

CITY OF RIVERSIDE COUNCIL MEETING AGENDA  
RIVERSIDE COUNCIL CHAMBERS  
60 N GREENE ST  
Monday, July 3, 2023 6:00 PM

The meeting will be recorded and can be viewed live by visiting the city website 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
  - b. Expenditures
5. **Public forum: 3 minutes per person. See guidelines for public comments at the Clerk's table.**
6. Riverside Fire Department Report
7. Review of Riverside Fire Department FY23 stipends
8. City Administrator's report
9. Closing Comments
10. Motion to Adjourn

RIVERSIDE CITY COUNCIL MEETING: Monday, June 19, 2023

The Riverside City Council meeting started at 6:00 pm in the Riverside City Council Chambers. Mayor Allen Schneider called the meeting to order, with Kevin Kiene, Lois Schneider, Kevin Mills, Tom Sexton and Edgar McGuire present.

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

Motion made by Sexton, second by Mills to approve consent agenda, including June 5<sup>th</sup>, minutes, May Fire Department Report, RCGR alcohol renewal, RCGR Fireworks permit, and expenditures, pulling Fire Dept. FY 23 stipends for more information. Passed 5-0.

Bill and Ladonna Schaack, Chris Grinstead, Jeff Jensen, and Steve Hall addressed City Council during Public Forum.

Sergeant Chad Ellis, with Washington County Sheriff Dept. presented May Service call report.

McGuire moved, second by Sexton to open Public Hearing for Water Treatment Plant Improvements Project at 6:43 pm. Passed 5-0. There were no oral or written comments. Sexton moved, second by McGuire to close Public Hearing at 6:45 p.m. Passed 5-0.

Brian Boelk, Axiom Consultants updated the city council on the 3<sup>rd</sup> Street project, Wastewater Treatment Plant, Water Treatment Plant, Kirk Birthplace ramp, Kleopfer-Buckeye storm water drainage, and Glasgow/Washburn alley.

Sexton moved, second by McGuire to approve Axiom update letter to Kleopfer-Buckeye residents. Passed 5-0.

Luis Ramirez, of PeopleService Inc., discussed the May water and wastewater report. Luis presented information on Well #8 Actuators, analyzing Well #7, and Blower Pacs maintenance at wastewater plant.

McGuire moved, second by Schneider to enter into Closed Session per Iowa Code 21.5 (1) (i) for City staff evaluations at 7:56 PM. Passed 5-0.

Council returned to open meeting at 8:38 PM.

Motion by McGuire, second by Schneider to pass Resolution #2023-49, Accepting plans and specification design for Water Treatment Plant project. Passed 5-0.

McGuire moved, second by Sexton to pass Resolution #2023-50, Approving estimate from Hawkeye Electric for installing power to Actuators on Well #8 in the amount of \$1849.51. Passed 5-0.

McGuire moved, second by Kiene to table water analysis of Well #7. Passed 5-0.

McGuire moved, second by Kiene to table blower pacs maintenance. Passed 5-0.

McGuire moved, second by Mills to pass Resolution #2023-51, Approving estimate from McCready-Ruth for repairs to City Council Chambers the amount of \$12,340. Passed 5-0.

Mills moved, second by Kiene to pass Resolution #2023-52, Approving 6% pay increase for City employees starting July 1<sup>st</sup>, 2023. Don Mullinnix- \$15.90, Logan Michel-\$23.32, Bryan Lenz- \$24.91, and Becky LaRoche- \$25.97. Passed 4-1, Sexton opposed.

McGuire moved, second by Kiene to pass Resolution #2023-53, Appointing William J. Sueppel as City Attorney for July 1<sup>st</sup> through December 31<sup>st</sup>, 2023. Passed 5-0.

Kiene moved, second by Schneider to pass Resolution #2023-54, Appointing Tom Sexton as Mayor Pro Tem, effective June 19<sup>th</sup> through December 31<sup>st</sup>, 2023. Passed 5-0.

McGuire moved, second by Schneider to pass Resolution #2023-55, Approving transfer of \$120,000 from LOST fund to General Fund per certified FY23 budget. Passed 5-0.

Schneider moved, second by Sexton to pass Resolution #2023-56, Approving transfer of \$10,000 from Capital Projects fund to Road Use Fund for FY23 budget. Passed 5-0.

City Admin Cole Smith updated Council on Debbins Building, Harn visit to water plant, Wastewater UV treatment process, Parking issues, and TrekFest Parade.

Council reviewed May Utility reports, and financials.

Motion by Kiene, second by Sexton to adjourn at 9:40 p.m. Motion carried 5-0.


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

Next Meeting- Monday, July 3<sup>rd</sup>, 2023 at 6:00 PM

ATTEST:



Becky LaRoche, City Clerk



Allen Schneider, Mayor

EXPENDITURES JULY 3RD, 2023				
	<b>COUNCIL MEETING</b>	<b>BILLS</b>		
1	ACCESS	COPIER	001-5-650-6496	\$ 387.33
2	ALLIANT ENERGY	PARKS	001-5-430-6371	\$ 615.18
3	ALLIANT ENERGY	SEWER	610-5-815-6371	\$ 671.97
4	ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$ 482.93
5	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$ 1,422.65
6	ALLIANT ENERGY	FIRE STATION	002-5-150-6330	\$ 654.02
7	ALLIANT ENERGY	WATER	600-5-810-6371	\$ 332.09
8	ALTORFER	COOLANT-RADIATOR CAP	610-5-815-6330	\$ 66.63
9	AXIOM CONSULTANTS	KLEOPFER DRAINAGE	001-5-650-6407	\$ 675.00
10	AXIOM CONSULTANTS	3RD STREET	301-5-750-6796	\$ 4,443.75
11	AXIOM CONSULTANTS	DAD RAMP	001-5-650-6407	\$ 1,800.00
12	AXIOM CONSULTANTS	WTP	301-5-750-6798	\$ 1,095.00
13	BECKY LaROCHE	CELL STIPEND	001-5-650-6373	\$ 50.00
14	BRYAN LENZ	CELL STIPEND	001-5-430-6373	\$ 50.00
15	COLE SMITH	CELL STIPEND	001-5-650-6373	\$ 50.00
16	COLE SMITH	MILEAGE	001-5-650-6240	\$ 208.68
17	CRESENT ELECTRIC	SHOP LED LIGHTS	001-5-210-6507	\$ 2,500.00
18	ELECTRIC PUMP	LIFT STATIONS 1,2,3	610-5-815-6374	\$ 1,397.75
19	ELECTRICAL ENGINEERING	SHOP-GAS PUMPS	001-5-210-6507	\$ 469.36
20	FASTENAL	WTP	600-5-810-6504	\$ 4.06
21	FELD FIRE	WILDLAND COATS	002-5-150-6356	\$ 2,653.00
22	GVC INDUSTRIES LLC	FD-GREASE WASH	002-5-150-6352	\$ 422.08
23	IMPERIAL AUTO	GOLF CART TIRES	001-5-430-6504	\$ 280.00
24	IOWA LEAGUE OF CITIES	MEMBERSHIP FY 24	001-5-60-6210	\$ 966.00
25	IOWA PAPER	PARKS	001-5-430-6325	\$ 205.54
26	KALONA GRAPHICS	EMS REPORTS	002-5-150-6370	\$ 71.48
27	KUENSTER PLUMBING	HALL PK FOUNTAIN	001-5-430-6325	\$ 91.64
28	KUENSTER PLUMBING	RR PK WATER HEATER	001-5-430-6325	\$ 90.00
29	KUM&GO	FD-FUEL	002-5-150-6350	\$ 252.72
30	KUM&GO	CITY TRUCK FUEL	110-5-210-6331	\$ 96.32
31	LOGAN MICHEL	CELL STIPEND	001-5-210-6373	\$ 50.00
32	MENARDS	PARKS	001-5-430-6325	\$ 173.32
33	MENARDS	SHOP	001-5-210-6372	\$ 67.40
34	MENARDS	WTP	600-5-810-6374	\$ 149.65
35	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$ 13.38
36	MID AMERICAN ENERGY	RVFD	002-5-150-6330	\$ 13.88
37	MID AMERICAN ENERGY	C HALL	001-5-650-6371	\$ 12.39
38	PEOPLE SERVICES	SERVICE	610-5-815-6500	\$ 12,623.00
39	PEOPLE SERVICES	SERVICE	600-5-800-6500	\$ 12,623.00
40	RHINO INDUSTRIES	WTP - CHEMICALS	600-5-810-6374	\$ 7,623.25
41	VERIZON	ADMIN TABLET	001-5-650-6373	\$ 25.02
42	*****	<b>TOTAL BILLS</b>		<b>\$ 55,879.47</b>
43	DELTA DENTAL	BILLING-JULY	001-5-430-6150	\$ 192.58
44	LL PELLING	31 WASH ST	001-5-210-6417	\$ 1,790.00
45	LINCOLN NAT'L LIFE INS	BILLING-JULY	001-5-620-6150	\$ 430.36
46	WELLMARK	BC/BS	001-5-620-6150	\$ 2,118.59
47	VERIZON	GATEWAY-WATER	600-5-810-6373	\$ 31.78
48	VERIZON	GATEWAY-WW	610-5-815-6373	\$ 31.78
49	US CELLULAR	FD	002-5-150-6332	\$ 72.45
50	*****	<b>TOTAL PAID BILLS</b>		<b>\$ 4,667.54</b>
51	*****	<b>TOTAL EXPENDITURES</b>		<b>\$ 60,547.01</b>
52	<b>EXPENDITURES by FUND</b>			
53	GENERAL FUND	\$	11,727.58	
54	FIRE DEPARTMENT	\$	4,067.18	
55	ROAD USE FUND	\$	96.32	
56	CASINO FUND	\$	-	
57	CAPITAL PROJECTS	\$	4,443.75	
58	WATER FUND	\$	20,785.29	
59	SEWER FUND	\$	14,759.35	
60	GARBAGE	\$	-	
61	<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>55,879.47</b>	

RIVERSIDE VOL FIRE DEPT  
FY 23 CALL STIPEND

NAME	CALLS @ \$7.00	CALLS \$\$	STIPEND \$\$	EMS \$\$	TOTAL \$\$
SMOTHERS,CHAD	117	\$ 819.00	\$ 5,000.00	\$ 375.00	\$ 6,194.00
SEXTON, CURTIS	31	\$ 217.00	\$ 2,500.00		\$ 2,717.00
HANCOCK, TOBY	94	\$ 658.00	\$ 2,500.00	\$ 1,875.00	\$ 5,033.00
KLEOPFER, RILEY	46	\$ 322.00	\$ 625.00		\$ 947.00
SEXTON,CHAD	31	\$ 217.00	\$ 625.00		\$ 842.00
SIMON, TONY	73	\$ 511.00	\$ 625.00		\$ 1,136.00
KLEOPFER, JESSE	21	\$ 147.00	\$ 625.00	\$ 375.00	\$ 1,147.00
COLLINS, JAMES	37	\$ 259.00	\$ 100.00		\$ 359.00
CRAFT, DREW	138	\$ 966.00	\$ 200.00		\$ 1,166.00
DELAY, JACOB	96	\$ 672.00	\$ 200.00		\$ 872.00
HOTZ, DRAKE	38	\$ 266.00	\$ 125.00		\$ 391.00
FORBES, TODD	1	\$ 7.00	\$ 100.00		\$ 107.00
FORBES, TANNER	60	\$ 420.00	\$ 100.00		\$ 520.00
GRECIAN, RILEY	8	\$ 56.00	\$ 100.00		\$ 156.00
GRECIAN, KODY	152	\$ 1,064.00	\$ 200.00		\$ 1,264.00
HALLERAN, BILL	5	\$ 35.00	\$ 250.00		\$ 285.00
HANCOCK, CALVIN	8	\$ 56.00	\$ 125.00		\$ 181.00
HORESOWSKY, BRYAN	40	\$ 280.00	\$ 200.00		\$ 480.00
KIENE, BRETT	79	\$ 553.00	\$ 200.00		\$ 753.00
KLEBE, MADISON	16	\$ 112.00	\$ 200.00	\$ 375.00	\$ 687.00
FRON, CURTIS	34	\$ 238.00	\$ 200.00		\$ 438.00
MICHEL, LOGAN	52	\$ 364.00	\$ 200.00		\$ 564.00
MILLER, BRODY	13	\$ 91.00	\$ 200.00		\$ 291.00
RODER, ANDY	13	\$ 91.00	\$ 200.00	\$ 375.00	\$ 666.00
SERUM, BRENDAN	26	\$ 182.00	\$ 200.00		\$ 382.00
SEXTON, CHRIS	3	\$ 21.00	\$ 100.00		\$ 121.00
SCHAEDLER, AARON	32	\$ 224.00	\$ 200.00		\$ 424.00
SMOTHERS, BRAD	17	\$ 119.00	\$ 200.00		\$ 319.00
SCHLABAUGH, EASTON	81	\$ 567.00	\$ 200.00		\$ 767.00
THOMANN, GARRIT	6	\$ 42.00	\$ 100.00		\$ 142.00
WALSH, BRETT	59	\$ 413.00	\$ 200.00		\$ 613.00
WARD, JONATHAN	172	\$ 1,204.00	\$ 200.00	\$ 375.00	\$ 1,779.00
WILKERSON BJ	35	\$ 245.00	\$ 200.00		\$ 445.00
SWARTZENDRUBER, OWEN	42	\$ 294.00	\$ 100.00		\$ 394.00
THOMANN, IKE	69	\$ 483.00	\$ 200.00		\$ 683.00
<b>TOTAL</b>	<b>1745</b>	<b>\$ 12,215.00</b>	<b>\$ 17,300.00</b>	<b>\$ 3,750.00</b>	<b>\$ 33,265.00</b>
			<b>\$ 21,050.00</b>		
				<b>CHECK TOTAL</b>	<b>\$ 33,265.00</b>

Admin Report

7/3/2023

**Employee Handbook-** I have completed my initial read-through and mark-up of the employee handbook. Allen will be doing the same. We will combine our notes and send them to the City Attorney to have adjustments made. We have set a target completion date for the end of August.

**Goals-** I have worked with each full-time city employee to create a few goals for FY24. This would complete our annual employee evaluation process.

**CDBG Downtown Revitalization-** We received four responses to our Request for Qualifications. I am in the process of evaluating each Statement of Qualifications (SOQ). Once we have determined the most qualified firm, we will request a cost estimate for the contracted scope of work. We have a target award date of July 17<sup>th</sup>. This estimate would be up for approval at that council meeting.

**Hall Park Wi-Fi-** Sharon Telephone temporarily installed a router to provide internet access at Hall Park for TrekFest. I am working with their technicians to find a suitable permanent location for the router. For cost-saving purposes, the speeds can be throttled depending on park use or even turned off during times of the year when park usage is low. The cost of service would be roughly \$41.98 per month. The cost of the outdoor router would be \$500.

**Debbins Building-** We are still waiting on the final bid packet from the City Attorney. I sent our terms of sale to Bill Sueppel on June 12<sup>th</sup> and hadn't received any response until I followed up on June 23<sup>rd</sup>. He is working on getting this finalized. I requested his estimate for completion on June 29<sup>th</sup> and he said he would have it for me the week of July 3<sup>rd</sup>.

**Dead Trees-** With the assistance of the City Attorney, I drafted a dead tree nuisance letter. This letter was sent via certified mail to the property owners of 211 St Marys to address their four dead trees. I also had a dead ash tree in the ROW removed for \$400 at the corner of N Boise St + Oak St.

**3<sup>rd</sup> St Work Session-** As a reminder, we have a work session scheduled for July 10<sup>th</sup> at 6pm to discuss the 3<sup>rd</sup> St Project.



Cole Smith

City Administrator