

**CITY OF RIVERSIDE COUNCIL AGENDA**  
**RIVERSIDE CITY HALL COUNCIL CHAMBERS**  
**60 N GREENE STREET**

**Monday, October 17th, 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 Schneider

- Pledge of Allegiance
- Roll Call

**APPROVAL OF AGENDA:**

**1. Approve Consent Agenda**

- 1a) Minutes from 10-03-16
- 1b) Expenditures 10-17-16

**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. THIRD READING-ZONING ORDINANCE pg 5**  
**Adopt new Zoning Ordinance**

**5. PUBLIC HEARING – 6:45 PM “Sell Property to Doug Havel”**

**6. Resolution #10172016-01 “Sell Property to Doug Havel” pg 9**

**7. MMS Consultants Update: Some items may need action.pg 11**

- 7a) Cherry Lane Subdivision
  - Liquidation Damages on Contract
- 7b) Ron Popham Manhole
- 7c) Ella Street Project

8. Res #10172016-02 “Res Change Order #4: Rathje Construction-Cherry Lane” **pg 15**
9. Res #10172016-03 “Res Pay Estimate #5: Rathje Construction-Cherry Lane” **pg 18**
10. Res #10172016-04 “Res to approve new Building Permit Application & Fees” **pg 23**
11. Res #10172016-05 “Waive the right to Review Plat – Pigg Hills Flats” **pg 29**
12. Release Letter to Insurance for 51 S Boise Street – Al Dehogues **pg 32**
13. Insurance benefits for Becky LaRoche **pg 36**
14. Vacation Payout for Lory Young **pg 39**
15. Part-Time or Seasonal Help for Streets and Parks
16. Farming land north of Cherry Lane
17. City Hall Staff Work Area Arrangements and Customer Service Responsibilities
18. Closing Comments
  - 18a) City Staff Comments
  - 18b) City Council Comments & Requests for Information
19. Adjourn Council Meeting

Approved: \_\_\_\_\_  
Allen Schneider, Mayor

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

## RIVERSIDE CITY COUNCIL MEETING; OCTOBER 3, 2016

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

Motion by Schneider to approve agenda. Second by Schnoebelen, passed 5-0.

Motion by Schneider to approve consent agenda, corrected minutes, expenditures and RACC Liquor Permit. Second by Sexton, passed 5-0.

Ken McCracken reported on repair of Herky Statue.

Schnoebelen moved to table Resolution #10032016-01 B & B Fundraiser donation until 10/17/16 meeting. Second by Sexton, passed 5-0.

Schnoebelen moved to enter into Closed Session pursuant to Iowa Code Section 21.5(1)(j)-Real Estate. Second by Sexton, passed 5-0.

Sexton moved to return to open meeting. Second by Redlinger. Passed 5-0.

Sexton motioned to proceed as directed in Closed Session. Second by Schnoebelen, passed 5-0.

Glen Meisner, MMS Consultants gave engineering updates on Capital Projects.

Schnoebelen moved to place utilities in the back of lots 1-8. Second by Weber, passed 5-0.

Schnoebelen motioned to finish Ella Street project. Second by Redlinger, passed 3-2, Weber and Sexton opposed.

Sexton moved to pass Resolution #10032016-02 Pay Estimate #2 to KMA Trucking for \$4773.75. Second by Schnoebelen. Passed 5-0.

No action was taken on the HR Report. It was tabled for discussion at a future meeting after Attorney has given review.

Schneider moved to pass Resolution #10032016-03, 2<sup>nd</sup> Reading of New Zoning Ordinance. Second by Sexton, passed 5-0.

Schnoebelen moved to pass Resolution #10032016-04 Set Public Hearing to sell property to Doug Havel on October 17<sup>th</sup>, 2016 at 6:45pm. Second by Sexton, passed 5-0.

Sexton moved to pass Resolution #10032016-05 Approving RACC application to Washington County Riverboat Foundation for Kirk Statue in the amount of \$15,000. Second by Schnoebelen, passed 5-0.

No action was taken on Resolution #10032016-06 WCRF Grant for Riverboat Lodge in Hall Park.

Schnoebelen moved to pass Resolution #10032016-07 Placing Kirk Statue in City Park. Second by Weber, passed 5-0.

Weber moved to have trees removed at 81 S. Pioneer for no more than \$3500. Second by Schnoebelen, passed 5-0.

Schneider and Sexton will meet with Lenz about Streets and Parks additional help needs.

Sexton moved to adjourn at 9:43 pm. Second by Redlinger, passed 5-0.

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

NEXT CITY COUNCIL MEETING – Monday, October 17, 2016 at 6:30 pm.

ATTEST:

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Lory Young; City Clerk

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Allen Schneider; Mayor

EXPENDITURES 10/17/16				
COUNCIL MEETING				
	UNPAID BILLS			
ALTORFER INC	RFD GENERATOR	001-5-150-6312	\$	1,068.00
ALTORFER INC	LS#1	610-5-815-6330	\$	1,068.00
ARAMARK	CITY HALL	001-5-650-6310	\$	375.04
ARAMARK	SHOP	001-5-210-6372	\$	290.52
ARAMARK	STREETS	001-5-210-6181	\$	76.10
ARAMARK	PARKS	001-5-430-6181	\$	76.10
			\$	817.76
BUSINESS RADIO	RVFD - USED PAGERS	001-5-150-6356	\$	843.00
COLBERT TRUCKING	ICE CONTROL	110-5-2110-6335	\$	84.92
DNR	WATER USE FEE	600-5-810-6245	\$	66.00
ELDER SERVICES	CITY CONTRIBUTION	001-5-460-6150	\$	500.00
ELDER SERVICES	CITIZENS PAID	001-5-460-6160	\$	459.00
			\$	959.00
FARMERS SUPPLY	MOWER PART	001-5-430-6504	\$	4.08
GOV OFFICE	WEBSITE	0001-5-650-6494	\$	475.00
HAWKEYE ENVIR.	ASBESTOS SAMPLING	301-5-750-6788	\$	550.00
IOWA SOLUTIONS	QTR. E-MAIL HOSTING	001-5-650-6497	\$	60.00
ITECH	OCT. SERVICE	001-5-650-6497	\$	155.00
JOHNSON COUNTY REFUSE	OCT. SERVICE	670-5-840-6499	\$	1,719.50
KALONA OIL	FUEL	110-5-210-6331	\$	1,043.28
KALONIAL TREE SERVICE	LIMB PICK-UP - SEPT.	001-5-510-6320	\$	1,575.00
KCTC	OCT SERVICE	001-5-650-6497	\$	102.49
KINGS MATERIAL	PARKS	001-5-430-6504	\$	595.20
KUENSTER PLUMBING	SHOP WATER LINK	001-5-210-6504	\$	75.00
MENARDS	SHOP	001-5-210-6507	\$	38.85
MIKE O-LEARY	FALL PLANTS	001-5-510-6320	\$	144.00
OFFICE EXPRESS	OFFICE SUPPLY	001-5-650-6506	\$	175.90
REC	SIGN	001-5-430-6371	\$	104.63
REC	SEWER EXPENSE	610-5-815-6371	\$	3,423.83
REC	SHOP	001-5-210-6371	\$	25.98
REC	WATER PLANT	600-5-810-6371	\$	2,132.12
REC	CASINO LIFT	610-5-815-6371	\$	216.61
REC	TRAFIC LIGHT	001-5-230-6371	\$	139.41
			\$	6,042.58
RIVER PRODUCTS	SAND	110-5-210-6417	\$	115.72
STANDARD PEST CONTROL	SERVICE - OCT	001-5-650-6310	\$	40.00
STATE HYGIENIC LAB	PWS TESTING	600-5-810-6490	\$	76.50
STATE HYGIENIC LAB	REF TESTING	610-5-815-6490	\$	1,215.50
			\$	1,292.00
THREE CHICKS PUB.	PUBLICATIONS	001-5-650-6402	\$	259.62
VEENSTRA & KIM	WATER PLANT	600-5-810-6374	\$	902.76
VISA	USTREAM	001-5-650-6497	\$	99.00
VISA	OFFICE	001-5-650-6310	\$	48.74
VISA	KNOX BOX-SEWER	610-5-815-6504	\$	323.00
VISA	KNOX BOX-WATER	600-5-810-6504	\$	323.00
VISA	KNOX BOX -SHOP	001-5-210-6372	\$	323.00
VISA	KNOX BOX-OFFICE	001-5-650-6310	\$	323.00
			\$	1,439.74
WASHINGTON COUNTY AQUIDITOR	LAW ENFORCEMENT OCT-DEC	001-5-110-6499	\$	13,042.75
WASHINGTON COUNTY AQUIDITOR	COMMUNICATIONS	001-5-110-6490	\$	10,246.50
			\$	23,289.25
YAHNKE, NATE	MOWING	001-5-430-6320	\$	90.00
	TOTAL UNPAID BILLS		\$	45,091.65
	PAID BILLS			
IPERS	CONTRIBUTIONS - 2016 SEPT		\$	2,765.59
IOWA DEPT OF REVENUE	IOWA WITHHOLDINGS - 2016 SEPT		\$	908.00
IOWA DEPT OF REVENUE	IOWA SALES TAX - 2016 SEPT		\$	3,664.00
PAYROLL	PAYCHECKS - 2016 SEPT		\$	8,231.00
IRS	941 TAX DEPOSIT - 2016 SEPT		\$	2,376.31
	TOTAL PAID BILLS		\$	17,944.90
	TOTAL EXPENDITURES		\$	63,036.55



PACKET: 02865 EXPENDITURES 10-17-16 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
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\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		610-5-815-6330	GENERATOR REPAIR & MAINT	1,068.00	10,000	8,932.00	236,670	185,380.00
		610-5-815-6371	ELECTRIC & GAS	3,640.44	58,000	42,566.83	236,670	182,807.56
		610-5-815-6490	SAMPLE TESTING - HYGENIC	1,215.50	8,750	3,194.50	236,670	185,232.50
		610-5-815-6504	REPLACEMENT ITEMS	323.00	5,000	4,677.00	236,670	186,125.00
		670-2020	ACCOUNTS PAYABLE	1,719.50-*				
		670-5-840-6499	JOHNSON CO REFUGE	1,719.50	22,500	13,837.30	23,700	15,037.30
		999-1330	DUE FROM OTHER FUNDS	45,091.65 *				

\*\* 2016-2017 YEAR TOTALS

45,091.65

✓ w/ Exp.

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

\*\* END OF REPORT \*\*

A-1 Zoning District	Minimum Lot Area	Minimum lot width and depth (feet)*	Minimum front yard (feet)	Minimum side yard (feet)	Minimum rear yard (feet)	Minimum Corner Lot (feet)	Maximum height
Single-family dwelling	1 acre	150 (width) 150 (depth)	35	25	35	35	2 ½ stories or 37.5 feet
Other uses – excluding farm building and uses	1 acre	200 (width) 200 (depth)	40	25	40	35	2 ½ stories or 37.5 feet
Accessory uses	N/A	N/A	N/A	20	50	35	2 ½ stories or 37.5 feet
All R Zoning Districts	Minimum Lot Area (square feet)	Minimum lot width and depth (feet)*	Minimum front yard (feet)	Minimum side yard (feet)	Minimum rear yard (feet)	Minimum Corner Lot (feet)	Maximum height
R-1	9,600	80 (width) 100 (depth)	25	8**	25		2 ½ stories or 37.5 feet
R-2	8,400 (single-family)	70 (width) 100 (depth)	25	7 (one story)*** 10 (two story)***	25		2 ½ stories or 37.5 feet
	9,600 (two-family)	80 (width) 100 (depth)	25	7 (one story)*** 10 (two story)***	25		
R-3	7,200 (single-family)	60 (width) 100 (depth)	25	8 (one story)** 10 (two story)** 12 (three stories)**	25		3 stories or 45 feet
	8,400 (two-family)	80 (width) 100 (depth)	25	8 (one story)** 10 (two story)** 12 (three story)**	25		
	6,000 (multi-family) Add 1,500 sq. ft. for each dwelling unit after three.	50 (width) 100 (depth)	25	8 (one story)** 10 (two story)** 12 (three story)**	30		45 feet
Other uses	15,000	80 (width) 125 (depth)	40	30	40		45 feet
Accessory uses	N/A	N/A	N/A	5	5****		2 ½ stories or 37.5 feet

**40. Lot Measurements -**

- A. Depth of a lot shall be the distance between the mid-points of straight lines connecting the foremost points of the side lot lines in front and the rearmost points of the side lot lines in the rear.
- B. Width of a lot shall be the distance between straight lines connecting front and rear lot lines at each side of the lot, measured across the building setback line; provided, however, the width between side lot lines at their foremost points (where they intersect with the street line or front property line) shall not be less than 80 percent of the required lot width, except in the case of lots on the turning circle of cul-de-sac where 80 percent requirement shall not apply.

**41. Lot of Record** - A lot which is part of a subdivision recorded in the office of the County Recorder, or a lot or parcel described by metes and bounds, the description of which has been so recorded.

**42. Lot Types** - Terminology used in this ordinance with reference to "corner" lots, "interior" lots, "through" lots, and "reversed corner" lots shall be as follows:

- A. Corner lot - a lot located at the intersection of two or more streets.
- B. Interior lot - a lot other than a corner lot with only one frontage on a street other than an alley.
- C. Through lot - a lot other than a corner lot with frontage on more than one street other than an alley. Lots with frontage on two non-intersecting streets may be referred to as "through" lots.
- D. Reversed corner lot - a corner lot, the side street line of which is substantially a continuation of the front lot line of the first lot to its rear (see Lot Diagram in appendix).

**43. Manufactured Home** - A factory-built dwelling, which is manufactured or constructed off-site under the authority or 42 U.S.C. Sec. 5403, Federal Manufactured Home Construction and Safety Standards, and is to be used as a place for human habitation, which is not constructed with a permanent hitch or other device allowing it to be moved other than for the purpose of moving to a permanent site, and which does not have permanently attached to its body or frame any wheels or axles. A mobile home constructed to the Federal Manufactured Home Construction and Safety Standards is not a manufactured home unless it has been converted to real property and is taxed as a site built dwelling as is provided in Code of Iowa (1999), Section 435.26. For the purpose of any of these regulations, manufactured homes shall be considered the same as a single-family detached dwelling.

**44. Mobile Home** - A vehicle without motive power used, or so originally constructed as to permit being used, as a conveyance upon the public streets or highways and duly licensed as such, and constructed in such a manner as will permit



occupancy thereof for human habitation, capable of dwellings, or sleeping quarters and which is being moved, towed, or transported by another vehicle. This definition shall also include and apply to such vehicles or structures that are located on a permanent or temporary foundation.

45. **Mobile Home Park** - Any site, lot, field or tract of land under common ownership upon which two or more occupied manufactured housing units are harbored, either free of charge or for revenue purposes, and shall include any building, structure, tent, vehicle or enclosure used or intended for use as part of the equipment of such mobile home park. (Code of Iowa, Chapter 435).

46. **Motel** (Also Motor Hotel, Motor Court, Motor Lodge, or Tourist Court) - A building or group of buildings designed to provide sleeping accommodations to transient guests for compensation, and provides near each guest room a parking space for the guest's vehicle. A swimming pool, restaurant, meeting rooms, management offices and other such accessory facilities may be included.

47. **Nonconformities** - Lots, structures, uses of land and structures, or characteristics of uses, which are prohibited under the terms of the Zoning Ordinance but were lawful at the date of this chapter's enactment.

48. **Nursing or Convalescent Home** - A building or structure having accommodations and where care is provided for invalid, infirm, aged, convalescent, or physically disabled persons, not including insane and other mental cases, inebriate, or contagious cases.

49. **Parking Space** - An area of not less than one hundred eighty (180) square feet either within a structure or in the open, exclusive of driveway or access drives, for the parking of a motor vehicle.

50. **Permanent Foundation** - A permanent frost-free perimeter foundation is one having footings below the frost line and a continuous foundation wall of concrete, concrete block, or stone. The permanent foundation for a manufactured home, however, may be a pier footing foundation system designed and constructed to be compatible with the structure and the conditions of the site; provided, however, (1) the footings for the pier foundations are placed below the frost line and (2) the manufactured home is skirted with construction materials giving the appearance of a poured concrete, cement block or stone foundation to insure visual compatibility with surrounding residential structures. Ground level additions to a dwelling unit that are served by the dwelling unit's principal heating source require permanent frost-free perimeter foundations. Other enclosed additions to dwelling units may have a pier footing foundation system provided (1) the footings for the pier foundations are placed below the frost line and (2) no pier footing foundations are placed in the front yard of the lot upon which the dwelling is situated. A permanent foundation shall not include footings for steps, porches, decks or stoops.

**5.12 F-1 – FLOOD PLAIN DISTRICT.** All land within the F-1 Flood Plain District shall comply with the standards and regulations within the City's Flood Plain Ordinance, Chapter 161, City Code of Ordinances.

**5.13 P-1 – PUBLIC USE DISTRICT.**

1. **Intent.** It is intended that the Public Use district provide reference on the zoning map to public uses of land. This land owned by the City of Riverside, United States Federal Government, the State of Iowa, Washington County, or the Highland Community School District will be designated Public Use. This district is also intended to provide for park and recreation areas, water conservation districts, erosion control, protection of wildlife habitat, protection of natural drainage ways and steep slopes, wetlands, and to generally provide for ecologically sound land use of environmentally sensitive areas.

2. **Permitted Principal Uses and Structures.** Use of land, buildings or structures of the aforementioned governmental entities or political subdivisions thereof.

3. **Bulk Requirements.** None. Although, any lot adjacent to State Highway 22, in any way, shall be required to have a twenty (20) foot setback.

**RESOLUTION #10172016-01****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, October 17, 2016, at 6:45 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 17<sup>th</sup> day of October, 2016.

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

Allen Schneider, Mayor

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

Lory Young, City Clerk

**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



**MMS Consultants, Inc.**  
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**Glen Meisner, P.L.S. & P.E.**

*Partner*

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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](mailto:lory@cityofriversideiowa.com)



**Lory Young**

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**From:** Scott Pottorff <S.pottorff@mmsconsultants.net>  
**Sent:** Friday, October 07, 2016 12:29 PM  
**To:** 'Jan Coonrod'; Matt Bockenstedt  
**Cc:** g.meisner@mmsconsultants.net; Lory Young; mayor@cityofriversideiowa.com  
**Subject:** RE: Cherry Lane Riverside  
**Attachments:** 2245015liquidateddamages-rathje.pdf; \_Certification\_.htm

I agree that the Performance and Payment Bond we used would not require the submittal of lien waivers.

Please find attached a letter from us outlining liquidated damages on the project. Please review and respond as needed.

Please send in any paperwork you have on this as well. We will likely need to have all of our paperwork figured out by Wednesday next week in order to get everything on the next Council agenda.

Let me know if you have any questions.

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**Scott Pottorff, P.E.**

*Project Manager*

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**From:** Jan Coonrod [<mailto:JCoonrod@rathjeconstruction.com>]  
**Sent:** Wednesday, October 5, 2016 3:05 PM  
**To:** Scott Pottorff  
**Subject:** RE: Cherry Lane Riverside

Scott,  
I will work with Matt to get our final change order written. Please reconsider the request for lien waivers from our subs and suppliers, most all municipalities we work for do not have this requirement anymore because contract documents include a Performance AND Payment Bond. The Payment Bond protects the City if there were any bills not paid on the project. I verified in our contract documents that there is a Performance and Payment Bond. Let me know your thoughts.

Thank you

Jan Coonrod

**From:** Scott Pottorff [<mailto:S.pottorff@mmsconsultants.net>]  
**Sent:** Wednesday, October 05, 2016 2:07 PM  
**To:** Matt Bockenstedt <[MBockenstedt@rathjeconstruction.com](mailto:MBockenstedt@rathjeconstruction.com)>  
**Cc:** Jan Coonrod <[JCoonrod@rathjeconstruction.com](mailto:JCoonrod@rathjeconstruction.com)>; [g.meisner@mmsconsultants.net](mailto:g.meisner@mmsconsultants.net)  
**Subject:** Cherry Lane Riverside

I think all of the work is complete on this project. We need to work toward closing it out. We would like to get closed out at the next Council meeting on the 17<sup>th</sup>.

Do you have any change order requests left outstanding on the project? Is there any other paperwork you have you need to submit? We would like to have any change orders and final pay request approved at that meeting along with final acceptance of the project. Glen and I are working on a proposal for liquidated damages and will be sending you something on that shortly.

With the final acceptance we will need lien waivers from all subcontractors and suppliers. These will need to be submitted before the final payment can be sent out. Please start working on obtaining these waivers.

Please send me any remaining paperwork and also feel free to contact me with any questions.

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

**Scott Pottorff, P.E.**

*Project Manager*

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319.351.8282

mmsconsultants.net  
 mms@mmsconsultants.net

October 7, 2016

2245-015

Rathje Construction  
 305 44<sup>th</sup> Street  
 Marion, IA 52302

Re: Cherry Lane Improvements Project – Liquidated Damages

The specified completion date for this project was June 3, 2016 as outlined in the specifications. The specifications also detailed liquidated damages to be assessed to the Contractor in the event that work is not completed by the completion date.

The Special Provisions include the following sentence:

“Liquidated damages of \$500.00 per working day shall be assessed for work beyond the completion date.”

A punch list of remaining items was prepared and sent to Rathje on June 29, 2016. Substantial completion of the remaining items was completed on July 5, 2016. Items remaining after July 5 included mainly seeding items which were to be completed after August 15<sup>th</sup> when the weather is better for permanent seeding. There are 21 working days between the specified contract completion date of June 3, 2016 and the actual substantial completion date of July 5, 2016.

It could be argued that Rathje should be credited with some additional days due to the considerable subgrade stabilization work completed which was beyond their control. The initial subgrade proofroll was completed on May 17, 2016. The subgrade cement stabilization work was completed on May 23 and 24 with the subgrade ready for paving on May 27. There are a total of 8 working days in that timeframe.

There was seeding and other work to be completed after August 15<sup>th</sup>. Rathje was on site and completed some of the work on September 2<sup>nd</sup> and 6<sup>th</sup> but a few items remained and were completed on September 19<sup>th</sup>. There are 25 working days between August 15<sup>th</sup> and September 19<sup>th</sup>.

We would propose that a total of 20 days of liquidated damages be charged on this project. This would be a total of \$10,000 in liquidated damages. The City has had closings on some of the lots delayed due to the delays in getting this project accepted. A couple of the lots still have not closed due to the fact the project is not yet accepted.

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers



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

1917 S. Gilbert Street  
Iowa City, Iowa 52240

**319.351.8282**

mmsconsultants.net  
mms@mmsconsultants.net

Please sign below to accept the assessing of 20 days of liquidated damages on this project.

---

Rathje Construction

Feel free to contact us with any questions.

Respectfully Submitted,

Scott Pottorff, P.E.  
MMS Consultants, Inc.

T:\2245\2245-015-\2245015liquidateddamages-rathje.docx

Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers



**RESOLUTION #10172016-02**

**RESOLUTION APPROVING CHANGE ORDER #4 FOR THE CHERRY  
LANE SUBDIVISION CONSTRUCTION PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this change order in the amount of \$2,031.24 for lawn seeding of Cherry Lane Subdivision Construction Project.

**Therefore**, be it resolved the City of Riverside City Council does hereby accept the Change Order #4 in the amount of \$2,031.24 for the lawn seeding on Cherry Lane.

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

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 17<sup>th</sup> day of October, 2016.

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

Allen Schneider, Mayor

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

Lory Young, City Clerk



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

1917 S. Gilbert Street  
 Iowa City, Iowa 52240

319.351.8282

mmsconsultants.net  
 mms@mmsconsultants.net

October 12, 2016

2245-015

Cherry Lane Improvements  
 Change Order #4

The following change to the contract is requested for lawn seeding and erosion control matting work that was not included in the contract.

The changes for this work are shown on the attached sheet and are as follows:

<u>Item</u>	<u>Est Quantity</u>	<u>Unit Price</u>	<u>Total Estimated Cost</u>
Hydroseeding with Lawn Mixture	12,291 SF	\$0.14	\$1,720.74
Straw Matting with Lawn Seeding	1,350 SF	\$0.23	\$310.50

Change to the Contract

This change order would add the above items to the contract and increase the amount of the contract by \$2,031.24.

Reason for changes

There were a couple of areas that were to remain as lawn instead of being disturbed again in the future with home construction. These areas needed lawn seeding mix instead of the stabilization seeding mix outlined in the contract. In addition a couple of steep slopes areas were eroding so straw matting was installed to stabilize these areas.

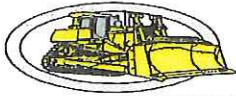
The areas for lawn seeding were along Tupelo Boulevard ditch south of Cherry Lane, the east lot on the south side of Cherry Lane owned by Rozmus and the disturbed area on the east side of Kleopfer Street where the connection to the existing sanitary manhole was made.

Approved by:

\_\_\_\_\_  
 Rathje Construction

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

2245015changeorder4.docx

**RATHJE**  
**CONSTRUCTION CO.**305 44<sup>th</sup> Street • P.O. Box 408 • Marlon, IA 52302  
Office (319)377-3179 • Fax (319)377-3827

October 5, 2016

To: City of Riverside Iowa  
Riverside, IowaProject: Riverside Iowa  
Cherry LaneRe: COR-6  
Erosion control and seeding

Rathje #: 6657

The price below is for

<u>Description</u>	<u>Qty.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Extended Price</u>
Additional seeding with Lawn mix and Hydroseeding	12,291.00	SF	\$ 0.14	\$ 1,720.74
Straw mat with seeding	1,350.00	SF	\$ 0.23	\$ 310.50
Additional silt fence and straw wattles behind curb after final seeding was done	708.00	LF	\$ 1.70	\$ 1,203.60

COR Total \$ 3,234.84

Please let me know if you have any questions.

**RESOLUTION #10172016-03**

**RESOLUTION APPROVING PAY REQUEST #5 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 #5.

**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 \$10,501.34.

**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:** Thursday, October 13, 2016 11:50 AM  
**To:** Lory Young  
**Cc:** g.meisner@mmsconsultants.net  
**Subject:** Charry Lane Pay Request #5  
**Attachments:** 2245015payrequest5.pdf; \_Certification\_.htm

Here is the pay request. Depending on the conversation about liquidated damages, we could use this as the final pay request as well and authorize release of retainage is needed. These quantities are final and agreed to by Rathje. This pay request includes payment for change order #4 so on the agenda it needs to be approved first.

Let me know if you have any questions.

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



**MMS Consultants, Inc.**

*Experts in Planning and Development Since 1975*

**Scott Pottorff, P.E.**

*Project Manager*

Office: (319) 351-8282

Mobile: (319) 631-0365

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

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

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## CONSTRUCTION PROGRESS PAYMENT

Project Description

PN: 2245015

Cherry Lane Improvements

Contract Date

16-Oct-15Contractor: Rathje ConstructionOwner: City of RiversideAddress: 305 44th StreetAddress: 60 N. Greene StreetCity, St., Zip: Marion, Iowa 52302City, St., Zip: Riverside, IA 52327Phone: 319-377-3179Phone: 319-648-3501Fax: 319-377-3827

Fax: \_\_\_\_\_

Estimate #

5☒

Partial Payment

☐

Final Payment

FOR PERIOD:

FROM: 6/15/16TO: 10/7/16

Owner PN

Federal PN

State PN

Base Contract Price \$394,338.90Materials on Hand \$ -

Change #	<u>1</u>	<u>\$384.00</u>
Change #	<u>2</u>	<u>\$21,776.43</u>
Change #	<u>3</u>	<u>\$50,974.38</u>
Change #	<u>4</u>	<u>\$2,031.24</u>
Change #		
Change #		

Construction Completed \$436,701.95Total Earned \$436,701.95Less Retainage \$21,835.10Less Previous Payment \$404,365.51Total Contract \$469,504.95Amount Due This Est \$10,501.34

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

5

Pay Estimate No.:

Payable to: Rathje Construction

Date: October 12, 2016

Week Ending: October 7, 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	-	-	1.00	750.00
2	Mobilization	LS	1	\$8,700.00	8,700.00	-	-	1.00	8,700.00
3	Excavation, Class 10, Onsite	CY	8,500	\$4.25	36,125.00	-	-	8,500.00	36,125.00
4	Below Grade Excavation (Core Out)	CY	200	\$40.00	8,000.00	25.28	1,011.20	25.28	1,011.20
5	Subgrade Preparation	SY	3,287	\$0.90	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
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
19	Subdrain Cleanout, Type A-1	EA	2	\$80.00	160.00	-	-	2.00	160.00
20	Subdrain Outlet, Connection to Structure	EA	6	\$45.00	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	1.50	4,500.00	6.00	18,000.00
28	Storm Intake, Type SW-512, 24"	EA	4	\$950.00	3,800.00	-	-	4.00	3,800.00
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
32	Removal of PCC Curb and Gutter	LF	81	\$10.00	810.00	-	-	81.00	810.00
33	Seeding, Fertilizing and Mutching, Stabilization	AC	6.2	\$950.00	5,270.00	2.20	1,870.00	6.20	5,270.00
34	SWPPP Management	LS	1	\$1,500.00	1,500.00	-	-	1.00	1,500.00
35	Silt Fence	LF	1,200	\$1.70	2,040.00	708.00	1,203.60	2,184.00	3,712.80
36	Removal of Silt Fence	LF	1,200	\$0.50	600.00	876.00	438.00	1,476.00	738.00
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		9,022.80		355,341.90
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	448.000	\$24.09	10,744.14	-	-	448.00	10,744.14
	Directional Bore 8" Restrained Joint PVC C900	LF	80.000	\$130.18	10,414.40	-	-	80.00	10,414.40
	8" Gate Valve	EA	3.000	\$1,460.80	4,382.40	-	-	3.00	4,382.40
	Upgrade from 6"x6" to 8"x8" Tee	EA	3.000	\$60.01	180.03	-	-	3.00	180.03

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
	Connect to Existing Water Main	LS	1,000	\$2,249.46	2,249.46	-	-	1,000	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	-	-	1,550,000	15,747.50
	Geo Max Stabilization	LS	1,000	\$34,226.88	34,226.88	-	-	1,000	34,226.88
	TOTAL CHANGE C.O. #3				50,974.38	-	-		50,974.38
C.O. #4	Hydroseeding with Lawn Mixture	SF	12,291,000	\$0.14	1,720.74	12,291.00	1,720.74	12,291.00	1,720.74
	Straw Matting with Lawn Mixture	SF	1,350,000	\$0.23	310.50	1,350.00	310.50	1,350.00	310.50
	TOTAL CHANGE C.O. #4				2,031.24		2,031.24		2,031.24
	TOTAL CONTRACT WITH CHANGE ORDERS				418,550.57		11,054.04		436,701.95

\* Quantities Changed with Change Order #2

\$ 87,161.74	Retainage	5%	\$ 21,835.10
\$ 110,295.95	Total Value of Completed Work Less Retainage		\$ 414,866.85
\$ 48,013.28	Previous Payments		\$ 404,365.57
\$ 157,894.54	Current Payment Due		\$ 10,501.34

Pay Estimate #1  
Pay Estimate #2  
Pay Estimate #3  
Pay Estimate #4



**RESOLUTION #10172016-04**

**RESOLUTION TO APPROVE BUILDING PERMIT APPLICATION AND FEES**

**Whereas**, the City of Riverside City Council approves the Building Permit application and fee schedule effective October 17<sup>th</sup>, 2016.

**Therefore**, be it resolved the City of Riverside City Council does hereby approve the Building permit application and fees.

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

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 17<sup>th</sup> day of October, 2016.

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

Allen Schneider, Mayor

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

Lory Young, City Clerk

<b>DEVELOPMENT APPLICATION</b> <b>for the</b> <b>CITY OF RIVERSIDE</b>	<input type="checkbox"/>	Preliminary Plat Application
	<input type="checkbox"/>	Final Plat Application
	<input type="checkbox"/>	Rezoning Request
	<input type="checkbox"/>	Special Exception Request
	<input type="checkbox"/>	Variance Request
	<input type="checkbox"/>	Other

Note to Applicant: This is a multiple use form. Only complete the sections related to your request indicated above

**This Section to be Completed by the Applicant**

Development Name	Address	
Development Owner	Address	Phone
Engineer	Address	Phone
Attorney	Address	Phone
Applicant (if other than owner)	Address	Phone

**Applicant Checklist for Requested Action Indicated Above** (attach separate sheets as necessary)

<b>Rezoning Requests:</b> <input type="checkbox"/> Legal description <input type="checkbox"/> Site map <input type="checkbox"/> Statement of why present zoning is no longer valid <input type="checkbox"/> List of property owners within 200 feet of the rezoning	Fee Paid: \$ Accepted by:
	Present Zoning: Proposed Zoning:
<b>Special Exception Requests:</b> <input type="checkbox"/> Site map <input type="checkbox"/> Statement of why special exception is being requested, including legal description and adjacent neighbors	Fee Paid: \$ Accepted by:
<b>Variance Request:</b> <input type="checkbox"/> Site map with required and requested standards <input type="checkbox"/> Statement of why variance is being requested, including legal description and adjacent neighbors	Fee Paid: \$ Accepted by:
<b>Other:</b> Describe request:	Fee Paid: \$ Accepted by:
<b>Preliminary Plat:</b> <input type="checkbox"/> 20 copies of preliminary plat with required information	Fee Paid: \$ Accepted by:
<b>Final Plat:</b> <input type="checkbox"/> 20 copies of final plat with required information	Fee Paid: \$ Accepted by:

Note to Applicant: All fees must be paid prior to consideration by the City Council, or by any board or commission of the City of Riverside

Filing Date (office use only):

<b>PERMIT APPLICATION</b> <b>for the</b> <b>CITY OF RIVERSIDE</b>	<input type="checkbox"/>	Construction or 3 month extension permit
	<input type="checkbox"/>	Demolition permit
	<input type="checkbox"/>	Deck permit
	<input type="checkbox"/>	Sign permit
	<input type="checkbox"/>	Fence or retaining wall permit
	<input type="checkbox"/>	Pool permit
	<input type="checkbox"/>	New driveway permit

Note to Applicant: This is a multiple use form. Only complete the sections related to your request indicated above

### This Section to be Completed by the Applicant

Applicant	Address	Phone
Address of Building Site	Address	Phone
(if different than applicant's address)		

### Applicant Checklist for Requested Permit Indicated Above (attach separate sheets as necessary)

<b>Construction or Three Month Extension Permit</b> <input type="checkbox"/> If extension, explain reason(s) for extension and work to be completed <input type="checkbox"/> Statement describing work to be done (new house, new business, new garage, addition, etc.) <input type="checkbox"/> Statement of compliance with Zoning Code (lot size, setbacks, height, use, etc.) <input type="checkbox"/> Site Map	Fee Paid: \$ Accepted by:
---	------------------------------

<b>Demolition Permit</b> <input type="checkbox"/> Description of demolition work <input type="checkbox"/> Asbestos removed from property <input type="checkbox"/> Water, sewer, electrical and gas shut off to property	Fee Paid: \$ Accepted by:
--	------------------------------

<b>Deck Permit</b> <input type="checkbox"/> Statement of compliance with Zoning Code	Fee Paid: \$ Accepted by:
---	------------------------------

<b>Sign Permit</b> <input type="checkbox"/> Description of sign and statement of purpose <input type="checkbox"/> Statement of compliance with Zoning Code	Fee Paid: \$ Accepted by:
--	------------------------------

<b>Fence or Retaining Wall Permit</b> <input type="checkbox"/> Description of fence or retaining wall <input type="checkbox"/> Statement of compliance with Zoning Code	Fee Paid: \$ Accepted by:
---	------------------------------

<b>Pool Permit</b> <input type="checkbox"/> Description of pool (above ground, in-ground, permanent, etc.) <input type="checkbox"/> Statement of compliance with Zoning Code	Fee Paid: \$ Accepted by:
--	------------------------------

<b>New Driveway Permit</b> <input type="checkbox"/> Description of work (addition, new, etc.) <input type="checkbox"/> Statement of compliance with Zoning and Subdivision Code	Fee Paid: \$ Accepted by:
---	------------------------------

Note to Applicant: All fees must be paid prior to receiving permit

Filing Date (office use only):

## CITY OF RIVERSIDE – APPLICATIONS/ PERMITS/ FEES

*NOTE: The term "addition" below means structural additions to the item. It does not include improvements to the structure such as siding, windows, or shingles.*

ACTIVITY	REQUIRE APPLICATION	APPLICATION FEE	REQUIRE PERMIT	PERMIT FEE
<b>New Home</b> 1,200 sq. ft. or less 1,201 to 1,500 sq. ft. 1,501 to 1,900 sq. ft. 1,901 to 2,300 sq. ft. 2,301 to 2,800 sq. ft. 2,801 to 3,200 sq. ft. 3,201 sq. ft. and above	X	\$35.00	X	\$750.00 \$1,000.00 \$1,250.00 \$1,500.00 \$1,750.00 \$2,000.00 \$3,000.00
<b>Addition to Home</b>	X	\$35.00	X	\$1.00 per each additional sq. ft.
<b>New Business</b> 1,200 sq. ft. or less 1,201 to 1,500 sq. ft. 1,501 to 1,900 sq. ft. 1,901 to 2,300 sq. ft. 2,301 to 2,800 sq. ft. 2,801 to 3,200 sq. ft. 3,201 sq. ft. and above	X	\$35.00	X	\$1,000.00 \$1,250.00 \$1,500.00 \$1,750.00 \$2,000.00 \$3,000.00 \$4,000.00
<b>Addition to Business</b>	X	\$35.00	X	\$1.00 per each additional sq. ft.
<b>New Garage (detached)</b> 700 sq. ft. or less 701 to 1,000 sq. ft. 1,001 sq. ft. and above	X	\$35.00	X	\$250.00 \$500.00 \$750.00
<b>Addition to Garage</b>	X	\$35.00	X	\$1.00 per each additional sq. ft.
<b>New Outbuilding</b>	X	\$35	X	\$0
<b>Addition to Outbuilding</b>	X	\$35	X	\$0



<b>CITY OF RIVERSIDE – APPLICATIONS/ PERMITS/ FEES</b>
--

<b>New Deck / Porch</b>	X	\$35.00	X	\$0
<b>Addition to Deck / Porch</b>	X	\$0	X	\$0
<b>New Fence</b>	X	\$35.00	X	\$0
<b>Addition to Fence</b>	X	\$0	X	\$0
<b>New Retaining Wall</b>	X	\$35.00	X	\$0
<b>Addition to Retaining Wall</b>	X	\$0	X	\$0
<b>New Property Access</b>				
Addition to existing drive way	X	\$35.00	X	\$0
New drive way	X	\$35.00	X	\$35
<b>Pool</b>				
Above Ground <i>smaller than 3' deep (temporary)</i>	X	\$0		
In-ground or Above ground <i>larger than 3' deep (permanent)</i> <i>Including fence / gate</i>	X	\$35.00	X	\$35.00
<b>Sign</b>	X	\$35.00	X	\$35.00
<b>Demolition of Principle Permitted Use</b>	X	\$35.00	X	\$75.00
<b>Three Month Extension to Construction Permit</b> <i>Can be renewed</i>	X	\$0.00	X	\$0

## CITY OF RIVERSIDE – APPLICATIONS/ PERMITS/ FEES

**SUBDIVISION ORDINANCE**

Copy of Subdivision Ordinance.....	\$15.00
Pre-Application Conference.....	\$250.00
Minor Subdivision.....	\$750.00
Major Subdivision (3 or more lots)	
Preliminary Plat.....	\$1,250.00
Final Plat.....	\$1,000.00

**ZONING ORDINANCE**

Copy of Zoning Ordinance (including map) .....	\$20.00
Change of Zoning Classification (rezoning).....	\$250.00
Special Exception Request (to Board of Adjustment).....	\$250.00
Variance Request (to Board of Adjustment) .....	\$100.00
Appeal to Board of Adjustment .....	\$100.00

**OTHER RELATED ACTIONS / DOCUMENTS**

Copy of Comprehensive Plan (including maps) .....	\$35.00
Special Meetings of the Planning and Zoning Commission.....	\$250.00
Special Meetings of the City Council Commission.....	\$350.00

**RESOLUTION #10172016-05**

WAIVE THE RIGHT TO REVIEW THE PLAT FOR PIGG HILL FLATS  
SUBDIVISION FOR RICHARD AND BARBARA SIMON  
The south 457.6 feet of Lot #2 of the northwest quarter (NW ¼) of  
section number 20.....

**WHEREAS**, the City of Riverside has the right under Iowa Law and City ordinance to review the Preliminary Plat of the above referenced parcel as it is located within the two mile radius of Riverside.

**NOW THEREFORE BE IT RESOLVED**, the City Council of Riverside does hereby waive their right to review the plat and allow Washington County to perform this task.

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

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

Ayes:

Nays:

Absents:

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

Attest: \_\_\_\_\_  
Lory Young, City Clerk

**Lory Young**

---

**From:** Katie Mitchell <katie.mitchelllawoffice@gmail.com>  
**Sent:** Wednesday, October 12, 2016 1:22 PM  
**To:** lory@cityofriversideiowa.com  
**Subject:** Pigg Hill Flats REVISED  
**Attachments:** 4172006F-101216.pdf; \_Certification\_.htm

Lory:

Attached is the most recent plat. Please use it instead of the one I just emailed.

Katie

--

Katie Mitchell  
Mitchell Law Office, PLC  
217 W. Main Street  
Washington, Iowa  
Phone: (319) 653-2050  
Fax: (844) 270-6616

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FINAL PLAT  
PIGG HILL FLATS SUBDIVISION  
WASHINGTON COUNTY, IOWA

### LEGAL DESCRIPTION

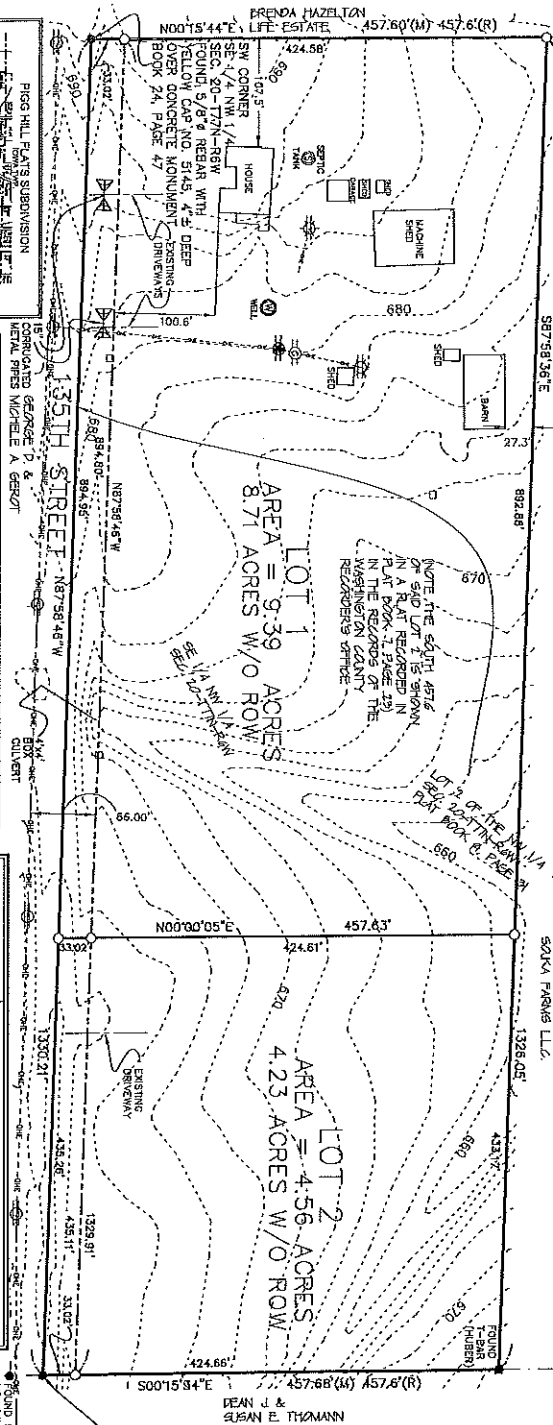
THE SOUTH: 45.6 FEET OF LOT 2 OF THE NORTHWEST QUARTER (NW ¼) OF SECTION NUMBER TWENTY (20), TOWNSHIP NUMBER SEVENTY SEVEN (77) NORTH, RANGE NUMBER SIX (6) WEST OF THE FIFTH (5<sup>TH</sup>) PRINCIPAL MERIDIAN, WASHINGTON COUNTY, IOWA AS RECORDED IN PLAT BOOK 4, PAGE 31, IN THE OFFICE OF THE COUNTY RECORDER IN WASHINGTON, IOWA, AND CONTAINING 13.95 ACRES SUBJECT TO HIGHWAY EASEMENTS, IN WASHINGTON COUNTY, IOWA.

-PREPARED BY AND RETURN TO: MMS CONSULTANTS, INC. 1917 S. GILBERT ST. IOWA CITY, IOWA 52240 (319) 251-6282  
 PLAT PREPARED BY: MMS CONSULTANTS, INC. 1917 S. GILBERT STREET IOWA CITY, IA 52240  
 OWNERS/SUBSIDYERS: RICHARD L. & BARBARA SIMON 2930 135TH STREET MITCHELL LAW OFFICE, PLC  
 OWNERS' ATTORNEY: KATIE MITCHELL 217 WEST MAIN STREET

RIVERSIDE, IOWA 52327

MITCHELL LAW OFFICE, PLO  
217 WEST MAIN STREET  
WASHINGTON, IOWA 52353

NOTE: NEW DRIVEWAYS AND MODIFICATION OF EXISTING DRIVEWAYS NEEDS TO BE APPROVED BY THE WASHINGTON COUNTY SECONDARY ROADS DEPARTMENT PRIOR TO ANY CONSTRUCTION WORK BEING DONE IN THE ROAD RIGHT-OF-WAY.



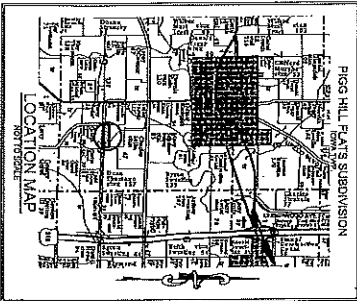
0 30 60 90 120

GRAPHIC SCALE IN FEET

Compass rose showing North (N), South (S), East (E), and West (W).

## LEGEND AND NOTES

- |       |   |
|-------|---|
| _____ | CONGRESSIONAL CORNER FOUND                        |
| _____ | CONGRESSIONAL CORNER FURNISHED                    |
| _____ | CONGRESSIONAL CORNER FURNISHED                    |
| _____ | PROPERTY CORNERS, FOUND (as field)                |
| _____ | PROPERTY CORNERS SET                              |
| _____ | 3/4" Iron Pipe, plastic LS Cap attached with nuts |
| _____ | PROPERTY &/or MEASUREMENT LINES                   |
| _____ | CONGRESSIONAL SECTION LINES                       |
| _____ | RIGHT-OF-WAY LINES                                |
| _____ | LOT LINES, INTERNAL                               |
| _____ | LOT LINES, PLATTED OR BY DEED                     |
| _____ | EXISTING LINES, WITH & PURPOSE NOTED              |
| _____ | RECORDED DIVISIONS                                |
| _____ | MEASURED DIVISIONS                                |
| _____ | CURVE SEGMENT NUMBER                              |
- UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS
- C22-1



20.

JAMES E. LOHRY  
U.S. Court No. No. 12837  
My license renewed date is December 31, 20 \_\_\_\_.

*Pages or sheets covered by this seal:*

Pages or sheets covered by this section:

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_

— 20 —

APPROVED BY THE WASHINGTON COUNTY BOARD OF SUPERVISORS ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_

CHAIRPERSON \_\_\_\_\_ COUNTY CLERK \_\_\_\_\_

APPROVED BY THE WASHINGTON COUNTY  
BOARD OF SUPERVISORS  
ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

BY: \_\_\_\_\_


ATTEST BY: \_\_\_\_\_

目次:

目次:

CHAIRPERSON

COUNTY AUDITOR

CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS ENVIRONMENTAL SPECIALISTS	
1917 S. GILBERT ST. IOWA CITY, IOWA 52240 (319) 351-9282	
<a href="http://www.mmsconsultants.net">www.mmsconsultants.net</a>	
Date	Revision
5/25/2016	REVISED ROW LINE - mms
6/31/2016	REVISION CLIENT/ROW - mms
10/12/16	REVISED RECORD
<div style="text-align: center;">    <b>MMS CONSULTANTS, INC.</b> </div>	
<b>FINAL PLAT</b>	
<b>PIGG HILL FLATS SUBDIVISION</b>	
A PORTION OF LOT 2 IN THE SE 1/4 NW 1/4 OF SEC. 20-177N-R6W OF THE 5TH P.M. WASHINGTON COUNTY, IOWA	
<b>MMS CONSULTANTS, INC.</b>	
Date	6/24/2015
Surveyed by	JEL Field Book No. 1096
Drawn by	MAS Section 1"=120'
Checked by	JEL Street No. 1
Project No.	IC 4/172-006
Sheet	1 of 1

**Lory Young**

---

**From:** Al D <papaphin@gmail.com>  
**Sent:** Monday, October 10, 2016 10:54 AM  
**To:** shawn.fisher@nationwide.com; lory@cityofriversideiowa.com  
**Cc:** Lois Dehogues  
**Subject:** Re: Claim 386715

Lori,

The house has now been torn down and removed from the location. The basement area has been filled and the work is continuing in order to convert this to a green space. The garage will be sided later this month. Please let me know when the city will be sending Nationwide the release letter.

Thanks.

Al

On Jul 13, 2016 9:42 PM, "Al D" <[papaphin@gmail.com](mailto:papaphin@gmail.com)> wrote:

On Wednesday, July 13, 2016, <[shawn.fisher@nationwide.com](mailto:shawn.fisher@nationwide.com)> wrote:  
Al,

When I spoke with Lori, I sent her a copy of the statute. After our discussion, she advised me that the City would not be releasing any funds until they are satisfied with the clean up. I would suggest speaking with her and putting your plan together to demolish the property, etc... I should be able to turn around the payment rather quickly once the City sends me the release papers.

Regards,



**Nationwide**  
is on your side

Shawn Fisher | Large Loss Claims Specialist  
One Nationwide Gateway 5574 Des Moines, IA 50391  
Phone: [515-505-4928](tel:515-505-4928) | Fax: [877-580-4928](tel:877-580-4928)  
[Shawn.fisher@nationwide.com](mailto:Shawn.fisher@nationwide.com)

Allied Property & Casualty Company

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From: Al D <papaphin@gmail.com>  
To: shawn.fisher@nationwide.com  
Date: 07/11/2016 09:04 PM  
Subject: Re: Fwd: Claim 386715

---

**Lory Young**

---

**From:** Al D <papaphin@gmail.com>  
**Sent:** Tuesday, October 11, 2016 4:09 PM  
**To:** lory@cityofriversideiowa.com; shawn.fisher@nationwide.com  
**Subject:** 51 S. Boise St  
**Attachments:** 20161011\_155233.jpg; 20161011\_155244.jpg; \_Certification\_.htm

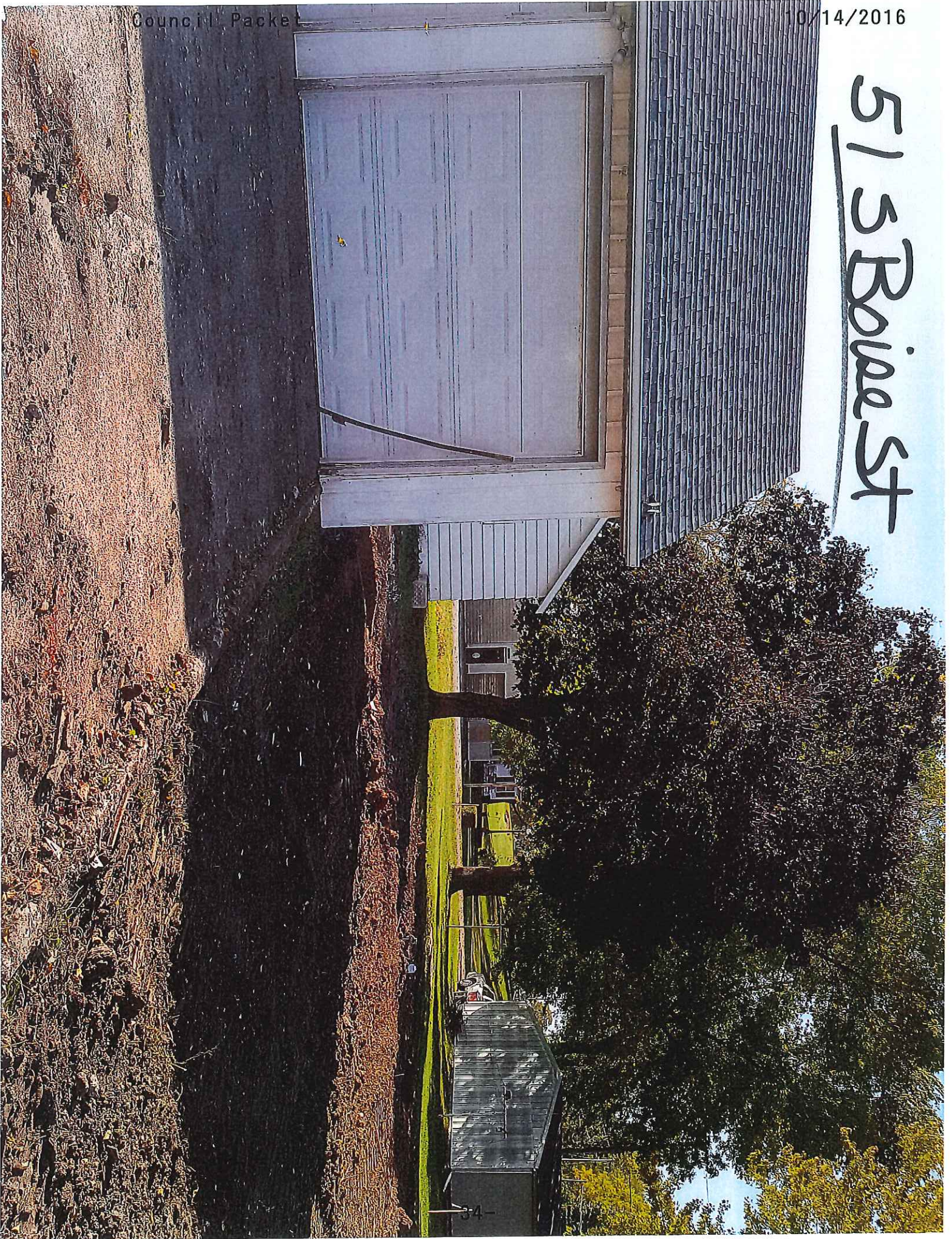
Attached are the most current pictures of the property I own in town. Please let me know when the release letter is complete.

Thanks.

Al Dehagues



# 515 Boise St

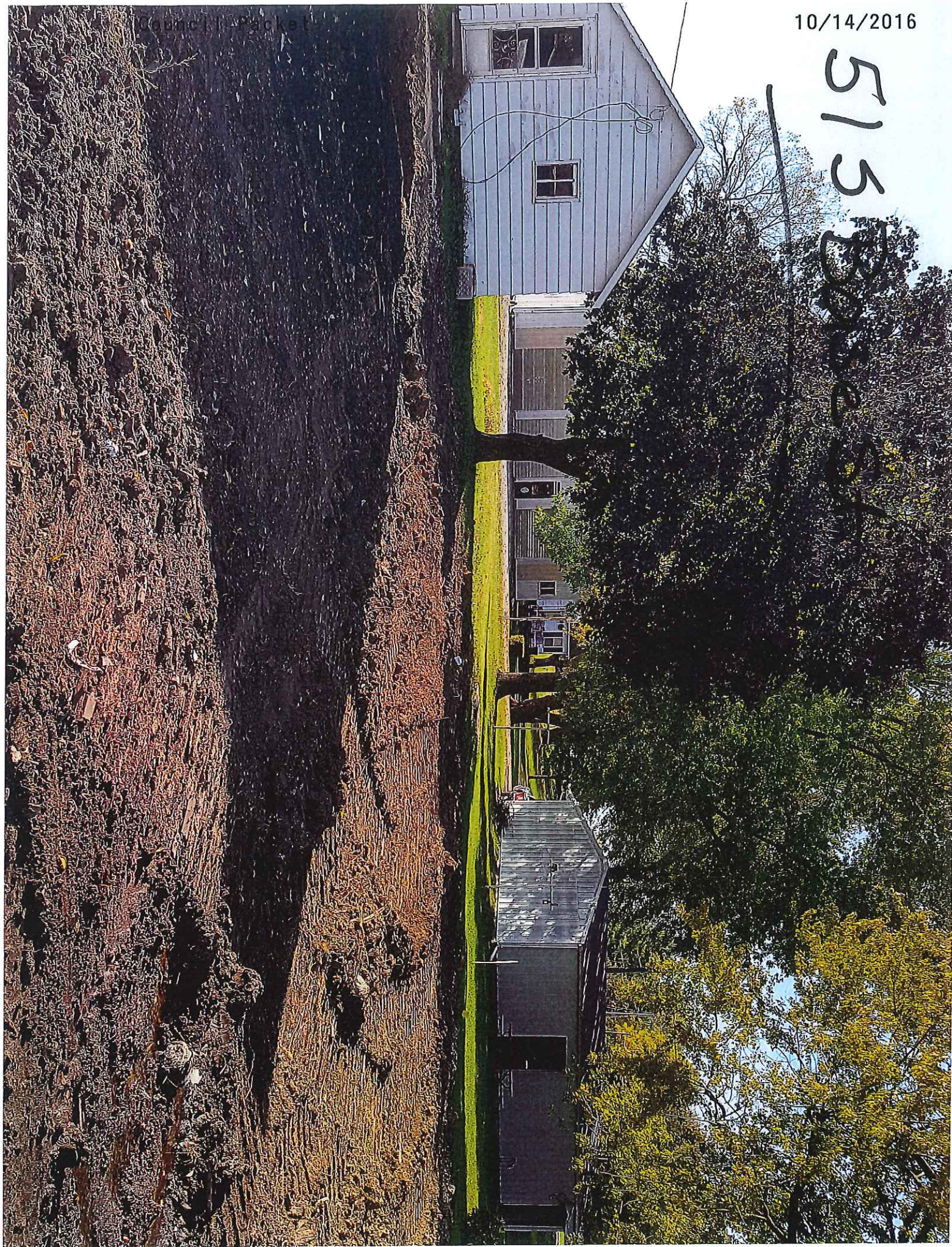




10/14/2016

515

Boneson





FYI

**Lory Young**

---

**From:** Fisher Insurance <garyf@fisherins.com>  
**Sent:** Friday, October 14, 2016 12:31 PM  
**To:** lory@cityofriversideiowa.com  
**Subject:** Benefit Eligibility  
**Attachments:** Employee Eligibility guideline.pdf; \_Certification\_.htm

Lory-

Attached is an explanation of the "full time (FT)" employee status as interpreted by our broker, Acumen. As this relates to our conversation concerning Becky LaRoche, if for example The City of Riverside decides to use 9 months as the measurement period and the period chosen is from 1/01/16 thru 9/30/16, then if Becky's weekly average is 30 hours or more, she would be considered FT as of 10/01/16. Full timers are eligible for coverage the 1<sup>st</sup> of the month following a 30 day wait period, therefore she would be eligible on 11/01/16. Any FT employee that waives out of coverage when initially eligible, is not allowed to enroll until the next anniversary open enrollment date. The City of Riverside's plan anniversary date is January 1<sup>st</sup>.

I hope this answers your concern about how to determine when someone goes from PT to FT status.

Please let me know if you have additional questions-

Gary Fisher

Fisher Insurance Agency  
[garyf@fisherins.com](mailto:garyf@fisherins.com)  
319-656-2262

10/14/2016 1:40 PM

## PAYROLL HISTORY REPORT

PAGE: 5

PAYROLL NO: 01 - City of Riverside

SORTED BY EMPLOYEE NO#

DATE: 1/01/2016 THRU 12/31/2016

EMPLOYEE: 0039 NAME: LAROCHE, REBECCA A

		1ST - QUARTER TOTALS		2ND - QUARTER TOTALS		3RD - QUARTER TOTALS		4TH - QUARTER TOTALS		** TOTAL **	
		6 CHECK(S)		7 CHECK(S)		6 CHECK(S)		1 CHECK(S)		20 CHECK(S)	
NBR CHECKS -											
NET -		3681.15		5186.90		4729.95		565.94		14163.94	
*EARNINGS*		HOURS	AMOUNT	HOURS	AMOUNT	HOURS	AMOUNT	HOURS	AMOUNT	HOURS	AMOUNT
GROSS -			4589.08		6600.02		6052.57		698.07		17939.74
REGULAR -		314.75	3934.39	490.50	6131.26	392.50	4990.69	47.25	602.44	1245.00	15658.78
OVERTIME -		4.25	79.69	13.00	243.76	17.00	325.13	0.00	0.00	34.25	648.58
SICK -		4.00	50.00	12.00	150.00	22.00	279.25	1.50	19.13	39.50	498.38
VACATION -		24.00	300.00	0.00	0.00	12.00	153.00	6.00	76.50	42.00	529.50
PERSONAL -		0.00	0.00	0.00	0.00	12.00	153.00	0.00	0.00	12.00	153.00
HOLIDAY -		18.00	225.00	6.00	75.00	12.00	151.50	0.00	0.00	36.00	451.50
*DEDUCTIONS*		EMPLOYER	DEDUCT	EMPLOYER	DEDUCT	EMPLOYER	DEDUCT	EMPLOYER	DEDUCT	EMPLOYER	DEDUCT
IFERS -		409.81	273.04	589.39	392.70	540.49	360.13	62.34	41.54	1602.03	1067.41
*TAXES*		TAXABLE	TAX	TAXABLE	TAX	TAXABLE	TAX	TAXABLE	TAX	TAXABLE	TAX
FEDERAL W/H-		4316.04	140.83	6207.32	281.51	5692.44	278.47	656.53	17.19	16872.33	718.00
STATE W/H -		4316.04	143.00	6207.32	234.00	5692.44	221.00	656.53	20.00	16872.33	618.00
FICA -		4589.08	284.52	6600.02	409.20	6052.57	375.26	698.07	43.28	17939.74	1112.26
MEDICARE -		4589.08	66.54	6600.02	95.71	6052.57	87.76	698.07	10.12	17939.74	260.13
EIC CREDIT -			0.00		0.00		0.00		0.00		0.00

1408.75/40hr  
35.22hr

# City of Riverside Time-off Request Form

Date: 9/1/16 Employee Name: LORY YOUNG

☐ Personal Day

☐ Bereavement

☒ Vacation

☐ Sick Leave (3 days or more requires MD slip)

☐ Jury Duty

☐ Personal Leave (unpaid)

☐ Comp Time

Dates Requested: 9/20, 9/22, 9/23, 9/26, 9/27, 9/28, 9/29, 9/30

# of Days: 8 # of Hours: 64 HRS

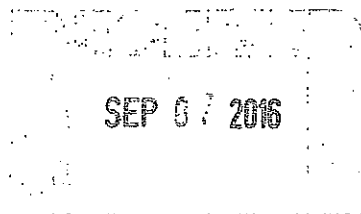
Return Date: 10/3/16

Employee Signature: Lory Young

Date: 9/1/16

City Administrator's Signature: Ralph Schnoebelen

Date: 9-6-16



CODE: ALL

SUMMARY

PAGE: 1

10/14/2016

SEQUENCE: BY EMPLOYEE NO#

REPORT THRU DATE: 9/30/2015 THRU 10/01/2016

TOTALS PRINTED : THRU PREVIOUS DATE

EMP #	EMPLOYEE NAME	ANV-DT/ LVE-DT	LEAVE TYPE	BAL FWD	EARNED	TAKEN	ADJUSTED	MAX ALLOW ACCRUAL	*AS OF 10/01/2016* BALANCE	AVAILABLE
01-0037	YOUNG, LORY L	10/01/12	A-PERSONAL	0.00	24.00	8.00-	0.00	16.00	16.00	16.00
		10/01/12	H-HOLIDAY	16.00-	0.00	88.00-	0.00	0.00	104.00-	104.00-
		10/01/12	S-SICK LEA	84.43	99.75	129.00-	0.00	960.00	55.18	55.18
		10/01/05	V-VACATION	148.00	164.50	173.75-	0.00	240.00	138.75	138.75