CITY OF RIVERSIDE COUNCIL MEETING AGENDA
RIVERSIDE FIRE DEPARTMENT
271 E 1ST ST

REGULAR MEETING

Monday, April 5, 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

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 3-15-2021
    b. Expenditures for 4-5-2021
    c. Kum & Go Liquor License renewal

4. **Public forum**: 3 minutes per person. See guidelines for public comments at the Clerk's table.

5. Public Hearings, Resolutions, Ordinances

    a. Resolution #040521-01 Password Policy pg.5
    b. Resolution #040521-02 Computer Use/Cell Phone Policy pg. 8
    c. Resolution #040521-03 Addendum to Purchasing Policy and Procedures as requested by FEMA pg. 11
    d. Resolution #040521-04 Personally Identifiable Information Policy as requested by FEMA pg. 18
    e. Resolution #040521-05 Fraud Reporting Policy as requested by FEMA pg. 22
    f. Resolution #040521-06 Set Public Hearing for changes to Code of Ordinances, Chapter 106, 136, 155, 156, 157, 158, 159 pg. 24
    g. Resolution #040521-07 Public Purpose Policy pg. 33

6. L.L. Pelling 2021 Seal Coat Quote

7. Discussion on crosswalk options at Cherry, Kleopfer

8. Discussion on Downtown Investment Grant, Residential Grant

9. City Administrator's report

    a. Burning ordinances
    b. Railroad Park Project
    c. Ella St

10. 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, 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: Monday, March 15th, 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, Edgar McGuire, and Jeanine Redlinger.

Motion by Sexton to approve agenda. Second by Rodgers, passed 5-0.

Rodgers moved to approve the minutes of March 1, 2021, expenditures, and Fire Department Reports. Second by McGuire, passed 5 -0.

Randy Tinnes, Patrol Lieutenant for Washington County presented Sheriff's call report for February.

Cindy Peiffer addressed Council on "Color Me Happy" fun walk/run for the Post Prom on April 10th.

Rodgers moved to sponsor event with purchase of Highland neck gaiters, pending confirmation of allowable expenditure. Second by Schneider, passed 5-0.

Council discussed installation of a crosswalk at Kleopfer Street and Cherry Lane for children walking to school. Admin will gather options and pricing for next meeting.

Chad Smothers, Fire Chief presented the Annual Fire/EMS Report for 2020.

Rodgers moved to approve the replacement bumper and lights for Engine 161 in the amount of $18,460.48. Second by Schneider, passed 5-0.

Bill Stukey, PeopleService, Inc reviewed February water and wastewater report with Council.

Rodgers moved to open the Public Hearing to sell City Property at 40 E 2nd Street at 7:29 pm. Second by Sexton, passed 5-0. There were no written or oral comments. Sexton moved to close Public Hearing at 7:30 pm. Second by Rodgers, passed 5-0.

Redlinger moved to pass Resolution #031521-01, Selling City Property at 40 E 2nd Street to Pinnacle 6 Properties of West Liberty for $124,000. Second by Schneider, passed 5-0.

Council discussed the Eagle Scout project for the basketball court in Hall Park.

Yancey presented Admin's report and monthly financial updates.

Schneider moved to allow Administrator Yancey to attend the IMFOA Spring Conference. Second by McGuire, passed 5-0.

Council reviewed the Residential and Commercial grant program. Consensus to review at next Council Meeting.

McGuire moved to proceed with City Leaf Pick-Up Program estimate from Absolute Outdoor Services and to install compost bunker at the Maintenance Shop. Second by Schneider, passed 4-1 Sexton opposed.

Redlinger moved to adjourn at 8:17 pm. Second by Rodgers, passed 5-0.

Full content of Council Meetings can be viewed on the City web site; riversideiowa.gov

Council Meeting – Monday, April 5th, 2021 at 6:00 p.m. in Fire Station.

ATTEST:

Becky LaRoche; City Clerk

Allen Schneider; Mayor

	EXPENDITURES APRIL 5, 2021				
	COUNCIL MEETING	BILLS			
1	AIRGAS	EMS-OXYGEN	002-5-150-6375	$ 222.19	
2	ALLIANT ENERGY	PARKS	001-5-430-6371	$ 337.09	
3	ALLIANT ENERGY	SEWER	610-5-815-6371	$ 1,426.06	
5	ALLIANT ENERGY	WATER	600-5-810-6371	$ 162.98	
6	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	$ 1,332.14	
7	ALLIANT ENERGY	FIRE STATION	002-5-150-6330	$ 427.84	
8	ALLIANT ENERGY	CITY HALL	001-5-650-6371	$ 253.54	$ 3,939.65
9	BECKY LaROCHE	CELL	001-5-650-6373	$ 50.00	
10	BECKY LaROCHE	MILEAGE	001-5-650-6240	$ 19.60	
11	BECKY LaROCHE	2019 W'2 PENALTY	001-5-650-6499	$ 29.00	$ 98.60
12	BIG IRON WELDING	SHID LOADER REPAIR	001-5-210-6504	$ 257.97	
13	BRYAN LENZ	CELL	001-5-430-6373	$ 50.00	
14	IOWA PAPER	PARKS	001-5-430-6325	$ 508.83	
15	IOWA PUMP WORKS	CASIONO LS-VFD	610-5-815-6374	$ 1,012.50	
16	IOWA PUMP WORKS	ABS REPAIR	610-5-815-6374	$ 3,268.32	$ 4,280.82
17	JAY STUELKE	CELL	001-5-210-6373	$ 50.00	
18	JETCO	RO VFD	600-5-810-6374	$ 21,258.20	
19	KALONA GRAPHICS	ENVELOPES	600-5-810-6506	$ 208.91	
20	KCTC	WP/SHOP INTERNET	600-5-810-6332	$ 240.00	
21	KUM N GO	RVFD FUEL	002-5-150-6350	$ 314.69	
22	KUM N GO	CITY FUEL	110-5-210-6331	$ 128.13	$ 442.82
23	MID AMERICAN ENERGY	SHOP	001-5-210-6371	$ 217.31	
24	MID AMERICAN ENERGY	RVFD	002-5-150-6330	$ 346.12	
25	MID AMERICAN ENERGY	C HALL	001-5-650-6371	$ 115.78	$ 679.21
26	MIDWEST FRAME	SNOW PLOW REPAUR	110-5-210-6335	$ 79.05	
27	MMS CONSULTANTS	40 E 2ND ST	001-5-470-6310	$ 735.13	
28	NEWS	PUBLICATIONS	001-5-650-6402	$ 137.38	
29	PEOPLE SERVICES	MAR SERVICE	610-5-815-6500	$ 11,449.50	
30	PEOPLE SERVICES	MAR SERVICE	600-5-800-6500	$ 11,449.50	$ 22,899.00
34	**********	TOTAL BILLS			$ 56,087.76
35	MARCH EOM PAYABLES				
36	DELTA DENTAL	APRIL BILLING	001-5-430-6150	$ 225.04	
37	MEDIACOM	CITY HALL	001-5-650-6373	$ 217.11	
38	MEDIACOM	RVFD	002-5-150-6332	$ 231.05	
39	VERIZON	COLLECTORS	600-5-810-6373	$ 63.58	
40	WASH CO TREASURER	PROP TAX	001-5-470-6310	$ 1,262.00	
41	WINDSTREAM	WATER INTERNET	600-5-810-6373	$ 158.14	
42	WINDSTREAM	SHOP INTERNET	001-5-210-6371	$ 180.88	
43	LINCOLN NAT'L LIFE INS	APRIL BILLING	001-5-620-6150	$ 288.55	
44	WELLMARK	APRIL INSURANCE	001-5-620-6150	$ 4,804.77	
45	US CELLULAR	CITY HALL	001-5-650-6373	$ 48.90	
46	US CELLULAR	RVFD	002-5-150-6332	$ 95.72	
47	**********	TOTAL PAID BILLS			$ 7,575.74
48	**********	**TOTAL EXPENDITURES**			**$ 63,663.50**
49					
50	TOTAL BY FUND				
51	"001"	GENERAL FUND	$ 11,121.02		
52	"002"	FIRE DEPARTMENT	$ 1,637.61		
53	"110"	ROAD USE FUND	$ 207.18		
54	"145"	CASINO FUNDS	$ -		
55	"200"	DEBT SERVICE	$ -		
56	"301"	CAPITAL PROJECTS	$ -		
57	"600"	WATER FUND	$ 33,541.31		
58	"610"	SEWER FUND	$ 17,156.38		
59	"670"	GARBAGE	$ -		
60	**********	**TOTAL EXPENDITURES**	**$ 63,663.50**		

Becky LaRoche

From: Licensing2, ABD <licensing2@iowaabd.com> on behalf of licensing@iowaabd.com
Sent: Tuesday, March 16, 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.

License #	License Status	Business Name
LE0001847	Submitted to Local Authority	Kum & Go # 80 (1178 Enterprise Dr Riverside Iowa, 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.

RESOLUTION #040521-01

RESOLUTION TO APPROVE THE CITY OF RIVERSIDE PASSWORD POLICY

WHEREAS, the City of Riverside City Council is in full support of a policy to protect the security of the network, protect data integrity, and protect computer systems,

WHEREAS, this policy is to protect network with strong passwords, and establishing minimum time between changes,

THEREFORE, BE IT RESOLVED, the City of Riverside City Council, hereby approves this attached Password Policy.

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

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

Ayes:

Nays:

Absent:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 5th day of April, 2021.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche City Clerk

CITY OF RIVERSIDE

Password Policy

1.0 Overview
All employees and personnel that have access to organizational computer systems must adhere to the password policies defined below in order to protect the security of the network, protect data integrity, and protect computer systems.

2.0 Purpose
This policy is designed to protect the organizational resources on the network by requiring strong passwords along with protection of these passwords and establishing a minimum time between changes to passwords.

3.0 Scope
This policy applies to all personnel who have any form of computer account requiring a password on the organizational network including but not limited to a domain account and e-mail account.

4.0 Password Protection

1. Never write passwords down.
2. Never send a password through email.
3. Never include a password in a non-encrypted stored document.
4. Never tell anyone your password.
5. Never reveal your password over the telephone.
6. Never hint at the format of your password.
7. Don't use common acronyms as part of your password.
8. Don't use common words or reverse spelling of words in part of your password.
9. Don't use names of people or places as part of your password.
10. Don't use part of your login name in your password.
11. Don't use parts of numbers easily remembered such as phone numbers, social security numbers, or street addresses.
12. Be careful about letting someone see you type your password.
13. Do not share passwords on computers or software.

5.0 Password Requirements (subject to change)

1. Minimum Length – 8 characters recommended.
2. Minimum complexity - Passwords should use three of four of the following four types of characters:
    1. Lowercase
    2. Uppercase
    3. Numbers
    4. Special characters such as!@#$ %^&*(){}[]
3. Passwords are case sensitive, and the username or login ID is case sensitive.
4. Maximum password age – 90 days

6.0 Enforcement
Since password security is critical to the security of the organization and everyone, employees that do not adhere to this policy may be subject to disciplinary action up to and including dismissal.

ACKNOWLEDGEMENT OF RECEIPT OF PASSWORD POLICY:

I acknowledge that I have received and reviewed the password policy for the City of Riverside, Iowa adopted by City Council on _____. I understand the terms of the Policy and will abide by what is set forth.

_____
Employee Signature

_____
Date

RESOLUTION #040521-02

RESOLUTION TO APPROVE THE CITY OF RIVERSIDE COMPUTER USE/CELL PHONE POLICY

WHEREAS, the City of Riverside City Council is in full support of a computer and cell phone policy to set standards of employee responsibility with City owned computer and electronic devises,

WHEREAS, this policy sets Acceptable Use Policies and Guidelines,

THEREFORE, BE IT RESOLVED, the City of Riverside City Council, hereby approves this attached Computer and Cell Phone Use Policy.

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

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

Ayes:

Nays:

Absent:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 5th day of April, 2021.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche City Clerk

CITY OF RIVERSIDE

COMPUTER/CELL PHONE USE POLICY

1.0 Overview

All employees issued or that have access to City of Riverside, Iowa computers shall use City owned computers or devices for City business only. Staff are responsible for care and good judgment when using any City owned computer or device. If an employee notices any issues with their device or suspects a virus, contact the City Administrator immediately. The City Administrator will immediately contact the company responsible for the security of the computers and the software installed and adhere to the following technology Acceptable Use Policies and Guidelines as follows.

a. The computer or device is assigned to the staff member for the duration of his/her employment with the City of Riverside. All devices must be surrendered to the City of Riverside in appropriate working condition immediately upon the termination of employment or at the request of the City of Riverside.
b. No modification of the operating system application of other software will be installed on City computers or devices without authorization of the City.
c. Notification of each authorized installation must be given to the City Administrator.
d. Devices may be taken home by the employee, however the device is to be used for City business only. .
e. Devices may be sensitive to moisture and extreme heat and is not to be left in a car or location where it will be damaged and must be kept dry away from sources of water such as sinks, bathtubs and pools.
f. Every effort will be made to prolong the condition of the device. For example, to extend the battery life of a device, do not constantly charge it. It is best to let the battery drain before recharging.
g. Any physical damage, intentional or not, to the device will be reported to the City Administrator immediately.
h. The employee listed below understands that if she/he is found to be the cause of deliberate damage or loss of any device she/he will be responsible for repair/replacement cost not to exceed $500.00.
i. The employee understands and acknowledges that all information on the device is subject to the Open Records Law. It may be withheld from public disclosure only if it falls under an exemption from disclosure in the Open Record Law.

2.0 Antivirus Summary

1. Each device on the network will have a city business Antivirus client installed. Additional to including antivirus it also offers antispam, web security and ransomware protection.

3.0 Patch Management

1. Microsoft and common 3rd Party applications are updated automatically minimally on a bi- weekly basis from a central repository via an installed remote monitoring and management (RMM) application installed on each network device.

4.0 Backup & Disaster Recovery

1. A managed service offering in which backup software creates an image backup of the Server to a standalone NAS device occurs nightly and is monitored daily. Additionally, a copy of the server image file is copied offsite nightly to an Iowa Solutions Data Center. Local retention is set to 180 days and offsite retention is set to 3 days.
2. Workstation backups are currently NOT performed.

Staff User Agreement:

I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions. I further agree to comply with the City's Computer Usage Policies and Guidelines as currently adopted and as may be amended from time to time.

Call Phone Serial Number _____ Tablet Serial Number_____ Laptop Serial Number_____

Employee Name (Please Print): _____ Date: _____

Employee Signature: _____

RESOLUTION #040521-03

RESOLUTION TO APPROVE THE ADDENDUM TO PURCHASING POLICIES AND PROCEEDURES

WHEREAS, the City of Riverside City Council is in full support of a purchasing policy which function involves the procurement of materials, supplies, equipment and services at the lowest possible cost consistent with the quality needed for the proper operation of various municipal departments and consistent with the City Council policy,

WHEREAS, the intent of this policy is to promote fiscal responsibility,

THEREFORE, BE IT RESOLVED, the City of Riverside City Council, hereby approves this attached addendum to Riverside Purchasing Policy, Resolution #090319-10, effective September 10, 2019.

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

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

Ayes:

Nays:

Absent:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 5th day of April, 2021.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche City Clerk

City of Riverside Addendum to Purchasing Policies and Procedures

In compliance with Uniform Grant Guidance in Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, it is the policy of The City of Riverside to adhere to these requirements. For procurement, all non-Federal entities must follow 2 CFR Part 200 Subpart D Subsections §200.318 General procurement standards through §200.326, and Appendix II to Part 200-Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. These standards are accessible online at:
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

2 CFR §200.318 General procurement standards
(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and standards. Where State and/or local requirements conflict with Federal requirements, the strictest requirement, will be followed.

This policy establishes procedures for procurement of goods and services, lists and explains relevant Federal laws and policies regarding procurement for Federal grant administration. Failure to follow policies regarding Federal requirements may result in a wide range of sanctions including disallowed costs, denied reimbursement requests, recoupment of funds, and debarment/exclusion from Federal funding. Violation of this policy may result in disciplinary action, including termination of the federal grant.

2 CFR 180 Debarment and suspension
OMB Guidelines to Agencies on Government wide Debarment and Suspension govern debarment and suspension. These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from, or ineligible for participation in Federal assistance programs or activities. It is a requirement to check for suspended or debarred parties before awarding work for all covered transactions. Debarred or suspended parties may be found by searching the System for Award Management (SAM) for exclusion records, active or excluded at www.sam.gov documentation of the results of searches must be retained with procurement and grant records.

STANDARDS OF CONDUCT AND CONFLICT OF INTEREST
§200.318 General procurement standards
2 CFR Part 200, Subpart D Subsection §200.318 (c)(1)
The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

§200.319 Competition.
(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.
(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

§200.320 Methods of procurement to be followed
(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.
(1) In order for sealed bidding to be feasible, the following conditions should be present:
(i) A complete, adequate, and realistic specification or purchase description is available;
(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
(2) If sealed bids are used, the following requirements apply:
(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
(2) Proposals must be solicited from an adequate number of qualified sources;
(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
(4) After solicitation of a number of sources, competition is determined inadequate.

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.
(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
(b) Affirmative steps must include:
(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5)

§200.322 Procurement of recovered materials
A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

§200.323 Contract cost and price
The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.
(a) A cost/price analysis must be performed in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications
The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.
(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

§200.324 Federal awarding agency or pass-through entity review
(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.
(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass- through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:
(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.
(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

§200.325 Bonding requirements
For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:
(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.326 Contract provisions.
The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Cost Principles
Cost principles must govern how NON-FEDERAL ENTITIES spend Federal grant funding. Federal cost principles are found in 2 CFR Part 200 Subpart E, accessible online at 2 CFR PART 200 SUBPART E.

Policy is effective on:

_____
Date

Approved by:

_____Date: _____
Allen Schneider, Mayor

Attest by:

_____Date:_____
Becky LaRoche, City Clerk

RESOLUTION #040521-04

RESOLUTION TO APPROVE THE CITY OF RIVERSIDE PERSONALLY IDENTIFIABLE INFORMATION POLICY

WHEREAS, the City of Riverside City Council is in full support of a policy which meets the Federal Requirements Applicable to protecting Personally Identifiable Information,

WHEREAS, this policy is in compliance with Federal Uniform Grant Guidance,

THEREFORE, BE IT RESOLVED, the City of Riverside City Council, hereby approves this attached Personally Identifiable Information Policy.

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

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

Ayes:

Nays:

Absent:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 5th day of April, 2021.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche City Clerk

Personally Identifiable Information and Protected Personally Identifiable Information Requirements Applicable to all Federal Awards

In compliance with Uniform Grant Guidance in Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, it is the policy of: CITY of RIVERSIDE, IOWA to protect Personally Identifiable Information (PII) of employees, customers, vendors, contractors, volunteers, etc. The electronic restrictions and safeguards outlined in 2 C.F.R. 200.79 Personally Identifiable Information, and 200.82 Protected Personally Identifiable Information (PPII), along with 2 C.F.R 200.303 Internal Controls, this policy provides guidance for employees, volunteers, agents, etc. with access to PII and PPII.

Personally Identifiable Information (2 C.F.R. 200.79) is any information pertaining to an individual that can be used to distinguish or trace a person's identity. Some information that is considered PII is available in public sources such as telephone books, public websites, etc. This type of information is considered to be Public PII and includes:

1. First and Last name
2. Address
3. Work telephone number
4. Work e-mail address
5. Home telephone number
6. General educational credentials
7. Photos and video

The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual.

Protected PII (2 C.F.R. 200.82) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to:

1. Social security number
2. Username and password
3. Passport number
4. Credit card number
5. Clearances
6. Banking information
7. Biometrics
8. Data and place of birth
9. Mother's maiden name
10. Criminal, medical and financial records
11. Educational transcripts
12. Photos and video including any of the above

This does not include PII that is required by law, statute, or regulation to be disclosed, such as a law enforcement or court order right to know.

Internal controls (2 C.F.R. 200.303)
The non-Federal entity must:
(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75883, Dec. 19, 2014]

Personally Identifiable Information and Protected Personally Identifiable Information Requirements Applicable to all Federal Awards

In compliance with Uniform Grant Guidance in Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, it is the policy of: CITY of RIVERSIDE, IOWA to protect Personally Identifiable Information (PII) of employees, customers, vendors, contractors, volunteers, etc. The electronic restrictions and safeguards outlined in 2 C.F.R. 200.79 Personally Identifiable Information, and 200.82 Protected Personally Identifiable Information (PPII), along with 2 C.F.R 200.303 Internal Controls, this policy provides guidance for employees, volunteers, agents, etc. with access to PII and PPII.

Personally Identifiable Information (2 C.F.R. 200.79) is any information pertaining to an individual that can be used to distinguish or trace a person's identity. Some information that is considered PII is available in public sources such as telephone books, public websites, etc. This type of information is considered to be Public PII and includes:

1. First and Last name
2. Address
3. Work telephone number
4. Work e-mail address
5. Home telephone number
6. General educational credentials
7. Photos and video

The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual.

Protected PII (2 C.F.R. 200.82) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to:

1. Social security number
2. Username and password
3. Passport number
4. Credit card number
5. Clearances
6. Banking information
7. Biometrics
8. Data and place of birth
9. Mother's maiden name
10. Criminal, medical and financial records
11. Educational transcripts
12. Photos and video including any of the above

This does not include PII that is required by law, statute, or regulation to be disclosed, such as a law enforcement or court order right to know.

Internal controls (2 C.F.R. 200.303)
The non-Federal entity must:
(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75883, Dec. 19, 2014]

Personally Identifiable Information and Protected Personally Identifiable Information Requirements Applicable to all Federal Awards

Procedures
Guidelines on how to maintain and discard PII. All electronic files that contain Protected PII will reside within a protected information system location. All physical files that contain Protected PII will reside within a locked/secured/monitored location when not being actively viewed or modified. Protected PII is not to be downloaded, without prior approval, to personal or organization owned employee workstations or mobile devices (such as laptops, personal digital assistants, mobile phones, tablets or removable media). PII will also not be sent through any form of insecure electronic communication e.g. e-mail or instant messaging systems. Significant security risks emerge when PII is transferred from a secure location to a less secure location or is disposed of improperly. When disposing of PII the physical or electronic file should be shredded, securely deleted, or disposed of by a means that renders the information unrecognizable and beyond reconstruction.

Incident Reporting
RIVERSIDE CITY ADMINISTRATOR must be informed of a real or suspected disclosure or breach of Protected PII data within 24 hours after discovery. Examples: misplacing a paper report, loss of a laptop, mobile device, or removable media containing PII, accidental email of PII, possible virus, or malware infection or a computer containing PII.

Audits
Periodic audits of organization owned equipment and physical locations may be performed to ensure that protected PII is stored in approved information systems or locations. The purpose of the audit is to ensure compliance with this policy and to provide information necessary to continuously improve practices.

Enforcement
Anyone found to be in violation of this policy may be subject to disciplinary action as deemed appropriate based on the facts and circumstances giving rise to the violation.

Records Disposal
Records containing personal data are to be disposed of so as to prevent inadvertent compromise of data and will use a disposal method that will render all personal data unrecognizable and beyond reconstruction.

Print and Sign Date	Attest Print and Sign Date

RESOLUTION #040521-05

RESOLUTION TO APPROVE THE CITY OF RIVERSIDE FRAUD REPORTING POLICY

WHEREAS, the City of Riverside City Council is in full support of a policy which meets the Federal Requirements Applicable to a Fraud Reporting Policy,

WHEREAS, this policy is in compliance with Federal Uniform Grant Guidance,

THEREFORE, BE IT RESOLVED, the City of Riverside City Council, hereby approves this attached Fraud Reporting Policy.

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

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

Ayes:

Nays:

Absent:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 5th day of April, 2021.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche City Clerk

CITY of RIVERSIDE
Fraud Reporting Policy

2 CFR Part 200 Subpart B-General Provisions
200.113 Mandatory Disclosures

In compliance with Uniform Grant Guidance, in Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, this policy is adopted.

A non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

If an employee, elected official, board or commission member, volunteer, agent, etc. learns of a violation of Federal criminal law involving fraud, bribery, or gratuity potentially affecting a Federal grant, they will report the violation to:

_____
CITY ADMINISTRATOR

The above named is/are responsible for reporting the violation to the relevant federal agency, or pass-through agency in writing, and in a timely manner.

Passed and adopted this _____day of_____

_____
Print and Sign Date

_____
Attest Print and Sign Date

RESOLUTION #040521-06

RESOLUTION TO SET THE DATE FOR PUBLIC HEARING TO AMEND CODE OF ORDINANCE

WHEREAS, the City of Riverside, Iowa, will set the date to hold a public hearing to amend the City Code of Ordinance Chapter 106,136,155,156,157,158, and 159. Hearing will be at the Riverside Fire Station on April 19th, 2021, which begins at 6:00 p.m., in the Meeting room, located at 271 E 1st Street, Riverside, Iowa.

THEREFORE, BE IT RESOLVED, The City of Riverside City Council, hereby approves the date for the Public Hearing.

IT WAS MOVED BY Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution.

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

Ayes:

Nays:

Abstain:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 5th day of April, 2021.

Signed: _____ Date: _____
Allen Schneider, Mayor

Attest : _____ Date: _____
Becky LaRoche, City Clerk

CHAPTER 106

COLLECTION OF SOLID WASTE

106.01 Collection Service
106.02 Collection Vehicles
106.03 Loading
106.04 Frequency of Collection
106.05 Bulky Rubbish
106.06 Right of Entry
106.07 Contract Requirements
106.08 Collection Fees
106.09 Lien for Nonpayment

106.01 COLLECTION SERVICE. The City shall provide by contract for the collection of solid waste, except bulky rubbish as provided in Section 106.05, from residential premises only. The owners or operators of commercial, industrial or institutional premises shall provide for the collection of solid waste produced upon such premises.

106.02 COLLECTION VEHICLES. Vehicles or containers used for the collection and transportation of garbage and similar putrescible waste or solid waste containing such materials shall be leakproof, durable and of easily cleanable construction. They shall be cleaned to prevent nuisances, pollution or insect breeding and shall be maintained in good repair.

(IAC, 567-104.9[455B])

106.03 LOADING. Vehicles or containers used for the collection and transportation of any solid waste shall be loaded and moved in such a manner that the contents will not fall, leak, or spill therefrom, and shall be covered to prevent blowing or loss of material. Where spillage does occur, the material shall be picked up immediately by the collector or transporter and returned to the vehicle or container and the area properly cleaned.

106.04 FREQUENCY OF COLLECTION. All solid waste shall be collected from residential premises at least once each week and from commercial, industrial and institutional premises as frequently as may be necessary, but not less than once each week.

106.05 BULKY RUBBISH. Bulky rubbish which is too large or heavy to be collected in the normal manner of other solid waste may be collected by the collector upon request in accordance with procedures therefor established by the Council.

106.06 RIGHT OF ENTRY. Solid waste collectors are hereby authorized to enter upon private property for the purpose of collecting solid waste therefrom as required by this chapter; however, solid waste collectors shall not enter dwelling units or other residential buildings.

106.07 CONTRACT REQUIREMENTS. No person shall engage in the business of collecting, transporting, processing or disposing of solid waste from residential premises for the City without first entering into a contract with the City. This section does not prohibit an owner from transporting solid waste accumulating upon premises owned, occupied or used by such owner, provided such refuse is disposed of properly in an approved sanitary disposal project. Furthermore, a contract is not required for the removal, hauling, or disposal of earth and rock material from grading or excavation activities, provided that all such materials are conveyed in tight vehicles, trucks or receptacles so constructed and maintained that none of the material being transported is spilled upon any public right-of-way.

106.08 COLLECTION FEES. The collection and disposal of solid waste as provided by this chapter are declared to be beneficial to the property served or eligible to be served and there shall be levied and collected fees therefor in amounts established by ordinance. The fees will be as follows:

- 35-gallon trash $17.50 per month
- 65-gallon trash $19.50 per month
- Stick pickup $.50 per month

All garbage fees include weekly garbage and recycling pickup.

All fees are due and payable under the same terms and conditions provided for payment of a combined service account as contained in Section 92.04 of this Code of Ordinances. Solid waste collection service may be discontinued in accordance with the provisions contained in Section 92.05 if the combined service account becomes delinquent, and the provisions contained in Section 92.08 relating to lien notices shall also apply in the event of a delinquent account.

(Code of Iowa, Sec. 384.84)

106.09 LIEN FOR NONPAYMENT. The owner of the premises served and any lessee or tenant thereof are jointly and severally liable for fees for solid waste collection and disposal. Fees remaining unpaid and delinquent shall constitute a lien upon the premises served and shall be certified by the Clerk to the County Treasurer for collection in the same manner as property taxes.

(Code of Iowa, Sec. 384.84)

[The next page is 575]

CHAPTER 136

SIDEWALK REGULATIONS

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

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 (¾) inch or more.

B. Horizontal separations equal to one (1) inch or more.

C. Holes or depressions equal to three-fourths (¾) 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 (½) 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 (¾) 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 (¾) 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.

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 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. Violation of this section may subject the owner to a municipal infraction citation.

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. Violation of this section may subject the owner to a municipal infraction citation.

The eight (8) foot sidewalk located on the east side of Ella Street from 2nd 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)

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.

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.

CHAPTER 155

BUILDING CODE

155.01 Adoption of International Building Code

155.01 ADOPTION OF INTERNATIONAL BUILDING CODE. Pursuant to published notice and public hearing, as required by law, the *International Building Code*, 2018 Edition, is hereby adopted in full by reference, except such portions as may be hereinafter deleted, modified, or amended. An official copy of the *International Building Code*, 2018 Edition, is on file in the office of the Clerk.

CHAPTER 156

RESIDENTIAL CODE

156.01 Adoption of International Residential Code

156.01 ADOPTION OF INTERNATIONAL RESIDENTIAL CODE. Pursuant to published notice and public hearing, as required by law, the *International Residential Code*, 2018 Edition, is hereby adopted in full by reference, except such portions as may be hereinafter deleted, modified, or amended. An official copy of the *International Residential Code*, 2018 Edition, is on file in the office of the Clerk.

CHAPTER 157

PLUMBING CODE

157.01 ADOPTION OF UNIFORM PLUMBING CODE. Pursuant to published notice and public hearing, as required by law, the *Uniform Plumbing Code*, 2018 Edition, and all provisions of the *Uniform Plumbing Code Standards*, 2018 Edition, referred to therein, are hereby adopted in full by reference, except such portions as may be hereinafter deleted, modified or amended. An official copy of the *Uniform Plumbing Code*, 2018 Edition, is on file in the office of the Clerk.

CHAPTER 158

ELECTRICAL CODE

158.01 ADOPTION OF NATIONAL ELECTRICAL CODE. Pursuant to published notice and public hearing, as required by law, the *National Electrical Code*, 2018 Edition, is hereby adopted by reference, except such portions as may be hereinafter deleted, modified, or amended. An official copy of the *National Electrical Code*, 2018 Edition, is on file in the office of the Clerk.

CHAPTER 159

FIRE CODE

159.01 ADOPTION OF INTERNATIONAL FIRE CODE. Pursuant to published notice and public hearing, as required by law, the *International Fire Code*, 2018 Edition, is hereby adopted by reference, except such portions as may be hereinafter deleted, modified, or amended. An official copy of the *International Fire Code*, 2018 Edition, is on file in the office of the Clerk.

RESOLUTION #040521-07

RESOLUTION RESCINDING PUBLIC PURPOSE POLICY SET BY RESOLUTION 070207-2 AND APPROVING THE PUBLIC PURPOSE POLICY FOR EXPENDITURE OF FUNDS

WHEREAS, The City Council of Riverside, Iowa, believes that it is in the best interest of the residents of the City to rescind the previously approved Public Purpose Policy and establish a public purpose policy for the expenditure of funds, and

WHEREAS, The intent of this policy is to provide a uniform expenditure of funds procedure meeting the following criteria:

- The expenditure benefits the City generally,
- The expenditure accomplishes a public good.

BE IT HERBY RESOLVED that the City Council of the Riverside, Iowa rescind the Public Purpose Policy set by Resolution 070207-2 and adopt a new Public Purpose Policy as allowed by the Iowa Constitution Article III, Section 31 requiring all governmental resources to be used for a public purpose.

Motion made by_____, seconded by _____ that the foregoing Resolution be adopted.

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

AYE:
NAY:
ABSENT:

Passed and Approved by the City Council of Riverside, Iowa, on this _____ day of April 2021.

Signed: _____
Allen Schneider, Mayor

Date: _____

Attest: _____
Becky LaRoche, City Clerk

Date: _____

PROPOSAL

CITY OF RIVERSIDE
CITY CLERK
BOX 188
RIVERSIDE,IA. 52327

LL PELLING CO.

WWW.LLPELLING.COM 1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317 (319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:
Page 1

RE: 2021 Sealcoat Work - Revised

RECEIVED
MAR 25 2021
BY:

Description of Work:

Type B Work

B. Single seal coat consisting of:
Power broom streets
Furnish and apply single seal coat of MC-3000 asphalt
Furnish, spread and roll 3/8" chips.

NOTES:

1. Billing on final units completed.

2. Cold Mix Patching amount is an *estimated* quanity. Invoice will be on actual tons placed.

***Is this project tax exempt? Yes __ No __. *If you checked yes, please send the Iowa Construction Sales Tax Form* with your signed proposal.**

Authorized Signature Bob Donohoe

Note: This proposal may be withdrawn if not accepted within 30 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

Signature_____ **Date**_____

Signature_____ **Date**_____

"Committed to Excellence since 1948"

PROPOSAL

CITY OF RIVERSIDE
CITY CLERK
BOX 188
RIVERSIDE,IA. 52327

Phone: (319)325-9287

LL PELLING CO.

WWW.LLPELLING.COM 1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317 (319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

Page 2

Street	From	To		L (ft)	W (ft)	TYPE OF WORK (SY) Type A	Type B	Total
WATER PLANT	CONCRETE	EAST	A			-		$ -
			B	315	14		490	$ 1,151.50
	HWY	WEST	A			-		$ -
			B	660	20		1,467	$ 3,447.45
	CONCRETE	SOUTH	A			-		$ -
			B	155	12		207	$ 486.45
4TH.ST.	HWY	EAST	A			-		$ -
			B	170	24		453	$ 1,064.55
ALLEY	3RD.	NORTH	A			-		$ -
			B	320	12		427	$ 1,003.45
2ND.	CONCRETE	WEST	A			-		$ -
			B	50	26		144	$ 338.40
W.BOISE CT.	BOISE ST.	WEST	A			-		$ -
			B	690	18		1,380	$ 3,243.00
S.BOISE	HWY	SOUTH	A			-		$ -
			B	465	21		1,085	$ 2,549.75
RIVER RD.	CURB	WEST (NORTH SIDE)	A			-		$ -
			B	450	6		300	$ 705.00

Date: 3/22/2021

Authorized Signature Bob Donohoe

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Signature_____ **Date**_____

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WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

Page 3

Street	From	To		L (ft)	W (ft)	TYPE OF WORK (SY) Type A	Type B	Total
	PARKING	(FIRE DEPT.-WEST)	A			-		$ -
			B	270	18		540	$ 1,269.00
ELLA	HWY	SOUTH	A			-		$ -
			B	120	24		320	$ 752.00
ROSE	AT HWY #22		A			-		$ -
			B	60	24		160	$ 376.00
RAILROAD	WASHBURN	WASHINGTON	A			-		$ -
			B	765	20		1,700	$ 3,995.00
SHOP	PARKING		A			-		$ -
			B	65	27		195	$ 458.25
	PARKING		A			-		$ -
			B	65	27		195	$ 458.25
3RD. ST.	#21	(DIG)	A			-		$ -
			B	45	20		100	$ 235.00
			A			-		$ -
			B				-	$ -
			A			-		$ -
			B				-	$ -

Summary of Work	Unit of Measure	Quantity	Unit Cost	Total
Type B Work	Square Yd	9,163	$ 2.35	$ 21,533.05
Cold Mix Patching	per ton	23.00	$ 250.00	$ 5,750.00
				$ 27,283.05

NOTES: Billing on final units completed.

Date: 3/22/2021

Authorized Signature Bob Donohoe

Note: This proposal may be withdrawn if not accepted within 30 days

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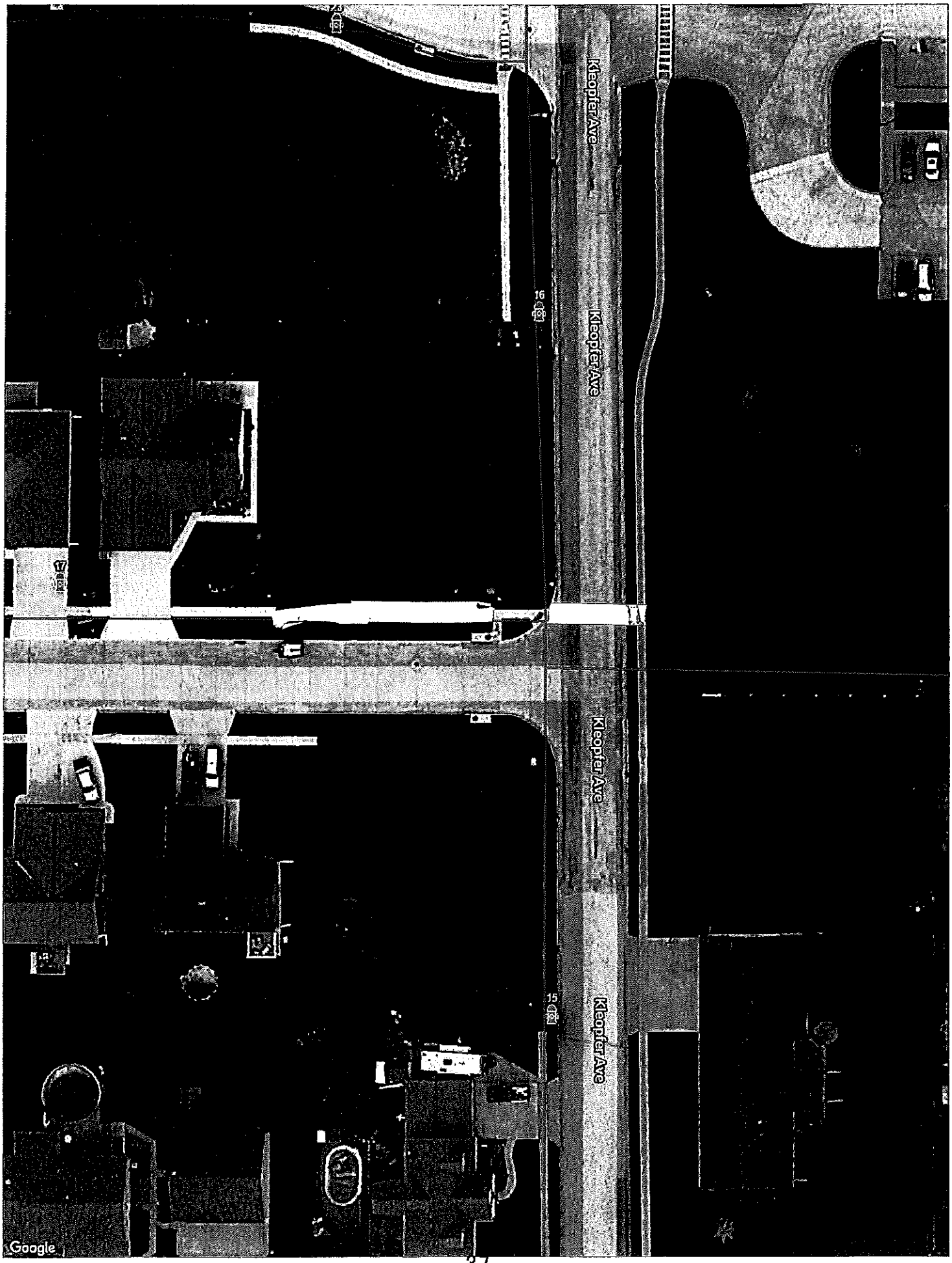
Signature _____ Date _____

Signature _____ Date _____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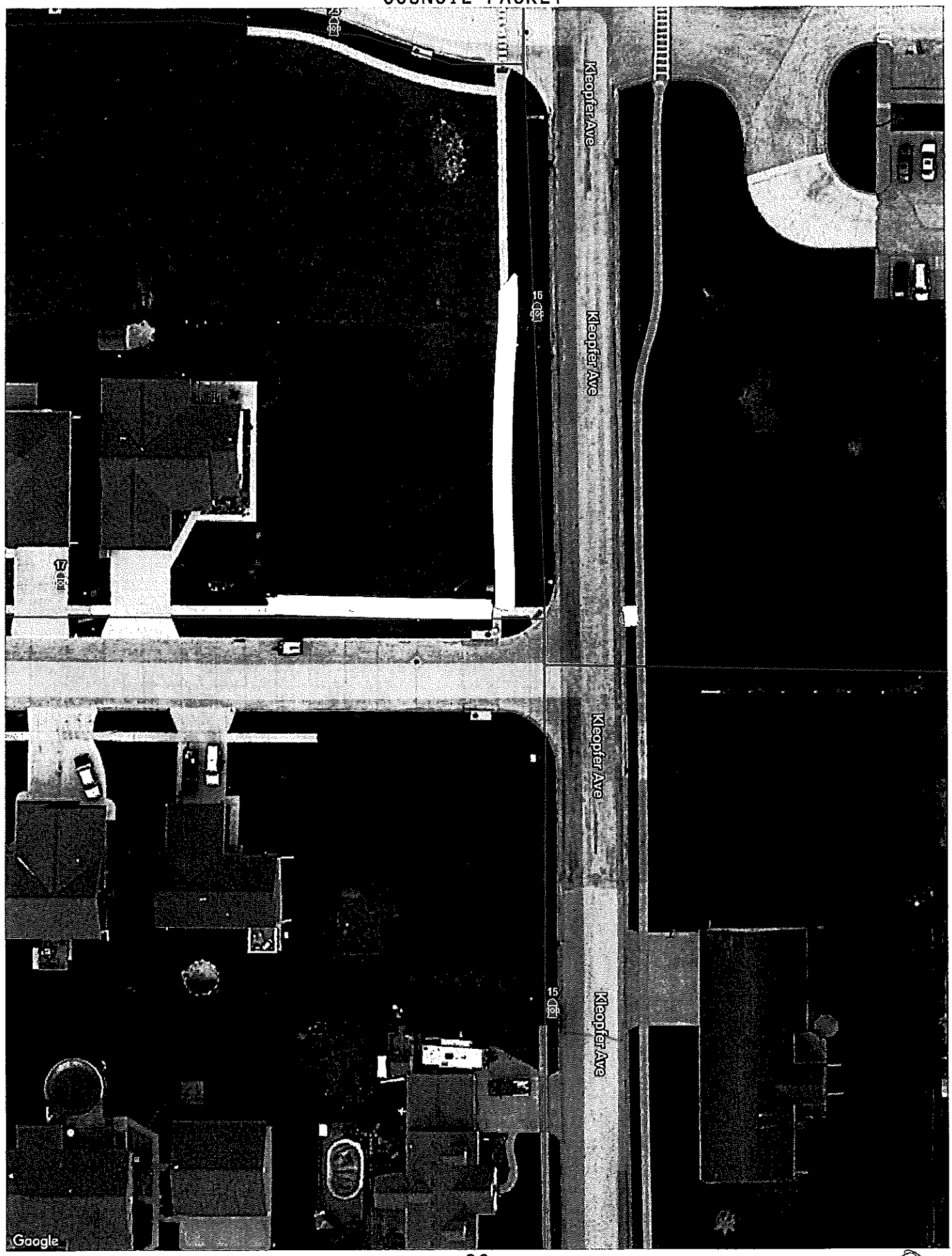
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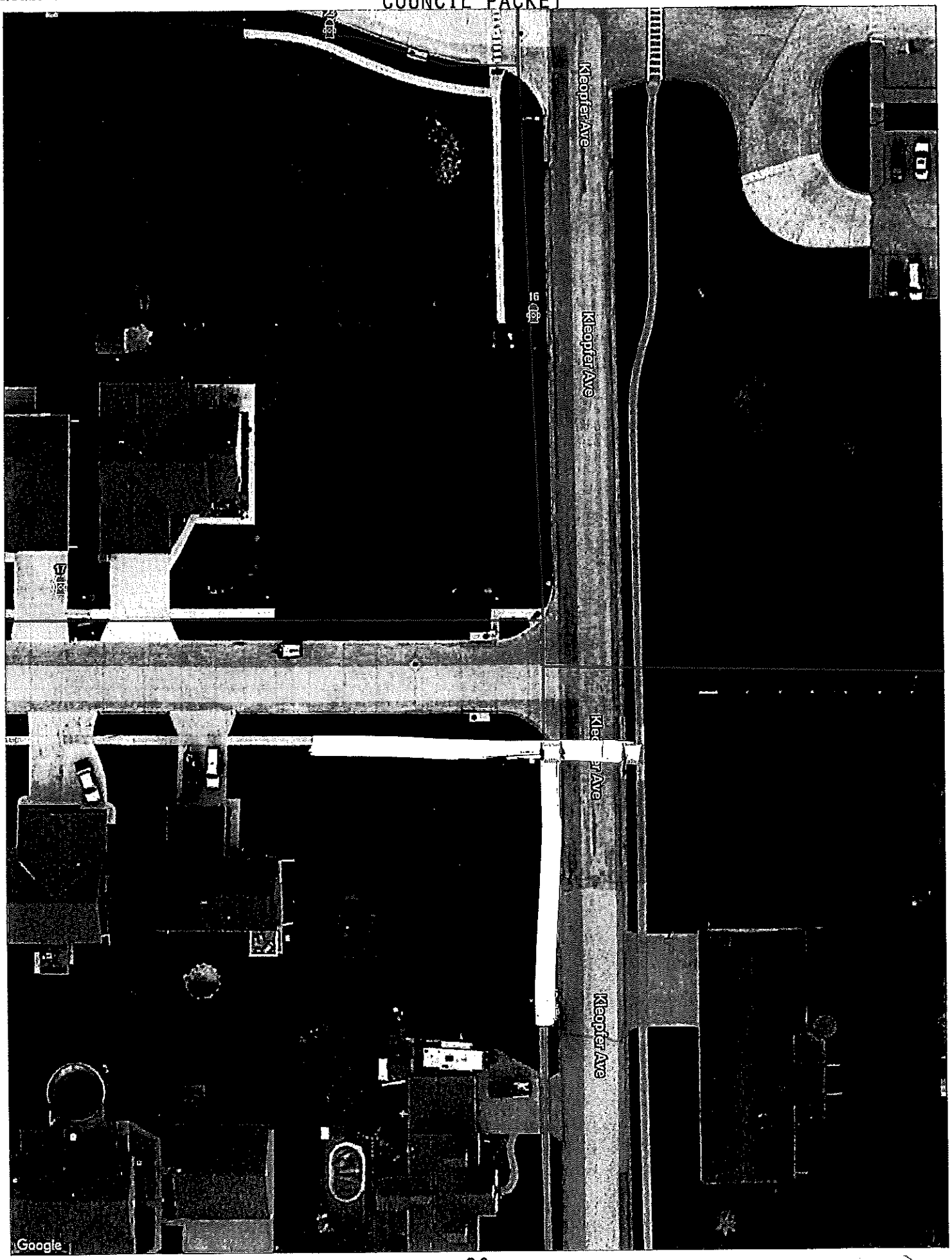
$5,440.00

(B)

COUNCIL PACKET



$5,580.00

(c)

CHAPTER 136

SIDEWALK REGULATIONS

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

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 (¾) inch or more.

B. Horizontal separations equal to one (1) inch or more.

C. Holes or depressions equal to three-fourths (¾) 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 (½) 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 (¾) 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 (¾) 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.

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, ice and accumulations from sidewalks within forty-eight (48) hours. If this has not been done within twenty-four (24) hours, notice will be posted on the door of the address and 24 hours later the City will have the snow removed at the rate of fifty cents (50¢) per linear foot of sidewalk. The property owner will be mailed a bill from the City to be paid within thirty (30) days of receipt. Any bills left unpaid will become a lien against the property in the following spring after all snowfall.

(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)

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.

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.

Downtown Business Listing	Business Address	Mailing Address	
Riverside Feed & Grain Co., Inc	128 E 1st St		
Midway Oil	120 E 1st St	Imperial	
Jim & Cecilia Pickering	99 E 1st St	417 Crestview Ave IC, 52245	
John & Joan Sojka	81 1st St E		
Jerry Murphy	71 E 1st St	PO Box 47 Riverside	
Mark & Carla Lyons	51 E 1st St	1832 Sterling Ct IC, 52240	
Todd & Debra Hahn	41 1st St E		
Dixie's Doggie Spa, LLC	31 E 1st St		
Kevin Kiene	21 E 1st st	PO Box 255 Riverside	
Robert Ryan	11 E 1st St		
Michael Gingerich	10 W 1st St	PO Box 424 Riverside	
Klein Apts, Tina Or Randy	11 W 1st St	1178 Hinkeyville W Atalissa, IA 52720	Rantin, LLC
Robert Ryan	21 W 1st St		
Robert Ryan	31 W 1st St		
Paul Debbins	40 W 1st St	PO Box 473 Riverside	
Roderick & Brenda Mickle	41 W 1st St	PO Box 416 Riverside	
Riverside Revitalization & Restoration Corp	51 W 1st St		
Ice It LLC	70 W 1st St	Lachiva	
Tony Hora	71 W 1st St	2725 170th St Riverside	
Glass Services, Robert Jindrich	81 W 1st St	PO Box 512 Riverside	
John & Anita Martin	90 W 1st St	Duffy	
Robert Jindrich	91 W 1st St	PO Box 512 Riverside	
Timothy Meeder	110 W 1st St		
Ron Eckrich	260 W 1st St		
Marshek Properties LLC	41 Greene St		
Lyndsay Krotz	71 Greene St		
James & Diane Fowler	10 Railroad St		

City of Riverside
Downtown Business District Incentive Program
FY21

Program Objective

Provide financial assistance to commercial entities for the redevelopment or remediation of underutilized buildings.

Project Intent

- make a positive, high-impact visual improvement to commercial buildings
- provide an overall enhanced image
- maintain the structural integrity of the downtown historic buildings
- increase property values
- demonstrate public/private sector investment
- provide a significant positive impact on the community

Definitions

- Building: A structure used or intended to be used for commercial purposes and properly zoned as a commercial property. This grant is not available for residential purposes.
- Underutilized building: A building that is vacant or mostly vacant, is blighted or severely deteriorated, contains potential safety hazards including structural instability, code noncompliance, hazardous materials or generally unsafe or hazardous conditions.

Available Assistance

The City of Riverside shall administer the fund in a manner to make grant moneys available each fiscal year when funding is available and established by City Budget and Resolution.

Maximum grant award per applicant per year shall not exceed $10,000.00. Monies awarded will be on reimbursement basis, with 50% of expenses reimbursed to the maximum award allowed per year.

Eligibility Requirements

- Available to property or building owners only
- Must be in the business district
- Mixed-use buildings: Only the Commercial portion of the building is eligible

- Must meet the definition of building
- Must meet the definition of underutilized
- Work must be performed by a licensed contractor

Eligible Improvements

- Permanent commercial exterior improvements
- Compliance with ADA for commercial properties
- Installation, repair or replacement of exterior exit doors
- Repair and/or rebuilding of exterior walls, including sealing and tuck pointing
- Repair or replacement of frames, sills, glazing, glass and/or installation of new windows
- Installation, repair, or replacement of exterior lighting
- Repair, replacement or purchase of signs-preference of use of local business for sign construction
- Repair, replacement or addition of exterior shutters, awnings, and/or canopies
- Roof installation, repair, or replacement
- ***Preference given to applicants that maintain the historical and aesthetic integrity of the structure***

Ineligible Improvements

- Interior remodeling improvements
- Projects started, in process or completed prior to application for the grant
- Projects where other grant funding has been received
- Labor provided by the applicant

Grant Forms/Application Period

- Grant forms will be available at City Hall and on the City website.
- Grant forms submission deadline is June 1st.
- Grant award cycle will be July 1 through June 30 of each year.
- Completed applications need to be received by at City Hall each year by June 1st to be considered for the next grant cycle. Draft applications are strongly encouraged and can be submitted as early as April 1st. A completed application must include:
    - Application form with signatures of applicant and builder owner if different.
    - Construction drawings/plans for the project.
    - Photos of the project area.
    - Itemized budget that includes a complete list of projected expenses listing dollars applied for.
    - Bids/estimates from contractors.
    - Property owners estimated financial contribution. (Cannot use grant proceeds from other grants as financial contribution)
- Grants are awarded on a FY basis, with money available between July 1st through June 30th of each year. Projects must be completed with rebate request forms with the appropriate supporting documentation submitted by May 31st of the grant cycle.

- The Grant Review Committee will review and recommend applications for approval to the City Council for approval. Scoring may be based on:
    - Threats to the survival of the structure
    - Importance of the structure to the overall goals
    - Cost effectiveness of the proposed work
    - Time required to complete the project

The applicant is responsible for obtaining any necessary building permits prior to beginning the project and will be responsible for complying with all ordinances, building codes, and laws. Any changes to the original approved project must be submitted to City Hall for review of eligibility. Failure to do so may disqualify a successful grantee.

When the project is complete, the applicant will submit copies of all bills, with proof of payment, to the City Clerk, along with copies of building permit(s) received. The Building Inspector will determine whether the overall project met program guidelines. If all requirements have been met the City Clerk will present to council for approval, and if approved, the City Clerk will issue payments to the applicant within 30 days or approval. Partial payments will not be made prior to completion and review and approval of the finished project.

Grant Application Checklist:

◯ I have read the information provided with the Grant Application for the Business District Incentive Program.

◯ Formal drawings/plans for the project are included with the application.

◯ Photos of the project area are included with the application.

◯ An itemized budget with projected expenses is included with the application.

◯ Bids/estimates from contractors are included with the application.

◯ Property owners estimated financial contribution is included with the application.

◯ The application has been signed and dated by the applicant.

◯ Any special circumstances that may affect the safety of the building have been included with the application.

City of RIVERSIDE

Trek
"Where the ~~Best~~ Begins"

CITY OF RIVERSIDE BUSINESS DISTRICT GRANT APPLICATION

Applicant Name: _____ Phone Number: _____

Property Address: _____

Type of Business: _____

Please describe in detail the project you are requesting funding for. Attach all supporting documents including formal drawings/plans for the project, photos of the project area, itemized budget listing projected expense, grant dollars applied for, bid/estimates from contractors, and property owner's estimated financial contribution

_____

_____

_____

_____

Briefly explain how these improvements to your building will enhance the business district and the reason for the improvements.

_____

_____

_____

_____

If the grant is awarded, will this grant complete the project or will additional work need to be done? Please explain.

_____

_____

Total Project Cost: $_____

Total Amount Requested from the City: $_____

I understand the City of Riverside Business District Incentive Grant Program must be used in the manner described in the attached requirements and that funding is contingent on both the application being approved by the City Council and funding being available.

Applicant Signature: _____ Date: _____

FOR CITY USE ONLY

Date Draft Application Received (if applicable): _____

Date Grant Application Received: _____

Date Reviewed by Grant Committee: _____

Responses from Grant Committee: _____

_____

_____

_____

_____

Recommendation for Approval by Grant Committee: _____Yes _____ No

Council Decision: _____ Yes _____ No

Comments:

_____

_____

_____

_____

City of RIVERSIDE

Trek
"Where the ~~Best~~ Begins"

City of Riverside
Residential
Community Beautification Incentive Program

Guidelines & Policies

The Community Beautification incentive program is designed to stimulate improvements to dwellings and properties in the residential district of Riverside. This grant is to encourage growth and attract new families by creating a positive, clean, and welcoming environment for our residents of Riverside.

Program Objectives

- To make positive, ***high-impact visual improvements*** to dwellings and properties by providing an overall enhanced image for Riverside, thereby attracting families to want to live and raise a family in Riverside.

Available Assistance

- To provide a maximum of $2,500 financial assistance per project as a ***matching monetary incentive*** grant package as a forgivable loan to property owners for the ***restoration, update or beautify their dwelling or property***.

Eligibility Requirements

- Assistance under this program will be considered subject to the availability of funding.
- Property owners within the City limits of Riverside are eligible to apply.
- For Residential use only.

Minimum Guidelines

- Dwellings and Properties improved with funds from this program must remain livable, occupied, and free of deterioration for period of (12) twelve months from the date of agreement. In the event these terms are not met any grant funds must be returned to the City.
- Tax payments for the subject property shall be up to date at the time of application.
- Grants will be approved at the sole discretion of the City.
- To be considered for approval, ***projects must make a substantial, visible improvement to the appearance of the building*** (to be determined by City staff).
- Dwelling and property improvements should maintain the character of the residential area.
- Retroactive applications will not be accepted. Applicants must consult with City Staff before work begins to define a project scope.

Eligible Improvements

- Sidewalks, Driveways, and Landscaping.
- Permanent exterior improvements to include but not limited to:
    - Installation, repair, or replacement of exterior exit doors.
    - Roof installation, repair, or replacement.
    - Repair, replacement, or addition of exterior shutters, awnings, and/or canopies.
    - Repair and/or rebuilding exterior walls, including siding, painting, sealing, and tuck pointing.
    - Repair or replacement of frames, sills, glazing, glass, and/or installation of new windows.
    - Installation, repair, or replacement of exterior lighting.
    - Repair, replacement of front porches, decks.
- Compliance with Americans with Disabilities Act (ADA) for sidewalks on properties.

Ineligible Improvements

- Structural additions that would enlarge the residential (livable) space of building—or an area not originally a livable space made livable.
- Working capital.
- Labor provided by the applicant, tenant, property owner of the building, or family member unless they are a licensed contractor with the State of Iowa.
- Extermination of insects, rodents, vermin, and other pests.

- Improvements that do not comply with the City of Riverside's Land Use Plan, Zoning Ordinance, Building Code, and/or other applicable laws.
- Expenses incurred prior to grant application approval.
- Interior improvements

Grant Awarding. Grants are awarded while funding is available per budget year. One Grant application per property owner per year is allowed or at Council discretion. Prioritization may be given to those properties valued under $180,000. Preference is given to new applicants and may be given to those who use local businesses in their project. Grants will be awarded following council approval.

Application Process / Additional Information

- Grant applications may be submitted as early as April 1st for preliminary review. Final grant submittal is due no later than June 1st.
- After reviewing the program guidelines, the applicant will meet with the Grant Committee to discuss the desired work to be undertaken. Written bids, sketches, color samples, material supplies, and photographs are encouraged to be submitted along with the application.
- The Grant Committee will review application making sure all requirements have been met and then present to the City Council for either approval or rejection of the grant request.
- Once Council approval is obtained the City Clerk will contact the applicant and provide the authorization to proceed.
- ***The applicant is responsible for obtaining any necessary building permits prior to beginning the project and will be responsible for complying with all Ordinances and laws, including all required inspections.***
- ***Deviations from approved plans and specifications without the prior authorization of the Grant Committee may disqualify the applicant from receiving any grant funds.***
- When the project is complete, the applicant will submit to the City Clerk copies of all bills including proof of payment and at which time the City Clerk will present the paperwork to the Grant Committee to determine whether the overall project met program guidelines. If all requirements have been met, the City Clerk will take the request for payment to council for approval, and once approve is received, the City Clerk will issue payment to the applicant. Please allow 30 days for processing.

City of RIVERSIDE

Trek
"Where the ~~Best~~ Begins"

City of Riverside Residential
Community Beautification Incentive Program
GRANT APPLICATION

Applicant Name: _____ Phone Number: _____

Property Address: _____

Type of Work to be performed:

_____

_____

Please describe in detail the project you are requesting funding for. Attach all supporting documents including formal drawings/plans for the project, photos of the project area, itemized budget listing projected expense, estimated cost of materials, grant dollars applied for, bid/estimates from contractors, and property owner's estimated financial contribution

_____

_____

_____

_____

Briefly explain how these improvements to your building will enhance the dwelling and the reason for the improvements.

_____

_____

_____

_____

If the grant is awarded, will this grant complete the proposed project, or will additional work need to be done? Please explain.

_____

_____

Total Project Cost: $_____

Total Amount Requested from the City: $_____

I understand the City of Riverside Community Beautification Incentive Program must be used in the manner described in the attached requirements and that funding is contingent on both the application being approved by the City Council and funding being available.

Applicant Signature: _____ Date: _____

FOR CITY USE ONLY

Date Draft Application Received (if applicable): _____

Date Grant Application Received: _____

Date Reviewed by Grant Committee: _____

Responses from Grant Committee:

_____

_____

_____

_____

_____

Recommendation for Approval by Grant Committee: _____Yes _____ No

Council Decision: _____ Yes _____ No

Comments:

_____

_____

_____

_____

City of Riverside
Administrator Report
April 5, 2021

- Staff meetings on Monday at 8:30
- Payroll review
- Agenda prep
- Bi-weekly phone meeting with Mayor
- Phone meetings with KCII
- RFP/RFQ for engineering services-responses to questions
- Phone calls and emails with The News
- Audit-exit meeting
- Finishing up FEMA for Derecho
- Tours for Community Center Committee-3/18, 3/23, 3/25
- Possible county-wide Chamber of Commerce-meeting 3/25, 3/30
- Researching some type of lift system for banner and Christmas lights
- Finalizing 28E with Kalona-street sweeper
- Finalize three FEMA policies required for grants
- Password Policy
- Computer Policy
- Updates to ordinances
- Finalizing details on sale of rental unit, parking lot
- Grant Committee Meeting for review 3/24
- Washington County Task Force-Heritage on Aging 3/24
- End of month payments

Public Works:

- Picked up snow markers
- Mower prep for spring
- Review with Pelling on spring chip seal
- Working on shop inventory-pictures
- Jay-sign permit, Casey's
- Park maintenance
- Emptied trash cans
- Leaf pickup-pricing compost area, DNR regulations
- Check of pond for possible fish kill
- Checked on damage to clean outs on Hwy 22 by semi's
- Ordered new flags and had flag repaired
- Jay-checked on training for building inspections
- Maintenance on skid loader, rebuilt bucket rack
- Maintenance on 08 pickup bed
- Mower repairs with Schnoebelen
- Meeting with LL Pelling on 3rd St frost boil
- Removed snow fence on Ash St
- Jay-final inspection on Casey's
- Sent speed sign board in for repair

- Cleaned out 3rd St frost boil in prep for rock, seal coat
- Raising and lowering flags
- Researching bids for spraying parks
- Researching bids for parking lot at duplex
- Hauled excess salt from Casino to shop
- Fixed tailgate on 08'
- Turned on water at concession stand bathrooms, cleaned and sterilized
- Cleaned rock from grass at Hall Park building
- Worked on speed sign

105.05 OPEN BURNING RESTRICTED. No person shall allow, cause or permit open burning of combustible materials where the products of combustion are emitted into the open air without passing through a chimney or stack, except in accordance with applicable provisions of the *International Fire Code*.

105.06 SEPARATION OF YARD WASTE REQUIRED. All yard waste shall be separated by the owner or occupant from all other solid waste accumulated on the premises and shall be composted or burned on the premises or placed in acceptable containers and set out for collection. As used in this section, "yard waste" means any debris such as grass clippings, leaves, garden waste, brush and trees. Yard waste does not include tree stumps.

105.07 LITTERING PROHIBITED. No person shall discard any litter onto or in any water or land, except that nothing in this section shall be construed to affect the authorized collection and discarding of such litter in or on areas or receptacles provided for such purpose. When litter is discarded from a motor vehicle, the driver of the motor vehicle shall be responsible for the act in any case where doubt exists as to which occupant of the motor vehicle actually discarded the litter.

(Code of Iowa, Sec. 455B.363)

105.08 OPEN DUMPING PROHIBITED. No person shall dump or deposit or permit the dumping or depositing of any solid waste on the surface of the ground or into a body or stream of water at any place other than a sanitary disposal project approved by the Director of the State Department of Natural Resources, unless a special permit to dump or deposit solid waste on land owned or leased by such person has been obtained from the Director of the State Department of Natural Resources. However, this section does not prohibit the use of rubble at places other than a sanitary disposal project. "Rubble" means dirt, stone, brick, or similar inorganic materials used for beneficial fill, landscaping, excavation, or grading at places other than a sanitary disposal project. Rubble includes asphalt waste only as long as it is not used in contact with water in a floodplain. For purposes of this section, rubble does not mean gypsum or gypsum wallboard, coal combustion residue, foundry sand, or industrial process wastes unless those wastes are approved by the State Department of Natural Resources.

(Code of Iowa, Sec. 455B.301, Sec. 455B.307 and IAC, 567-100.2)

105.09 TOXIC AND HAZARDOUS WASTE. No person shall deposit in a solid waste container or otherwise offer for collection any toxic or hazardous waste. Such materials shall be transported and disposed of as prescribed by the Director of the State Department of Natural Resources. As used in this section, "toxic and hazardous waste" means waste materials, including (but not limited to) poisons, pesticides, herbicides, acids, caustics, pathological waste, flammable or explosive materials, and similar harmful waste that requires special handling and that must be disposed of in such a manner as to conserve the environment and protect the public health and safety.

(IAC, 567-100.2)
(IAC, 567-102.13[2] and 400-27.14[2])

105.10 WASTE STORAGE CONTAINERS. Every person owning, managing, operating, leasing or renting any premises, dwelling unit or any place where refuse accumulates shall provide and at all times maintain in good order and repair portable containers for refuse in accordance with the following:

1. Container Specifications. Waste storage containers shall comply with the following specifications:

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.

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)

CHAPTER 47

PARK REGULATIONS

47.01 Purpose
47.02 Use of Drives Required
47.03 Fires
47.04 Littering
47.05 Parks Closed
47.06 Camping
47.07 Parking at City Parks

47.01 PURPOSE. The purpose of this chapter is to facilitate the enjoyment of park facilities by the general public by establishing rules and regulations governing the use of park facilities. *(Code of Iowa, Sec. 364.12)*

47.02 USE OF DRIVES REQUIRED. No person shall drive any car, cycle or other vehicle, or ride or lead any horse, in any portion of a park except upon the established drives or roadways therein or such other places as may be officially designated by the City.

47.03 FIRES. No fires shall be built, except in a place provided therefor, and such fire shall be extinguished before leaving the area unless it is to be immediately used by some other party.

47.04 LITTERING. No person shall place, deposit, or throw any waste, refuse, litter or foreign substance in any area or receptacle except those provided for that purpose.

47.05 PARKS CLOSED. No person, except those camping in designated areas, shall enter or remain within any park between the hours of 10:00 p.m. and 6:00 a.m. except for special events approved by the City.

47.06 CAMPING. No person shall camp in any portion of a park except in portions prescribed or designated by the Council, and the City may refuse camping privileges or rescind any and all camping privileges for cause.

47.07 PARKING AT CITY PARKS. No person shall park a vehicle on the streets beside or in the City parks for a period of time longer than four (4) hours so as to allow visitors ample parking. The provisions of this section do not apply during any special event.

135.08 BURNING PROHIBITED. No person shall burn any trash, leaves, rubbish or other combustible material in any curb and gutter or on any paved or surfaced street or alley.

135.09 EXCAVATIONS. No person shall dig, excavate or in any manner disturb any street, parking or alley except in accordance with the following:

1. Permit Required. No excavation shall be commenced without first obtaining a permit therefor. A written application for such permit shall be filed with the City and shall contain the following:

A. An exact description of the property, by lot and street number, in front of or along which it is desired to excavate;

B. A statement of the purpose, for whom and by whom the excavation is to be made;

C. The person responsible for the refilling of said excavation and restoration of the street or alley surface; and

D. Date of commencement of the work and estimated completion date.

2. Public Convenience. Streets and alleys shall be opened in the manner which will cause the least inconvenience to the public and admit the uninterrupted passage of water along the gutter on the street.

3. Barricades, Fencing and Lighting. Adequate barricades, fencing and warning lights meeting standards specified by the City shall be so placed as to protect the public from hazard. Any costs incurred by the City in providing or maintaining adequate barricades, fencing or warning lights shall be paid to the City by the permit holder/property owner.

4. Bond Required. The applicant shall post with the City a penal bond in the minimum sum of one thousand dollars ($1,000.00) issued by a surety company authorized to issue such bonds in the State. The bond shall guarantee the permittee's payment for any damage done to the City or to public property, and payment of all costs incurred by the City in the course of administration of this section. In lieu of a surety bond, a cash deposit of one thousand dollars ($1,000.00) may be filed with the City.

5. Insurance Required. Each applicant shall also file a certificate of insurance indicating that the applicant is carrying public liability insurance in effect for the duration of the permit covering the applicant and all agents and employees for the following minimum amounts:

A. Bodily Injury - $500,000 per person; $1,000,000 per accident.

B. Property Damage - $500,000 per accident.

6. Restoration of Public Property. Streets, sidewalks, alleys and other public property disturbed in the course of the work shall be restored to the condition of the property prior to the commencement of the work, or in a manner satisfactory to the City, at the expense of the permit holder/property owner.

7. Inspection. All work shall be subject to inspection by the City. Backfill shall not be deemed completed, nor resurfacing of any improved street or alley surface begun, until such backfill is inspected and approved by the City. The permit holder/property owner shall provide the City with notice at least twenty-four (24) hours prior to the time when inspection of backfill is desired.