CITY OF RIVERSIDE COUNCIL MEETING AGENDA
RIVERSIDE COUNCIL CHAMBERS
60 N GREENE ST

REGULAR MEETING
Monday, April 4, 2022 –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 3-21-2022, 3-29-2022
   b. Expenditures for 4-4-2022

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

5. Request from Chad Freeman to address council on tree removal in city row at 71 S Washington St-possible cost sharing pg. 4

6. Discussion on letter-40 W 1st Street pg. 6

7. Discussion on tree removal on Court Street-private property pg. 8

8. Accept resignation of Jay Stuelke as Maintenance Worker, Building Inspector-authorization to advertise for the vacancies pg. 14

9. Discussion and authorization to advertise for building inspector, nuisance enforcement pg. 17

10. Discussions and authorization to advertise for Deputy Clerk pg. 19

11. Discussion on nuisances pg. 22

12. Discussion on grants-samples pg. 23

13. Public Hearings

14. Resolutions, Ordinances

    a. Resolution #2022- 47 Award of contract for 3rd Street Project to Streb Construction, Inc. in the amount of $3,300,000.00. pg. 31

    b. Resolution #2022-48 Approve proposal from LL Pelling for spring street work pg. 74

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60 N GREENE ST

15. City Administrator Report pg. 77

    a. City Council Rules pg. 79
    b. Washington County Sheriff update on street parking

16. Closing Comments

17. Closed session per Chapter 21.5(1)(j) of the Iowa Code, real estate.

18. Motion to adjourn

COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: Monday, March 21st 2022

The Riverside City Council meeting opened at 6:02 pm at City Hall with Mayor Allen Schneider requesting roll call. Council members present: Tom Sexton, Edgar McGuire, Lois Schneider, Kevin Kiene, and Kevin Mills.

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

Kiene moved to approve the minutes of March 7th and 14th, expenditures, and February Fire Department Report. Second by Mills, passed 5 -0.

Randy Tinnes, Patrol Lieutenant for Washington County, presented Sheriff's call report for February and introduce two new deputies, Noah Schlabaugh, and Robert Stewart.

Bill Stukey, PeopleService, Inc. reviewed January water and wastewater report. Stukey informed City Council of his resignation from PeopleService, Inc. in April.

Chad Freeman requested assistance from City in large tree removal in ROW at 71 S Washington Street. More information will be gathered for next meeting.

Riverside Fire Chief, Chad Smothers presented Annual Fire District report for year 2021.

Kiene moved to open Public Hearing for proposed FY22-23 Budget at 6:57 pm. Second by Schneider, passed 5-0. There were no comments from public. Sexton moved to close Public Hearing at 6:58 pm. Second by Schneider, passed 5-0.

Schneider moved to pass Resolution #2022-43, Approving FY22-23 Budget. Second by McGuire, passed 5-0.

Sexton moved to pass Resolution #2022-44, Approving final pay request to All American Concrete, Inc. in the amount of $5424.36 for the Safe Route to School Project. Second by McGuire, passed 5-0.

Kiene moved to pass Resolution #2022-45, Approving Certification of Lien for unpaid water bill at 231 E 3rd Street. Second by McGuire, passed 5-0.

Kiene moved to pass Resolution #2022-46, Approving purchase of a Deutz 5080 D tractor from Schnoebelen Inc. in the amount of $41,435.00. Second by Schneider, passed 5-0.

McGuire moved accept the red, green, gold color for soft fall surface in Railroad Park Project. Second by Sexton, passed 5-0.

City Council reviewed Resolution #20220222-08, approving lawn mower purchase. City Council agreed to proceed with resolution with no changes.

Yancey presented Admin's report, monthly financial updates, current City Administrator projects, Employee handbook changes, FY 23 Hotel-Motel changes, and items for future discussion.

RIVERSIDE CITY COUNCIL MEETING: Tuesday, March 29, 2022

The Riverside City Council Special meeting opened at 6:00 pm at City Hall in Riverboat Room, with Mayor Pro Tem Sexton requesting roll call. Council members present: Lois Schneider, Tom Sexton, Edgar McGuire, Kevin Mills, and Kevin Kiene.

Motion by McGuire to approve agenda. Second by Mills, passed 5-0.

Administrator Yancey explained results of mold testing in City Hall. City Council reviewed mold mitigation proposal from Renew Residential Services, LLC of Marion, Iowa.

Sexton moved to proceed with mold mitigation at proposed cost of $8865.00. Second by McGuire, passed 5-0.

Renew company will set up on Thursday, March 31st. City Hall will be closed on Friday, April 1st for mold removal.

Kiene moved to adjourn at 6:18 pm. Second by McGuire, passed 5-0.

ATTEST:

_____ _____

Becky LaRoche; City Clerk Tom Sexton; Mayor Pro Tem

	EXPENDITURES APRIL 4, 2022				
	COUNCIL MEETING	**BILLS**			
1	ALLIANT ENERGY	PARKS	001-5-430-6371	$ 361.36	
2	ALLIANT ENERGY	SEWER	610-5-815-6371	$ 884.95	
3	ALLIANT ENERGY	CITY HALL	001-5-650-6371	$ 278.26	
4	ALLIANT ENERGY	WATER	600-5-810-6371	$ 315.47	
5	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	$ 1,431.31	
6	ALLIANT ENERGY	FIRE STATION	002-5-150-6330	$ 792.72	$ 4,064.07
7	AXIOM	MEETING/EAST ST SURVEY	001-5-650-6407	$ 1,010.00	
8	AXIOM	3RD STREET	301-5-750-6796	$ 65,425.00	
9	AXIOM	RAILROAD PARK	301-5-750-6797	$ 2,500.00	$ 68,935.00
10	BECKY LaROCHE	CELL STIPEND	001-5-650-6373	$ 50.00	
11	BOYSE DOZING	3RD ST WATER BREAK	600-5-810-6374	$ 600.00	
12	BRYAN LENZ	CELL STIPEND	001-5-430-6373	$ 50.00	
13	DENIS WALKER	W SIDE SIGN RENT	001-5-520-6799	$ 300.00	
14	IOWA FIRE CHEIFS' ASSOC	FD-MEMBERSHIP	002-5-150-6345	$ 25.00	
15	J&M DISPLAYS	TREKFEST 37 FIREWORKS	145-5-650-6430	$ 7,000.00	
16	KUM N GO	FD-FULE	002-5-150-6350	$ 370.85	
17	KUM N GO	CITY FUEL	110-5-210-6331	$ 246.83	$ 617.68
18	MENARDS	LADDER	001-5-210-6507	$ 91.17	
19	MENARDS	BOOK LIBRARY	145-5-650-6430	$ 279.11	$ 370.28
20	MID AMERICAN ENERGY	SHOP	001-5-210-6371	$ 405.79	
21	MID AMERICAN ENERGY	RVFD	002-5-150-6330	$ 558.19	
22	MID AMERICAN ENERGY	C HALL	001-5-650-6371	$ 158.21	$ 1,122.19
23	PEOPLE SERVICES	SERVICE	610-5-815-6500	$ 11,449.50	
24	PEOPLE SERVICES	SERVICE	600-5-800-6500	$ 11,449.50	$ 22,899.00
25	SEIA INSURANCE	40 E 2ND ST CREDIT	001-5-650-6400	$ (111.00)	
26	SEIA INSURANCE	CYBER INS	001-5-650-6403	$ 1,750.00	$ 1,639.00
27	STUTSMAN INC.	R-UP/2 4D	001-5-430-6325	$ 512.95	
28	UTILITY EQUIPMENT CO	2/10" FLANGE	600-5-810-6332	$ 419.00	
29	VEENSTRA & KIM	WTP FILTER PIPE REPLACEMENT	600-5-810-6330	$ 8,603.94	
30	YANCEY, CHRISTINE	MILEAGE	001-5-650-6240	$ 63.18	
31	YOTTY'S	FD- MAINTENANCE	002-5-150-6310	$ 20.17	
32					
33	**********	**TOTAL BILLS**		**$ 117,291.46**	
34	DELTA DENTAL	JAN BILLING	001-5-430-6150	$ 272.74	
35	LINCOLN NAT'L LIFE INS	JAN BILLING	001-5-620-6150	$ 288.55	
36	MEDIACOM	CHALL	001-5-650-6373	$ 249.25	
37	MEDIACOM	RVFD	002-5-150-6332	$ 254.77	
38	VERIZON	COLLECTORS	600-5-810-6373	$ 63.54	
39	WELLMARK	BC/BS	001-5-620-6150	$ 5,080.48	
40	WINDSTREAM	WATER INTERNET	600-5-810-6373	$ 161.20	
41	WINDSTREAM	SHOP INTERNET	001-5-210-6371	$ 183.30	
42	**********	**TOTAL PAID BILLS**			**$ 6,553.83**
43	**********	**TOTAL EXPENDITURES**		**$ 123,845.29**	
44					
45	**EXPENDITURES by FUND**				
46	GENERAL FUND	$ 12,425.55			
47	FIRE DEPARTMENT	$ 2,021.70			
48	ROAD USE FUND	$ 246.83			
49	CASINO FUND	$ 7,279.11			
50	DEBT SERVICE	$ -			
51	CAPITAL PROJECTS	$ 67,925.00			
52	WATER FUND	$ 21,612.65			
53	SEWER FUND	$ 12,334.45			
54	GARBAGE	$ -			
55	**TOTAL EXPENDITURES**	**$ 123,845.29**			

#5

Custom Tree Service
2750 Highway 22
Riverside, IA 52327
319-591-3375
customtreeserviceia@gmail.com

Estimate

ADDRESS
Chad Freeman
71 South Washington Street
Riverside, Iowa 52327 USA

ESTIMATE #	DATE
1169	03/16/2022

DATE	DESCRIPTION	QTY	RATE	AMOUNT
03/16/2022	Removal of large Siberian Elm in the right of way @ 71 S. Washington Street. Spanning over house and multiple utilities.	1	3,000.00	3,000.00T
03/16/2022	Grinding stump from Siberian Elm in the right-of-way and clean-up of debris.	120	5.00	600.00T

SUBTOTAL	3,600.00
TAX	252.00
TOTAL	**$3,852.00**

Accepted By

Accepted Date

#5

RIVERSIDE CITY COUNCIL MEETING: August 19, 2019

The Riverside City Council meeting opened at 6:30 pm in City Hall with Mayor Allen Schneider requesting roll call. Council members present were: Tom Sexton, Andy Rodgers, Bob Schneider Jr., Edgar McGuire, and Jeanine Redlinger.

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

Sexton moved to approve the minutes of August 5th and 12th, expenditures, St. Mary's alcohol permit, and closure of Washburn Street from the church to Greene Street for Labor Day Celebration. Second by Rodgers, passed 5-0.

Council reviewed July 30th P&Z Committee minutes, and July Fire Dept. update.

Bill Stukey, PeopleService, Inc. presented July water and waste water report. A leak detection study will be done this fall. The Annual Safety Inspection at waste water plant was done on August 12th with no issues reported. Stukey will get three bids for partial sidewalk replacement around the water tower.

Kevin and Jennifer Rodgers addressed council on the removal of the large Elm tree in City ROW at 71 S Washington Street. Sexton moved to pay 50% of the $1300 tree removal bid from Custom Tree Service. Second by McGuire, passed 4-0 Rodgers abstained.

Redlinger moved to open Public Hearing for the Site Plan Ordinance at 7:12 pm. Second by Sexton, passed 5-0. There were no oral or written comments. Schneider moved to close Public Hearing at 7:13 pm. Second by Rodgers, passed 5-0.

Redlinger moved to pass first reading of Ordinance 081919-01, Amending Code of Ordinances of the City of Riverside, by adding Chapter 167, Site Plan Ordinance. Second by Sexton, passed 5-0. Second reading, with changes, is set for Sept. 3, 2019.

Sexton moved to pass Resolution #081919-02, Schnoebelen Street Embargo for vehicles over 10,000 pounds. This would exclude School buses, and local deliveries to Schnoebelen Street residents and the school. Second by McGuire, passed 5-0.

McGuire moved to pass Resolution #081919-03, Set the Date for Public Hearing to re-zone Conservation Park from A-1 to P-1 on September 3, 2019 at the City Council meeting, which begins at 6:30 pm. Second by Rodgers, passed 5-0.

Sexton moved to pass Resolution #081919-04, Set the Date for Public Hearing to re-zone Hall Park Addition from R-2 to P-1 on September 3, 2019 at the City Council meeting, which begins at 6:30 pm. Second by McGuire, passed 5-0.

Schneider moved to pass Resolution #081919-05, Set the Date for Public Hearing to re-zone 81 E 1st Street from P-1 to C-2 on September 3, 2019 at the City Council meeting, which begins at 6:30 pm. Second by Rodgers, passed 5-0.

#6

Paul Debbins
40 W. 1st St
P.O. Box 473
Riverside, IA 52327-0473

March 14, 2022

City of Riverside
Christine Yancey, Administrator
60 N. Greene St.
P.O. Box 188
Riverside, IA 52327

Re: 40 W 1st St.

Christine,

I am writing to inform you that I am willing to donate the property at 40 W 1st St., Riverside to the City.

I currently have a personal records, tools, equipment, and vehicles stored in the building. I will need 45 days time to remove these items from the building.

I propose that on April 29, 2022 I will be prepared to transfer the property to the City.

Please let me know the City's response within 15 days of this letter.

Sincerely,

Paul Debbins

#6

MEARDON, SUEPPEL & DOWNER P.L.C.
LAWYERS

ROBERT N. DOWNER
DOUGLAS D. RUPPERT
TIMOTHY J. KRUMM
WILLIAM J. SUEPPEL
CHARLES A. MEARDON
PETER J. GARDNER
SEAN W. WANDRO
STEPHANIE A. WORRELL
DANICA L. BIRD

122 SOUTH LINN STREET
IOWA CITY, IOWA 52240-1802

TELEPHONE: (319) 338-9222
FAX: (319) 338-7250

WWW.MEARDONLAW.COM

WILLIAM L. MEARDON
(1919-1997)

WILLIAM F. SUEPPEL
(1929-2020)

MARGARET T. LAINSON
(1939-2019)

OF COUNSEL:
JAMES D. McCARRAGHER
CRAIG N. WILLIS

RETIRED:
THOMAS D. HOBART
NANCY B. WILLIS

March 2, 2022

Mr. Paul Debbins
40 West 1st Street
P.O. Box 473
Riverside, IA 52327

COPY

Re: Nuisance/Abandoned Property

Dear Mr. Debbins:

My name is Bill Sueppel. I am the City Attorney for the City of Riverside. I have been directed to contact you with regard to your property located at 40 West 1st Street in Riverside.

It is my understanding that this property was severely damaged by a fire in 2017. Since that time, it would appear that there has been no effort to repair the property and make it habitable.

This property continues to be an eyesore, and the City has authorized me to bring legal proceedings in order to impose civil penalties against you for maintaining a nuisance or to acquire the property through the Iowa State Code abandoned property provisions.

Prior to bringing any legal proceedings, I am offering you one last chance to repair and restore this property. The City has asked that you provide a plan to repair the property, including a timeline and source of financing in order to complete the repairs. Please provide that to City Administrator Christine Yancey no later than March 18, 2022. Your cooperation in this matter would be greatly appreciated.

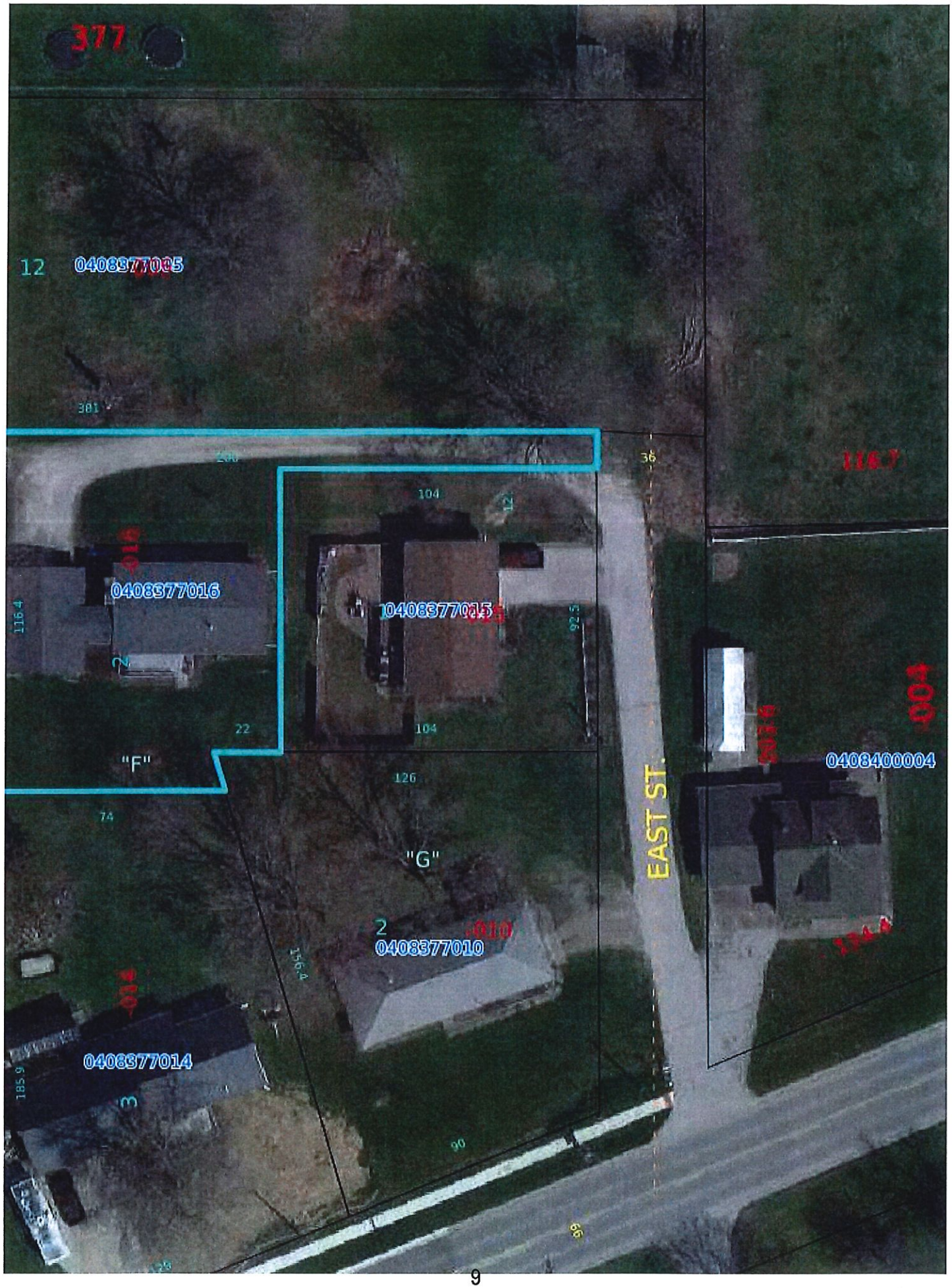
Sincerely,

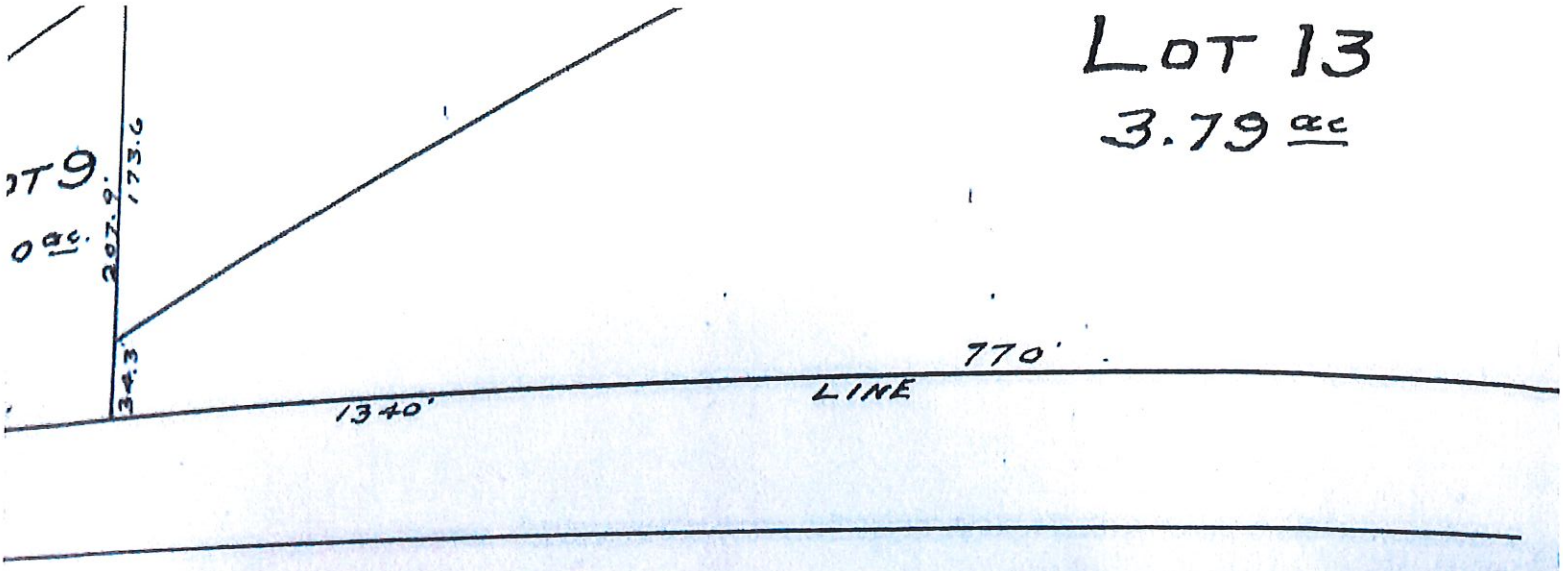
William J. Sueppel

WJS/tw
cc: Christine Yancey

#7




377
12
04083770[illegible]5
381
116.7
104
04083770[illegible]6
04083770[illegible]5
116.4
24
22
"F"
104
126
74
"G"
EAST ST.
04084000004
2
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185.9
3
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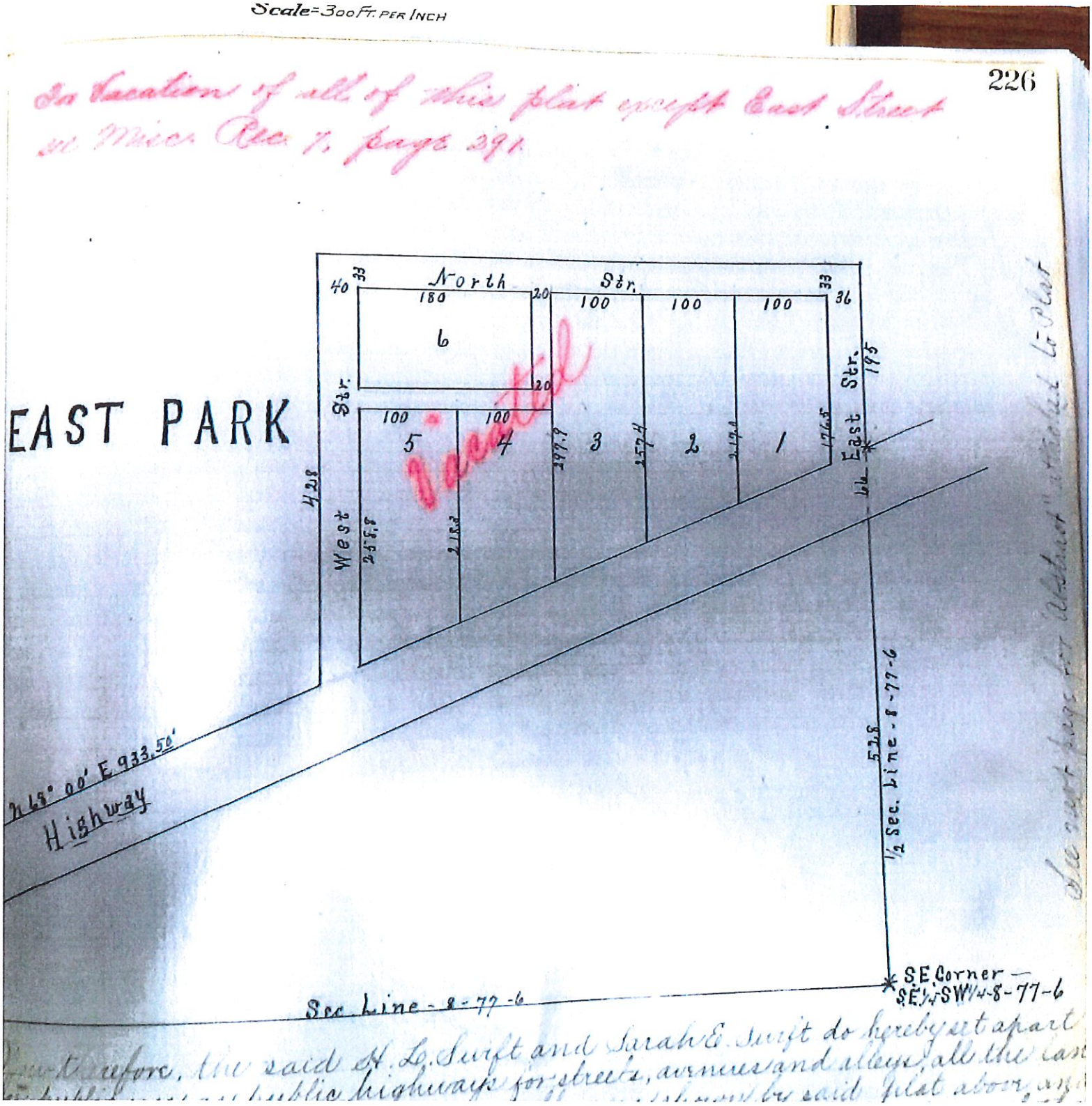
3rd East Street include what was EAST PARK ADDITION to RIVERSIDE in
k 2-226-Vacated Jan'y 1913 in Misc: Record 7-page 291

m Survey in Recorder's Plat Book 3-page 88

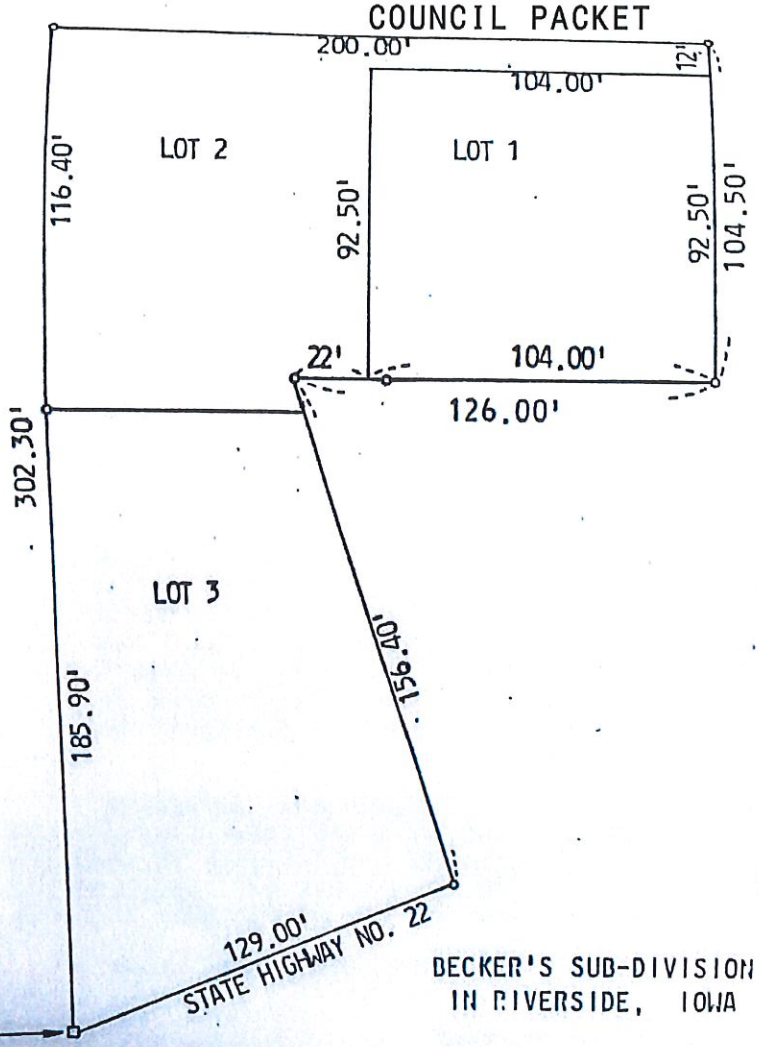
eption in Deed Record 41-175

not included in Lots

hington Coun



Now therefore, the said H. L. Swift and Sarah E. Swift do hereby set apart ... public highways for streets, avenues and alleys, all the land ... said plat above ...



BECKER'S SUB-DIVISION
IN RIVERSIDE, IOWA

ROBERT G. HUBER REGISTERED LAND SURVEYOR 2998 IOWA PROV. ENGR. & L.S.

COMMENCING AT THE S.W. CORNER OF LOT 2 OF THE AUDITOR'S SUB-DIVISION OF THE S.E. QUARTER OF THE S.W. QUARTER OF SECTION 8 T-77N R-6W OF THE 5th. P.M., WASHINGTON COUNTY, IOWA: AS RECORDED IN PLAT BOOK 4 PAGE 10 IN THE OFFICE OF THE COUNTY RECORDER WASHINGTON, IOWA, SAID LOT 2 IS IN THE TOWN OF RIVERSIDE, IOWA, THENCE NORTH 302.30 FEET, THENCE EAST 200.00 FEET, THENCE SOUTH 104.50 FEET, THENCE WEST 126.00 FEET, THENCE SOUTHEASTERLY 156.40 FEET TO THE NORTH RIGHT-OF-WAY LINE OF STATE HIGHWAY NUMBER 22, THENCE SOUTHWESTERLY ALONG THE NORTH RIGHT-OF-WAY LINE OF STATE HIGHWAY NUMBER 22 129.00 FEET TO THE POINT OF BEGINNING

DOROTHY DAVIS NOTARIAL SEAL

SCALE: 1"=50'

I, Robert G. Huber, a duly registered Professional Engineer & Land Surveyor, do hereby certify that the above plat is a true representation of the survey made by me in accordance with the laws of the State of Iowa on JULY 27 1981

Robert G. Huber, P.E. & L.S. #2998

Subscribed and sworn to before me this 27 day of JULY 19 81.

Notary Public

LEGEND

Steel Fence Post	Existing Fence	
Pin	Section Corner	△
Concr. Hub	Corner Post	●

HUBER ENGINEERING
208 EAST MAIN STREET
WASHINGTON, IOWA 52353

RECORDER'S INDEX
COUNTY: WASHINGTON
SECTION: 8-77-06
QUARTER SECTION: NA
CITY: RIVERSIDE
SUBDIVISION: BECKER'S SUBDIVISION
BLOCK: NA
LOT(S): 02
PROPRIETOR: NICHOLAS JONES
REQUESTED BY: CITY OF RIVERSIDE
PREPARED BY: AXIOM CONSULTANTS, LLC, 60 E. Court St. Unit 3 Iowa City, IA 52240 - PH# 319.519.6220

COUNCIL PACKET

FOR RECORDER'S USE ONLY

Instrument #: 2022-0364 B: 30 P: 0254
01/26/2022 08:46:15 AM Total Pages: 1
PLA PLAT & SURVEY
Recording Fee: $ 7.00
Jo Greiner, Recorder, Washington County Iowa

RETRACEMENT PLAT OF SURVEY

LOT 2 OF BECKER'S SUBDIVISION

CITY OF RIVERSIDE, WASHINGTON COUNTY, IOWA



LEGEND

⊙ SET 3/4" Ø PIPE OPC 19828

● FOUND PROPERTY CORNER-AS LABELED

Thank you for the opportunity here at Riverside. I am resigning my duties as Building Inspector and maintenance worker my final day will be April 1, 2022.

Jay Stuelke

Jay B Stuelke 3-21-2022

CITYOF RIVERSIDE

Position: Public Works Maintenance

Employee Status: Full-Time, Non-exempt

Supervisor: City Administrator

Job Functions: Participate in all maintenance activities on city streets and parks.

Job Responsibilities:

1. Maintain City sidewalks as required.
2. Maintain all City signs, signals, paint crosswalks and parking markings.
3. Maintain, clean and repair storm sewers and catch basins as needed.
4. Mowing and trimming all City owned property.
5. Spray weeds along roadways and City maintained sidewalks when needed.
6. Remove snow, ice and debris from streets and sidewalks as needed.
7. Maintain, hang, remove, and store (or arrange for such) pole banners and holiday street decorations.
8. Maintain bathrooms on City parks property (clean, stock, disinfect, etc.)
9. Maintain the maintenance shop buildings (clean, inspect, report issues, etc.).
10. Report needed maintenance on city property structures as needed.
11. Trim and/or remove (or arrange for such) trees on City property as needed.
12. Inspect park playground equipment and repair or replace (or arrange for such) as needed.
13. Maintain (or arrange for such) all city property structures as needed.
14. Maintain retention basin.
15. Maintain City trails as needed.
16. Operate all City equipment on appropriate applications as needed.
17. Perform (or arrange for such) general maintenance and repair work on all City equipment as needed. Maintain accurate equipment records.
18. Arrange for the rental of equipment as needed.
19. Keep an accurate timecard and submit it with a weekly spreadsheet showing areas of work during the previous week on the first business day of each payroll week to the city clerk's office. Any combination of hours over 40 hours per week are to be pre-approved by your supervisor unless it is an emergency.
20. Notify your supervisor directly if you find it necessary to leave work early.
21. Notify your supervisor directly if you are unable to be present for work or unexpectedly detained. Upon your return, report directly to your supervisor.
22. Respond to emergencies and situations that cannot wait for a response during regular business hours to ensure the operation of all City functions or preserve private property. This may involve answering your cell phone during non-regularly scheduled work hours.
23. Dispose of dead animals and other disposable items as needed from city property.
24. Report to the City Clerk any vehicles parked illegally on city property.
25. Order parts and supplies for operations, projects, and equipment as needed and obtain a pre-approved purchase order.
26. Give input to your supervisor on planned projects and other needs to be included in the annual task listing or for budget planning.
27. Be aware of all city policies as listed in the City of Riverside's Personnel Policy Manual or as may be updated. This manual will be updated as needed. All updates become effective once adopted by the Riverside City Council.
28. Works on an occasional basis with the general public.

29. All other duties as may be needed or assigned.

Works Closely with: Other Public Works Maintenance Employees, City Administrator

Equipment Used: Mower, weed trimmer, backhoe, skid loader, tractor, pickup, power washer

Skills and Qualifications:

1. Education – High School Graduate or equivalent required.
2. Computer skills with a high emphasis on Word and Excel.
3. Valid Iowa Driver's License.
4. Obtain and maintain the appropriate Commercial Driver's License (CDL) Class B with Air Brakes.
5. Ability to establish and maintain effective working relationships with City Elected Officials, City Hall staff, other employees, citizens, and general public.
6. Ability to stand, walk, occasional crouching, crawling, stooping, kneeling, pushing, pulling, lifting, and carrying heavy objects.
7. Intensive use of hands, fingers, legs, arms in grasping objects, driving equipment, and using hand tools.
8. Must be able to climb into cabs of various equipment, use hoist, jacks, and other related tools for maintenance and repair of various equipment.
9. Must be able to wear safety gear at all times as needed to perform duties.
10. Must be able to work in extreme temperatures at various time of year.
11. Must be able to work in numerous undesirable conditions including but not limited to noise, dust, fumes, occasional heavy lifting, and exposure to moving parts.
12. Experience - Two years of general maintenance experience.
13. Special Abilities – Muse have good organizational skills; must be a self-starter and have good communications skills to interact with staff and citizens and manage numerous projects in the City.
14. Physical Requirements – Must be able to lift heavy items on an occasional basis and carry, push, or pull heavy items as needed, using OSHA guidelines. Must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time in all weather conditions.
15. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

Disclaimer:

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.

Residency requirement: Must reside within 20 miles of Riverside city limits or be willing to relocate.

#9

CITY OF RIVERSIDE

Position: Building Inspector

Employee Status: Part-time, Non-Exempt

Supervisor: City Administrator

Job Functions: Responsible for the review and issuance of all building permits and job sites.

Job Responsibilities:

1. Review submitted paperwork for building permit applications. Ensure the application is complete and the proposed project is following all applicable codes. If more information or changes are needed, communicate with the building permit applicant or subcontractors to obtain needed items.
2. Refer commercial building permit applications to the Engineer, Fire Inspector or appropriate contractor as needed for approval. Review the commercial building permit applications and forward a recommendation to the City Council in time for inclusion in the council packet.
3. If a commercial building permit application is approved by the City Council, issue the building permit, maintain building address files, provide the necessary paperwork to the city clerk's office, and perform (or arrange for such) all needed inspections.
4. When a residential building permit application is found to be complete and accurate, issue the residential building permit, maintain the building address files, provide the necessary paperwork to the city clerk's office, and perform all needed inspections.
5. Issue permanent occupancy certificates when all the work is complete and according to code, maintain building address files, and provide the necessary paperwork to the city clerk's office.
6. When needed, issue a temporary occupancy certificate which lists all needed work to complete and the deadline for completion, maintain building address files, and provide the necessary paperwork to the city clerk's office. Follow-up before the temporary occupancy certificate expires to ensure needed work is completed and inspect the work.
7. Ensure that the building codes are up-to-date and revise forms as needed.
8. Review plats, give input to the Engineer and City Council regarding plats, and assign address numbers when needed.
9. Maintain current insurance documentation for all contractors and subcontractors.
10. Provide building permit information needed for any required reporting.

Works Closely with: The incumbent in this position makes frequent contact with City Clerk and City Administrator to exchange and interpret information regarding code compliance. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the City are infrequent and are usually with vendors and/or contractors and involve the exchange and interpretation of information regarding City projects or supplies/equipment purchases.

Equipment Used: Computer

Skills and Qualifications:

1. Education – High School Graduate or equivalent required.

APPROVED BY COUNCIL 9/20/2021 PER RESOLUTION #092021-01

2. Computer skills with a high emphasis on Word and Excel.
3. Other Licenses – Must be able to obtain ICC Building Inspector, Plumbing Inspector, and Mechanical Inspector within allowable time frames as set by the City of Riverside management. Employment with the city is required for two (2) years following certification or employee will reimburse the City for all education related expenses incurred
4. Participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements.
5. Experience – No experience required, however, some experience in inspecting or related areas preferred.
6. Special Abilities - Must have good organizational skills; must be a self-starter and have good communication skills to interact with City Council and citizens and manage numerous building inspector related projects in the city.
7. Physical Requirements – Must be able to work in confined work areas and occasionally from heights; must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time in all weather conditions.
8. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

Disclaimer:

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.

Residency requirement: Must reside within 20 miles of Riverside city limits or be willing to relocate.

#10

CITY OF RIVERSIDE

Position: Deputy Clerk/Utility Billing Clerk

Employee Status: Full time, Non-Exempt

Supervisor: City Administrator, City Clerk

Job Functions: Responsible to operate as a backup for all facets of the City Clerk's office. This position has the responsibility for determining the priority of some tasks listed subject to the direction of the City Clerk and City Administrator.

Job Responsibilities:

1. Open and close the office.
2. Place garbage and recycling out for collection.
3. Take telephones calls, respond to messages, or forward messages to the appropriate person.
4. Initial answering of the telephone.
5. Backup to collect mail from the post office, open mail, route mail to the appropriate person and respond to mail if needed.
6. Wait on customers, provide information.
7. Respond to customers' email inquiries or route them to the appropriate person.
8. Sign for packages and route them to the appropriate person.
9. Keep City Clerk and City Administrator informed of current issues.
10. Communicate information to staff.
11. Perform research for staff, management, and customers.
12. Send out correspondence and other mailings as needed.
13. Send and receive faxes.
14. Report streetlight issues to utility companies.
15. Receive formal complaints and forward to the appropriate person.
16. Backup to update website.
17. Proofread and edit documents as needed.
18. Compose letters and reports as needed.
19. Backup to post messages on the electronic sign at city hall.
20. Assist with the printing and processing of the newsletter.
21. Backup to mail and distribute newsletter.
22. Back-up to the City Clerk to prepare meeting packets for City Council and other meetings as may be required. This includes scheduling some meetings.
23. Backup to the City Clerk for the following tasks:
    - Verify time sheet information.
    - Calculate distributions of time.
    - Record time sheet information into the payroll module.
    - Generate and distribute paychecks.

24. Lead to administer the utility billing system.
    - Waiting on customers, opening envelopes from mail and drop box.
    - Making the deposits, balancing the total with the bill stubs.
    - Checking for online payments.
    - Posting payments, issuing receipts.

- Collecting water deposit fees and forms, as well as presenting new residents with utility information.
- Reconciling customer deposits and customer information.
- Processing new accounts.
- Revising documents used with utility system.
- Initiating the monthly and as needed meter readings.
- Generate the bills, process penalties, process delinquent notices, generate reports.
- Communicate and recommend action for delinquent accounts to the City Clerk and City Administrator.
- Ensure code enforcement for utility matters.
- Backup to process needed liens for uncollected amounts due.
- Process write-offs for uncollectable amounts due.
- Submit information to the Income Off-set Program.

25. All other payments.
    - Waiting on customers.
    - Backup for opening envelopes from the mail.
    - Issue receipts.
    - Take the deposit to the bank.
26. Send tax exempt certificates to vendors.
27. Accounts Payable:
    - Backup to verify information for check issuance against invoices.
28. Receive requests for room reservations and give out information.
29. Recommend changes to forms or process as needed.
30. Receive requests for park reservations and process.
31. Backup to make a park reservation card and ask the maintenance department to post.
32. Order or purchase city supplies as needed with purchase order approval of City Administrator.
33. Operate all office equipment: phone, copier, printer, fax, computers, and more. Some of the software used: Word, Excel, Publisher, Power Point, Outlook, Windows.
34. Notarize documents.
35. Attend training sessions to keep current with regulations and software.
36. Other tasks as may be required.

Works Closely with: City Clerk, City Administrator

Equipment Used: Computer, Calculator, Printer

Skills and Qualifications:

1. Education – High School Graduate or equivalent required. Some college with office or accounting emphasis or Iowa's Municipal Professional's Institute and Academy training preferred.
2. Experience-Experience in an office environment required, with governmental office experience and Microsoft Office preferred.
3. License/Certifications/Endorsements – Must hold a valid driver's license. Must be bondable.
4. Special Abilities - Must have good organizational skills; must be a self-starter; have good communication skills to interact with staff, elected officials, and citizens; and the ability to manage numerous processes at the same time.
5. Physical Requirements – Must be able to lift objects weighing more than 50 pounds on an occasional basis and carry, push, or pull them up to 10 feet unassisted; must be able to stand, sit, listen, and watch for extended periods of time.

6. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

Disclaimer:

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.

Residency requirement: Must reside within 20 miles of Riverside city limits or be willing to relocate.

11.

Nuisance abatement recommendations

1) Hire ECICOG to perform nuisance abatement
2) Include nuisance abatement in building inspector role
3) Change the procedure if the nuisance abatement stays with city hall
   a) Identify nuisance-call first or send "in case you weren't aware" letter, or hand notice on door
   b) If nuisance abated-all is good
   c) If nuisance not abated in time limit-follow procedure in ordinance
      - Send letter normal mail, hang on door, certified return receipt
4) Formal vote by city council for either complaint basis only, or entire community, quadrant at a time.

#12

City of RIVERSIDE

Trek
"Where the ~~Best~~ Begins"

Application for Funding FY 2022/2023

Please attach additional sheets as required

Fiscal Year 2022-2023 Hotel-Motel Tax

Tax Fund Grant Program

- About the program

  The Hotel-Motel tax grant application provides non-profit organizations a mechanism to be considered for funding allocations derived from hotel/motel tax grant revenues. The funds are gross receipt revenues from the renting of all rooms where accommodations are furnished to transient guests for rent. State Code governs the use of revenues derived from the tax. All entities, excepting governmental entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds. All recommendations on allocations shall be subject to City Council approval.

INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED FROM CONSIDERATION

General Information

Contact Person: _____ **Title:** _____

Email: _____

Organization Name: _____ **Tax ID/Federal ID #**_____

Organization Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Fax:** _____

E-mail: _____

Applications are due no later than January 14, 2021, to the following address:

City of Riverside City Hall
60 N. Greene Street
PO Box 188
Riverside, Iowa 52327

History and Uses

The citizenry of the City of Riverside approved the implementation of the Hotel-Motel Tax in November of 2006 with the tax to become effective January 1, 2007. The percentage approved was seven percent and is imposed upon the gross receipts from the renting of any and all rooms, apartments, or sleeping quarters in any hotel, motel, inn, public lodging house, rooming house, tourist court, or in any place where sleeping accommodations are furnished to transient guests for rent. The intended use of the tax was to promote community development and tourism in Riverside.

***State Code* 423A.7 (4) (a) governs the use of revenue derived from the tax and provides that:**

1) At least fifty percent of the revenues derived there from for the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining of recreation, convention, cultural, or entertainment facilities including but not limited to memorial buildings, halls, and monuments, civic center convention buildings, auditoriums, coliseums, and parking areas or facilities located at those recreation, convention, cultural, or entertainment facilities or the payment of principal and interest, when due, on bonds or other evidence of indebtedness issued by the County or City for those recreation, convention, cultural, or entertainment facilities, or for the promotion and encouragement of tourist and convention business in the City or County and surrounding areas.
2) The remaining revenues may be spent by the City or County, which levies the tax for any city or county operations authorized by law as a proper purpose for the expenditure within statutory limitations of City or County revenues derived from ad valorem taxes.

Eligibility and Allocation Procedures

All entities, excepting government entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds.

All recommendations on allocations shall be subject to City Council approval.

1) **Resolution**: Allows council members to allocate funding to requesting organizations through a resolution. Prior to allocating funding, organizations must provide written justifications for the funding requested. Justification would include how the funds will be spent, benefit provided to the City through funding their request, and the positive effect their organization will have on the community if the

funding is granted. Eligible applicants would be defined as those organizations that qualify for one of the approved hotel-motel categories. Potential applicants for this funding would have a direct or clearly stated indirect potential impact on the future visitor or cultural enhancements. In addition, organizations submitting applications must provide compelling evidence as to why their particular "special project" should be funded.

Type of Grant (choice from category 1-3 below) _____
Requested Amount: _____

Category 1: Community Culture and Education. Applicants are educational, cultural, and entertainment-oriented entities that are mission-driven and improve the overall quality of life in Riverside. Organizations must have 501 non-profit status under the Internal Revenue Code. Applicants must have regular hours they are open to the public or a regular series of events open to the public.

Category 2: Community Recreation and Events. Applicants are community recreational and event-oriented entities particularly for recreation activities, annual events or limited time events which illustrate a positive impact on the quality of life. Organizations must have 501 non-profit status under the Internal Revenue Code.

Category 3: New and Emerging Organizations and Events. Applicants are limited to a total of three successive annual applications for a new or emerging organization or event. The program or event shall show uniqueness, fulfill an unmet need, or program, and have a positive impact on the quality of life. Organizations must have 501 non-profit status under the Internal Revenue Code.

Category 4: Service-Related Organizations. Applicants could apply on an annual basis. Organizations will need to describe the service they provide and the need in the city of Riverside.

Eligibility and Allocation Procedures

Required to be submitted with application:

- Mission Statement (optional)
- Current Board Member List
- Verify 501 non-profit status
- Annual financial statement

Part 1: Quantitative Section:

Provide basic quantitative data that is appropriate to your mission. Include the following: number of days open to public, performances, attendees, clients, demographic figures showing where the people who use your services or programs live, local economic impact, etc.

Part 2: Qualitative Section:

1. Describe cultural educational, recreational, or tourism value your hotel-motel funding request will provide in meeting your organization's mission statement and/or current strategic plan.

2. Identify special and/or unique opportunities your organization's hotel-motel funding request provides residents and tourists in such areas as leisure opportunities, educational opportunities, programs that promote diversity and cultural awareness, special programs, or collections, etc.

3. Identify ways in which your organization works with other organizations to bring visitors to Riverside. Address any of the following that occurred during the previous year: partnerships, collaborations, joint marketing, etc.

4. Detail what your organization has done in the past year to reduce your organization's need for hotel-motel funding. Include sponsorship of events, promotions, fund raising, cost sharing programs, etc.

Part 3: Fiscal Accountability:
Operating and/or capital requests will require current year budget detail breakdown, in addition a balance sheet showing most recent year-end assets, liabilities, and equity.

Quantitative Section

Briefly describe project (350 words or less)

City Responsibilities

The City, upon receipt from the State of Iowa, will promptly remit payments to grantees receiving funds starting with the first payment in September of each fiscal year.

Disbursements of **capital grants** will be made by the City upon presentation by the grantee of **paid** invoices or other documents in an acceptable form and content as prescribed by the City.

All disbursements of funds shall be subject to the City receiving collected funds from the State of Iowa Department of Revenue.

The City, as part of the annual budget process, will provide an opportunity to receive public input on the allocation of these funds.

The City shall not under any circumstances be obligated financially under this grant application program except to disburse those funds according to the budgeted allocations.

Assurances

Applicants hereby agree and acknowledge that:

They will expend funds, received because of this application, solely on the described project and programs included within the grant application documents within the fiscal year from which the grant is disbursed.

If they are awarded funds, applicants will include in all appropriate promotions, publicity, advertising, and in printed material the following credit line as applicable:

- ***This project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.***
- ***Our operations are partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.***
- ***Our operations are and this project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.***

The filing of this application has been approved by the legally authorizing body of the applicant, if applicable.

The facts, figures and information contained in this application including all attachments, are true and correct.

Failure to comply with the administrative rules for this program will result in the forfeiture of funds allocated based upon this application grant.

All records of the grantee relating to this grant application are available during reasonable business hours to the City or their authorized representative upon request.

All records of the grantee related to this grant will be maintained for a period of three years following the date the final grant payment is made.

All grants acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Riverside as contemplated by Iowa Code Chapter 423A.7(4)(a).The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Riverside that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 423A.7(4)(a).The grantee additionally and specifically acknowledges and assures the City of Riverside that it will

not use the grant for any purpose which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by the Iowa Code Section 423A.7 (4) (a) that it will reimburse, in full, the City of Riverside the entire amount of the grant.

Officer Signature	Date
Officer Signature	Date

Final Reporting

Organizations that received hotel-motel funding for fiscal year 2020/2021 will be required to submit a report by January 14, 2022, outlining how hotel-motel funding was used. This report should show how hotel-motel funding met the quantitative, qualitative, and fiscal accountability your organization provided in the hotel-motel application. This word document should be a maximum of 250 words. ***Failure to file a report by July 31, 2022, with the City of Riverside may result in your organization being disqualified from requesting hotel-motel funding in the next fiscal year. Reports should be mailed to Riverside City Hall, P.O. Box 188, Riverside, Iowa 52327.***

The following items shall be included in the final report, if applicable:

1. General attendance last year
2. Paid visitor attendance last year
3. Attendance by school children last year
4. Number of full-time staff
5. Number of volunteers last year:
6. Number of volunteer hours last year:
7. Regular Meetings/Agendas concerning your use of grant funds

8. Days open to the public

9. Number of out-of-town visitors
   (More than 100 mi.):

10. How are number of out-of-town visitors tracked:

11. Local economic impact:

12. How your organization works:

13. Other information- provide information you believe the Council should know:

If you receive a grant in this cycle, be prepared to provide this information in your final report.

DRAFT

Revised 12-28-2021

SAMPLE

RESOLUTION # 47

RESOLUTION TO AWARD THE CONSTRUCTION CONTRACT TO STREB CONSTRUCTION CO, INC FOR THE THIRD STREET RECONSTRUCTION PROJECT

Whereas, the City of Riverside City Council hereby awards the Third Street Reconstruction project to Streb Construction Co., Inc. of Iowa City, Iowa, in the amount of $3,300,000.00.

Therefore, be it resolved the City of Riverside City Council does hereby approve the award for contracted services. A public hearing was held and notices were published according to the legal requirements of the State of Iowa. A bid letting was held on March 24th at 2:00 pm at Riverside City Hall where the sealed bids received were opened and a bid tabulation sheet was prepared by Brian Boelk of Axiom Consultant, LLC.

Moved by Councilperson ____ , seconded by Councilperson ___ , to approve the foregoing resolution.

Roll Call: Kiene, McGuire, Schneider, Sexton, Mills

Ayes:

Nays:

Absent:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 4th day of April 2022.

Signed:_____

Allen Schneider, Mayor

Attest:_____

Becky LaRoche, City Clerk

AXIOM CONSULTANTS

14a

CIVIL · STRUCTURAL · MECHANICAL · ELECTRICAL · SURVEY · SPECIALTY

March 24, 2022

City of Riverside
Attn: Christine Yancey, City Administrator
60 Greene Street
Riverside, Iowa 52327

Re: Award Recommendation for Third Street Reconstruction Project (210144)

Dear Ms. Yancey,

Bids were received by the City of Riverside on Thursday, March 24, 2022, at 2:00 p.m. for the above referenced project. The bid opening immediately followed, and bids were opened and read out loud. We received three (3) qualified bids for the Third Street Reconstruction project. All bids were accompanied by the required Bid Form acknowledging the appropriate number of addenda.

Below is a summary of bids:

- Difference between low bidder and high bidder - $174,254.60
- Low Bid: $3,300,000.00 Streb Construction Co.
- Second Bid: $3,438,525.02 Dave Schmitt Construction Co.
- Third Bid: $3,474,254.60 All American Concrete
- Engineer's Estimate: $3,400,000.00

Our recommendation to the City of Riverside is to accept **Streb Construction Co, Inc** bid of $3,300,000.00 for the Third Street Reconstruction project. If the City accepts this recommendation, we will begin writing and routing contracts to the respective contractor and coordinate a preconstruction meeting accordingly.

Please feel free to contact me with questions. We look forward to completing this project for the City of Riverside!

Respectfully,

Brian A. Boelk, PE
Principal – Axiom Consultants, LLC

AXIOM CONSULTANTS

BID TABULATION

PROJECT NAME: CITY OF RIVERSIDE, THIRD STREET RECONSTRUCTION

PROJECT NUMBER: 210144

DATE: 3/24/2022

BID LOCATION: City of Riverside

PAGE: 1 of 1

COMPANY NAME	STREB CONSTRUCTION CO	DAVE SCHMITT CONSTRUCTION CO	ALL AMERICAN CONCRETE		
BID BOND/SECURITY	5%	5%	5%		
ACKNOWLEDGE ADDENDUMS 1, 2 & 3	X	X	X		
IDENTITY OF BIDDER	X	X	X		
BIDDER STATUS FORM	X	X	X		
BASE BID	3,300,000	3,438,525.02	3,474,254.60		
ALTERNATE 2	0	0	0		
ALTERNATE 3	0	0	0		
ALTERNATE 4	0	0	0		
NOTES:	UNREMARKABLE, NO ISSUES WITH BID FORM	ERROR ON #50 WRITTEN EXTENDED PRICE, BUT TOTAL SUM OF BASE BID MATCHES	UNREMARKABLE, NO ISSUES WITH BID FORM		

AXIOM CONSULTANTS

PROJECT NAME: THIRD STREET RECONSTRUCTION
PROJECT NUMBER: 210144
DATE: 3/24/2022

			CONTRACTOR	STREB CONSTRUCTION		DAVE SCHMITT CONSTRUCTION		ALL AMERICAN CONCRETE	
ITEM	DESCRIPTION	UNIT	QTY	UNIT $	AMOUNT	UNIT $	AMOUNT	UNIT $	AMOUNT
1	CLEARING & GRUBBING	LS	1	$ 45,000.00	$ 45,000.00	$ 40,100.00	$ 40,100.00	$ 49,000.00	$ 49,000.00
2	TOP SOIL, ON-SITE	CY	2,146	$ 10.00	$ 21,460.00	$ 41.00	$ 87,986.00	$ 11.00	$ 23,606.00
3	EXCAVATION, CLASS 10	CY	13,000	$ 9.50	$ 123,500.00	$ 11.40	$ 148,200.00	$ 10.30	$ 133,900.00
4	SUBGRADE PREPARATION	SY	16,235	$ 1.50	$ 24,352.50	$ 4.00	$ 64,940.00	$ 1.60	$ 25,976.00
5	COMPACT TESTING	LS	1	$ 22,000.00	$ 22,000.00	$ 12,480.00	$ 12,480.00	$ 7,700.00	$ 7,700.00
6	BELOW GRADE EXCAVATION (CORE OUT & REPLACE W/ 3/4" ROAD STONE)	CY	200	$ 50.00	$ 10,000.00	$ 53.30	$ 10,660.00	$ 54.00	$ 10,800.00
7	MODIFIED SUBBASE	TON	5,115	$ 23.00	$ 117,645.00	$ 22.45	$ 114,831.75	$ 25.00	$ 127,875.00
8	SANITARY SEWER GRAVITY MAIN, TRENCHED, 8" PVC	LF	124	$ 98.00	$ 12,152.00	$ 104.00	$ 12,896.00	$ 106.00	$ 13,144.00
9	SANITARY SEWER SERVICE STUB, 4" PVC	LF	1,945	$ 80.00	$ 155,600.00	$ 62.25	$ 121,076.25	$ 87.00	$ 169,215.00
10	REMOVAL OF SANITARY SEWER, 8" PVC	LF	2,069	$ 2.00	$ 4,138.00	$ 6.50	$ 13,448.50	$ 2.00	$ 4,138.00
11	STORM SEWER, TRENCHED, 15" RCP	LF	1,488	$ 70.00	$ 104,160.00	$ 63.75	$ 94,860.00	$ 76.00	$ 113,088.00
12	STORM SEWER, TRENCHED, 18" RCP	LF	914	$ 74.00	$ 67,636.00	$ 63.00	$ 57,582.00	$ 80.00	$ 73,120.00
13	STORM SEWER, TRENCHED, 24" RCP	LF	328	$ 85.00	$ 27,880.00	$ 80.25	$ 26,322.00	$ 92.00	$ 30,176.00
14	STORM SEWER, TRENCHED, 36" RCP	LF	185	$ 123.00	$ 22,755.00	$ 127.75	$ 23,633.75	$ 133.00	$ 24,605.00
15	STORM SEWER, TRENCHED, ARCH 44"X27" RCP	LF	105	$ 215.00	$ 22,575.00	$ 211.50	$ 22,207.50	$ 233.00	$ 24,465.00
16	STORM SEWER, TRENCHED, ARCH 59"X36" RCP	LF	185	$ 317.00	$ 58,645.00	$ 291.00	$ 53,835.00	$ 344.00	$ 63,640.00
17	REMOVAL OF STORM SEWER, SIZES AND TYPE PER PLANS	LF	1,933	$ 9.00	$ 17,397.00	$ 17.00	$ 32,861.00	$ 13.00	$ 25,129.00
18	STORM SEWER ABANDONMENT, PLUG	EA	1	$ 750.00	$ 750.00	$ 3,306.00	$ 3,306.00	$ 1,100.00	$ 1,100.00
19	SUBDRAIN, PERFORATED PLASTIC PIPE 6"	LF	6,669	$ 11.30	$ 75,359.70	$ 20.40	$ 136,047.60	$ 13.00	$ 86,697.00
20	SUBDRAIN OUTLET, DR-303	EA	41	$ 130.00	$ 5,330.00	$ 385.00	$ 15,785.00	$ 235.00	$ 9,635.00
21	STORM SEWER SERVICE, 6" PVC INCLUDING 6" WYE	LF	1,772	$ 7.50	$ 13,290.00	$ 20.50	$ 36,326.00	$ 8.00	$ 14,176.00

22	WATER MAIN, TRENCHED, 6" PVC	LF	3,280	$	50.00	$	164,000.00	$	68.00	$	223,040.00	$	54.00	$	177,120.00
23	WATER MAIN, TRENCHLESS, 6" PVC	LF	81	$	97.00	$	7,857.00	$	92.00	$	7,452.00	$	105.00	$	8,505.00
24	WATER SERVICE PIPE, 1" PE	LF	1,979	$	9.00	$	17,811.00	$	17.00	$	33,643.00	$	10.00	$	19,790.00
25	WATER SERVICE CORPORATION, 1" PE	EA	54	$	400.00	$	21,600.00	$	855.00	$	46,170.00	$	430.00	$	23,220.00
26	WATER SERVICE CURB STOP AND BOX, 1" PE	EA	54	$	300.00	$	16,200.00	$	816.97	$	44,116.38	$	325.00	$	17,550.00
27	WATER MAIN REMOVAL, 4" & 6"	LS	1	$	3,000.00	$	3,000.00	$	61,450.00	$	61,450.00	$	3,300.00	$	3,300.00
28	VALVE, GATE, DIP, 6"	EA	17	$	1,500.00	$	25,500.00	$	1,728.00	$	29,376.00	$	1,600.00	$	27,200.00
29	FIRE HYDRANT ASSEMBLY	EA	7	$	5,150.00	$	36,050.00	$	6,225.00	$	43,575.00	$	5,600.00	$	39,200.00
30	FIRE HYDRANT ASSEMBLY REMOVAL	EA	6	$	400.00	$	2,400.00	$	1,050.00	$	6,300.00	$	430.00	$	2,580.00
31	MANHOLE, SANITARY SEWER, SW-301, 48"	EA	2	$	4,250.00	$	8,500.00	$	5,045.00	$	10,090.00	$	4,600.00	$	9,200.00
32	MANHOLE, SANITARY SEWER, SW-401, 48"	EA	7	$	3,700.00	$	25,900.00	$	4,021.00	$	28,147.00	$	4,000.00	$	28,000.00
33	MANHOLE, STORM SEWER, SW-402	EA	3	$	10,000.00	$	30,000.00	$	8,843.00	$	26,529.00	$	11,000.00	$	33,000.00
34	INTAKE, SW-509	EA	13	$	7,200.00	$	93,600.00	$	6,500.00	$	84,500.00	$	7,800.00	$	101,400.00
35	INTAKE, SW-512, 24"	EA	7	$	1,500.00	$	10,500.00	$	1,930.00	$	13,510.00	$	1,600.00	$	11,200.00
36	INTAKE, SW-541	EA	1	$	8,700.00	$	8,700.00	$	10,825.00	$	10,825.00	$	9,400.00	$	9,400.00
37	INTAKE, SW-545	EA	13	$	6,900.00	$	89,700.00	$	8,065.00	$	104,845.00	$	7,500.00	$	97,500.00
38	MANHOLE ADJUSTMENT, MINOR	EA	1	$	200.00	$	200.00	$	1,350.00	$	1,350.00	$	220.00	$	220.00
39	MANHOLE ADJUSTMENT, MAJOR	EA	4	$	900.00	$	3,600.00	$	2,025.00	$	8,100.00	$	1,000.00	$	4,000.00
40	CONNECTION TO EXISTING MANHOLE	EA	1	$	1,100.00	$	1,100.00	$	1,280.00	$	1,280.00	$	1,200.00	$	1,200.00
41	CONNECTION TO EXISTING INTAKE	EA	4	$	1,100.00	$	4,400.00	$	1,280.00	$	5,120.00	$	1,200.00	$	4,800.00
42	REMOVE MANHOLE	EA	1	$	750.00	$	750.00	$	858.00	$	858.00	$	800.00	$	800.00
43	REMOVE INTAKE	EA	10	$	475.00	$	4,750.00	$	858.00	$	8,580.00	$	550.00	$	5,500.00
44	REMOVAL OF EXISTING STRUCTURES	LS	1	$	5,000.00	$	5,000.00	$	4,622.00	$	4,622.00	$	5,400.00	$	5,400.00
45	PAVEMENT, 7" PCC	SY	14,546	$	47.00	$	683,662.00	$	47.00	$	683,662.00	$	45.40	$	660,388.40
46	CURB & GUTTER, 24" WIDE, 7" THICK	LF	178	$	45.00	$	8,010.00	$	45.00	$	8,010.00	$	40.00	$	7,120.00
47	PCC PAVEMENT SAMPLES AND TESTING	LS	1	$	6,500.00	$	6,500.00	$	6,500.00	$	6,500.00	$	14,600.00	$	14,600.00
48	PAVEMENT, HMA	SY	385	$	76.60	$	29,491.00	$	72.00	$	27,720.00	$	78.00	$	30,030.00
49	REMOVAL OF SIDEWALK	SY	2,657	$	10.00	$	26,570.00	$	4.14	$	10,999.98	$	11.00	$	29,227.00
50	SIDEWALK, 4" PCC	SY	3,430	$	52.00	$	178,360.00	$	52.00	$	178,360.00	$	45.00	$	154,350.00
51	SIDEWALK, 6" PCC	SY	600	$	57.00	$	34,200.00	$	57.00	$	34,200.00	$	80.00	$	48,000.00
52	DETECTABLE WARNINGS	SF	460	$	45.00	$	20,700.00	$	45.00	$	20,700.00	$	40.00	$	18,400.00
53	DRIVEWAY, 6" PCC	SY	1,502	$	57.00	$	85,614.00	$	57.00	$	85,614.00	$	52.00	$	78,104.00
54	DRIVEWAY, GRANULAR	TON	45	$	35.00	$	1,575.00	$	27.15	$	1,221.75	$	50.00	$	2,250.00
55	REMOVAL OF PAVED DRIVEWAY	SY	663	$	9.00	$	5,967.00	$	5.80	$	3,845.40	$	10.00	$	6,630.00
56	PAVEMENT REMOVAL	SY	12,129	$	8.75	$	106,128.75	$	3.90	$	47,303.10	$	9.50	$	115,225.50
57	SIGN INSTALLATION	LS	1	$	4,650.00	$	4,650.00	$	5,890.00	$	5,890.00	$	5,000.00	$	5,000.00
58	TRAFFIC SIGN REMOVAL	LS	1	$	4,650.00	$	4,650.00	$	4,650.00	$	4,650.00	$	5,000.00	$	5,000.00

59	PAINTED PAVEMENT MARKINGS, SOLVENT / WATERBORNE	STA	51.2	$	175.00	$	8,960.00	$	62.00	$	3,174.40	$	190.00	$	9,728.00
60	TEMPORARY TRAFFIC CONTROL	LS	1	$	15,000.00	$	15,000.00	$	11,000.00	$	11,000.00	$	19,000.00	$	19,000.00
61	HYDRAULIC SEEDING, SEEDING, FERTILIZING & MULCHING-TYPE 1	ACRE	3.3	$	6,500.00	$	21,450.00	$	6,500.00	$	21,450.00	$	7,000.00	$	23,100.00
62	TEMPORARY SEEDING, FERTILIZING AND MULCHING-TYPE 4	ACRE	3.3	$	1,300.00	$	4,290.00	$	1,300.00	$	4,290.00	$	1,400.00	$	4,620.00
63	ROLLED EROSION CONTROL PRODUCT TYPE 1.B	SQ	336.6	$	20.00	$	6,732.00	$	20.00	$	6,732.00	$	22.00	$	7,405.20
64	FILTER SOCK, 9"	LF	6,614	$	1.75	$	11,574.50	$	1.75	$	11,574.50	$	2.00	$	13,228.00
65	FILTER SOCKS, REMOVAL	LF	6,614	$	0.15	$	992.10	$	0.15	$	992.10	$	0.20	$	1,322.80
66	RIP RAP, CLASS D	TON	68	$	62.00	$	4,216.00	$	50.00	$	3,400.00	$	67.00	$	4,556.00
67	SILT FENCE OR SILT FENCE DITCH CHECK	LF	3,198	$	0.20	$	639.60	$	0.20	$	639.60	$	0.20	$	639.60
68	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF SEDIMENT	LF	3,198	$	0.01	$	31.98	$	0.01	$	31.98	$	0.10	$	319.80
69	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF DEVICE	LF	3,198	$	0.01	$	31.98	$	0.01	$	31.98	$	0.10	$	319.80
70	INLET PROTECTION DEVICE	EA	36	$	105.00	$	3,780.00	$	105.00	$	3,780.00	$	115.00	$	4,140.00
71	INLET PROTECTION DEVICE, MAINTENANCE	EA	36	$	5.00	$	180.00	$	5.00	$	180.00	$	6.00	$	216.00
72	SEGMENTAL BLOCK RETAINING WALL	SF	3,350	$	31.60	$	105,860.00	$	32.55	$	109,042.50	$	34.25	$	114,737.50
73	CONCRETE STEPS, PER PLAN	SF	569.6	$	70.00	$	39,872.00	$	70.00	$	39,872.00	$	80.00	$	45,568.00
74	HANDRAIL, STEEL	LF	192	$	85.00	$	16,320.00	$	85.00	$	16,320.00	$	92.00	$	17,664.00
75	SAFETY RAIL	LF	335	$	145.00	$	48,575.00	$	145.00	$	48,575.00	$	157.00	$	52,595.00
76	MOBILIZATION	LS	1	$	265,000.00	$	265,000.00	$	93,000.00	$	93,000.00	$	315,000.00	$	315,000.00
77	MAINTENANCE OF SOLID WASTE COLLECTION	LS	1	$	10,500.00	$	10,500.00	$	9,900.00	$	9,900.00	$	2,500.00	$	2,500.00
78	CONCRETE WASHOUT	LS	1	$	7,173.89	$	7,173.89	$	3,000.00	$	3,000.00	$	2,000.00	$	2,000.00
	TOTAL CONSTRUTION COST:			$			3,300,000.00	$			3,438,525.02	$			3,474,254.60
	ALTERNATE 2			$			-	$			-	$			-
	ALTERNATE 3			$			-	$			-	$			-
	ALTERNATE 4			$			-	$			-	$			-

DIFF BWTN BIDS $ 174,254.60
ENGINEER EST $ 3,400,000.00

Third Street Reconstruction
Riverside, IA

Axiom Consultants
21-0144

SUDAS BID BOND

SAMPLE BID BOND FORM

KNOW ALL BY THESE PRESENTS:

That we All American Concrete Inc., as Principal, and IMT Insurance Company, as Surety, are held and firmly bound unto Riverside, IA, as Obligee, (hereinafter referred to as "the Jurisdiction"), in the penal sum of Five percent of amount bid ---------- dollars ($ N/A ----------), or 5 --- percent of the amount bid in lawful money of the United States, for which payment said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas the Principal has submitted to the Jurisdiction a certain proposal, in a separate envelope, and hereby made a part hereof, to enter into a contract in writing, for the following described improvements;

Summary Project Description: City of Riverside's Third Street Reconstruction improvements includes the full reconstruction of approximately 4,235 linear feet of an existing rural HMA street section to a 31-foot wide 7" PCC street with curb, gutter and storm sewer. Improvements include all labor, materials and equipment necessary to construct 7" PCC on a 6" modified subbase, longitudinal subdrain, driveways, 6" PCC sidewalk, intakes, storm sewer, 6" PVC water main, 8" sanitary sewer, sanitary and water services, retaining wall, HMA alley and transitions, traffic control, earthwork, erosion control, seeding and miscellaneous associated work including clean-up and restoration.

The Surety hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Jurisdiction may accept such bid or execute such Contract; and said Surety does hereby waive notice of any such extension.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Washington County, State of Iowa. If legal action is required by the Jurisdiction against the Surety or Principal to enforce the provisions of the bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Surety or Principal agrees to pay the Jurisdiction all damages, costs, and attorney fees incurred by enforcing any of the provisions of this Bond. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against Surety for any amount guaranteed hereunder whether action is brought against Principal or whether Principal is joined in any such action or actions or not.

(CONT. BID BOND)

NOW, THEREFORE, if said proposal by the Principal be accepted, and the Principal shall enter into a contract with Jurisdiction in accordance with the terms of such proposal, including the provision of insurance and of a bond as may be specified in the contract documents, with good and sufficient surety for the faithful performance of such contract, for the prompt payment of labor and material furnished in the prosecution thereof, and for the maintenance of said improvements as may be required therein, then this obligation shall become null and void; otherwise, the Principal shall pay to the Jurisdiction the full amount of the bid bond, together with court costs, attorney's fees, and any other expense of recovery.

Signed and sealed this 16th day of March, 2022.

SURETY

SURETY COMPANY: IMT Insurance Company

SIGNATURE ATTORNEY-IN-FACT/OFFICER:

J. I. Schmit

PRINTED ATTORNEY-IN-FACT/OFFICER:
Joseph I. Schmit

SURETY ADDRESS: PO Box 1336 Des Moines, IA 50306

SURETY TELEPHONE NUMBER: 515-453-0777

PRINCIPAL

BIDDER COMPANY: All American Concrete Inc.

BIDDER SIGNATURE:

PRINTED NAME: Jay Simon

TITLE: Vice President

BIDDER ADDRESS: 1489 Highway 6 West Liberty, IA 52776

BIDDER TELEPHONE NUMBER: 319-627-3393

NOTE: All signatures on this bid bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted. This bond must be sealed with the Surety's raised, embossing seal. The certificate or power of attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossed seal.

END OF SECTION

IMT INSURANCE

POWER OF ATTORNEY

Know All Persons By These Presents, that **IMT Insurance Company** a corporation duly organized under the laws of the State of Iowa, and having its principal office in the City of West Des Moines, County of Polk, State of Iowa, hath made, constituted and appointed, and does by these presents make, constitute and appoint

Jeffrey R. Baker, Nancy D. Baltutat, Patrick K. Duff, Mark E. Keairnes, Greg T. LaMair, Joseph I. Schmit, Christopher R. Seiberling, and Jill Shaffer

of **West Des Moines** and State of **Iowa** its true and lawful Attorney-in-Fact, with full power and authority hereby conferred in its name, place and stead, to sign, execute, acknowledge and deliver in its behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

*******Unlimited Amounts*******

and to bind **IMT Insurance Company** thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of **IMT Insurance Company,** and all such acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of **IMT Insurance Company** on December 18, 1998.

ARTICLE VIII, SECTION 4. - The President or any Vice President or Secretary shall have the authority to appoint Attorneys In Fact and to authorize them to execute on behalf of the Company, and attach thereto the Corporate Seal, bonds, undertakings, recognizances, contracts of indemnity or other obligatory writings, excluding insurance policies and endorsements.

ARTICLE VIII, SECTION 5. - The signature of any authorized officer and the Corporate Seal may be affixed by facsimile to any Power of Attorney authorizing the execution and delivery of any of the instruments described in Article VIII, Section 4 of the By-Laws. Such facsimile signature and seal shall have the same force and effect as though manually affixed.

In Witness Whereof, IMT Insurance Company has caused these presents to be signed by its President and its corporate seal to be hereto affixed, this **16th** day of **March**, **2022**.

IMT Insurance Company

Sean Kennedy

Sean Kennedy, President

STATE OF IOWA
COUNTY OF Dallas } ss:

On this **16th** day of **March**, **2022**, before me appeared Sean Kennedy, to me personally known, who being by me duly sworn did say that he is President of the **IMT Insurance Company**, the corporation described in the foregoing instrument, and that the Seal affixed to the said instrument is the Corporate Seal of the said Corporation and that the said instrument was signed and sealed in behalf of said Corporation by authority of its Board of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of West Des Moines, Iowa, the day and year first above written.

NOTARIAL SEAL IOWA
TAMI M SODA-GOOD
Commission Number 816649
My Commission Expires
4/22/2022

Tami M. Soda-Good

Notary Public, Dallas County, Iowa

CERTIFICATE

I, Dalene Holland, Secretary of the **IMT Insurance Company** do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY, executed by said the **IMT Insurance Company**, which is still in force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the Seal of the Company on **16th** day of **March**, **2022**.

Dalene Holland

Dalene Holland, Secretary

SY 06 06 (01/19)

SUDAS PROPOSAL

PROPOSAL

PROPOSAL PART A – SCOPE

The City of Riverside, hereinafter called the "Jurisdiction," has need of a qualified contractor to complete the work comprising the below referenced improvement. The undersigned Bidder hereby proposes to complete the work comprising the below referenced improvement as specified in the contract documents, which are officially on file with the Jurisdiction, in the office of the City of Riverside, at the prices hereinafter provided in Part C of the Proposal, for the following described improvements:

PROJECT DESCRIPTION: THIRD STREET RECONSTRUCTION

Summary Project Description: City of Riverside's Third Street Reconstruction improvements includes the full reconstruction of approximately 4,235 linear feet of an existing rural HMA street section to a 31-foot wide 7" PCC street with curb, gutter and storm sewer. Improvements include all labor, materials and equipment necessary to construct 7" PCC on a 6" modified subbase, longitudinal subdrain, driveways, 6" PCC sidewalk, intakes, storm sewer, 6" PVC water main, 8" sanitary sewer, sanitary and water services, retaining wall, HMA alley and transitions, traffic control, earthwork, erosion control, seeding and miscellaneous associated work including clean-up and restoration.

PROPOSAL PART B – ACKNOWLEDGMENT OF ADDENDA

The Bidder hereby acknowledges that all addenda become a part of the contract documents when issued, and that each such addendum has been received and utilized in the preparation of this bid. The Bidder hereby acknowledges receipt of the following addenda by inserting the number of each addendum in the blanks below:

Addendum Number: 1 Addendum Number: 2

Addendum Number: 3 Addendum Number: _____

and certifies that said addenda were utilized in the preparation of this bid. ✓ AMB

PROPOSAL PART C – SPECIFICATIONS

The Bidder hereby acknowledges and certifies awareness that ALL applicable SUDAS specifications shall apply to this project. If there are questions, bidders shall clarify during the bidding process.

PROPOSAL PART D – QUALITY ASSURANCE (TESTING)

The Bidder hereby acknowledges the Contractor shall be responsible for contracting and scheduling all material testing as noted and required in SUDAS specifications. Engineer shall manage, review and provide oversight on such testing and results.

PROPOSAL PART E – BID ITEMS, QUANTITIES, AND PRICES

UNIT BID PRICE CONTRACTS: The Bidder must provide the Unit Bid Price, the Total Bid Price, any Alternate Prices, and the Total Construction Costs on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices. In case of discrepancy, the Unit Bid Price governs. The quantities

shown on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices are approximate only, but are considered sufficiently adequate for the purpose of comparing bids. The Total Construction Cost plus any alternates selected by the Jurisdiction, shall be used only for comparison of bids. The Total Construction Cost, including any Add-Alternates, shall be used for determining the sufficiency of the bid security.

PROPOSAL PART F – GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public bids for this project, reserves the right to:

1. Reject any or all bids. Award of the contract, if any, to be to the lowest responsible, responsive bidder; and
2. Reject any or all alternates in determining the items to be included in the contract. Designation of the lowest responsible, responsive bidder to be based on comparison of the total bid plus any selected alternates; and
3. Make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this proposal is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code, and furnish a performance, maintenance, and payment bond; and
2. Forfeit bid security, not as a penalty but as liquidated damages, upon failure to enter into such contract and/or to furnish said bond; and
3. Commence the work on the Base Bid project on or before a date to be specified in a written notice to proceed by the Jurisdiction, and to Substantially Complete the project November 18, 2022, except seeding, final restoration and clean-up; and to pay interim liquidated damages for noncompliance with said completion provisions at the rate of Five Hundred 00/100 dollars ($500.00) for each calendar day thereafter that the work remains incomplete.
4. Commence the work on the Base Bid project on or before a date to be specified in a written notice to proceed by the Jurisdiction, and to have Final Completion of the project May 31,2023; and to pay liquidated damages for noncompliance with said completion provisions at the rate of Five Hundred 00/100 dollars ($500.00) for each calendar day thereafter that the work remains incomplete.

PROPOSAL PART G – NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

1. That this proposal is not affected by, contingent on, or dependent on any other proposal submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make any payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the bid price received by the Bidder was or will be paid to any person, corporation, firm, association, or other organization for soliciting the bid, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this proposal is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to submit a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the bid price of the Bidder or of any other bidder, and that all statements in this proposal are true; and

5. That the individual(s) executing this proposal have the authority to execute this proposal on behalf of the Bidder.

PROPOSAL PART H – ADDITIONAL REQUIREMENTS

Additional requirements are not applicable for this proposal.

PROPOSAL PART I – IDENTITY OF BIDDER

The Bidder shall indicate whether the bid is submitted by a/an:

☐ Individual, Sole Proprietorship
☑ Corporation
☐ Joint-Venture: all parties must join-in & executed all documents
☐ Partnership
☐ Limited Liability Company
☐ Other

The Bidder shall enter its Public Registration NUMBER C 0 9 0 7 - 0 2 ISSUED by the Iowa commissioner of labor pursuant SECTION 91C.5 OF THE IOWA CODE.

Failure to provide said Registration Number shall result in the bid being read under advisement. A contract will not be executed until the contractor is registered.

BIDDER (COMPANY NAME): All American Concrete, Inc.
SIGNATURE: [signature]
NAME (PRINT/TYPE): Jay Simon
TITLE: Vice President
ADDRESS: 1489 Highway 6, West Liberty, IA 52776
TELEPHONE NUMBER: 319-627-2226

Type or print the name and title of the company's Owner, President, CEO, etc., if a different person than entered above

NAME: Bill Simon
TITLE: President

NOTE: THE SIGNATURE ON THIS PROPOSAL MUST BE AN ORIGINAL SIGNATURE IN INK; COPIES, FACSIMILES, OR ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED.

Third Street Reconstruction
Riverside, IA

Axiom Consultants
21-0144

ALL BIDDERS MUST SUBMIT THE FOLLOWING COMPLETED FORM TO THE GOVERNMENTAL BODY REQUESTING BIDS PER 875 IOWA ADMINISTRATIVE CODE CHAPTER 156.

BIDDER STATUS FORM

PART A - TO BE COMPLETED BY ALL BIDDERS

Please answer "Yes" or "No" for each of the following:

(Y)/ N - My company is authorized to transact business in Iowa. (To help you determine if your company is authorized, please review the worksheet on the next page).

(Y)/ N - My company has an office to transact business in Iowa.

(Y)/ N - My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.

(Y)/ N - My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.

(Y)/ N - My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a non-resident bidder. Please complete Parts C and D of this form.

Part B - TO BE COMPLETED BY RESIDENT BIDDERS

My company has maintained offices in Iowa during the past 3 years at the following addresses:

DATES: 01/01/08 **TO:** Present
(MM/DD/YYYY)
ADDRESS: 1489 Highway 6
CITY, STATE, ZIP: West Liberty IA 52776

DATES: _____ **TO:** _____
(MM/DD/YYYY)
ADDRESS: _____
CITY, STATE, ZIP: _____

DATES: _____ **TO:** _____
(MM/DD/YYYY)
ADDRESS: _____
CITY, STATE, ZIP: _____

You may attach additional sheet(s) if needed.

PART C - TO BE COMPLETED BY NON-RESIDENT BIDDERS

1. Name of home state or foreign country reported to the Iowa Secretary of State:

_____

2. Does your company's home state or foreign country offer preferences to bidders who are residents:

☐ Yes ☐ No

3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

_____

_____

You may attach additional sheet(s) if needed.

PART D - TO BE COMPLETED BY ALL BIDDERS

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

FIRM NAME: All American Concrete, Inc.

SIGNATURE: _____ **DATE:** 3/24/22

PROPOSAL ATTACHMENT: PART E

PART E – BID ITEMS, QUANTITIES, AND PRICES

This is a Unit Bid Price Contract. The bidder must provide the Bid Price(s), any Alternate Price(s), and the Total of the Base Bid plus any Add-Alternates in this Proposal Attachment: Part E – Bid Items, Quantities, and Prices the total of the base bid plus any alternates selected by the Jurisdiction shall be used only for comparison of bids. The total of the Base Bid plus any Add-Alternates shall be used for determining the sufficiency of the bid security.

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENDED PRICE
1.	CLEARING AND GRUBBING	LS	1	$ 49,000.00	$ 49,000.00
2.	TOPSOIL, ON-SITE	CY	2,146	$ 11.00	$ 23,606.00
3.	EXCAVATION, CLASS 10	CY	13,000	$ 10.30	$ 133,900.00
4.	SUBGRADE PREPARATION	SY	16,235	$ 1.60	$ 25,976.00
5.	COMPACTION TESTING	LS	1	$ 7,700.00	$ 7,700.00
6.	BELOW GRADE EXCAVATION(CORE OUT & REPLACE WITH 3/4" ROAD STONE)	CY	200	$ 54.00	$ 10,800.00
7.	MODIFIED SUBBASE	TON	5,115	$ 25.00	$ 127,875.00
8.	SANITARY SEWER GRAVITY MAIN, TRENCHED, 8" PVC	LF	124	$ 106.00	$ 13,144.00
9.	SANITARY SEWER SERVICE STUB, 4" PVC	LF	1,945	$ 87.00	$ 169,215.00
10.	REMOVAL OF SANITARY SEWER, 8" PVC	LF	2,069	$ 2.00	$ 4,138.00
11.	STORM SEWER, TRENCHED, 15" RCP	LF	1,488	$ 76.00	$ 113,088.00
12.	STORM SEWER, TRENCHED, 18" RCP	LF	914	$ 80.00	$ 73,120.00
13.	STORM SEWER, TRENCHED, 24" RCP	LF	328	$ 92.00	$ 30,176.00
14.	STORM SEWER, TRENCHED, 36" RCP	LF	185	$ 133.00	$ 24,605.00
15.	STORM SEWER, TRENCHED, ARCH 44" X 27" RCP	LF	105	$ 233.00	$ 24,465.00
16.	STORM SEWER, TRENCHED, ARCH 59" X 36" RCP	LF	185	$ 344.00	$ 63,640.00
17.	REMOVAL OF STORM SEWER, SIZES AND TYPE PER PLANS	LF	1,933	$ 13.00	$ 25,129.00
18.	STORM SEWER ABANDONMENT, PLUG	EA	1	$ 1,100.00	$ 1,100.00
19.	SUBDRAIN, PERFORATED PLASTIC PIPE 6"	LF	6,669	$ 13.00	$ 86,697.00
20.	SUBDRAIN OUTLET, DR-303	EA	41	$ 235.00	$ 9,635.00
21.	STORM SEWER SERVICE, 6" PVC INCLUDING 6" WYE	LF	1,772	$ 8.00	$ 14,176.00
22.	WATER MAIN, TRENCHED, 6" PVC	LF	3,280	$ 54.00	$ 177,120.00
23.	WATER MAIN, TRENCHLESS, 6" PVC	LF	81	$ 105.00	$ 8,505.00
24.	WATER SERVICE PIPE, 1" PE	LF	1,979	$ 10.00	$ 19,790.00
25.	WATER SERVICE CORPORATION,1" PE	EA	54	$ 430.00	$ 23,220.00
26.	WATER SERVICE CURB STOP AND	EA	54	$ 325.00	$ 17,550.00

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENDED PRICE
	BOX, 1" PE				
27.	WATER MAIN REMOVAL, 4" & 6"	LS	1	$ 3,300.00	$ 3,300.00
28.	VALVE, GATE, DIP, 6"	EA	17	$ 1,600.00	$ 27,200.00
29.	FIRE HYDRANT ASSEMBLY	EA	7	$ 5,600.00	$ 39,200.00
30.	FIRE HYDRANT ASSEMBLY REMOVAL	EA	6	$ 430.00	$ 2,580.00
31.	MANHOLE, SANITARY SEWER, SW-301, 48"	EA	2	$ 4,600.00	$ 9,200.00
32.	MANHOLE, SANITARY SEWER, SW-401, 48"	EA	7	$ 4,000.00	$ 28,000.00
33.	MANHOLE, STORM SEWER, SW-402	EA	3	$ 11,000.00	$ 33,000.00
34.	INTAKE, SW-509	EA	13	$ 7,800.00	$ 101,400.00
35.	INTAKE, SW-512, 24"	EA	7	$ 1,600.00	$ 11,200.00
36.	INTAKE, SW-541	EA	1	$ 9,400.00	$ 9,400.00
37.	INTAKE, SW-545	EA	13	$ 7,500.00	$ 97,500.00
38.	MANHOLE ADJUSTMENT, MINOR	EA	1	$ 220.00	$ 220.00
39.	MANHOLE ADJUSTMENT, MAJOR	EA	4	$ 1,000.00	$ 4,000.00
40.	CONNECTION TO EXISTING MANHOLE	EA	1	$ 1,200.00	$ 1,200.00
41.	CONNECTION TO EXISTING INTAKE	EA	4	$ 1,200.00	$ 4,800.00
42.	REMOVE MANHOLE	EA	1	$ 800.00	$ 800.00
43.	REMOVE INTAKE	EA	10	$ 550.00	$ 5,500.00
44.	REMOVAL OF EXISTING STRUCTURES	LS	1	$ 5,400.00	$ 5,400.00
45.	PAVEMENT, 7" PCC	SY	14,546	$ 45.40	$ 660,388.40
46.	CURB & GUTTER, 24" WIDE, 7" THICK	LF	178	$ 40.00	$ 7,120.00
47.	PCC PAVEMENT SAMPLES AND TESTING	LS	1	$ 14,600.00	$ 14,600.00
48.	PAVEMENT, HMA	SY	385	$ 78.00	$ 30,030.00
49.	REMOVAL OF SIDEWALK	SY	2,657	$ 11.00	$ 29,227.00
50.	SIDEWALK, 4" PCC	SY	3,430	$ 45.00	$ 154,350.00
51.	SIDEWALK, 6" PCC	SY	600	$ 80.00	$ 48,000.00
52.	DETECTABLE WARNINGS	SF	460	$ 40.00	$ 18,400.00
53.	DRIVEWAY, 6" PCC	SY	1,502	$ 52.00	$ 78,104.00
54.	DRIVEWAY, GRANULAR	TON	45	$ 50.00	$ 2,250.00
55.	REMOVAL OF PAVED DRIVEWAY	SY	663	$ 10.00	$ 6,630.00
56.	PAVEMENT REMOVAL	SY	12,129	$ 9.50	$ 115,225.50
57.	SIGN INSTALLATION	LS	1	$ 5,000.00	$ 5,000.00
58.	TRAFFIC SIGN REMOVAL	LS	1	$ 5,000.00	$ 5,000.00
59.	PAINTED PAVEMENT MARKINGS, SOLVENT / WATERBORNE	STA	51.2	$ 190.00	$ 9,728.00
60.	TEMPORARY TRAFFIC CONTROL	LS	1	$ 19,000.00	$ 19,000.00
61.	HYDRAULIC SEEDING, SEEDING, FERTILIZING & MULCHING-TYPE 1	ACRE	3.3	$ 7,000.00	$ 23,100.00
62.	TEMPORARY SEEDING, FERTILIZING AND MULCHING-TYPE 4	ACRE	3.3	$ 1,400.00	$ 4,620.00
63.	ROLLED EROSION CONTROL PRODUCT TYPE 1.B	SQ	336.6	$ 22.00	$ 7,405.20
64.	FILTER SOCK, 9"	LF	6,614	$ 2.00	$ 13,228.00

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENDED PRICE
65.	FILTER SOCKS, REMOVAL	LF	6,614	$ 0.20	$ 1,322.80
66.	RIP RAP, CLASS D	TON	68	$ 67.00	$ 4,556.00
67.	SILT FENCE OR SILT FENCE DITCH CHECK	LF	3,198	$ 0.20	$ 639.60
68.	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF SEDIMENT	LF	3,198	$ 0.10	$ 319.80
69.	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF DEVICE	LF	3,198	$ 0.10	$ 319.80
70.	INLET PROTECTION DEVICE	EA	36	$ 115.00	$ 4,140.00
71.	INLET PROTECTION DEVICE, MAINTENANCE	EA	36	$ 6.00	$ 216.00
72.	SEGMENTAL BLOCK RETAINING WALL	SF	3,350	$ 34.25	$ 114,737.50
73.	CONCRETE STEPS, PER PLAN	SF	569.6	$ 80.00	$ 45,568.00
74.	HANDRAIL, STEEL	LF	192	$ 92.00	$ 17,664.00
75.	SAFETY RAIL	LF	335	$ 157.00	$ 52,595.00
76.	MOBILIZATION	LS	1	$ 315,000.00	$ 315,000.00
77.	MAINTENANCE OF SOLID WASTE COLLECTION	LS	1	$ 2,500.00	$ 2,500.00
78.	CONCRETE WASHOUT	LS	1	$ 2,000.00	$ 2,000.00
	TOTAL BASE BID CONSTRUCTION COST	$			3,474,254.60

NOTES:

1. Complete and include Section 00 4323 ALTERNATES FORM

2. The base bid will include the full scope of work with the intent and purpose to award and construct the full project. The four (4) Alternates will deduct portions of the project based on the final bid amounts.

END OF SECTION

SECTION 00 4323
ALTERNATES FORM

PARTICULARS

1.1 THE FOLLOWING IS THE LIST OF ALTERNATES REFERENCED IN THE BID SUBMITTED BY:

1.2 (BIDDER) All American Concrete, Inc.

1.3 TO (OWNER): CITY OF RIVERSIDE, IOWA

1.4 DATED 3/24/22 AND WHICH IS AN INTEGRAL PART OF THE BID FORM.

ALTERNATES LIST

2.1 THE FOLLOWING AMOUNTS SHALL BE ADDED TO OR DEDUCTED FROM THE BID AMOUNT. REFER TO SECTION 01 2300 - ALTERNATES FOR A FULL DESCRIPTION OF EACH ALTERNATE.

ALTERNATE # 1: ADD / (DEDUCT) NOT APPLICABLE

ALTERNATE # 2: ADD / (DEDUCT) $ 0 ✓

ALTERNATE # 3: ADD / (DEDUCT) $ 0 ✓

ALTERNATE # 4: ADD / (DEDUCT) $ 0 ✓

KMB

END OF SECTION

Third Street Reconstruction
Riverside, IA

Axiom Consultants
21-0144

SUDAS BID BOND

KNOW ALL BY THESE PRESENTS:

That we Streb Construction Co., Inc., as Principal, and North American Specialty Insurance Company, as Surety, are held and firmly bound unto City of Riverside, IA, as Obligee, (hereinafter referred to as "the Jurisdiction"), in the penal sum of ---------- dollars ($----------), or Five (5) percent of the amount bid in lawful money of the United States, for which payment said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas the Principal has submitted to the Jurisdiction a certain proposal, in a separate envelope, and hereby made a part hereof, to enter into a contract in writing, for the following described improvements;

Summary Project Description: City of Riverside's Third Street Reconstruction improvements includes the full reconstruction of approximately 4,235 linear feet of an existing rural HMA street section to a 31-foot wide 7" PCC street with curb, gutter and storm sewer. Improvements include all labor, materials and equipment necessary to construct 7" PCC on a 6" modified subbase, longitudinal subdrain, driveways, 6" PCC sidewalk, intakes, storm sewer, 6" PVC water main, 8" sanitary sewer, sanitary and water services, retaining wall, HMA alley and transitions, traffic control, earthwork, erosion control, seeding and miscellaneous associated work including clean-up and restoration.

The Surety hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Jurisdiction may accept such bid or execute such Contract; and said Surety does hereby waive notice of any such extension.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Washington County, State of Iowa. If legal action is required by the Jurisdiction against the Surety or Principal to enforce the provisions of the bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Surety or Principal agrees to pay the Jurisdiction all damages, costs, and attorney fees incurred by enforcing any of the provisions of this Bond. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against Surety for any amount guaranteed hereunder whether action is brought against Principal or whether Principal is joined in any such action or actions or not.

SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY
WESTPORT INSURANCE CORPORATION

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Kansas City, Missouri and Washington International Insurance Company a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Kansas City, Missouri, and Westport Insurance Corporation, organized under the laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, each does hereby make constitute and appoint:

JAY D. FREIERMUTH, CRAIG E. HANSEN, BRIAN M. DEIMERLY, CINDY BENNETT, ANNE CROWNER,

TIM McCULLOH, STACY VENN, DIONE R. YOUNG, WENDY A. LEWIS. STACIE CHRISTENSEN and SETH ROOKER JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

ONE HUNDRED TWENTY FIVE MILLION ($125,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on March 24, 2000 and Westport Insurance Corporation by written consent of its Executive Committee dated July 18, 2011.

"RESOLVED, that any two of the President, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."

NORTH AMERICAN SPECIALTY INSURANCE COMPANY CORPORATE SEAL 1973 NEW HAMPSHIRE

WASHINGTON INTERNATIONAL INSURANCE COMPANY CORPORATE SEAL NEW HAMPSHIRE

By _____
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company
& Senior Vice President of Westport Insurance Corporation

By _____
Erik Janssens, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company
& Senior Vice President of Westport Insurance Corporation

WESTPORT INSURANCE CORPORATION CORPORATE SEAL MISSOURI

IN WITNESS WHEREOF, North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this this 24th day of NOVEMBER, 20 21.

North American Specialty Insurance Company
Washington International Insurance Company
Westport Insurance Corporation

State of Illinois
County of Cook ss:

On this 24th day of NOVEMBER, 20 21, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Senior Vice President of Westport Insurance Corporation and Erik Janssens Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Senior Vice President of Westport Insurance Corporation, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.

YASMIN A. PATEL
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
May 28, 2023

Yasmin A. Patel, Notary

I, Jeffrey Goldberg, the duly elected Senior Vice President and Assistant Secretary of North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 4th day of March, 2022.

Jeffrey Goldberg, Senior Vice President & Assistant Secretary of Washington International Insurance Company & North American Specialty Insurance Company & Vice President & Assistant Secretary of Westport Insurance Corporation

SUDAS PROPOSAL

PROPOSAL

PROPOSAL PART A – SCOPE

The City of Riverside, hereinafter called the "Jurisdiction," has need of a qualified contractor to complete the work comprising the below referenced improvement. The undersigned Bidder hereby proposes to complete the work comprising the below referenced improvement as specified in the contract documents, which are officially on file with the Jurisdiction, in the office of the City of Riverside, at the prices hereinafter provided in Part C of the Proposal, for the following described improvements:

PROJECT DESCRIPTION: THIRD STREET RECONSTRUCTION

Summary Project Description: City of Riverside's Third Street Reconstruction improvements includes the full reconstruction of approximately 4,235 linear feet of an existing rural HMA street section to a 31-foot wide 7" PCC street with curb, gutter and storm sewer. Improvements include all labor, materials and equipment necessary to construct 7" PCC on a 6" modified subbase, longitudinal subdrain, driveways, 6" PCC sidewalk, intakes, storm sewer, 6" PVC water main, 8" sanitary sewer, sanitary and water services, retaining wall, HMA alley and transitions, traffic control, earthwork, erosion control, seeding and miscellaneous associated work including clean-up and restoration.

PROPOSAL PART B – ACKNOWLEDGMENT OF ADDENDA

The Bidder hereby acknowledges that all addenda become a part of the contract documents when issued, and that each such addendum has been received and utilized in the preparation of this bid. The Bidder hereby acknowledges receipt of the following addenda by inserting the number of each addendum in the blanks below:

Addendum Number: #1 Addendum Number: #3

Addendum Number: #2 Addendum Number: _____

and certifies that said addenda were utilized in the preparation of this bid. AMB

PROPOSAL PART C – SPECIFICATIONS

The Bidder hereby acknowledges and certifies awareness that ALL applicable SUDAS specifications shall apply to this project. If there are questions, bidders shall clarify during the bidding process.

PROPOSAL PART D – QUALITY ASSURANCE (TESTING)

The Bidder hereby acknowledges the Contractor shall be responsible for contracting and scheduling all material testing as noted and required in SUDAS specifications. Engineer shall manage, review and provide oversight on such testing and results.

PROPOSAL PART E – BID ITEMS, QUANTITIES, AND PRICES

UNIT BID PRICE CONTRACTS: The Bidder must provide the Unit Bid Price, the Total Bid Price, any Alternate Prices, and the Total Construction Costs on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices. In case of discrepancy, the Unit Bid Price governs. The quantities

shown on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices are approximate only, but are considered sufficiently adequate for the purpose of comparing bids. The Total Construction Cost plus any alternates selected by the Jurisdiction, shall be used only for comparison of bids. The Total Construction Cost, including any Add-Alternates, shall be used for determining the sufficiency of the bid security.

PROPOSAL PART F – GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public bids for this project, reserves the right to:

1. Reject any or all bids. Award of the contract, if any, to be to the lowest responsible, responsive bidder; and
2. Reject any or all alternates in determining the items to be included in the contract. Designation of the lowest responsible, responsive bidder to be based on comparison of the total bid plus any selected alternates; and
3. Make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this proposal is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code, and furnish a performance, maintenance, and payment bond; and
2. Forfeit bid security, not as a penalty but as liquidated damages, upon failure to enter into such contract and/or to furnish said bond; and
3. Commence the work on the Base Bid project on or before a date to be specified in a written notice to proceed by the Jurisdiction, and to Substantially Complete the project November 18, 2022, except seeding, final restoration and clean-up; and to pay interim liquidated damages for noncompliance with said completion provisions at the rate of Five Hundred 00/100 dollars ($500.00) for each calendar day thereafter that the work remains incomplete.
4. Commence the work on the Base Bid project on or before a date to be specified in a written notice to proceed by the Jurisdiction, and to have Final Completion of the project May 31,2023; and to pay liquidated damages for noncompliance with said completion provisions at the rate of Five Hundred 00/100 dollars ($500.00) for each calendar day thereafter that the work remains incomplete.

PROPOSAL PART G – NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

1. That this proposal is not affected by, contingent on, or dependent on any other proposal submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make any payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the bid price received by the Bidder was or will be paid to any person, corporation, firm, association, or other organization for soliciting the bid, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this proposal is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to submit a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the bid price of the Bidder or of any other bidder, and that all statements in this proposal are true; and

5. That the individual(s) executing this proposal have the authority to execute this proposal on behalf of the Bidder.

PROPOSAL PART H – ADDITIONAL REQUIREMENTS

Additional requirements are not applicable for this proposal.

PROPOSAL PART I – IDENTITY OF BIDDER

The Bidder shall indicate whether the bid is submitted by a/an:

- ☐ Individual, Sole Proprietorship
- ☒ Corporation
- ☐ Joint-Venture: all parties must join-in & executed all documents
- ☐ Partnership
- ☐ Limited Liability Company
- ☐ Other

The Bidder shall enter its Public Registration NUMBER C 0 0 0 0 0 - 0 2 ISSUED by the Iowa commissioner of labor pursuant SECTION 91C.5 OF THE IOWA CODE.

Failure to provide said Registration Number shall result in the bid being read under advisement. A contract will not be executed until the contractor is registered.

BIDDER (COMPANY NAME): STREB CONSTRUCTION CO., INC
SIGNATURE: [signature]
NAME (PRINT/TYPE): TROY MERTENS
TITLE: ASSISTANT SECRETARY
ADDRESS: 3191 CHARGO RD SE
IOWA CITY, IA 52246
TELEPHONE NUMBER: (319) 338-3498

Type or print the name and title of the company's Owner, President, CEO, etc., if a different person than entered above

NAME: DAVID STREB
TITLE: PRINCIPLE

NOTE: THE SIGNATURE ON THIS PROPOSAL MUST BE AN ORIGINAL SIGNATURE IN INK; COPIES, FACSIMILES, OR ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED.

Third Street Reconstruction
Riverside, IA

Axiom Consultants
21-0144

ALL BIDDERS MUST SUBMIT THE FOLLOWING COMPLETED FORM TO THE GOVERNMENTAL BODY REQUESTING BIDS PER 875 IOWA ADMINISTRATIVE CODE CHAPTER 156.

BIDDER STATUS FORM

PART A - TO BE COMPLETED BY ALL BIDDERS

Please answer "Yes" or "No" for each of the following:

(Y) / N - My company is authorized to transact business in Iowa. (To help you determine if your company is authorized, please review the worksheet on the next page).

(Y) / N - My company has an office to transact business in Iowa.

(Y) / N - My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.

(Y) / N - My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.

(Y) / N - My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a non-resident bidder. Please complete Parts C and D of this form.

Part B - TO BE COMPLETED BY RESIDENT BIDDERS

My company has maintained offices in Iowa during the past 3 years at the following addresses:

DATES: 6/22/2016 **TO:** CURRENT
(MM/DD/YYYY)
ADDRESS: 3191 CHAMBERS RD SE
CITY, STATE, ZIP: IOWA CITY, IA 52246

DATES: 6/1/1997 **TO:** 6/22/2016
(MM/DD/YYYY)
ADDRESS: 18 COMMERCIAL DR
CITY, STATE, ZIP: IOWA CITY, IA 52246

DATES: _____ **TO:** _____
(MM/DD/YYYY)
ADDRESS: _____
CITY, STATE, ZIP: _____

You may attach additional sheet(s) if needed.

AMB

PART C - TO BE COMPLETED BY NON-RESIDENT BIDDERS

1. Name of home state or foreign country reported to the Iowa Secretary of State:

_____

2. Does your company's home state or foreign country offer preferences to bidders who are residents:

☒ Yes ☒ No

3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

_____

_____

You may attach additional sheet(s) if needed.

PART D - TO BE COMPLETED BY ALL BIDDERS

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

FIRM NAME: STREB CONSTRUCTION CO., INC

SIGNATURE: _____ DATE: 3/24/22

PROPOSAL ATTACHMENT: PART E

PART E- BID ITEMS, QUANTITIES, AND PRICES

This is a Unit Bid Price Contract. The bidder must provide the Bid Price(s), any Alternate Price(s), and the Total of the Base Bid plus any Add-Alternates in this Proposal Attachment: Part E - Bid Items, Quantities, and Prices the total of the base bid plus any alternates selected by the Jurisdiction shall be used only for comparison of bids. The total of the Base Bid plus any Add-Alternates shall be used for determining the sufficiency of the bid security.

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENDED PRICE
1	CLEARING AND GRUBBING	LS	1	$ 45,000.00	$ 45,000.00
2	TOPSOIL, ON-SITE	CY	2,146	$ 10.00	$ 21,460.00
3	EXCAVATION, CLASS 10	CY	13,000	$ 9.50	$ 123,500.00
4	SUBGRADE PREPARATION	SY	16,235	$ 1.50	$ 24,352.50
5	COMPACTION TESTING	LS	1	$ 22,000.00	$ 22,000.00
6	BELOW GRADE EXCAVATION(CORE OUT & REPLACE WITH 3/4" ROAD STONE) OUT)	CY	200	$ 50.00	$ 10,000.00
7	MODIFIED SUBBASE	TON	5,115	$ 23.00	$ 117,645.00
8	SANITARY SEWER GRAVITY MAIN, TRENCHED, 8" PVC	LF	124	$ 98.00	$ 12,152.00
9	SANITARY SEWER SERVICE STUB, 4" PVC	LF	1,945	$ 80.00	$ 155,600.00
10	REMOVAL OF SANITARY SEWER, 8" PVC	LF	2,069	$ 2.00	$ 4,138.00
11	STORM SEWER, TRENCHED, 15" RCP	LF	1,488	$ 70.00	$ 104,160.00
12	STORM SEWER, TRENCHED, 18" RCP	LF	914	$ 74.00	$ 67,636.00
13	STORM SEWER, TRENCHED, 24" RCP	LF	328	$ 85.00	$ 27,880.00
14	STORM SEWER, TRENCHED, 36" RCP	LF	185	$ 123.00	$ 22,755.00
15	STORM SEWER, TRENCHED, ELLIPTICAL 44" X 27" RCP	LF	105	$ 215.00	$ 22,575.00
16	STORM SEWER, TRENCHED, ELLIPTICAL 59" X 36" RCP	LF	185	$ 317.00	$ 58,645.00
17	REMOVAL OF STORM SEWER, SIZES AND TYPE PER PLANS	LF	1,933	$ 9.00	$ 17,397.00
18	STORM SEWER ABANDONMENT, PLUG	EA	1	$ 750.00	$ 750.00
19	SUBDRAIN, PERFORATED PLASTIC PIPE 6"	LF	6,669	$ 11.30	$ 75,359.70
20	SUBDRAIN OUTLET, DR-303	EA	41	$ 130.00	$ 5,330.00
21	STORM SEWER SERVICE, 6" PVC INCLUDING 6" WYE	LF	1,772	$ 7.50	$ 13,290.00
22	WATER MAIN, TRENCHED, 6" PVC	LF	3280	$ 50.00	$ 164,000.00
23	WATER MAIN, TRENCHLESS, 6" PVC	LF	81	$ 97.00	$ 7,857.00
24	WATER SERVICE PIPE, 1" PE	LF	1,979	$ 9.00	$ 17,811.00
25	WATER SERVICE CORPORATION, 1" PE	EA	54	$ 400.00	$ 21,600.00
26	WATER SERVICE CURB STOP AND BOX, 1" PE	EA	54	$ 300.00	$ 16,200.00

Third Street Reconstruction
Riverside, IA

Axiom Consultants
21-0144

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENDED PRICE
27	WATER MAIN REMOVAL, 4" & 6"	LS	1	$ 3,000.00	$ 3,000.00
28	VALVE, GATE, DIP, 6"	EA	17	$ 1,500.00	$ 25,500.00
29	FIRE HYDRANT ASSEMBLY	EA	7	$ 5,150.00	$ 36,050.00
30	FIRE HYDRANT ASSEMBLY REMOVAL	EA	6	$ 400.00	$ 2,400.00
31	MANHOLE, SANITARY SEWER, SW-301, 48"	EA	2	$ 4,250.00	$ 8,500.00
32	MANHOLE, SANITARY SEWER, SW-401, 48"	EA	7	$ 3,700.00	$ 25,900.00
33	MANHOLE, STORM SEWER, SW-402	EA	3	$ 10,000.00	$ 30,000.00
34	INTAKE, SW-509	EA	13	$ 7,200.00	$ 93,600.00
35	INTAKE, SW-512, 24"	EA	7	$ 1,500.00	$ 10,500.00
36	INTAKE, SW-541	EA	1	$ 8,700.00	$ 8,700.00
37	INTAKE, SW-545	EA	13	$ 6,900.00	$ 89,700.00
38	MANHOLE ADJUSTMENT, MINOR	EA	1	$ 200.00	$ 200.00
39	MANHOLE ADJUSTMENT, MAJOR	EA	4	$ 900.00	$ 3,600.00
40	CONNECTION TO EXISTING MANHOLE	EA	1	$ 1,100.00	$ 1,100.00
41	CONNECTION TO EXISTING INTAKE	EA	4	$ 1,100.00	$ 4,400.00
42	REMOVE MANHOLE	EA	1	$ 750.00	$ 750.00
43	REMOVE INTAKE	EA	10	$ 475.00	$ 4,750.00
44	REMOVAL OF EXISTING STRUCTURES	LS	1	$ 5,000.00	$ 5,000.00
45	PAVEMENT, 7" PCC	SY	14,546	$ 47.00	$ 683,662.00
46	CURB & GUTTER, 24" WIDE, T" THICK	LF	178	$ 45.00	$ 8,010.00
47	PCC PAVEMENT SAMPLES AND TESTING	LS	1	$ 6,500.00	$ 6,500.00
48	PAVEMENT, HMA	SY	385	$ 76.60	$ 29,491.00
49	REMOVAL OF SIDEWALK	SY	2,657	$ 10.00	$ 26,570.00
50	SIDEWALK, 4" PCC	SY	3,430	$ 52.00	$ 178,360.00
51	SIDEWALK, 6" PCC	SY	600	$ 57.00	$ 34,200.00
52	DETECTABLE WARNINGS	SF	460	$ 45.00	$ 20,700.00
53	DRIVEWAY, 6" PCC	SY	1,502	$ 57.00	$ 85,614.00
54	DRIVEWAY, GRANULAR	TON	45	$ 35.00	$ 1,575.00
55	REMOVAL OF PAVED DRIVEWAY	SY	663	$ 9.00	$ 5,967.00
56	PAVEMENT REMOVAL	SY	12,129	$ 8.75	$ 106,128.75
57	SIGN INSTALLATION	LS	1	$ 4,650.00	$ 4,650.00
58	TRAFFIC SIGN REMOVAL	LS	1	$ 4,650.00	$ 4,650.00
59	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	STA	51.2	$ 175.00	$ 8,960.00
60	TEMPORARY TRAFFIC CONTROL	LS	1	$ 15,000.00	$ 15,000.00
61	HYDRAULIC SEEDING, SEEDING, FERTILIZING & MULCHING-TYPE 1	ACRE	3.3	$ 6,500.00	$ 21,450.00
62	TEMPORARY SEEDING, FERTILIZING AND MULCHING-TYPE 4	ACRE	3.3	$ 1,300.00	$ 4,290.00
63	ROLLED EROSION CONTROL PRODUCT TYPE 1.B -WOOD EXCELSIOR MAT	SQ	336.6	$ 20.00	$ 6,732.00
64	FILTER SOCK, 9"	LF	6,614	$ 1.75	$ 11,574.50

Third Street Reconstruction
Riverside, IA

Axiom Consultants
21-0144

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENDED PRICE
65	FILTER SOCKS, REMOVAL	LF	6,614	$ 0.15	$ 992.10
66	RIP RAP, CLASS D	TON	68	$ 62.00	$ 4,216.00
67	SILT FENCE OR SILT FENCE DITCH CHECK	LF	3,198	$ 0.20	$ 639.60
68	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF SEDIMENT	LF	3,198	$ 0.01	$ 31.98
69	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF DEVICE	LF	3,198	$ 0.01	$ 31.98
70	INLET PROTECTION DEVICE	EA	36	$ 105.00	$ 3,780.00
71	INLET PROTECTION DEVICE, MAINTENANCE	EA	36	$ 5.00	$ 180.00
72	SEGMENTAL BLOCK RETAINING WALL	SF	3,350	$ 31.60	$ 105,860.00
73	CONCRETESTEPS,PERPLAN	SF	569.6	$ 70.00	$ 39,872.00
74	HANDRAIL, STEEL	LF	192	$ 85.00	$ 16,320.00
75	SAFETY RAIL	LF	335	$ 145.00	$ 48,575.00
76	MOBILIZATION	LS	1	$ 265,000.00	$ 265,000.00
77	MAINTENANCE OF SOLID WASTE COLLECTION	LS	1	$ 10,500.00	$ 10,500.00
78	CONCRETE WASHOUT	LS	1	$ 7,173.89	$ 7,173.89
	TOTAL BASE BID CONSTRUCTION COST	$			3,300,000.00

NOTES:
1. Complete and include Section 00 4323 ALTERNATES FORM
2. The base bid will include the full scope of work with the intent and purpose to award and construct the full project. The four (4) Alternates will deduct portions of the project based on the final bid amounts.

END OF SECTION

WORKSHEET: AUTHORIZATION TO TRANSACT BUSINESS

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

Y / N - My business is currently registered as a contractor with the Iowa Division of Labor.

Y / N - My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.

Y / N - My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.

Y / N - My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.

Y / N - My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa Secretary of State, has filed its most recent biennial report with the Secretary of State, and has neither received a certificate of withdrawal from the Secretary of state nor had its authority revoked.

Y / N - My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.

Y / N - My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.

Y / N - My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.

Y / N - My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa Secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.

Y / N - My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.

Y / N - My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

END OF SECTION

SECTION 00 4323
ALTERNATES FORM

PARTICULARS

1.1 THE FOLLOWING IS THE LIST OF ALTERNATES REFERENCED IN THE BID SUBMITTED BY:

1.2 (BIDDER) Stiles Construction Co., Inc

1.3 TO (OWNER): CITY OF RIVERSIDE, IOWA

1.4 DATED 3/22/22 AND WHICH IS AN INTEGRAL PART OF THE BID FORM.

ALTERNATES LIST

2.1 THE FOLLOWING AMOUNTS SHALL BE ADDED TO OR DEDUCTED FROM THE BID AMOUNT. REFER TO SECTION 01 2300 - ALTERNATES FOR A FULL DESCRIPTION OF EACH ALTERNATE.

ALTERNATE # 1: ADD / (DEDUCT) $ 0.00 X Not Applicable

ALTERNATE # 2: ADD / (DEDUCT) $ 0.00 ✓

ALTERNATE # 3: ADD / (DEDUCT) $ 0.00 ✓

ALTERNATE # 4: ADD / (DEDUCT) $ 0.00 ✓

AMB

END OF SECTION

Third Street Reconstruction
Riverside, IA

Axiom Consultants
21-0144

SUDAS BID BOND

KNOW ALL BY THESE PRESENTS:

That we **Dave Schmitt Construction Co., Inc.**, as Principal, and **United Fire & Casualty Company**, as Surety, are held and firmly bound unto **City of Riverside, IA**, as Obligee, (hereinafter referred to as "the Jurisdiction"), in the penal sum of ---------- ---------- dollars ($ ----------), or **Five (5)** percent of the amount bid in lawful money of the United States, for which payment said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas the Principal has submitted to the Jurisdiction a certain proposal, in a separate envelope, and hereby made a part hereof, to enter into a contract in writing, for the following described improvements;

Summary Project Description: City of Riverside's Third Street Reconstruction Improvements includes the full reconstruction of approximately 4,235 linear feet of an existing rural HMA street section to a 31-foot wide 7" PCC street with curb, gutter and storm sewer. Improvements include all labor, materials and equipment necessary to construct 7" PCC on a 6" modified subbase, longitudinal subdrain, driveways, 6" PCC sidewalk, intakes, storm sewer, 6" PVC water main, 8" sanitary sewer, sanitary and water services, retaining wall, HMA alley and transitions, traffic control, earthwork, erosion control, seeding and miscellaneous associated work including clean-up and restoration.

The Surety hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Jurisdiction may accept such bid or execute such Contract; and said Surety does hereby waive notice of any such extension.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Washington County, State of Iowa. If legal action is required by the Jurisdiction against the Surety or Principal to enforce the provisions of the bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Surety or Principal agrees to pay the Jurisdiction all damages, costs, and attorney fees incurred by enforcing any of the provisions of this Bond. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against Surety for any amount guaranteed hereunder whether action is brought against Principal or whether Principal is joined in any such action or actions or not.

(CONT. BID BOND)

NOW, THEREFORE, if said proposal by the Principal be accepted, and the Principal shall enter into a contract with Jurisdiction in accordance with the terms of such proposal, including the provision of insurance and of a bond as may be specified in the contract documents, with good and sufficient surety for the faithful performance of such contract, for the prompt payment of labor and material furnished in the prosecution thereof, and for the maintenance of said improvements as may be required therein, then this obligation shall become null and void; otherwise, the Principal shall pay to the Jurisdiction the full amount of the bid bond, together with court costs, attorney's fees, and any other expense of recovery.

Signed and sealed this 21st day of March, 20 22.

SURETY

SURETY COMPANY: United Fire & Casualty Company

SIGNATURE ATTORNEY-IN-FACT/OFFICER:

PRINTED ATTORNEY-IN-FACT/OFFICER:

Anne Crowner, Attorney-in-fact

SURETY ADDRESS: P.O. Box 73909, Cedar Rapids, IA 52407-3909

SURETY TELEPHONE NUMBER: (319) 399-8669

PRINCIPAL

BIDDER COMPANY: Dave Schmitt Construction Co., Inc.

BIDDER SIGNATURE:

PRINTED NAME: John Berns

TITLE: CEO

BIDDER ADDRESS: 250 50th Ave SW, Cedar Rapids, IA 52404

BIDDER TELEPHONE NUMBER: 319-365-8669

NOTE: All signatures on this bid bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted. This bond must be sealed with the Surety's raised, embossing seal. The certificate or power of attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossed seal.

END OF SECTION

ufg INSURANCE

UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA
UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX
FINANCIAL PACIFIC INSURANCE COMPANY, LOS ANGELES, CA
CERTIFIED COPY OF POWER OF ATTORNEY
(original on file at Home Office of Company – See Certification)

Inquiries: Surety Department
118 Second Ave SE
Cedar Rapids, IA 52401

KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas; and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

CRAIG E. HANSEN, JAY D. FREIERMUTH, BRIAN M. DEIMERLY, CINDY BENNETT, ANNE CROWNER, TIM MCCULLOH, STACY VENN, DIONE R. YOUNG, KEVIN J. KNUTSON, MICHELLE GRUIS, KATHLEEN BREWER, SETH D. ROOKER, STACIE CHRISTENSEN, SHELBY GREINER, GINGER HOKE, JOHN CORD, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed $100,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted is continuous and shall remain in full force and effect until revoked by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted by the Boards of Directors of United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

"Article VI – Surety Bonds and Undertakings"

Section 2, Appointment of Attorney-in-Fact. "The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set of forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this 18th day of March, 2022

UNITED FIRE & CASUALTY COMPANY
UNITED FIRE & INDEMNITY COMPANY
FINANCIAL PACIFIC INSURANCE COMPANY

By: Dennis J. Richmann
Vice President

State of Iowa, County of Linn, ss:

On 18th day of March, 2022, before me personally came Dennis J. Richmann to me known, who being by me duly sworn, did depose and say; that he resides in Cedar Rapids, State of Iowa; that he is a Vice President of United Fire & Casualty Company, a Vice President of United Fire & Indemnity Company, and a Vice President of Financial Pacific Insurance Company the corporations described in and which executed the above instrument; that he knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.

Patti Waddell
Iowa Notarial Seal
Commission number 713274
My Commission Expires 10/26/2022

Patti Waddell
Notary Public
My commission expires: 10/26/2022

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations this 21st day of March, 2022

By: Mary A Bertsch
Assistant Secretary,
UF&C & UF&I & FPIC

BPOA0049 1217

SUDAS PROPOSAL

PROPOSAL

PROPOSAL PART A – SCOPE

The City of Riverside, hereinafter called the "Jurisdiction," has need of a qualified contractor to complete the work comprising the below referenced improvement. The undersigned Bidder hereby proposes to complete the work comprising the below referenced improvement as specified in the contract documents, which are officially on file with the Jurisdiction, in the office of the City of Riverside, at the prices hereinafter provided in Part C of the Proposal, for the following described improvements:

PROJECT DESCRIPTION: THIRD STREET RECONSTRUCTION

Summary Project Description: City of Riverside's Third Street Reconstruction improvements includes the full reconstruction of approximately 4,235 linear feet of an existing rural HMA street section to a 31-foot wide 7" PCC street with curb, gutter and storm sewer. Improvements include all labor, materials and equipment necessary to construct 7" PCC on a 6" modified subbase, longitudinal subdrain, driveways, 6" PCC sidewalk, intakes, storm sewer, 6" PVC water main, 8" sanitary sewer, sanitary and water services, retaining wall, HMA alley and transitions, traffic control, earthwork, erosion control, seeding and miscellaneous associated work including clean-up and restoration.

PROPOSAL PART B – ACKNOWLEDGMENT OF ADDENDA

The Bidder hereby acknowledges that all addenda become a part of the contract documents when issued, and that each such addendum has been received and utilized in the preparation of this bid. The Bidder hereby acknowledges receipt of the following addenda by inserting the number of each addendum in the blanks below:

Addendum Number: 1 Addendum Number: 3

Addendum Number: 2 Addendum Number: _____

and certifies that said addenda were utilized in the preparation of this bid. AMB

PROPOSAL PART C – SPECIFICATIONS

The Bidder hereby acknowledges and certifies awareness that ALL applicable SUDAS specifications shall apply to this project. If there are questions, bidders shall clarify during the bidding process.

PROPOSAL PART D – QUALITY ASSURANCE (TESTING)

The Bidder hereby acknowledges the Contractor shall be responsible for contracting and scheduling all material testing as noted and required in SUDAS specifications. Engineer shall manage, review and provide oversight on such testing and results.

PROPOSAL PART E – BID ITEMS, QUANTITIES, AND PRICES

UNIT BID PRICE CONTRACTS: The Bidder must provide the Unit Bid Price, the Total Bid Price, any Alternate Prices, and the Total Construction Costs on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices. In case of discrepancy, the Unit Bid Price governs. The quantities

shown on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices are approximate only, but are considered sufficiently adequate for the purpose of comparing bids. The Total Construction Cost plus any alternates selected by the Jurisdiction, shall be used only for comparison of bids. The Total Construction Cost, including any Add-Alternates, shall be used for determining the sufficiency of the bid security.

PROPOSAL PART F – GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public bids for this project, reserves the right to:

1. Reject any or all bids. Award of the contract, if any, to be to the lowest responsible, responsive bidder; and
2. Reject any or all alternates in determining the items to be included in the contract. Designation of the lowest responsible, responsive bidder to be based on comparison of the total bid plus any selected alternates; and
3. Make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this proposal is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code, and furnish a performance, maintenance, and payment bond; and
2. Forfeit bid security, not as a penalty but as liquidated damages, upon failure to enter into such contract and/or to furnish said bond; and
3. Commence the work on the Base Bid project on or before a date to be specified in a written notice to proceed by the Jurisdiction, and to Substantially Complete the project November 18, 2022, except seeding, final restoration and clean-up; and to pay interim liquidated damages for noncompliance with said completion provisions at the rate of Five Hundred 00/100 dollars ($500.00) for each calendar day thereafter that the work remains incomplete.
4. Commence the work on the Base Bid project on or before a date to be specified in a written notice to proceed by the Jurisdiction, and to have Final Completion of the project May 31,2023; and to pay liquidated damages for noncompliance with said completion provisions at the rate of Five Hundred 00/100 dollars ($500.00) for each calendar day thereafter that the work remains incomplete.

PROPOSAL PART G – NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

1. That this proposal is not affected by, contingent on, or dependent on any other proposal submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make any payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the bid price received by the Bidder was or will be paid to any person, corporation, firm, association, or other organization for soliciting the bid, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this proposal is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to submit a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the bid price of the Bidder or of any other bidder, and that all statements in this proposal are true; and

5. That the individual(s) executing this proposal have the authority to execute this proposal on behalf of the Bidder.

PROPOSAL PART H – ADDITIONAL REQUIREMENTS

Additional requirements are not applicable for this proposal.

PROPOSAL PART I – IDENTITY OF BIDDER

The Bidder shall indicate whether the bid is submitted by a/an:

- ☐ Individual, Sole Proprietorship
- ☐ Partnership
- ☐ Corporation
- ☑ Limited Liability Company
- ☐ Joint-Venture: all parties must join-in & executed all documents
- ☐ Other

The Bidder shall enter its Public Registration NUMBER C095776 ISSUED by the Iowa commissioner of labor pursuant SECTION 91C.5 OF THE IOWA CODE.

Failure to provide said Registration Number shall result in the bid being read under advisement. A contract will not be executed until the contractor is registered.

BIDDER (COMPANY NAME): Dave Schmitt Construction
SIGNATURE: [signature]
NAME (PRINT/TYPE): Braeden Watson
TITLE: Project Manager
ADDRESS: 250 50th Ave SW, Cedar Rapids, IA 52404

TELEPHONE NUMBER: 319-365-8669

Type or print the name and title of the company's Owner, President, CEO, etc., if a different person than entered above

NAME: John Beu
TITLE: CEO

NOTE: THE SIGNATURE ON THIS PROPOSAL MUST BE AN ORIGINAL SIGNATURE IN INK; COPIES, FACSIMILES, OR ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED.

AMB

ALL BIDDERS MUST SUBMIT THE FOLLOWING COMPLETED FORM TO THE GOVERNMENTAL BODY REQUESTING BIDS PER 875 IOWA ADMINISTRATIVE CODE CHAPTER 156.

BIDDER STATUS FORM

PART A - TO BE COMPLETED BY ALL BIDDERS

Please answer "Yes" or "No" for each of the following:

(Y) / N - My company is authorized to transact business in Iowa. (To help you determine if your company is authorized, please review the worksheet on the next page).

(Y) / N - My company has an office to transact business in Iowa.

(Y) / N - My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.

(Y) / N - My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.

(Y) / N - My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a non-resident bidder. Please complete Parts C and D of this form.

Part B - TO BE COMPLETED BY RESIDENT BIDDERS

My company has maintained offices in Iowa during the past 3 years at the following addresses:

DATES: 6-1-1964 **TO:** 3-24-2022 (MM/DD/YYYY)
ADDRESS: 250 50th Ave SW
CITY, STATE, ZIP: Cedar Rapids, IA 52404

DATES: _____ **TO:** _____ (MM/DD/YYYY)
ADDRESS: _____
CITY, STATE, ZIP: _____

DATES: _____ **TO:** _____ (MM/DD/YYYY)
ADDRESS: _____
CITY, STATE, ZIP: _____

You may attach additional sheet(s) if needed.

AMB

PART C - TO BE COMPLETED BY NON-RESIDENT BIDDERS

1. Name of home state or foreign country reported to the Iowa Secretary of State:

_____

2. Does your company's home state or foreign country offer preferences to bidders who are residents:

☐ Yes ☐ No

3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

_____

_____

You may attach additional sheet(s) if needed.

PART D - TO BE COMPLETED BY ALL BIDDERS

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

FIRM NAME: Dave Schmitt Construction

SIGNATURE: _____ **DATE:** 3-24-2022



PROPOSAL ATTACHMENT: PART E

PART E – BID ITEMS, QUANTITIES, AND PRICES

This is a Unit Bid Price Contract. The bidder must provide the Bid Price(s), any Alternate Price(s), and the Total of the Base Bid plus any Add-Alternates in this Proposal Attachment: Part E – Bid Items, Quantities, and Prices the total of the base bid plus any alternates selected by the Jurisdiction shall be used only for comparison of bids. The total of the Base Bid plus any Add-Alternates shall be used for determining the sufficiency of the bid security.

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENDED PRICE
1.	CLEARING AND GRUBBING	LS	1	$ 40,100.00	$ 40,100.00
2.	TOPSOIL, ON-SITE	CY	2,146	$ 41.00	$ 87,986.00
3.	EXCAVATION, CLASS 10	CY	13,000	$ 11.40	$ 148,200.00
4.	SUBGRADE PREPARATION	SY	16,235	$ 4.00	$ 64,940.00
5.	COMPACTION TESTING	LS	1	$ 12,480.00	$ 12,480.00
6.	BELOW GRADE EXCAVATION(CORE OUT & REPLACE WITH 3/4" ROAD STONE)	CY	200	$ 53.30	$ 10,660.00
7.	MODIFIED SUBBASE	TON	5,115	$ 22.45	$ 114,831.75
8.	SANITARY SEWER GRAVITY MAIN, TRENCHED, 8" PVC	LF	124	$ 104.00	$ 12,896.00
9.	SANITARY SEWER SERVICE STUB, 4" PVC	LF	1,945	$ 62.25	$ 121,076.25
10.	REMOVAL OF SANITARY SEWER, 8" PVC	LF	2,069	$ 6.50	$ 13,448.50
11.	STORM SEWER, TRENCHED, 15" RCP	LF	1,488	$ 63.75	$ 94,860.00
12.	STORM SEWER, TRENCHED, 18" RCP	LF	914	$ 63.00	$ 57,582.00
13.	STORM SEWER, TRENCHED, 24" RCP	LF	328	$ 80.25	$ 26,322.00
14.	STORM SEWER, TRENCHED, 36" RCP	LF	185	$ 127.75	$ 23,633.75
15.	STORM SEWER, TRENCHED, ARCH 44" X 27" RCP	LF	105	$ 211.50	$ 22,207.50
16.	STORM SEWER, TRENCHED, ARCH 59" X 36" RCP	LF	185	$ 291.00	$ 53,835.00
17.	REMOVAL OF STORM SEWER, SIZES AND TYPE PER PLANS	LF	1,933	$ 17.00	$ 32,861.00
18.	STORM SEWER ABANDONMENT, PLUG	EA	1	$ 3,306.00	$ 3,306.00
19.	SUBDRAIN, PERFORATED PLASTIC PIPE 6"	LF	6,669	$ 20.40	$ 136,047.60
20.	SUBDRAIN OUTLET, DR-303	EA	41	$ 385.00	$ 15,785.00
21.	STORM SEWER SERVICE, 6" PVC INCLUDING 6" WYE	LF	1,772	$ 20.50	$ 36,326.00
22.	WATER MAIN, TRENCHED, 6" PVC	LF	3,280	$ 68.00	$ 223,040.00
23.	WATER MAIN, TRENCHLESS, 6" PVC	LF	81	$ 92.00	$ 7,452.00
24.	WATER SERVICE PIPE, 1" PE	LF	1,979	$ 17.00	$ 33,643.00
25.	WATER SERVICE CORPORATION,1" PE	EA	54	$ 856.00	$ 46,170.00
26.	WATER SERVICE CURB STOP AND	EA	54	$ 816.97	$ 44,116.38

Third Street Reconstruction
Riverside, IA

Axiom Consultants
21-0144

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENDED PRICE
	BOX, 1" PE				
27.	WATER MAIN REMOVAL, 4" & 6"	LS	1	$ 61,450.00	$ 61,450.00
28.	VALVE, GATE, DIP, 6"	EA	17	$ 1,728.00	$ 29,376.00
29.	FIRE HYDRANT ASSEMBLY	EA	7	$ 6,225.00	$ 43,575.00
30.	FIRE HYDRANT ASSEMBLY REMOVAL	EA	6	$ 1,050.00	$ 6,300.00
31.	MANHOLE, SANITARY SEWER, SW-301, 48"	EA	2	$ 5,045.00	$ 10,090.00
32.	MANHOLE, SANITARY SEWER, SW-401, 48"	EA	7	$ 4,021.00	$ 28,147.00
33.	MANHOLE, STORM SEWER, SW-402	EA	3	$ 8,843.00	$ 26,529.00
34.	INTAKE, SW-509	EA	13	$ 6,500.00	$ 84,500.00
35.	INTAKE, SW-512, 24"	EA	7	$ 1,930.00	$ 13,510.00
36.	INTAKE, SW-541	EA	1	$ 10,825.00	$ 10,825.00
37.	INTAKE, SW-545	EA	13	$ 8,065.00	$ 104,845.00
38.	MANHOLE ADJUSTMENT, MINOR	EA	1	$ 1,350.00	$ 1,350.00
39.	MANHOLE ADJUSTMENT, MAJOR	EA	4	$ 2,025.00	$ 8,100.00
40.	CONNECTION TO EXISTING MANHOLE	EA	1	$ 1,280.00	$ 1,280.00
41.	CONNECTION TO EXISTING INTAKE	EA	4	$ 1,280.00	$ 5,120.00
42.	REMOVE MANHOLE	EA	1	$ 858.00	$ 858.00
43.	REMOVE INTAKE	EA	10	$ 858.00	$ 8,580.00
44.	REMOVAL OF EXISTING STRUCTURES	LS	1	$ 4,622.00	$ 4,622.00
45.	PAVEMENT, 7" PCC	SY	14,546	$ 47.00	$ 683,662.00
46.	CURB & GUTTER, 24" WIDE, 7" THICK	LF	178	$ 45.00	$ 8,010.00
47.	PCC PAVEMENT SAMPLES AND TESTING	LS	1	$ 6500.00	$ 6,500.00
48.	PAVEMENT, HMA	SY	385	$ 72.00	$ 27,720.00
49.	REMOVAL OF SIDEWALK	SY	2,657	$ 4.14	$ 10,999.98
50.	SIDEWALK, 4" PCC	SY	3,430	$ 52.00	$ 173,360.00
51.	SIDEWALK, 6" PCC	SY	600	$ 57.00	$ 34,200.00
52.	DETECTABLE WARNINGS	SF	460	$ 45.00	$ 20,700.00
53.	DRIVEWAY, 6" PCC	SY	1,502	$ 57.00	$ 85,614.00
54.	DRIVEWAY, GRANULAR	TON	45	$ 27.15	$ 1,221.75
55.	REMOVAL OF PAVED DRIVEWAY	SY	663	$ 5.80	$ 3,845.40
56.	PAVEMENT REMOVAL	SY	12,129	$ 3.90	$ 47,303.10
57.	SIGN INSTALLATION	LS	1	$ 5,890.00	$ 5,890.00
58.	TRAFFIC SIGN REMOVAL	LS	1	$ 4,650.00	$ 4,650.00
59.	PAINTED PAVEMENT MARKINGS, SOLVENT / WATERBORNE	STA	51.2	$ 62.00	$ 3,174.40
60.	TEMPORARY TRAFFIC CONTROL	LS	1	$ 11,000.00	$ 11,000.00
61.	HYDRAULIC SEEDING, SEEDING, FERTILIZING & MULCHING-TYPE 1	ACRE	3.3	$ 6,500.00	$ 21,450.00
62.	TEMPORARY SEEDING, FERTILIZING AND MULCHING-TYPE 4	ACRE	3.3	$ 1,300.00	$ 4,290.00
63.	ROLLED EROSION CONTROL PRODUCT TYPE 1.B	SQ	336.6	$ 20.00	$ 6,732.00
64.	FILTER SOCK, 9"	LF	6,614	$ 1.75	$ 11,574.50

$178,360.00

Third Street Reconstruction
Riverside, IA

Axiom Consultants
21-0144

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENDED PRICE
65.	FILTER SOCKS, REMOVAL	LF	6,614	$ 0.15	$ 992.10
66.	RIP RAP, CLASS D	TON	68	$ 50.00	$ 3400.00
67.	SILT FENCE OR SILT FENCE DITCH CHECK	LF	3,198	$ 0.20	$ 639.60
68.	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF SEDIMENT	LF	3,198	$ 0.01	$ 31.98
69.	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF DEVICE	LF	3,198	$ 0.01	$ 31.98
70.	INLET PROTECTION DEVICE	EA	36	$ 105.00	$ 3,780.00
71.	INLET PROTECTION DEVICE, MAINTENANCE	EA	36	$ 5.00	$ 180.00
72.	SEGMENTAL BLOCK RETAINING WALL	SF	3,350	$ 32.55	$ 109,042.50
73.	CONCRETE STEPS, PER PLAN	SF	569.6	$ 70.00	$ 39,872.00
74.	HANDRAIL, STEEL	LF	192	$ 85.00	$ 16,320.00
75.	SAFETY RAIL	LF	335	$ 145.00	$ 48,575.00
76.	MOBILIZATION	LS	1	$ 93000.00	$ 93,000.00
77.	MAINTENANCE OF SOLID WASTE COLLECTION	LS	1	$ 9900.00	$ 9900.00
78.	CONCRETE WASHOUT	LS	1	$ 3,000.00	$ 3,000.00
	TOTAL BASE BID CONSTRUCTION COST	$			$ 3,438,525.02 (OK)

See ERROR ON LINE #50. AMB

NOTES:

1. Complete and include Section 00 4323 ALTERNATES FORM

2. The base bid will include the full scope of work with the intent and purpose to award and construct the full project. The four (4) Alternates will deduct portions of the project based on the final bid amounts.

END OF SECTION

SECTION 00 4323
ALTERNATES FORM

PARTICULARS

1.1 THE FOLLOWING IS THE LIST OF ALTERNATES REFERENCED IN THE BID SUBMITTED BY:

1.2 (BIDDER) Dave Schmitt Construction

1.3 TO (OWNER): CITY OF RIVERSIDE, IOWA

1.4 DATED 3-24-2022 AND WHICH IS AN INTEGRAL PART OF THE BID FORM.

ALTERNATES LIST

2.1 THE FOLLOWING AMOUNTS SHALL BE ADDED TO OR DEDUCTED FROM THE BID AMOUNT. REFER TO SECTION 01 2300 - ALTERNATES FOR A FULL DESCRIPTION OF EACH ALTERNATE.

ALTERNATE # 1: ADD / (DEDUCT) NOT APPLICABLE

ALTERNATE # 2: ADD / (DEDUCT) $ 0.

ALTERNATE # 3: ADD / (DEDUCT) $ 0

ALTERNATE # 4: ADD / (DEDUCT) $ 0

END OF SECTION

WORKSHEET: AUTHORIZATION TO TRANSACT BUSINESS

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

Y / N - My business is currently registered as a contractor with the Iowa Division of Labor.

Y / N - My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.

Y / N - My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.

Y / N - My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.

Y / N - My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa Secretary of State, has filed its most recent biennial report with the Secretary of State, and has neither received a certificate of withdrawal from the Secretary of state nor had its authority revoked.

Y / N - My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.

Y / N - My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.

Y / N - My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.

Y / N - My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa Secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.

Y / N - My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.

Y / N - My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

END OF SECTION

COUNCIL PACKET

PROPOSAL

#14 b.

LL PELLING CO.

/WW.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 3

Street	From	To		L (ft)	W (ft)	TYPE OF WORK (SY) Type A	Type B	Total
RIVER RD.	PIONEER	ELLIS (SOUTH SIDE)	A			-		$ -
			B	480	6		320	$ 768.00
GLASGLOW	RAILROAD	1ST.	A			-		$ -
			B	175	24		467	$ 1,120.80
ALLEY	2ND.	SOUTH	A			-		$ -
			B	210	12		280	$ 672.00
ALLEY	WASHINGTON	WEST END	A			-		$ -
			B	115	12		153	$ 367.20
ALLEY	GLASGLOW	WASHBURN	A			-		$ -
			B	255	11		312	$ 748.80
	WASHBURN	GREENE	A			-		$ -
			B	357	11		436	$ 1,046.40
	HICKORY	EAST END	A			-		$ -
			B	362	11		442	$ 1,060.80
KLEOPFER	NORTH END	SOUTH	A			-		$ -
			B	390	27		1,170	$ 2,808.00
			A			-		$ -
			B				-	$ -

Summary of Work	Unit of Measure	Quantity	Unit Cost	Total
Type A Work	Square Yd	1,426	$ 3.50	$ 4,991.00
Type B Work	Square Yd	10,232	$ 2.40	$ 24,556.80
Cold Mix Patching	per ton	260.00	$ 26.00	$ 6,760.00
3/4" Road Stone Base Material	per ton	180.00	$ 29.00	$ 5,220.00
				$ 41,527.80

NOTES: Billing on final units completed.

Date: 3/18/2022

Authorized Signature Bob Donahoe

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
P.O. BOX 188
RIVERSIDE,IA. 52327

Phone: (319)325-9287

LL PELLING CO.

WWW.LLPELLING.COM

Email: cityadmin@riversideiowa.gov

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
ST. MARYS	ELM	~~ELLIS~~ ELLA	A					$ -
			B	280	12		373	$ 895.20
PALM ST.	VINE	NORTH	A			-		$ -
			B	700	22		1,711	$ 4,106.40
RIVERSIDE PARK	VINE	WEST	A	940	12	1,253		$ 4,385.50
			B	940	12		1,253	$ 3,007.20
	WIDE AREA		A	65	24	173		$ 605.50
			B	65	24		173	$ 415.20
4TH.	GREENE	WEST	A			-		$ -
			B	255	24		680	$ 1,632.00
ALLEY	SCHOEBELENS	SOUTH	A			-		$ -
			B	325	12		433	$ 1,039.20
3RD.	HICKORY	EAST END	A			-		$ -
			B	265	21		618	$ 1,483.20
W. BOISE	#470	EAST	A			-		$ -
			B	350	18		700	$ 1,680.00
OAK	BOISE	KNEISEL	A			-		$ -
			B	320	20		711	$ 1,706.40

Summary of Work	Unit of Measure	Quantity	Unit Cost	Total

Date: 3/18/2022

Authorized Signature Bob Donohoe

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

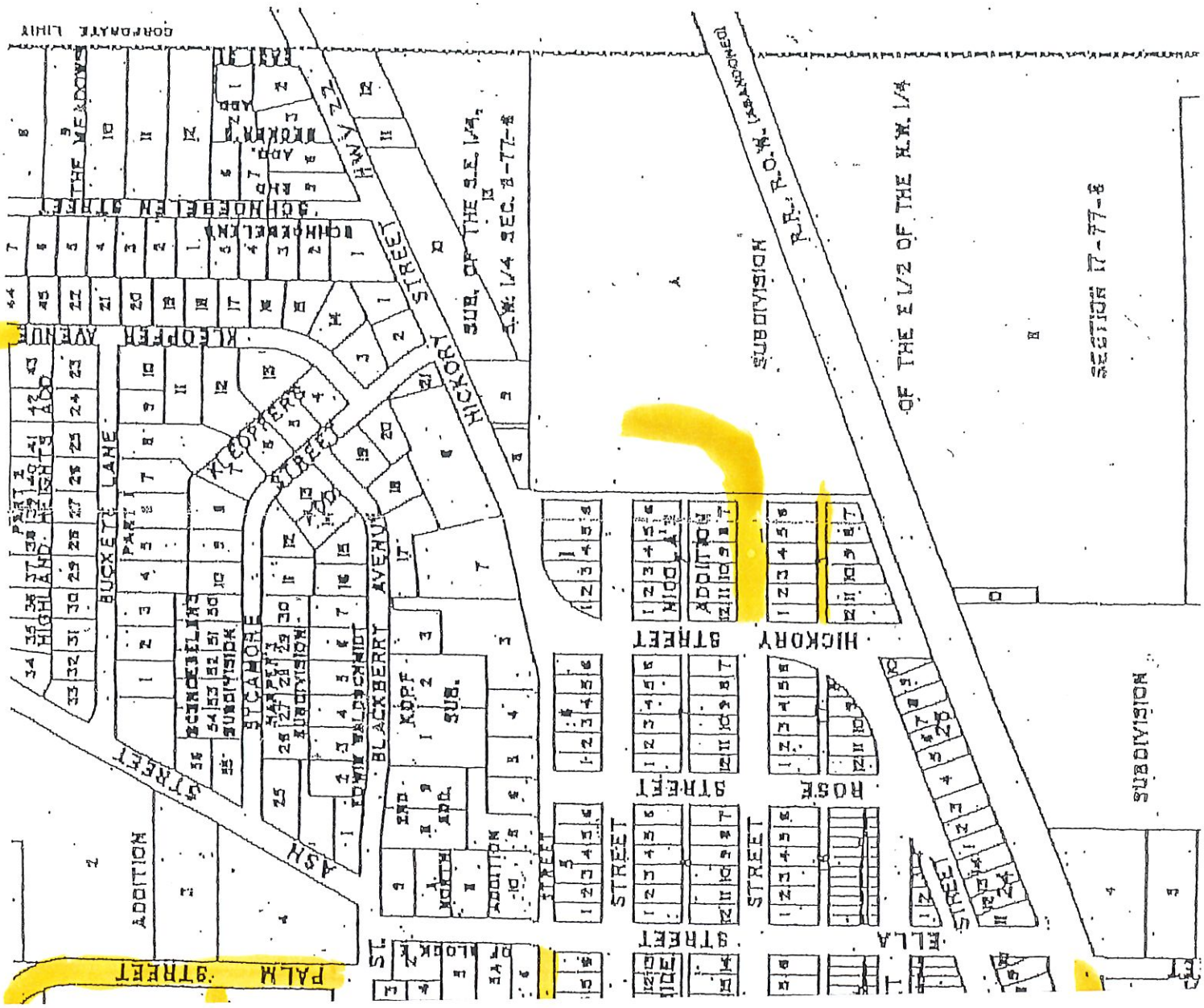
All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment 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"


HICKORY STREET
SUBDIVISION
ROSE STREET
PALM STREET
BUCKEYE LANE
BLACKBERRY AVENUE
SYCAMORE STREET
KLEOPFER AVENUE
HIGHLAND HEIGHTS ADD.
KOPF SUB.
ADDITION
SUBDIVISIONS
SECTION 17-7S-6E

4/4/2022 Council Meeting

Public Works-Mixed up leaf pile, added water for composting
-Work with LL Pelling on street repair bid times, drew up map for city council
-Empty trash around town, trail
-Met with Jim Walters on purple martin houses in RR Park, moved them
-Worked on curbside libraries
-Cleaned up sander and truck
-Meeting with STC on concrete pad and hut placement
-Building permits-Jay
-Phone calls and emails on permits-Jay
-Cleaned parks and moved tree limbs to shop
-Picked up spring chemicals from Stutzman's
-meeting with CA on 3rd St Project, Jay leaving
-Removed snow fence on Galileo
-Cleaned up gravel downtown
-Picked up snow markers for spring
-Rearranged chambers for city council meeting
-Mixed up leaf pile
-Cleaned bathroom and breakroom
-Funeral home inspection-Jay
-Home inspection-Jay
-Worked on water main break, hauled rock, dirt
-Drove CA around town to look for vehicles-Jay
-Met with salesman on Toro mower
-Talked to salesman on tractor bids
-Talked with Schmitt Construction on tree removal on 3rd Street Project
-Lower, raise flags
-Attended bid opening for 3rd Street
-Put letters on doors for vehicles
-Seeded by city hall
-Tire repair
-Checked street in area of water main for settling

City Administrator-Monday employee meetings
-Payroll
-A/P
-Agenda Prep
-Answering phones
-Emails
-Agenda and packet to website
-Resident questions on 3rd Street Project
-Questions on Railroad Park Grant-giving presentation to Board in April
-Zoom meetings sponsored by the Gazette

-Met with Rob Decker, Brian Boelk on downtown wall
-Informed Yoder to wait on wall sealing
-Bid opening for 3rd Street Project
-Met with PeopleService on moving forward
-Meeting with WEDG, Debi Durham in Washington
-Met with Windstream on fiber options and vacant building
-Newsletter preparation
-Packet preparation
-Special council meeting on mold remediation
-Meeting with contractor on setting up for sites with STC
-Review of downtown buildings possibly coming up for sale. May have update 4/4/22

City Clerk-Payroll
-Water billing
-Receipting
-Late Notices
-Newsletter printing/folding
-Door hangers
-Water shut offs
-Public hearing notices to paper

Goals-

Website updates-Text-currently 58.

Update Employee Handbook-waiting for attorney information-have draft copy

Nuisance Properties-ongoing process, letters sent, follow up-coming before council 4/4/22

Downtown Building Inspection Process-Factoring in possible new employee

Code updates-Working on animal control, (sheriff) storage containers, M-1 remove living quarters, still in process

Completed Railroad Park and 3rd Street Design-

- Railroad Park-Slated to begin week of 4/4/22
- 3rd Street-Waiting for bid approval 4/4/22

#15.a.

CITY COUNCIL RULES
CITY OF RIVERSIDE, IOWA

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PART I. GENERAL

1. *AUTHORITY*

Iowa Code Section 372.13 provides that the City Council shall determine its own rules of procedure. The following set of rules shall be in effect upon adoption by the Council until such time as they are amended or new rules adopted.

2. *GENERAL RULES*

A. Public Meetings. All official meetings of the Council shall be open to the public except those that are specifically designated as closed session. Regular Council meetings shall be held in a building or room that is accessible to persons with disabilities, which is usually the Riverside City Council Chamber. For Council meetings held in part or in whole at other locations for any purpose, that meeting space shall be accessible to persons with disabilities to the maximum extent possible.

B. Quorum. A majority of the members of Council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance may elect to discuss items but not take official action except to adjourn to a later date.

C. Minutes. An action set of minutes of all proceedings of the Council shall be kept by the ~~City Administrator/~~City Clerk or designee and shall be entered in the official record of the Council. Minutes of the proceedings shall be open to public inspection except those of closed sessions. Minutes shall be published in a newspaper of general circulation within fifteen (15) days of the Council meeting, as required by the Code of Iowa. These shall show the headings and actual votes. The records, including video recordings, will be available for public use upon request, except the sealed recordings and minutes of closed sessions. Records of Council meetings will be retained in the City Clerk's Office for at least five (5) years after the meeting. Closed session recordings are retained as required by State law and for purposes of preserving evidence when litigation is pending.

D. Right of Floor. Any Council member desiring to speak shall be first recognized by the Mayor, unless making or seconding a motion. Each member should attempt to confine his or her remarks to the subject under consideration.

E. City Administrator. The City Administrator or designee shall attend all meetings of the Council unless excused by the Mayor. The City Administrator may make recommendations to the Council and take part in discussions but shall have no vote.

F. City Attorney. The City Attorney or designee shall attend meetings of the Council as requested by the Mayor or the City Administrator and shall, upon request, give an

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opinion, either written or oral, on any question of law.

G. City Clerk. The City Clerk or designee shall attend all meetings of the Council unless excused by the Mayor or the City Administrator and shall keep the official minutes and perform such other duties at the meeting as may be requested by the Council.

H. City Employees. Department heads or other designated employees of the City, when there is pertinent business from their departments on the Council agenda, shall attend the Council meetings upon request of the Mayor or City Administrator.

I. Cell Phones. The Mayor and City Council will refrain from using their cell phones to respond to comments other than being made in the public meeting. The public will be asked to put their cell phones on vibrate or silent to not distract the city council meeting.

3. TYPES OF MEETINGS. *Notice of all Council meetings shall be given in compliance with the requirements of Iowa Code Section 21.4. A tentative agenda of each Council meeting will be delivered to the Council members electronically, personally or at the usual place of residence or place of employment of each member of the City Council, as requested by each member, ~~a minimum of twenty-four (24) hours in advance of the meeting.~~ by Wednesday at the close of business preceding the city council meeting.*

A. Regular Meeting. The City Council shall meet in the Council Chambers for regular Council meetings. The regular Council meetings will be held the first and third Mondays of every month unless otherwise designated by the Council. There will be no Council meeting on holidays that fall on a Monday, unless so designated by the Council. Meetings will commence at 6:300 p.m. unless the Council directs otherwise.

B. Work Sessions. The Council may meet informally as needed in work sessions which are open to the public. Starting times will be dependent on the number of items scheduled for discussion. The purposes for work sessions are varied, including but not limited to budget sessions, joint meeting, reviewing upcoming programs, receiving progress reports on current programs, receiving information from the City Administrator, or discussing other matters of concern as expressed by the Council. Discussions and conclusions will be considered informal and shall require formal action to be taken at a regular Council meeting. No item will be included on the work session agenda unless approved by the Mayor or City Administrator.

C. Special Meetings. Special meetings may be called by the Mayor or by a majority of the members of the Council.

D. Closed Sessions. Iowa Code Sections 20.17, 21.5 and 21.9 permit closed sessions for certain specified reasons. A vote to go into a closed session requires an affirmative

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vote of either two-thirds of the Council members or all of the members present at the meeting. Any formal action shall be taken by motion or resolution adopted in open session.

4. MEDIA COVERAGE OF COUNCIL MEETINGS

A. Open Meetings. All official meetings of the City Council shall be open to the public and the media. All meetings shall be subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

B. Agendas. Any media so requesting will receive agendas at least twenty-four (24) ~~hours~~ hours prior to Council meetings.

5. MAYOR'S DUTIES

A. Chairperson. The Mayor, if present, shall preside as chairperson at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside as chairperson. In the absence of both the Mayor and the Mayor Pro Tem, the Council shall elect a chairperson.

B. Call to Order. The meetings of the Council shall be called to order by the Mayor. In the absence of both the Mayor and Mayor Pro Tem, the meeting shall be called to order by the City Administrator, whereupon the Council shall elect a temporary chairperson.

C. Preservation of Order. The Mayor shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.

D. Points of Order. The Mayor shall determine all points of order, subject to the right of any member to appeal to the City Attorney.

E. Action by Motion. Action items are subject to a vote by the Council if one Council member makes a motion and another Council member seconds the motion. Before calling for a vote, the Mayor shall ensure any motion before the Council is clear to the Council, staff and the public.

F. Substitution for Chairperson. The Mayor will call on the Mayor Pro Tem or, if unavailable, any other member to temporarily chair the meeting if the item in question presents a conflict of interest or in the Mayor's temporary absence from the meeting. The substitution shall not continue beyond adjournment.

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6. *ORDER OF BUSINESS AND AGENDA*

A. Agenda. The order of business of each meeting shall be as contained in the agenda as prepared by the City Administrator, subject to approval of the Mayor. The agenda shall be a listing by topic of subjects to be considered by the Council and shall be delivered to members of the Council ~~at least twenty-four (24) hours~~by Wednesday at the close of business preceding the meeting to which it pertains. A copy of the agenda will also be posted for the public notice at least twenty-four (24) hours in advance, made available on the City's website, and provided to the local media.

B. Order of Business at Council Meetings. The order of business may be changed through a consensus of the City Council. The general rule as to the order of business in regular meetings shall be as follows:

(1) Call to order.

(2) Approval of the agenda.

(3) Consent agenda. A single motion to approve all items on the consent agenda (motions that do not require a public hearing or discussion) will be made. Any council member may request a separate vote on any item on the consent agenda. No vote on such a request is required.

(4) Public comment. Citizens may appear personally before the Council to raise issues.

(5) ~~Staff r~~Reports.

(6) Public hearings for ordinances and resolutions. After all citizen input has been received, the Mayor can choose to close the hearing, and then the Council may either vote on the item or defer consideration to a future meeting. If the Council expects or desires future input, the public hearing can be continued.

(7) Approval of ordinances and resolutions not requiring a public hearing.

(8) Discussion items.

~~(9) Old and new business. These agenda items shall provide a time when the Mayor~~

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~~or any Council member may bring before the Council any business that he or she feels should be discussed by the Council as a whole. This may, for example, include asking that a new issue be considered at a future meeting, requesting an update from staff on a project, or discussing an administrative concern. However, no matter raised under old or new business shall be deliberated or acted upon by the Council.~~

(9) Closing Comments

(10) Adjournment.

C. **Adding Items to the Agenda.** During a meeting neither Council nor staff will add items to the agenda unless there is an emergency. Non-emergency items shall be deferred until a subsequent Council meeting. If the matter requires immediate Council attention, the Council may:

(1) Entertain a motion by any Council member to waive the rules and to allow consideration of a specific, additional agenda item. Both waiving the rules and voting on the item can be done as a single motion. If fewer than three members agree to waive the rules, the item will not be added and will have to be considered at a later Council meeting.

(2) Give administrative direction to staff to handle the matter.

7. *ORDINANCES, RESOLUTIONS, AND MOTIONS*

A. **Form of Paperwork.** Ordinances and resolutions will be presented to the Council in written or electronic form~~form~~. If the original ordinance or resolution is changed the approved ordinance or resolution will be provided to the mayor and city council.

B. **Expenditures.** For any expenditure of City funds, the exact source of the funds to be expended will be identified by the City Administrator.

C. **City Attorney to Approve.** All ordinances are subject to approval as to form and legality by the City Attorney. All resolutions are subject to approval as to form and legality by the City Attorney, as requested by any Council member, the Mayor or the City Administrator.

D. **City Administrator to Review.** The City Administrator will review all proposed ordinances and resolutions prior to their being submitted to the Council and will provide a recommendation concerning each ordinance and resolution.

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E. Approval of Ordinances. Ordinances require three separate considerations of the City Council at three separate meetings. However, a motion can be made to waive the separate readings requirement and allow the second and third considerations of the ordinance at the same meeting as the first consideration if included on the agenda. . Then a vote will be taken on the motion to waive the rules and allow the second and third considerations. If that motion is approved by at least four members of the Council, then the subsequent readings will be considered separately. Upon being introduced, each proposed ordinance shall be read by title only, unless any member of the Council requests a full reading of the ordinance. Checking with Iowa Code

F. Recording of Votes. Affirmative and negative votes shall be recorded upon action on all ordinances and resolutions and entered upon the official record of the Council. The outcome of a vote on a motion shall be announced by the Mayor and recorded by the Clerk.

G. Majority Vote Required. An affirmative vote of at least three Council members shall be necessary to pass an ordinance or resolution. When any vote is called, each Council member shall respond as follows: "yes (aye)," "no (nay)," or "abstain." The "abstain" vote of a Council member shall have the effect of a negative vote unless the Council member states he or she has a conflict of interest. In the case of a conflict of interest, the number of votes to approve any action is recalculated. For example, if two Council members had a conflict of interest, an item could pass on a two to one vote. Checking with Iowa Code

H. Votes Required When Two Council Members Are Absent. If two Council members are absent, Council has the following options:

(1) Approve all ordinances and resolutions on the agenda by all three members voting aye.

(2) Two members can choose to table an item until such time as all members are present. This would be a majority of the quorum.

(3) If only one or two members vote aye and the rest nay, the item will be considered to have failed.

(4) Motions can be decided by a majority of the members present.

~~(4)~~(5) All being reviewed.

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I. **Votes by Absent Council Members.** An absent Council member may not participate in any City Council meeting that is attended by a majority of other Council members unless the absent Council member cannot reasonably be expected to be in actual attendance. Further, any member participating by electronic means should be able to fully participate in any public hearing and Council discussion if that member intends to cast a vote on a particular matter. Nothing contained herein shall be construed to prohibit participation by electronic means by any Council member at a Council meeting where a majority of the Council membership is not present.

J. **Numbering of Ordinances, Resolutions, and Motions.** A number shall be assigned to each ordinance and resolution by the City Administrator~~/~~ or City Clerk.

K. **Ordinance and Resolution Passage Procedure.** When passed by the Council, an ordinance or resolution shall be signed by the chairperson conducting the meeting and be attested by the City Administrator/Clerk. It shall be immediately filed and thereafter preserved in the office of the City Clerk.

L. **Request for Ordinances or Legal Opinions.** ~~Any member of the Council may request the Mayor or City Administrator t~~A quorum of the City Council is required to place an item on the agenda of the next scheduled Council meeting an ordinance, resolution, or motion on a matter within the Council's policy-making or oversight duties, unless the action is subject to the rules regarding reconsideration~~.~~

M. **Agenda Requests.** Items requested to be included on the agenda must be filed with the City Administrator by noon on the ~~Wednesday~~ Tuesday preceding the Council meeting. The Mayor, after considering any requests for agenda items and after consulting with the City Administrator, shall approve the tentative agenda. If ~~two~~ three or more Council members request that an item be included on the agenda, the item should be on the agenda for at least discussion at one of the next two regularly scheduled meetings.

N. **Publications.** All minutes, ordinances, and notices will be published as required by the State law.

8. CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS

A. **Committees, Boards, and Commissions.** The Mayor and the Council may create committees, boards, and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify if consistent with the Code of Iowa and the City's Code of Ordinances.

B. **Membership and Selections.** Membership and selection of members shall be as

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provided by the Mayor and the Council if not specified by the Code of Iowa or the Code of Ordinances. No committee so appointed shall have powers other than advisory to the Council or the City Administrator, except as otherwise specified by the Code of Ordinances or the Code of Iowa.

C. **Removal of Members of Boards and Commissions.** If the Mayor or the Council wishes to remove an appointee, they shall follow the procedures required by State law.

D. **Abolishment of a Board or Commission.** The abolishment or modification of a board or commission shall be done in accordance with applicable State law.

9. ***SUSPENSION AND AMENDMENT OF THESE RULES***

A. **Suspension of These Rules.** Any provision of these rules not governed by the Code of Iowa may be temporarily suspended by a vote of a majority of the Council. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.

B. **Inconsistent Actions.** If the Council takes an action inconsistent with these rules but in compliance with the applicable section(s) of the Iowa Code and if the action is taken without objection by any Council member, the action taken shall be deemed a lawful and an official action of the City Council.

C. **Amendment of These Rules. These rules may be amended or new rules adopted, by majority vote of all members of the Council and should, at a minimum, be reviewed every two (2) years.**

PART II. PUBLIC PARTICIPATION IN MEETINGS

1. **GENERAL.** One of the goals of the City Council Rules is to create an atmosphere where the Council members and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is the responsibility of the Mayor, the Council members, City staff, and members of the public to maintain common courtesy and decorum throughout any meeting.

A. Members of the public have the right to attend City Council meetings, subject to certain conditions and limitations.

B. The Council meeting space will, to the extent possible, be arranged so that all interested persons can observe the meeting and hear all Council discussions and votes.

C. The Mayor, Council members, City staff and members of the public should speak one at

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a time in a civil and courteous manner so as to be heard by all persons in attendance. Members of the Public must be recognized by the Chairperson and must speak from the lectern provided. Prior to speaking members of the Public shall state their first and last name and spell their last name.

D. All cell phones or other communication devices should be silenced during Council meetings. No one should take a voice phone call during a Council meeting without first leaving the chambers and closing the chamber doors behind him or her.

E. Conversation during the city council meeting is limited to city council members and the mayor. This also includes text messages that may be received by the mayor or council during the meeting to not violate the State of Iowa open meetings laws.

~~D.~~F. Public in attendance who have been asked to refrain from conversations or comments who fail to do so may be asked to leave the meeting.

2. **ROLE OF THE MAYOR.** The Mayor should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question. The Mayor should also keep in mind that:

A. Debate on policy is healthy; debate on personalities is not. The Mayor has the right to cut off discussion that is too personal, too loud, inappropriate, or repetitive.

B. It is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Mayor before proceeding to speak.

3. **PUBLIC PARTICIPATION.** All those attending are asked to observe the following when speaking:

A. Only persons recognized by the Mayor will be allowed to speak.

B. A person recognized to speak should approach the microphone, state his or her name and spell their last name, and make his or her statement or question, preferably as briefly as is possible but taking no more than three (3) minutes.

C. All remarks shall be addressed to the Council as a body and not to any member specifically.

~~D.~~ A person recognized to speak should maintain a courteous and polite demeanor. ~~as well as refrain from using inappropriate, combative, profane or abusive language, or attacking the character of City officials and employees in a personal manner.~~

D.

E. Persons may address the Council for the reading of protests, petitions, or communications relating to any matter over which the Council has jurisdiction. When anyone appears before the Council stating he or she has a petition, the Mayor will accept the petition and the minutes will reflect that action.

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F. A person should not address the Council about issues that are known to be within the responsibility of other City staff/officials and have not been previously presented to that responsible party.

G. Persons should not engage other members of the public while addressing the Council or engage individual Council members in a discussion, except as permitted by the Mayor.

H. Individual Council members will ask questions of or engage in conversations with the public audience only when recognized by the Mayor. However, Council members may, in their individual discretion, make themselves available to persons attending the meeting before or after the Council meeting.

4. **HANDLING REQUESTS DURING MEETINGS.** If the Council chooses to take action on a citizen's request, the Mayor or the Council can:

   A. Give administrative direction to the City Administrator to resolve the matter.

   B. Defer official action to the next regularly scheduled Council meeting.

   C. Waive the rules and add an item to the agenda for official Council action, but this method should not be used unless Council deems the matter to be an emergency.

5. **PUBLIC HEARINGS.** Public hearings are held when included on the agenda. When recognized, members of the public may address the Council, in the manner described above, on the particular subject of the public hearing before the Council.

PART III. PROCEDURE

1. MOTIONS IN GENERAL.

A. *Motions are the vehicles for decision-making. It is usually best to have a motion before the Council prior to discussing an agenda item in order to help the members focus on the issue before them. Motions are made in a simple two-step process. First, the Mayor recognizes the member. Second, the member makes a motion by preceding his or her desired approach with the words: "I move ...." A typical motion might be: "I move that we give ten days' notice in the future for all our meetings."*

B. *Any motion made by a member must be seconded by another member. Otherwise the motion fails.*

C. *The Mayor may initiate the motion by:*

(1) Inviting the members to make a motion: "A motion at this time would be in

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order."

(2) *Suggesting a motion to the members: "A motion would be in order that we give ten days' notice in the future for all our meetings."*

2. *THE FOUR BASIC MOTIONS.*

A. Common Motions. Four motions are the most common:

(1) The basic motion. The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan the annual fundraiser."

(2) The motion to amend. If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a ten-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

(3) The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year.

(4) The motion to table. The motion may contain a specific time at which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to bring the item back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

B. Motions to amend and substitute motions are often confused. A motion to amend seeks to retain the basic motion on the floor but to modify it in some way. A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it. The decision as to whether a motion is really a motion to amend or a substitute motion is left to the Mayor. If a member makes what that member calls a motion to amend, but the Mayor determines it is really a substitute motion, the Mayor's designation governs.

3. *MULTIPLE MOTIONS. Up to three motions may be on the floor simultaneously. The Mayor may reject a fourth motion until the three that are on the floor have been resolved.*

A. When two or three motions are on the floor (after motions and seconds) at the same time, the first vote should be on the last motion made. For example, assume the first motion is a basic motion to have a five-member committee to plan the annual fundraiser. During the discussion of this motion, a member might make a second motion to amend the main motion to have a ten-member committee, not a five-member committee, to plan the annual fundraiser. And perhaps, during that discussion, a member makes yet a third motion as a

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substitute motion that we not have an annual fundraiser this year.

B. The proper procedure would be as follows.

(1) The Mayor would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken on the third motion. If the substitute motion passes, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions.

(2) If, however, the substitute motion (the third motion) failed, the Mayor would proceed to consideration of the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or ten members). If the motion to amend passed, the Mayor would then ask the Council to consider the amended motion. If the motion to amend failed, the Mayor would ask the Council to consider the main motion (the first motion) in its original format, not amended.

(3) Finally, the Mayor would deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (ten-member committee), and the question on the floor for discussion and decision would be whether a committee should plan the annual fundraiser.

4. *DEBATE.* *The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Mayor that it is time to move on and take action.*

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the Council to move on. The following motions are not debatable, so when the following motions are made and seconded, the Mayor should immediately call for a vote of the Council without debate on the motion:

A. Motion to Adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

B. Motion to Recess. This motion, if passed, requires the body to immediately take a recess. Normally, the Mayor determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

C. Motion to Fix the Time to Adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

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D. Motion to Limit Debate. The most common form of this motion is to say: "I move the previous question," or "I move the question," or "I call for the question." When a member of the body makes such a motion, the member is really saying, "I've had enough debate. Let's get on with the vote." When such a motion is made, the Mayor should ask for a second to the motion. If a second is received, the Mayor should stop debate and the members should vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to fifteen minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

5. ***MAJORITY AND SUPER-MAJORITY VOTES.*** *In addition to the specific rules for passage of motions, resolutions, and ordinances as set by State law, there are procedural exceptions to the rule of passage by a simple majority. The exceptions occur when the Council is taking an action that effectively cuts off the ability of a minority opinion to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:*

   A. Motion to Limit Debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

   B. Motion to Object to the Consideration of a Question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of the Council do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

6. **MOTION TO SUSPEND THE RULES.** This motion is debatable but requires a two-thirds vote to pass. This motion allows the Council to suspend its own rules for a particular purpose.

7. ***MOTION TO RECONSIDER.*** *There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made. A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.*

   A. First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider at the same meeting can be made at any time before adjournment. A motion to reconsider made at a later time is untimely.

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B. Second, a motion to reconsider may be made only by certain members of the Council. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the Council may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the Council again and again, which would defeat the purpose of finality.

C. If the motion to reconsider passes, then the original matter is back before the Council, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

D. Once a matter has been duly reconsidered, no further motion to reconsider the issue can or shall be made without the unanimous consent of the council.

8. LIMITING DEBATE AND DISCUSSION.

A. Debate and discussion should be focused, but free and open. At the same time, the Mayor may limit the time allotted to speakers, including members of the Council, in the interest of efficiently and effectively using time.

B. Generally, a Council member will not be interrupted by other council members but may be under the following circumstances:

(1) Privilege. The proper interruption would be: "Point of privilege." The Mayor would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

(2) Order. The proper interruption would be, "Point of order." Again, the Mayor would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting, for example, if the Mayor moved to a vote on a motion that permits debate without allowing that discussion or debate.

(3) Appeal. If the Mayor makes a ruling with which a member of the Council disagrees, that member may appeal the ruling of the Mayor to the parliamentarian.

(4) Call for Orders of the Day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the Council has drifted from the agenda, such a call may be made. It does not require a vote, and when the Mayor discovers that the agenda has not been followed, the Mayor simply reminds the Council to return to the agenda item properly before them.

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(5) Withdraw a Motion. During debate and discussion of a motion, the maker of the motion on the floor may, at any time, interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Mayor may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

We the undersigned Mayor and Council Member have reviewed and adopted the contents of this handbook. We accept that it is our responsibility to act in the best behalf of all citizens of our community and will not engage in behaviors that would tarnish the image of our city.

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