CITY OF RIVERSIDE COUNCIL TENTATIVE AGENDA

RIVERSIDE CITY HALL COUNCIL CHAMBERS

60 N GREENE STREET

Monday, June 20, 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 06/20/16
    1. b) Minutes from 06/06/16
    1. c) Liquor Permits: Riverside Casino & RACC

2. Committee Reports:

3. Citizens Comments

4. English River Watershed – Ryan Schlabaugh

5. Water & Wastewater Report pg 7

6. **Public Hearing – 6:45 P.M.** "Public hearing on proposal amendment to Riverside Sidewalk Ordinance" pg 10
    - Open Public Hearing
    - Oral or Written Comments
    - Citizen Comments
    - Close Public Hearing
    - Return to Open Meeting
    - Motion to Proceed as Directed

7. Resolution #06202016-01 "Make changes to Sidewalk Ordinance as Directed" pg 12

8. MMS Updates (Some items may need a motion) pg 13
    - Ella Street Project
        - Gehrs Driveway
        - Kevin Mills Agreement
        - Marvin Mast Sidewalk
    - Cherry Lane Updates
        - Lot Markers
    - Casey's Sewer Project

9. Resolution #06202016-02 "Rathje Construction – Pay Request #4 Cherry Lane pg 28

10. Resolution #06202016-03 "Resolution for Stop Signs on Cherry Lane" pg 33

11. Resolution #06202016-04 "Enter into a Contract with People Services for Water & Wastewater Operations" pg 34

12. Resolution #06202016-05 "Code of Ethics" pg 36

13. Resolution #06202016-06 "Investment Policy" pg 42

14. Vine Avenue – Air Brakes

15. Van Zante's Request for items out of house pg 55

16. Volleyball Lights after dark

17. Pat Callahan Suggestions Update pg 56

18. Clerk Comments
    - Trek Fest
    - Mosquito Spraying
    - Conservation Park Pond
    - Martin Gardner Poster Board
    - Closed on Van Zante's (Police & Fire Training, Re-Store)
    - Closing on Habitat Lot
    - Iowa League of Cities Conference-Des Moines

19. City Council Comments & Requests for Information with a majority vote

20. Adjourn Council Meeting

Approved: _____ Date: _____

Allen Schneider, Mayor

EXPENDITURES 6/20/16				
PUBLICATIONS				
	UNPAID BILLS			
ARAMARK	CITY HALL	001-5-650-6310	$ 375.04	
ARAMARK	SHOP	001-5-210-6372	$ 177.04	
ARAMARK	WATER	600-5-810-6181	$ 83.15	
ARAMARK	SEWER	610-5-815-6181	$ 83.15	
ARAMARK	STREETS	001-5-210-6181	$ 83.13	
ARAMARK	PARKS	001-5-430-6181	$ 83.13	$ 884.64
ECICOG	ZONING	001-5-650-6499	$ 1,992.00	
FASTNAL	SHOP	001-5-210-6372	$ 44.33	
FELD FIRE	LADDER TRUCK	001-5-150-6356	$ 227.40	
FISHER INSURANCE	LADDER TRUCK	001-5-150-6316	$ 542.00	
I TECH	COMPUTER MAINT. - JUNE	001-5-650-6497	$ 155.00	
INTERSTATE POWER AND LIGHT	CHERRY LANE UTILITIES	301-5-750-6772	$ 21,319.93	
IOWA CMA	MEMBERSHIP	001-5-650-6210	$ 120.00	
IOWA LEAGUE OF CITIES	FY 17 MEMBERSHIP	001-5-650-6210	$ 745.00	
IOWA ONE CALL	LOCATES - MAY	600-5-810-6374	$ 24.40	
IOWA ONE CALL	LOCATES -MAY	610-5-815-6374	$ 24.40	$ 48.80
JIMS SMALL ENGINE	PARKS	001-5-430-6325	$ 17.60	
KALONA AUTO	SHOP	001-5-210-6372	$ 22.11	
KALONIAL TREE SERVICE	LIMB PICK-UP - MAY	001-5-510-6320	$ 900.00	
KALONIAL TREE SERVICE	TREE REMOVAL - 60 E 4TH	001-5-510-6495	$ 975.00	$ 1,875.00
LAROCHE, BECKY	MILEAGE MAY/JUNE	001-5-510-6320	$ 91.80	
LAROCHE, BECKY	MILEAGE MAY/JUNE	001-5-650-6240	$ 23.76	$ 115.56
MARTIN GARDNER ARCH.	COMMUNITY CENTER SCHEMATIC DESIGN	301-5-750-6786	$ 3,476.25	
MENARDS	SEWER	610-5-815-6507	$ 134.52	
MENARDS	PARKS	001-5-430-6325	$ 152.49	
MENARDS	QUILT BLOCK-VISIONING	001-5-520-6799	$ 183.42	$ 470.43
MISSISSIPPI VALLEY PUMP	PIPE REPAIR	610-5-815-6374	$ 820.30	
MMS CONSULTANTS	GENERAL ENGINEERING/ZONING	001-5-650-6407	$ 152.00	
MMS CONSULTANTS	ELLA STREET	301-5-750-6782	$ 11,850.00	
MMS CONSULTANTS	CHERRY LANE	301-5-750-6772	$ 7,850.00	
MMS CONSULTANTS	CASEY'S SEWER	301-5-750-6787	$ 2,565.00	$ 22,417.00
NORTHLAND SECURITIES	CAPITAL IMPROVEMENTS PLANNING	301-5-750-6779	$ 4,000.00	
PSC DIST.	PARKS	001-5-150-6310	$ 476.61	
REC	SIGN	001-5-430-6371	$ 108.55	
REC	SEWER EXPENSE	610-5-815-6371	$ 3,622.58	
REC	SHOP	001-5-210-6371	$ 26.04	
REC	WATER PLANT	600-5-810-6371	$ 2,067.60	
REC	CASINO LIFT	610-5-815-6371	$ 180.58	
REC	TRAFIC LIGHT	001-5-230-6371	$ 140.63	$ 6,145.98
REDIGER TIRE	PARKS	001-5-430-6504	$ 159.89	
RELIANT FIRE APPARATUS, INC	LADDER TRUCK	001-5-150-6356	$ 5,216.00	
RIVER PRODUCTS	PARK SAND	001-5-430-6320	$ 20.00	
RIVERSIDE TRAVEL MART	FIRE TRUCK FUEL	001-5-150-6350	$ 73.63	
SCHNOEBELEN INC	PARKS	001-5-430-6320	$ 41.80	
STANDARD PEST CONTROL	JUNE SERVICE	001-5-650-6310	$ 40.00	
STATE HYGIENIC LAB	PWS TESTING	600-5-810-6490	$ 94.50	
STATE HYGIENIC LAB	REF TESTING	610-5-815-6490	$ 1,121.00	$ 1,215.50
STUTSMANS	SEWER	610-5-815-6507	$ 620.00	
THREE CHICKS	PUBLICATIONS	001-5-650-6402	$ 363.66	
UPS	SHIPPING	600-5-810-6508	$ 133.04	
VISA	POSTAGE	001-5-650-6508	$ 6.47	
VISA	BINGO	001-5-650-6497	$ 35.68	
VISA	USTREAM	001-5-650-6497	$ 99.00	
VISA	PARKS	001-5-430-6325	$ 132.54	
VISA	CONFERENCE	001-5-650-6240	$ 747.56	
VISA	CITY HALL	001-5-650-6506	$ 18.23	$ 1,039.48
WASHINGTON CO. HEALTH	C.B. FOOD PERMIT	001-5-460-6320	$ 67.50	
WINDSTREAM	SHOP	001-5-210-6373	$ 386.40	
WINDSTREAM	SEWER	610-5-815-6373	$ 29.81	
WINDSTREAM	WATER	600-5-810-6373	$ 148.38	$ 564.59
YAHNKE, NATE	MOWING	001-5-430-6320	$ 200.00	
	PAID BILLS		$ 75,671.03	
IPERS	CONTRIBUTIONS - 2016 MAY	$ 2,635.77		
IOWA DEPT OF REVENUE	IOWA WITHHOLDINGS - 2016 MAY	$ 854.00		
IOWA DEPT OF REVENUE	IOWA SALES TAX - 2016 MAY	$ 2,711.42		
PAYROLL	PAYCHECKS - 2016 MAY	$ 14,436.44		
IRS	941 TAX DEPOSIT - 2016 MAY	$ 4,675.62		
VANZANTE, JOEL & JULIE	PROPERTY	$ 108,051.08		
	TOTAL PAID BILLS		$ 133,364.33	
	TOTAL EXPENDITURES		$ 209,035.36	

W/A-P

PACKET: 02794 EXPENDITURES 6-20-16 BL
VENDOR SET: 01 City of Riverside
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-------ID-------	ITM DATE BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
		600-5-810-6371	ELECTRIC AND GAS	2,067.60	32,000	3,066.89		255,054	22,104.19	
		600-5-810-6373	TELEPHONE	148.38	3,500	983.06		255,054	24,023.41	
		600-5-810-6374	WATER EXPENSE	24.40	20,000	6,478.79		255,054	24,147.39	
		600-5-810-6490	WATER SAMPLE TESTING	94.50	8,750	7,366.00		255,054	24,077.29	
		600-5-810-6508	POSTAGE - WATER	133.04	2,000	612.96-	Y	255,054	24,038.75	
		610-2020	ACCOUNTS PAYABLE	6,636.34-*						
		610-5-815-6181	UNIFORMS	83.15	1,000	309.87-	Y	236,670	22,905.98	
		610-5-815-6371	ELECTRIC & GAS	3,803.16	58,000	1,556.46		236,670	19,185.97	
		610-5-815-6373	TELEPHONE	29.81	3,500	3,010.90		236,670	22,959.32	
		610-5-815-6374	SEWER EXPENSE	844.70	15,000	3,962.30		236,670	22,144.43	
		610-5-815-6490	SAMPLE TESTING - HYGENIC	1,121.00	8,750	6,764.50-	Y	236,670	21,868.13	
		610-5-815-6507	OPERATING SUPPLIES	754.52	5,000	5,320.74-	Y	236,670	22,234.61	
		999-1330	DUE FROM OTHER FUNDS	75,671.03 *						
			** 2015-2016 YEAR TOTALS	75,671.03						

✓ w/ Excel Exp. 6-20-16 BL

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

** END OF REPORT **

RIVERSIDE CITY COUNCIL MEETING; June 6, 2016

The Riverside Council met at the Fire Station to see the new Fire Ladder Truck at 6 pm.

The Riverside Council meeting opened at 6:33 pm in City Hall with Mayor Schneider requesting roll call. Council members present were: Ralph Schnoebelen, Jeanine Redlinger, Bob Schneider Jr., Tom Sexton. Rob Weber was absent.

Motion by Schneider, second by Schnoebelen to approve agenda. Passed 4-0.

Motion by Schnoebelen to approve consent agenda, minutes, Riverside Casino and St. Mary's liquor permits, and expenditures. Second by Schneider, passed 4-0.

Committee Reports; Larry Simon, Visioning Committee, showed the spaceship which will be on the quilt block at Hall Park. It will be revealed at TrekFest.

Citizens Comments; Larry Simon asked about what water valves have been exercised. Ms. Murphy asked about having volley ball lights for Friday night games. It will be placed on the next agenda.

Mayor opened Public Hearing at 6:45 pm on Final Plat for Cherry Lane. There were no written or oral comments. Public Hearing closed at 6:47 pm.
Sexton moved to pass Resolution #06062016-01 Accept Final Plat for Cherry Lane Subdivision. Second by Schnoebelen, passed 4-0.

Glen Meisner of MMS updated council on construction projects. Cherry Lane has been paved. Pins will be set soon, and utilities will be installed. City Clerk will take final plat to County Recorder tomorrow. Could possibly be finished in three weeks.
Casey's sewer bid was accepted. Project will start after TrekFest. City agreed to take down Duffy's flag pole and re-seed ditch area. Council discussed options for Gehrs driveway/garage doors on Ella Street. Council stated that any trees that die from construction on Ella Street will be replaced by the City.

Sexton moved to pass Resolution # 06062016-02 Change Order #5 for Ella Street in the amount of $2000 for removal of additional storm manholes. Second by Schneider, passed 4-0.

Schnoebelen moved to pass Resolution #06062016-03 Cornerstone Excavating pay request #2 for $292,834.37. Second by Schneider, passed 4-0.

Schneider moved to pass Resolution #06062016-04 Change Order #3 for Cherry Lane in the amount of $50,974.38 for subgrade stabilization on Cherry Lane. Second by Redlinger, passed 4-0. Meisner noted that $30,000 was in the bid, so additional cost is $20,974.38.

Schneider moved to pass Resolution #06062016-05 Awarding bid for Casey's Sewer project to KMA Trucking and Excavating in the amount of $32,512.00. Second by Schnoebelen, passed 4-0.

Schneider moved to pass Resolution #06062016-06 Loan Agreement for issuance of $1,265,000 in General Obligation Corporate Purpose Bonds. Second by Redlinger, passed 3-1, Sexton opposed.

Michael Hart of Northland Securities presented the final Capital Improvements Plan to the council. A copy will be available on the City website.

Redlinger moved to pass Resolution #06062016-07 to set the date for a Public Hearing on Sidewalk Ordinance Amendment for June 20, 2016 at 6:45 pm. Second by Sexton, passed 4-0.

Schneider moved to pass Resolution #06062016-08 to waive the Right to Review Plat for Byron Sweeting. Second by Schnoebelen, passed 4-0.

Sexton moved to pass Resolution #06062016-09 to waive the Right to Review Plat for Hahn's 1st Subdivision Lot #11. Second by Schneider, passed 4-0.

Schnoebelen moved to discontinue rental of City owned picnic tables and chairs, but City will loan to non-profit Community Organizations. Second by Schneider, passed 4-0.

Clerk Comments; League of Cities Conference is coming up in Des Moines.

Council Comments; Schneider stated that staff needed to contact DNR about algae on the pond. Staff will contact Mosquito Spray Company for application before TrekFest. Staff will check into City owned ground at Conservation Park for installation of Primitive Camp Grounds.

Schnoebelen moved to adjourn at 8:25 pm. Second by Redlinger, passed 4-0.

Full content of Council Meetings can be viewed on the City Web Site;
www.cityofriversideiowa.com

Council Work Session – June 15, 2016 on People Services Contract
NEXT CITY COUNCIL MEETING – Monday, June 20, 2016 at 6:30 pm.

ATTEST:

Lory Young: City Clerk

Allen Schneider; Mayor

Becky LaRoche

From: Licensing@IowaABD.com
Sent: Tuesday, May 24, 2016 2:33 AM
To: becky@cityofriversideiowa.com
Cc: Licensing@IowaABD.com
Subject: [POSSIBLE SPAM] Liquor License Submitted to Local Authority

The following licenses are completed and awaiting local authority approval:

License #	License Status	Business Name
LE0001330	Submitted to Local Authority	Riverside Casino and Golf Resort (3184 Highway 22 Riverside Io 52327)

Please do not respond to this email. Contact the Division's Licensing Section with questions regarding the process or application status toll-free at 866.IowaABD (866.469.2223) (select option 1), locally at 515.281. (select option 1).
For assistance by email contact Licensing@IowaABD.com

Becky LaRoche

From: Licensing@IowaABD.com
Sent: Wednesday, June 15, 2016 2:33 AM
To: becky@cityofriversideiowa.com
Cc: Licensing@IowaABD.com
Subject: [POSSIBLE SPAM] Liquor License Submitted to Local Authority

The following licenses are completed and awaiting local authority approval:

License #	License Status	Business Name
	Submitted to Local Authority	RACC (140 South Ella Street Riverside Iowa, 52327)
LB0001970	Submitted to Local Authority	Riverside Casino and Golf Resort (3184 Highway 22 Riverside Io 52327)

Please do not respond to this email. Contact the Division's Licensing Section with questions regarding the process or application status toll-free at 866.IowaABD (866.469.2223) (select option 1), locally at 515.281. (select option 1).
For assistance by email contact Licensing@IowaABD.com

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Version: 2016.0.7640 / Virus Database: 4604/12421 - Release Date: 06/14/16

City of RIVERSIDE "Where the Best Begins"

Operations Report – Water and Wastewater

May 2016

Administrative

Monthly operations report for water and wastewater completed and submitted to Regional DNR Office.
Water meter route completed for monthly billing.
Labels updated for apartments at Walnut Condos. Some had been painted so numbers were not visible.
Final read completed for 1092 Walnut, Unit 106 and information emailed to City Hall.
Final reading completed at 308 Sycamore Street and emailed to City Hall.
Consumer Confidence Report (CCR) completed and filed with Des Moines DNR and City Hall.

Treatment

Sludge transfer pump failed. Lifting cable sucked into pump inlet. Tank drained and guide rails and discharge elbow repaired.
Broken fence removed east of wastewater plant to prevent damage during annual mowing.
Transducer for clear well level control serviced at water plant.
Mississippi Valley Pump completed Confined Space Entry to repair rails and discharge elbow for sludge transfer pump.
Transducer cleaned at lift station 5. Heavy grease accumulation from Casino may cause it to fail.
Trees removed from fence line around water plant to prevent damage to chain link fence.
Cable repaired for decanter in digester that returns to headworks of wastewater plant.
Well 5 exercised and draw down completed for wells 7 and 8 as required by permit for Emergency well operation.
Generators run at lift stations 1, 2, 3, 4 and 5 with load while performing maintenance at the stations.
High Water Level float replaced on SBR #2 that caused alarm after decant cycle.

Collection/Distribution

Customer complaint responded to at 2nd and Ella. Roots in customer's service lateral.
Curb box repaired at 111 East 3rd Street that was damaged.
Grease accumulation on wet well walls at lift stations 2 and 4 removed with pressure washer and flushed with old fire truck. Floats pulled up and cleaned at both stations during the process.
Fire hydrants trimmed around by City sign, Clinic, Shop, and Casino and on way into town.
Water turn on completed at 80 W. 2nd completed and information emailed to City Hall.
Final reading completed at 111 Kniesel #3 and emailed to City Hall.
51 fire hydrants flushed in system. 400,000 gallons of un metered water was used for flushing.

Customer Service

Worked with contractor to mobilize and return newer culverts along Ella Street back to shop and put in inventory.
Customer at 11 W. 2nd Street met with that hit hydrant valve box with lawn mower.
Meters rotated/swapped at 321 and 322 Walnut towers that were attached to wrong addresses when installed by contractor.

Ph. 319-648-3501 • 60 North Greene Street • PO Box 188 • Riverside IA 52327

City of Riverside
"Where the Best Begins"

Operations Report – Water and Wastewater

Project Updates

Water tie in's monitored and bacteria samples collected as required for Ella Street improvements.
Special bacteria samples collected at 281 Rose Street and 321 St. Mary's Street.
Special bacteria sample retested at 321 St. Mary's Street on a Saturday, that failed due to sample coming back positive.
Monitored water main abandonment and collected Special bacteria sample next to School Condos for Ella Street improvements.

Regulatory

Monthly distribution bacteriological sample collected and delivered to Hygienic Laboratory.
New form for operations report for wastewater started. Need to discuss and get clarification on flow values with Regulators to account for Storm water return, total flow to plant and flow treated.

Shop

Tire replaced on PWM10 due to damage and unable to repair. Slime put in tire prevented use of a regular patch.
Oil and filter change for PW97. Chassis and dump body greased.
Oil, oil and air filter changed, tire rotation and wiper blades installed on WW06. Truck needs tires.
Evaluating PWL08 that keeps leaking hydraulic fluid when used and in shop. Manual reviewed to assure proper procedure for checking level.
Floats for pump station at shop replaced from pit to control box. Float cable rotted into.
Vicon disc mower serviced and fluids checked on Long tractor. Guard for belts repaired and reinstalled on Vicon mower. Shop and wastewater plant mowed.
Discharge hosed for flood pumps replaced and old fittings reused.
Pump evaluated from Veteran's Park that was noisy prior to it not pumping.
Pump purchased to replace failed pump at Veteran's Park. Pump installed.
Drinking fountain worked on and turned on in Veteran's Park.

Concerns for the Month

The influent waste stream at the wastewater plant has a red tint to it and additional solids. Blood may be from Bud's Custom Meats.
Light rain events cause a higher than normal flow into wastewater plant. Need to continue investigating Inflow and Infiltration issues and source.

Positives for the Month

Mike Sass from Spears Manufacturing completed testing on hydraulic and pressure of piping in water plant to find solution to piping failures. No smoking gun. Test results inconclusive for pipe failure.
Volatile Solids testing completed on SBR, ISAM and Digester waste solids in wastewater plant.

Ph. 319-648-3501 • 60 North Greene Street • PO Box 188 • Riverside IA 52327

City of Riverside
"Where the Best Begins"

Operations Report – Water and Wastewater

Capital Items or Issues

Cost for sealer to use on exterior of wastewater plant to protect building is $97for 5 gallon. Sealing the building would prevent additional degradation of block walls and peeling paint inside.

Water Supply System

	Well # 7	Well # 8	Distribution
Total Gals. Pumped (MG)	4.194 MG	.513 MG	4.666 MG
Ave. run time	4.0hrs.	6.2 hrs.	3.05 hrs.
Chlorine Used gal.			138.1 gal.
Fluoride Used gal.			16.3 gal.
Polyphosphate Used gal.			25.6 gal.
Anti Scalant Used gal.			33.8 gal.
Min. Free Cl2 Residual mg/l			0.65 mg/l
Coliform Absent/Present			Absent

Testing

Total water tests performed this month – 308, 6 Special bacteria for water were for construction work.

Wastewater Treatment

Parameter	Unit
Hydraulic Loading	9.585 MG
Organic Loading	269 lbs. BOD/day
TKN	54 lbs. TKN/day

NPDES Permit Compliance 9260001

Parameter	Monthly Average	Permit Limit
Ph SU	7.66	6.50 – 9.00 SU
CBOD5 mg/l	<2, <	25 mg/l, 136.4 lbs.
TSS mg/l	4.4 mg/l, 16 lbs.	30 mg/l, 163.6 lbs.
NH3-N mg/l	0.268 mg/l, 0.65 lbs.	6.4 mg/l, 27.8 lbs.
Total Nitrogen mg/l	Not required this month	Monitoring Requirement
Total Phosphorus mg/l	Not required this month	Monitoring Requirement
E-Coli #100 ml	Not required this month	Summer 634.0 #/100 ml

Testing

Total testing performed this month – 292

Definitions

SU Standard Units
CBOD Carbonaceous Biochemical Oxygen Demand
MLSS Mixed Liquor Suspended Solids
TKN Total Kjeldahl Nitrogen
mg/l milligram per liter
TSS Total Suspended Solids
MLVSS Mixed Liquor Volatile Suspended Solids
MPN Most Probable Number

Ph. 319-648-3501 • 60 North Greene Street • PO Box 188 • Riverside IA 52327

NOTICE OF PUBLIC HEARING ON

PROPOSED AMENDMENT TO THE SIDEWALK ORDINANCE

YOU ARE HEREBY NOTIFIED that the City Of Riverside, Iowa, will hold a public hearing on June 20th, at 6:45 p.m. in the City Council Chambers located at the Riverside City Hall, 60 North Greene Street, Riverside, Iowa, on the proposal to amend the Sidewalk Ordinance. The proposed Ordinance Amendment is available for review at the City Clerk's Office in the Riverside City Hall during regular business hours.

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

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

Proposed changes to the "Chapter 136 – Sidewalk Regulations" of the City of Riverside City Ordinance:

136.02

4.7. "Safe Routes to School" is a sidewalk of 8 feet or more in width on a path through town to the school for children to take to improve their health and well-being by enabling and encouraging them to walk and bicycle to school.

136.03...the City will have the snow removed at a contracted rate set by City Council resolution.

136.20 SAFE ROUTES TO SCHOOL WIDE SIDEWALK.

1.) The City of Riverside is responsible for removing the snow and ice off the Safe Routes to School Sidewalk.

2.) The City of Riverside is responsible for the maintenance of all Safe routes to School Sidewalks.

RESOLUTION #06202016-01

RESOLUTION TO MAKE AN AMENDMENT TO THE CITY OF RIVERISDE CODE OF ORDINANCE – SIDEWALK REGULATIONS ORDINANCE

Whereas, the City of Riverside City Council agreed to make an amendment to the City of Riverside City Ordinance – Sidewalk Regulations Ordinance, Chapter 136.

Whereas, The Riverside City Council amended the Riverside Sidewalk Regulation Ordinance to make changes to include the "Safe Routes to School" wide sidewalk of 8 feet or more for care and maintenance.

Therefore, be it resolved the City of Riverside City Council does hereby approve this amendment to the original Sidewalk Regulations Ordinance.

It was moved by Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution on June 20, 2016.

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

Ayes: Nays:

Absents:

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk

Lory Young

From: Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent: Thursday, June 16, 2016 9:02 AM
To: Lory Young
Cc: g.meisner@mmsconsultants.net
Subject: Gehrs Driveway
Attachments: 2245012B DRIVEWAY1 (1).pdf; 2245012B DRIVEWAY2 (1).pdf; Change Order Request - Driveway.pdf; _Certification_.htm

Attached are plans for the two options. Also attached is pricing we got back from the Contractor. We are trying to get final feedback from the Gehrs this week and be able to make a decision Monday night one way or the other. Based on these numbers it seems to make sense to leave the driveway to the west.

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
www.mmsconsultants.net

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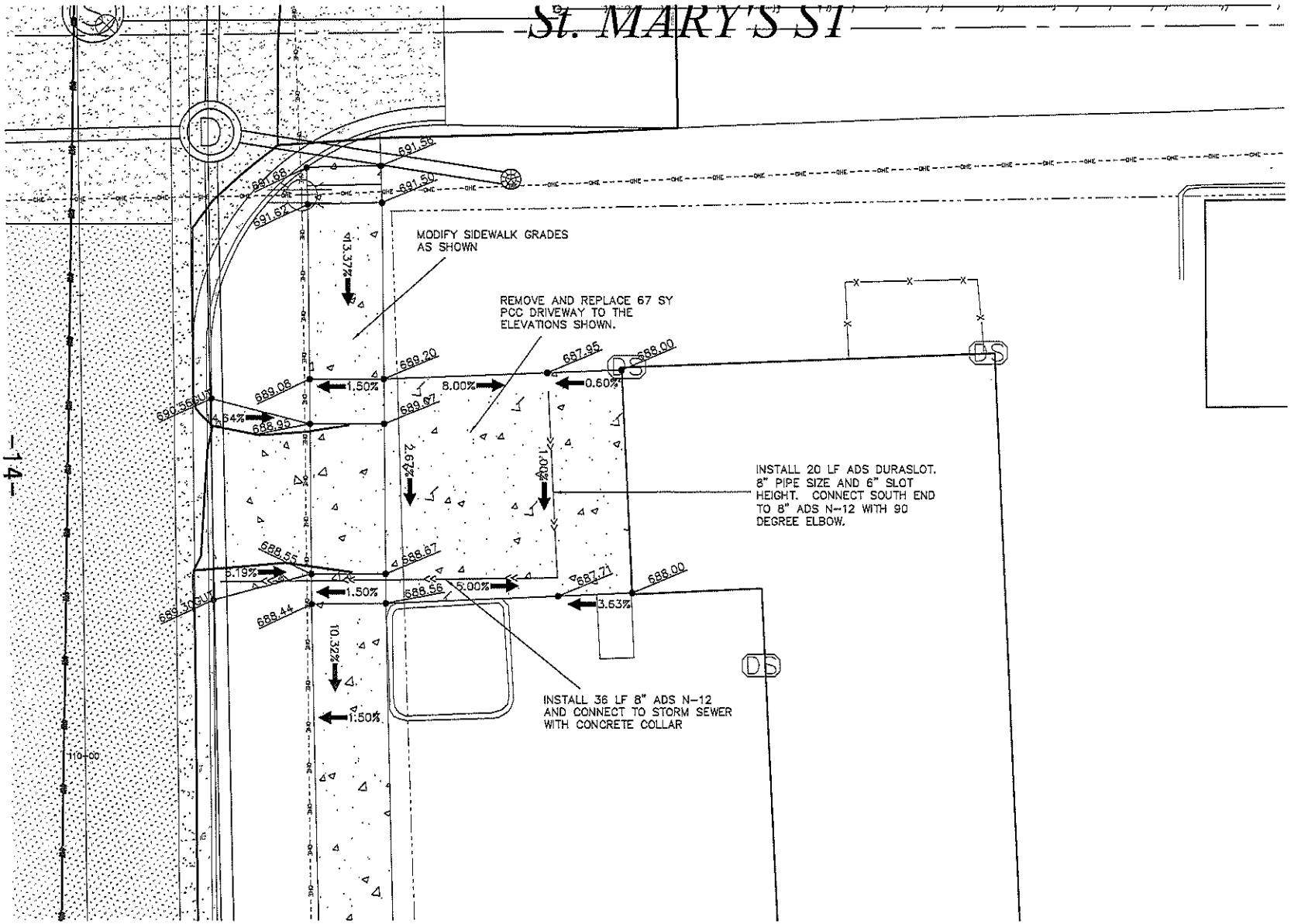

CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
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ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net

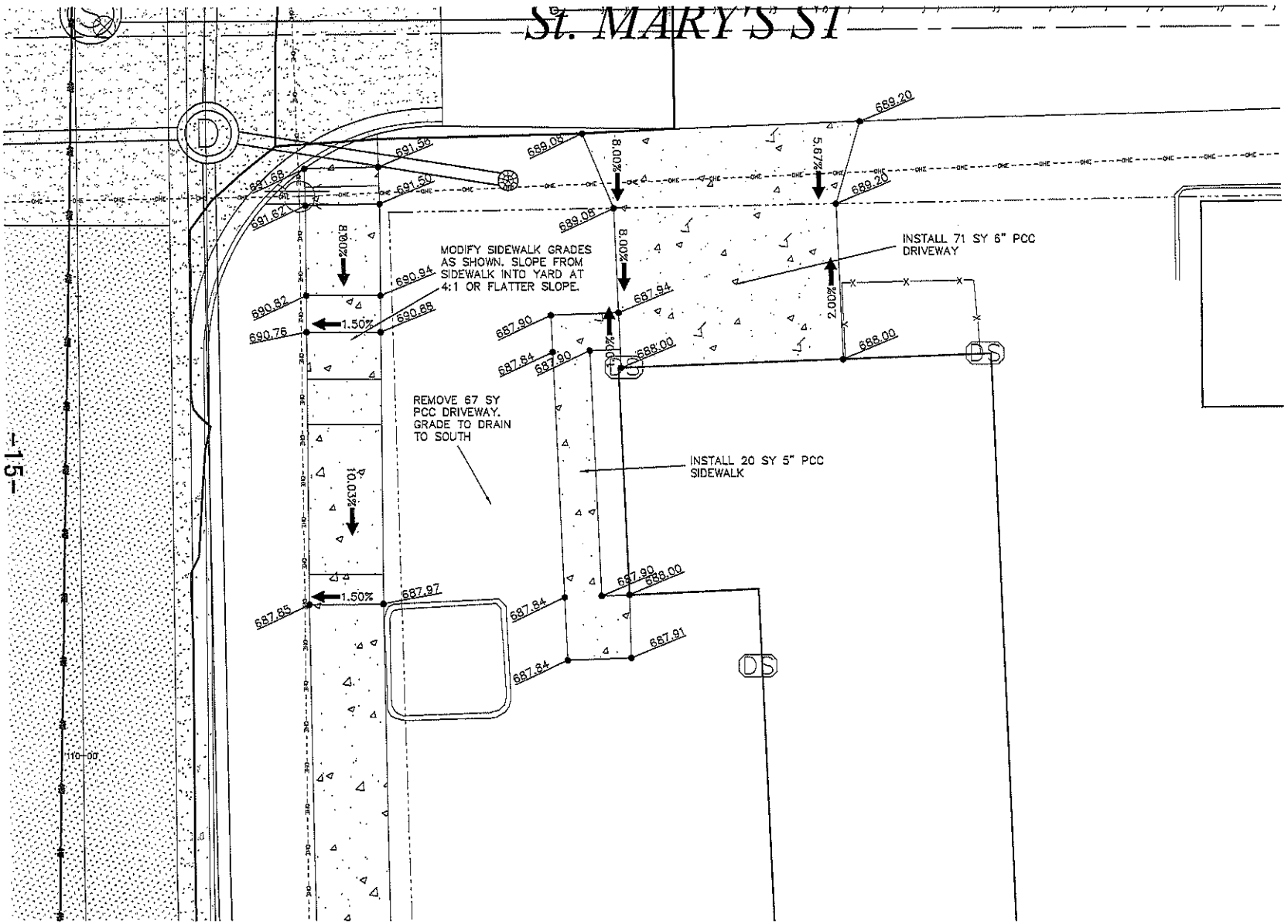
Date	Revision

REVISED DRIVEWAY PLAN
311 ELLA STREET

ELLA STREET IMPROVEMENTS
RIVERSIDE
WASHINGTON COUNTY
IOWA

MMS CONSULTANTS, INC.

Date: 6/9/16	
Designed by: SBP	Field Book No: FIELDBOOK
Drawn by: SBP	Scale: 1"=10'
Checked by: SBP	Sheet No: 1
Project No: IC 2245-012	of: 1



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net

Date	Revision

REVISED DRIVEWAY PLAN #2
311 ELLA STREET

ELLA STREET IMPROVEMENTS
RIVERSIDE
WASHINGTON COUNTY
IOWA

MMS CONSULTANTS, INC.

Date: 6/9/16	
Designed by: SBP	Field Book No: FIELDBOOK
Drawn by: SBP	Scale: 1"=10'
Checked by: SBP	Sheet No: 1
Project No: IC 2245-012	of: 1

CornerStone EXCAVATING, INC.
WASHINGTON, IOWA

P. O. Box 928
Washington, IA 52353
(319) 653-3957

Change Request

To: City of Riverside
60 North Greene Street
Riverside, IA 52327

Number: Driveway
Date: 6/14/2016
Job: Ella Street Improvement Project
Job #: WAS013

Description: Removal of existing drive and associated work to redirect water from property owners garage due to new road construction design. Option 1 is to remove current drive, install Dura Slot drain tile, regrade drive and install new PCC drive. Option 2 is to remove existing drive, construct new drive on other side of garage and drain accordingly. The relocation of the garage door is to be by others.

We are pleased to offer the following specifications and pricing to make the following changes:
Pricing is based on information as provided by MMS Consultants email dated 6/9/16.

Price Excludes:
Construction survey
Relocation of garage door

Description	Quantity	Unit	Unit Price	Price
Option #1				
Remove driveway	67	SY	$7.50	$502.50
6" PCC driveway	67	SY	$69.75	$4,673.25
Grading	70	CY	$10.95	$766.50
Dura Slot drain	20	LF	$103.50	$2,070.00
8" HDPE drain tile	36.0	LF	$25.25	$909.00
Connect to storm sewer	1.0	EA	$500.00	$500.00
Option #1 Total				**$9,421.25**
Option #2				
Remove driveway	67	SY	$7.50	$502.50
6" PCC driveway	71	SY	$69.75	$4,952.25
5" PCC sidewalk	20	SY	$85.45	$1,709.00
Grading	100	CY	$10.95	$1,095.00
Move garage door - NOT INCLUDED				$0.00
Option #2 Total				**$8,258.75**

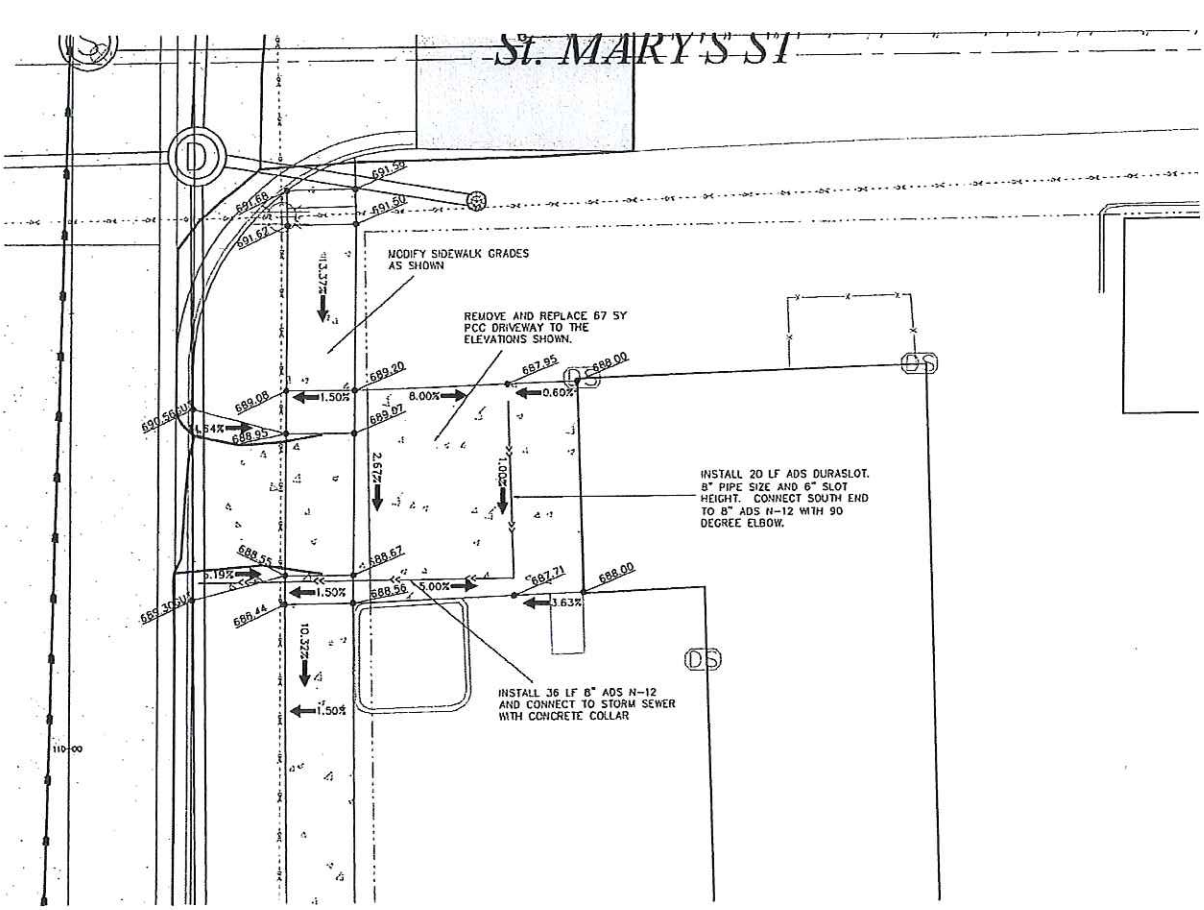
Any rock subbase needed shall be paid for as "Modified Subbase" @ $19.95/ton

Submitted by: _____
Jim Zieglowsky
Cornerstone Excavating, Inc.

Approved by: _____

Date: _____

OPTION #1



MMS

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311 ELLA STREET

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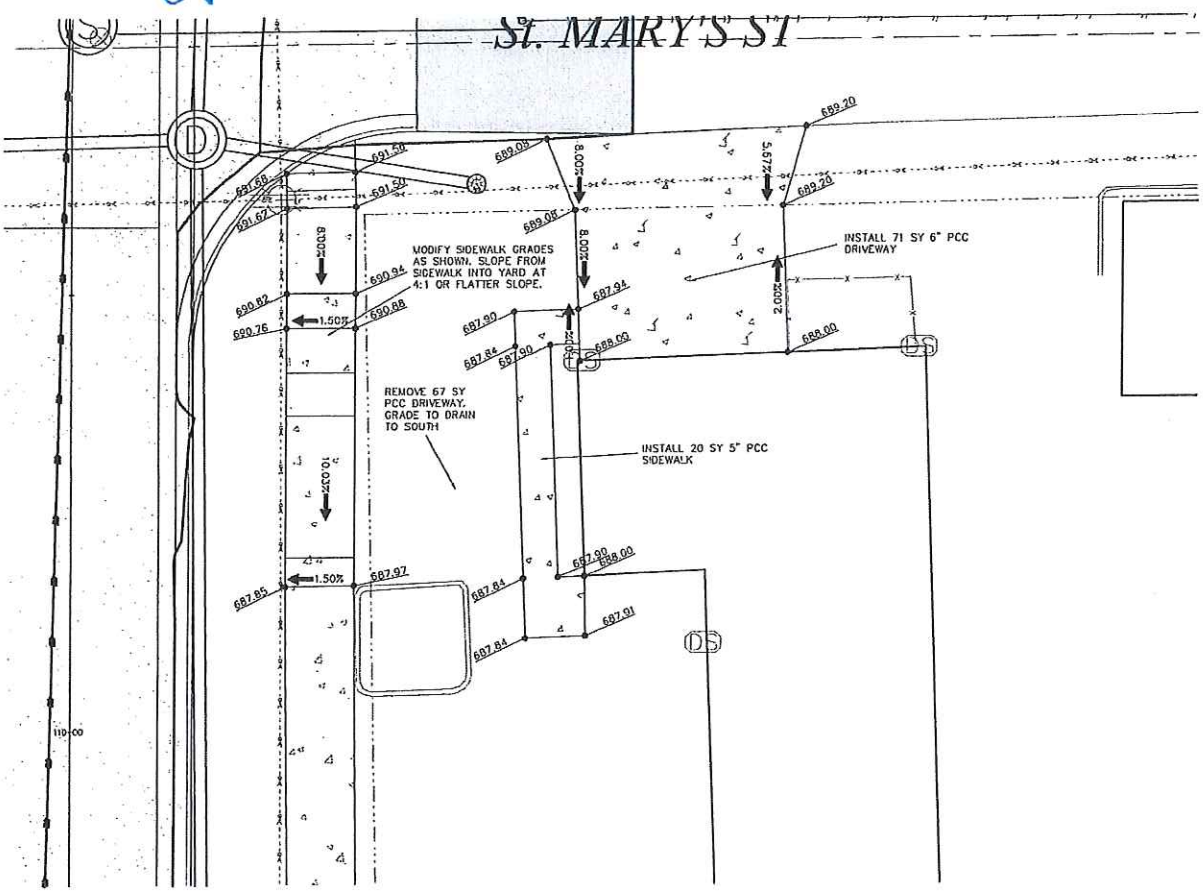
RIVERSIDE
WASHINGTON COUNTY
IOWA

MMS CONSULTANTS, INC.

Date:	6/9/16
Designed by: SBP	Field Book No. FIELDBOOK
Drawn by: SBP	Scale: 1"=10'
Checked by: SBP	Sheet No: 1
Project No: IC 2245-012	of: 1

OPTION #2



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Date:	6/9/16
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Project No.: IC 2245-012	of: 1

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

6/17/2016
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Iowa City, Iowa 52240
319.351.8282
mmsconsultants.net
mms@mmsconsultants.net

Environmental Specialists
Landscape Architects
Land Planners
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Civil Engineers

AGREEMENT TO WORK ON PRIVATE PROPERTY
ELLA STREET IMPROVEMENTS PROJECT
Between
CITY OF RIVERSIDE and Kevin D. Mills

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. Kevin D. Mills (hereinafter referred to as "Property Owner") owns property at 281 Ella Street along the project route. The City would request to work on private property at 281 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 281 Ella Street. The work includes grading, and surface restoration. 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 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[1]

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

[1] A commercial mixture may be used if it contains a high percentage of similar bluegrasses; it may or may not contain creeping red fescue.
[2] Choose two different cultivars of turf-type perennial ryegrass, at 20 lbs/acre each.
[3] Choose three different cultivars of Kentucky bluegrass, at 65 lbs/acre each.

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

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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

Kevin D. Mills

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

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AGREEMENT TO WORK ON PRIVATE PROPERTY
ELLA STREET IMPROVEMENTS PROJECT
Between
CITY OF RIVERSIDE and MARVIN AND SHIELA MAST

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. Marvin and Sheila Mast (hereinafter referred to as "Property Owner") own property at 280 Ella Street along the project route. The City would request to work on private property at 280 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 280 Ella Street. The work includes grading, installation of sidewalk, and surface restoration. 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 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[1]

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

[1] A commercial mixture may be used if it contains a high percentage of similar bluegrasses; it may or may not contain creeping red fescue.
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[3] Choose three different cultivars of Kentucky bluegrass, at 65 lbs/acre each.

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

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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

Marvin and Sheila Mast

T:\2245\2245-012-\2245012privatepropertyagreement-mast.docx

Lory Young

From: Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent: Thursday, June 16, 2016 10:15 AM
To: Lory Young
Cc: g.meisner@mmsconsultants.net
Subject: Casey's Sanitary Sewer

For this project, instead of having a separate contract, I included a place on the proposal form for the City to accept the proposal, making the proposal form the contract for the project. Can you or the mayor sign a copy of the proposal form and send it back to KMA for a contract for this? I am sending them an award letter along with the performance bonds and asking for them to return them directly to you along with an insurance certificate. I will include in my letter that the City will send them a signed copy of the proposal, which will be their contract for the project.

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.
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Scott Pottorff, P.E.
Project Manager
Office: (319) 351-8282
Mobile: (319) 631-0365
S.pottorff@mmsconsultants.net
www.mmsconsultants.net

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No virus found in this message.
Checked by AVG - www.avg.com
Version: 2016.0.7640 / Virus Database: 4604/12432 - Release Date: 06/16/16

Lory Young

From:	Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent:	Thursday, June 16, 2016 10:30 AM
To:	Lory Young
Cc:	g.meisner@mmsconsultants.net
Subject:	Casey's Sanitary Sewer Award Letter
Attachments:	2245022awardletter.pdf; 2245022P&PBOND-KMA.pdf; _Certification_.htm

Please find attached the award letter and performance bonds I sent to KMA in today's mail for your records.

Let me know if you have any questions.

Sign up for our newsletter – We promise short, meaningful updates just six times a year.

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Scott Pottorff, P.E.
Project Manager
Office: (319) 351-8282
Mobile: (319) 631-0365
S.pottorff@mmsconsultants.net
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2245-022

June 16, 2016

KMA Trucking and Excavating LLC
22050 277th Avenue
LeClaire, IA 52753

Re: Casey's Sanitary Sewer Project - Notice of Award

This is your Notice of Award for the Contract to construct Casey's Sanitary Sewer Project for the City of Riverside, Iowa, at the bid amount of $32,512.00. The City of Riverside has reviewed the submitted bids and awarded the Project to you.

Please complete the following enclosed documents with the required signatures and return the indicated number of copies to the City Clerk, Lory Young, as soon as possible. The City will send you a signed copy of your proposal form, which will be your contract for the project.

Item No.	No. of Copies Sent to Contractor	No. of Copies to be Returned	Item
1	3	2	Performance and Payment Bond

Please have your insurance agent prepare and send two copies of the insurance certificate, meeting requirements outlined in Section 1070.3.02 of the SUDAS Specifications.

Copies of the construction drawings and specifications are available if extra copies are needed. Please let me know if you have any questions.

Sincerely,
MMS Consultants, Inc.

Scott Pottorff, P.E.

cc: Lory Young – City of Riverside

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PERFORMANCE AND PAYMENT BOND

KMA Trucking and Excavating, LLC as Principal, hereinafter called the Contractor and

_____,
(Here insert the legal title of the Surety)

as Surety, hereinafter called the Surety, are held and firmly bound unto the City of Riverside, Iowa, as obligee, hereinafter called the Owner, in the amount of Thirty two thousand five hundred twelve Dollars ($32,512.00) for the payment for which Contractor and Surety hereby bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, Contractor has, as of _____, entered into a written
(date)
Agreement with Owner for the said construction of the Casey's Sanitary Sewer; and

WHEREAS, the Agreement requires execution of this Performance and Payment Bond, to be completed by Contractor, in accordance with plans and specifications prepared by MMS Consultants, Inc., which Agreement is by reference made a part hereof, and the agreed-upon work is hereafter referred to as the Project.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are such that, if Contractor shall promptly and faithfully perform said Agreement, then the obligation of this bond shall be null and void; otherwise it shall remain in full force and effect until satisfactory completion of the Project.

A. The Surety hereby waives notice of any alteration or extension of time made by the Owner.

B. Whenever Contractor shall be, and is declared by Owner to be, in default under the Agreement, the Owner having performed Owner's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:
   1. Complete the Project in accordance with the terms and conditions of the Agreement, or
   2. Obtain a bid or bids for submission to Owner for completing the Project in accordance with the terms and conditions of the Agreement; and upon determination by Owner and Surety of the lowest responsible bidder, arrange for a contract between such bidder and Owner, and make available, as work progresses (even though there may be a default or a succession of defaults under the Agreement or subsequent contracts of completion arranged under this paragraph), sufficient funds to pay the cost of completion, less the balance of the Contract Price, but not exceeding the amount set forth in the first paragraph hereof. The term "balance of the Contract Price," as used in this paragraph, shall mean the total amount payable by Owner to Contractor under the Agreement, together with any addenda and/or amendments thereto, less the amount properly paid by Owner to Contractor.

C. The Contractor and Contractor's Surety shall, in accordance with the provisions of Chapter 384, Code of Iowa, be obligated to keep the improvements covered by this bond in good repair for a period of two (2) years from the date of formal acceptance of the improvements by the Owner.

D. No right of action shall accrue to or for the use of any person, corporation or third party other than the Owner named herein or the heirs, executors, administrators or successors of Owner.

IT IS A FURTHER CONDITION OF THIS OBLIGATION that the Principal and Surety, in accordance with provisions of Chapter 573, Code of Iowa, shall pay to all persons, firms or corporations

having contracts directly with the Principal, including any of Principal's subcontractors, all claims due them for labor performed or materials furnished in the performance of the Agreement for whose benefit this bond is given. The provisions of Chapter 573, Code of Iowa, are a part of this bond to the same extent as if it were expressly set out herein.

SIGNED AND SEALED THIS _____ DAY OF _____, 2016.

IN THE PRESENCE OF:

_____
(Principal)

_____
Witness

_____
(Title)

_____
(Surety)

_____
Witness

_____
(Title)

_____
(Address)

2245022P&PBOND-KMA.doc
6/16/2016

RESOLUTION #06202016-02

RESOLUTION APPROVING PAY REQUEST #4 FROM RATHJE CONSTRUCTION FOR CHERRY LANE SUBDIVISION 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 Rathje Construction for work performed and billed on Pay Request #4.

Therefore, be it resolved the City of Riverside City Council does hereby approve this pay request to Rathje Construction for the Cherry Lane Subdivision Project in the amount of $157,894.54.

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

Lory Young

From:	Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent:	Wednesday, June 15, 2016 2:08 PM
To:	Lory Young
Cc:	'Matt Bockenstedt'; Jan Coonrod; g.meisner@mmsconsultants.net
Subject:	Cherry Lane Addition - Pay Request #4
Attachments:	2245015payrequest4.pdf; _Certification_.htm

Please find attached pay request #4 for the Cherry Lane Addition project. I recommend approval of this pay request.

Feel free to contact me with any questions.

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Project Manager
Office: (319) 351-8282
Mobile: (319) 631-0365
S.pottorff@mmsconsultants.net
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CONSTRUCTION PROGRESS PAYMENT

Project Description: Cherry Lane Improvements
PN: 2245015
Contract Date: 16-Oct-15

Contractor:	Rathje Construction	Owner:	City of Riverside
		Attn:	
Address:	305 44th Street	Address:	60 N. Greene Street
City,St., Zip:	Marion, Iowa 52302	City, St., Zip:	Riverside, IA 52327
Phone:	319-377-3179	Phone:	319-648-3501
Fax:	319-377-3827	Fax:	

Estimate # 4

x	Partial Payment
	Final Payment

FOR PERIOD:
FROM: 3/7/16
TO: 6/14/16

Owner PN
Federal PN
State PN

Base Contract Price	$394,338.90

Change #	1	$384.00
Change #	2	$21,776.43
Change #	3	$50,974.38
Change #		
Change #		
Change #		

Total Contract	$467,473.71

Materials on Hand	$ -
Construction Completed	$425,647.91
Total Earned	$425,647.91
Less Retainage	$21,282.40
Less Previous Payment	$246,470.97
Amount Due This Est	$157,894.54

Requested by: Matt Bockenstedt
Title: Project Manager
Date:

Approved by:
Title:
Date:

Recommended by: Scott Pottorff
Title: Project Engineer
Date:

Attested by:
Title:
Date:

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

i:\!proj\forms\payreqst.xls

Cherry Lane Improvements

Pay Estimate No.: 4

Payable to: Rathje Construction
Date: June 15, 2016
Week Ending: June 14, 2016

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
1	Traffic Control	LS	1	$750.00	750.00	0.50	375.00	1.00	750.00
2	Mobilization	LS	1	$8,700.00	8,700.00	0.25	2,175.00	1.00	8,700.00
3	Excavation, Class 10, Onsite	CY	8,500	$4.25	36,125.00	500.00	2,125.00	8,500.00	36,125.00
4	Below Grade Excavation (Core Out)	CY	200	$40.00	8,000.00	-	-	-	-
5	Subgrade Preparation	SY	3,287	$0.90	2,958.30	3,287.00	2,958.30	3,287.00	2,958.30
6	Subbase, Modified, 6" Thick	SY	3,287	$4.45	14,627.15	3,287.00	14,627.15	3,287.00	14,627.15
7	Trench Foundation	TONS	200	$15.00	3,000.00	-	-	-	-
8	Replacement of Unsuitable Backfill Material, Granular Backfill	CY	600	$37.00	22,200.00	-	-	-	-
9	Trench Compaction Testing	LS	1	$250.00	250.00	-	-	1.00	250.00
10	Sanitary Sewer Gravity Main, Trenched, PVC (SDR 26), 8" Dia.	LF	728	$25.00	18,200.00	-	-	728.00	18,200.00
11	Sanitary Sewer Gravity Main, Trenchless, Directional Boring & Drilling, (Restrained Joint PVC) 8" Dia.	LF	60	$100.00	6,000.00	-	-	60.00	6,000.00
12	Sanitary Sewer Service Stub, Main to ROW, PVC (SDR 23.5), 4" Dia.	EA	18	$950.00	17,100.00	-	-	18.00	17,100.00
13	Storm Sewer, Trenched, RCP, 12" Dia.	LF	431	$33.50	14,438.50	-	-	431.00	14,438.50
14	Storm Sewer, Trenched, RCP or HDPE, 12" Dia.	LF	569	$24.00	13,656.00	-	-	569.00	13,656.00
15	Storm Sewer, Trenched, RCP, 15" Dia.	LF	34	$40.00	1,360.00	-	-	34.00	1,360.00
16	Storm Sewer, Trenched, RCP, 24" Dia.	LF	471	$59.00	27,789.00	-	-	471.00	27,789.00
17	Storm Sewer, Trenched, RCP or HDPE, 24" Dia.	LF	119	$39.00	4,641.00	-	-	119.00	4,641.00
18	Longitudinal Subdrain, Type 2, 4"	LF	939	$8.00	7,512.00	939.00	7,512.00	939.00	7,512.00
19	Subdrain Cleanout, Type A-1	EA	2	$80.00	160.00	2.00	160.00	2.00	160.00
20	Subdrain Outlet, Connection to Structure	EA	6	$45.00	270.00	6.00	270.00	6.00	270.00
21	Water Main, 6", PVC C900 *	LF	1,135	$17.00	19,295.00	-	-	1,010.00	17,170.00
22	Water Service, 1" Type K Copper, Lots Adjacent to Main	EA	8	$550.00	4,400.00	-	-	8.00	4,400.00
23	Water Service, 1" Type K Copper, Lots Across the Street from Main	EA	10	$1,225.00	12,250.00	-	-	10.00	12,250.00
24	Gate Valve, 6" *	EA	4	$750.00	3,000.00	-	-	5.00	3,750.00
25	Fire Hydrant Assembly	EA	5	$3,400.00	17,000.00	-	-	5.00	17,000.00
26	Sanitary Manhole, Type SW-301, 48" Dia	EA	3	$2,700.00	8,100.00	-	-	3.00	8,100.00
27	Storm Intake, Type SW-509	EA	6	$3,000.00	18,000.00	-	-	4.50	13,500.00
28	Storm Intake, Type SW-512, 24"	EA	4	$850.00	3,400.00	-	-	4.00	3,400.00
29	Storm Intake, Type SW-513, 48"x48"	EA	1	$2,600.00	2,600.00	-	-	1.00	2,600.00
30	Connect to Existing Sanitary Sewer Manhole	EA	1	$500.00	500.00	-	-	1.00	500.00
31	PCC Pavement, 7"	SY	2,909	$27.55	80,142.95	2,909.00	80,142.95	2,909.00	80,142.95
32	Removal of PCC Curb and Gutter	LF	81	$10.00	810.00	81.00	810.00	81.00	810.00
33	Seeding, Fertilizing and Mulching, Stabilization	AC	6.2	$850.00	5,270.00	4.00	3,400.00	4.00	3,400.00
34	SWPPP Management	LS	1	$1,500.00	1,500.00	0.25	375.00	1.00	1,500.00
35	Silt Fence	LF	1,200	$1.70	2,040.00	-	-	1,476.00	2,509.20
36	Removal of Silt Fence	LF	1,200	$0.50	600.00	600.00	300.00	600.00	300.00
37	Inlet Protection Device	EA	12	$75.00	900.00	-	-	6.00	450.00
38	Inlet Protection Device Maintenance	EA	12	$50.00	600.00	-	-	-	-
					-	-	-	-	-
	TOTAL CONTRACT				388,144.90		115,230.40		346,319.10
C.O. #1	Remove and Replace 4" Thick PCC Sidewalk	SF	96.000	$4.00	384.00	-	-	96.00	384.00
	TOTAL CHANGE C.O. #1				384.00		-		384.00
C.O. #2	8" Water Main PVC C900	LF	446.000	$24.09	10,744.14	-	-	446.00	10,744.14
	Directional Bore 8" Restrained Joint PVC C900	LF	80.000	$130.18	10,414.40	-	-	80.00	10,414.40

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
	8" Gate Valve	EA	3.000	$1,460.80	4,382.40	-	-	3.00	4,382.40
	Upgrade from 6"x6" to 8"x6" Tee	EA	3.000	$60.01	180.03	-	-	3.00	180.03
	Connect to Existing Water Main	LS	1.000	$2,249.46	2,249.46	-	-	1.00	2,249.46
	TOTAL CHANGE C.O. #2				27,970.43		-		27,970.43
C.O. #3	Remove 12" Soil and Replace After Stabilization	SY	1,650.000	$10.15	16,747.50	1,650.00	16,747.50	1,650.00	16,747.50
	Geo Max Stabilization	LS	1.000	$34,226.88	34,226.88	1.00	34,226.88	1.00	34,226.88
	TOTAL CHANGE C.O. #3				50,974.38		50,974.38		50,974.38
	TOTAL CONTRACT WITH CHANGE ORDERS				467,473.71		166,204.78		425,647.91

* Quantities Changed with Change Order #2

Pay Estimate #1	$ 87,161.74	Retainage	5%	$ 21,282.40
Pay Estimate #2	$ 110,295.95	Total Value of Completed Work Less Retainage		$ 404,365.51
Pay Estimate #3	$ 49,013.28	Previous Payments		$ 246,470.97
		Current Payment Due		$ 157,894.54

RESOLUTION #06062016-03

RESOLUTION APPROVING STOP SIGN PLACEMENT AT BOTH ENDS OF CHERRY LANE

Whereas, the City of Riverside City Council, at the recommendation of the City Engineering Firm, MMS Consultants, will place a stop sign at the intersections of Cherry Lane and Ash Street and Cherry Lane and Kleopfer Street.

Therefore, be it resolved the City of Riverside City Council does hereby approve placement of these stops signs.

Moved by Councilperson _____, seconded by Councilperson _____, to adopt the foregoing resolution.

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

Ayes:

Nays:

Absents:

Resolution approved and passed by City Council on June 20th, 2016.

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk

RESOLUTION #06202016-04

RESOLUTION APPROVING TO ENTER INTO CONTRACT WITH PEOPLE SERVICES FOR OPERATION AND MAINTENANCE OF CITY WATER AND WASTEWATER FACILITIES

Whereas, the City of Riverside City Council has decided to enter into contract with People Services to provide operation and maintenance operations for the City of Riverside's Water and Wastewater plants.

Therefore, be it resolved the City of Riverside City Council does hereby approve to enter into an agreement with People Services beginning October 1, 2016.

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

PEOPLE SERVICES SAVINGS							
ACTUAL LAST TWO YEAR AVERAGE							
WATER			SEWER				
Wages & Benefits	$89,477.79		Wages & Benefits	$85,636.26			
Uniforms/mats/towels	$1,002.63		Uniforms/mats/towels	$1,002.63			
Association Dues	$792.17		Association Dues	$0.00			
Conference	$856.94		Conference	$1,344.62			
Vehicle Repairs	$542.38		Vehicle Repairs	$0.00			
Phone	$798.60		Phone	$0.00	Ron will not carry City Phone		
Water Expense	$10,760.98	???	Sewer Expense	$22,692.04	???		
Engineering	$0.00		Engineering	$0.00			
Workers Comp	$2,214.23		Workers Comp	$2,080.00			
Water Testing	$1,389.50		Sewer Testing	$11,875.98			
Contract Services	$0.00	???	Contract Services	$0.00	???		
Chemicals	$18,232.39		Chemicals	$1,877.42			
Replacement/Maintenance	$8,514.35	???	Replacement Items	$27,349.24	???		
Office Supplies	$908.96		Office Supplies	$446.25			
Operating Supplies	$6,894.33		Operating Supplies	$5,531.70			
	$142,385.25			$159,836.14			
				$302,221.39			
	People Services Contract			$251,640.00			
			Estimated Savings:	**$50,581.39**			
New Truck Purchase was in each budget for the past 3 years.				$25,000.00			
If we do People Services a new truck will not be needed.							
			Estimated Savings:	$75,581.39			

RESOLUTION #062016-06

A RESOLUTION TO ADOPT A CODE OF ETHICS FOR MEMBERS OF THE RIVERSIDE, IOWA CITY COUNCIL

WHEREAS, the City Council, of the City of Riverside, Iowa deems it advisable to adopt a Code of Ethics for Members of the Riverside City Council and Appointed Board and Commission Members; and

WHEREAS, The citizens and businesses of Riverside are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Riverside follows:

Section 1. That the Code of Ethics set forth in Exhibit "A" attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

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

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

Ayes:

Nays:

Absents:

Passed and approved this 20th day of June, 2016.

Signed: _____
Allen Schneider, Mayor

Attest: _____
Lory Young, City Clerk

EXHIBIT"A"

CODE OF ETHICS FOR MEMBERS OF THE RIVERSIDE CITY COUNCIL

Preamble
The citizens and businesses of Riverside are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. In keeping with the City of Riverside's mission, the effective functioning of democratic government therefore requires that:

Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; public officials be independent, impartial and fair in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Riverside City Council has adopted a Code of Ethics for members of the City Council to assure public confidence in the integrity of local government and its effective and fair operation.

1. **Act in the Public Interest**
   Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Riverside and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Riverside City Council.

2. **Comply with the Law**
   Members shall comply with the laws of the nation, the State of Iowa and the City of Riverside in the performance of their public duties. These laws include, but are not limited to: the United States and Iowa constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

3. **Conduct of Members**
   The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public.

4. **Respect for Process**
   Members shall perform their duties in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Conflict of Interest

To assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest.

In accordance with the law, no member shall participate in the disposition of any matter in which he or she is interested. For purposes of this section "interested" includes any direct or indirect financial or personal interest held by a member or member of his/her family. Before any matter is heard, a member having an interest shall state it and withdraw from participation, or he/she may disclose the facts involved and request a determination by the Council of whether a conflict of interest exists. Any question of the existence or non-existence of a conflict of interest sufficient to disqualify a member from participating in the disposition of any matter shall be decided by a majority vote of the other members of the Council. In case of a tie, the member shall be disqualified.

7. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits, which might compromise their independence of judgment or action or give the appearance of being compromised.

8. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

9. Use of Public Resources

Members shall not use public resources that are not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

10. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of Council shall

not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City.

11. Advocacy

Members shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Riverside, nor will they allow the inference that they do.

12. Policy Role of Members

Members shall respect and adhere to the mayor-council structure of Riverside city government as outlined by the Code of Iowa, City of Riverside Charter, and City of Riverside Code of Ordinances. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. The council does not take an active role in day to day operations or administration of the city.

The City Clerk shall be directly responsible to the Council for the administration of municipal affairs as directed by that body. All departmental activity requiring the attention of the Council shall be brought before the body by the City Clerk and all Council involvement in administration initiated by the Council must be coordinated through the City Clerk.

13. Independence of Boards and Commissions

Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

14. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

15. Implementation

As an expression of the standards of conduct for members expected by the City, the Riverside Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for City Council and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of

Riverside code of ethics. In addition, the Code of Ethics shall be annually reviewed by the City Council and the City Council shall update it as necessary.

16. Compliance and Enforcement

The Riverside Code of Ethics expresses standards of ethical conduct expected for members of the Riverside City Council. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

City Council members who intentionally and repeatedly do not follow proper ethical standards may be reprimanded or formally censured by the Council. It is the responsibility of the Council to initiate action if a Council member's behavior may warrant censure. Council members should point out to the offending Council member infractions of the Code of Ethics or Code of Conduct.

If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro-Tem. It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant censure. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Ethics or Code of Conduct is outside of the observed behaviors by the Mayor or Council members, the alleged violation should be referred to the Mayor. The Mayor should investigate the allegation and report the findings to the Council. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to, discussing and counseling the individual on the violations, recommending censure to the full Council to consider in a public meeting, or if the offense is habitual, removal from City Council.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council decision.

City Council Member Statement

As a member of the Riverside City Council, I agree to uphold the Code of Ethics for elected and appointed officials adopted by the City and to conduct myself using the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions
- Help create an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others
- Respect the dignity and privacy of individuals and organizations
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit
- Avoid and discourage conduct, which is divisive or harmful to the best interests of the City of Riverside.
- Treat all people with whom I come in contact in the way I wish to be treated

I affirm that I have read and understood the City of Riverside Code of Ethics.

_____ _____
Signature Date

_____
Printed Name

RESOLUTION #06202016-06

RESOLUTION APPROVING THE INVESTMENT POLICY FOR THE CITY OF RIVERSIDE, IOWA

Whereas, the City of Riverside City at the recommendation of the Iowa State Auditor's Office, approved this "Investment Policy" for the City of Riverside, Iowa.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Investment Policy.

It was moved by Councilperson _____ seconded by Councilperson _____ to adopt the foregoing resolution.

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 20th day of June, 2016.

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk

CITY OF RIVERSIDE, IOWA
INVESTMENT POLICY

SECTION 1. SCOPE OF INVESTMENT POLICY

The Investment Policy of the ***City of Riverside*** shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the ***City of Riverside***. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this Investment Policy, but also be consistent with any applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code Chapter 12B.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The governing body or officer of the ***City of Riverside*** to which the Investment Policy applies.
2. All depository institutions or fiduciaries for public funds of the ***City of Riverside***.
3. The auditor engaged to audit any fund of the ***City of Riverside.***
4. The State Auditor.

In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of the ***City of Riverside***.

SECTION 2. DELEGATION OF AUTHORITY

In accordance with Iowa Code Section 12B.10(1), the responsibility for conducting investment transactions resides with the Treasurer of the ***City of Riverside***. Only the Treasurer and those authorized by resolution may invest public funds and a copy of any empowering resolution shall be attached to this Investment Policy.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the ***City of Riverside***, shall require the outside person to notify the ***City of Riverside*** in writing, within thirty (30) days of receipt of all communication from the Auditor of the outside person or any regulatory authority, of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the ***City of Riverside*** by the outside person.

The records of investment transactions made by or on behalf of the ***City of Riverside*** are public records and are the property of the ***City of Riverside*** whether in the custody of the ***City of Riverside*** or in the custody of a fiduciary or other third party.

The Treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the ***City of Riverside*** responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related reports on internal control structure of all outside persons performing any of the following for the ***City of Riverside***.

1. Investing public funds for the ***City of Riverside***.
2. Advising on the investment of public funds for the ***City of Riverside.***
3. Directing the deposit or investment of public funds for the ***City of Riverside***.
4. Acting in a fiduciary capacity for the ***City of Riverside***.

A Bank, Savings and Loan Association or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

The Treasurer of and all employees authorized to place investments shall be bonded in the amount of $100,000.00.

SECTION 3. OBJECTIVES OF INVESTMENT POLICY

The primary objectives, in order of priority, of all investment activities involving the financial assets of the ***City of Riverside*** shall be the following:

1. **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective.

2. **Liquidity:** Maintaining the necessary liquidity to match expected liabilities is the second investment objective.

3. **Return:** Obtaining a reasonable return is the third investment objective.

SECTION 4. PRUDENCE

The Treasurer of the ***City of Riverside***, when investing or depositing public funds shall exercise the care, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 3 investment objectives. This standard requires that when making investment decisions, the Treasurer shall consider the role that the investment or deposit plays within the portfolio of the ***City of Riverside*** assets of and the investment objectives stated in Section 3.

When investing assets of the ***City of Riverside*** for a period longer than three (3) years, the Treasurer shall request competitive investment proposals for comparable credit and term investments from a minimum of three (3) investment providers.

SECTION 5. INSTRUMENTS ELIGIBLE FOR INVESTMENT

Assets of the ***City of Riverside*** may be invested in the following:

- Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the governing body of the ***City of Riverside***. Deposits in any financial institution shall not exceed the amount approved by the governing body of the ***City of Riverside***.

- Obligations of the United States government, its agencies and instrumentalities.

- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Iowa Code Chapter 12C.

- Iowa Public Agency Investment Trust ("IPAIT").

- Prime bankers' acceptances that mature within 270 days of purchase and that are eligible for purchase by a federal reserve bank.

- Commercial paper or other short-term corporate debt that matures within 270 days of purchase and is rated within the two highest classifications, as established by at least one of the standard rating services approved by the Superintendent of Banking.

- Repurchase agreements, provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and takes delivery of the collateral either directly or through an authorized custodian.

- An open-end management investment company registered with the Securities & Exchange Commission under the federal Investment Company Act of 1940, 15 U.S.C. Section 80(a) and operated in accordance with 17 C.F.R. Section 270.2a-7, whose portfolio investments are limited to those instruments individually authorized in this Section 5 of this Investment Policy.

- Warrants or improvement certificates of a levee or drainage district.

All instruments eligible for investment are further governed by all other provisions of this Investment Policy, including Section 7, Investment Maturity Limitations and Section 8, Diversification Requirements.

SECTION 6. PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

Assets of the ***City of Riverside*** shall not be invested in the following:

1. Reverse repurchase agreements.

2. Futures and options contracts.

Assets of the ***City of Riverside*** shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.

2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.

If a fiduciary or other third party with custody of public investment transaction records of the ***City of Riverside*** fails to produce requested records when requested by the ***City of Riverside*** within a reasonable time, the ***City of Riverside*** shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

SECTION 7. INVESTMENT MATURITY LIMITATIONS

Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen (15) months of receipt.

All investments authorized in Section 5 are further subject to the following investment maturity limitations:

1. Operating Funds may only be invested in instruments authorized in Section 5 of this Investment Policy that mature within three hundred ninety-seven (397) days.

2. The Treasurer may invest funds of the ***City of Riverside*** that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of the ***City of Riverside*** shall have maturities that are consistent with the needs and use of the ***City of Riverside***.

SECTION 8. DIVERSIFICATION

Investments of the ***City of Riverside*** are subject to the following diversification requirements:

Prime bankers' acceptances:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the ***City of Riverside*** shall be invested in prime bankers' acceptances; and

2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the ***City of Riverside*** shall be invested in the securities of a single issuer.

Commercial paper or other short-term corporate debt:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the ***City of Riverside*** shall be in commercial paper or other short-term corporate debt; and

2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the ***City of Riverside*** shall be invested in the securities of a single issuer; and

3. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification.

Where possible, it is the policy of the ***City of Riverside*** to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from overconcentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.

2. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.

3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on Instruments with maturities approaching one year shall not be greater than coupon interest and Investment Income received from the balance of the portfolio.

SECTION 9. SAFEKEEPING AND CUSTODY

All invested assets of the ***City of Riverside*** involving the use of a public funds' custodial agreement, as defined in Iowa Code Section 12B.10C, shall comply with all rules adopted pursuant to Iowa Code Section 12B.10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.

All invested assets of the ***City of Riverside*** eligible for physical delivery shall be secured by having them held at a third party custodian. All purchased investments shall be held pursuant to a written third party custodial agreement requiring delivery versus payment and compliance with all rules set out in this Section 9.

SECTION 10. ETHICS AND CONFLICT OF INTEREST (POLICY CONSIDERATION)

The Treasurer and all officers and employees of the ***City of Riverside*** involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Any personal investments or loans in excess of $50,000 in or with any entity that the ***City of Riverside*** has declared as a depository or with which the ***City of Riverside*** regularly conducts investment business shall be disclosed in writing to the governing board of the ***City of Riverside***.

SECTION 11. REPORTING

The Treasurer shall submit the ***City of Riverside*** an investment report that summarizes recent market conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations.

SECTION 12. INVESTMENT POLICY REVIEW AND AMENDMENT

This Investment Policy shall be reviewed every three (3) years or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1.

Adoption of the Investment Policy for the ***City of Riverside*** passed and approved this 20th day of June, 2016.

Signed: _____
Allen Schneider, Mayor

Attest: _____
Lory Young, City Clerk

Lory Young

From: Julie Van Zante <jkvanzante@hotmail.com>
Sent: Monday, May 23, 2016 6:38 AM
To: Lory Young
Cc: jvanzante@southslope.net
Subject: House Items to Purchase

Lory,

We would like to purchase the boiler system and cast iron radiators @ 81 S. Pioneer Street. We would also like to have the sub panel and wiring which controls the bedrooms. This will not affect the main breaker panel to the house. The sub panel is located under the steps on the main level. We would like to pay a total of $300.00 for these items.

Please let us know your thoughts.

Julie Van Zante
Joel Van Zante

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2016.0.7598 / Virus Database: 4568/12282 - Release Date: 05/23/16

CITY OF RIVERSIDE, IOWA

MAYOR & COUNCIL WORK SESSION
MAY 18, 2016

SUMMARY OF CONSULTANT'S RECOMMENDATIONS

1. **City Administrator Position**
   A. Make a decision regarding the need for the position
   B. Revise the City Code, as needed
   C. Revise job descriptions, as needed
   D. Re-assign the duties of the city administrator

2. **Contract with Peoples Service**
   A. Clearly define the City's expectations with an RFP
   B. Conduct a pro & con analysis
   C. Prepare a cost analysis
   D. Discuss with the City Employees
   E. Prepare an implementation plan

3. **Consider and Address Employee Concerns**
   A. Schedule a work session with all employees to discuss concerns
   B. Make decisions on best ways to resolve issues and concerns

4. **Chain of Command and City Employee Supervision**
   A. Implement work order form
   B. Daily "check in" at City Hall by all City employees
   C. Schedule Mayor & City Employees weekly update meetings for all employees
   D. Schedule monthly City Council Work Session to review City Employee work plans and project updates

5. **Personnel and Employee Documents**
   A. Finish the review and updating of employee job descriptions
   B. Approve job descriptions by Council resolution
   C. Review Employee Handbook and revise, as needed
   D. Review Employee Handbook with the City Employees
   E. Prepare an employee performance evaluation form

6. **City Employee Performance Evaluation Process**
   A. Adopt an employee evaluation form and process
   B. Schedule annual employee evaluation in April of each year for all employees
   C. Prepare "Request for Closed Session" form for employees to sign.

7. **City Employee Salary & Wage Review**
   A. Conduct a salary & wage analysis or survey
   B. Determine an acceptable wage scale for each position
   C. Implement wage adjustments, as needed.
   D. Consider an annual review of employee wages

8. **City Council Committee Structure**
   A. Request a written city attorney opinion on whether Committee meetings are subject to the State Open Meetings Law.
   B. Clearly define the purpose and role of each Council Committee.
   C. Use City Council Work Sessions for major issues and projects.

9. **City Council Meetings**
   A. Review and adopt a protocol for public comments
   B. Set a Wednesday deadline for agenda items
   C. Deliver the Council packets on Thursday
   D. Request additional information from city staff on specific items on Friday
   E. Develop a "briefing paper" format for new business items on the agenda.

10. **City Code of Ordinances Updates**
    A. Contrast with ECICOG on the update of the City Code
    B. Delete requirements or regulations that will not be enforced
    C. Determine who will be responsible for the enforcement of the sections of the City Code and the procedure that will be followed

11. **Miscellaneous Council Actions**
    A. Review, refine, and adopt the Mayor & City Council Code of Conduct
    B. Schedule a Mayor & City Council Goal Setting Session
    C. Develop an "Action Plan" for all capital projects and significant projects included in the City Budget (Cresco Example)

Prepared by:
Patrick Callahan
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563-599-3708
Callahan.cmc@gmail.com