

**CITY OF RIVERSIDE COUNCIL TENTATIVE AGENDA**

**RIVERSIDE CITY HALL COUNCIL CHAMBERS**

**60 N GREENE STREET**

**Monday, May 2, 2016 at 6:30 pm**

**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.**

**When citizens are recognized to speak, please approach the podium, spell your first and last name. Time is limited to 3 minutes. Reminder to citizens, this is a privilege, not a right.**

CALL MEETING TO ORDER: Mayor Schneider

Pledge of Allegiance

ROLL CALL:

APPROVAL OF AGENDA:

1. Approve Consent Agenda

- 1. a) Expenditures 05/02/16
- 1. b) Minutes from 04/18/16
- 1. c) Cigarette Permit – Kum & Go

2. Committee Reports:

3. Citizens Comments

4. Exercise Room Proposal – YMCA of Washington County – Becky Harkema **pg 8**

- Power Point
- Possible Location

**5. Public Hearing – 6:45 P.M.** “Public hearing on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$1,300,000”

- Open Public Hearing
- Oral or Written Comments
- Citizen Comments
- Close Public Hearing
- Return to Open Meeting
- Motion to Proceed as Directed

**6. Closed Session - \*Reminder – Discussion can only be on topics listed.**

- 6a. Motion to go into Closed Session on:  
Real Estate – Iowa Code Chapter 21.5 (j)
- 6b. Motion to return to public meeting:

**7. Motion to proceed as directed by City Council**

**8. MMS Updates (Some items may need a motion) pg 10-19**

- Ella Street Project
  - Increased Engineering Fees
  - Byers Property Agreement
  - Yeggy Property Agreement
  - Gehrs Driveway
  - Change Orders #1 & 2
  - Pay Request #1
- Boise Street Seeding (Returning Yordi's Check)
- Casey's Sewer Discussion
- Cherry Lane Subdivision
- Duffy's Cycle Shop Grass

**9. Kalonial Lawn Care – Jared Miller**

- Stick pickup
- Time Involved & misuse of service
- Service continued
- Schedule for summer

**10. Resolution #05022016-01 "Engineering Fees for the Ella St Improvements Project" pg 20**

**11. Resolution #05022016-02 "Ella Street Change Order #1 – Upsize Manholes, remove pg 29  
additional trees, additional drain piping in the amount of 10,182.60"**

**12. Resolution #05022016-03 "Ella Street Change Order #2 – Pavement removal and milling,  
6" Sub base modification in the amount of \$11,000.50" pg 31**

**13. Resolution #05022016-04 "Cornerstone Excavating – Ella Street Project – Pay Estimate #1  
in the amount of \$137,636.14" pg 34**

**14. Resolution #05022016-05 "Resolution authorizing adoption of Policies and Procedures  
Regarding Municipal Securities Disclose" pg 40**

**15. Resolution #05022016-06 "Resolution adopting and approving Tax Compliance  
Procedures Relating to Tax Exempt Bonds" pg 44**

**16. Resolution #05022016-07 "Resolution taking additional action on proposal to enter into a  
Loan Agreement and authorizing the use of preliminary official  
statement for the sale of bonds" pg 57**

17. Price quotes for fixed base meter read system per Council request.
18. Sidewalk discussion at Kevin Mills
19. Clerk Comments
20. City Council Comments & Requests for Information with a majority vote
21. Adjourn Council Meeting

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

Allen Schneider, Mayor

Narrative 05-02-16 Council Meeting:

4. Here is a proposal that we put together with Kalona and YMCA for the trial basis fitness area here in Riverside for you to take a look at.

5. Public Hearing for Ella Street Financing.

6. Closed Session – Real estate

8. MMS Updates:

Engineering fees: MMS is requesting additional engineering fees of \$16,000 for the Ella Street project because of the change in scope and time involved in the project.

Byers Property Agreement: MMS has 5 residents sign agreements to be able to do work on their private property. Byers are on the north end where the big cedar trees are. The agreement says we can take the trees down, grade the area and the City is responsible for replacing the trees.

Yeggy Property Agreement: Mrs. Yeggy has signed her agreement to allow contractors to work on her private property.

Gehrs Property Agreement: There is an issue with the driveway. Glen will provide the details. They have not signed their agreement yet.

Ella Street Change Orders #1 & #2: Change orders for the Ella Street Project. Glen will provide additional details at the meeting.

Ella Street Pay Estimate: First pay estimate for the Ella Street Improvements Project.

Boise Street Seeding – Yordi's: Yordi came down and did a few things, Bryan picked up some stuff too. Glen will have more details.

Casey's Sewer: Over last weekend, the sewer behind Casey's was completely plugged again.

Cherry Lane Update:

Duffy's Cycle: Very Limited information in the minutes for this project. Did not find anything that stated what was to be done with the grass or the cement.

9. Kalonial Lawn Care: I asked Jared to come and talk to the council about the stick pick and be available to answer the questions you had at the previous meetings. Please think about the things you would like him to answer for you.

14, 15, 16. Paperwork from our Bonding Attorney in regards to the Ella Street Financing.

17. Here are the quotes that were requested for the other number of units for the fix based water meter system.

Reminders:

City wide Clean Up is May 21<sup>st</sup>, 8:00-11:00 and we need volunteers.

Pat Callahan will be doing phone interviews on May 12<sup>th</sup>. Please have questions ready to answer. Work session is May 18<sup>th</sup> at 6:30.

Office will be closed on May 30<sup>th</sup> for Memorial Day.



EXPENDITURES 05-02-16				
COUNCIL MEETING				
	UNPAID BILLS			
ALLIANT ENERGY	SEWER	610-5-815-6371	\$ 815.63	
ALLIANT ENERGY	WATER	600-5-810-6371	\$ 137.07	
ALLIANT ENERGY	FIRE STATION	001-5-150-6330	\$ 451.28	
ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$ 1,226.73	
ALLIANT ENERGY	PARKS	001-5-430-6371	\$ 416.19	
ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$ 304.30	
ALLIANT ENERGY	COMM. BUILD	001-5-460-6371	\$ 93.87	\$3,445.07
FASTNAL	PARKS	001-5-430-6504	\$ 6.91	
FELD FIRE	LADDER TRUCK SAW	001-5-150-6356	\$ 1,738.14	
HACH	WATER	600-5-810-6507	\$ 51.83	
JAY STUELKE	INSPECTIONS	001-5-170-6499	\$ 105.00	
JIM HAUTH	WATER REFUND	600-4-810-1-4501	\$ 83.06	
JIMS SMALL ENGINE	LADDER TRUCK SAWS	001-5-150-6356	\$ 2,394.90	
LORY YOUNG	MAY CELL	001-5-650-6373	\$ 50.00	
LORY YOUNG	IMFOA CONFERENCE	001-5-650-6240	\$ 159.72	\$ 209.72
MENARDS	SUMMER HELP	001-5-430-6181	\$ 15.96	
MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$ 229.74	
MID AMERICAN ENERGY	FIRE STATION	001-5-150-6330	\$ 306.48	
MID AMERICAN ENERGY	CITY HALL	001-5-650-6371	\$ 101.66	
MID AMERICAN ENERGY	COMM. BUILD	001-5-460-6371	\$ 95.90	\$ 733.78
MIDWEST SAFETY COUNSELORS	WATER PLANT	600-5-810-6504	\$ 210.00	
THREE CHICKS	PUBLISHING	001-5-650-6402	\$ 76.93	
UPS	SHIPPING	610-5-815-6508	\$ 34.09	
US BANK	MAY RENTAL - COPIER	001-5-650-6496	\$ 183.01	
US CELLULAR	APRIL BILLING-STREETS	001-5-210-6373	\$ 66.72	
US CELLULAR	APRIL BILLING-WATER	600-5-810-6373	\$ 66.72	\$ 133.44
	TOTAL UNPAID BILLS			
	PAID BILLS			\$ 9,421.84
LINCOLN NATIONAL	LIFE, AD&D INS PREMIUMS -MAY		\$ 301.03	
WELLMARK INS.	MAY BILLING		\$ 6,039.84	
DELTA DENTAL	MAY BILLING		\$ 533.78	
MEDIACOM	APRIL PHONE-INTERNET	001-5-650-6373	\$ 311.39	
	TOTAL PAID EXPENDITURES			\$ 7,186.04
	TOTAL ALL EXPENDITURES			\$ 16,607.88

# Council Packet

4-11-2016 02:43 PM

## CITY OF RIVERSIDE MTD TREASURERS REPORT AS OF: MARCH 31ST, 2016

4/29/2016  
PAGE: 1

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	1,524,763.12	34,076.72	56,431.01	1,502,408.83	72.00 (	65.37)	1,502,271.46
110-ROAD USE TAX	328,688.63	10,529.36	0.00	339,217.99	0.00	0.00	339,217.99
121-LOCAL OPTION SALES TAX	292,970.54	7,302.99	0.00	300,273.53	0.00	0.00	300,273.53
125-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
145-CASINO REVENUE FUND	1,384,058.23	154,533.68	0.00	1,538,591.91	0.00	0.00	1,538,591.91
200-DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-CAPITAL PROJECTS	( 428,850.04)	0.00	225,497.32	( 654,347.36)	0.00	0.00	( 654,347.36)
600-WATER FUND	632,287.26	28,935.00	15,649.12	645,573.14	0.00 (	44.42)	645,528.72
610-SEWER FUND	98,572.21	26,587.94	14,316.32	110,843.83	0.00 (	44.42)	110,799.41
670-LANDFILL/GARBAGE	4,614.72	2,006.22	1,719.50	4,901.44	0.00	0.00	4,901.44
680-STORM WATER	9,929.57	1,582.40	0.00	11,511.97	0.00	0.00	11,511.97
GRAND TOTAL	3,847,034.24	265,554.31	313,613.27	3,798,975.28	72.00 (	154.21)	3,798,749.07

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

*VBe*

# Council Packet

4/29/2016

4-11-2016 02:43 PM

CITY OF RIVERSIDE

PAGE: 1

POOLED CASH REPORT (FUND 999)

AS OF: MARCH 31ST, 2016

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>					
001-1110	CHECKING ACCT-GENERAL FUND		1,524,763.12 (	22,491.66)	1,502,271.46
110-1110	CHECKING ACCT-ROAD USE TAX		328,688.63	10,529.36	339,217.99
121-1110	CHECKING ACCT-LOST		292,970.54	7,302.99	300,273.53
125-1110	CHECKING ACCT-TIF		0.00	0.00	0.00
145-1110	CHECKING ACCT-CASINO REVENUE		1,384,058.23	154,533.68	1,538,591.91
200-1110	CHECKING ACCT-DEBT SERVICE		0.00	0.00	0.00
301-1110	CHECKING ACCT-CAP PROJECTS		( 428,850.04) (	225,497.32) (	654,347.36)
600-1110	CHECKING ACCT-WATER		632,287.26	13,241.46	645,528.72
610-1110	CHECKING ACCT-SEWER		98,572.21	12,227.20	110,799.41
670-1110	CHECKING ACCT-GARBAGE		4,614.72	286.72	4,901.44
680-1110	CHECKING ACCT-STORM WATER		9,929.57	1,582.40	11,511.97
TOTAL CLAIM ON CASH			3,847,034.24 (	48,285.17)	3,798,749.07

## CASH IN BANK - POOLED CASH

999-1110	CASH IN BANK	1,199,049.83 (	757,595.02)	441,454.81
999-1112	PEOPLES BANK MONEY MARKET	1,366,225.20	701,051.51	2,067,276.71
999-1114	HILLS BANK	739,542.15	8,248.13	747,790.28
999-1115	CB FUND	14,143.01	10.21	14,153.22
999-1116	COMMUNITY BUILDING CD #18936	268,074.05	0.00	268,074.05
999-1117	COMMUNITY BUILDING CD#18975	260,000.00	0.00	260,000.00
SUBTOTAL CASH IN BANK - POOLED CASH		3,847,034.24 (	48,285.17)	3,798,749.07

## WAGES PAYABLE

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

TOTAL CASH IN BANK - POOLED CASH		3,847,034.24 (	48,285.17)	3,798,749.07
----------------------------------	--	----------------	------------	--------------

## DUE TO OTHER FUNDS - POOLED CASH

999-2100	DUE TO OTHER FUNDS	3,847,034.24 (	48,285.17)	3,798,749.07
TOTAL DUE TO OTHER FUNDS		3,847,034.24 (	48,285.17)	3,798,749.07

# Council Packet

4/29/2016

4-11-2016 02:43 PM

CITY OF RIVERSIDE

PAGE: 2

POOLED CASH REPORT (FUND 999)

AS OF: MARCH 31ST, 2016

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

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

(A)	(B)	(C)
CLAIM ON CASH 3,798,749.07	CLAIM ON CASH 3,798,749.07	CASH IN BANK 3,798,749.07
CASH IN BANK 3,798,749.07	DUE TO OTHER FUNDS 3,798,749.07	DUE TO OTHER FUNDS 3,798,749.07
DIFFERENCE 0.00	0.00	0.00

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

(D)	(E)	(F)
AP PENDING 0.00	AP PENDING 0.00	DUE FROM OTHER FUNDS 0.00
DUE FROM OTHER FUNDS 0.00	ACCOUNTS PAYABLE 0.00	ACCOUNTS PAYABLE 0.00
DIFFERENCE 0.00	0.00	0.00

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

RIVERSIDE CITY COUNCIL MEETING; April 18, 2016

The Riverside Council meeting opened at 6:31 PM in City Hall with Mayor Schneider requesting roll call. Council members present were: Ralph Schnoebelen, Jeanine Redlinger, Bob Schneider Jr., Tom Sexton and Rob Weber.

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

Motion by Schneider to approve consent agenda, minutes, and expenditures, pulling Schnoebelen Inc. invoice for separate vote. Second by Sexton, passed 5-0. Schneider moved to pay the Schnoebelen Inc. invoice, second by Sexton. Passed 4-0, Schnoebelen abstained.

Citizens Comments; Kevin Mills stated concerns pertaining to the Ella Street sidewalks. He asked to have council send clarification to the homeowners on the width of sidewalk. Kathy Lindhorst asked about the Hall Park ball field lights being on when no one is on the field.

Michael Hart of Northland Securities discussed procedures for Ella Street financing. Schnoebelen moved to pass Resolution #04182016-01 Setting the date for the Public Hearing to enter into a General Obligation Corporate Purpose Loan Agreement to borrow money in a principal amount not to exceed \$1,300,000.00. Second by Schneider, passed 5-0.

Glen Meisner of MMS updated council on Ella Street Project, Boise Street seeding, Cherry Lane, and Hwy 22 Project.

Larry Simon, President of Visioning Committee reported of his meeting with Alliant Energy concerning electrical upgrades to move TrekFest Carnival to River Street. Brad Fuhrmann, RACC president voiced concern of street not being wide enough to accommodate the Carnival. Simon recommended tabling electrical changes until storm sewer project is done on River Street.

Roger Duffey submitted information on the storm sewer repairs that were done near his property in June, 2013. Meisner reported that he had looked at the site and talked with Mr. Duffey. Council asked staff to research minutes and resolutions pertaining to the project.

Schnoebelen moved to pass the second reading of Ordinance #2016-02 Rezoning of Tener Triangle -- Lots 2 & 3, Outlet A, and waive 3<sup>rd</sup> reading. Second by Redlinger, passed 5-0.

Discussion held on Water Meter Read System. Clerk will ask for three new quotes from Ferguson Waterworks to present at next meeting.

Schneider moved to pass Resolution #04182016-02 Audit Services for FY 15-16. Auditor of the State will conduct an examination at cost of not more than \$6500.00. Second by Schnoebelen, passed 5-0.

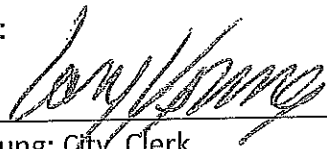
Ron Hembry reported on water and waste water activities.


Schnoebelen moved to adjourn meeting at 8:55 PM. Second by Redlinger, passed 5-0.

Full content of Council Meetings can be viewed on the City Web Site;  
[www.cityofriversideiowa.com](http://www.cityofriversideiowa.com)

NEXT CITY COUNCIL MEETING – Monday, May 2, 2016 at 6:30 pm.

ATTEST:

  
\_\_\_\_\_  
Lory Young: City Clerk

  
\_\_\_\_\_  
Allen Schneider; Mayor



**Lory Young**

---

**From:** Licensing@IowaABD.com  
**Sent:** Friday, April 22, 2016 2:35 AM  
**To:** lory@cityofriversideiowa.com  
**Cc:** Licensing@IowaABD.com  
**Subject:** [POSSIBLE SPAM] Liquor License Renewal Sent

The following licensees will expire in 70 days. Iowa law states that all licensees must receive a 60 day renewal reminder. In order to comply with Iowa law, the local authority must mail the licensees listed below a renewal reminder within the next 10 days.

License #	License Status	Expiration Date	Business Name
LE0001847	Renewal Sent	06/30/2016	Kum & Go # 80 (1178 Enterprise Dr Riverside Iowa, 52327

Please do not respond to this email. Contact the Division's Licensing Section with questions regarding the application process or application status toll-free at 866.IowaABD (866.469.2223) (select option 1), locally at 515.281.7400 (select option 1).

For assistance by email contact [Licensing@IowaABD.com](mailto:Licensing@IowaABD.com)

To access license renewal, click here: <https://elicensing.iowaabd.com>

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2016.0.7539 / Virus Database: 4556/12077 - Release Date: 04/21/16

# Riverside Recreation Center

Pro Forma – April 29, 2016

Submitted by the YMCA of Washington County

The goal of the collaboration between the City of Riverside and the YMCA is to provide the residents of Riverside with a recreational outlet. Staffs from both the YMCA and City have toured a location that has tremendous potential to provide a "starter" site for both recreational programming and housing of a 24/7 weight and exercise equipment.

After a preliminary site has been looked at we began working on determining the preliminary budget for renovations, equipment and programming / recreational services cost needed to meet the needs of the community.

As Riverside does not currently offer a recreational facility the projections below were used for budgetary purposes. The rates being outlined below are proposed for City of Riverside residents only. All other users outside the city limits would have to be a YMCA of Washington County member.

o Senior	\$ 60 per year	projected at 25 members
o Single	\$ 100 per year	projected at 75 members
o Family	\$ 160 per year	projected at 25 memberships

Below is the proposed YMCA yearly recreational services budget for the proposed site.

## Income:

City Contribution	\$14,000	City contribution does not include the \$ 10,000 commitment to Camp Highland.
Membership	\$13,000	
Program Income	\$2,000	
Total Income	\$29,000	

## Expenses:

Wages	
Membership / Facility Staffing	\$5,000
Certified Program Instructors	\$4,400
Director / Site Supervisor /	
Janitorial / Administrative Staffing	\$5,000
Taxes	\$1,100
Supplies	\$5,000
Computers / TV's	\$1,500
Facility Signage	\$500
Telephone & Internet	\$2,200
Printing & promotions	\$600
Employee Expenses	\$200
Total Expenses	\$25,500
Net Profit (Loss)	\$3,500

## Programs:

- o Senior Strength
- o Youth Activities
- o Fitness Classes (examples)
  - TBC
  - Body Fit
  - Kickboxing
  - Power Yoga
  - Yoga
- o Spin Class

# Riverside Recreation Center

Pro Forma – April 29, 2016

Submitted by the YMCA of Washington County

In an effort to provide the City of Riverside with realistic expenses for both start up and ongoing expenses such as rent, utilities and recreational services we have budgeted below and provided an estimate through FY 18/19.

Riverside Ongoing Expenses		
Rec Services - City Contribution	\$14,000	
Rent	\$12,000	
Utilities	\$4,000	Monthly Expense
Estimated Yearly Cost to the City	\$30,000	\$2,500

Preliminary Renovation & Equipment Estimates		
Equipment / Flooring / Misc.	\$10,000	(estimated)
Construction	\$5,000	
Keypad Entry / Security System	\$2,000	
Total One Time	\$17,000	

Preliminary Budget Through FY 18/19			
	One Time	Ongoing	
FY 16/17	\$17,000	\$25,000	(Sept - June)
FY 17/18	\$-	\$30,000	
FY 18/19	\$-	\$30,000	

Proposed - Equipment / Flooring / Misc.	
	Qty
3/8" Tight-Lock Tiles	1,200 sf.
Treadmills	2
PRECOR - Ellipticals	3
StarTrac Bike	1
Life Fitness Summitt Trainer	1
Hoist Weight Machines	7
Hoist Rack w/Bench	1
Dumbbells w/Rack	2
Mirrors	5





**MMS Consultants, Inc.**  
*Experts in Planning and Development Since 1975*

1917 S. Gilbert Street  
 Iowa City, Iowa 52240

319.351.8282

mmsconsultants.net  
 mms@mmsconsultants.net

April 27, 2016

Ms. Lory Young, City Clerk  
 City of Riverside  
 PO Box 188  
 Riverside, IA 52327

RE: Engineering Services Agreement for Ella Street, Riverside, Iowa

Dear Lory:

On April 6, 2015 the City of Riverside, Iowa and MMS Consultants, Inc. entered into an Engineering Services Agreement for Ella Street in the amount of \$105,000.00. The engineering fee was based on 15% of the budgeted \$700,000.00. The proposed Ella Street project began on the south side of Second Street and ended on the south side of Blackberry Street.

The professional fee was split into the following categories:

1. Topographical & R.O.W. Survey	\$ 10,000.00	9.52%
2. Project Design, Plans & Specifications	\$ 60,000.00	57.15%
3. Contract Administration & Inspection	\$ 35,000.00	33.33%
Total	\$105,000.00	100%

During the design stage and the formation of the FY2017 Budget, the Ella Street project was expanded to include some of Blackberry Street as well as the south ½ block of Ella Street to Iowa Highway #22.

The original project length for Ella Street was 1,350 feet. The Blackberry Street length is 160 feet and the south ½ block of Ella Street is 125 feet. The total increased length is 285 feet.

The increased length of the project amounts to 285 L.F.  
 $1350 \text{ L.F.} = 21.1\%$

The original estimated cost of the project was \$700,000.00.  
 The Engineer's Estimate after design was \$1,069,353.00.  
 The Contract for Construction is \$1,108,055.85.

I am proposing the following increases to our original Engineering Services Agreement:

1. Topographical & R.O.W. Survey	\$ 0.00
----------------------------------	---------



**MMS Consultants, Inc.**  
*Experts in Planning and Development Since 1975*

1917 S. Gilbert Street  
 Iowa City, Iowa 52240

319.351.8282

mmsconsultants.net  
 mms@mmsconsultants.net

2. Project Design, Plans & Specifications (15% increase)	\$ 9,000.00
3. Contract Administration & Inspection (20% increase)	<u>\$ 7,000.00</u>
Total Increase	\$16,000.00

Riverside Professional Fees:

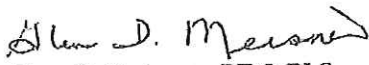
1. Topographical & R.O.W. Survey	\$ 10,000.00
2. Project Design, Plans & Specifications (15% increase)	\$ 69,000.00
3. Contract Administration & Inspection (20% increase)	<u>\$ 42,000.00</u>
Total	\$121,000.00

Proposed Engineering Fee	<u>\$121,000.00</u>	
Contract Amount	\$1,108,055.85	= 10.92%

Please review this proposal and present to the City Council on May 2, 2016.

Feel free to make comments or ask questions.

Respectfully submitted,

  
 Glen D. Meisner, PE & PLS

T:\2245\2245-012-\2245012L1.docx

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

## Agreement

I/we Eric Byers, and Molly Byers, Riverside, Iowa hereby agree to allow the City of Riverside to remove three red cedar trees located on my property at 211 St. Marys Street, Riverside, Iowa.

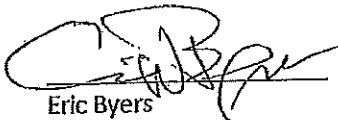
I respectfully ask that the trunk of the three trees be left on my property. I understand that all the tree limbs and foliage be removed from the property.

It is further understood that three red or white cedar trees will be transplanted in my yard at a minimum distance of 15 feet from my west property line. These three trees will be a minimum of 6 feet tall.

I also agree to allow the City of Riverside to lower the surface of my lot near my west property line about 2 feet starting at the grass line on the east side of the three trees.

I also understand that the yard will be seeded with similar seeding methods that are being used on the Ella Street project.

Signed

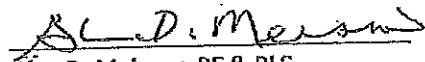
  
Eric Byers

4/18/16  
Date

  
Molly Byers

4/18/16  
Date

On behalf of the City of Riverside I hereby agree to the above terms and will assure that the terms are completed according to above.

  
Glen D. Meisner, PE & PLS  
Riverside City Engineer

**COPY**





**MMS Consultants, Inc.**  
Experts in Planning and Development Since 1975

**COPY**

1917 S. Gilbert Street  
Iowa City, Iowa 52240

319.351.8282

mmsconsultants.net  
mms@mmsconsultants.net

**AGREEMENT TO WORK ON PRIVATE PROPERTY  
ELLA STREET IMPROVEMENTS PROJECT**

Between  
**CITY OF RIVERSIDE and Mary I. Yeggy**

The City of Riverside (hereinafter referred to as "City") has a public improvements project, Ella Street Improvements Project (hereinafter referred to as "Project") in which they would like to request permission to work outside of the public right-of-way on private property. Mary I. Yeggy (hereinafter referred to as "Property Owner") owns property at 491 Ella Street along the project route. The City would request to work on private property at 491 Ella Street. Therefore the City and Property Owner agree to the following:

1. Property Owner agrees to allow the City to work outside of the public right-of-way at 491 Ella Street. The work includes grading, installation of PCC sidewalk and driveway, and surface restoration. Work on private property shall be in accordance with the changes included with Supplemental Drawing SD-2, dated 3/11/16, issued with Addendum #1 to the project documents. Supplemental Drawing SD-2 is included as an attachment to this agreement. The work shall be completed by a contractor hired by the City and contracted to complete the work on the Project.
2. City agrees to minimize the impact on private property and perform work outside the public right-of-way only as required to complete the work. The City agrees to ensure that the grading on the north side of the property allows for drainage from the driveway to the north so that the current storm water drainage route and grades are maintained. The City agrees to repair any of the driveway outside of the limits of the project that is damaged as a result of the work. The City agrees to spread a minimum of 4 inches of new topsoil in all disturbed areas on private property and seed disturbed areas with SUDAS Type 1 seed mixture, which includes seed as follows:

**Table 9010.06: Type 1 Seed Mixture**

Common Name	Application Rate lb/acre
Creeping red fescue	25
Turf-type perennial ryegrass <sup>2</sup>	20
Turf-type perennial ryegrass <sup>2</sup>	20
Kentucky bluegrass cultivar <sup>3</sup>	65
Kentucky bluegrass cultivar <sup>3</sup>	65
Kentucky bluegrass cultivar <sup>3</sup>	65

<sup>1</sup> A commercial mixture may be used if it contains a high percentage of similar bluegrasses; it may or may not contain creeping red fescue.

<sup>2</sup> Choose two different cultivars of turf-type perennial ryegrass, at 20 lbs/acre each.

<sup>3</sup> Choose three different cultivars of Kentucky bluegrass, at 65 lbs/acre each.



**MMS Consultants, Inc.**  
Experts in Planning and Development Since 1975

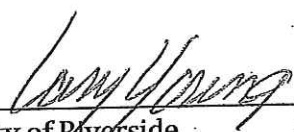
**COPY**

1917 S. Gilbert Street  
Iowa City, Iowa 52240  
319.351.8282

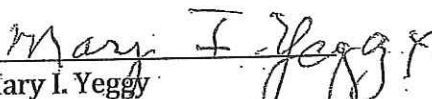
mmsconsultants.net  
mms@mmsconsultants.net

Permanent seeding shall occur between the dates of August 10<sup>th</sup> and September 30<sup>th</sup> and shall include fertilizer and mulch as outlined in SUDAS Specifications.

3. City shall make every effort to ensure that the grass is established to the satisfaction of the Property Owner. The stand of grass shall be reviewed in spring 2017 to ensure Property Owner expectations are satisfied. City agrees to rectify any reasonable unsatisfactory areas in spring 2017 as requested by the Property Owner.

  
City of Riverside

4/25/16

  
Mary I. Yeggy

4-25-2016

T:\2245\2245-012-Private Property Agreements\2245012privatepropertyagreement-yeggy.docx

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers



**Lory Young**

---

**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Thursday, April 28, 2016 10:00 AM  
**To:** Lory Young  
**Cc:** 'Glen Meisner'  
**Subject:** Boise Street Water Main - Yordi

I reviewed areas to be fixed up and seeded with Yordi. He sent a guy down to clean up those areas and Vince met the guy on site and confirmed that those areas were repaired and seeded.

There were several spots where rock from the shoulder had been plowed into the ditch area; it appears this was from snow removal from the highway. Yordi said he is not responsible for those areas and I agreed. Therefore these spots did not get repaired by Yordi. I know Bryan had mentioned these areas to me but I don't think we can force Yordi to remove that rock and repair those areas. I asked Yordi if he would take care of them but he was not interested.

At this point I think we should pay him the \$3,300 for seeding and return his \$5,000 check.

Let me know if you have any questions.

[Sign up for our newsletter](#) – We promise short, meaningful updates just six times a year.



**MMS Consultants, Inc.**  
*Experts in Planning and Development Since 1975*

**Scott Pottorff, P.E.**

*Project Manager*

Office: (319) 351-8282

Mobile: (319) 631-0365

[S.pottorff@mmsconsultants.net](mailto:S.pottorff@mmsconsultants.net)

[www.mmsconsultants.net](http://www.mmsconsultants.net)

*This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message*

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2016.0.7539 / Virus Database: 4563/12122 - Release Date: 04/28/16

**Lory Young**

---

**From:** Please Do Not Click Reply <support@govoffice.com>  
**Sent:** Monday, April 25, 2016 5:08 AM  
**To:** rusty@cityofriversideiowa.com  
**Subject:** Contact Us (form) has been filled out on your site.

Your Site has received new information through a form.

Form: Contact Us

Site URL: [www.cityofriversideiowa.com](http://www.cityofriversideiowa.com)

-----  
First and Last Name: Andrew Eckroth

E-mail Address: [casprrr@msn.com](mailto:casprrr@msn.com)

Phone Number: (319)471-5111

Comment or Question: My sewer line is backed up again. 110 East River St., behind Casey's.

Would you like to be contacted? (Check one box only, please):

Yes, call me

Do Not Click Reply - This e-mail has been generated from a super form.

-----  
No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2016.0.7539 / Virus Database: 4556/12096 - Release Date: 04/24/16



City of Riverside, Iowa  
City Council Minutes  
July 1, 2013

Mayor Bill Poch called the regular meeting of the City Council to order at 6:30 pm. Roll Call was taken with Chris Kirkwood, Kevin Kiene, Nat Kasdorf, Bob Schneider and Ralph Schnoebelen present. Schnoebelen moved to approve the agenda, seconded by Kevin Kiene, passed 5/0. Kirkwood moved to pass the consent agenda, seconded by Kevin Kiene, passed 5/0. Paul McCracken, President of the Riverside Area Community Club (RACC) updated the Council on Trek Fest. McCracken thanked the Council for their support of the fireworks display. Mike Meinders Vice President of RACC wanted to thank the city employees who did an excellent job getting the park ready for Trek Fest. Benjamin Carhoff from Hart Frederick updated the Council on several storm water issues that had been raised at previous meetings. Carhoff stated there was only one bidder for the work to be done at the end of Glasgow Street. Kelly Excavating was the sole bidder at \$7,569.40. This would be a temporary fix. Moved by Schnoebelen seconded by Kasdorf to accept the bid, passed 5/0. Carhoff explained the details of the areas they looked at, including the parking in front of the Community Center, Boise Street, intersection at the corner of Ella and 4<sup>th</sup>, Conservation Park, and Highway 22 in front of Riverside Grain and Feed. Schneider suggested a work session to physically tour the projects. Schneider moved that the City proceed with the projects on Highway 22 which is the storm drain by Riverside Grain and Feed and investigate the handicapped parking spot in front of the Community Center, seconded by Kiene. Passed 5/0. Citizen Bruce Platterter presented his request to have a parcel of his land annexed into the City. Moved by Schneider, seconded by Kirkwood to accept the annexation request and to have Rogerson was directed to proceed with Platterter's request in accordance with Iowa Law. Passed 5/0. Rogerson updated the Council concerning Boise Street Court, which Washington County is ready to vacate the level B Road. Rogerson asked the Council if they wanted him to give the annexation request to the City Attorney, in light of incomplete annexations that the City Attorney has currently. Moved by Kiene, seconded Kirkwood to assign the annexation to the City Attorney. Kasdorf asked if we could get a time frame from the attorney about how long this will take, Kirkwood suggested a work session with the City Attorney to discuss annexation procedures. Kiene amended his motion and added this process must be completed in 30 days. Passed 5/0. Rogerson updated the Council on the status of Cherry Lane. There are currently several issues about this project. One of the problems is that the land annexation is not complete. The adjoining landowner has not set a price for the property that he owns and the original plat has an error in it. Moved by Schneider to have the annexation of this property within 30 days, seconded by Kasdorf. Passed 5/0. A discussion was held concerning the status of the Visioning Committee Funds. Rogerson stated we were aware of current projects and that the money be moved to the general funds. Schnoebelen moved to have the Visioning Committee funds placed in the general fund, seconded by Kiene. Kirkwood stated the Visioning Committee has not met since April. Citizen Larry Simon (chairperson) of the Visioning Committee indicated that there are some ideas, but none of them have been presented to the Council. Motion passed 5/0. Rogerson presented the requested information concerning anonymous letters. Kiene moved that all anonymous letters be included in the council packets, seconded by Kirkwood. Considerable discussion was held concerning these letters. Citizen Paula Walton addressed the Council concerning anonymous letters. Passed 3/2. Kiene moved that Resolution 07012103-1 identifying a neighborhood for possible rehab funding, seconded by Kirkwood. Passed 5/0. Kirkwood moved that Resolution 07012013-2 a change order for WHR to the Lift Station # project, seconded by Schnoebelen. Passed 5/0. Kirkwood moved that that Resolution 07012013-3 to pay WHR the second pay estimate in the amount of \$217,756.50 as it relates to the Lift Station 3 project, seconded by Kiene. Passed 5/0. Kirkwood moved to approved Resolution 07012013-4 to pay Washington County \$175,000 as the annual payment of the infrastructure finance project, seconded by

✓  
Schnoebelen. Passed 5/0. Kiene moved that Resolution 07012013-5 entering into a cooperative agreement with Lone Tree for Senior Dining, seconded by Kasdorf. Passed 5/0. Rogerson presented a Commercial Grant request from Riverside Grain and Feed to have the gas station at the corner painted. They request \$1100. It was moved by Schneider and seconded by Kasdorf. Passed 5/0. Rogerson shared information about possible real estate that is available to move the Community Center. Schneider moved that Rogerson investigate the possibilities of finding a new location for the Community Center, seconded by Kasdorf. Passed 4/1 with Kirkwood voting nay. Rogerson briefed the Council on the City Wide Trash day. Rogerson indicated he would like to do 2 clean up days in fiscal years 2013-14. Kirkwood appreciated the update from the auditor. Rogerson reminded the Council that tonight's Council meeting was live on the City's website. Lory Young, Deputy Clerk updated the Council about the building inspector Neal Bombei and what a great job he is doing for the City. Schnoebelen thanked City employees for their hard work during Trek Fest. Kirkwood requested that the evaluations of the outside employees and their personal input sheets. Kirkwood updated the Council on the Governor's Volunteer Award Ceremony. Kirkwood commented about why an editorial was included in the packet. Kasdorf thanked Johnson County Refuse for their work with the clean day. He also thanked Ryan Schlabaugh for his assistance over the past 9 months. Kasdorf also questioned why the editorial was in the packet. Schneider asked that everybody keep the firefighters that lost their lives in their minds. Schneider also stated that our fire department is volunteers and we should always have them in our minds.

Attest:

  
Rusty Rogerson, City Administrator/Clerk

  
Bill Poch, Mayor



RESOLUTION NO.07152013-1

**APPROVING AWARD OF CONTRACT FOR STORM WATER REPAIRS  
ON GLASGOW 2013, FOLLOWING A REVIEW OF THE BIDS AND  
RECOMMENDATION BY THE PROJECT ENGINEER**

WHEREAS, The City Council of the City of Riverside has received bids for the Storm Water Repairs on Glasgow Street 2013; and

WHEREAS, the City of Riverside has identified Kelly Demolition and Excavating as having the lowest, most responsible bid at \$7,569.40; and

WHEREAS, the City of Riverside desires to expedite the contractual process; now

THEREFORE, BE IT RESOLVED by the City Council of the City of Riverside to authorize the Mayor and City Administrator/Clerk to sign all necessary notices, documents, and forms of contract, as required and necessary to execute a contract with Kelly Demolition and Excavating as identified and recommended by the Project Engineer.

PASSED AND APPROVED this 15th Day of July 2013.

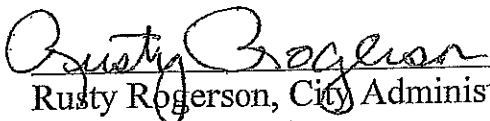
Roll Call: Kiene, Schneider, Kasdorf, Kirkwood, Schnobelen

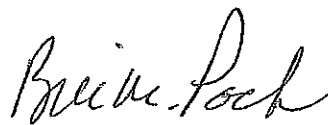
Ayes:

Nays;

Absent:

Attest:

  
Rusty Rogerson, City Administrator

  
Bill Poch, Mayor



**Kalonial Tree Service**  
**PO Box 408**  
**Wellman, IA 52356**  
**319-936-0682**

Phone # 319-936-0682

# Invoice

Invoice #: 326

Invoice Date: 4/26/2016

**Bill To:**

City of Riverside  
60 N Green St  
Riverside, IA 52327

Description	QTY	Rate	Amount
Brush Clean Up			1,062.50

**RECEIVED**  
APR 29 2016  
BY: \_\_\_\_\_

**Total**

**\$1,062.50**

**RESOLUTION #05022016-01**

**RESOLUTION TO APPROVE PROFESSIONAL SERVICES  
AMENDMENT WITH MMS CONSULTANTS FOR THE ELLA STREET  
IMPROVEMENTS PROJECT**

**Whereas**, the City of Riverside City Council agreed to enter into a Professional Services Agreement with MMS Consultants for the engineering of the Ella Street Improvements Project for the amount of \$105,000.00 on April 6<sup>th</sup>, 2015.

**Whereas**, MMS Consultants sent a letter to the City on April 27<sup>th</sup>, 2016, asking for an amendment to the Professional Services Agreement for additional engineering fees for this project because of the change in scope and the time involved in the project. The amount requested is \$16,000.00, making the total engineering fees for this project \$121,000.00.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve this amendment to the original agreement entered into for this project.

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

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

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

Allen Schneider, Mayor

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

Lory Young, City Clerk



**MMS Consultants, Inc.**  
*Experts in Planning and Development Since 1975*

1917 S. Gilbert Street  
 Iowa City, Iowa 52240

319.351.8282

mmsconsultants.net  
 mms@mmsconsultants.net

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

April 27, 2016

Ms. Lory Young, City Clerk  
 City of Riverside  
 PO Box 188  
 Riverside, IA 52327

RE: Engineering Services Agreement for Ella Street, Riverside, Iowa

Dear Lory:

On April 6, 2015 the City of Riverside, Iowa and MMS Consultants, Inc. entered into an Engineering Services Agreement for Ella Street in the amount of \$105,000.00. The engineering fee was based on 15% of the budgeted \$700,000.00. The proposed Ella Street project began on the south side of Second Street and ended on the south side of Blackberry Street.

The professional fee was split into the following categories:

1. Topographical & R.O.W. Survey	\$ 10,000.00	9.52%
2. Project Design, Plans & Specifications	\$ 60,000.00	57.15%
3. Contract Administration & Inspection	\$ 35,000.00	33.33%
Total	\$105,000.00	100%

During the design stage and the formation of the FY2017 Budget, the Ella Street project was expanded to include some of Blackberry Street as well as the south ½ block of Ella Street to Iowa Highway #22.

The original project length for Ella Street was 1,350 feet. The Blackberry Street length is 160 feet and the south ½ block of Ella Street is 125 feet. The total increased length is 285 feet.

The increased length of the project amounts to 285 L.F.  
 $1350 \text{ L.F.} = 21.1\%$

The original estimated cost of the project was \$700,000.00.  
 The Engineer's Estimate after design was \$1,069,353.00.  
 The Contract for Construction is \$1,108,055.85.

I am proposing the following increases to our original Engineering Services Agreement:

1. Topographical & R.O.W. Survey \$ 0.00



**MMS Consultants, Inc.**  
*Experts in Planning and Development Since 1975*

1917 S. Gilbert Street  
 Iowa City, Iowa 52240

319.351.8282

mmsconsultants.net  
 mms@mmsconsultants.net

Environmental Specialists

2. Project Design, Plans & Specifications (15% increase)	\$ 9,000.00
3. Contract Administration & Inspection (20% increase)	<u>\$ 7,000.00</u>
Total Increase	\$16,000.00

Riverside Professional Fees:

1. Topographical & R.O.W. Survey	\$ 10,000.00
2. Project Design, Plans & Specifications (15% increase)	\$ 69,000.00
3. Contract Administration & Inspection (20% increase)	<u>\$ 42,000.00</u>
Total	\$121,000.00

Proposed Engineering Fee	<u>\$121,000.00</u>	
Contract Amount	\$1,108,055.85	= 10.92%

Please review this proposal and present to the City Council on May 2, 2016.

Feel free to make comments or ask questions.

Respectfully submitted,

*Glen D. Meisner*  
 Glen D. Meisner, PE & PLS

T:\2245\2245-012-\2245012L1.docx

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers



**MMS CONSULTANTS, INC.**  
**Professional Services Agreement**

**COPY**

This is an Agreement made as of April 6, 2015, between MMS Consultants, Inc. (MMS) and the City of Riverside, Iowa. (CLIENT - legally responsible party). CLIENT hereby engages MMS Consultants, Inc. to perform services as outlined and according to the terms and conditions expressed herein.

Services: Services: Topographic Survey, Final Design, Permitting, Bidding, Construction Services for Storm Sewer, Curb and Gutter, HMA Overlay, PCC Sidewalk Improvements on Ella Street between First Street and Blackberry Avenue - Riverside, Iowa

MMS and CLIENT agree:

1. **Scope of Services.** MMS shall perform the services as stated in Exhibit 1, which shall hereinafter be referred to as the "Project." In the event the scope of services changes during the term of this Agreement, the parties shall execute a written change order specifying the nature of the change in the scope of services and any associated change in the payment required. .
2. **Compensation and Payment.** Client shall compensate MMS for MMS's services as stated in Exhibit 2.
3. **Terms and Conditions.** MMS shall provide professional services in accordance with the terms and conditions stated in Exhibit 3. The terms and conditions contained within this Agreement shall apply to all change orders related to this project.
4. The following exhibits are attached to and made part of this Agreement:

Exhibit 1 – Scope of Services

Exhibit 2 – Compensation

Exhibit 3 – Standard Terms & Conditions

IN WITNESS WHEREOF, the parties below have executed this Agreement as of the day and year first above written.

MMS Consultants, Inc.

By: Glen D. Meisner  
Glen D. Meisner

Client Acceptance:

Signed By: Rusty Rogerson

Printed Name: Rusty Rogerson

Address for giving notices:

City of Riverside  
60 N. Greene Street  
Riverside, IA 52327

If CLIENT is a public body, attach evidence of authority to sign and resolution or other document authorizing execution of AGREEMENT.



**MMS CONSULTANTS, INC.**  
**Professional Services Agreement**  
**Exhibit 1 – Scope of Services**

Services: Topographic Survey, Final Design, Permitting, Bidding, Construction Services for Storm Sewer, Curb and Gutter, HMA Overlay, PCC Sidewalk Improvements on Ella Street between First Street and Blackberry Avenue - Riverside, Iowa

**BASIC SERVICES SHALL INCLUDE:**

**A. TOPOGRAPHIC AND BOUNDARY SURVEY**

The intent of this phase is to obtain an accurate topographic and boundary survey of the project area. The extent of the topographic survey is expected to include the street ROW and approximately 25 feet outside of the ROW on each side of Ella Street between First Street and Blackberry Avenue, including approximately 100 feet each direction at each side street between those streets. Work under this phase is expected to include:

1. Locate all existing features above ground within the area to be affected by the proposed sanitary sewer improvements:
  - i. Top of curb, gutter and centerline elevations of streets at 50 foot intervals
  - ii. Fences, walls, posts, poles, trees, etc.
  - iii. Location, size, and depth of all buried utilities, structures and features not reasonably accessible from the ground surface shall be as marked and identified in the field by the owner of each utility or from "Record-of-Construction" information provided by the respective utility owner. Specific utilities to be located are as follows:
    1. water and gas mains
    2. power, communication and CATV lines
    3. existing storm and sanitary sewer on/near the site, including flow direction, slope, type, size, top and invert elevations of all inlets, culverts, manholes, headwalls, etc.
  - iv. Locate and tie down existing property corners and other survey monuments to determine existing property boundaries
2. Research existing property records to determine land ownership and to determine existing ROW lines to ensure that the work under the project remains within existing ROW.

**B. FINAL DESIGN, PERMITTING AND BIDDING**

1. Meet with affected adjacent residents at a public information meeting (fee based on one (1) meeting)
2. Attend City Council meetings as required to inform Council of project progress
3. Prepare Project Design and Construction Documents; including detailed project plans and specifications for construction:
  - Coordinate with City staff and representatives on design and specifications;
  - Attend meetings with the designated Client personnel, and others whose approval is critical to the final approval of the construction documents for the improvements;

- Submit completed documents to City Council for review and approval;
  - Prepare responses to any comments received from City, revise documents or plans as needed;
  - Prepare Engineer's Estimate of Cost to construct the improvements as shown on the completed and approved construction plans and documents.
4. Submit plans and specifications to Iowa DNR in support of an application for sanitary sewer or water main construction permit. Permit fees shall be paid for separately by the CLIENT. Assist CLIENT with obtaining NPDES erosion control permit from the Iowa DNR for the project.
  5. The design is expected to include storm sewer, curb and gutter and HMA overlay improvements in the work area. Also included will be a wider sidewalk on the east side of Ella Street for a trail. A portion of this trail may be paid for using grant funds from the Riverboat Foundation. Also included are ADA sidewalk improvements at each intersection in the work area to bring these sidewalks into compliance with current regulations. The project is also expected to include water main along a portion of the work area and possibly some sanitary sewer as well.
  6. Prepare necessary bid documents including form of contract and required bid and public hearing notices. Distribute advance notice to potential bidders and distribute plans and specifications to contractors and plan holders. Fee also includes the costs for printing, distribution, mailing or shipping of bidding documents and issuance of addenda as plans for public improvements projects shall be provided to bidders at no cost or with a refundable plan holder fee.
  7. Assist the City with the Bidding Process.
    - Publish all required notices;
    - Distribute plan and specifications sets;
    - Respond to bidder/contractor questions;
    - Assist City with bid opening, tabulation of bids received, evaluate bids received and provide a recommendation regarding award of contract;
    - Assist City with processing contract, performance bond, proof of insurance for final approval and execution.

C. CONSTRUCTION STAKING, INSPECTION AND ADMINISTRATION

1. Assist City with administration of the contract
2. Provide on-site inspection of the construction to ensure conformance with the plans and specifications
3. Review and approve pay requests and change orders
4. Construction layout staking
5. Schedule and attend preconstruction conference
6. Review submittals

The following services are not included in the Scope of Services but can be negotiated separately if these services are required:

1. Preparation of temporary or permanent easement plats
2. Wetlands delineation reports, permitting or mitigation plans
3. Negotiating of easements with property owners
4. Soils investigation
5. Preparation of grant applications or administration of grants received

**MMS CONSULTANTS, INC.**  
**Professional Services Agreement**  
**Exhibit 2 – Compensation and Payment**

Services: Topographic Survey, Final Design, Permitting, Bidding, Construction Services for Storm Sewer, Curb and Gutter, HMA Overlay, PCC Sidewalk Improvements on Ella Street between First Street and Blackberry Avenue - Riverside, Iowa

1.0 Client shall pay MMS as follows:

- A. Lump sum in the amount of \$10,000 for the scope outlined in Item A in Exhibit 1. This fee does not include application or permit fees, outside services, equipment or materials.

Lump sum in the amount of \$60,000 for the scope outlined in Item B in Exhibit 1. This fee does not include application or permit fees, outside services, equipment or materials.

Lump sum in the amount of \$35,000 for the scope outlined in Item C in Exhibit 1. This fee does not include application or permit fees, outside services, equipment or materials.

All additions and changes to scope of services shall be agreed upon by use of a Change Order signed by both MMS and Client. All conditions for payment of Change orders will be the same as the conditions for payment within the original Agreement.

- B. Invoices will be prepared monthly in accordance with MMS standard invoicing practices and submitted to Client. Invoices are due upon receipt. If Client fails to make any payment due to MMS for services and expenses within 60 days after date of MMS invoice, the amounts due MMS will be increased at the rate of 1.5% per month from the 60<sup>th</sup> day after invoice date. In addition, MMS may, without liability and not in lieu of any other rights MMS may have at law or in equity, after giving seven days written notice to Client, suspend services under this Agreement until MMS has been paid in full all amounts due for services, expenses, and other related charges. In addition, in any action to collect unpaid amounts due pursuant to this Agreement, Client shall pay all cost of collection including but not limited to court costs and MMS's attorney's fees. Payments will be credited first to interest and then to principal.
- C. In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and the undisputed portion shall be paid.
- D. Upon complete execution of this Agreement, MMS shall have the right to commence the performance of its services immediately and shall continue its performance of said services thereafter until said services are complete. Client shall not have the right to terminate this Agreement or to cancel MMS's services unless the entire project of which MMS's services are a component part has been ceased or cancelled. In said event, Client shall give MMS written notice of the termination of the project and MMS shall be entitled to payment for any services performed or expenses incurred prior to receipt of said written notice.

**MMS CONSULTANTS, INC.**  
**Professional Services Agreement**  
**Exhibit 3 -- Terms and Conditions**

Services: Topographic Survey, Final Design, Permitting, Bidding, Construction Services for Storm Sewer, Curb and Gutter, HMA Overlay, PCC Sidewalk Improvements on Ella Street between First Street and Blackberry Avenue - Riverside, Iowa

- A. Standard of Care will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. MMS makes no warranties, express or implied, under this Agreement or otherwise, in connection with services required to be performed by this Agreement. MMS and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers and suppliers.
- B. MMS shall not at any time supervise, direct or have control over any contractor's work, nor shall MMS have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.
- C. MMS neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Client and such contractor.
- D. MMS Shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except MMS's own employees) at the Project site or otherwise furnishing or performing any construction work in connection with the Project; or for any decision made based on interpretations or clarifications of the construction contract given by Owner without consultation with and advice of MMS.
- E. All design documents prepared or furnished by MMS are instruments of service and MMS retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.
- F. To the fullest extent permitted by law, Client and MMS (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that MMS's total liability to Client under this Agreement shall be limited to the total amount of the compensation received by MMS pursuant to this Agreement.
- G. The information and services provided by MMS pursuant to this Agreement are intended for use only by Client. No third party shall have any right arising from this Agreement or the documents produced pursuant to this Agreement. As additional consideration for the performance the services called for hereunder, Client agrees to hold harmless and indemnify MMS and its employees, officer, directors, and agents for all costs, expenses, legal fees, awards, settlements, and judgments in any legal proceeding brought by any third party who claims that he or she relied on representations made in such documents and was damaged thereby. Client's request that MMS release copies of documents produced pursuant to the terms of this Agreement shall be at Client's risk with respect to the contents of this paragraph.
- H. If Client claims that MMS has made an error in any of the services provided hereunder, Client will inform MMS of the alleged error and allow MMS to inspect the property before Client takes any action to correct the alleged error or which would otherwise make it difficult or impossible for MMS to evaluate the existence of the alleged error. If Client repairs or otherwise provides a remedy for such alleged error or further disturbs the property such that it becomes impossible for MMS to confirm the existence or otherwise evaluate the alleged error, Client waives any and all actions against MMS for such alleged error.
- I. Client shall indemnify and reimburse MMS for any and all costs and expenses associated with any civil action arising under this Agreement, including but not limited to attorney's fees, costs, and expenses, unless Client unilaterally prevails in a court of competent jurisdiction.
- J. Upon complete execution of the Agreement, MMS shall have the right to commence the performance of its services immediately and shall continue its performance of said services thereafter until said services are complete. Client shall not have the right to terminate this Agreement or to cancel MMS's services unless the entire project of which MMS's services are a component part has been ceased or cancelled. In said event, Client shall give MMS written notice of the termination of the project and MMS shall be entitled to payment for any services performed or expenses incurred prior to receipt of said written notice.

**RESOLUTION #05022016-02**

**RESOLUTION APPROVING CHANGE ORDER #1 FOR THE ELLA STREET IMPROVEMENTS CONSTRUCTION PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this change order in the amount of \$10,182.60 for upsizing of manholes, removing additional trees, and additional drain piping for the Ella Street Improvements Construction Project.

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the change order #1 in the amount of \$10,182.60 for changes to the project.

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

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

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

Allen Schneider, Mayor

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

Lory Young, City Clerk



**MMS Consultants, Inc.**  
Experts in Planning and Development Since 1975

**COPY**

1917 S. Gilbert Street  
Iowa City, Iowa 52240

319.351.8282

mmsconsultants.net  
mms@mmsconsultants.net

April 26, 2016

2245-012

Ella Street Improvements  
Change Order #1

The following changes to the contract are requested to compensate the Contractor for additional work completed.

There were some additional trees removed that were originally shown to remain on the plans. Some storm manholes were upsized to accommodate the storm sewer sizes. The additional cost for this work is as follows:

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Upsize Storm Manholes from 48" to 60"	4 EA	\$1,095.65	\$4,382.60
Remove Tree at 4th and Ella	1 LS	\$2,850.00	\$2,850.00
Remove Cedar Trees, Lower Grade, Install Roof Drain Piping	1 LS	\$2,950.00	\$2,950.00

Change to the Contract

This change order would add the above items to the contract and increase the amount of the contract by \$10,182.60.

Reason for changes

The tree at Ella and 4<sup>th</sup> was requested to be removed by the property owner. The cedar trees at the intersection of St. Mary's and Ella were trimmed to accommodate the sidewalk but after they were trimmed the property owner agreed to have them removed instead and new trees will be planted to replace them. This will allow the sidewalk to be installed in line with the rest of the street and at the proper elevation above the curb. There is a shallow roof drain to the ditch which will need to be rerouted to install the sidewalk. Two manholes were shown on the plans to be 60" diameter and two others were determined during shop drawing review they needed to be 60" to accommodate the storm sewer piping. There is not a bid item for 60" manholes so a price adjustment is required for this.

Approved by:

\_\_\_\_\_  
Cornerstone Excavating

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

2245012changeorder1.docx

**RESOLUTION #05022016-03**

**RESOLUTION APPROVING CHANGE ORDER #2 FOR THE ELLA STREET IMPROVEMENTS CONSTRUCTION PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this change order in the amount of \$11,000.50 for additional pavement removal and millings, 6" sub base modification for the Ella Street Improvements Construction Project.

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the change order #1 in the amount of \$11,000.50 for changes to the project.

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

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

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

Allen Schneider, Mayor

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

Lory Young, City Clerk





**MMS Consultants, Inc.**  
Experts in Planning and Development Since 1975

1917 S. Gilbert Street  
Iowa City, Iowa 52240

319.351.8282

mmsconsultants.net  
mms@mmsconsultants.net

April 26, 2016

2245-012

**COPY**

Ella Street Improvements  
Change Order #2

The following changes to the contract are requested to remove the entire width of existing asphalt paving for the project length instead of patching and overlay included with the bid documents.

The contractor has offered an alternative paving plan to what was shown on the plans. The contractor proposes to mill the entire depth of existing asphalt along the entire length of the project. They would then use the millings as base material for the pavement instead of virgin granular material. They would then pave the entire length with 6" of asphalt paving between the PCC curb and gutter instead of partial overlay originally proposed. The contract changes for this work are as follows:

**DELETE (Modify Quantities of Existing Items)**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
HMA Surface Course	335 TONS	\$81.00	-\$27,135.00
6" Modified Subbase	5,289 SY	\$5.75	-\$30,411.75
DELETE TOTAL			-\$57,546.75

**ADD (Modify Quantities of Existing Items)**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
HMA Base Course	375 TONS	\$72.30	\$27,112.50

**ADD (New Items)**

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Pavement Removal Milling And Stockpile	5,075 SY	\$3.90	\$19,792.50
6" Subbase - Placement of Millings	5,075 SY	\$2.25	\$11,418.75
Import 6" Base Material (Millings Stockpile Or Virgin Modified Subbase)	1,778 SY	\$5.75	\$10,223.50
ADD TOTAL			\$68,547.25

TOTAL CHANGE      ADD \$11,000.50

Import (above) quantity to be measured based on number of tandem or side dump loads of material imported. Tandem loads shall be equal to 42 SY and side dump loads shall be equal to 63 SY. If virgin material is imported, quarry tickets shall be used to verify quantity used. Placement of Millings Quantity shall be calculated based on total SY of base material required (6,853 SY) less the quantity of import material measured



**MMS Consultants, Inc.**  
*Experts in Planning and Development Since 1975*

**COPY**

1917 S. Gilbert Street  
 Iowa City, Iowa 52240

**319.351.8282**

mmsconsultants.net  
 mms@mmsconsultants.net

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

as noted. Quantity of Pavement Removal Milling shall be paid at the plan quantity noted above.

Change to the Contract

This change order would add and delete the above items to the contract and increase the amount of the contract by \$11,000.50.

Reason for changes

The changes to remove the patching of asphalt and overlay of existing asphalt will reduce the probability of future cracking of the street. The full depth replacement will allow a uniform thickness of paving along the entire length instead of new full depth areas alongside areas overlaid of the existing asphalt. This will reduce the potential of reflective cracking at the joints where existing meets new asphalt. The contractor presented this as an alternative that would improve the uniformity and therefore longevity of the pavement with minimal increase in costs.

Additional Comments

This change will result in less use of the Pavement Scarification item in the contract. The total value of the Pavement Scarification item is \$7,225.00. It is estimated that less than half of this quantity will be needed with the changes. This item will be paid based on measurements of actual work performed.

Approved by:

\_\_\_\_\_  
 Cornerstone Excavating

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

2245012changeorder2.docx

**RESOLUTION #05022016-04**

**RESOLUTION APPROVING PAY REQUEST #1 FROM CORNERSTONE  
EXCAVATING FOR ELLA STREET IMPROVEMENTS PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this pay estimate from Cornerstone Excavating for work performed and billed on Pay Request #1 for the Ella Street Improvements Project.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve this pay request to Cornerstone excavating for the Ella Street Improvements Project in the amount of \$137,636.14.

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

Roll Call: Weber, Schneider, Sexton, Schnoebelen, Redlinger

Ayes:

Nays:

Absents:

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

Allen Schneider, Mayor

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

Lory Young, City Clerk



**COPY****CONSTRUCTION PROGRESS PAYMENT**

Project Description

PN: 2245012

Ella Street Improvements

Contract Date

16-Oct-15

Contractor: Cornerstone Excavating

Owner: City of Riverside

Attn:

Address: P.O. Box 928

Address: 60 N. Greene Street

City, St., Zip: Washington, Iowa 52353

City, St., Zip: Riverside, IA 52327

Phone: 319-653-3957

Phone: 319-648-3501

Fax: 319-653-9067

Fax:

Estimate #

☒ 1

FOR PERIOD:

Owner PN

☒ x

Partial Payment

FROM: 4/4/16

Federal PN

☐

Final Payment

TO: 4/22/16

State PN

Base Contract Price \$1,108,055.85

Materials on Hand \$ -

Change # 1 \$10,182.60

Construction Completed \$144,880.15

Change #

Total Earned \$144,880.15

Change #

Less Retainage \$7,244.01

Change #

Less Previous Payment

Change #

Change #

Total Contract \$1,118,238.45

Amount Due This Est \$137,636.14

Requested by:

  
Jim Ziegrowsky

Approved by:

Title:

President

Title:

Date:

4-26-16

Date:

Recommended by:

Scott Pottorff

Attested by:

Title:

Project Engineer

Title:

Date:

Date:

MMS Consultants, Inc.

1917 South Gilbert Street, Iowa City, IA 52240

i:\proj\forms\payreqst.xls



April 28, 2016

**Via Email**

Lory Young  
City Clerk/City Hall  
Riverside, Iowa

Re: General Obligation Corporate Purpose Loan Agreement  
Our File No. 436225-18

Dear Lory:

We have prepared and attach the necessary proceedings for use on May 2, 2016 covering the hearing on a General Obligation Corporate Purpose Loan Agreement (the "Loan Agreement") and providing for the adoption of a resolution taking additional action with respect to the Loan Agreement and approving the use of a preliminary official statement (the "P.O.S") by Northland Securities, Inc. in connection with the marketing of General Obligation Corporate Purpose Bonds, Series 2016A.

The proceedings attached include the following items:

1. Minutes of the meeting covering the hearing, followed by the resolution taking additional action in connection with the Loan Agreement. This resolution simply sets forth the City Council's determination to enter into the Loan Agreement in the future, and its adoption constitutes the "additional action" required by the Iowa Code. The resolution also provides for the authorization of the P.O.S. for the sale of Bonds.

2. Attestation Certificate with respect to the validity of the transcript.

Prior to the adoption of the resolution, you and the City Council should review the proposed P.O.S., which Northland Securities, Inc. is preparing, carefully for accuracy and to ensure that there are no important facts being left out of the document that might bear on potential risks to bond holders. It should be noted that, while we will review and comment on the portions of the document that are pertinent to our role as bond counsel, we have not been engaged to conduct a full due diligence process with respect to the P.O.S. to investigate the accuracy of information, financial data or any bond holder risks (stated or unstated) that are unknown to us.





Page 2

On May 2<sup>nd</sup> the City Council should meet as scheduled, hold a hearing on its intention to enter into the Loan Agreement and adopt the attached resolution. The minutes as drafted assume that no objections will be filed with respect to the proposal to enter into the Loan Agreement.

As soon as possible after the City Council meeting, please return one fully executed copy of all of the completed pages in these proceedings. If you have any questions, please contact Rebecca Donaldson or me.

Best regards,

John P. Danos

Attachments

cc: Carol Swanson  
Michael Hart  
Diana VanVleet

MINUTES FOR HEARING AND  
ADDITIONAL ACTION ON ENTERING  
INTO A LOAN AGREEMENT AND TO  
AUTHORIZE PRELIMINARY OFFICIAL  
STATEMENT FOR BONDS

436225-18

Riverside, Iowa

May 2, 2016

The City Council of the City of Riverside, Iowa, met on May 2, 2016, at \_\_\_\_\_ p.m., at the \_\_\_\_\_, in the City. The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

This being the time and place specified for taking action on the proposal to enter into a General Obligation Corporate Purpose Loan Agreement in a principal amount not to exceed \$1,300,000, the City Clerk announced that no written objections had been placed on file. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor closed the public hearing.

After due consideration and discussion, Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption, seconded by Council Member \_\_\_\_\_. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set out.

Riverside / 436225-18 / Hrg & Auth POS GO CP LA

• • • • •

At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

---

Mayor

Attest:

---

City Clerk

RESOLUTION NO. 05022016-05

Resolution taking additional action on proposal to enter into a Loan Agreement and authorizing the use of a preliminary official statement for the sale of bonds

WHEREAS, the City of Riverside (the "City"), in Washington County, State of Iowa, pursuant to the provisions of Section 384.24A of the Code of Iowa, heretofore proposed to enter into a loan agreement (the "Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$1,300,000 for the purpose of paying the costs, to that extent, of constructing street, water system, sanitary sewer system, storm water drainage system, and sidewalk improvements, and has published notice of the proposed action and has held a hearing thereon on May 2, 2016; and

WHEREAS, a Preliminary Official Statement (the "P.O.S.") has been prepared to facilitate the sale of the General Obligation Corporate Purpose Bonds, Series 2016A (the "Bonds") in evidence of the obligation of the City under the Loan Agreement, and it is now necessary to make provision for the approval of the P.O.S. and to authorize its use by Northland Securities, Inc. (the "Underwriter");

NOW, THEREFORE, Be It Resolved by the City Council of the City of Riverside, Iowa, as follows:

Section 1. The City Council hereby determines to enter into the Loan Agreement in the future and to issue General Obligation Refunding Bonds at such time, in evidence thereof. The City Council further declares that this resolution constitutes the "additional action" required by Section 384.24A of the Code of Iowa.

Section 2. The City Clerk is hereby authorized to take such action as shall be deemed necessary and appropriate with the assistance of the Underwriter to prepare the P.O.S. describing the Bonds and providing for the terms and conditions of their sale, and all action heretofore taken in this regard is hereby ratified and approved.

Section 3. The use by the Underwriter of the P.O.S. relating to the Bonds in substantially the form as has been presented to and considered by the City is hereby approved, and the Underwriter is hereby authorized to prepare and use a final Official Statement for the Bonds substantially in the form of the P.O.S. but with such changes therein as are required to conform the same to the terms of the Bonds and the resolution, when adopted, providing for the sale and issuance of the Bonds, and the City Clerk is hereby authorized and directed to execute a final Official Statement for the Bonds, if requested. The P.O.S. as of its date is deemed final by the City within the meaning of Rule 15(c)(2)-12 of the Securities and Exchange Commission.

Section 4. Further action with respect to the Loan Agreement and the Bonds is hereby adjourned to the City Council meeting on May 16, 2016.

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Riverside / 436225-18 / Hrg & Auth POS GO CP LA

Section 6. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved May 2, 2016.

---

Mayor

Attest:

---

City Clerk



Riverside / 436225-18 / Hrg & Auth POS GO CP LA

**ATTESTATION CERTIFICATE:**

STATE OF IOWA  
COUNTY OF WASHINGTON                      SS:  
CITY OF RIVERSIDE

I, the undersigned, City Clerk of the City of Riverside, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to a public hearing and additional action on the proposal to enter into a certain Loan Agreement and to issue General Obligation Corporate Purpose Bonds in evidence of the City's obligation under the Loan Agreement and the approval of a preliminary official statement for the issuance of the Bonds, as referred to herein.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
City Clerk

Riverside/436225/Auth Compliance Policy

MINUTES FOR ADOPTION OF COMPLIANCE  
PROCEDURES

436225

Riverside, Iowa

May 2, 2016

The City Council of the City of Riverside, Iowa, met on May 2, 2016, at \_\_\_\_\_ o'clock p.m. at the \_\_\_\_\_, Riverside, Iowa. The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

Council Member \_\_\_\_\_ introduced the resolution hereinafter next set out and moved its adoption, seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out:

At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

RESOLUTION NO. 15022016-06

Resolution adopting and approving Tax Compliance Procedures Relating to Tax-Exempt Bonds

WHEREAS, pursuant to the laws of the State of Iowa and Section 103 of the Internal Revenue Code, the City of Riverside, Iowa (the "City"), acting by and through the authority of its City Council, has issued, and likely will issue in the future, tax exempt municipal bonds, notes or other obligations (the "Tax Exempt Bonds"); and

WHEREAS, the City deems it necessary and desirable to adopt certain procedures and practices to be followed by the City in connection with the issuance of Tax Exempt Bonds; and

WHEREAS, proposed tax compliance procedures are attached hereto as Exhibit A (the "Compliance Procedures");

NOW, THEREFORE, Be It Resolved by the City Council of the City of Riverside, Iowa, as follows:

Section 1. The Compliance Procedures attached hereto as Exhibit A are hereby adopted and shall be dated as of the date hereof.

Section 2. The City Clerk is hereby authorized and directed to periodically update the Compliance Procedures in accordance with the Internal Revenue Code and supporting Internal Revenue Service Rulings and Regulations, with advice from bond counsel.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved May 2, 2016.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Riverside/436225/Auth Compliance Policy

**EXHIBIT A**

**TAX COMPLIANCE PROCEDURES  
RELATING TO TAX-EXEMPT BONDS**

**[Insert Compliance Procedures Here]**

Riverside/436225/Auth Compliance Policy

STATE OF IOWA  
COUNTY OF WASHINGTON                      SS:  
CITY OF RIVERSIDE

I, the undersigned, City Clerk of the City of Riverside, Iowa, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to the adoption of compliance procedures with regard to the issuance of tax exempt bonds.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
City Clerk



**City of Riverside, Iowa  
Tax Compliance Procedures  
Relating to Tax-Exempt Bonds**

**Dated: May 2, 2016**

**I. Purpose:**

*To ensure that interest on tax-exempt bonds, notes or other obligations (the "Bonds") of the City of Riverside, Iowa (the "Issuer") remains excludable from gross income under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code").*

These written procedures shall be followed by the Issuer in connection with its issuance of Bonds:

**II. Expenditure/Use of Proceeds:**

A. Expenditure of Bond proceeds will be maintained and/or coordinated with the City Clerk (the "Compliance Officer") for consistency with the Bond documents, including any applicable resolutions, loan agreements, tax/arbitrage/closing certificates or other operative document (referred to collectively as "Bond Documents").

B. The Issuer has separately established procedures for preparation and review of requisitions of Bond proceeds through the accounting system of the Issuer. To such end, the Compliance Officer shall:

(i). account and record how the Bond proceeds are spent (including investment earnings and including reimbursement of expenditures made before bond issuance) and maintaining records identifying Bond-financed or refinanced assets (e.g., land, buildings, improvements, facilities, furnishings or equipment) (the "Bond-Financed Property"), including the average economic life of such Bond-Financed Property and allocation of such Bond-Financed Property to private use or other non-qualifying use.

(ii). create the required funds/accounts (and any necessary subaccounts) required by the Bond Documents (i.e. sinking funds, debt service funds, debt service reserve funds, project funds, etc.), and if such funds are not required by the applicable Bond Documents, create such funds and accounts, into which proceeds of a Bond issue will be deposited. For all construction projects, a project or construction fund shall be established to track expenditures for the projects. (Referred to herein as the "Project Fund.") (In the event the Bond Documents require a trustee, paying agent or other entity to create and hold such funds and accounts, the Compliance Officer will monitor such funds and accounts accordingly).

(iii). review and monitor all requisitions, draw schedules, draw requests, invoices and bills for payment from the Project Fund, and determine whether such payments are appropriate and consistent with the Bond Documents and use of the Bond proceeds.

(iv). make and account for all payments from the Project Fund and any other funds created (i.e. sinking funds, debt service funds, debt service reserve funds, etc.).

- C. None of the proceeds of Bonds will be used to reimburse the Issuer for costs of a capital project paid prior to the date of issuance of the Bonds unless the Issuer shall have fully complied with the provisions of Section 1.150-2 of the Treasury Regulations with respect to such reimbursed amounts, and those provisions are summarized in Exhibit 1 hereto.
- D. The Compliance Officer will make a "final allocation" of Bond proceeds to uses not later than 18 months after the in-service date of the Bond-Financed Property (and in any event not later than 5 years and 60 days after the issuance of the Bonds or not later than 60 days after earlier retirement of the Bonds) in a manner consistent with allocations made to determine compliance with arbitrage yield restriction and rebate requirements.
- E. Expenditure of proceeds of Bonds will be measured against the Issuer's expectation, as set forth in the Bond Documents, to proceed with due diligence to complete the capital project and fully spend the net sale and investment proceeds within three years.
- F. If there are any Bond proceeds remaining other than in a reserve or debt service fund established pursuant to the Bond Documents after completion of the projects, such proceeds shall be applied in a manner consistent with the applicable Bond Documents or pursuant to advice from Bond Counsel/Special Tax Counsel.
- G. In the event that Bond proceeds are to be used to make a grant to an unrelated party, a grant agreement will be reviewed prior to execution for compliance with the Code. Such agreement will be approved by the Issuer's Attorney or Bond Counsel and the Compliance Officer. The repayment of any portion of a grant by the grantee shall be treated as unspent Bond proceeds.

### **III. Use of Bond-Financed Property:**

- A. Use of Bond-Financed Property when completed and placed in service will be reviewed and continually monitored by the Compliance Officer.
- B. The Compliance Officer shall monitor all private use or private payments with respect to Bond-Financed Property by nongovernmental entities and the use thereof throughout the term of the Bonds to ensure compliance with covenants and restrictions set forth in the applicable Bond Documents relating to the Bonds. Private Use includes but is not limited to leases, research contracts, and use of

Bond-Financed Property by a non-employee, such as third-party contracts concerning use, management or services in the Bond-Financed Property that do not meet the compensation, term and other requirements under Revenue Procedures 97-13. Such agreements will be approved by the Issuer's Attorney and the Compliance Officer, who will be responsible for determining whether the proposed agreement (i) results in private business use of the Bond-Financed Property, and (ii) if applicable, meets the compensation, term and other requirements under Revenue Procedures 97-13 and 2007-47 (i.e. Management/Service Contract Rules); all upon advice of Bond Counsel, as necessary.

- C. Appropriate department/facility managers shall be advised in writing concerning restrictions on the use of the Bond proceeds and the Bond-Financed Property and instructed to consult with the Compliance Officer and the Issuer's Attorney or Bond Counsel, as appropriate, regarding private use.
- D. Upon issuance of Bonds, there shall be no expectation that the Bond-Financed Property will be sold or otherwise disposed of by the Issuer during the term of the Bonds; and no item of Bond-Financed Property will be sold or transferred by the Issuer while the Bonds are outstanding without approval of the Issuer's Attorney and the Compliance Officer upon advice of Bond Counsel or advance arrangement of a "remedial action" under the applicable Treasury Regulations.
- E. To the extent that the Issuer discovers that any applicable tax restrictions regarding use of Bond proceeds and Bond-Financed Property will or may be violated, the Issuer will consult promptly with Issuer's Counsel/Bond Counsel/Special Tax Counsel to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a "remedial action" is necessary.
- F. The Issuer acknowledges that any sale, transfer, change in use, or change in users of the Bond-Financed Property may require remedial action or resolution pursuant to the IRS Voluntary Closing Agreement Program (or "VCAP") to assist in resolving violations of the federal tax laws applicable to the Bonds.

#### **IV. Investments:**

- A. The Compliance Officer shall manage and supervise the investment of Bond proceeds in compliance with the arbitrage and rebate requirements of the Code and applicable Treasury Regulations.
- B. Guaranteed investment contracts ("GICs") may be purchased only in accordance with the fair market value provisions of applicable Treasury Regulations, including bid requirements and fee limitations. Certificates of deposit may be purchased only according to the fair market value provisions of applicable Treasury Regulations. The Issuer's Counsel/Bond Counsel/Special Tax Counsel will be consulted before purchasing any other, non-marketable securities and

before depositing gross proceeds in any other bank account not explicitly authorized by the Bond Documents.

C. The Compliance Officer will:

- (i) Maintain a procedure for the allocation of proceeds of the Bonds and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. (See Section I Expenditure/Use of Proceeds and Section II Use of Financed Property, above).
- (ii) Obtain a computation of the Bond yield for each issue of the Bonds from the Issuer's financial advisor, underwriter or other relevant third party and maintain a system for tracking investment earnings.
- (iii) Coordinate with Issuer staff to monitor compliance by departments with the applicable "temporary period" (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the Bonds, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.
- (iv) Ensure that investments acquired with proceeds of the Bonds are purchased at fair market value. In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used. (See Section IV. B. above).
- (v) Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on the Bonds without determining in advance whether such funds must be invested at a restricted yield.
- (vi) Consult with Bond Counsel/Special Tax Counsel prior to engaging in any post-issuance credit enhancement transactions.
- (vii) Monitor compliance of spending of Bond proceeds with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.
- (viii) Prepare or cause to be prepared a spending exception report or an arbitrage rebate computation (as applicable) for the Bonds upon final expenditure of the Bond proceeds, other than a reserve fund or debt service fund (i.e. after the project is completed and Bond proceeds allocated to the projects have been spent).
- (ix) Cause rebate payments, if due, to be made with Form 8038-T no later than 60 days after (i) each fifth anniversary of the date of issuance of the Bonds and (ii) the final payment or prepayment of the Bonds. The Compliance Officer shall engage a rebate specialist to assist with its rebate obligations.

- (x) Arrange for timely computation and payment of "yield reduction payments" (as such term is defined in the Code and Treasury Regulations), if applicable.
- (xi) In the case of any issue of refunding Bonds, coordinate with the Issuer's financial advisor and any escrow agent to arrange for the purchase of the refunding escrow securities, obtain a computation of the yield on such escrow securities and monitor compliance with applicable yield restrictions.

#### **V. Continuing Disclosure:**

The Compliance Officer shall be responsible for complying with any continuing disclosure agreements/obligations related to any Bond issue, including making required annual filings, reporting material events and coordinating with any dissemination agent.

#### **VI. Financial & Other Non-Tax Covenants:**

The Compliance Officer shall be responsible for monitoring and complying with financial and other non-tax covenants and requirements in the Bond Documents, including but not limited to covenants and requirements regarding liquidity, debt coverage, incurrence of additional indebtedness, financial reporting, transfer of property, lien restrictions and loan-to-value ratios.

#### **VII. Record Management and Retention:**

- A. Management and retention of records related to Bond issues will be supervised by the Compliance Officer.
- B. Records for Bonds will be retained for the life of the Bonds, plus any refunding Bonds, plus eleven years (or such longer term as may be required by the state records administrator). [Iowa Code section 372.13(5)(a)] Such records may be in the form of documents or electronic copies of documents, appropriately indexed to specific Bond issues and compliance functions.
- C. Records pertaining to Bond issuance shall include a transcript of documents executed in connection with the issuance of the Bonds and any amendments, and copies of rebate calculations and records of payments, including Forms 8038-T.
- D. Records pertaining to expenditures of Bond proceeds and final allocation of Bond proceeds will include requests for Bond proceeds, construction contracts, purchase orders, invoices, payment records, and trustee/paying agent reports. Such documents will include documents relating to costs reimbursed with Bond proceeds.
- E. Records pertaining to use of Bond-Financed Property shall include all third-party contracts concerning use of the Bond-Financed Property, including (without limitation) leases, use, management or service contracts, and research contracts.

- F. Records pertaining to investments shall include records of purchase and sale of GICs, certificates of deposit and other investments, and records of investment activity sufficient to permit calculation of arbitrage rebate or demonstration that no rebate is due.
- G. Records shall include all documents pertaining to IRS communications regarding the Bonds, including audits and compliance questionnaires.

**VIII. Overall Responsibility:**

- A. Overall administration and coordination of these procedures is the responsibility of the Compliance Officer.
- B. The Compliance Officer shall review compliance with these procedures not less than annually.
- C. The Issuer understands that failure to comply with these policies and procedures could result in the retroactive loss of the exclusion of interest on Bonds from federal gross taxable income.
- D. Any violations or potential violations of federal tax requirements shall promptly be reported to the Compliance Officer, and the Issuer will engage qualified consultants and Bond Counsel to further investigate potential violations or recommend appropriate remedial actions, if necessary.



## CONDUIT BOND POST ISSUANCE PROCEDURES

It is the policy of the Issuer that for any conduit bonds (the "Conduit Bonds") issued on behalf of a conduit borrower (the "Borrower") the Borrower shall be responsible for and shall establish written procedures in the applicable bond documents for the issuance of such Conduit Bonds (the "Conduit Bond Documents") to address ongoing compliance with applicable financial and tax requirements, arbitrage/rebate requirements, remedial actions and other applicable post-issuance requirements of federal tax law throughout the term of the Conduit Bonds (collectively, the "Borrower's Post Issuance Compliance Procedures").

It is the Issuer's policy that the Borrower shall be responsible for compliance with all of the following:

### A. Arbitrage Rebate and Yield Requirements

- (i) determining the likelihood of complying with an arbitrage rebate exemption;
- (ii) if necessary, engaging the services of a rebate service provider;
- (iii) assuring payment of required rebate amounts, if any, no later than 60 days after each 5 year anniversary of the issue date of the Conduit Bonds, and no later than 60 days after the last Conduit Bond of each issue is paid or redeemed; and
- (iv) during the construction period of each capital project financed in whole or in part by Conduit Bonds, monitoring the investment and expenditure of Conduit Bond proceeds and consulting with the rebate service provider to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month, 18 months or 2 year spending period, as applicable, following the issue date of the Conduit Bonds.

### B. Use of Bond Proceeds and Bond-Financed or Refinanced Assets

- (i) monitoring the use of Conduit Bond proceeds (including investment earnings and including reimbursement of expenditures made before bond issuance) and the use of Bond-financed or refinanced assets (e.g., facilities, furnishings or equipment) (the "Conduit Bond-Financed Property") throughout the term of the Conduit Bonds to ensure compliance with covenants and restrictions set forth in the Conduit Bond Documents;
- (ii) maintaining records identifying the Conduit Bond-Financed Property with proceeds of each issue of Conduit Bonds (including investment earnings and including reimbursement of expenditures made before bond issuance), including a final allocation of Conduit Bond proceeds as described below under "Record Keeping Requirements";
- (iii) consulting with bond counsel and other legal counsel and advisers in the review of any change in use of Conduit Bond-Financed Property to ensure compliance with all covenants and restrictions set forth in the Conduit Bond Documents; and

- (iv) to the extent that the Borrower discovers that any applicable tax restrictions regarding use of Conduit Bond proceeds and Conduit Bond-Financed Property will or may be violated, consulting promptly with bond counsel and other legal counsel and advisers to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary.

C. **Record Keeping Requirement**

- (i) retaining copies of the Conduit Bond closing transcript(s) and other relevant documentation delivered to the Borrower at or in connection with closing of the issue of Conduit Bonds;
- (ii) retaining copies of all material documents relating to capital expenditures financed or refinanced by Conduit Bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with Conduit Bond proceeds and records identifying the Conduit Bond-Financed Property, including a final allocation of Conduit Bond proceeds and the Final Completion Report filed pursuant to the Conduit Bond Documents;
- (iii) retaining copies of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements, in connection with any investment agreements, and copies of all bidding documents, if any; and
- (iv) ensuring the required 8038 forms (including 8038-T forms) are filed on a timely basis.

**EXHIBIT 1****REIMBURSEMENT RULES SUMMARY**

Following is a general summary of the requirements relating to Bonds (or a portion thereof) that are issued to reimburse expenditures that were paid prior to the date of issuance of such Bonds.

Subject to certain exceptions set forth below, the Bond proceeds cannot be used to reimburse expenditures paid more than 60 days prior to the adoption of the declaration of official intent/reimbursement resolution by the Issuer, which must contain:

- a general functional description of the property to which the reimbursement relates or an identification of the fund or account from which the expenditure is to be paid and a general functional description of the purposes of such fund or account; and
- the maximum principal amount of tax-exempt bonds to be issued.

Reimbursement allocations must be made in writing and not later than 18 months after the later of (i) the date on which the original expenditure is paid, or (ii) the date on which the property for which the original expenditure was made is placed in service or abandoned, but in any case not more than three years after the date on which the original expenditure is paid.

There are exceptions to the general 60-day rule described above for “de minimis” amounts (not in excess of the lesser of \$100,000 or 5% of proceeds of the Bonds) and for “preliminary expenditures” (such as architectural, engineering, surveying, soil testing and similar costs and costs of issuance that are incurred prior to acquisition, construction or rehabilitation but not including land acquisition and site preparation), so long as such preliminary expenditures do not exceed 20% of the aggregate issue price.

**NOTE: This is only a summary of current law as of the Date of this Policy, and special rules may also apply. Additionally, the requirements may be amended or revised from time to time. The Issuer should consult with Bond Counsel/Special Tax Counsel, as necessary.**

MINUTES AUTHORIZING ADOPTION OF  
POLICIES AND PROCEDURES RE: MUNICIPAL  
SECURITIES DISCLOSURE

436225

Riverside, Iowa

May 2, 2016

The City Council of the City of Riverside, Iowa, met on May 2, 2016, at \_\_\_\_\_ p.m. at the \_\_\_\_\_, Riverside, Iowa. The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

Council Member \_\_\_\_\_ introduced the resolution hereinafter next set out and moved its adoption, seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

.....

At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

RESOLUTION NO. 05022016-07

Resolution authorizing adoption of Policies and Procedures Regarding Municipal Securities Disclosure

WHEREAS, pursuant to the laws of the State of Iowa, the City of Riverside, Iowa (the "City") has publicly offered, and likely will issue and publicly offer in the future, its notes, bonds or other obligations (the "Bonds"); and

WHEREAS, the City deems it necessary and desirable to adopt certain Policies and Procedures Regarding Municipal Securities Disclosure to be followed in connection with the issuance and on-going administration of publicly offered Bonds; and

WHEREAS, the proposed Policies and Procedures Regarding Municipal Securities Disclosure are attached hereto as Exhibit A (the "Disclosure Policies and Procedures"); and

NOW, THEREFORE, Be It Resolved by the City Council of the City of Riverside, Iowa, as follows:

Section 1. The Disclosure Policies and Procedures attached hereto as Exhibit A are hereby adopted and shall be dated as of the date hereof.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved May 2, 2016.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

STATE OF IOWA  
COUNTY OF GUTHRIE  
CITY OF RIVERSIDE

SS:

I, the undersigned, City Clerk of the City of Riverside, Iowa, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to the City's adoption of the Policies and Procedures Regarding Municipal Securities Disclosure.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
City Clerk



## Exhibit A

## Riverside

**Policies and Procedures Regarding Municipal Securities Disclosure**

As an issuer of municipal securities (bonds, notes and/or other obligations, referred to herein as “Bonds”), the City of Riverside, Iowa (the “Issuer”) has adopted the policies and procedures set forth herein (collectively, the “Disclosure Policy”) to guide the Issuer’s actions with respect to (1) the disclosure document (often referred to as the “official statement”) for publicly-offered Bonds and (2) ongoing disclosure requirements associated with outstanding Bonds (also known as “continuing disclosure”).

This Disclosure Policy includes the following elements: (1) disclosure training for officials responsible for producing, reviewing and approving disclosure documents; (2) establishment of procedures for review of relevant disclosure requirements, and (3) ensuring that any procedures established are followed.

**Background**

The anti-fraud provisions of federal securities laws apply to municipal securities such as the Issuer’s Bonds. The U.S. Securities and Exchange Commission (the “SEC”) can bring enforcement actions against the Issuer, members of its governing body, government employees and officials, and professionals working on the bond transaction. This Disclosure Policy is designed to provide the necessary policy framework and accompanying procedures for compliance by the Issuer with its disclosure responsibilities.

When Bonds are issued and publicly offered, an official statement will be prepared on behalf of the Issuer. The official statement is the disclosure document that sets forth the terms associated with the Bonds, and this document will be used to market and sell the Issuer’s Bonds.<sup>1</sup> In addition, for transactions larger than \$1 million in size that include an official statement, the Issuer enters into a continuing disclosure certificate, agreement or undertaking (the “CDC”). The CDC is a contractual obligation of the Issuer, pursuant to which the Issuer agrees to provide certain financial information filings (at least annually) and material event notices to the public. The CDC is necessary to allow the bond underwriters comply with SEC Rule 15c2-12. As noted below, filings under the CDC must be made electronically at the Electronic Municipal Market Access (EMMA) portal ([www.emma.msrb.org](http://www.emma.msrb.org)).

Accordingly, this Disclosure Policy addresses the following three aspects of disclosure: (1) preparation and approval of official statements in connection with new Bonds; (2) on-going continuing disclosure requirements under a CDC; and (3) education of staff and elected officials with respect to disclosure matters.

**1. Primary (New) Offerings of Bonds – Official Statements of the Issuer**

---

<sup>1</sup> Under federal law issuers of municipal securities are primarily responsible for the content of their disclosure documents (the official statement), regardless of who prepared the document. An issuer does not discharge its disclosure obligations by hiring professionals to prepare the official statement. An issuer has “an affirmative obligation” to know the contents of its official statement, including the financial statements. Finally, executing an official statement without first reading the official statement to ascertain whether it is accurate may be reckless (the basis for certain anti-fraud causes of action by the SEC).

In connection with issuance of its publicly-offered Bonds (Bonds sold via the public market, through a broker-dealer known as an “underwriter”), the Issuer will prepare (or cause its hired professionals to prepare) a disclosure document commonly known as an “official statement.” This official statement is the document that describes the issuance of the Bonds to the marketplace and as such, *under federal law, the official statement cannot contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading.*

To ensure the Issuer’s official statements are properly prepared and reviewed, the Issuer adopts the procedures set forth in Appendix I hereto.

## **2. Continuing Disclosure Compliance (CDC Compliance)**

The Issuer has entered into, or may in the future enter into, CDCs in connection with its bond issues. Under these contractual agreements, the Issuer agrees to provide to the marketplace certain financial information and notices of material events. The Issuer will file, or cause to be filed, necessary items under the CDCs in a searchable electronic format at the Electronic Municipal Market Access (EMMA) portal ([www.emma.msrb.org](http://www.emma.msrb.org)).

To ensure compliance with its contractual continuing disclosure obligations, the Issuer adopts the procedures set forth in Appendix II hereto.

## **3. Systematic Training of Staff and Governing Body Members**

In addition to the specific procedures adopted under this Disclosure Policy, the Issuer understands that on-going training of both necessary staff and members of the governing body is essential to successful compliance with the Issuer’s disclosure obligations. Accordingly, the Issuer has implemented the following training procedures (which may be implemented with the assistance of counsel to the Issuer):

A. *Annual Training.* Necessary Issuer employees are required to attend annual training regarding disclosure and financial reporting requirements of the federal securities laws. Such training shall include a complete review of this Disclosure Policy, all current CDCs, Rule 15c2-12 and the material events required to be reported pursuant to such Rule, and a complete overview of the Issuer’s obligations under the federal securities laws. The City Clerk is responsible for coordinating the annual training, and not later than six months after the end of each fiscal year, the City Clerk shall provide written certification to the City Council that the annual disclosure training has been completed.

B. *Specific Training.* When appropriate, the City Clerk shall conduct (or cause to be conducted) training with individuals on those persons’ specific roles and responsibilities in the disclosure and financial reporting process.

C. *Governing Body Training.* Not less than once every two years, the members of the Issuer’s governing body are required to attend annual training on this Disclosure Policy and the disclosure and financial reporting requirements of the federal securities laws. The City Clerk is responsible for coordinating this training.

**Appendix I****Written Procedures for Preparing Official Statements**

1. At the commencement of a financing, the City Clerk shall develop or cause its finance team to develop a plan for preparation of the official statement and a schedule that allows sufficient time for all required work, including appropriate review and participation by members of the financing team and knowledgeable Issuer staff.

2. The City Clerk shall be responsible for managing the preparation process for the official statement, and shall obtain the assistance of other participants within the Issuer and legal and financial professionals, as necessary and appropriate.

3. The City Clerk shall be responsible for developing a program for coordinating staff review of the disclosure information and obtaining formal sign-off from staff on the disclosure documents.

4. The City Clerk shall ensure that any previous failure to fully comply with continuing disclosure obligations during the prior five year period is disclosed in the official statement.

5. Members of the City Council, the City Clerk and any other key officials, shall review the official statement and shall be given not less than 7 days to review an official statement prior to being asked to vote on its approval, absent extenuating circumstances. Members of the City Council responsible for reviewing the official statement, shall contact the City Clerk during the review period to discuss potential issues, questions or comments with respect to the official statement.



**Appendix II****Written Procedures Regarding Continuing Disclosure**

1. The City Clerk shall be responsible for compliance with the Issuer's obligations under continuing disclosure agreements, undertakings or certificates (the "CDC"), including without limitation annual filings, material event notice filings, voluntary filings and other filings required by the CDC.
2. Prior to execution of a CDC in connection with a bond issue, the CDC shall be discussed with bond counsel, the underwriter and financial advisor to ensure a full understanding of Issuer obligations.
3. The City Clerk shall have primary responsibility for ensuring that statements or releases of information relating to the Issuer's finances to the public that are reasonably expected to reach investors and the financial markets, including website updates, press releases and market notices, are accurate and not misleading in any material respect. The City Clerk shall work to ensure that all public statements and information released by the Issuer are accurate and not misleading in all material respects.
4. The City Clerk shall be responsible for compiling and maintaining a list of all outstanding bond issues subject to continuing disclosure, noting the applicable filing dates [see attached table format, Part I, for tracking this information (the "Disclosure Table")].
5. The City Clerk shall be responsible for assembling and maintaining copies of the final CDC and final Official Statements for each applicable bond issue, together with any third-party Dissemination Agent Agreements, if applicable.
6. The City Clerk shall document and track the required information to be filed, including dates such information is filed [see attached Disclosure Table, Part II].
7. The City Clerk shall be responsible for registering for continuing disclosure filing email reminders from the "EMMA" website (<http://emma.msrb.org>).
8. At least 30 days prior to the earliest filing deadline listed on the Disclosure Table, the City Clerk shall begin the process of compiling necessary information required by the CDCs (and coordinate with outside professionals hired to compile this information, if applicable).
9. At least 10 days prior to each filing deadline, the City Clerk shall determine whether all necessary items have been compiled for filing pursuant to the CDC requirements (including review with outside professionals if applicable).
10. At least 3 days prior to each filing deadline, the City Clerk shall file (or cause any Dissemination Agent to file) the necessary items on the EMMA website. After filing, the City Clerk shall confirm that all items have, in fact, been filed on EMMA as required, and shall note the filing date on the Disclosure Table.
11. In addition to the continuing disclosure filings, the City Clerk shall be responsible for determining whether any of the following "listed events" has taken place and if so, discuss the same with its external legal and financial professionals and cause the filing of notice to be made on EMMA within ten business days of such events:

- a. Principal and interest payment delinquencies;
  - b. Non-payment related defaults, if material;
  - c. Unscheduled draws on debt service reserves reflecting financial difficulties;
  - d. Unscheduled draws on credit enhancements reflecting financial difficulties;
  - e. Substitution of credit or liquidity providers, or their failure to perform;
  - f. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
  - g. Modifications to rights of security holders, if material;
  - h. Bond calls, if material, and tender offers;
  - i. Defeasances;
  - j. Release, substitution, or sale of property securing repayment of the securities, if material;
  - k. Rating changes;
  - l. Bankruptcy, insolvency, receivership or similar event of the obligated person;
  - m. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
  - n. Appointment of a successor or additional trustee or the change of name of a trustee, if material.
12. The City Clerk shall be the primary contact person for responding to inquiries from investors and for maintaining the investor relations portion of the Issuer's website, if any.
13. The City Clerk shall be responsible for coordinating and filing any voluntary information with EMMA, after consultation with the Issuer's legal and financial professionals.

**Form of Disclosure Table**

Part I – Master Tracking Table (list of deadlines for all bond issues)

Name of Bond Issue	Date of Issue	Final Maturity Date	Dissemination Agent?	CUSIP for Final Maturity	Deadline for Annual Report

Part II – Separate Table for Each Bond Issue (tracks details of filings for each issue)

[Name of Bonds][date of issue]	Reporting Periods			
	[inset date info was filed on EMMA]			
Description of Financial Information / Operating Data to file on EMMA	FY2013	FY2014	FY2015	FY2016
[audit]				
[list applicable tables in Official Statement]				
[unaudited financials, if audit not available by deadline]				
[other information]				





FERGUSON WATERWORKS #2516  
1917 1ST AVE N  
FARGO, ND 58102-4118

Deliver To: bradley.klein@ferguson.com  
From: Bradley Klein  
Comments:

14:21:21 APR 29 2016

FERGUSON WATERWORKS #2516

Price Quotation

Page # 1

Phone : 701-293-5511

Fax : 701-232-8129

**Bid No.....:** B060239**Bid Date.....:** 11/18/15**Quoted By.:** BCK**Cust** 815-756-2800**Terms.....:** NET 10TH PROX

**Customer:** DEKALB FORMAL QUOTE  
1720 STATE ST  
DEKALB, IL 60115-2617

**Ship To:** DEKALB FORMAL QUOTE  
1720 STATE ST  
DEKALB, IL 60115-2617

**Cust PO#...:** RIVERSIDE, IA**Job Name:** 2016 METER PROGRAM

Item	Description	Quantity	Net Price	UM	Total
	RIVERSIDE IOWA 2016 METER PROGRAM FIXED BASE OPTION				
	----- METERS WITH RADIO'S				
NED2B11REG2	5/8X3/4 T10 MTR ECDR USG INSIDE	457	110.500	EA	50498.50
N13341200	R900 V4 WALL MIU	457	97.500	EA	44557.50
M74620F	LF 3/4 STR MTR COUP W/ WIRE H	914	11.672	EA	10668.21
	----- WALK BY READER				
N13193001	TRIMBLE NOMAD 900B HH	1	2800.000	EA	2800.00
N13245001	TRIMBLE NOMAD CHARGING CRADLE	1	500.000	EA	500.00
N13302000	R900 BELT CLIP TRANSCEIVER	1	2450.000	EA	2450.00
	----- FIXED BASE ITEMS				
SP-N13458100	R900 GATEWAY V4 ETHERNET INCLUDES: RF ANTENNA 150W SOLAR PANEL ASSEMBLY MOUNTING ACCESSORIES ADDITIONAL CABLEING	3	15000.000	EA	45000.00
	----- SOFTWARE & TRAINING				
SP-NSIGHTPLUS5	N SIGHT PLUG 5.0 SOFTWARE	1	20000.000	EA	20000.00
SP-N13186100M	N_SIGHT FIXED BASE SOFTWARE MAINT	1	18500.000	EA	18500.00
SP-N13487001	N- SIGHT PLUS STAND REPORTING MOD.	1	1000.000	EA	1000.00



FERGUSON WATERWORKS #2516

Price Quotation

Page # 2

Phone : 701-293-5511

Fax : 701-232-8129

14:21:21 APR 29 2016

Reference No: B060239

Item	Description	Quantity	Net Price	UM	Total
N12699000	MRX MAPPING SFWR	1	8000.000	EA	8000.00
	---				
	INSTALLATION				
NWWSWMIL	WATER METER INSTALLATION LABOR	457	65.000	EA	29705.00
FN3100	NEPTUNE MIU ONLY INSTALL	61	45.000	EA	2745.00
FNACC	NEPTUNE - ACCESSORIES INSTALL	3	3500.000	EA	10500.00
<b>Net Total:</b>					<b>\$246924.21</b>
<b>Tax:</b>					<b>\$0.00</b>
<b>Freight:</b>					<b>\$0.00</b>
<b>Total:</b>					<b>\$246924.21</b>

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This quote is offered contingent upon the buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at [http://wolseleyna.com/terms\\_conditionsSale.html](http://wolseleyna.com/terms_conditionsSale.html).  
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with \*NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



FERGUSON WATERWORKS #2516  
1917 1ST AVE N  
FARGO, ND 58102-4118

Deliver To: bradley.klein@ferguson.com  
From: Bradley Klein  
Comments:

15:09:20 APR 29 2016

FERGUSON WATERWORKS #2516

Price Quotation

Page # 1

Phone : 701-293-5511

Fax : 701-232-8129

**Bid No.....:** B060239**Bid Date.....:** 11/18/15**Quoted By.:** BCK**Cust** 815-756-2800**Terms.....:** NET 10TH PROX

**Customer:** DEKALB FORMAL QUOTE  
1720 STATE ST  
DEKALB, IL 60115-2617

**Ship To:** DEKALB FORMAL QUOTE  
1720 STATE ST  
DEKALB, IL 60115-2617

**Cust PO#...:** RIVERSIDE, IA**Job Name:** 2016 METER PROGRAM

Item	Description	Quantity	Net Price	UM	Total
	RIVERSIDE IOWA 2016 METER PROGRAM FIXED BASE OPTION				
	METERS WITH RADIO'S				
NED2B11REG2	5/8X3/4 T10 MTR ECDR USG INSIDE	407	110.500	EA	44973.50
N13341200	R900 V4 WALL MIU	407	97.500	EA	39682.50
M74620F	LF 3/4 STR MTR COUP W/ WIRE H	814	11.672	EA	9501.01
	NON-REPLACED METER RADIOS				
N13341200	R900 V4 WALL MIU	111	97.500	EA	10822.50
	WALK BY READER				
N13193001	TRIMBLE NOMAD 900B HH	1	2800.000	EA	2800.00
N13245001	TRIMBLE NOMAD CHARGING CRADLE	1	500.000	EA	500.00
N13302000	R900 BELT CLIP TRANSCEIVER	1	2450.000	EA	2450.00
	FIXED BASE ITEMS				
SP-N13458100	R900 GATEWAY V4 ETHERNET INCLUDES: RF ANTENNA 150W SOLAR PANEL ASSEMBLY MOUNTING ACCESSORIES ADDITIONAL CABLEING SOFTWARE & TRAINING	3	15000.000	EA	45000.00



FERGUSON WATERWORKS #2516

Price Quotation

Page # 2

Phone : 701-293-5511

Fax : 701-232-8129

15:09:20 APR 29 2016

Reference No: B060239

Item	Description	Quantity	Net Price	UM	Total
SP-NSIGHTPLUS5	N SIGHT PLUG 5.0 SOFTWARE	1	20000.000	EA	20000.00
SP-N13186100M	N_SIGHT FIXED BASE SOFTWARE MAINT	1	18500.000	EA	18500.00
SP-N13487001	N- SIGHT PLUS STAND REPORTING MOD.	1	1000.000	EA	1000.00
N12699000	MRX MAPPING SFWR	1	8000.000	EA	8000.00
	-----				
	INSTALLATION				
NWWSWMIL	WATER METER INSTALLATION LABOR	407	65.000	EA	26455.00
FN3100	NEPTUNE MIU ONLY INSTALL	111	45.000	EA	4995.00
FNACC	NEPTUNE - ACCESSORIES INSTALL	3	3500.000	EA	10500.00
<b>Net Total:</b>					<b>\$245179.51</b>
<b>Tax:</b>					<b>\$0.00</b>
<b>Freight:</b>					<b>\$0.00</b>
<b>Total:</b>					<b>\$245179.51</b>

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This quote is offered contingent upon the buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at [http://wolseleyna.com/terms\\_conditionsSale.html](http://wolseleyna.com/terms_conditionsSale.html).  
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP" in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.

Lory Young

---

**From:** noreply+feedproxy@google.com on behalf of Washington County Riverboat Foundation <noreply+feedproxy@google.com>  
**Sent:** Tuesday, April 19, 2016 3:48 PM  
**To:** rusty@cityofriversideiowa.com  
**Subject:** WCRF News

## WCRF News

---

### Spring 2016 Applications

Posted: 19 Apr 2016 06:27 AM PDT

Washington County Riverboat Foundation received a record total of 98 applications requesting a record \$6,608,071. The winners will be announced at our meeting May 18th. To view a list of applications [click here](#).

---

You are subscribed to email updates from [Washington County Riverboat Foundation](#).  
To stop receiving these emails, you may [unsubscribe now](#).

Email delivery powered by Google

Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2016.0.7539 / Virus Database: 4556/12063 - Release Date: 04/19/16



Lory Young

---

**From:** Wilson, John [DOT] <John.Wilson@dot.iowa.gov>  
**Sent:** Thursday, April 28, 2016 2:39 PM  
**To:** Undisclosed recipients:  
**Subject:** 2016 Traffic Incident Management Conference  
**Attachments:** 2016 TIM Conference Registration Form Final.pdf; 2016 TIM Conference INVITATION Final.pdf; \_Certification\_.htm

Please share this information with your city staff.

We are holding our second annual Traffic Incident Management (TIM) conference on May 16<sup>th</sup>, 2016 at the Scheman Building in Ames, Iowa.

We would like to invite all Fire/ Rescue, Law Enforcement, Emergency Medical Services, Street Dept., Dispatchers to our conference. **The conference and Noon lunch will be provided FREE of charge.** The registration forms are attached for staff to sign-up. There are options for the afternoon break-out sessions. One is the 4 hour National Traffic Incident Management (TIM) Responder Training. Or you may sign up for two of the three other sessions offered, "The Domino Effect", Railroad Emergency and Hazardous Materials Response, or Iowa Statewide Traffic Management Center. A description of each session is available on the registration form.

**Special Note: On Sunday May 15<sup>th</sup>, we will also be holding a session of the 4 hour National Traffic Incident Management (TIM) Responder Training. This will be held from 1:00 to 5:00 pm at the Fire Service Training Bureau, 1015 Haber Road, Ames, IA 50011-3104.**

If you do not have access to a Fax machine, the registration form may be e-mailed to Rusty James at [wjames@gfnet.com](mailto:wjames@gfnet.com).

If you have any questions about the conference please contact either Rusty James at 816-206-8545, [wjames@gfnet.com](mailto:wjames@gfnet.com) or John Wilson at 515-239-1982, [John.Wilson@dot.iowa.gov](mailto:John.Wilson@dot.iowa.gov).

Hope to see you at the conference.



**TIM Conference Registration Form****2<sup>nd</sup> Annual Iowa Statewide Traffic Incident Management (TIM) Conference Registration****Monday, May 16, 2016****Iowa State Center, Scheman Building, Ames, Iowa****8:00 AM – 5:00 PM**There is No Cost for this conference**Please register by May 10, 2016**

First Name, MI, Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

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

Organization: \_\_\_\_\_

Last Four Digits of Social Security Number: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Workshop Selections: (Please place a check mark next to workshops you would like to attend)****Pre-Conference 1:00 p.m. – 5:00 p.m. Sunday, May 15, 2016****SHRP2 National Traffic Incident Management (TIM) Responder Training**

The Pre-Conference SHRP2 Training is located at:

Fire Service Training Bureau  
1015 Haber Road  
Ames, IA 50011-3104

**Registration Forms should be submitted:**

By Fax at: 800-722-7350

By USPS at:  
Fire Service Training  
Bureau  
Attn: TIM Conference  
1015 Haber Road  
Ames, IA 50011-3104

If you have any questions, please contact Rusty James at  
[wjames@gfnet.com](mailto:wjames@gfnet.com) or 816-206-8545

Conference General Session – Monday, May 16, 2016, 8:00 a.m. – 11:30 a.m.

**Presentation of Colors / Pledge of Allegiance** - Iowa MVE and Iowa State Patrol

**Welcoming Comments** - Scott Marler, Iowa DOT Office of Traffic Operations

**Traffic Incident Management - Moving into the Future** - Jack Sullivan, Managing Partner MC Innovations

**The Role of Public Works in Traffic Incident Management** – Jim Dickinson, Principal Engineer-Traffic,  
City of West Des Moines

**Case Study** - Multi-vehicle crash - January 21, 2015, I-74 in Scott County

- 11:30 a.m. - 1:00 p.m. Lunch - Provided

**Conference Breakout Sessions:** *(Please place a check next to workshops you would like to attend)*

1:00 p.m. – 4:45 p.m. Monday, May 16, 2016

**SHRP2 National Traffic Incident Management (TIM) Responder Training**

Three injury crashes occur every minute in the United States, putting nearly 39,000 incident responders potentially in harm's way every day. Congestion from these incidents can generate secondary crashes, increasing traveler delays and frustration. The longer responders remain on the scene, the greater the risk they, and the motoring public face. This national training program is designed to encourage multi-discipline responders to work together from the moment the emergency call is made, to correct deployment of response vehicles and equipment, to a safe work area using traffic control devices, to final scene clearance.

**Instructors:** Doug Allen, Commander, Ames Fire Department, and Training Specialist, Fire Service Training Bureau; Sgt. Brett Tjepkes, Iowa State Patrol; and Rusty James, Consultant, Gannett Fleming

1:00 p.m. – 2:45 p.m. Monday, May 16, 2016

**"The Domino Effect"**

An enlightened look at the towing industry, equipment and safety. Where do we fit in the big scheme of IM? How much do you know about our industry? And what we can do for you?

**Angela Roper**, Executive Director of the International Towing & Recovery Museum  
**Scott Alff**, Firefighter, Omaha Fire Department

**Railroad Emergency and Hazardous Materials Response**

**BNSF RAILWAY** in conjunction with TransCAER® (Transportation Community Awareness and Emergency Response) is pleased to present this railroad familiarization course for community emergency responders. The course is taught from a rail industry and hazardous materials perspective. This is to ensure that participants receive a better understanding of the hazardous materials regulations that apply to land transportation and in particular, to the railroad industry.

**Derek Lampkin**, Hazardous Materials Field Manager, BNSF Railway

**Iowa Statewide Traffic Management Center**

The Iowa DOT operates a state of the art Traffic Management Center in Ankeny. Personnel in the center monitor traffic conditions throughout the State using the latest in technology. Information is received and provided to stakeholders in the more traditional methods, and utilizing other non-traditional methods to provide real time information.

Iowa DOT Staff

3:00 p.m. – 4:45 p.m. Monday, May 16, 2016 (Breakout Sessions Repeated)

**"The Domino Effect"**

**Railroad Emergency and Hazardous Materials Response**

**Iowa Statewide Traffic Management Center**

MEETING MINUTES

Project Name: Riverside Community Center

Building Owner: City of Riverside

Date: 3/29/2016

Attendance: Kyle Martin, Derek Powers, Cindy LaRoche, Lory Young, Dawn McCoy, Marge Schnebellen, Kathy Lindhorst, Ralph Schnebellen, Brian Fuhiminn, Mary Jane Stumpf

---

DISCUSSION ITEMS:

1. The committee and the Architect began with a general discussion of programming needs for the proposed new facility.
2. The committee worked with the Architect to identify various spaces for the project, that fall into the categories of Common Spaces, Community, Recreation/Wellness, Exterior and Other. These include:
  - a. Common Spaces
    - i. Vestibules
    - ii. Restrooms
    - iii. Janitor
    - iv. Lounge/Lobby
    - v. Staff Break Room
    - vi. Toddler/children play station
    - vii. Dedicated child watch/daycare
    - viii. Mechanical
    - ix. Storm Shelter
  - b. Community
    - i. Medium (25-50 people) and large (150-200 people) multipurpose rooms, with uses for performance space, movies, entertainment, public and private events, eating, senior dining/activities, etc.
    - ii. Large serving kitchen for the purpose of serving large meals, teaching and demonstration, and concessions. Access to both multipurpose rooms and potentially outdoor space could be optimal. More discussions will take place as planning takes shape.
    - iii. Restrooms
    - iv. Mechanical
    - v. Janitor
    - vi. Storage
    - vii. Children's Program Space

- c. Recreation/Wellness
    - i. Basketball court (Full size high school courts)/ Gymnasium
    - ii. Exercise/Weight rooms
    - iii. Office
    - iv. Lockers/showers
    - v. Activity Spaces
    - vi. Storage
    - vii. Bleachers (removable)
    - viii. Teen game room (ping pong, etc.)
    - ix. Adult Game Room (card club, senior dining, etc.)
    - x. Computer/Technology stations
    - xi. Mechanical
    - xii. Walking Track/Jogging (not full running track)
    - xiii. Volleyball
    - xiv. Pickleball
    - xv. Aquatics (entry level swim lessons, resistance, zero entry)
  - d. Exterior
    - i. Shuffleboard
    - ii. Soccer field (possibly involving school)
    - iii. Trail connection, on site trail
    - iv. Concessions
    - v. Playground (daycare)
    - vi. Public Playground will likely be partnered with/left up to the school
    - vii. Parking/drives
  - e. Other
    - i. Storm Shelter will be an ongoing discussion as to level of protection and funding available
    - ii. Generator for portion of building
    - iii. Sustainability/Renewables
      - 1. Solar
      - 2. Geothermal
      - 3. Greywater
3. The committee informed the Architect of future construction on the south end of the potential site (north side of Cherry Ln.), and awareness was brought to the consequential space limitations, and must be brought into design consideration for the project.
4. The committee established that there is no need for a City Hall presence in the project.