACCESS EASEMENT

COMMENCING AT THE NORTHWEST CORNER OF LOT 1 OF THE SUBDIVISION OF THE WEST 1/2 OF THE NORTHEAST 1/4 OF SECTION 9, TOWNSHIP 77 NORTH, RANGE 6 WEST OF THE 5TH P.M., WASHINGTON COUNTY, IOWA AS RECORDED IN PLAT BOOK 8 ON PAGE 166 IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER; THENCE N 01°25'21" E, A DISTANCE OF 127.52 FEET TO THE POINT OF BEGINNING; THENCE S 89°34'49" W, A DISTANCE OF 41.88 FEET; THENCE S 01°26'11" W, A DISTANCE OF 126.08 FEET; THENCE S 00°50'48" E, A DISTANCE OF 485.80 FEET; THENCE S 34°19'22" E, A DISTANCE OF 39.15 FEET TO A POINT ON THE WEST LINE OF SAID LOT 1; THENCE S 01°23'57" W ALONG SAID WEST LINE, A DISTANCE OF 33.02 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1 BEING A POINT ON THE SOUTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4; THENCE N 89°34'25" E ALONG SAID SOUTH LINE, A DISTANCE OF 170.23 FEET; THENCE S 22°47'23" E, A DISTANCE OF 27.00 FEET; THENCE S 89°34'25" W, A DISTANCE OF 198.80 FEET; THENCE N 18°01'46" W, A DISTANCE OF 90.75 FEET; THENCE N 00°50'44" W, A DISTANCE OF 490.58 FEET; THENCE N 01°26'11" E, A DISTANCE OF 160.30 FEET; THENCE N 89°34'49" E, A DISTANCE OF 66.89 FEET; THENCE S 01°25'21" W, A DISTANCE OF 35.00 FEET TO THE POINT OF BEGINNING CONTAINING 24660.5 SQUARE FEET.

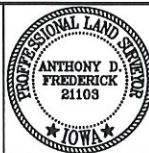
## 25' ACCESS EASEMENT

BEGINNING AT THE NORTHWEST CORNER OF LOT 1 OF THE SUBDIVISION OF THE WEST 1/2 OF THE NORTHEAST 1/4 OF SECTION 9, TOWNSHIP 77 NORTH, RANGE 6 WEST OF THE 5TH P.M., WASHINGTON COUNTY, IOWA AS RECORDED IN PLAT BOOK 8 ON PAGE 166 IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER; THENCE N 01°25'21" E, A DISTANCE OF 25.01 FEET; THENCE N 89°34'49" E, A DISTANCE OF 547.78 FEET TO A POINT ON THE EAST LINE OF LOT 8 OF QUAIL RIDGE SUBDIVISION AS RECORDED IN PLAT BOOK 10 ON PAGE 284 IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER; THENCE SOUTHWESTERLY ALONG SAID EAST LINE 34.27 FEET ALONG THE ARC OF A 125.00 FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY, WHOSE 34.27 FOOT CHORD BEARS S 42°32'15" W TO THE SOUTHEAST CORNER OF SAID LOT 8; THENCE S 89°34'49" W ALONG THE SOUTH LINE OF SAID LOT 8 BEING THE NORTH LINE OF SAID LOT 1, A DISTANCE OF 525.31 FEET TO THE POINT OF BEGINNING, CONTAINING 3.02 ACRES

Y:\2021 SURV\F03\217264 Schilling, Jason\drawing\217264.DWG, 12/01/2021 9:58:23 AM, DWG To PDF.plt

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

Anthony D. Frederick, P.L.S. Date  
Iowa License Number: 21103  
My license renewal date is December 31, 2021.  
Pages covered by this seal: THIS SHEET ONLY



BASIS OF BEARING  
IOWA RTN SOUTH

EXHIBIT A  
**AUDITOR PARCEL K**  
PART - LOT 2 - SUB - WEST 1/2 - NE 1/4  
PART - LOT 8 - QUAIL RIDGE SUB  
SECTION 9-77-6  
WASHINGTON COUNTY, IOWA

DATE: 11/21/21 DRN: ADF APP: FLD BK: GPS PROJ. NO: 217264

## Third Street Work Session 12/23/2021 with Council, Axiom Notes

### 2<sup>nd</sup> Street

- Ella to Rose-finish street, add curb & gutter
- Walking bridge over 2<sup>nd</sup> St ditch at Kaufman's will be removed
- Possible more parking at Veteran's Park
- Possible dead end 2<sup>nd</sup> Street at Rose, add parking area
- Lowering of street
- Possible remove highway access, curve 2<sup>nd</sup> to Rose

### Rose Street

- Televiser from city sewer to service line
- May lose trees due to storm sewer and water line, need a 10' difference

### Water mains

- Replace service line from main to curb stop

### Sewer

- New connection from main to back of curb to avoid any street repair once the new street is complete

The sidewalk that is currently part of the Railroad Park project should be moved to the 3<sup>rd</sup> Street Project to do in conjunction with the Rose and 2<sup>nd</sup> Street area.

3<sup>rd</sup> Street between Ella and Greene will be two feet lower.

The sidewalk at 151 and 131 3<sup>rd</sup> Street may need to be back of curb and paved due to the retaining wall.

Ella and 3<sup>rd</sup> St intake and sidewalk-check on water pattern.

There will be an easement needed for work on 3<sup>rd</sup> St from Rose to Hickory.

Greene and 3<sup>rd</sup> Street will be tilted up to grade.

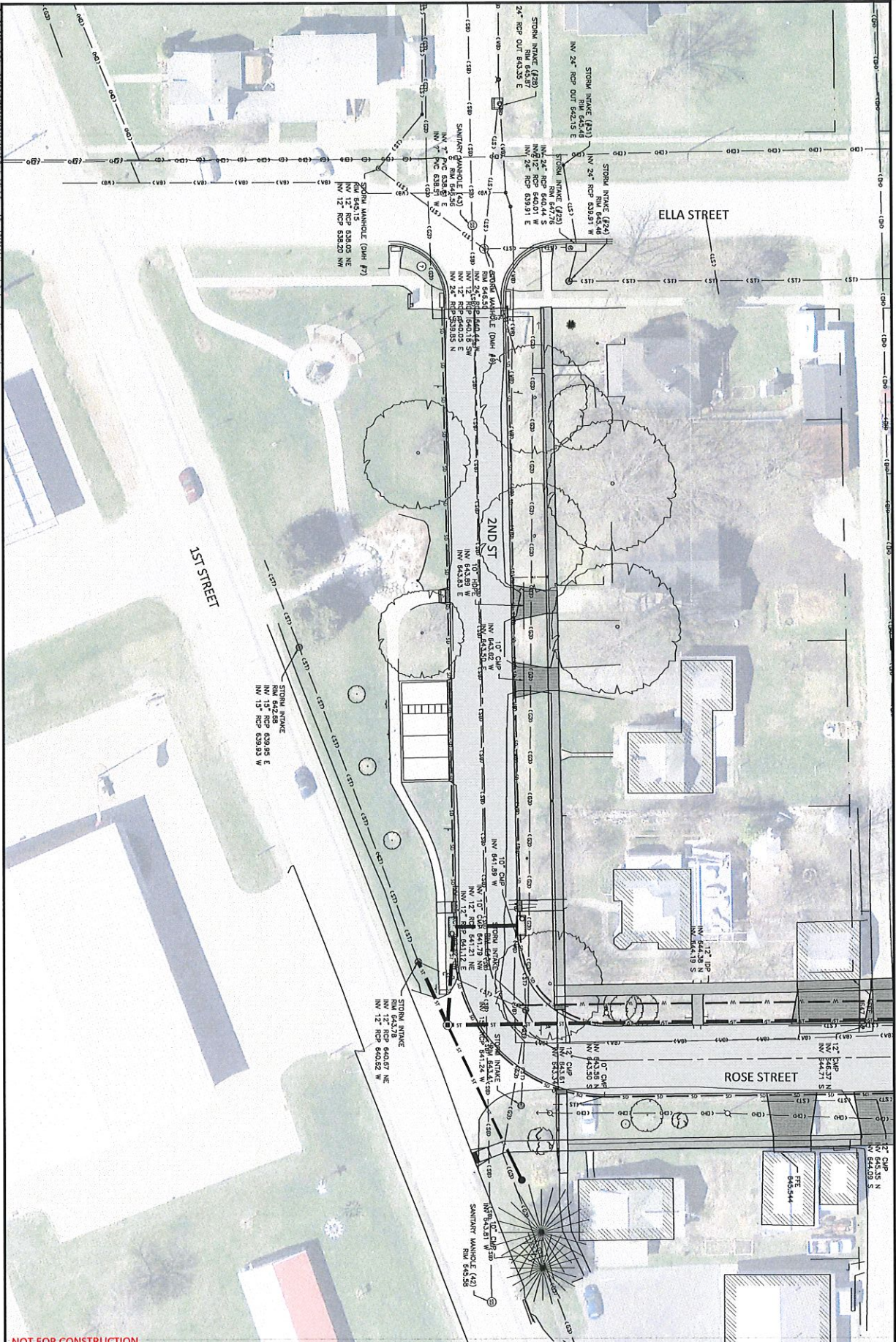
The retaining wall on 3<sup>rd</sup> will need steps and may need a 7-8' easement.

NE corner of Greene and 3<sup>rd</sup> will have a ditch drain.

Glasgow and 3<sup>rd</sup>-sidewalk on west side only next to street.

Possible lowering of intake at 3<sup>rd</sup> and Ella.

No changes on Ella at intersections at this point



NOT FOR CONSTRUCTION

SHEET NAME:  
**2ND AND ROSE STREETS  
 REMOVING HIGHWAY CONNECTION**

PROJECT NO.:  
**210144**

DESIGN PROFESSIONAL:  
**BOELK/BETTIS**

PROJECT NAME:  
**THIRD STREET IMPROVEMENTS**

CLIENT NAME:  
**CITY OF RIVERSIDE**

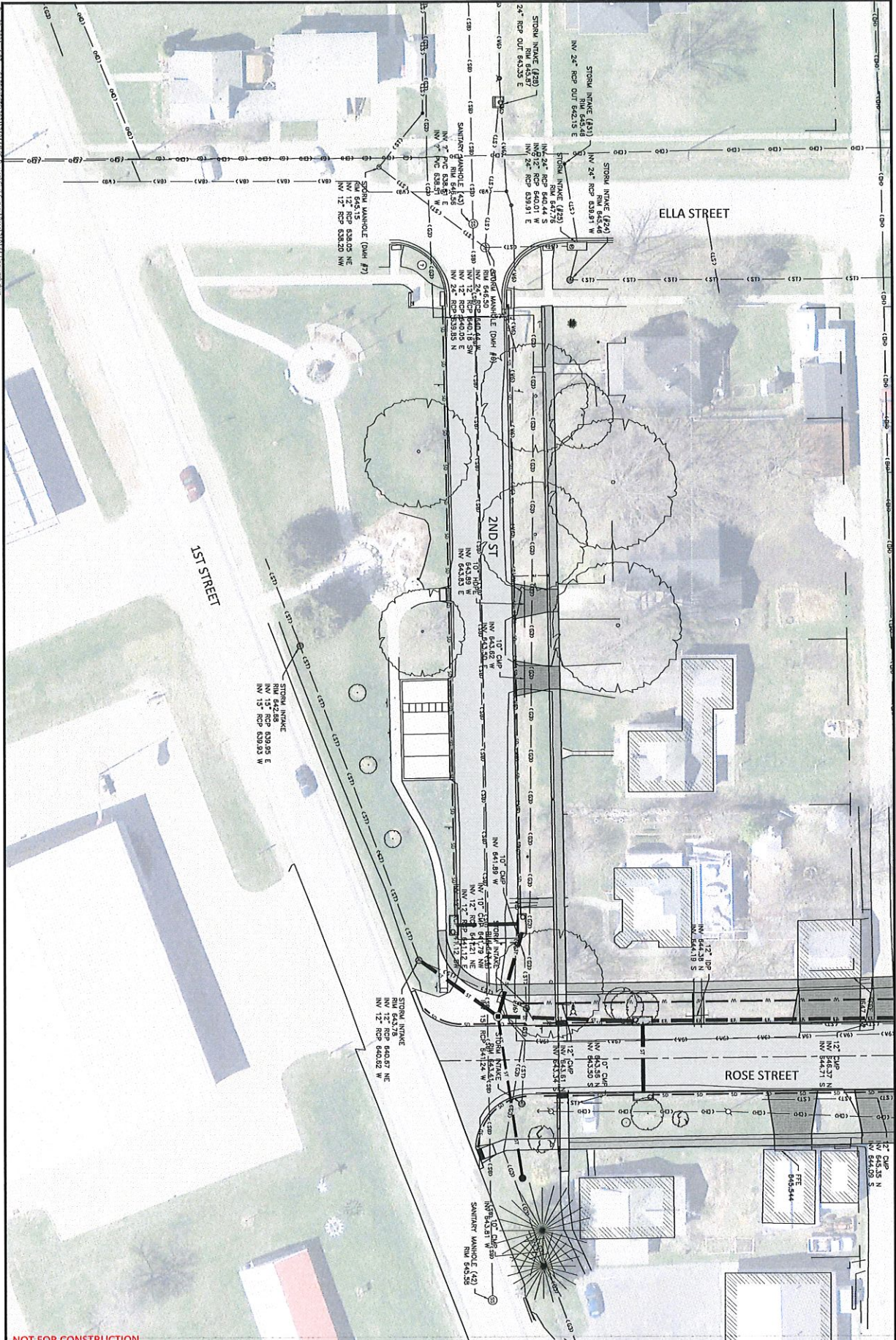
LOCATION:  
**RIVERSIDE, IA 52327**

DRAWING LOG		
REV	DESCRIPTION OF CHANGES	DATE



ENGINEER:

WWW.AXIOM-CON.COM | (319) 519-6220



**NOT FOR CONSTRUCTION**

SHEET NAME:  
**2ND AND ROSE STREETS  
 REMOVING 2ND STREET CONNECTION**

PROJECT NO.:  
**210144**

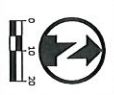
DESIGN PROFESSIONAL:  
**BOELK/BETTIS**

PROJECT NAME:  
**THIRD STREET IMPROVEMENTS**

CLIENT NAME:  
**RIVERSIDE, IA 52327**

CLIENT NAME:  
**CITY OF RIVERSIDE**

DRAWING LOG		
REV	DESCRIPTION OF CHANGES	DATE



ENGINEER:

**AXIOM  
CONSULTANTS**

WWW.AXIOM-CON.COM | (319) 519-6220



## **Trek "Where the Best Begins"**

Application for Funding FY 2022/2023

Please attach additional sheets as required

**Fiscal Year 2022-2023 Hotel-Motel Tax**

### **Tax Fund Grant Program**

- About the program

The Hotel-Motel tax grant application provides non-profit organizations a mechanism to be considered for funding allocations derived from hotel/motel tax grant revenues. The funds are gross receipt revenues from the renting of all rooms where accommodations are furnished to transient guests for rent. State Code governs the use of revenues derived from the tax. All entities, excepting governmental entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds. All recommendations on allocations shall be subject to City Council approval.

**INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED FROM CONSIDERATION**

### **General Information**

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Tax ID/Federal ID # \_\_\_\_\_

Organization Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Applications are due no later than January 14, 2021, to the following address:**

**City of Riverside City Hall  
60 N. Greene Street  
PO Box 188  
Riverside, Iowa 52327**

### **History and Uses**

The citizenry of the City of Riverside approved the implementation of the Hotel-Motel Tax in November of 2006 with the tax to become effective January 1, 2007. The percentage approved was seven percent and is imposed upon the gross receipts from the renting of any and all rooms, apartments, or sleeping quarters in any hotel, motel, inn, public lodging house, rooming house, tourist court, or in any place where sleeping accommodations are furnished to transient guests for rent. The intended use of the tax was to promote community development and tourism in Riverside.

**State Code 423A.7 (4) (a) governs the use of revenue derived from the tax and provides that:**

- 1) At least fifty percent of the revenues derived there from for the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining of recreation, convention, cultural, or entertainment facilities including but not limited to memorial buildings, halls, and monuments, civic center convention buildings, auditoriums, coliseums, and parking areas or facilities located at those recreation, convention, cultural, or entertainment facilities or the payment of principal and interest, when due, on bonds or other evidence of indebtedness issued by the County or City for those recreation, convention, cultural, or entertainment facilities, or for the promotion and encouragement of tourist and convention business in the City or County and surrounding areas.
- 2) The remaining revenues may be spent by the City or County, which levies the tax for any city or county operations authorized by law as a proper purpose for the expenditure within statutory limitations of City or County revenues derived from ad valorem taxes.

### **Eligibility and Allocation Procedures**

All entities, excepting government entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds.

All recommendations on allocations shall be subject to City Council approval.

- 1) **Resolution:** Allows council members to allocate funding to requesting organizations through a resolution. Prior to allocating funding, organizations must provide written justifications for the funding requested. Justification would include how the funds will be spent, benefit provided to the City through funding their request, and the positive effect their organization will have on the community if the

funding is granted. Eligible applicants would be defined as those organizations that qualify for one of the approved hotel-motel categories. Potential applicants for this funding would have a direct or clearly stated indirect potential impact on the future visitor or cultural enhancements. In addition, organizations submitting applications must provide compelling evidence as to why their particular "special project" should be funded.

**Type of Grant (choice from category 1-3 below)** \_\_\_\_\_

**Requested Amount:** \_\_\_\_\_

**Category 1: Community Culture and Education.** Applicants are educational, cultural, and entertainment-oriented entities that are mission-driven and improve the overall quality of life in Riverside. Organizations must have 501 non-profit status under the Internal Revenue Code. Applicants must have regular hours they are open to the public or a regular series of events open to the public.

**Category 2: Community Recreation and Events.** Applicants are community recreational and event-oriented entities particularly for recreation activities, annual events or limited time events which illustrate a positive impact on the quality of life. Organizations must have 501 non-profit status under the Internal Revenue Code.

**Category 3: New and Emerging Organizations and Events.** Applicants are limited to a total of three successive annual applications for a new or emerging organization or event. The program or event shall show uniqueness, fulfill an unmet need, or program, and have a positive impact on the quality of life. Organizations must have 501 non-profit status under the Internal Revenue Code.

### **Eligibility and Allocation Procedures**

#### **Required to be submitted with application:**

- Mission Statement (optional)
- Current Board Member List
- Verify 501 non-profit status
- Annual financial statement

#### **Part 1: Quantitative Section:**

Provide basic quantitative data that is appropriate to your mission. Include the following: number of days open to public, performances, attendees, clients, demographic figures showing where the people who use your services or programs live, local economic impact, etc.

#### **Part 2: Qualitative Section:**

1. Describe cultural educational, recreational, or tourism value your hotel-motel funding request will provide in meeting your organization's mission statement and/or current strategic plan.
2. Identify special and/or unique opportunities your organization's hotel-motel funding request provides residents and tourists in such areas as leisure opportunities, educational opportunities, programs that promote diversity and cultural awareness, special programs, or collections, etc.



3. Identify ways in which your organization works with other organizations to bring visitors to Riverside. Address any of the following that occurred during the previous year: partnerships, collaborations, joint marketing, etc.
4. Detail what your organization has done in the past year to reduce your organization's need for hotel-motel funding. Include sponsorship of events, promotions, fund raising, cost sharing programs, etc.

### **Part 3: Fiscal Accountability:**

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

### **Quantitative Section**

Briefly describe project (350 words or less)

### **City Responsibilities**

The City, upon receipt from the State of Iowa, will promptly remit payments to grantees receiving funds starting with the first payment in September of each fiscal year.

Disbursements of **capital grants** will be made by the City upon presentation by the grantee of **paid** invoices or other documents in an acceptable form and content as prescribed by the City.

All disbursements of funds shall be subject to the City receiving collected funds from the State of Iowa Department of Revenue.

The City, as part of the annual budget process, will provide an opportunity to receive public input on the allocation of these funds.

The City shall not under any circumstances be obligated financially under this grant application program except to disburse those funds according to the budgeted allocations.

## Assurances

Applicants hereby agree and acknowledge that:

They will expend funds, received because of this application, solely on the described project and programs included within the grant application documents within the fiscal year from which the grant is disbursed.

If they are awarded funds, applicants will include in all appropriate promotions, publicity, advertising, and in printed material the following credit line as applicable:

- ***This project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.***
- ***Our operations are partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.***
- ***Our operations are and this project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.***

The filing of this application has been approved by the legally authorizing body of the applicant, if applicable.

The facts, figures and information contained in this application including all attachments, are true and correct.

Failure to comply with the administrative rules for this program will result in the forfeiture of funds allocated based upon this application grant.

All records of the grantee relating to this grant application are available during reasonable business hours to the City or their authorized representative upon request.

All records of the grantee related to this grant will be maintained for a period of three years following the date the final grant payment is made.

All grants acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Riverside as contemplated by Iowa Code Chapter 423A.7(4)(a). The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Riverside that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 423A.7(4)(a). The grantee additionally and specifically acknowledges and assures the City of Riverside that it will not use the grant for any purpose which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by the Iowa Code

Section 423A.7 (4) (a) that it will reimburse, in full, the City of Riverside the entire amount of the grant.

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

### **Final Reporting**

Organizations that received hotel-motel funding for fiscal year 2020/2021 will be required to submit a report by January 14, 2022, outlining how hotel-motel funding was used. This report should show how hotel-motel funding met the quantitative, qualitative, and fiscal accountability your organization provided in the hotel-motel application. This word document should be a maximum of 250 words. ***Failure to file a report by July 31, 2022, with the City of Riverside may result in your organization being disqualified from requesting hotel-motel funding in the next fiscal year. Reports should be mailed to Riverside City Hall, P.O. Box 188, Riverside, Iowa 52327.***

The following items shall be included in the final report, if applicable:

1. General attendance last year
2. Paid visitor attendance last year
3. Attendance by school children last year
4. Number of full-time staff
5. Number of volunteers last year:
6. Number of volunteer hours last year:
7. Regular Meetings/Agendas concerning your use of grant funds
8. Days open to the public

9. Number of out-of-town visitors  
(More than 100 mi.):

10. How are number of out-of-town visitors tracked:

11. Local economic impact:

12. How your organization works:

13. Other information- provide information you believe the Council should know:

If you receive a grant in this cycle, be prepared to provide this information in your final report.

DRAFT



City of Riverside  
Downtown Business District Incentive Program  
FY23

**Program Objective**

Provide financial assistance to commercial entities for the redevelopment or remediation of underutilized buildings. ***Projects started, in process, or completed prior to application date will not be considered for funding.***

**Project Intent**

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

**Definitions**

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

**Available Assistance**

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

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

**Eligibility Requirements**

- Available to property or building owners only
- Must be in the business district

- Mixed-use buildings: Only the Commercial portion of the building is eligible
- Must meet the definition of building
- Must meet the definition of underutilized
- Work must be performed by a licensed contractor

#### Eligible Improvements

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

#### Ineligible Improvements

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

#### Grant Forms/Application Period

- Grant forms will be available at City Hall and on the City website.
- Early Grant forms submission deadline is April 1<sup>st</sup>.
- Grant award cycle will be July 1 through June 30 of each year.
- Completed applications need to be received by at City Hall each year by July 1st to be considered for the next grant cycle. Draft applications are strongly encouraged and can be submitted as early as April 1<sup>st</sup>. A completed application must include:
  - Application form with signatures of applicant and builder owner if different.
  - Construction drawings/plans for the project.
  - Photos of the project area.
  - Itemized budget that includes a complete list of projected expenses listing dollars applied for.
  - Bids/estimates from contractors.
  - Property owners estimated financial contribution. (Cannot use grant proceeds from other grants as financial contribution)

- Grants are awarded on a FY basis, with money available between July 1<sup>st</sup> through June 30<sup>th</sup> of each year. Projects must be completed with rebate request forms with the appropriate supporting documentation submitted by May 31<sup>st</sup> of the grant cycle.
  
- The Grant Review Committee will review and recommend applications for approval to the City Council for approval. Scoring may be based on:
  - Threats to the survival of the structure
  - Importance of the structure to the overall goals
  - Cost effectiveness of the proposed work
  - Time required to complete the project

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

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

#### Grant Application Checklist:

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



**Trek**  
**"Where the Best Begins"**

**CITY OF RIVERSIDE BUSINESS DISTRICT GRANT APPLICATION**

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

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

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

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

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

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

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

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



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

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

**FOR CITY USE ONLY**

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

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

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

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

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

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

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



**Trek**  
"Where the ~~Best~~ Begins"

## City of Riverside Residential Community Beautification Incentive Program

**Retroactive applications will not be accepted. Applicants must consult with City Staff before work begins to define a project scope.**

### Guidelines & Policies

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

### Program Objectives

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

### Available Assistance

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

### Eligibility Requirements

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

### Minimum Guidelines

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

### Eligible Improvements

- Sidewalks, Driveways
- Permanent exterior improvements to include but not limited to:
  - Installation, repair, or replacement of exterior exit doors.
  - Roof installation, repair, or replacement.
  - Repair, replacement, or addition of exterior shutters, awnings, and/or canopies.
  - Repair and/or rebuilding exterior walls, including siding, painting, sealing, and tuck pointing.
  - Repair or replacement of frames, sills, glazing, glass, and/or installation of new windows.
  - Installation, repair, or replacement of exterior lighting.
  - Repair, replacement of front porches, decks.
- Compliance with Americans with Disabilities Act (ADA) for sidewalks on properties.

### Ineligible Improvements

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

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

**Grant Awarding.** Grants are awarded while funding is available per budget year. One Grant application per property owner per year is allowed or at Council discretion. Prioritization may be given to those properties valued under \$180,000. Preference is given to new applicants and may be given to those who use local businesses in their project. Grants will be awarded following council approval.

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

- Grant applications may be submitted as early as April 1<sup>st</sup> for preliminary review. Final grant submittal is due no later than July 1<sup>st</sup>.
- After reviewing the program guidelines, the applicant will meet with the Grant Committee to discuss the desired work to be undertaken. Written bids, sketches, color samples, material supplies, and photographs are encouraged to be submitted along with the application.
- The Grant Committee will review application making sure all requirements have been met and then present to the City Council for either approval or rejection of the grant request.
- Once Council approval is obtained the City Clerk will contact the applicant and provide the authorization to proceed.
- ***The applicant is responsible for obtaining any necessary building permits prior to beginning the project and will be responsible for complying with all Ordinances and laws, including all required inspections.***
- ***Deviations from approved plans and specifications without the prior authorization of the Grant Committee may disqualify the applicant from receiving any grant funds.***
- When the project is complete, the applicant will submit to the City Clerk copies of all bills including proof of payment and at which time the City Clerk will present the paperwork to the Grant Committee to determine whether the overall project met program guidelines. If all requirements have been met, the City Clerk will take the request for payment to council for approval, and once approve is received, the City Clerk will issue payment to the applicant. Please allow 30 days for processing.



**Trek**  
**"Where the Best Begins"**

City of Riverside Residential  
Community Beautification Incentive Program  
GRANT APPLICATION

- **Retroactive applications will not be accepted. Applicants must consult with City Staff before work begins to define a project scope.**

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

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

Type of Work to be performed:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

**FOR CITY USE ONLY**

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

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

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

Responses from Grant Committee:

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

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

Comments:

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## 1/4/2022 Council Meeting

### Public Works-Mixed up leaf pile, added water for composting

- Worked on signs on Ella St
- Put markers on sidewalks
- Emptied trash in parks
- Worked with contractor on tree removal
- Worked on speed sign on Schnoebelen St
- Worked with Bill on water services on 3<sup>rd</sup> St
- Secured Christmas lights
- Cleaned trash around town
- Repaired door on red barn
- Maintenance on chain saw in anticipation of wind storms
- Bid opening-RR Park
- Cleaned shop
- Equipment maintenance in shop
- Removed bench at city hall for repair and painting
- Cleaned branches off trail
- Picked up Christmas decorations after storm
- Checked snow fence by Galileo
- Worked on stop sign hit on River Street
- Deliver packets
- Jay-meeting with CA on size of Galileo lots, potential buyers
- Worked on budget for streets, parks
- Final inspection on St. Mary's-Jay
- Worked with new homeowner on Sycamore about backyard garage-Jay
- Answered phone calls, emails

### City Administrator-Monday employee meetings

- Payroll
- Review of utility billing reports from Speer Financial
- Review of current policies in binder
- Working with departments on budget requests
- Review of permit request for KCTC for ROW
- Phone update with KCTC
- Review of past due utility accounts
- Starting review of current policies with mayor
- 12/21 Interview with KCII on council meeting
- 12/22 Zoom meeting with Sheriff, DOT, Motor Vehicle Enforcement-embargo signage
- Review of engine brake ordinance and sheriff monitoring
- 1/7/22 Christmas tree pickup
- sign up for Online Training for MLA Part Two: I have Kevin Kiene, Allen and Lois for sign up.  
Anyone else?
- Newsletter

- Employee meeting
- Review of examination findings
- Review of bids for tree removals-Railroad Park

City Clerk-Payroll

- Water billing
- Payroll
- Month end balancing
- Deposits
- Emails
- Calls for high water usage
- shut offs
- Move ins/outs

**Goals-**

**Website updates**-ready to go. Sign up on website

**Update Employee Handbook**-waiting for attorney information

**Nuisance Properties**-ongoing process, letters sent, follow up

**Downtown Building Inspection Process**-Checking into cost if Fire Inspector does not happen

**Code updates**-Working with attorney on tightening up nuisance code. Ordered and received International Property Maintenance Code-Jay reviewing. Working towards preliminary updates for 1/17/2022 meeting

**Completed Railroad Park and 3<sup>rd</sup> Street Design**-Railroad Park bid approved. Early start date February. Third Street walk through 12/23, next step to contact affected homeowners, then public meeting, and to go out for bid in late January or early February.



## Christine Yancey

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**From:** Ryan Schlabaugh <rschlabaugh@cityofkalona.org>  
**Sent:** Tuesday, December 28, 2021 3:26 PM  
**To:** cityadministrator@cityofwellman.com; Christine Yancey  
**Subject:** FW: Proposed Supervisor Districts  
**Attachments:** 3873\_001.pdf

FYI, they just held the public hearing on this.

Biggest change that I see is Riverside would not share a supervisor with us and would now go to Marcus Fedler.

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**From:** Dan Widmer <dwidmer@co.washington.ia.us>  
**Date:** Tuesday, December 28, 2021 at 2:42 PM  
**To:** Ryan Schlabaugh <rschlabaugh@cityofkalona.org>  
**Subject:** Proposed Supervisor Districts

Jack is Dist 1 (big area on the west side of the county)  
Bob is Dist 2 (Kalona area)  
Marcus is Dist 3 (big area on east side of the county)  
Richard is Dist 4 (east of Washington)  
Stan is Dist 5 (south and west of Washington)

Dan

**NOTICE:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Merged Census blocks per 2020 Census**  
Date: 12/13/2021

- 2020\_Population\_Blocks
- Pol Twp
- City Limits
- Main Roads
- CLASS
- A25
- A30
- A31
- A41

Dist 1: 4516  
(Total Area by Hwy 4)

Dist 2: 4524

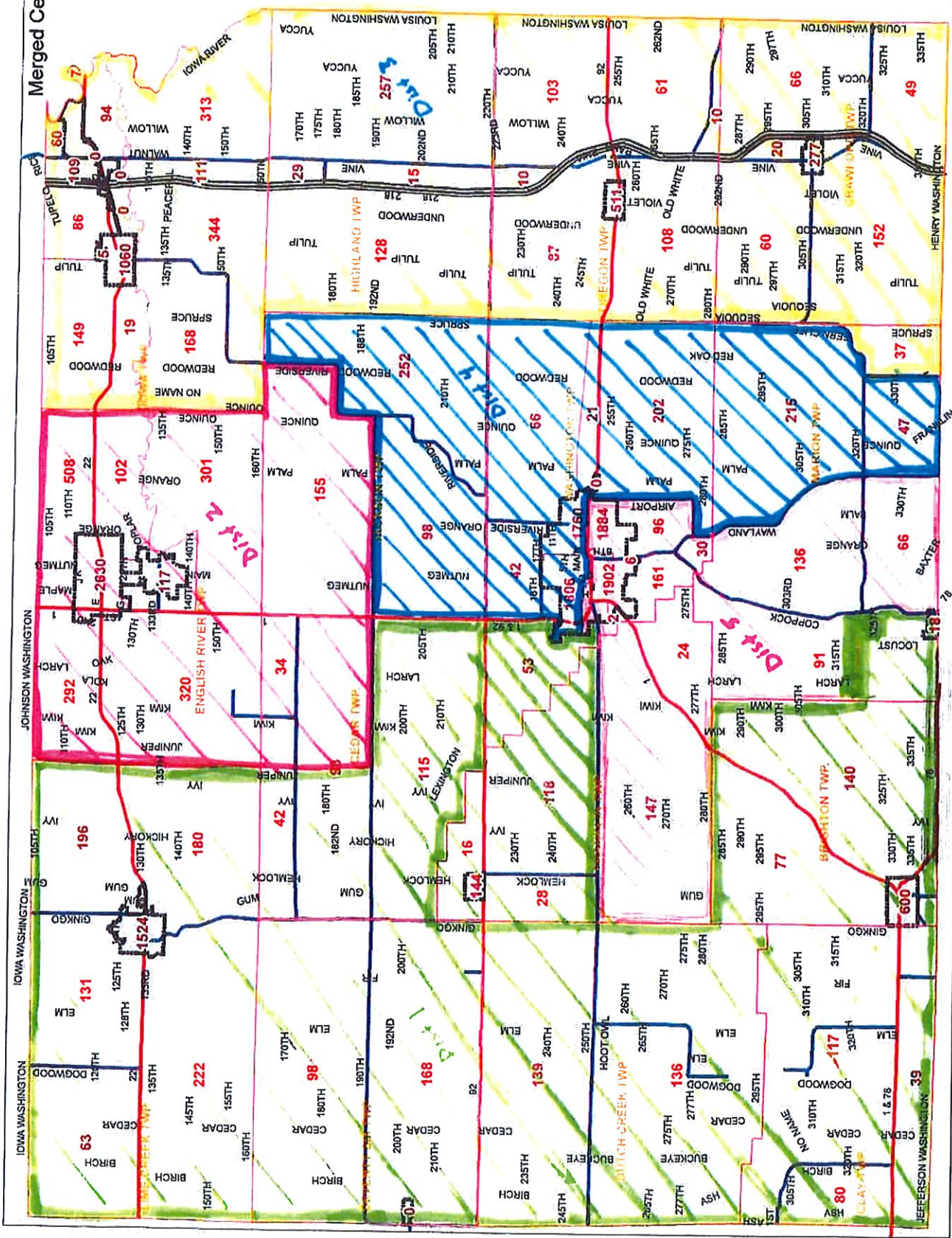
Dist 3: 4505

Dist 4: 4509

Dist 5: 4516

4524  
- 4525  
19

All levels subdivision requirements



## WASHINGTON COUNTY SHERIFF - RIVERSIDE CALL COUNT - NOVEMBER

CALL TYPE	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>TOTAL</u>
ALARM	1					<u>1</u>
ALL OTHER OFFENSES	2	1	2	2	4	11
ANIMAL COMPLAINT	1			2	3	6
ARSON				1		1
ASSAULT	1			1	1	3
ASSIST OTHER AGENCY						
BARKING DOG			1		2	3
BURGLARY	1			1	3	5
CIVIL DISPUTE						
CIVIL STANDBY					2	2
CURFEW-LOITERING				1		1
DISABLE VEHICLES		1	2	1	2	6
DISORDERLY CONDUCT	2	2	1	2	1	8
DP&Q						
DRUG VIOLATION	2	2	1	1	1	7
FAMILY OFFENSE N/V		1		1		2
FIRE CALLS						
FRAUD/FORGERY		3		2		5
HANG UP CALLS						
HARASSMENT	1			1	2	4
ILLEGAL DUMPING						
INTOXICATED DRIVER		2			1	3
LIQUOR VIOLATIONS						
LOITERING-VAGRANCY						
MEDICAL CALL				1		1
MENTAL SUBJECT	2		1			3
MISSING PERSON					1	1
PROPERTY-RECOVERED	1					1
PUBLIC INTOX	1	1	1			3
PUBLIC SERVICE	1	1			1	3
SEARCH WARRANT						
SEX OFFENDER-CHECK	5					5
SEXUAL ASSAULT					1	1
STOLEN PROPERTY						
SUICIDE						
SUSPICIOUS ACTIVITY		2	2		3	7

## WASHINGTON COUNTY SHERIFF - RIVERSIDE CALL COUNT - NOVEMBER

THEFT-MOTOR VEHICLE	1					1	
THEFT-OTHER	3	4	1	3	2	13	
THEFT-SHOPLIFTING		1				1	
TOBACCO VIOLATIONS							
TRAFFIC -ACCIDENT		3	3		3	9	
TRAFFIC STOP	11	27	13	10	28	89	
TRAFFIC STOP-INTOXICATED	1					1	
TRAFFIC STOP-SERIOUS	5	3		1		9	
TRAFIC-DISABLED V	4					4	
TRAFIC-DRIVE COMPLAINT	1					1	
TRAFIC-PARKING							
TRESPASS	3	2	1		4	10	
VANDALISM		2	2		1	5	
VEHICLE UNLOCK	2					2	
WARRANT ARREST	1	1				2	
WEAPONS VIOLATION							
WELFARE CHECK	1	1			1	3	
TOTAL	54	60	31	31	67	243	243