

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

**REGULAR MEETING**

**Tuesday, January 3, 2023. 6:00 PM**

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. Roll Call
3. Approval of Agenda
4. Consent agenda
  - a. Minutes from 12-19-2022
  - b. Expenditures for 1-03-2023
  - c. Planning and Zoning minutes for 08-30-2022 (amended)
  - d. Planning and Zoning minutes for 12-20-2022 (draft)
5. **Public forum: 3 minutes per person. See guidelines for public comments at the Clerk's table.**
6. Community Visioning Presentation
7. Consider repairs to Delta Shield sculpture (8)
8. Hotel/Motel Grant Presentation-Riverside History Center, Voyage Home Museum
9. Hotel/Motel Grant Presentation-Trek Fest 38 (10)
10. Repairs to Water Plant Generator (24)
11. Resolutions (next resolution # 2023-01)
  - A. Consider resolution to set a public hearing for rezoning of EASTSIDE COMM SITE SD LOT 3B EXC 3C & 3D COMMERCIAL DRIVE from C-2 to C-3. (27)
  - b. Consider resolution to approve proposal for unit cost for chip/seal and patching (28)
  - c. Consider resolution for repairs to lift station #4 (30)
12. City Clerk Report
  - a. Temporary part-time position for City Hall
  - b. Set schedule for FY2024 budget meetings (37)

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

13. Closing Comments

14. Motion to Adjourn

RIVERSIDE CITY COUNCIL MEETING: Monday, December 19, 2022

The regular Riverside City Council met at 6 pm in the Riverside City Council Chambers. Mayor Allen Schneider called the meeting to order and requested roll call with Edgar McGuire, Kevin Kiene, Lois Schneider, Kevin Mills, and Tom Sexton.

Motion made by Sexton, second by McGuire to approve agenda. Passed 5-0.

Motion made by Kiene, second by Schneider to approve consent agenda, including 12-5 amended minutes and 12-8-22 minutes, expenditures, and November Fire Department Report. Passed 5-0.

Mike Meinders reported on repair of Delta Shield for Railroad Park.

Randy Tinnes, Washington County Deputy, gave the monthly report for Riverside.

Luis Ramirez, PeopleService Inc. presented monthly water and wastewater report.

Ann Valentine and Sara O'Donnell of Paws & More Animal Shelter presented council with a 28E agreement for Riverside services in animal control and discussed plans for expansion with new facilities.

Rob Decker, Axiom Consultants presented results of Water Treatment Plant project bids. Decker gave updates on the Water Plant repair plans. Brian Boelk, Axiom Consultants, updated the city council on the 3<sup>rd</sup> Street project and Sanitary Sewer Study. He is working on the capital improvement plan.

Motion by Mills, second by McGuire for a 5-minute break at 7:23 p.m. passed 5-0.

Kiene moved, second by Schneider to pass Resolution #2022-121, Appointing William Sueppel of Meardon, Sueppel & Downer P.L.C. as City Attorney firm for the City of Riverside from January 1, through June 30, 2023. Passed 3-2 Mills and Schneider opposed.

Sexton moved, second by McGuire to pass Resolution # 2022-122, Approving Logan Michel for permanent fulltime streets and parks employee at \$22.00 per hour wage. Passed 5-0.

Motion by McGuire, second by Kiene to pass Resolution #2022-123, Approving grant application for Alliant Energy "Spring 2023 Branching Out Grant" in the amount of \$4990. Passed 5-0.

Motion by McGuire, second by Sexton to pass Resolution #2022-124, Approving Change Order #14 to Streb Construction Co. for additional work done on the 3<sup>rd</sup> Street Project in the amount of \$8188.48. Motion passed 5-0. Axiom will reimburse City for ITC #18, replacing fire hydrant at Rose and 3<sup>rd</sup> Street, in the amount of \$4352.50.

McGuire moved, second by Schneider to table Wastewater Treatment plant repairs. Passed 5-0.

Sexton moved, second by McGuire to pass Resolution #2022-125, Approving pay request # 7 for Streb Construction on the 3<sup>rd</sup> Street Project in the amount of \$395,591.26 for work completed by 11/30/22. Passed 5-0.

Motion by McGuire, second by Kiene to pass Resolution #2022-126, Approving participation in the Carbon Credit program with Trees Forever. Passed 5-0.

Motion by McGuire, second by Mills to pass Resolution #2022-127, Approving the application to the Living Roadway Trust Fund for Integrated Roadside Vegetation Management Plan. Passed 5-0.

Motion by Kiene, second by Sexton to pass Resolution #2022-128, Approving grant application to Iowa DNR for the 2022 Volunteer Fire Assistance Grant in the amount of \$3520 to purchase equipment for extinguishing brush and field fires. Passed 5-0.

Council reviewed November Utility reports, Admin's report, and financials.

McGuire motioned, second by Sexton to go into Closed Session per Iowa Code Chapter 21.5 (1) (i) at 8:13 p.m. as requested by administrator.

Council returned to open meeting at 8:25p.m.

McGuire motioned, second by Sexton to pass Resolution #2022-129, approve vacation pay out of \$4697.44 by 12-31-22 and severance payment of \$26,492.00 at regular pay cycles through March 2023. Passed 4-1 Schneider opposed.

Motion by Sexton, second by McGuire to adjourn at 8:36 p.m. Motion carried 5-0.

Mayor set next Council meeting for Tuesday, January 3, 2023 due to New Year's Holiday.

Full content of city council meetings can be viewed on the city website [www.riversideiowa.gov](http://www.riversideiowa.gov).

City Council Meeting: January 3, 2023 at 6:00 p.m. in City Council Chambers

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Allen Schneider, Mayor

ATTEST:

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Becky LaRoche, City Clerk

EXPENDITURES JANUARY 3, 2023					
	<b>COUNCIL MEETING</b>	<b>BILLS</b>			
1	ALLIANT ENERGY	PARKS	001-5-430-6371	\$ 307.39	
2	ALLIANT ENERGY	SEWER	610-5-815-6371	\$ 739.76	
3	ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$ 324.69	
4	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$ 1,460.64	
5	ALLIANT ENERGY	FIRE STATION	002-5-150-6330	\$ 556.50	
6	ALLIANT ENERGY	WATER	600-5-810-6371	\$ 307.19	\$ 3,696.17
7	AXIOM CONSULTANTS	WWTP-REPAR PLANS	610-5-815-6407	\$ 13,000.00	
8	AXIOM CONSULTANTS	3RD STREET	301-5-750-6796	\$ 10,252.50	
9	AXIOM CONSULTANTS	MEETINGS	001-5-650-6407	\$ 2,175.00	
10	AXIOM CONSULTANTS	ON-CALL SERVICE	001-5-650-6407	\$ 4,733.75	\$ 30,161.25
11	BECKY LaROCHE	CELL STIPEND	001-5-650-6373	\$ 50.00	
12	CITY OF KALONA	NOV BUILD INSP	001-5-170-6499	\$ 1,686.97	
13	BRYAN LENZ	CELL STIPEND	001-5-430-6373	\$ 50.00	
14	LOGAN MICHEL	CELL STIPEND	001-5-210-6373	\$ 50.00	
15	ELECTRIC PUMP	LS#4	610-5-815-6374	\$ 1,257.75	
16	KUM & GO FLEET	DEF	110-5-210-6331	\$ 12.20	
17	KUM & GO FLEET	FD-FUEL	002-5-150-6350	\$ 271.31	\$ 283.51
18	MEARDON, SUPPEL, DOWNER	LEGAL	001-5-640-6411	\$ 1,800.00	
19	MENARDS	SHOP- ANTI GEL	001-2-210-6372	\$ 21.98	
20	MENARDS	PARK - STAGE DOOR REPAIR	001-5-430-6325	\$ 164.99	\$ 186.97
21	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$ 267.45	
22	MID AMERICAN ENERGY	RVFD	002-5-150-6330	\$ 486.23	
23	MID AMERICAN ENERGY	C HALL	001-5-650-6371	\$ 75.25	\$ 828.93
24	PEOPLE SERVICES	SERVICE	610-5-815-6500	\$ 12,022.00	
25	PEOPLE SERVICES	SERVICE	600-5-800-6500	\$ 12,022.00	\$ 24,044.00
26	STORY KENWORTHY	W2- 1099 FORMS	001-5-650-6506	\$ 84.69	
27	VERIZON	RVFD	002-5-150-6332	\$ 25.02	
28	VERIZON	ADMIN	001-5-650-6373	\$ 41.31	\$ 66.33
29	*****	<b>TOTAL BILLS</b>		<b>\$ 64,246.57</b>	
30					
31	DELTA DENTAL	BILLING-DEC	001-5-430-6150	\$ 206.30	
32	LINCOLN NAT'L LIFE INS	BILLING-DEC	001-5-620-6150	\$ 213.80	
33	MEDIACOM	RVFD	002-5-150-6332	\$ 255.22	
34	MEDIACOM	CITY HALL	001-5-650-6373	\$ 262.16	\$ 517.38
35	VERIZON	COLLECTORS	600-5-810-6373	\$ 63.54	
36	WELLMARK	BC/BS	001-5-620-6150	\$ 2,747.44	
37	WINDSTREAM	SHOP	001-5-210-6371	\$ 183.96	
38	WINDSTREAM	WTP	600-5-810-6373	\$ 161.72	
39	*****	<b>TOTAL PAID BILLS</b>		<b>\$ 3,748.46</b>	
40	*****	<b>TOTAL EXPENDITURES</b>		<b>\$ 68,340.71</b>	
41					
42	<b>EXPENDITURES by FUND</b>				
43	GENERAL FUND		\$ 16,907.77		
44	FIRE DEPARTMENT		\$ 1,594.28		
45	ROAD USE FUND		\$ 12.20		
46	CASINO FUND		\$ -		
47	CAPITAL PROJECTS		\$ 10,252.50		
48	WATER FUND		\$ 12,554.45		
49	SEWER FUND		\$ 27,019.51		
50	GARBAGE		\$ -		
51	<b>TOTAL EXPENDITURES</b>		<b>\$ 68,340.71</b>		

The Riverside Planning and Zoning Commission met on Tuesday, August 30, 2022, at 6:00 p.m. in the Riverboat Room of City Hall with the following members present: Phil Richman, Doug Havel, Bob Yoder, Bob Schneider and Denise Reschly. Rob Weber, and Kris Westfall were absent. In the absence of the chair, City Administrator Yancey called the meeting to order at 6:00 p.m. Members of the Commission selected Bob Yoder to be acting chair.

Motion made by Yoder, second by Richman to approve the agenda. Motion carried 5-0.

Motion made by Richman, second by Schneider to approve the June 28, 2022, minutes. Motion carried 5-0.

Kris Westfall arrived at 6:02 p.m.

**There was discussion on the plat of survey submitted by Chad Freeman. Bob Schneider made a motion to request clarification of R-2 zero lot line requirements by the city attorney and the building inspector. Bob Yoder seconded the motion and the motion carried 5-0.**

Scott Kerkhoff, representing Midwest Surplus, Inc., addressed the commission on his request to have most of the lot gravel, except for having concrete around the shop and office. Bob Schneider mentioned that the building could be moved closer to the driveway access to lessen the amount of concrete needed. Bob Schneider made a motion to make a recommendation to the city council on the discussed changes and then rescinded his motion. To recap, the lot was rezoned from C-3 to C-2 to allow for outdoor storage. The rear yard setback needs to be 20 feet. The developer would be responsible for the curb cut of 30 feet to provide enough access for semi traffic, and there would need to be a hard surface driveway from the street to the building, as required by the site plan ordinance. Mr. Kerkhoff was asked to present a new site plan to the group that would meet these conditions, and a new meeting to review could be set. Motion made by Schneider, second by Richman to table review until a new site plan was presented. Motion carried 5-0.

Motion made by Richman, second by Westfall to adjourn the meeting Motion carried 5-0. Meeting adjourned at 7:15 p.m.

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Bob Yoder, Acting Chair

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Christine Yancey, City Administrator

The Riverside Planning and Zoning Commission met on Tuesday, December 20, 2022, in the Riverboat Room of City Hall with the following members present: Kris Westfall, Bob Yoder, Bob Schneider and Denise Reschly. Rob Weber, Phil Richman, and Doug Havel were absent. Westfall called the meeting to order at 6:11 p.m.

Motion made by Schneider, second by Yoder to approve the agenda. Motion carried 4-0.

Motion made by Westfall, second by Yoder to approve the August 30, 2022, minutes with changes to the action taken on the request by Chad Freeman. It was also noted that Denise Reschly was present at the meeting. Motion carried 4-0.

Ron Amelon from MMS Consultants reviewed a site concept drawing for a proposed RV park on Commercial Drive. Mike Lombard owns the site, which is currently zoned C-2. He is requesting it be rezoned to C-3.

Nick Bettis from Axiom Consultants reviewed a summary he put together outlining possible options.

Bob Schneider made a motion to recommend to the City Council that the property be rezoned to C-3. Bob Yoder seconded the motion. Motion carried 4-0.

Motion made by Schneider, second by Yoder to adjourn the meeting. Motion carried 4-0. Meeting adjourned at 6:46 p.m.

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Kris Westfall, Chair

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Allen Schneider, Mayor

RPM REVIVAL,LLC  
 36 Spruce St  
 Tipton, IA 52772 US  
 (563) 886-4961  
 ramosson@rpmrevival.com,phelm  
 old@rpmrevival.com  
 rpmrevival.com

## Estimate 2073



ADDRESS  
 Mike Meinders  
 City of Riverside

DATE  
 12/14/2022

TOTAL  
 \$7,818.84

EXPIRATION  
 DATE  
 01/06/2023

P.O. NUMBER  
 Ragbrai Art

SALES REP  
 amosson

ACTIVITY	AMOUNT
Unload/Load/Move Customer items	170.00T
Loading and unloading material or moving equipment/components	
Blast preparation	220.00T
Prepare unit for media blasting	
Blasting:Wet Blast	2,200.00T
Marco Wet Blast Process	
Media - Blast Material Crushed Glass (by the pallet)	1,320.00T
70 X 100 FINE Crushed Glass 75INDCG70100BB	
Rust Inhibitor for Wet Blast	92.91T
Troy Chemical Rust Inhibitor for Wet Blast. Sold by the gal.	
Paint Preparation	440.00T
Paint prep, clean surface, tape, remove lights, etc.	
Primer Application	440.00T
Apply Primer material to surface	
PIP302 Paint Primer Gray	391.04T
Gray Paint Primer	
PIH21 Hardener (QT)	231.62T
PIH21 Hardener	
PCR10 Reducer (GAL)	53.92T
PCR10 Paint Reducer	
Painting Labor	660.00T
Labor for Painter per hour	
Services	400.41
5160529 Gold Paint	
PCC87 5672666 Gloss Black 2 (SMGAL)	194.15
PCC87 5672666 Gloss Black 2 (SMGAL)	
PIH35 Hardener (QT)	392.32T
PIH35 Hardener for topcoat	
Materials/Supplies	579.17T
Blast, Prep, Prime and Paint Materials	
Barsol A-4212	19.72T
Barsol A-4212	

A FINANCE CHARGE of 1.5% per month will be assessed to all amounts left unpaid by notated due date.



ACTIVITY		AMOUNT
Tec Base Spray Gun Cleaner AER7237		13.58T
Spray Gun Cleaner, 16 oz		
Ragbrai display. Blast, prep, prime and paint metal sign. \$7800 to \$8300		
	<b>SUBTOTAL</b>	7,818.84
	<b>TAX (0%)</b>	0.00
	<b>TOTAL</b>	<b>\$7,818.84</b>

THANK YOU.

Accepted By

Accepted Date

A FINANCE CHARGE of 1.5% per month will be assessed to all amounts left unpaid by notated due date.



# Trek "Where the ~~Best~~ Begins"

Application for Funding FY 2023/2024

Please attach additional sheets as required

## Fiscal Year 2023-2024 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: Travis Riggan Title: Trekfest 38 Chairman

Email: triggan94@gmail.com

Organization Name: R.A.C.C. Trekfest 38 Tax ID/Federal ID # 19-2005566

Organization Street Address: P.O. Box 55

City: Riverside State: IA Zip Code: 52327

Telephone: 3195416394 Fax: \_\_\_\_\_

E-mail: triggan94@gmail.com

Applications are due no later than February 1, 2023, 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 1-4 below) #2 Community Events  
Requested Amount: \$21,000

**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.

**Category 4: Service-Related Organizations.** Applicants could apply on an annual basis. Organizations will need to describe the service they provide and the need in the city of Riverside.

### **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

*Trauis Riggan*  
\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

*12-27-22*  
\_\_\_\_\_  
Date

**Final Reporting**

Organizations that received hotel-motel funding for fiscal year 2022/2023 will be required to submit a report by February 1, 2023, 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 February 1, 2023, 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.

### **Quantitative Section:**

Trekfest 38 is the Annual Celebration of Riverside's most famous fictional celebrity, Captain James T. Kirk. There are several events for kids and citizens alike. Most events are free and geared towards "family and friendly" events.

### **Final Reporting:**

1. General Attendance: 4000
2. Paid Visitor Attendance Last Year: No cost, other than Demo Derby which is outside of grant request.
3. Attendance by School Children Year: 800
4. Number of Full Time Staff: N/A
5. Number of Volunteers: 40
6. Number of Volunteer Hours: 2000 between all parties in organizing & setup/teardown.
7. Regular Meetings/Agendas concerning use of grant funds: RACC meets on the 4th Wednesday of the month, with additional meetings taking place in May and June in preparation. RACC meets at the Riverboat Room located within City Hall.
8. Days open to the public: Two Days (June 23rd and 24th)
9. Number of Out of Town Visitors: Between 500 and 700 people roughly
10. How are these numbers Tracked: Merchandise sales is the main way we track this. Other ways of tracking this take place at the Museum or at the Costume Contest.
11. Local Economic Impact: This past year at Trekfest the two bars opened for the parade offering a unique perspective at one of the largest events. Trekfest also provides a way for other community groups to hold fundraisers throughout the weekend. Volunteer hours are also accumulated for Scouting organizations and Red Cord Hours.
12. How your Organization works: RACC is a group of service minded volunteers dedicated to the betterment of Riverside through community service projects, event management, fundraising, and high school scholarships. RACC is focused on social and educational advancement for area residents and students alike.
13. Other Information: RACC is committed to advancing tourism in Riverside and throughout Washington County.

Riverside Area Community Club Board:

President: Travis Riggan

Vice President: Kevin Guy

Treasurer: Becky LaRoche

Marketing and Web: Travis Riggan & Kevin Guy

Directors: Sam Holden, Kelli Schneider, Diane Poch, Ruth Phillips, Kevin Rodgers.



## RACC Mission Statement

Organized in 1984 as a nonprofit organization, The Riverside Area Community Club (RACC) is governed by volunteer members who hold annual elections of officers/directors and is located in Riverside, Iowa. Our mission is to provide community support, to provide opportunities for the education of children, to promote our town and encourage tourism, and to support the lives of individuals. We do this primarily with our annual fund raiser, a small town celebration called "TREKFEST" held the last Friday and Saturday in June

## Policy Resolutions

The Riverside Area Community Club (hence forth referred to as the "Club") will sponsor a scholarship award for two local students who will continue his/her education beyond high school. The amount of the award will \$500 each and will be presented at the school's award presentation. The criteria and selection will be made by the Board. Application for the scholarship will be available to interested seniors at the high school.

The Club will sponsor an Easter Candy Hunt with expenses not to exceed \$250.

The Club will provide prime sponsorship of the annual community celebration Trek Fest, on the last Saturday of June.

The Club will extend congratulations or condolence to members as the Board deems appropriate. The Board may expend up to \$50 for each incident.

The Club will recognize new businesses in the community. The Board may expend up to \$30 for each as it deems appropriate.

The Club will sponsor the Blood Drive when it comes to Riverside in January, July, and September.

The Club will sponsor a Santa Claus visit with expenses not to exceed \$325.

The Club will sponsor the Girls Scouts and Boy Scouts, not to exceed \$100 each unless approved by vote. An additional \$100 per day to be paid for trash pick up for Trek Fest.

The Club may sponsor school events to assist in special expenses. The board may expend up to \$50 for each event with a vote of club members to exceed the limit.

The Club will donate \$200 to the Local Assistance Fund.

The Club will donate \$250 each to the Fire Department and the First Responders for expenses and attendance at Trek Fest.

The Club will donate \$500 per year to Highland's STEM program.

Community, civic, school or church achievements may be recognized, as the Board feels appropriate.

INTERNAL REVENUE SERVICE  
P. O. BOX 2424  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

FEB 05 2010

RIVERSIDE AREA COMMUNITY CLUB  
PO BOX 53  
RIVERSIDE, IA 52325-0053

Employer Identification Number:  
42-1463429

DIN:

509256001

Contact Person:

BARBARA M. LEFFERT

ID# 31617

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Form 990 Required:

Yes

Effective Date of Exemption:

August 30, 1966

Continuation of Exemption:

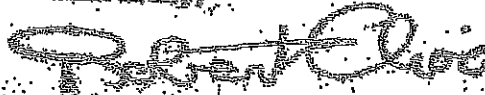
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(4) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Publication 4221-IC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Robert C. Cline  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-IC

Letter 948 (DO/CS)

IOWA SECRETARY OF STATE  
MATT SCHULTZ



CERTIFICATE OF EXISTENCE

Date: 6/18/2014

Name: RIVERSIDE AREA COMMUNITY CLUB (504RDN - 62556)

Date of Incorporation: 8/31/1968

Duration: PERPETUAL

I, Matt Schultz, Secretary of State of the State of Iowa, custodian of the records of incorporations, certify the following for the nonprofit corporation named on this certificate:

- a. The entity is in existence and duly incorporated under the laws of Iowa.
- b. All fees required under the Revised Iowa Nonprofit Corporation Act due the Secretary of State have been paid.
- c. The most recent biennial report required has been filed with the Secretary of State.
- d. Articles of dissolution have not been filed.

Certificate ID: CS94698

To validate certificates visit:  
[sos.iowa.gov/ValidateCertificate](http://sos.iowa.gov/ValidateCertificate)

A handwritten signature in black ink, appearing to read "Matt Schultz", is written over a horizontal line.

Matt Schultz, Iowa Secretary of State

Estimated Budget Trekfest 38 (2023)

Marketing: \$4,500

(Newspaper, Web, Social Media, Radio, and Print.)

Main Stage Entertainment: \$11,000

(4 featured bands and possibly 1 acoustic during morning before Parade)

Celebrity Guest: \$5,000

Free Events: \$8,250

Total: \$28,750

# Riverside Area Community Club

## Profit and Loss

January 1 - December 29, 2022

	TOTAL
<b>Income</b>	
Capital Improvement Project	145.50
FALL DEMO DERBY	-462.91
HALL PARK SUMMER FUN	800.00
HOTEL/MOTEL TAX GRANT	18,000.00
Investments	0.00
Interest-Savings, Short-term CD	32.96
<b>Total Investments</b>	<b>32.96</b>
KIRK'S BIRTHPLACE SITE	261.04
BIRTHPLACE EXPENSES	-186.16
Kirk's Birthplace Donation Box	44.12
<b>Total KIRK'S BIRTHPLACE SITE</b>	<b>119.00</b>
Merchandise Sales	676.99
Museum	3,473.57
<b>Total Merchandise Sales</b>	<b>4,150.56</b>
Program Income	0.00
Membership Dues	380.00
<b>Total Program Income</b>	<b>380.00</b>
SPACESHIP DONATION BOX	523.07
TrekFest	0.00
BBQ Dinner Sales	754.00
Beverage Sales	8,986.30
BINGO	148.00
Demo Derby Sales	5,226.00
RACC TF MERCHANDISE	3,870.84
Sponsor Letters	7,500.00
Swap Tables	135.00
TF SCALE MODEL SHOW	129.00
TF VENDERS	75.00
Trek Fest misc. income	0.00
<b>Total TrekFest</b>	<b>26,824.14</b>
<b>Total Income</b>	<b>\$50,512.32</b>
Cost of Goods Sold	
Merchandise	3,443.90
TrekFest Beverage Expense	5,177.20
<b>Total Cost of Goods Sold</b>	<b>\$8,621.10</b>
<b>GROSS PROFIT</b>	<b>\$41,891.22</b>
<b>Expenses</b>	
Advertising	872.33
SHUTTLE CRAFT	43.25
USS RIVERSIDE	41.00
WEB FEES	451.96

# Riverside Area Community Club

## Profit and Loss

January 1 - December 29, 2022

	TOTAL
Total Advertising	1,408.54
Contract Services	0.00
Accounting Fees	320.00
Total Contract Services	320.00
Demo Derby Expenses	3,960.50
Donations	0.00
Blood Drive	194.50
Easter Hunt	345.99
HALL PARK STAGE	800.00
Highland Scholarship	1,000.00
MISC. DONATIONS	39.00
Post Prom	100.00
Riverside Fire Department	5,473.00
Riverside First Responders	250.00
Riverside Local Assistance Fund	200.00
Santa Claus	429.33
SHOP THE PARK	-120.00
Total Donations	8,711.82
Facilities and Equipment	0.00
Rent, Parking, Utilities	1,415.00
Total Facilities and Equipment	1,415.00
Operations	0.00
Postage, Mailing Service	58.60
Total Operations	58.60
Other Types of Expenses	0.00
Insurance - Liability, D and O	150.00
Total Other Types of Expenses	150.00
TrekFest Expense	2,195.77
Advertising TF	4,275.02
BBQ Expense	1,509.11
Costume Contest Awards	250.00
Demo Derby Expense	509.52
Entertainment - Misc. TF	995.00
Expense - Misc. TF	4,710.27
Parade Awards	250.00
Rental Expense	6,247.08
STAR TREK CELEBRITY	4,344.85
TF BANDS	10,275.00
TrekFest Start up cash	0.00
Total TrekFest Expense	35,561.62
Total Expenses	\$51,586.08
NET OPERATING INCOME	\$ -9,694.86



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:  
 Cummins Sales and Service  
 PO Box 772639  
 Detroit, MI 48277-2639

CEDAR RAPIDS IA BRANCH  
 625 33RD AVE SW  
 CEDAR RAPIDS, IA 52404-  
 (319)366-7537

<b>INVOICE NO</b>
<b>ESTIMATE</b>
TO PAY ONLINE LOGON TO customerpayment.cummins.com

**BILL TO**

CITY OF RIVERSIDE  
 PO BOX 188  
 RIVERSIDE, IA 52327-0188

**OWNER**

WATER PLANT  
 3126 HIGHWAY 22  
 RIVERSIDE, IA 52327-9690  
 BENJAMIN STUMPF - 319 5910152

PAGE 1 OF 3

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
31-AUG-2022			C15		CAT
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
93639			C5E00651		550KW-C15
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
95625			277 / 277		WATER PLANT

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

OSN/MSN/VIN C5E00651 YEAR 2007

**COMPLAINT**

ESTIMATE #:95625 FROM PMWO: (95625 )  
 DURING YOUR PLANNED MAINTENANCE SERVICE, OUR TECHNICIAN RECOMMENDED THE FOLLOWING ADDITIONAL REPAIRS BE COMPLETED AS SOON AS POSSIBLE:

PERFORM L3 COOLING SYSTEM MAINTENANCE (REPLACE COOLANT/HOSES + CLAMPS/T-STATS/BELTS/CAP) DUE TO AGE AND CONDITION  
 \*VENT HOSE IS LEAKING\*

REPLACE BATTERIES DUE TO AGE (11/15)  
 \*CUMMINS RECOMMENDS REPLACEMENT AT THE 2-3 YEAR MARK FOR STARTING RELIABILITY

NOTE: AMBIENT TEMPS REQUIRED FOR THIS SERVICE (SPRING THRU FALL SCHEDULING) FOR OUTDOOR UNITS.

ESTIMATE ASSUMES REPAIR SCHEDULING DURING NORMAL BUSINESS HOURS MON-FRI. OVERTIME CHARGES WILL NEED TO BE APPLIED FOR AFTERHOURS REPAIRS, IF REPAIR NEEDS TO BE DONE DURING AFTERHOURS PLEASE ADVISE.

TO APPROVE THIS ESTIMATE, PLEASE SIGN AND RETURN BY EMAIL TO PM.REPAIR@CUMMINS.COM AND INCLUDE A PO (IF APPLICABLE). OTHERWISE, PAYMENT WILL BE ARRANGED UPON SCHEDULING.  
 THANK YOU FOR YOUR CONTINUED BUSINESS!

2	0	C31AXHD	P G31 CCA950 RC195	NABS		124.53	249.06
2	0	B-CORE-D	CORE	CLEAN		30.00	60.00
-2	0	B-CORE-D	CORE	DIRTY		30.00	- 60.00
3	0	264-7111	HOSE	C1-NSPART1		26.32	78.96
1	0	264-7112	HOSE	C1-NSPART1		31.09	31.09

Completion date : 30-Sep-2022 04:09PM. Estimate expires : 30-Nov-2022 04:08PM.

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_





Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:  
 Cummins Sales and Service  
 PO Box 772639  
 Detroit, MI 48277-2639

CEDAR RAPIDS IA BRANCH  
 625 33RD AVE SW  
 CEDAR RAPIDS, IA 52404-  
 (319)366-7537

<b>INVOICE NO</b>
<b>ESTIMATE</b>
TO PAY ONLINE LOGON TO customerpayment.cummins.com

**BILL TO**

CITY OF RIVERSIDE  
 PO BOX 188  
 RIVERSIDE, IA 52327-0188

**OWNER**

WATER PLANT  
 3126 HIGHWAY 22  
 RIVERSIDE, IA 52327-9690  
 BENJAMIN STUMPF - 319 5910152

PAGE 2 OF 3

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
31-AUG-2022			C15		CAT
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
93639			C5E00651		550KW - C15
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
95625			277 / 277		WATER PLANT

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
OSN/MSN/VIN		C5E00651		YEAR 2007			
2	0		144-0367	CLAMP	C1-NSPART1	31.60	63.20
6	0		5P-4868	CLAMP	C1-NSPART1	14.16	84.96
100	0		456-8507	HOSE BK	C1-NSPART1	.22	22.00
135	0		302-7411	HOSE	C1-NSPART1	.46	62.10
2	0		7X-7958	CLAMP	C1-NSPART1	21.02	42.04
2	0		161-6963	CLAMP	C1-NSPART1	.91	1.82
1	0		266-8550	RAD CAP	C1-NSPART3	160.91	160.91
2	0		247-7133	REGULATOR	C1-NSPART2	95.64	191.28
1	0		341-1429	SEAL	C1-NSPART1	16.11	16.11
1	0		167-4407	SEAL ORING	C1-NSPART1	7.53	7.53
2	0		171-4358	SEAL ORING	C1-NSPART1	9.06	18.12
1	0		284-8095	BELT SET VEE	C1-NSPART3	142.97	142.97
2	0		9X-3860	COUPLING	C1-NSPART2	44.15	88.30
1	0		001-6289	COUPLING	C1-NSPART1	32.00	32.00
1	0		9X-3867	COUPLING	C1-NSPART2	44.81	44.81
305	0		541-7144	HOSE	C1-NSPART1	.40	122.00
1	0		PARTS ADDER	REMOVE BEFORE INVOICING	C1-NSREPAIRW	200.00	200.00
10	0		CC2825	ES COMP EG	UNFORESEEN PARTS AND LABOR - TO BE REMOVED BEFORE FLG	17.11	171.10
PARTS:							1,830.36
PARTS COVERAGE CREDIT:							0.00CR

Completion date : 30-Sep-2022 04:09PM. Estimate expires : 30-Nov-2022 04:08PM.

Billing Inquiries? Call (877)480-6970

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AUTHORIZED BY (print name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



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CEDAR RAPIDS IA BRANCH  
 625 33RD AVE SW  
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 (319)366-7537

<b>INVOICE NO</b>
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**BILL TO**

CITY OF RIVERSIDE  
 PO BOX 188  
 RIVERSIDE, IA 52327-0188

**OWNER**

WATER PLANT  
 3126 HIGHWAY 22  
 RIVERSIDE, IA 52327-9690  
 BENJAMIN STUMPF - 319 5910152

PAGE 3 OF 3

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
31-AUG-2022			C15		CAT
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
93639			C5E00651		550KW - C15
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
95625			277 / 277		WATER PLANT

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
			OSN/MSN/VIN	C5E00651	YEAR	2007	

TOTAL PARTS:	1,830.36	
SURCHARGE TOTAL:		0.00
LABOR:		1,581.93
LABOR COVERAGE CREDIT:		0.00CR
TOTAL LABOR:	1,581.93	
TRAVEL:		184.14
TRAVEL COVERAGE CREDIT:		0.00CR
TOTAL TRAVEL:	184.14	
MISC.:		294.80
MISC. COVERAGE CREDIT:		0.00CR
TOTAL MISC.:	294.80	
HAZ WASTE DISPOSAL		88.30
ROAD MILEAGE		206.50

TAX EXEMPT NUMBERS:

LOCAL 0.00

Completion date : 30-Sep-2022 04:09PM. Estimate expires : 30-Nov-2022 04:08PM.

Billing Inquiries? Call (877)480-6970

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SUB TOTAL:	3,891.23
TOTAL TAX:	0.00
<b>TOTAL AMOUNT: US \$</b>	<b>3,891.23</b>

AUTHORIZED BY (print name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**RESOLUTION #2023-XX**

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING TO  
SET PUBLIC HEARING TO REZONE LOT #3 ON  
COMMERCIAL DRIVE FROM C-2 TO C-3**

**WHEREAS**, the City of Riverside, Iowa, will set the date to hold a public hearing on the rezoning of Lot #3 on Commercial Dr. from C-2 to C-3. Hearing will be at the Riverside council meeting on January 16<sup>th</sup>, 2023, which begins at 6:00 p.m., in the City Council Chambers, located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa.

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

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

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

Ayes:

Nays:

Abstain:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa and approved this 3rd day of January, 2023.

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

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

**RESOLUTION #2023-XX**

**RESOLUTION APPROVING STREET MAINTENANCE  
COST ESTIMATE FOR SEAL COAT**

**Whereas**, the City of Riverside City Council at the recommendation of Bryan Lenz, Street Supervisor, to approve the Street Maintenance estimate for seal coat street repairs for the City of Riverside from LL Pelling of North Liberty, Iowa.

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the unit pricing for the 2023 Seal Coat work and authorize LL Pelling to prepare the 2023 street maintenance estimate at the unit cost listed below.

Option 1 - Base Repairs and single coat \$3.85/sq yd (+\$.40)

Option 2 – Single Seal Coat \$2.70/sq yd (+\$.35)

Cold Mix Patch Material <15 tons - \$290/ton (+\$40)

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

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

Ayes:

Nays:

Absents:

**Passed and approved** by the City Council of Riverside, Iowa and approved this 3rd day of January, 2023.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

# PROPOSAL



City of Riverside  
P.O. Box 188  
Riverside, IA 52327

WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

### RE: 2023 Sealcoat Work

November, 2022

#### Description of Work:

#### Type A Work (Option 1)

Unit Price

- A. Base repair and single seal coat consisting of:
  - Scarify and pulverize existing street surface
  - Furnish water as required for compaction, reshape and recompact.
  - Furnish and apply single seal coat of MC-3000 asphalt
  - Furnish, spread and roll 3/8" chips.

\$ 3.85 / 2 SY

OR

#### Type B Work (Option 2)

- B. Single seal coat consisting of:
  - Power broom streets
  - Furnish and apply single seal coat of MC-3000 asphalt
  - Furnish, spread and roll 3/8" chips.

\$ 2.70 SY

#### Cold Mix Patch Material (15 tons or less)

\$ 290.00 TON

#### NOTES:

1. Billing on final units completed.
2. Cold Mix Patching amount is an *estimated* quantity. Invoice will be on actual tons placed.
3. Prices for 2023 Construction Season, if accepted and mailed back by January 30th, 2023.

\*Is this project tax exempt? Yes \_\_\_ No \_\_\_. If you checked yes, please send the Iowa Construction Sales Tax Form with your signed proposal.

Authorized  
Signature \_\_\_\_\_

Note: This proposal may be withdrawn if not accepted within see notes days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RESOLUTION #2023-XX**

**RESOLUTION TO AWARD THE BID FOR  
LIFT STATION #4 RETROFIT**

**WHEREAS**, PeopleService, INC recommends a complete retrofit of Lift Station #4,

**WHEREAS**, the City has received two bid proposals,

**THEREFORE**, be it resolved by the City of Riverside City Council, does hereby accept the Bid for lift Station #4 repairs from \_\_\_\_\_ in the amount of \_\_\_\_\_

**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 the City Council of Riverside, Iowa and approved this 3rd day of January, 2023.

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

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

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

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



4280 E. 14<sup>th</sup> St.  
 Des Moines, IA 50313  
 Office: 515-265-2222  
 Toll Free: 800-383-7867  
 Fax: 515-265-8079

201 4th Ave SW  
 New Prague, MN 56071  
 Office: 952-758-6600  
 Toll Free: 800-536-5394  
 Fax: 952-758-7778

TO: City of Riverside / Bill Stuckey / (319) 530-3730

REF: Lift Station #4 - Control Panel  
 Riverside, IA

DATE: December 16, 2022

**Control Panel & Accessories**

- One (1) Duplex 5hp Control Panel Complete with the following:
  - NEMA 3R Painted Steel Wall Mounted Enclosure with 3 Pt. Pad-Lockable Handle, Drip Shield, Print Pocket. **Not to exceed 36”H x 36”W**
  - Inner Door.
  - Power Distribution Blocks or Lugs as Required.
  - Neutral and Ground Lugs as Required.
  - Fused Phase Monitor.
  - SDSA TVSS, UL1449 Listed.
  - IEC Rated Starters with Solid State Overloads.
  - Inner Door Mounted Overload Reset Pushbuttons.
  - Fused Open Type Transformer, Sub-Panel Mounted.
  - QOU Series Control and Accessory Circuit Breakers, Inner Door Accessible Toggles.
  - 100W Strip Heater with T\*Stat.
  - 15A GFCI, Inner Door Mounted.
  - (2) Dual Outlets Sub-Panel Mounted.
  - Power Supply with Battery Backup and Charger.
  - HD2os Duplex Pump Controller – Sub-Panel Mounted.
  - 30mm LED Pilot Lights and Non-Illuminated Switches, Inner Door Mounted.
  - Elapsed Time Meter Each Pump.
  - Hand-Off-Auto Each Pump.
  - Lead Selector Switch.
  - Auto/Off for Site Pole Light Switch.
  - Silence Button for Horn.
  - Run Pilot Light Each Pump.
  - Seal Fail/Overtemp Pilot Light Each Pump.
  - Side Mounted Horn.
  - 8” x 8” Space for Existing Omni-Site Dialer (**field installed**)
  - Dry Contacts as Required.
  - UL508A Listed.
  
- Four (4) Anchor Scientific – 40’ Non-Mercury Floats
  
- One (1) Lot of freight, startup services, removal of existing equipment, and installation of new

**Total Selling Price: \$25,400.00 plus tax**

**Note the following:**

- Current Estimated Lead Times:
  - Submittals: 8-10 Weeks
  - Equipment: 15-20 Weeks
- Anchor bolts, Junction Box, Conduit, Bypass, Vac Truck, Installation of equipment and anything that's not specifically mentioned in this proposal is the responsibility of others.

Thank you for your consideration,

Brian Frost (515) 710-9140

cc: Kyle McIntosh (515) 265-2222



## Purchase Agreement:

\*\*Ship to Address: *(Controls)*

ATTN: \_\_\_\_\_

Tagging Instructions: \_\_\_\_\_

### **Note the following:**

- Return this purchase agreement to Kyle McIntosh at [KMcIntosh@electricpump.com](mailto:KMcIntosh@electricpump.com) or via fax (515) 265-8079

Submittals: 2 – 4 weeks

Delivery: Controls: 8 – 10 Weeks after approval of submittals

Payment: Net 30 Days – Retainage upon completion

We are pleased to make the following offer to sell the listed Merchandise which is firm for (30) thirty days from the above date, and is automatically withdrawn thereafter without any further notice.

1. Signing and returning this document to Electric Pump's office in Des Moines, IA may accept this offer.
2. This offer and acceptance constitutes the entire Agreement between the parties and may be modified only by a writing signed by both parties.
3. The prices quoted for equipment are valid for (30) thirty days. If the quote includes start up services and it is scheduled by the request of the buyer for a time other than Monday through Friday 8:00 to 5:00 additional charges will be due.
4. Payment terms are NET 30 (thirty days) after the mailing of seller's invoice.
5. Delivery terms are F.O.B. Place of Shipment. Seller agrees to put the merchandise in the possession of the carrier, to make a reasonable contract of carriage for their transportation, to obtain and deliver or tender such documents as may be necessary to enable Buyer to obtain possession, and to promptly notify the Buyer of shipment. After seller has delivered the merchandise to the carrier, the risk of loss of the merchandise will be borne by the Buyer. The prices quoted herein include transportation charges based on existing truckload rates, any change in delivery rates existing at the time of delivery will be billed to your account. Dates of delivery are determined from the date of Seller's acceptance of any order or orders by Buyer and are estimates of approximate dates of delivery, not a guaranty of a particular day of delivery.
6. Sales and use tax are not included.
7. Buyer shall notify seller in writing at Seller's place of business as shown on the reverse side of this page, within twenty (20) days of receipt of merchandise, or any complaint whatsoever buyer may have concerning such merchandise. Failure to give such notice shall constitute a waiver by Buyer of all claims in respect to such goods.
8. If notice of complaints is provided within twenty (20) days of Buyer's receipt of the merchandise, Seller agrees to inspect the merchandise at Seller's place of business during Seller's normal business hours and days. Upon inspection, if the merchandise is determined to be defective in material or workmanship, Seller, at Seller's option, shall repair or replace said merchandise at no cost to Buyer, or Seller may refund the purchase price. If the examined merchandise is found not to be defective or is not for some other reason within the warranty coverage, Seller's service time expended on and off-location will be charged to Buyer.

9. Seller will have no further warranty obligation under this Agreement if the Equipment is subjected to abuse, misuse, negligence or accident or if buyer fails to perform any of its duties set forth in Paragraphs 8 and 9.
10. THE WARRANTY PRINTED ABOVE IS THE ONLY WARRANTY MADE BY THE SELLER REGARDING THIS PURCHASE. SELLER DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NOTHING HEREIN CONTAINED SHALL LIMIT BUYER'S RIGHTS AGAINST THE MANUFACTURER, WITH RESPECT TO MANUFACTURER'S WARRANTIES, IF ANY.
11. WARRANTY REPAIRS (which fall under the manufacturer's warranty, if any) ARE F.O.B. ELECTRIC PUMP, INC. SERVICE LOCATION. ELECTRIC PUMP, INC. WILL NOT ASSUME ANY EXTENDED WARRANTIES UNLESS APPROVED BY PRIOR WRITTEN CONSENT. THIS INCLUDES SERVICE CALLS TO JOB SITES ON PRODUCT COVERED DURING THE WARRANTY PERIOD. PLEASE REFER TO THE ATTACHED PRODUCT WARRANTY STATEMENT FOR CLARIFICATION.
12. IT IS UNDERSTOOD AND AGREED THAT SELLER'S LIABILITY WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY, IN NEGLIGENCE OR OTHERWISE SHALL NOT EXCEED THE RETURN OF THE AMOUNT OF THE PURCHASE PRICE PAID BY BUYER AND UNDER NO CIRCUMSTANCES SHALL SELLER BE LIABLE FOR SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES. THE PRICE STATED FOR THE MERCHANDISE IS A CONSIDERATION IN LIMITING SELLER'S LIABILITY. NO ACTION, REGARDLESS OF FORM, ARISING OUT OF THE TRANSACTION UNDER THIS AGREEMENT MAY BE BROUGHT BY BUYER MORE THAN ONE-YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.
13. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Iowa. Any dispute or disputes arising between the parties hereunder, insofar as the same cannot be settled by friendly agreement, shall be litigated only in The Iowa District Court for Polk County, in Des Moines, Iowa. Seller also has the right to commence an action against the Buyer in the County of the Buyer's principal place of business.

\*\*\*We need a hard copy of this agreement and/or a Purchase Order to start the submittal process.\*\*\*\*\*

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

Purchase Order Amount \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

\*\*A signed copy of this must be returned with your P.O.

Is Project Taxable? Y or N, if No a tax exempt form must be supplied for our records

## PUMPCON QUOTATION

December 16, 2022

To: People Service / Bill Stuckey / 319-530-3730

Ref: River#002

Name: Riverside, IA – Lift Station #4 - Retrofit

Please use the below as your cost each, FOB Conway, for the controls, pumps, and accessories as described in the furnished information and as qualified by the notes herein.

**Proposal: Duplex Control Panel \$28,682.00 Each**

- 1) NEMA 3R Painted Steel Wall Mounted Enclosure includes the following:
  - A) 3 PT. Pad-Lockable Handle
  - B) Drip Shield
  - C) Print Pocket
- 2) UL508A Listed
- 3) Inner Door
- 4) Inner Door Mounted Overload Reset Pushbuttons
- 5) Power Distribution Blocks/Lugs
- 6) Fused Phase Monitor
- 7) SDSA TVSS, UL1449 Listed
- 8) HD2os Duplex Pump Controller – Sub-Panel Mounted
- 9) IEC Rated Starters with Solid State Overloads
- 10) Fused Open Type Transformer, Sub-Panel Mounted
- 11) QOU Series Control and Accessory Circuit Breakers, Inner Door Accessible Toggles
- 12) 8" x 8" Space for Existing Omni-Site Dialer – Installed at job site
- 13) 100W Strip Heater with T\*Stat
- 14) 15A GFCI, Inner Door Mounted
- 15) (2) Dual Outlets Sub-Panel Mounted
- 16) Power Supply with Battery Backup and Charger
- 17) 30mm LED Pilot Lights and Non-Illuminated Switches, Inner Door Mounted
- 18) Elapsed Time Meter Each Pump
- 19) Neutral/Grounding Lugs
- 20) HOA Both Pumps
- 21) Lead Selector Switch
- 22) Auto/Off for Site Pole Light Switch
- 23) Silence Button for Horn
- 24) Run Light for Pumps 1 & 2
- 25) Seal Fail Pilot Light Each Pump
- 26) Side Mounted Horn
- 27) Dry Contacts as Required

### Accessories

- (4) – Floats, 40 feet in length – non mercury

Freight, install, and startup are included

### Notes:

- Piping, Valves, Vac Truck, By-Pass pumping, Disposal, Junction Boxes, Disconnects, Meter Sockets and Bases, ATS, G.R., Hubs, Conduit, Generators, Gauges, and Any Other External Items by Others.
- **Other Items Not Specifically Stated Above are Not Included.**

- Product delivery can only be accurately determined at the time of Release to Production. Standard delivery for this type product is **25 to 32 weeks** after receipt of approved submittal drawings or other acceptable and binding release to production. **Production/Shipping times may be lowered based on approval for pre-ordering of long lead time items during the submittal process.**
- Terms: Net 30, with approved credit. F.O.B.: Shipping point, unless otherwise stated herein. PumpCon shall not be responsible for State and Federal taxes, taxes of any other jurisdiction, any tariffs, etc. and all such charges shall be the responsibility of others.
- Prices herein are valid for 60 days, after which they may change without notice. Freight charges, when quoted, are estimates only and may change at any time, without notice. Prices are based on the use of components that meet PumpCon quality standards in all cases where brand names, etc. required by the specifications do not preclude their use, or if specific exception is taken to specification requirements and stated herein. Requirements that are not clearly indicated in the furnished specifications, and likewise, requirements for items excepted on the face of this proposal, cover letters or emails or on related documents may result in a price change. Any deviation from this proposal may result in a price change. Changes made after release to production will result in a price change. Some anticipated alternate price requirements may be listed herein as add and/or deduct prices.

Fiscal Year 2024 Budget Schedule

WORK SESSION:

JANUARY 9<sup>TH</sup>, 2023

JANUARY 23<sup>RD</sup>, 2023

PUBLIC HEARING – BUDGET not less than 10, no more than 20 day notice

2-6-23; SET DATE- FOR 2-21-23-MAX LEVY- PUBLIC HEARING

publish 2-9-23 (12 days)

2-21-23; PUBLIC HEARING – MAX LEVY

2-21-23; RES 2023-xx APPROVE MAX LEVY

3-6-23; SET DATE- FOR 3-20-23- BUDGET FY24- PUBLIC HEARING

Publish 3-8-23 (12 days)

3-20-23; PUBLIC HEARING- BUDGET FY24

3-20-23; RES 2023-XX APPROVE BUDGET FY 24