CITY OF RIVERSIDE COUNCIL TENTATIVE AGENDA

RIVERSIDE CITY HALL COUNCIL CHAMBERS

60 N GREENE STREET

Monday, September 19th, 2016 at 6:30 p.m.

6:30 PM – Regular City Council Meeting

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.

CALL MEETING TO ORDER: Mayor Pro Tem Schnoebelen

- Pledge of Allegiance
- Roll Call

APPROVAL OF AGENDA:

1. Approve Consent Agenda

1. a) Minutes from 09-06-16
1. b) Minutes from 09-13-16
1. c) Expenditures 09-19-16

2. Committee Reports:

3. Citizens Comments:

This time is for items NOT on the agenda. Please notify the City Clerk if you wish to comment on an agenda item and you will be recognized when that item comes up. When citizens are recognized to speak, please approach the podium, spell your first and last name before proceeding. Citizens should refrain from addressing individual Council Members and should not expect a response to any questions. Time is limited to 3 minutes.

4. Resolution #09192016-01 "Resolution to approve donation to B & B Fundraiser"

5. PUBLIC HEARING – 6:45 PM

Accepting new Zoning Ordinance

- Oral or Written Comments
- Close Public Hearing

6. Resolution #09192016-02 "Resolution to accept new Zoning Ordinance"

- **Waive 2nd & 3rd Readings**

7. **PUBLIC HEARING – 6:55 PM**
   Sale of property to east of Bud's Custom Meats to Doug Havel
   - Oral or Written Comments
   - Close Public Hearing

8. **Resolution #09192016-03 "Resolution to approve sale of property to Doug Havel"**

9. **Paul Gruefe – HR Report (Motion for action, if needed)**

10. **MMS Consultants Update: Some items may need action**
    - Cherry Lane Subdivision
    - Casey's Sanitary Sewer
    - Huffman's Water Issue – 141 Hickory Street
    - Ron Meyer Property
    - McGuire's Water Issue – 241 E 4th Street
    - Municipal Management Corp – Leak Detection Proposal
    - Ella Street Project

11. **Resolution #09192016-04 "WCRF Grant Application – Riverside Ball Association"**

12. **Employee Evaluation Process**
    *** Closed Session upon Employee Request pursuant to Iowa Code Sec. 21.5(1)(i)**

13. **Motion to proceed as discussed in Closed Session**

14. **City Clerk Comments**

15. **City Council Comments & Requests for Information**

16. **Adjourn Council Meeting**

Approved: _____ Date: _____
Ralph Schnoebelen, Mayor Pro Tem

RIVERSIDE CITY COUNCIL MEETING; SEPTEMBER 6, 2016

The Riverside City Council meeting opened at 6:32 pm in City Hall with Mayor Pro Tem Schnoebelen requesting roll call. Council members present were: Ralph Schnoebelen, Jeanine Redlinger, Bob Schneider Jr., and Tom Sexton. Rob Weber was absent.

Motion by Sexton to approve agenda. Second by Redlinger, passed 4-0.

Motion by Schneider to approve consent agenda, minutes, and expenditures. Second by Sexton, passed 4-0.

Citizens Comments; Phil Richman invited Council to Star Trek Stamp Reveal at the Post Office on Saturday morning from 9-11 am. Richman requested closing of Greene Street from Hwy 22 to 1st Street. Schneider moved to close the street from 8:30 – 11:30 am. Second by Redlinger, passed 4-0. Mike O'Leary addressed Council on Labor Day and thanked our City Employees for all the work they do to keep the city running. Sandie Ubben advised council of the Community Fundraiser for B&B Auto on October 29th at the VFW. They are planning a meal, auction, games, and fireworks. City will post in next water bill and on marquee sign.

Weber arrived at 6:40 pm.

Property complaints at 202 Schnoebelen; Schnoebelen met with homeowners. Everything was cleaned up over the week-end. Ron and Becky Meyer were in attendance, voicing concerns of trees, and if road is city street, or private drive. Clerk will check with county for verification.

Schnoebelen opened Public Hearing for sale of Cherry Lane Lots 1, 15, and 16 at 6:50 pm. There were no written or oral comments. Schnoebelen closed Public Hearing at 6:54 pm, returning to open meeting. Sexton requested that homeowners be e-mailed with progress on Cherry Lane.

Schneider moved to pass Resolution #09062016-03, Sell Cherry Lane Lot #1 to Kevin and Maria Meller for $45,000. Second by Redlinger, passed 5-0.

Schneider moved to pass Resolution # 09062016-04, Sell Cherry Lane Lots #15 & #16 to TWRVR for $70,000. Second by Sexton, passed 5-0.

Redlinger moved to pass Resolution #09062016-01, Approving the Street Finance Report. Second by Schneider, passed 5-0.

Schneider moved pass Resolution #09062016-02, Set the date for a Public Hearing – Planning and Zoning Ordinance on September 19th, 2016 at 6:45 pm. Second by Sexton, passed 5-0.

MMS Consultants, Glen Meisner and Scott Pottorff addressed council on City projects. Discussion held on Ella Street changes. Meisner proposed that MMS would incur the cost of Blackberry and electric pole changes, and that the City would be responsible for the ADA exemption changes. Schneider moved to proceed with Ella Street project, splitting addition cost 50/50 with MMS. Second by Redlinger, passed 4-1. Weber opposed.

Schneider moved to hire MMS to do locates until PeopleService starts working for the City. Second by Weber, passed 5-0.

Sexton moved to pass Resolution #09062016-05, Set date for Public Hearing to sell property to Doug Havel on September 19, 2016 at 6:55 pm. Second by Schneider, passed 5-0.

Sexton moved to pass Resolution #09062016-06, Pay Request #5 to Cornerstone Excavating for $256,775.65. Second by Schneider, passed 5-0.

Ron Popham manhole issue discussed. MMS will get cost estimates on repair options for next meeting.

Schneider moved to get Casey's credit card for mower gas purchases. Second by Redlinger, passed 4-1, Sexton opposed.

PeopleService, Inc. update; Employee has been hired. They are looking for housing, and will start at the end of September. PeopleService, Inc. contract will be signed for a start date of October 1, 2016.

Sexton moved to adjourn meeting at 9:22 pm. Second by Redlinger, passed 5-0.

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

NEXT CITY COUNCIL MEETING – Monday, September 19, 2016 at 6:30 pm.

ATTEST:

Lory Young: City Clerk

Ralph Schnoebelen; Mayor Pro Tem

RIVERSIDE SPECIAL CITY COUNCIL MEETING; SEPTEMBER 13TH, 2016

The Special Riverside Council meeting opened at 6:30 pm on Ella Street with Mayor Pro Tem Schnoebelen requesting roll call. Council members present were: Ralph Schnoebelen, Tom Sexton, Rob Weber, Bob Schneider Jr. and Jeanine Redlinger.

Council held a lengthy discussion of the condition of project at 311 N. Ella.

Schneider moved to lower the drive at 311 N. Ella 6" with MMS working out the Engineering details. Second by Weber, passed 5-0.

Discussion held on the water flow on the north east corner of Ella on St.Mary's Street. Schneider moved to extend the curb and gutter to the east, move the ditch drain over and install storm drain to the inlet. Second by Redlinger, passed 5-0. Geyers gave City permission to remove, or replace Evergreen tree.

Council discussed the slope of sidewalk at 311 N. Ella. Schneider moved to raise the sidewalk to a level elevation starting 8' from crosswalk through 4 sections running north. Second by Redlinger, passed 5-0.

Council looked at and discussed drive at 421 N. Ella. No action was taken.

Glen Meisner, MMS Consultants, stated that if the Council feels that MMS has done anything in error for the 3 above items, please submit their claims in writing.

Redlinger moved to adjourn at 7:50 pm. Second by Weber, passed 5-0.

NEXT COUNCIL MEETING --Monday, September 19 , 2016 at 6:30 pm.

ATTEST:

Lory Young: City Clerk

Ralph Schnoebelen; Mayor Pro Tem

EXPENDITURES 9/19/16				
COUNCIL MEETING				
	UNPAID BILLS			
ARAMARK	CITY HALL	001-5-650-6310	$ 562.56	
ARAMARK	SHOP	001-5-210-6372	$ 249.68	
ARAMARK	WATER	600-5-810-6181	$ 110.63	
ARAMARK	SEWER	610-5-815-6181	$ 110.63	
ARAMARK	STREETS	001-5-210-6181	$ 148.68	
ARAMARK	PARKS	001-5-430-6181	$ 148.68	$ 1,330.86
BOUND TREE	FIRST RESPONDERS	001-5-160-6490	$ 148.99	
BROWN SUPPLY	MANHOLE	610-5-815-6374	$ 265.00	
ECICOG	ZONING	001-5-650-6499	$ 1,660.00	
ELDER SERVICES	CITY CONTRIBUTION	001-5-460-6150	$ 500.00	
ELDER SERVICES	CITIZENS PAID	001-5-460-6160	$ 577.50	$ 1,077.50
INTERSTATE POWER	FS GENERATOR REPAIR	001-5-150-6312	$ 686.11	
IOWA ONE CALL	LOCATES	600-5-810-6507	$ 10.80	
IOWA ONE CALL	LOCATES	610-5-815-6507	$ 10.80	$ 21.60
IOWA STATE UNI.	FIRE TRAINING	001-5-150-6354	$ 50.00	
JOHNSON COUNTY REFUSE	AUGUST SERVICE	670-5-840-6499	$ 1,719.50	
KALONA AUTO	PARKS	001-5-430-6504	$ 30.10	
KALONIAL TREE SERVICE	LIMB PICK-UP - JULY	001-5-510-6320	$ 1,125.00	
KALONIAL TREE SERVICE	TREE REMOVAL	001-5-510-6495	$ 3,480.00	$ 4,605.00
LAROCHE, BECKY	MILEAGE	001-5-650-6240	$ 21.06	
MMS CONSULTANTS	GENERAL ENGINEERING WATER	600-5-810-6407	$ 434.86	
MMS CONSULTANTS	ELLA STREET	301-5-750-6782	$ 2,100.00	
MMS CONSULTANTS	CHERRY LANE	301-5-750-6772	$ 785.00	
MMS CONSULTANTS	CASEY'S SEWER	301-5-750-6787	$ 128.25	
MMS CONSULTANTS	PIONEER STORM SEWER	301-5-750-6783	$ 2,154.25	
MMS CONSULTANTS	HWY 22	301-5-750-6785	$ 536.00	
MMS CONSULTANTS	TOPO SURVEY	301-5-750-6781	$ 6,741.92	$ 12,880.28
REC	SIGN	001-5-430-6371	$ (726.66)	
REC	SEWER EXPENSE	610-5-815-6371	$ 3,980.46	
REC	SHOP	001-5-210-6371	$ 25.98	
REC	WATER PLANT	600-5-810-6371	$ 2,456.34	
REC	CASINO LIFT	610-5-815-6371	$ 168.76	
REC	TRAFIC LIGHT	001-5-230-6371	$ 139.98	$ 6,044.86
REDIGER TIRES	PARKS	001-5-430-6504	$ 96.16	
RIVERSIDE GRAIN	GRASS SEED	001-5-430-6320	$ 57.43	
RIVERSIDE TRAVEL MART	FIRE TRUCK FUEL	001-5-150-6350	$ 202.08	
SANDRY FIRE SUPPLY	STOCK GEAR	001-5-150-6356	$ 745.46	
SCHNOEBELEN INC	EVER RIDE REPAIR	001-5-430-6504	$ 292.85	
STANDARD PEST CONTROL	SERVICE - SEPT	001-5-650-6310	$ 40.00	
STATE HYGIENIC LAB	PWS TESTING	600-5-810-6490	$ 12.50	
STATE HYGIENIC LAB	REF TESTING	610-5-815-6490	$ 1,355.50	$ 1,368.00
TERRACON	COMPRESSIVE STRENGTH TESTING	301-5-750-6782	$ 571.50	
THREE CHICKS PUB.	PUBLICATIONS	001-5-650-6402	$ 60.86	
UPS	SHIPPING	600-5-810-6510	$ 61.09	
VISA	USTREAM	001-5-650-6497	$ 99.00	
VISA	CLEAN SUPPLY	001-5-650-6310	$ 26.49	
VISA	CONFERENCE	001-5-650-6240	$ 290.68	
VISA	PARKS	001-5-430-6504	$ 50.84	
VISA	TRUCK SEATS	001-5-210-6331	$ 46.43	$ 513.44
WASHINGTON PEST	FIRE STATION	001-5-150-6310	$ 75.00	
WINDSTREAM	SEWER	610-5-815-6373	$ 214.38	
WINDSTREAM	WATER	600-5-810-6373	$ 209.95	
WINDSTREAM	SHOP	001-5-210-6373	$ 143.77	$ 568.10
YAHNKE, NATE	MOWING	001-5-430-6320	$ 90.00	
YOTTY	PARKS	001-5-430-6325	$ 14.98	
YOUNG, LORY	MILEAGE	001-5-650-6240	$ 33.84	
	TOTAL UNPAID BILLS		$ 35,331.65	
	PAID BILLS			
IPERS	CONTRIBUTIONS - 2016 AUG		$ 2,765.59	
IOWA DEPT OF REVENUE	IOWA WITHHOLDINGS - 2016 AUG		$ 908.00	
IOWA DEPT OF REVENUE	IOWA SALES TAX - 2016 AUG		$ 3,664.14	
PAYROLL	PAYCHECKS - 2016 AUG		$ 14,074.92	
IRS	941 TAX DEPOSIT - 2016 AUG		$ 5,026.29	
STEVE FLAKE	8/17-8/31/16 WATER-SEWER PLANT		$ 3,562.50	
PJ GREUFE	HR AUDIT	001-5-650-6499	$ 2,790.00	
	TOTAL PAID BILLS		$ 32,791.44	
	TOTAL EXPENDITURES		$ 68,123.09	

Vw AP

AUGUST 2016 REVENUES & EXPENSES:		REVENUES	EXPENSES	
GENERAL FUND		$ 6,876.26	$ 38,538.79	
ROAD USE TAX FUND		$ 13,579.96	$ 203.40	
LOCAL OPTION SALES TAX		$ 8,531.05	$ -	
CASINO REVENUE RUND		$ 52,083.82	$ 10,560.00	
CAPITAL PROJECTS FUND		$ -	$ 109,187.50	
WATER FUND		$ 37,022.17	$ 14,953.61	
SEWER FUND		$ 33,477.54	$ 9,243.07	
GARBAGE/LANDFILL FUND		$ 1,995.55	$ 1,719.50	
STORM WATER FUND		$ 1,537.57	$ -	
TOTAL		$ 155,103.92	$ 184,405.87	

PACKET: 02849 EXPENDITURES 9-19-16 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
		600-5-810-6373	TELEPHONE	209.95	3,500	2,741.45		255,054	219,153.72	
		600-5-810-6407	ENGINEERING EXPENSE	434.86	3,000	2,565.14		255,054	218,928.81	
		600-5-810-6490	WATER SAMPLE TESTING	12.50	8,750	8,484.50		255,054	219,351.17	
		600-5-810-6507	OPERATING EXPENSES & SUP	10.80	3,000	2,464.89		255,054	219,352.87	
		600-5-810-6510	UPS - WATER	61.09	500	308.27		255,054	219,302.58	
		610-2020	ACCOUNTS PAYABLE	6,105.53-*						
		610-5-815-6181	UNIFORMS	110.63	1,000	702.30		236,670	207,956.63	
		610-5-815-6371	ELECTRIC & GAS	4,149.22	58,000	47,154.61		236,670	203,918.04	
		610-5-815-6373	TELEPHONE	214.38	3,500	2,800.46		236,670	207,852.88	
		610-5-815-6374	SEWER EXPENSE	265.00	15,000	14,735.00		236,670	207,802.26	
		610-5-815-6490	SAMPLE TESTING - HYGENIC	1,355.50	8,750	4,410.00		236,670	206,711.76	
		610-5-815-6507	OPERATING EXPENSES	10.80	5,000	4,667.90		236,670	208,056.46	
		670-2020	ACCOUNTS PAYABLE	1,719.50-*						
		670-5-840-6499	JOHNSON CO REFUGE	1,719.50	22,500	17,341.50		23,700	18,541.50	
		999-1330	DUE FROM OTHER FUNDS	35,331.65 *						
			** 2016-2017 YEAR TOTALS	35,331.65						

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TOTAL ERRORS: 0 TOTAL WARNINGS: 0

** END OF REPORT **

CITY OF RIVERSIDE

MTD TREASURERS REPORT

AS OF: AUGUST 31ST, 2016

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	1,613,113.02	6,876.26	38,538.79	1,581,450.49	238.37	(921.10)	1,580,291.02
110-ROAD USE TAX	340,311.88	13,579.96	203.40	353,688.44	0.00	0.00	353,688.44
121-LOCAL OPTION SALES TAX	241,941.63	8,531.05	0.00	250,472.68	0.00	0.00	250,472.68
125-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
145-CASINO REVENUE FUND	979,396.67	52,083.82	10,560.00	1,020,920.49	0.00	0.00	1,020,920.49
200-DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-CAPITAL PROJECTS	421,470.91	0.00	109,187.50	312,283.41	0.00	0.00	312,283.41
600-WATER FUND	694,510.29	37,022.17	14,953.61	716,578.85	0.00	(2,123.97)	714,454.88
610-SEWER FUND	141,660.01	33,477.54	9,243.07	165,894.48	0.00	(797.82)	165,096.66
670-LANDFILL/GARBAGE	5,902.91	1,995.55	1,719.50	6,178.96	0.00	0.00	6,178.96
680-STORM WATER	17,712.12	1,537.57	0.00	19,249.69	0.00	0.00	19,249.69
GRAND TOTAL	4,456,019.44	155,103.92	184,405.87	4,426,717.49	238.37	(3,842.89)	4,422,636.23

*** END OF REPORT ***

CITY OF RIVERSIDE
POOLED CASH REPORT (FUND 999)
AS OF: AUGUST 31ST, 2016

FUND ACCOUNT# ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
CLAIM ON CASH			
001-1110 CHECKING ACCT-GENERAL FUND	1,613,113.02	(32,822.00)	1,580,291.02
110-1110 CHECKING ACCT-ROAD USE TAX	340,311.88	13,376.56	353,688.44
121-1110 CHECKING ACCT-LOST	241,941.63	8,531.05	250,472.68
125-1110 CHECKING ACCT-TIF	0.00	0.00	0.00
145-1110 CHECKING ACCT-CASINO REVENUE	979,396.67	41,523.82	1,020,920.49
200-1110 CHECKING ACCT-DEBT SERVICE	0.00	0.00	0.00
301-1110 CHECKING ACCT-CAP PROJECTS	421,470.91	(109,187.50)	312,283.41
600-1110 CHECKING ACCT-WATER	694,510.29	19,944.59	714,454.88
610-1110 CHECKING ACCT-SEWER	141,660.01	23,436.65	165,096.66
670-1110 CHECKING ACCT-GARBAGE	5,902.91	276.05	6,178.96
680-1110 CHECKING ACCT-STORM WATER	17,712.12	1,537.57	19,249.69
TOTAL CLAIM ON CASH	4,456,019.44	(33,383.21)	4,422,636.23
CASH IN BANK - POOLED CASH			
999-1110 CASH IN BANK	1,282,072.48	(45,004.51)	1,237,067.97
999-1112 PEOPLES BANK MONEY MARKET	2,073,156.30	1,496.65	2,074,652.95
999-1114 HILLS BANK	552,653.93	8,515.84	561,169.77
999-1115 CB FUND	15,189.62	10.97	15,200.59
999-1116 COMMUNITY BUILDING CD #18936	271,358.97	0.00	271,358.97
999-1117 COMMUNITY BUILDING CD#18975	261,588.14	1,597.84	263,185.98
SUBTOTAL CASH IN BANK - POOLED CASH	4,456,019.44	(33,383.21)	4,422,636.23
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	4,456,019.44	(33,383.21)	4,422,636.23
DUE TO OTHER FUNDS - POOLED CASH			
999-2100 DUE TO OTHER FUNDS	4,456,019.44	(33,383.21)	4,422,636.23
TOTAL DUE TO OTHER FUNDS	4,456,019.44	(33,383.21)	4,422,636.23

POOLED CASH REPORT (FUND 999)

AS OF: AUGUST 31ST, 2016

FUND ACCOUNT# ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
DUE TO POOLED CASH			
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
DUE FROM OTHER FUNDS			
999-1330 DUE FROM OTHER FUNDS	0.00	0.00	0.00
TOTAL DUE FROM OTHER FUNDS	0.00	0.00	0.00
ACCOUNTS PAYABLE - POOLED CASH			
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	4,422,636.23	CLAIM ON CASH	4,422,636.23	CASH IN BANK	4,422,636.23
CASH IN BANK	4,422,636.23	DUE TO OTHER FUNDS	4,422,636.23	DUE TO OTHER FUNDS	4,422,636.23
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 ***

RESOLUTION #09192016-01

RESOLUTION APPROVING A DONATION FROM CASINO FUNDS TO THE B & B AUTOMOTIVE FUND RAISER

Whereas, the City of Riverside City Council would like to make a donation from Casino Funds to the B & B automotive Fund Raise for Brandon and Sean who were in an explosion at the shop in the amount of $_____.

Therefore, be it resolved the City of Riverside City Council does hereby approve the donation of $_____ to assist the local business of B & B Automotive.

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 19th day of September, 2016.

Signed: _____

Ralph Schnoebelen, Mayor Pro Tem

Attest: _____

Lory Young, City Clerk

TOURNAMENT Euchre ©TM

Saturday October, 29th

COMMUNITY FUNDRAISER

Brandon & Sean

VFW Riverside

12:00pm
Euchre/Bags Tournament
Casino Games
4:00pm
Live Auction
8:00pm
Live Band

50/50 Raffle
Food & Drinks for purchase
Fireworks (weather permitting)

Tournament Pre-registration
Contact Sandie Ubben at 319-939-6965 or Trish Walsh 319-330-4941
Limited # of teams for euchre and bags

All donations accepted and appreciated

RESOLUTION #09192016-02

RESOLUTION ACCEPTING THE NEW ZONING ORDINANCE FOR THE CITY OF RIVERSIDE IOWA

Whereas, the City Council of the City of Riverside, Iowa held a public hearing for the purpose of receiving input and suggestions from the general public concerning the City's Zoning Ordinance Update. A zoning ordinance is intended to provide reasonable rules and regulations for the development of a community to protect the health, safety and welfare of the general public. The Public Hearing was held during the City Council meeting on Monday, September 19, 2016, at 6:45 p.m., at City Hall.

Therefore, be it resolved the City of Riverside City Council does hereby adopt the new Zoning Ordinance for the City of Riverside, Iowa.

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 19th day of September, 2016.

Signed: _____

Ralph Schnoebelen, Mayor Pro Tem

Attest: _____

Lory Young, City Clerk

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

The City Council of the City of Riverside, Iowa will hold a public hearing for the purpose of receiving input and suggestions from the general public concerning the City's Zoning Ordinance Update. A zoning ordinance is intended to provide reasonable rules and regulations for the development of a community to protect the health, safety and welfare of the general public. The Public Hearing will be held during the City Council meeting on Monday, September 19, 2016, at 6:45 p.m., at City Hall.

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

The ordinance is available for public review at the City Clerk's office. For more information concerning this public hearing, please contact
Chad Sands at (319) 365-9941, ext. 127.

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

RESOLUTION #09192016-03

RESOLUTION APPROVING THE SALE OF PROPERTY EAST OF BUD'S CUSTOM MEATS TO DOUG HAVEL

Whereas, the City Council of the City of Riverside, Iowa held a public hearing for the purpose of receiving input from the general public concerning the sale of property east of Bud's Custom Meats to Doug Havel for the purpose of installing solar panels. The property being sold is 16,433 square feet at $2.27 per square foot for a total of $37,302.91. The Public Hearing was held during the City Council meeting on Monday, September 19, 2016, at 6:55 p.m., at City Hall.

Therefore, be it resolved the City of Riverside City Council does hereby approve the sale of property to Doug Havel in the amount of $37,302.91.

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 19th day of September, 2016.

Signed: _____

Ralph Schnoebelen, Mayor Pro Tem

Attest: _____

Lory Young, City Clerk

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

The City Council of the City of Riverside, Iowa will hold a public hearing for the purpose of selling property located to the east of Bud's Custom Meat to Doug Havel to install solar panels. The Public Hearing will be held during the City Council meeting on Monday, September 19, 2016, at 6:55 p.m., at City Hall.

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

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

Lory Young

From: Glen Meisner <G.meisner@mmsconsultants.net>
Sent: Thursday, September 15, 2016 2:31 PM
To: 'Lory Young'
Subject: RE: Havel

The area is 16,433 square feet. 16,433 sf x $2.27 = $37,302.91
Glen

This is the Dollars after the Survey was Done.

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

Glen Meisner, P.L.S. & P.E.
Partner
Office: (319) 351-8282
Mobile: (319) 631-2705
G.meisner@mmsconsultants.net
www.mmsconsultants.net

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From: Lory Young [mailto:lory@cityofriversideiowa.com]
Sent: Thursday, September 15, 2016 11:57 AM
To: Glen Meisner
Subject: Havel

Glen,

Can you send me an email with the exact amount that I need to put in the resolution for Doung?

Thanks,

Lory Young, IaCMC, IaCMFO
City Clerk/Finance Officer
City of Riverside (Pop. 993)
PO Box 188
City of Riverside, IA 52327
319-648-3501
lory@cityofriversideiowa.com

PLAT OF SURVEY
AUDITOR'S PARCEL "A"
TOWN OF RIVERSIDE, WASHINGTON COUNTY, IOWA

LEGAL DESCRIPTION

A PORTION OF THE SOUTHEAST ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF SECTION 9, TOWNSHIP 77 NORTH, RANGE 6 WEST OF THE 5TH PRINCIPAL MERIDIAN, TOWN OF RIVERSIDE, WASHINGTON COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

AUDITOR'S PARCEL "A"

COMMENCING AT THE NORTHEAST CORNER OF LOT 1, TENER TRIANGLE SUBDIVISION, RIVERSIDE, WASHINGTON COUNTY, IOWA, ACCORDING TO THE PLAT RECORDED IN BOOK 24, PAGE 17 IN THE RECORDS OF THE WASHINGTON COUNTY RECORDER'S OFFICE; THENCE S04°55'18"W, ALONG THE EASTERLY LINE OF SAID LOT 1, AND ITS SOUTHERLY EXTENSION, 83.38 FEET, TO THE SOUTHWEST CORNER OF A TRACT OF LAND DESCRIBED IN A WARRANTY DEED RECORDED AS INSTRUMENT #2016-0302 IN SAID RECORDER'S OFFICE AND THE POINT OF BEGINNING; THENCE N73°14'27"E, ALONG THE SOUTHERLY LINE OF SAID TRACT OF LAND, 130.65 FEET; THENCE N24°08'31"W, ALONG THE SOUTHERLY LINE OF SAID TRACT OF LAND, 30.00 FEET; THENCE N66°22'58"E, ALONG THE SOUTHERLY LINE OF SAID TRACT OF LAND, 79.45 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF IOWA STATE HIGHWAY NO. 22; THENCE N83°25'23"E, ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, 111.05 FEET; THENCE S12°06'47"E, 31.45 FEET; THENCE S65°51'29"W, 337.11 FEET, TO A POINT ON SAID SOUTHERLY EXTENSION OF THE EASTERLY LINE OF SAID LOT 1; THENCE N04°55'18"E, ALONG SAID SOUTHERLY EXTENDED LINE, 59.25 FEET TO THE POINT OF BEGINNING, CONTAINING 0.38 ACRES (16,433 SQUARE FEET) AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

LEGEND AND NOTES

- CONGRESSIONAL CORNER, FOUND
- CONGRESSIONAL CORNER, REESTABLISHED
- CONGRESSIONAL CORNER, RECORDED LOCATION
- PROPERTY CORNER(S), FOUND (as noted)
- PROPERTY CORNERS SET (5/8" Iron Pin w/ yellow, plastic LS Cap embossed with "MMS")
- CUT "X"
- PROPERTY &/or BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- RIGHT-OF-WAY LINES
- CENTER LINES
- LOT LINES, INTERNAL
- LOT LINES, PLATTED OR BY DEED
- EASEMENT LINES, WIDTH & PURPOSE NOTED
- EXISTING EASEMENT LINES, PURPOSE NOTED
- (R) RECORDED DIMENSIONS
- (M) MEASURED DIMENSIONS
- C22--1 CURVE SEGMENT NUMBER

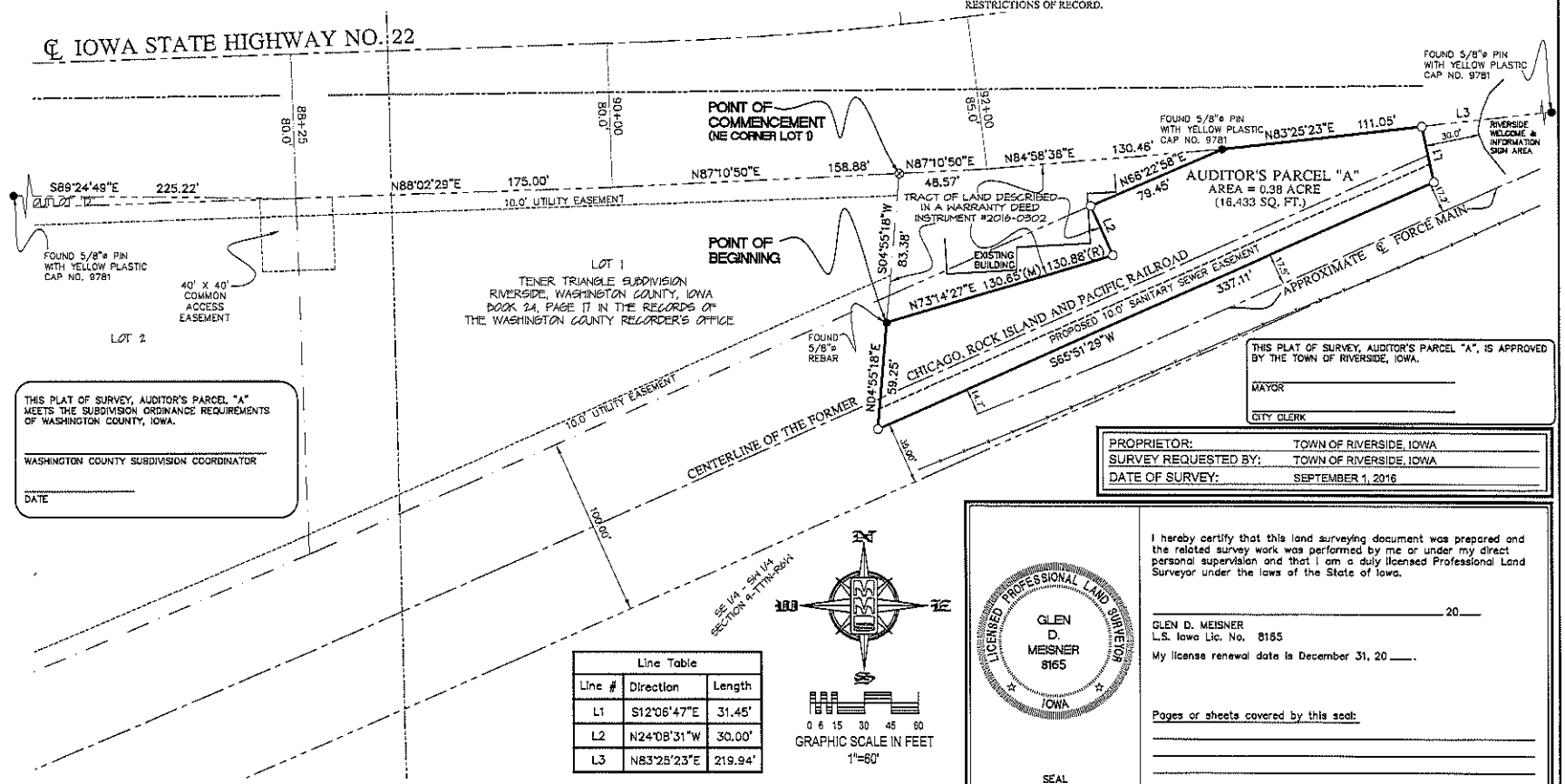
UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS

MMS

CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

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

-PREPARED BY AND RETURN TO: MMS CONSULTANTS, INC. 1917 S. GILBERT ST. IOWA CITY, IOWA 52240 (319)351-8282



THIS PLAT OF SURVEY, AUDITOR'S PARCEL "A" MEETS THE SUBDIVISION ORDINANCE REQUIREMENTS OF WASHINGTON COUNTY, IOWA.

WASHINGTON COUNTY SUBDIVISION COORDINATOR

DATE

THIS PLAT OF SURVEY, AUDITOR'S PARCEL "A", IS APPROVED BY THE TOWN OF RIVERSIDE, IOWA.

MAYOR

CITY CLERK

PROPRIETOR:	TOWN OF RIVERSIDE, IOWA
SURVEY REQUESTED BY:	TOWN OF RIVERSIDE, IOWA
DATE OF SURVEY:	SEPTEMBER 1, 2016

Line Table		
Line #	Direction	Length
L1	S12°06'47"E	31.45'
L2	N24°08'31"W	30.00'
L3	N83°25'23"E	219.94'

LICENSED PROFESSIONAL LAND SURVEYOR
GLEN D. MEISNER
8165
IOWA

SEAL

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

_____ 20____

GLEN D. MEISNER
L.S. Iowa Lic. No. 8165
My license renewal date is December 31, 20____.

Pages or sheets covered by this seal:

Date	Revision

PLAT OF SURVEY
AUDITOR'S PARCEL "A"

A PORTION OF THE SE 1/4 SW 1/4 OF SEC. 9-T77N-R6W OF THE 5TH P.M., TOWN OF RIVERSIDE WASHINGTON COUNTY, IOWA

MMS CONSULTANTS, INC.

Date: 9/8/2016	
Designed by: GDM	Field Book No: 1152
Drawn by: MAS	Scale: 1"=60'
Checked by: GDM	Sheet No: 1
Project No: IC 2245-029	of: 1

Lory Young

From: Glen Meisner <G.meisner@mmsconsultants.net>
Sent: Friday, September 02, 2016 1:20 PM
To: lory@cityofriversideiowa.com; lin@schnoebelen.net
Subject: FW: Havel - Riverside
Attachments: 2245029Exhibit.pdf; _Certification_.htm

Ralph and Lory,
Here is the preliminary survey for Doug Havel's request to purchase some of the old rail road property.
The blue is what Doug said he "wants". The pink is want he said he would "take".
I have held these proposed lines 30 feet west of the west edge of the Welcome Sign area and 35' north of the south railroad fence.
This leaves us about 15-17 ' of space north of the force main.
The two areas total 16,325 square feet of property.
16,325 SF x $2.27/ square foot equals $37,057.75.
Please feel free to comment.
Glen

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

Glen Meisner, P.L.S. & P.E.
Partner
Office: (319) 351-8282
Mobile: (319) 631-2705
G.meisner@mmsconsultants.net
www.mmsconsultants.net

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From: Lori Yoder [mailto:L.yoder@mmsconsultants.net]
Sent: Friday, September 02, 2016 1:06 PM
To: g.meisner@mmsconsultants.net
Subject: Havel - Riverside

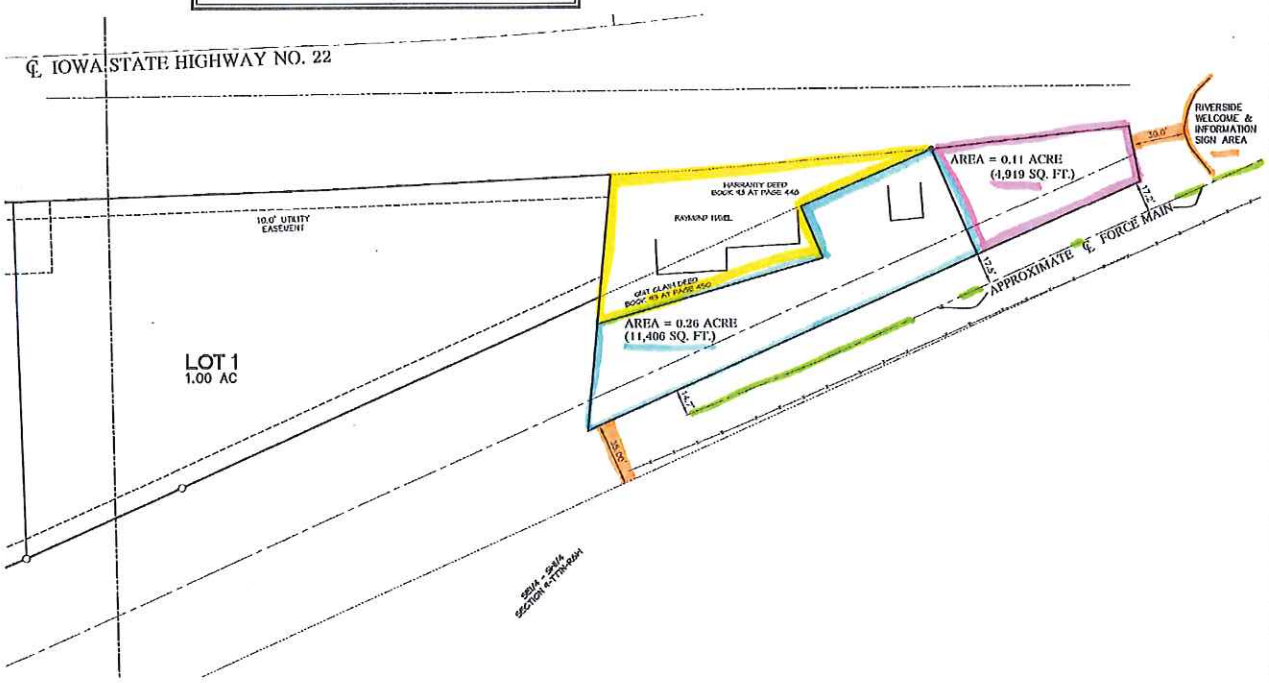
Sign up for our newsletter – We promise short, meaningful updates just six times a year.

AREA EXHIBIT
TOWN OF RIVERSIDE
WASHINGTON COUNTY, IOWA

LEGEND AND NOTES

- CONGRESSIONAL CORNER, FOUND
- CONGRESSIONAL CORNER, REESTABLISHED
- CONGRESSIONAL CORNER, RECORDED LOCATION
- PROPERTY CORNER(S), FOUND (as noted)
- PROPERTY CORNERS SET (5/8" Iron Pin w/ yellow, plastic LS Cap embossed with "MMS")
- CUT "X"
- PROPERTY &/or BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- RIGHT-OF-WAY LINES
- CENTER LINES
- LOT LINES, INTERNAL
- LOT LINES, PLATTED OR BY DEED
- EASEMENT LINES, WIDTH & PURPOSE NOTED
- EXISTING EASEMENT LINES, PURPOSE NOTED
- (R) RECORDED DIMENSIONS
- (M) MEASURED DIMENSIONS
- C22-1 CURVE SEGMENT NUMBER

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS



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Date	Revision

AREA EXHBIIT
TOWN OF RIVERSIDE

A PORTION OF THE SE 1/4 SW 1/4 OF SEC. 9-T77N-R6W OF THE 5TH P.M., TOWN OF RIVERSIDE WASHINGTON COUNTY, IOWA

MMS CONSULTANTS, INC.

Date: 9/2/2016	
Designed by: GDM	Field Book No: 1152
Drawn by: MAS	Scale: 1"=50'
Checked by: GDM	Sheet No: 1
Project No: IC 2245-029	of: 1

City of Riverside Employee Benefit Analysis

2006 – 2011

Summary of Findings

After a review of employee timecards, payroll summaries, and medical benefit and reimbursement programs, the following inaccuracies and inconsistencies were found totaling $111,395.48:

- Flexible Benefits Plan (FSA) - $54,525.03
- Unapproved Health Reimbursement Arrangement (HRA) - $26,551.39
- Sick leave paid upon employee resignation - $21,411.26
- Personal time paid in violation of accrual policy - $4,980.21
- Vacation time paid in violation of accrual policy - $3,342.43
- Overpayment of hours compared to timecards – $1,555.96

Flexible Benefits Plan (FSA) – Cafeteria Plan

In July of 2006, the Council adopted a 125 Flexible Benefits Plan (FSA) with Resolution 060506-2 allowing for pre-taxed medical benefits and dependent care expenses. It is unclear, based on the documents reviewed, as to the intent of the council regarding the administration of this plan. In my research, it appears that there was some belief was that the City of Riverside was to provide an allowance of "credits" for every employee. If the 2006 City Council intended to provide these credits for employees, I am unable to find any resolution or City of Riverside document that defines the amount of the credits on an annual basis.

Based, in part, on the State Audit findings, one interpretation was that the City intended to provide annual credits based on the City's portion of paid benefits. So as an example (using 2008 numbers):

	Total Cost Per Month	% of Cost Paid by City	Total
Family Health Insurance	$875.53	90%	$787.98
Family Dental Insurance	$110.20	90%	$99.18
Life Insurance	$4.30	100%	$4.30
		Total Credits	$891.46
		Total Credits Annually	$10,697.52

If this interpretation is accurate, then eligible employees would be able to "purchase" $10,697.52 worth of health benefits including; health, dental, life, HRA, and FSA, at no cost to the employee. By providing the same amount of credits to every eligible employee does provide equality, but doesn't appear to be to most cost effective way to administer a benefit plan.

If this calculation was what the City Council intended, the actual City of Riverside calculation is in error every year from the establishment of the program. Additionally, every error was to the benefit of City employees.

Year	Actual Benefit Eligibility Calculation	City Benefit Eligibility Calculation
2007	$7,781.70	$8,798.55
2008	$10,697.52	$11,165.12
2009	$13,034.77	$13,606.24
2010	$12,921.70	$13,487.83
2011	$13,563.43	$14,157.64
2012	$12,294.86	$12,832.54

If the clear intent of the City Council was to offer every eligible employee the same amount of credits, then I would assume every eligible employee would use this "free" money every year, but that isn't supported by the following data for a sample 4-year period.

2008

Year	Actual Benefit Eligibility Calculation	City Benefit Eligibility Calculation
2008	$10,697.52	$11,165.12

Employee	Amount "Purchased" With Credits (Paid by City)
Thomas	$10,229.55 (Insurance, FSA, HRA)
Herrig	$10,440.83 (Insurance)
Engel	$7,393.09 (Insurance, FSA, HRA)
Lenz	$5,196.36 (Insurance, FSA)

2009

Year	Actual Benefit Eligibility Calculation	City Benefit Eligibility Calculation
2009	$13,034.77	$13,606.24

Employee	Amount "Purchased" With Credits (Paid by City)
Thomas	$12,786.79 (Insurance, FSA, HRA)
Herrig	$13,011.96 (Insurance)
Engel	$9,207.76 (Insurance, FSA)
Lenz	$12,908.68 (Insurance, FSA)

2010

Year	Actual Benefit Eligibility Calculation	City Benefit Eligibility Calculation
2010	$12,921.70	$13,487.83

Employee	Amount "Purchased" With Credits (Paid by City)
Thomas	$11,257.21 (Insurance, FSA, HRA)
Herrig	$12,948.94 (Insurance)
Engel	$9,641.73 (Insurance, FSA, HRA)
Lenz	$13,041.84 (Insurance, FSA)

2011

Year	Actual Benefit Eligibility Calculation	City Benefit Eligibility Calculation
2011	$13,563.43	$14,157.64

Employee	Amount "Purchased" With Credits (Paid by City)
Thomas	$7,379.28 (Insurance, FSA, HRA)
Herrig	$11,172.69 (Insurance)
Engel	$11,795.02 (Insurance, FSA, HRA)
Lenz	$13,564.96 (Insurance, FSA)
Carter	$11,222.95 (Insurance, FSA)

Health Reimbursement Arrangement

Documentation from Drenkow, the plan provider, shows that a Health Reimbursement Arrangement (HRA) was established in January 2007. The plan was created to cover insurance premium reimbursement only. It appears this was implemented because the current FSA plan did not allow for medical premiums paid by a spouse to be reimbursed tax free, a concern presented by Tina Thomas. The HRA agreement was signed by Tina Thomas and there is no corresponding Council Resolution that references the HRA.

This benefit was used by two employees between 2007 and 2012.

- Tina Thomas - $17,900.13
- Kevin Engel - $7,680.46

Fees associated with the management of this program totaled $970.80 bringing the total of this plan to $26,551.39 which was not authorized by the council.

Sick Leave

Resolution 011603-3, dated January 16, 2006, approved an employee benefit list which states: "there is no payment for sick leave after leaving the employment of the City of Riverside".

Based on the review of payroll records between 2006 and 2011, two employees were paid for unused sick time in 2011.

	Hours	Compensation
Thomas	471.38	$ 12,548.14
Herrig	423.87	$ 8,863.12
Total	**895.25**	**$ 21,411.26**

This action appears to be in conflict with the January 2006 employee benefit list. A search of Resolutions during the time period did not produce any Resolutions associated with payment to Thomas and/or Herrig for their accrued sick leave. However, the following Resolutions were identified as an indication that the 2006 list may not have been the most current version

- Additional Handbook/Employee Benefit Resolution 121707-1 dated December 17, 2007 (no documentation of changes available).
- Resolution 08062012 dated August 6, 2012, stated that 3 existing employees (Engel, Lenz and Hembry) would be paid their current sick time at their current wage upon termination of employment.

Personal Time Accrual and Payouts

Resolution 011603-3, dated January 16, 2006, approved an employee benefit list which states: "Birthday and (8) hours of employee's choice per year may be used any time in the year if two weeks' notice is given to the mayor. (16) hours total each year"

The December 2007 version of the employee handbook states that personal time must be used in the same year it was accrued.

Between 2008 and 2011, employees continued to carry over their personal time which was in violation of the existing handbook.

	Year End Carry-Over					
	2006	**2007**	**2008**	**2009**	**2010**	**2011**
Engel	32	48	64	80	13.75	16
Lenz	16	32	48	64	77	16
Herrig	27	6.25	16	22	28	0*
Thomas	Unavail	Unavail	58.5	74.5	15	0*
Leyden	0	0	8	16	8	0

In 2010, Engel utilized a significant portion of his balance and Thomas was paid 74.5 of her hours in addition to her weekly salary. Thomas's payout was approved by Resolution 08042010-1 but the accrual

should not have been allowed to happen to that point. Total overpayment between 2010 and 2011 was $4,980.21

	Year	Hours	Paid
Engel	2010	66.25	$ 1,446.13
Lenz	2011	61	$ 960.75
Herrig	2011	28	$ 581.22
Thomas	2010	74.5	$ 1,992.11
		Total	**$ 4,980.21**

Vacation Time Accrual and Payouts

Resolution 011603-3, dated January 16, 2006, approved an employee benefit list which states: "The employee is allowed to carry over a maximum of (80) hours of vacation time each year. This must all be used in the calendar year."

During the reviewed period of 2006-2011, all full-time employees were allowed to carry over more than 80 hours.

	Year End Carry-Over					
	2006	**2007**	**2008**	**2009**	**2010**	**2011**
Engel	285.2	236.01	163.51	119.01	134.13	129.39
Lenz	3.08	17.38	56.34	77.34	61.42	93.06
Herrig	122.67	145.98	118.98	110.23	97.85	0*
Thomas	unavail	unavail	105.92	104.67	191.54	0*

Upon resignation in 2011, Herrig and Thomas were both paid for the excess of hours resulting in overpayment of $3,342.43

	Paid			Actual			
	Accrued	**Earned**	**Payout**	**Accrued**	**Earned**	**Payout**	**Variance**
Herrig	97.85	113.19	$ 4,412.85	80	113.19	$ 4,039.60	$ 373.24
Thomas	191.54	60.6	$ 6,711.97	80	60.6	$ 3,742.77	$ 2,969.19

Payroll Discrepancies

A review of individual employee timecards compared to payroll summaries from January of 2006 through June of 2011 revealed several instances of over and underpayment as well as times where employee time off was not properly entered into the payroll system resulting in incorrect accruals and payouts during the time period.

	January 2006 – June 2011			
	Hours Worked	**Personal**	**Sick**	**Vacation**
Engel	0.5	0	-5.25	-9.5
Herrig	-3.25	0	5.25	19.5
Lenz	-7	0	-2.5	88
Leyden	0	8	8.75	8

Total 110.5 Hours

Because of a change in payroll systems and the unavailability of October-December 2007 payroll summaries, 2006 and 2007 are not reconciled for hours worked and 2007 is not reconciled for time off. With the information provided, the result was a net overpayment of 110.5 hours.

Payout of those hours based on the wage the employee was earning at the end of 2011 is as follows:

	Hours Variance	**2011 Hourly Rate**	**Over/Under Payment**
Engel	-14.25	$ 35.07	$ (499.75)
Herrig	21.5	$ 20.91	$ 449.57
Lenz	78.5	$ 15.75	$ 1,236.38
Leyden	24.75	$ 14.94	$ 369.77
		Total	**$ 1,555.96**

Lory Young

From: Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent: Tuesday, September 13, 2016 8:50 AM
To: 'Glen Meisner'; Lory Young
Subject: FW: Cherry Lane Project - Riverside

See below from Rathje

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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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---

From: Jan Coonrod [mailto:JCoonrod@rathjeconstruction.com]
Sent: Tuesday, September 13, 2016 8:42 AM
To: Scott Pottorff
Subject: RE: Cherry Lane Project - Riverside

Good morning Scott,
I've inquired about getting this taken care. Matt is back now and I've forwarded this to him and Bob Rathje.

Thank you

Jan Coonrod

From: Scott Pottorff [mailto:S.pottorff@mmsconsultants.net]
Sent: Monday, September 12, 2016 5:10 PM
To: Jan Coonrod <JCoonrod@rathjeconstruction.com>; Jon Rathje <JRathje@rathjeconstruction.com>
Cc: 'Glen Meisner' <G.meisner@mmsconsultants.net>; Lory Young <lory@cityofriversideiowa.com>
Subject: RE: Cherry Lane Project - Riverside

Any update on this?

Lory Young

From: Scott Pottorff <S.pottorff@mmsconsultants.net>
Sent: Tuesday, September 13, 2016 8:45 AM
To: clintalb@gmail.com
Cc: 'Glen Meisner'; Lory Young
Subject: Casey's Sanitary Sewer

We plan to send through a pay request with all final quantities less retainage at the next Council meeting. I will send to you for review later this morning.

There are two remaining items on this project that I am aware of. The first is that the ditch has a pocket of standing water so it needs some additional grading to remove this ponding area. The second item is the televising of the new sewer. A copy of this televising report needs to be sent to MMS and the City.

In addition a car ran off the road into the work area. The owner reported the damage to City Hall. This are needs to be graded out and reseed as well. This work would be extra work and the vehicle owner will be asked to reimburse the City for the additional work. Hopefully it will be pretty minor.

I will be sending the final quantities to you shortly. Let me know if you have any questions.

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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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Checked by AVG - www.avg.com
Version: 2016.0.7752 / Virus Database: 4649/13006 - Release Date: 09/12/16

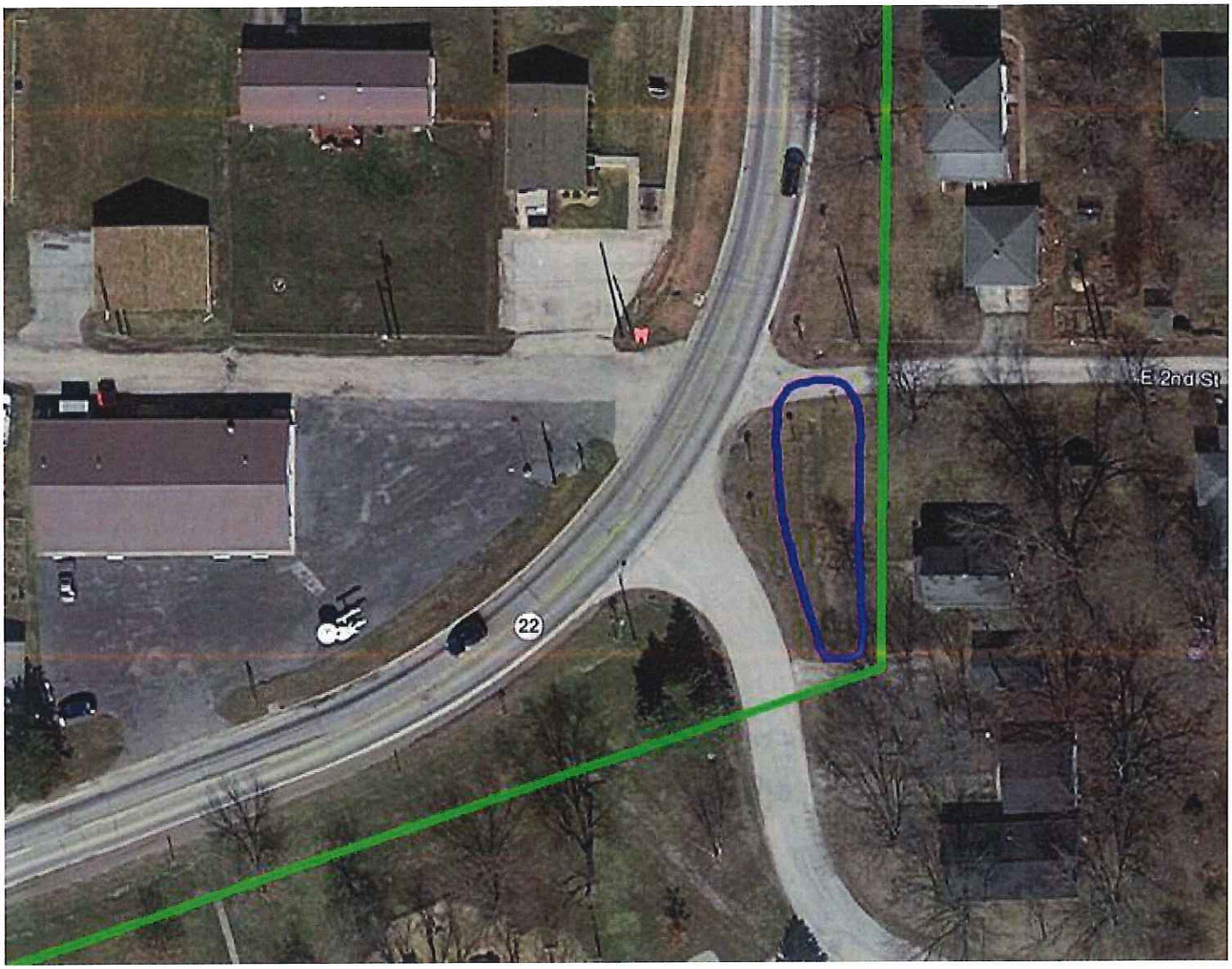
Carriehuffman14@yahoo.com

Lory Young

From: Van Dyke, Mark [DOT] <Mark.VanDyke@dot.iowa.gov>
Sent: Thursday, September 08, 2016 8:04 AM
To: 'lory@cityofriversideiowa.com'
Cc: Armstrong, James [DOT]; Owen, Jeff [DOT]; Claeys, Mark [DOT]
Subject: RE: Parcel #04-17-128-004 Dan Huffman, Property Owner

Lory,

Based on our phone conversation, I've shown the ditch that needs cleaned in the picture below. This portion of the ditch is within IDOT ROW. The green line is the approximate ROW line based on the records we have in our office. The equipment to clean the ditch is currently in another area of our District. Our maintenance staff will get this ditch cleaned from E 2nd St (alley) down to the driveway by the end of October.



MARK VAN DYKE, PE
ASSISTANT DISTRICT ENGINEER
DISTRICT 5 OFFICE

Washington County, IA
Date Printed: 9/9/2016

This map is for illustrative purposes only and does not represent a survey. It is provided 'as is' without warranty or any representation of accuracy, timeliness or completeness. The user acknowledges and accepts all inherent limitations of the maps and data, including the fact that the maps and data are dynamic and in a constant state of maintenance, correction and revision. No liability is assumed by Washington County as to the accuracy of the data delineated hereon.

Municipal Management Corp.
1619 331st Drive, Madrid, IA 50156
Cell 515-681-4727
Sept 7, 2016

City of Riverside---leak detection;;

MMCorp.
Municipal Management Corporation
"The Water-Loss Professionals"

Steven Hiveley
Municipal Management Corp.
1619 331st Drive
Madrid, IA 50156
(515) 795-2417
Cell: (515) 681-4727

- Over 30 years as a licensed operator
- Our work saves you money!
- Dealer in Subsurface Leak Detection, Inc. Leak Detectors Correlators and Equip.

Dear Sirs:

Thank you for inquiring about my services. I get $1,000 per day, and mileage is included. I do the initial leak survey using the fire hydrants to listen for the leaks. Hopefully, the leaks are audible, and can be pinpointed accurately. There are many things that can interfere with the sound: plastic pipe, repair clamps, and the leaks being too far from a listening spot to be heard.

As we talked, I teach classes all across the country on leak detection/water loss. A normal system SELLS 60-70 gallons per person/per day. I have never been in a system that sold less than 50gpd/per person. When the numbers are over 100 gpd/per person, there has always been a problem. A way to check on if it is meters or leaks, compare the water loss for a year. If it is higher in the summer, and drops in winter, it is usually meters. The more you use, the more you lose! The opposite is also true. If the loss is high in winter, and drops in summer, it is probably leaks. The master meter should have a check system by having meters on the wells to crosscheck the usage. It is possible for a master meter to over register. THIS IS DIFFERENT from a domestic meter, that CAN'T run fast. They are two totally different designs.

In order to see how you are doing, you need to deduct the water sold to the casino and then compare the domestic usage to the number of people and see where your numbers are. Most towns report a loss of 20% on the raw numbers. Much of that is bad accounting! Taking off for backwash, street sweeping, fires, fire dept usage, unmetered users, etc., usually brings that 20% number down drastically. We look at lost water at least as a dollar per thousand to produce, and depending on your plant and costs, it may be as much as $2.00 per thousand. It almost always pays to try to find the problems, if there are problems.

I can be there in mid Oct., if you wish. I don't work on windy days. It is impossible to do good work in the wind, and unless you have a main break, I won't do it! I will try to train the clerk and operators on what I find, and how I did it. I will also advise them on some things they may be able to do next time instead of using me. If you have any questions, please call me.

Sincerely,

Steven Hiveley

Steven Hiveley

RECEIVED
SEP 09 2016

RESOLUTION #09162016-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE, IOWA APPROVING THE APPLICATION FOR THE PURPOSE OF RECEIVING BENEFITS FROM THE WASHINGTON COUNTY RIVERBOAT FOUNDATION.

Whereas, the Washington County Riverboat Foundation has grants funds available that target Community Development and Beautification, Economic Development, Arts and Education, Human and Social Needs, and

Whereas, the Washington County Riverboat Foundation has a grant application cycle for Grants, and the City of Riverside is supportive of these targets for improvements to the community and County, and, one or more applications from the City of Riverside, deals with tourism.

Now, Therefor be it resolved, by the City Council of the City of Riverside, Iowa that the City authorizes the following grant application to be submitted to the Washington County Riverboat Foundation for the Fall 2016 grant cycle by the Riverside Ball Association Batting Cage Remodel in the amount of $6,957.00

Motion made by Councilperson Schneider, second by Councilperson Schnoebelen, to adopt this foregoing resolution.

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

Ayes:

Nays:

Passed by the City Council of Riverside, Iowa and approved this 19th day of September, 2016.

Signed: _____

Ralph Schnoebelen, Mayor Pro Tem

Attest: _____

Lory Young, City Clerk

Lory Young

From: grinstead <grinstead1075@gmail.com>
Sent: Thursday, September 08, 2016 9:46 AM
To: Lory Young
Subject: letter of resolution
Attachments: Fall 2016 Application.doc; _Certification_.htm

I have attached an application that we will be sending to WCRF, pending approval from City Council. Could this resolution be put on next Council agenda.

We tried this grant once before, and did not receive from WCRF. We have more matching funds this time and are hopeful.

At the last council meeting when this was brought up and approved, the council asked for plans of project if grant was approved. We will do the dame again. If this grant is approved we would not proceed until council approved plans.

But we are only looking at replacing large batting cage in same spot, except to elevate it, and move shed to be between the cages instead of present location.

thanks
Chris

W·C·R·F
WASHINGTON COUNTY
RIVERBOAT FOUNDATION

GRANT APPLICATION

Applicant Organization Information:

1. Applicant Organization: RIVERSIDE BALL ASSOCIATION
2. Mailing Address: BOX 536
3. City, State, Zip: RIVERSIDE IOWA 52327
4. Federal Tax ID#: 42-1298593
5. Date (Year) Organized: 1987
6. Website:
7. Tax Exempt Category: (Check only one) ☒ 501c(3), ☐ 501c(4), ☐ 501c(6), ☐ School District ☐ City/County Gov't, ☐ Other:
8. Applicant has read and agrees with the current grant guidelines: ☒ Yes ☐ No
   (Grant App. Guidelines & Instructions are available online or from the WCRF Office)

Contact Information:

9. Primary Contact Name: CHRIS GRINSTEAD
10. Title in Organization: SECRETARY
11. Daytime Phone: 319-648-3111 Evening Phone: SAME
12. E-mail address: grinstead1075@gmail.com
13. Alternate Contact Name: TODD FORBES
14. Alternate Phone: 319-430-4222 Alt. E-mail: tforbes@jwvpork.com

Project/Program Information:

15. Project Title: BATTING CAGE REPLACEMENT
16. Project Address: HALL PARK
17. WCRF Funding Requested: $6,957.00
18. Matching Funds: $4,000.00
19. Total Cost (17+18): $10,957.00 (include itemized budget if over $5,000)
20. Anticipated project start: Spring 2017
21. Anticipated date WCRF funds will be needed: spring 2017

22. Provide a brief description of the project you are seeking funds for **(10 lines or less).** Please include an explanation of how this proposal will benefit residents of Washington County. You may attach additional pages to describe your project/program in more detail. Additional supporting material may also be submitted.

We are looking to replace an existing batting cage that is currently in disrepair due to flooding over past decades, and being over 30 yrs old. The railroad ties that is used as the base are rotting and falling apart. The steel poles that hold up the net are leaning and bent and causing net to sag. Floods have washed away the base under batting cage turf. We would like to raise up the batting cage area and pour concrete for the base, and replace the steel poles that hold up cage. We will also replace the nets. And lastly build a shed to house our pitching machine that will sit on concrete also to help keep out of flood water. Our batting cages are used by appx 150-175 boys and girls in Riverside as well as Highland High school players. This cage either needs redone or torn down as floods have all but destroyed it.

23. Please explain the impact of the WCRF funding in numbers (such as: number of participants or persons impacted, cost per participant, number of units, statistics from past projects, etc.). **(10 lines or less)**

Riverside Ball has a very strong summer ball program with the numbers for the past 5 years being from 155-175+. Riverside Ball maintains our ball fields and batting cages on revenue from registration fees and concession stand. We try to keep fees and prices down so that everyone can enjoy the chance to play ball . Because of previous grants, that has helped with our projects, we have been able to keep registration fees down. Without these grants we would be unable to do as many projects if any.

24. In the space below, explain how the project/program will address the Foundation's interest category. **(7 lines or less)** See WCRF Grant Application Guidelines & Instructions document.

We are very greatful for the WCRF to help small organization like ours who are reliant on grants to upgrade facilities. Because of the grants we have done several upgrades. This has allowed us to host Cal Ripken State Tournaments the past 2 years, and this summer, we will host another State Tournament. But more importantly, due to the upgrades of our facility, we have been chosen to host Regional Tournament in 2017. There will be teams from 8 states and Canada. We are the smallest town to have ever been asked to host such an event. The whole area should benefit from such an event.

25. List name of matching funding sources and if contribution is projected (P) or confirmed (C). Private donations can generally be grouped together as one line item. Line "A" should show any cash contribution from the Applicant organization. **Do not include "in-kind" (non-cash) contributions in this table**. The "Total Matching Funds" should equal Line 18.

Source of Match Funds	Projected or Confirmed	Confirming letter attached ?	Amount
A. (Applicant)	Projected	☐	$ 4,000
B.	Projected	☐	$
C.	Projected	☐	$
D.	Projected	☐	$
E.	Projected	☐	$
F.	Projected	☐	$
Total Matching Funds:			$ 4000

26. Complete the following budget form. List each work element for the project. To show the source of matching funds, reference the letter (A, B, C, etc.) from the table in Line 25. More than one source (letter) may be entered for a single work element. The Total Matching Fund should equal the amount entered in Line 18. The Total WCRF Funding Request should equal the amount entered in Line 17. **If the total project is over $5,000, please attach a detailed itemization of the expected project expenses**.

Work Element	Matching Fund Source (letters)	Matching Fund $ Amount	WCRF Funding Request	Total
1. BATTING CAGE		$ 4,000	$ 6,957	$ 10957
2.		$	$	$
3.		$	$	$
4.		$	$	$
5.		$	$	$
6.		$	$	$
7.		$	$	$
TOTAL		$ 4,000	$ 6,957	$ 10957

NOTE: The WCRF does not normally fund personnel expenses, except for outside contracted services for specific projects. Personnel expenses include salaries and benefits for full- and part-time employees. Capital expenses include construction or remodeling costs. Equipment expenses include machinery, tools, vehicles, and appliances that are likely to remain in use for more than one year. Supplies refers to items which are consumable

27. Explain the source of additional matching funds shown in Questions 25 and 26, and the amounts necessary to complete the project/program. Include cash contributions from all other sources besides the WCRF. If a capital campaign or pledge drive is in progress or planned and shown in Line 25, please provide details about how this effort will be executed. If Foundation funding will be used to leverage other funds that have not yet been committed, please include a detailed description of the process or plan to receive those funds. Explain the anticipated timeline on receiving the matching funds. If necessary, attach an additional sheet. **_Letters or documentation of confirmed matching funds, on the letterhead of the funding source, must accompany this application.**

    NA

28. Explain any "in kind" non-cash contributions, if any. Include donated time, labor, materials, etc. Note that these "in kind" contributions should not be included in the matching funds (Line 18) or in the Total Cost of the project (Line 19).

    We will have volunteers who will help with removing old batting cage, installing metal poles for net, painting of poles, hanging net and laying of turf on concrete.

29. Has your project been started? If yes what is the status?

    NO

30. How will the project be affected if it receives less funding from the WCRF or from other anticipated funding sources? (For example, will the project be downsized, will the applicant organization increase its funding to make up the difference, would the project be canceled, would a plan to raise more private donations be implemented, etc.?)

    Having limited funds and being self reliant, we would not be able to proceed with project.

31. Explain how the Washington County Riverboat Foundation will be recognized by your organization for contributing to the project/program. **(6 lines or less)**

    e put plaques on every project to show the community that the WCRF were major contributors to project.

32. I hereby affirm that this application has been approved by its governing body. All data in this application and supporting material are correct and true. If awarded funds by the WCRF, the Applicant will comply with WCRF guidelines and grant agreement.

Signed: _____ Date: _____
(Signed by Primary Contact from Line 9.)

To complete the application process,

1. E-mail the completed **MS Word digital version** of the application (without signatures) to **wcrf@riverboatfoundation.org.**
2. Submit one completed and signed original application, along with one copy of the following (do not attach to the 15 copies) unless you are a school or governmental body:
   - ✓ Resolution authorizing submission from governmental body (if applicable).
   - ✓ IRS Non-Profit Determination letter (for non-governmental organizations)
   - ✓ Iowa Secretary of State "Certificate of Standing"
   - ✓ Front page from most recent federal 990 income tax form.
3. Submit **15** complete copies of the application (including any supporting materials such as itemized budget details, project descriptions, maps, letters confirming matching funds, etc.)
4. Submit this application in its original form (no colored paper, plastic covers, folders, or coversheets) Do not reformat this application form. Do not fax the application. Please staple each application.

by **5:00pm on Wednesday, October 5, 2016** to:

Washington County Riverboat Foundation
205 West Main St.
Washington, IA 52353
wcrf@riverboatfoundation.org

** Please note that your application becomes a public document upon submission. **