

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA**  
**RIVERSIDE FIRE DEPARTMENT**  
**271 E 1<sup>ST</sup> ST**  
**REGULAR MEETING**

Monday, March 1, 2021 – 6:00 P.M.

The meeting will be recorded and can be viewed live by visiting the city web site at [www.riversideiowa.gov](http://www.riversideiowa.gov)

**NOTICE TO THE PUBLIC:** This is a meeting of the City Council to conduct the regular business of the City. Every item on the agenda is an item of discussion and action if needed.

1. Call meeting to order
2. Approval of agenda
3. Consent agenda
  - a. Minutes from 2-15-2021
  - b. Expenditures for 3-1-2021
  - c. Casey's General Store #3900 Liquor License
  - d. John R Damien-Riverside Casino-Fireworks Display Permit
4. **Public forum:** 3 minutes per person. See guidelines for public comments at the Clerk's table.
5. Public Hearings, Resolutions, Ordinances
  - a. Public Hearing for Proposed FY22 budget
  - b. Resolution #030121-01 Approve Proposed FY22 Budget (8)
  - c. Resolution #030121-02 Acquisition Plat Lot 6, Block 19 (9)
  - d. Resolution #030121-03 FD Riverboat Grant Application for Thermal Camera (11)
  - e. Resolution #030121-04 RACC Riverboat Grant Application for dog park (12)
6. Discussion on sidewalk ordinance
7. Engineering Services for the City of Riverside
8. City Administrator's report
  - a. Community Center Committee Update
  - b. Eagle Scout Project-Nicolas Oriano
9. Closed session per Iowa Code Chapter 21.5 (j) Real Estate
10. Resolution #030121-05 Set Public Hearing for Sale of Real Estate
11. Motion to adjourn

Meeting attendees are asked to maintain 6 ft. distance from other attendees who don't live in their household. Masks are required when distancing cannot be maintained. Those wishing to provide comments for the public forum without attending the meeting can submit them by email to [admin@cityofriversideiowa.com](mailto:admin@cityofriversideiowa.com), by phone at 319-648-3501, or in the City Hall dropbox up to 30 minutes prior to the meeting.

# COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: Tuesday, February 16<sup>th</sup>, 2021

The Riverside City Council meeting opened at 6:00 pm at the Fire Station with Mayor Allen Schneider requesting roll call. Council members present: Andy Rodgers, Lois Schneider, Tom Sexton, McGuire. Redlinger was absent.

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

Rodgers moved to approve the minutes of February 1<sup>st</sup> and 8<sup>th</sup>, 2021, expenditures, La Chiva Loka liquor license renewal, and 4 new members to Riverside Volunteer Fire Dept. Second by Sexton, passed 4 -0.

Washington County Sheriff, Jared Schneider presented Law Enforcement Contract for FY22. The department is working to gradually add more deputies to the department. Schneider presented estimated contract law costs through FY26.

McGuire moved to pass Resolution #021621-01, Approving Law Enforcement contract with Washington County for FY22 in the amount of \$131,640.00. Second by Rodgers, passed 4-0.

Highland School Board President Nate Robinson and Superintendent Ken Crawford returned to Council to answer questions on the State of Iowa SF 159 legislature. Crawford provided information from the Iowa Assoc. of School Boards. Mayor Schneider stated the importance of our school district to the City, and suggested that Council members send their own individual letters to our district representatives.

Council reviewed Seal Coat street maintenance estimates.

Sexton moved to pass Resolution #021621-02, Approving seal coat unit prices from LL Pelling of North Liberty, Iowa. Second by Rodgers, passed 4-0.

Bill Stukey, PeopleService, Inc. presented January water and wastewater report.

Scott Pottorff, MMS Consultants discussed engineering options for future Capital Projects. Admin Yancey presented sample RFQ letter with more information to follow.

Sexton moved to enter into closed session per Iowa Code Chapter 21.5 (j) Real Estate at 7:33 pm. Second by McGuire, passed 4-0.

Council returned to open meeting at 7:47 pm.

Sexton moved to proceed as directed in closed session. Second by Rodgers, passed 4-0.

Council reviewed Admin's report, monthly financials, and proposed changes to City Code of Ordinances Chapter 136 – Sidewalk Regulations.

COUNCIL PACKET

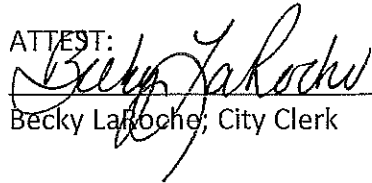
Mayor reported that 23 people completed the Community Center Volunteer Committee Survey. City will move forward with setting the next meeting for this group.


Sexton moved to adjourn at 8:11 pm. Second by Rodgers, passed 4-0

Full content of Council Meetings can be viewed on the City web site; [riversideiowa.gov](http://riversideiowa.gov)

Council Meeting – Monday, March 1<sup>st</sup>, 2021 at 6:00 p.m. in Fire Station.

ATTEST:

  
\_\_\_\_\_  
Becky LaRoche; City Clerk

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

# COUNCIL PACKET

EXPENDITURES MARCH 1, 2021					
COUNCIL MEETING		BILLS			
1	BECKY LaROCHE	CELL	001-5-650-6373	\$ 50.00	
2	BRYAN LENZ	CELL	001-5-430-6373	\$ 50.00	
3	ELECTRIC PUMP	WTP-TRANSDUCER CONTROLLER	600-5-810-6374	\$ 1,589.40	
4	EMERGENCY APPARATUS	FD-DRAIN VALVE,HOSE	002-5-150-6352	\$ 983.45	
5	FP MAILING	POSTAGE METER	001-5-650-6508	\$ 86.85	
6	IAMU	FY22 MEMBERSHIP	600-5-8110-6210	\$ 680.00	
7	JAY STUELKE	CELL	001-5-210-6373	\$ 50.00	
8	JETCO	WTP-CLEAR WELL SENSOR	600-5-810-6374	\$ 808.20	
9	KELTEK	FD-21'CHEVY LIGHTS	002-5-150-6352	\$ 11,373.02	
10	KUM & GO	CITY FUEL	110-5-210-6331	\$ 679.41	
11	KUM & GO	FD FUEL	002-5-150-6350	\$ 158.16	
12	MARSARS WATER RESCUE	ICE RESCUE EQUIPMENT	002-5-150-6356	\$ 964.00	
13	MEDIACOM	FD	002-5-150-6332	\$ 215.95	
14	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$ 217.28	
14	MID AMERICAN ENERGY	RVFD	002-5-150-6330	\$ 336.83	
15	MID AMERICAN ENERGY	C HALL	001-5-650-6371	\$ 117.37	\$ 671.48
16	MMS CONSULTANTS	PARKS	301-5-750-6779	\$ 1,250.00	
17	PEOPLE SERVICES	MAR SERVICE	610-5-815-6500	\$ 11,449.50	
18	PEOPLE SERVICES	MAR SERVICE	600-5-800-6500	\$ 11,449.50	\$ 22,899.00
19	PRECISION ELECTRIC	FD-ALARMS INSTALL	002-5-150-6310	\$ 3,950.00	
20	PRECISION ELECTRIC	WTP FURNACE REPAIR	600-5-810-6504	\$ 485.00	\$ 4,435.00
21	WINDSTREAM	WTP INTERNET	600-5-810-6373	\$ 150.38	
22	WINDSTREAM	SHOP INTERNET	001-5-210-6373	\$ 172.51	\$ 322.89
23	YANCEY, CHRISTINE	MILEAGE	001-5-650-6240	\$ 26.88	
24	*****	TOTAL BILLS			\$ 47,293.69
25	FEBRUARY EOM PAYABLES				
25	DELTA DENTAL	MAR BILLING	001-5-430-6150	\$ 225.04	
26	LINCOLN NAT'L LIFE INS	MAR BILLING	001-5-620-6150	\$ 288.55	
27	WELLMARK	MAR INSURANCE	001-5-620-6150	\$ 4,804.77	
28	US CELLULAR	CITY HALL	001-5-650-6373	\$ 53.90	
29	US CELLULAR	RVFD	002-5-150-6332	\$ 97.17	
30	*****	TOTAL PAID BILLS			\$ 5,469.43
31	*****	<b>TOTAL EXPENDITURES</b>			<b>\$ 52,763.12</b>
32					
33	<b>TOTAL BY FUND</b>				
34	"001"	GENERAL FUND	\$ 6,143.15		
35	"002"	FIRE DEPARTMENT	\$ 18,078.58		
36	"110"	ROAD USE FUND	\$ 679.41		
36	"145"	CASINO FUNDS	\$ -		
37	"200"	DEBT SERVICE	\$ -		
38	"301"	CAPITAL PROJECTS	\$ 1,250.00		
39	"600"	WATER FUND	\$ 15,162.48		
40	"610"	SEWER FUND	\$ 11,449.50		
41	"670"	GARBAGE	\$ -		
42	*****	<b>TOTAL EXPENDITURES</b>	<b>\$ 52,763.12</b>		

COUNCIL PACKET

**Becky LaRoche**

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**From:** Licensing2, ABD <licensing2@iowaabd.com> on behalf of licensing@iowaabd.com  
**Sent:** Thursday, February 11, 2021 1:32 AM  
**To:** Becky LaRoche  
**Cc:** Licensing@IowaABD.com  
**Subject:** Liquor License Submitted to Local Authority

Insurance coverage/bond certification has been completed for the following application(s). The application(s) is awaiting local authority review. After local authority approval, the application will be submitted to the Iowa Alcoholic Beverages Division for review.

<b>License #</b>	<b>License Status</b>	<b>Business Name</b>
LE0003458	Submitted to Local Authority	CASEY'S GENERAL STORE #3900 (3070 HWY 22 Riverside Iov 52327)

Please do not respond to this email.

To check the status of your application follow these steps:

1. Click <https://elicensing.iowaabd.com>
2. Log in to your eLicensing account
3. After reading the 'Beginning April 1st' statement, click ok
4. Click the View Completed Applications link to see your status

**NOTICE:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Trek  
"Where the Best Begins"  
DISPLAY FIREWORKS PERMIT APPLICATION

Riverside Code 124.06. City Council may, upon applications in writing, grant a permit for the use of Display Fireworks by municipalities, fair associations, amusement parks, or other organizations or groups approved by the City when the Display Fireworks will be handled by a competent operator as determined by the Fire Chief.

Proof of Insurance: Personal Injury, \$500,000 per person; Property Damage \$500,000; Total exposure \$1,000,000.

Display Date: 08-28-2021 Rain Date, if applicable: 08-29-2021

Time of Display: Dusk

Name of Organization Purchasing Display:

RIVERSIDE CASINO & GOLF RESORT

Address: 3184 Hwy 22

City, State, Zip: RIVERSIDE, IA 52327

Phone: 319 6481234 E-mail: damon.john@riversidecasinoandresort.com

Contact Name: DAMON JOHN

Address: 3184 Hwy 22

City, State, Zip: RIVERSIDE, IA 52327

Phone: 319 6481234 x1850 E-mail: damon.john@riversidecasinoandresort.com

Name of designated Pyrotechnician:

TBD

Location of Event: LAUNCHING FROM BLUE TOP RIDGE GOLF COURSE

Insurance Certificate Holder: J&M DISPLAYS, INC.

Proof of Insurance Included with application:  Yes  No

Council Approval: \_\_\_\_\_

pd. \$35.00 m-pay  
#60490



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/15/2020

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Britton Gallagher One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	<b>CONTACT NAME:</b> PHONE (A/C No, Ext): 216-658-7100      FAX (A/C No): 216-658-7101 E-MAIL ADDRESS: _____
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> J & M Displays, Inc. 18064 170th Avenue Yarmouth IA 52660	INSURER A : Everest Indemnity Insurance Co.      NAIC # 10851 INSURER B : Everest Denali Insurance Company      16044 INSURER C : Axis Surplus Ins Company      26620 INSURER D : Everest National Insurance Company      10120 INSURER E : INSURER F :

**COVERAGES**

**CERTIFICATE NUMBER: 1352564951**

**REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURANCE	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOG			S18ML00068-201	1/15/2020	1/15/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			S18CA00033-201	1/15/2020	1/15/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			P-001-000063943-02	1/15/2020	1/15/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ WC STATUTORY LIMITS    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N/A	S18EX01313-201	1/15/2020	1/15/2021	Each Occ Aggregate \$4,000,000 Total Limits \$10,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
 Additional Insured endorsement of coverage is provided by above referenced General Liability policy where required by written agreement.

<p><b>CERTIFICATE HOLDER</b></p> <p style="text-align: center;">J &amp; M Displays, Inc.                  18064 170th Avenue                  Yarmouth IA 52660                  USA</p>	<p><b>CANCELLATION</b></p> <p style="text-align: center;">SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p style="text-align: center;"></p>
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**NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET**

Fiscal Year July 1, 2021 - June 30, 2022

The City of: RIVERSIDE

The City Council will conduct a public hearing on the proposed budget as follows:

Location: RIVERSIDE FIRE STATION 271 E 1ST STREET RIVERSIDE, IOWA Meeting Date: 3/1/2021 Meeting Time: 06:00 PM

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property 8.10000

The estimated tax levy rate per \$1000 valuation on Agricultural land is 0

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number  
(319) 648-3501

City Clerk/Finance Officer's NAME  
BECKY LaROCHE

		Budget FY 2022	Re-estimated FY 2021	Actual FY 2020
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	896,705	886,883	931,057
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	3	896,705	886,883	931,057
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	0	0	0
Other City Taxes	6	677,852	653,540	689,159
Licenses & Permits	7	7,575	7,500	6,631
Use of Money and Property	8	151,050	45,800	179,101
Intergovernmental	9	979,836	774,261	1,820,927
Charges for Fees & Service	10	975,716	893,400	808,535
Special Assessments	11	0	0	0
Miscellaneous	12	500	500	74,302
Other Financing Sources	13	0	0	0
Transfers In	14	1,908,835	1,257,000	3,550,704
<b>Total Revenues and Other Sources</b>	15	5,598,069	4,518,884	8,462,551
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	366,493	291,796	370,445
Public Works	17	199,383	248,183	179,789
Health and Social Services	18	0	0	0
Culture and Recreation	19	215,776	157,454	286,592
Community and Economic Development	20	86,750	31,750	26,271
General Government	21	344,001	341,308	318,832
Debt Service	22	224,900	224,200	228,500
Capital Projects	23	1,504,248	1,142,958	3,042,221
<b>Total Government Activities Expenditures</b>	24	2,941,551	2,437,649	4,452,650
Business Type / Enterprises	25	884,013	885,310	599,193
<b>Total ALL Expenditures</b>	26	3,825,564	3,322,959	5,051,843
Transfers Out	27	1,908,835	1,257,000	3,550,704
<b>Total ALL Expenditures/Transfers Out</b>	28	5,734,399	4,579,959	8,602,547
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	29	-136,330	-61,075	-139,996
Beginning Fund Balance July 1	30	3,248,898	3,309,973	3,449,969
<b>Ending Fund Balance June 30</b>	31	3,112,568	3,248,898	3,309,973



**RESOLUTION #030121-01**

**RESOLUTION TO ADOPT THE CITY BUDGET FOR FISCAL  
YEAR JULY 1<sup>ST</sup>, 2021 THROUGH JUNE 30<sup>TH</sup>, 2022**

**WHEREAS**, the Riverside City Council and the City Clerk prepared a city budget in compliance with Iowa Code, Section 384.16, showing estimated Revenues and Expenses.

**WHEREAS**, a notice of public hearing on this budget was published as required by law, and a Public Hearing was held March 1, 2021 at the Riverside City Council meeting starting at 6:00 pm in the Riverside Fire Station, to allow for public comment.

**THEREFORE, BE IT RESOLVED**, the Riverside City Council adopts this City Budget for Fiscal Year 21-22.

**IT WAS MOVED** by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ that the foregoing resolution be adopted.

Roll Call Vote: Redlinger, Sexton, Rodgers, McGuire, Schneider

Ayes:

Nays:

Absent:

Passed and Approved by the City Council of Riverside, Iowa and approved this 1<sup>st</sup> day of March, 2021.

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

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Becky LaRoche, City Clerk

**RESOLUTION #030121-02**

**RESOLUTION APPROVING ACQUISITION PLAT FOR  
THE CITY OF RIVERSIDE**

**WHEREAS**, the City of Riverside City Council has reviewed the Acquisition Plat documentation for the City of Riverside and the alley behind the property at 40 E 2<sup>nd</sup> Street,

**WHEREAS**, the location of easement is a portion of Lot 6, Block 19, original town of Riverside, Washington County, Iowa

**THEREFORE**, be it resolved the City of Riverside City Council does hereby approve the Acquisition Plat of 40 E 2<sup>nd</sup> Street.

**MOVED BY** Council person \_\_\_\_\_, seconded by Council person \_\_\_\_\_, to approve the foregoing resolution.

**Roll Call:** Sexton, Redlinger, Rodgers, McGuire, Schneider,

Ayes:

Nays:

Absents:

**Passed and Approved** by the City Council of Riverside, Iowa and approved this 1<sup>st</sup> day of March, 2021.

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

Allen Schneider, Mayor

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

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

Becky LaRoche, City Clerk

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

COUNCIL PACKET  
ACQUISITION PLAT  
CITY OF RIVERSIDE  
WASHINGTON COUNTY, IOWA

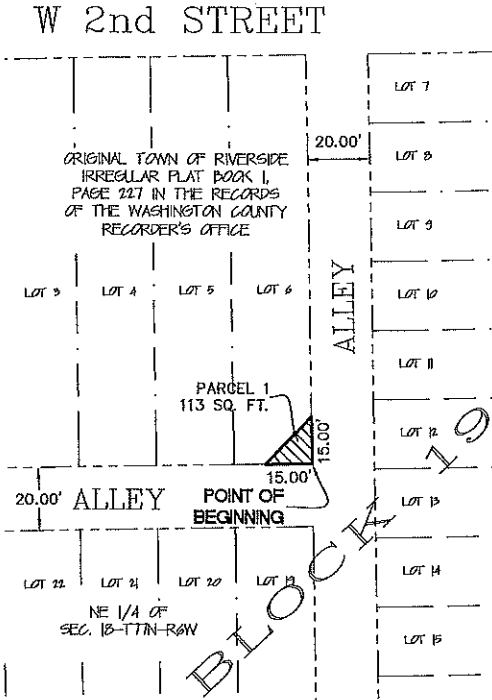
DESCRIPTION

A PORTION OF LOT 6, BLOCK 19, ORIGINAL TOWN OF RIVERSIDE, LOCATED IN THE NORTHEAST 1/4 OF SECTION 18, TOWNSHIP 77 NORTH, RANGE 6 WEST WASHINGTON COUNTY, IOWA,, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

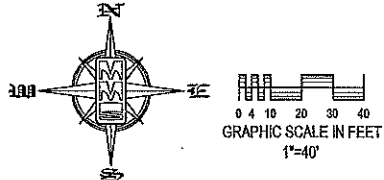
PARCEL 1

BEGINNING AT THE SOUTHEAST CORNER OF LOT 6, BLOCK 19, ORIGINAL TOWN OF RIVERSIDE, IOWA IN ACCORDANCE WITH THE PLAT RECORDED IN IRREGULAR PLAT BOOK 1, AT PAGE 227, IN THE RECORDS OF THE WASHINGTON COUNTY RECORDER'S OFFICE; THENCE WESTERLY ALONG THE SOUTH LINE OF SAID LOT 6, A DISTANCE OF 15.00 FEET; THENCE NORTHEASTERLY TO A POINT ON THE EAST LINE OF SAID LOT 6 THAT IS 15.00 FEET NORTHERLY OF THE SOUTHEAST CORNER OF SAID LOT 6; THENCE SOUTHERLY ALONG THE EAST LINE OF SAID LOT 6, A DISTANCE OF 15.00 FEET, TO THE POINT OF BEGINNING, SAID PARCEL 1 CONTAINS 113 SQUARE FEET, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS OR RESTRICTIONS OF RECORD.

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



<p>LOCATION: A PORTION OF LOT 6, BLOCK 19, ORIGINAL TOWN OF RIVERSIDE, LOCATED IN THE NORTHEAST 1/4 OF SECTION 18, TOWNSHIP 77 NORTH, RANGE 6 WEST WASHINGTON COUNTY, IOWA.</p>
<p>LAND SURVEYOR, INCLUDING FIRM OR ORGANIZATION: DAVID M. WEST, P.L.S. MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA, 52240 PHONE: 319-351-8282</p>
<p>SURVEY REQUESTED BY: CITY OF RIVERSIDE</p>
<p>PROPRIETOR OR OWNER: CITY OF RIVERSIDE, IOWA</p>
<p>DOCUMENT RETURN INFORMATION: LAND SURVEYOR DATE OF SURVEY: 02/18/2021</p>



THIS ACQUISITION PLAT CONFORMS TO IOWA CODE SECTION 354.5.

PARCEL 1 ACQUIRED IN CONJUNCTION WITH THE RIVERSIDE DOWNTOWN STREETScape PROJECT.

LEGEND AND NOTES

- PROPERTY &/or BOUNDARY LINES
  - CONGRESSIONAL SECTION LINES
  - RIGHT-OF-WAY LINES
  - CENTER LINES
  - LOT LINES, INTERNAL
  - RECORDED SUBMISSION BOUNDARY LINE
  - EXISTING EASEMENT LINES, PURPOSE NOTED
  - RECORDED DIMENSIONS
  - MEASURED DIMENSIONS
  - CURVE SEGMENT NUMBER
- (R)  
(M)  
C22-1
- UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS

PROFESSIONAL LAND SURVEYOR

DAVID M. WEST

15749

IOWA

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.

*David M. West 02/18/2021*

DAVID M. WEST  
P.L.S. Iowa Lic. No. 15749  
My license renewal date is December 31, 20 22

Pages or sheets covered by this map: 1

SEAL

Designed by: SBP  
Scale: 1" = 40'  
Drawn by: DMW  
Date: 02/18/2021  
Checked by: DMW  
Project No: IC 2245-049

ACQUISITION PLAT

A PORTION OF LOT 6, BLOCK 19  
ORIGINAL TOWN OF RIVERSIDE, IOWA  
CITY OF RIVERSIDE  
WASHINGTON COUNTY, IOWA

MMS CONSULTANTS, INC.  
IOWA CITY, IOWA 52240  
(319) 351-8282  
www.mmsconsultants.net



Date | Revision

**RESOLUTION #030121-03**

**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, Iowa deals with Community Development and Beautification, Economic Development, Arts and Education, Human and Social Needs.

**Now, therefore 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.

**Riverside Volunteer Fire Department** – Thermal Imaging Camera for \$5000, with the balance of \$1720 paid out of fire department budget.

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

Roll Call: Redlinger, Sexton, Rodgers, McGuire, Schneider

Ayes:

Nays:

Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa on this 1st day of March, 2021.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

**RESOLUTION #030121-04**

**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, Iowa deals with Community Development and Beautification, Economic Development, Arts and Education, Human and Social Needs.

**Now, therefore 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.

**Riverside Area Community Club** – Installing lighting, water, shade shelter and other improvements to the dog park in Hall Park.

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

Roll Call: Redlinger, Sexton, Rodgers, McGuire, Schneider

Ayes:

Nays:

Absent:

**PASSED AND APPROVED** by the City Council of Riverside, Iowa on this 1st day of March, 2021.

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

Allen Schneider, Mayor

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

Becky LaRoche, City Clerk

CHAPTER 136

SIDEWALK REGULATIONS

136.01 Purpose	136.11 Interference with Sidewalk Improvements
136.02 Definitions	136.12 Awnings
136.03 Removal of Snow, Ice and Accumulations	136.13 Encroaching Steps
136.04 Responsibility for Maintenance	136.14 Openings and Enclosures
136.05 City May Order Repairs	136.15 Fires or Fuel on Sidewalks
136.06 Sidewalk Construction Ordered	136.16 Defacing
136.07 Compliance with City Standards	136.17 Debris on Sidewalks
136.08 Sidewalk Standards	136.18 Merchandise Display
136.09 Barricades and Warning Lights	136.19 Sales Stands
136.10 Failure to Repair or Barricade	

**136.01 PURPOSE.** The purpose of this chapter is to enhance safe passage by citizens on sidewalks, to place the responsibility for the maintenance, repair, replacement or reconstruction of sidewalks upon the abutting property owner and to minimize the liability of the City.

**136.02 DEFINITIONS.** For use in this chapter the following terms are defined:

1. "Broom finish" means a sidewalk finish that is made by sweeping the sidewalk when it is hardening.
2. "Defective sidewalk" means any public sidewalk exhibiting one or more of the following characteristics:
  - A. Vertical separations equal to three-fourths ( $\frac{3}{4}$ ) inch or more.
  - B. Horizontal separations equal to one (1) inch or more.
  - C. Holes or depressions equal to three-fourths ( $\frac{3}{4}$ ) inch or more and at least four (4) inches in diameter.
  - D. Spalling over fifty percent (50%) of a single square of the sidewalk with one or more depressions equal to one-half ( $\frac{1}{2}$ ) inch or more.
  - E. Spalling over less than fifty percent (50%) of a single square of the sidewalk with one or more depressions equal to three-fourths ( $\frac{3}{4}$ ) inch or more.
  - F. A single square of sidewalk cracked in such a manner that no part thereof has a piece greater than one square foot.
  - G. A sidewalk with any part thereof missing to the full depth.
  - H. A change from the design or construction grade equal to or greater than three-fourths ( $\frac{3}{4}$ ) inch per foot.
3. "Established grade" means that grade established by the City for the particular area in which a sidewalk is to be constructed.
4. "One-course construction" means that the full thickness of the concrete is placed at one time, using the same mixture throughout.
5. "Owner" means the person owning the fee title to property abutting any sidewalk and includes any contract purchaser for purposes of notification required herein. For all other purposes, "owner" includes the lessee, if any.

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6. "Portland cement" means any type of cement except bituminous cement.
7. "Sidewalk" means all permanent public walks in business, residential or suburban areas.
8. "Sidewalk improvements" means the construction, reconstruction, repair, replacement or removal, of a public sidewalk and/or the excavating, filling or depositing of material in the public right-of-way in connection therewith.
9. "Wood float finish" means a sidewalk finish that is made by smoothing the surface of the sidewalk with a wooden trowel.

**136.03 REMOVAL OF SNOW, ICE AND ACCUMULATIONS.** It is the responsibility of the abutting property owners to remove snow and ice and accumulations from sidewalks within forty-eight (48) hours. If snow has not been removed within twenty-four (24) hours, an attempt will be made by city staff to contact the property owner. If the contact attempt is unsuccessful, or the sidewalk has not been cleared, a notice will be posted on the door of the address giving 24 hours to remove the accumulated snow from the sidewalk. If sidewalk is not cleared 24 hours after the door posting has been made, the City will contract to have the snow removed and the cost for removal will be billed to the property owner. The property owner has thirty (30) days from the date of the notice to remit payment to the City. Any bills left unpaid will become a lien against the property. This ordinance pertains to residential and commercial property.

Commercial properties located along Highway 22 between Greene and Washburn should have the upper sidewalk portion in front of their abutting property cleared of snow by 8:00 a.m. following the snowfall. The snow may be pushed to the lower sidewalk. City crews will remove the snow from the lower sidewalk and parking. If snow is not removed by 8:00 a.m., it is the responsibility of the property owner to push the snow to the end of the street and not push it onto the cleared lower sidewalk. City staff will be responsible to clearing the stairs.

The eight (8) foot sidewalk located on the east side of Ella Street from 2<sup>nd</sup> Street to Blackberry will be maintained by the City of Riverside.

*(Code of Iowa, Sec. 364.12[2b & e])*

**136.04 RESPONSIBILITY FOR MAINTENANCE.** It is the responsibility of the abutting property owners to repair, replace or reconstruct, or cause to be repaired, replaced or reconstructed, all broken or defective sidewalks and to maintain in a safe and hazard-free condition any sidewalk outside the lot and property lines and inside the curb lines or traveled portion of the public street.

*(Code of Iowa, Sec. 364.12 [2c])*

**136.05 CITY MAY ORDER REPAIRS.** If the abutting property owner does not maintain sidewalks as required, the Council may serve notice on such owner, by certified mail, requiring the owner to repair, replace or reconstruct sidewalks within a reasonable time and if such action is not completed within the time stated in the notice, the Council may require the work to be done and assess the costs against the abutting property for collection in the same manner as a property tax.

*(Code of Iowa, Sec. 364.12[2d & e])*

**136.06 SIDEWALK CONSTRUCTION ORDERED.** The Council may order the construction of permanent sidewalks upon any street or court in the City and may specially assess the cost of such improvement to abutting property owners in accordance with the provisions of Chapter 384 of the Code of Iowa.

*(Code of Iowa, Sec. 384.38)*

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**136.07 COMPLIANCE WITH CITY STANDARDS.** No person shall remove, reconstruct or install a sidewalk unless such person removes, reconstructs or installs the sidewalk in accordance with the City standards for such work.

**136.08 SIDEWALK STANDARDS.** Sidewalks repaired, replaced or constructed under the provisions of this chapter shall be constructed in accordance with the City's sidewalk specifications on file in the office of the City Clerk.

**136.09 BARRICADES AND WARNING LIGHTS.** Whenever any material of any kind is deposited on any street, avenue, highway, passageway or alley when sidewalk improvements are being made or when any sidewalk is in a dangerous condition, it shall be the duty of all persons having an interest therein, either as the contractor or the owner, agent, or lessee of the property in front of or along which such material may be deposited, or such dangerous condition exists, to put in conspicuous places at each end of such sidewalk and at each end of any pile of material deposited in the street, a sufficient number of approved warning lights or flares, and to keep them lighted during the entire night and to erect sufficient barricades both at night and in the daytime to secure the same. The party or parties using the street for any of the purposes specified in this chapter shall be liable for all injuries or damage to persons or property arising from any wrongful act or negligence of the party or parties, or their agents or employees or for any misuse of the privileges conferred by this chapter or of any failure to comply with provisions hereof.

**136.10 FAILURE TO REPAIR OR BARRICADE.** It is the duty of the owner of the property abutting the sidewalk, or the owner's contractor or agent, to notify the City immediately in the event of failure or inability to make necessary sidewalk improvements or to install or erect necessary barricades as required by this chapter.

**136.11 INTERFERENCE WITH SIDEWALK IMPROVEMENTS.** No person shall knowingly or willfully drive any vehicle upon any portion of any sidewalk or approach thereto while in the process of being improved or upon any portion of any completed sidewalk or approach thereto, or shall remove or destroy any part or all of any sidewalk or approach thereto, or shall remove, destroy, mar or deface any sidewalk at any time or destroy, mar, remove or deface any notice provided by this chapter.

**136.12 AWNINGS.** It is unlawful for a person to erect or maintain any awning over any sidewalk unless all parts of the awning are elevated at least eight (8) feet above the surface of the sidewalk and the roof or covering is made of duck, canvas or other suitable material supported by iron frames or brackets securely fastened to the building, without any posts or other device that will obstruct the sidewalk or hinder or interfere with the free passage of pedestrians.

**136.13 ENCROACHING STEPS.** It is unlawful for a person to erect or maintain any stairs or steps to any building upon any part of any sidewalk without permission by resolution of the Council.

**136.14 OPENINGS AND ENCLOSURES.** It is unlawful for a person to:

1. Stairs and Railings. Construct or build a stairway or passageway to any cellar or basement by occupying any part of the sidewalk, or to enclose any portion of a sidewalk with a railing without permission by resolution of the Council.
2. Openings. Keep open any cellar door, grating or cover to any vault on any sidewalk except while in actual use with adequate guards to protect the public.
3. Protect Openings. Neglect to properly protect or barricade all openings on or within six (6) feet of any sidewalk.



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**136.15 FIRES OR FUELS ON SIDEWALKS.** It is unlawful for a person to make a fire of any kind on any sidewalk or to place or allow any fuel to remain upon any sidewalk.

**136.16 DEFACING.** It is unlawful for a person to scatter or place any paste, paint or writing on any sidewalk.

*(Code of Iowa, Sec. 716.1)*

**136.17 DEBRIS ON SIDEWALKS.** It is unlawful for a person to throw or deposit on any sidewalk any glass, nails, glass bottle, tacks, wire, cans, trash, garbage, rubbish, litter, offal, or any other debris, or any substance likely to injure any person, animal or vehicle.

*(Code of Iowa, Sec. 364.12 [2])*

**136.18 MERCHANDISE DISPLAY.** It is unlawful for a person to place upon or above any sidewalk, any goods or merchandise for sale or for display in such a manner as to interfere with the free and uninterrupted passage of pedestrians on the sidewalk; in no case shall more than three (3) feet of the sidewalk next to the building be occupied for such purposes.

**136.19 SALES STANDS.** It is unlawful for a person to erect or keep any vending machine or stand for the sale of fruit, vegetables or other substances or commodities on any sidewalk without first obtaining a written permit from the Council.



March 2, 2021

RE: Request for Qualifications for Engineering Services in the City of Riverside

The City of Riverside is seeking Requests for Qualifications from selected engineering firms for general municipal and project engineering services. The selected firm will be responsible for day-to-day engineering needs that will include but not limited to general civil, water and wastewater and land development with fieldwork, and other duties. Major projects may still be bid out to qualified engineering firms, including the firm selected in this process.

Riverside is a city of approximately 1,000 residents. The City currently operates a ground water source water plant with two city wells, with a reverse osmosis treatment system, built in 2007. The wastewater system consists of five lift stations that flow into an SBR activated sludge plant with UV disinfection built in 2006. The City has been actively engaged in replacing all 4" water mains, upgrading storm water utilities as well as new concrete streets with curb and gutter.

Current projects for FY22 may include adding a soft fall surface with increased handicap accessibility, parking, sidewalks and equipment to Railroad Park; installation of 6" water main on Third Street from Hwy 22 to Washington; and street, curb, gutter, storm sewer and sidewalks from Hwy 22 to Greene Street.

The City is seeking a long-term arrangement with the selected firm, with the firm assigning a primary (City Engineer) and a secondary (Associate City Engineer) contact person to work with the City on an ongoing basis in a prompt and efficient manner. While it is expected that the selected firm will employ several engineers with a wide variety of specializations and utilize them to varying degrees based on the City's needs, the consulting firms City Engineer and/or Associate City Engineer will be the typical points of contact for the City.

The request for qualifications should include but not be limited to:

- Name of firm, address, telephone number, email address.
- Years in business, and office closest to the City of Riverside if more than one office.
- Experience working with a municipality that includes:
  - ADA projects with extreme terrains
  - Roadway design to direct storm water
- Construction plan preparation and project oversight.
- Completed Projects of Similar Nature to those outlined above.
- List of proposed team members/sub-contractors if any to be used and the work they would perform.
- A comprehensive approach to the proposed work and detailed schedule showing completion.
- Summary of firm's ability to provide personnel to meet the proposed schedule.
- Estimated fee structure and schedule anticipated to accomplish the proposed projects.

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- Experience with State and Federal grants, strong experience working with IDOT and DNR regulations and programs.

The selection of firms to interview by Council will be based on:

- Qualifications of firm and personnel assigned to the project.
- Ability of firm to meet full range of City's on-going engineering needs.
- Reference checks on past projects included with submittal.
- Design approach.
- Experience working with municipalities.
- Project Management style including construction oversight.
- Project Schedule

The City is open to negotiating a per-hour payment arrangement for day-to-day work performed, as well as a negotiated formal contract for larger projects. The City reserves the right to request in-person interviews with the staff to be assigned by the firm prior to making an award of contract. It is expected that the selected firm would begin serving the City of Riverside in the capacity described in this Request for Proposals no later than May 1, 2021.

Requests for Qualifications are due by mail or in person at City Hall, PO Box 188, 60 N Greene Street, Riverside, no later than Friday, March 26<sup>th</sup> at 4:30 p.m. For questions regarding this letter contact City Administrator Christine Yancey at 319-648-3501, or [cityadmin@riversideiowa.gov](mailto:cityadmin@riversideiowa.gov).

Respectfully,

Christine Yancey  
City Administrator  
City of Riverside

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City of Riverside  
Administrator Report  
March 1, 2021

- Staff meetings on Monday at 8:30
- Payroll review
- Agenda prep
- Bi-weekly phone meeting with Mayor
- Phone meetings with KCII
- Meeting with Fire Chief on staffing
- Nuisance court hearing-postponed to 2/25
- RFP/RFQ for engineering services
- Emails on city owned property
- Phone calls from residents on clearing sidewalks
- Letter for Sharon Telephone Grant
- Setting up first meeting for Community Center Committee
- Phone calls and emails with The News
- Nuisance hearing
- Newsletter
- Fireworks permit

## Public Works:

- Snow plowing, cleaning sidewalks, moving snow piles, spread product on slick areas
- Skid loader repair
- Worked on speed sign battery
- Maintenance on sander
- Cleaned shop
- Worked with Bill on fire hydrants
- Emptied trash downtown
- Rewired speed sign
- Jay-Casey's building permit
- Storm prep