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

REGULAR MEETING
Monday, May 2, 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 4/18/2022
   b. Expenditures for 5-2-2022
   c. Liquor License Renewal Kum & go

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

5. Damon John-Riverside Casino & Golf Resort

6. Mary Audia-WEDG Report

7. Request from Rusty Rogerson to address council regarding car show pg.5

8. Axiom Project Updates

   a. Railroad Park pg. 6
   b. East Street Repair and Extension pg. 8
   c. Wastewater Plant Moisture Issue pg.9
   d. Water Plant Piping Repair

9. Arborist Review of Private Tree per City Code 151.06 pg. 25

10. Resolutions, Ordinances

    a. Resolution #2022-53 pg. 27 **City Council Rules**
    b. Resolution #2022-54 Updates for City Administrator, City Clerk Job Descriptions pg.28
    c. Resolution #2022-55 Set Public Hearing for Budget Amendment pg. 35
    d. Resolution #2022-56 Pay Request #1 All American Concrete, $242,550.93 pg. 37
    e. Resolution #2022-57 Contract with Access Systems for Copier pg. 42

11. City Administrator Report pg. 43

    a. Board of Adjustment meeting 4/21/22 update pg. 45
    b. Update on City Council Chambers Exterior Repairs pg. 49
    c. Review of 28E Option with Kalona for Building Permits, Nuisances, Building Inspections pg. 51.5

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

d. Discussion regarding renewal of agreement between the City of Riverside and the Riverside Casino and Resort new pkt.
e. Annual examination versus full audit-audit requirement for bonding pg. 52
f. Review of Code Changes Chapter 20, 69, 105, 106, 165, New Chapter 152
g. Update on April 26, 2022, Planning and Zoning meeting pg. 53
h. Update on spam emails pg. 56
i. Request from Mary Beth Rozmus to address council on water/sewer connections for 120 Cherry Lane (previously 117 Kleopfer)

12. Closing Comments

13. Motion to adjourn

COUNCIL PACKET

RIVERSIDE CITY COUNTIL MEETING: Monday, April 18, 2022

The Riverside City Council met on Monday, April 18, 2022, in the Riverside City Council Chambers. Mayor Allen Schneider called the meeting to order at 6:02 p.m. requested roll call with the following City Council members present: Tom Sexton, Edgar McGuire, Kevin Kiene, Lois Schneider, with Kevin Mills absent.

Motion made by Sexton, second by McGuire to approve agenda. Motion carried 4-0.

Motion made by Kiene, second by Schneider to approve consent agenda including 4-4-22 minutes, 4-18-22 expenditures, March 2022 Riverside Fire Dept Report, and Liquor License for Riverside Casino & Golf Resort. Motion carried 3-1, Schneider abstaining due to invoice from BS Communications, which is owned by Bob Schneider.

Steve Robinette, representing PeopleService, introduced himself and updated city council on how the contract will be fulfilled. Robinette and Heath Draeger will be the operator in charge of the plants with Ben Stumpf performing the day to day. A replacement operator should be in place in the next two months.

Brian Boelk gave an update on progress at Railroad Park.

Motion by McGuire, second by Schneider to approve replacement of HRV unit at city hall at a cost of $6,816.63 from Above & Beyond. Motion carried 4-0.

Motion made by Kiene, second by McGuire to approve forwarding of proposed City Council Rules to City Attorney for review. Motion carried 4-0.

City Administrator Yancey explained the transfers from Road Use, Water and Storm Sewer to Capital projects per the FY22 certified budget. Motion made by McGuire, second by Sexton to approve Resolution #2022-49, transferring $140,000 from Road Use, $420,000 from Water, and $18,500 from Storm Sewer Funds to Capital Projects. Motion carried 4-0.

Mike Meinders, Mary Jane Stumpf and Christine Kirkwood, representing the Riverside History Museum, presented a Hotel/ Motel Grant Request for FY24. Motion made by Kiene, second by Sexton to approve Resolution #2022-50 in the amount of $15,000 for the Riverside History Museum. Roll call. Motion carried 4-0.

Travis Riggan, representing Riverside Area Community Club, presented a Hotel/Motel Grant Request for FY24 for Trek Fest. Motion made by McGuire, second by Sexton to approve Resolution #2022-51 in the amount of $18,000 for Trek Fest. Roll call. Motion carried 4-0.

Ann Valentine and Sara O'Donnell representing Paws & More, presented a Hotel/Motel Grant Request for FY24. Motion made by McGuire, second by Kiene to approve Resolution #2022-52 in the amount of $4,000 for Paws & More Animal Shelter. Roll call. Motion carried 4-0.

Travis Riggan, representing Riverside Area Community Club, presented a Hotel/Motel Grant Requests for FY24 for Hall Park Summer Events. After further discussion, city council consensus is to have the Riverside Area Community Club bring events individually before City Council for review.

City Administrator updated City Council on the progress with the sirens, a request for an update on the community center project, and the presentation before the Washington County Riverboat Foundation on the grant for Railroad Park.

City Administrator Yancey reviewed the monthly financials, nuisance action, a resolution designating the use of the SLFRF funds, the Board of Adjustment meeting 4/21/22, and city council chambers repairs. Yancey will have an update on the exterior of the building at the next council meeting. City Council provided direction for the East Street repairs, which will only be from the north end of the Schneider driveway approach to the end of the street. Axiom will provide an update on estimated cost at the next meeting. City Council review the response from the city attorney on the trees on private property and directed Yancey to have arborist review the trees in questions. City Council approved the employee evaluation schedule. City council reviewed the proposed Scope of Services sample agreement, as well as the option of a 28E agreement with the City of Kalona.

City Administrator Yancey reported that the City Clerk is working with Rob Decker with Axiom on the building inspection, and City Council reviewed the building permit spreadsheet, and the utility billing reconciliation.

Motion made by McGuire, second by Sexton, to go into closed session per Chapter 21.5(1)(j) real estate. Roll call. Motion carried. City Council went into closed session at 8:06 p.m.

Council came back into open session at 8:22 p.m.

Motion made by Sexton, second by McGuire to have the City Administrator proceed as directed. Motion carried 4-0.

Motion made by Kiene, second by McGuire to adjourn. Motion carried 4-0. Meeting adjourned at 8:25 p.m.

Full content of city council meetings can be viewed on the city website www.riversideiowa.gov.

Next regular city council meeting will be May 2, 2022, at 6:00 p.m. in the Riverside City Council Chambers.

Allen Schneider, Mayor

ATTEST:

Christine Yancey, City Administrator

	EXPENDITURES MAY 2, 2022				
	COUNCIL MEETING	**BILLS**			
1	ALLIANT ENERGY	PARKS	001-5-430-6371	$ 305.71	
2	ALLIANT ENERGY	SEWER	610-5-815-6371	$ 1,010.35	
3	ALLIANT ENERGY	CITY HALL	001-5-650-6371	$ 254.86	
4	1ST CLASS APPAREL	UNIFORM	001-5-430-6181	$ 208.00	
5	ALLIANT ENERGY	WATER	600-5-810-6371	$ 140.93	
6	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	$ 1,324.02	
7	ALLIANT ENERGY	FIRE STATION	002-5-150-6330	$ 412.38	$ 3,350.54
8	ANDREW DAHL	APPRAISE 2 TREES	001-5-510-6495	$ 120.00	
9	AXIOM	MEETING/EAST ST SURVEY	001-5-650-6407	$ 840.00	
10	AXIOM	3RD STREET	301-5-750-6796	$ 25,806.90	
11	AXIOM	RAILROAD PARK	301-5-750-6797	$ 5,420.00	$ 32,066.90
12	BECKY LaROCHE	CELL STIPEND	001-5-650-6373	$ 50.00	
13	BRYAN LENZ	CELL STIPEND	001-5-430-6373	$ 50.00	
14	CARDNAL SIGN	UHURA BANNER REPLACED	145-5-650-6430	$ 441.51	
15	DOUG MICEL ELECTRIC	SHOP FAN	001-5-210-6507	$ 70.00	
16	ENGLISH RIVER CONCRETE	TREE REMOVAL/FOWLER PD	001-5-510-6495	$ 300.00	
17	IMPERIAL AUTO	MOWER BATTERY	001-5-430-6504	$ 85.00	
18	IMPERIAL AUTO	08 FUEL TANK REPAIR	110-5-210-6331	$ 224.23	$ 309.23
19	IOWA OUTDOOR	DNR RENEWAL	001-5-650-6402	$ 15.00	
20	IPI	STREET SIGNS	110-5-210-6415	$ 2,139.90	
21	JOHNSON CO REFUSE	SERVICE	670-5-840-6499	$ 6,961.75	
22	JOHNSON CO REFUSE	LAWN BAGS	670-5-840-6372	$ 77.50	$ 7,039.25
23	KOCH	COPIER	001-5-650-6496	$ 922.88	
24	KUM N GO	FD-FUEL	002-5-150-6350	$ 425.87	
25	KUM N GO	CITY FUEL	110-5-210-6331	$ 307.86	$ 733.73
26	MEDIACOM	C HALL	001-5-650-6373	$ 261.72	
27	METTLER-TOLEDO	MAINT. - CALIBRATE CTR	610-5-815-6374	$ 392.44	
28	MID AMERICAN ENERGY	SHOP	001-5-210-6371	$ 275.94	
29	MID AMERICAN ENERGY	RVFD	002-5-150-6330	$ 408.72	
30	MID AMERICAN ENERGY	C HALL	001-5-650-6371	$ 87.75	$ 772.41
31	PEOPLE SERVICES	SERVICE	610-5-815-6500	$ 11,449.50	
32	PEOPLE SERVICES	SERVICE	600-5-800-6500	$ 11,449.50	$ 22,899.00
33	RIVER PRODUCTS	BREAK- 2ND&WASHINGTON ST	600-5-810-6374	$ 668.22	
34	SANDRY FIRE SUPPLY	AIR PACK/EXTRICATION CHECK	002-5-150-6356	$ 1,876.00	
35	SEIA INSURANCE	ADD. EQUIPMENT	001-5-210-6405	$ 190.00	
36	VEENSTRA & KIM	WTP FILTER PIPE REPLACEMENT	600-5-810-6330	$ 3,095.00	
37	WASH CO AUDITOR	2ND QTR LAW CONTRACT	001-5-110-6499	$ 32,910.00	
38	WHITE CAP	FD- SUPPLY	002-5-150-6356	$ 465.58	
39	**********	**TOTAL BILLS**			**$ 111,445.02**
40	DELTA DENTAL	BILLING-MAY	001-5-430-6150	$ 194.60	
41	LINCOLN NAT'L LIFE INS	BILLING-MAY	001-5-620-6150	$ 220.67	
42	MEDIACOM	RVFD	002-5-150-6332	$ 254.52	
43	US CELLULAR	RVFD	002-5-150-6332	$ 72.45	
44	VERIZON	COLLECTORS	600-5-810-6373	$ 63.54	
45	WELLMARK	BC/BS	001-5-620-6150	$ 3,394.69	
46	WINDSTREAM	WATER INTERNET	600-5-810-6373	$ 161.01	
47	WINDSTREAM	SHOP INTERNET	001-5-210-6371	$ 183.05	
48	**********	**TOTAL PAID BILLS**			**$ 4,544.53**
49	**********	**TOTAL EXPENDITURES**			$ 115,989.55
50					
51	**EXPENDITURES by FUND**				
52	GENERAL FUND	$ 42,263.89			
53	FIRE DEPARTMENT	$ 3,915.52			
54	ROAD USE FUND	$ 2,671.99			
55	CASINO FUND	$ 441.51			
56	DEBT SERVICE	$ -			
57	CAPITAL PROJECTS	$ 31,226.90			
58	WATER FUND	$ 15,578.20			
59	SEWER FUND	$ 12,852.29			
60	GARBAGE	$ 7,039.25			
61	**TOTAL EXPENDITURES**	**$ 115,989.55**			

Becky LaRoche

From: noreply@salesforce.com on behalf of IOWA ABD Licensing Support <elaps@iowaabd.com>
Sent: Thursday, April 21, 2022 2:19 PM
To: Becky LaRoche
Cc: licensingnotification@iowaabd.com
Subject: Application App-159238 Ready for Review

Hello,

Application Number App-159238 has been set to "Submitted to Local Authority" status and is currently ready for your review.

Corp Name: Kum & Go LC

DBA: Kum & Go # 80

License Number: LE0001847

Application Number: App-159238

Tentative Effective Date: 7/1/2022

License Type: Class E Liquor License (LE)

Application Type: Renewal

Amendment Type:

Thank you.

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

To: Riverside Mayor & Council

From: Rusty Rogerson

Re: Closure of Greene Street

I am requesting that the two blocks of Greene Street from Highway 22 North. We have the opportunity to host a Classic Car Show and Shine event.

Date: Sunday July 10, 2022
Time: 9AM - 4pm.

The car show has been an annual event which draws large numbers of people.

I have talked with Andy & Morgan at the coffee shop and they are going to be open and have a lunch menu.

I am also requesting use of the Riverboat Room in case it is really hot day and for access to restrooms

AXIOMCONSULTANTS

CLIENT PROGRESS REPORT

AXIOM PROJECT NO.	DATE
210145	04/27/2022
CLIENT PROJECT NO.	**PAGE**
City of Riverside	Bi-Weekly Report 02

PROJECT NAME
RAILROAD PARK - RIVERSIDE, IOWA

AXIOM REPRESENTATIVE (reported by)
Allison Wagner

CLIENT REPRESENTATIVE (reported to)
City of Riverside

CURRENT PHASE	NEXT PHASE

OTHER

CURRENT ACTIVITIES and SCOPE of WORK

- AAC has poured and saw cut Hickory

- AAC has framed and poured sidewalk along West side of project.

- AAC has framed, poured, and saw cut sidewalk and parking stalls along River St.

- Maxwell has completed all storm installation except missing structures, still waiting on delivery of (3) F.E.S. to complete storm utility installation.

- Maxwell has completed subdrain installation along Hickory

- Traffic and erosion control is in place on site, and site is being well maintained.

SCHEDULE ITEMS

- Playground equipment install

- Playground surfacing

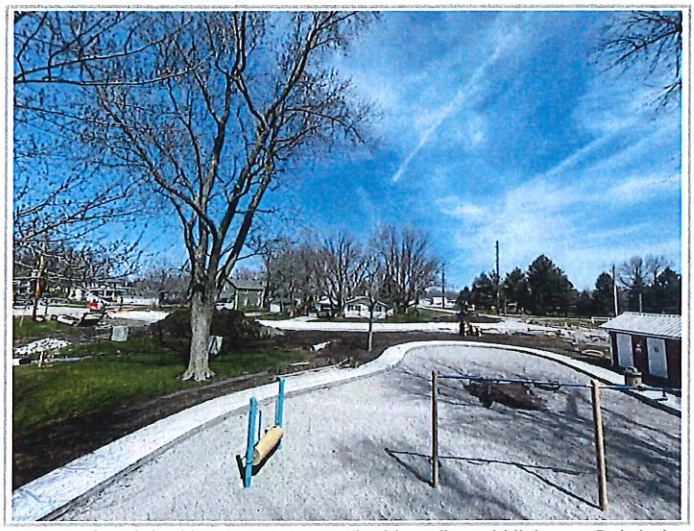
- Sidewalk and parking paving along Hickory

- Maxwell to complete rain garden

AXIOMCONSULTANTS

CLIENT PROGRESS REPORT

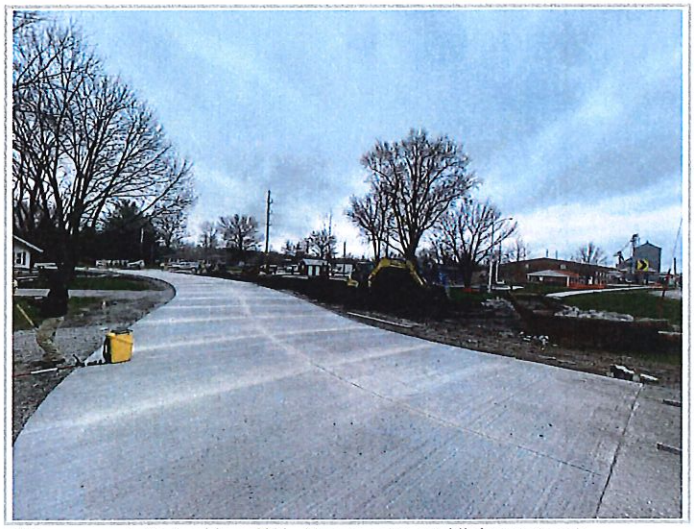
AXIOM PROJECT NO.	DATE
210145	04/27/2022
CLIENT PROJECT NO.	**PAGE**
City of Riverside	Bi-Weekly Report 02



Center of park looking East over park sidewalk and Hickory. Subdrain installed throughout playground area. Park surface has been graded and prepped for the playground surface application



NW corner of site looking over completed sidewalk along 1st Street and West side of project.



NE corner of site looking SW. Newly saw cut Hickory street.



SE corner of site looking West over River Street parking and sidewalk.

PROJECT COORDINATOR or MANAGER SIGNATURE

NOTICE: AXIOM personnel have completed this report to the best of their ability in the most accurate fashion possible at the time and with the information available at the time of its writing. This report serves as a snapshot of design-phase progress and is provided to the Client in order to update them on the general overall status of the design team (and possibly subconsultants) in relation to the contracted scope of work. This report should not serve as official scheduling document in so far as it may contradict the originally contracted work or pertain to adjustments in the overall scope of work. The report is intended as an informational document only - to be used by the client in understanding the current workload and path of the design team.

AXIOMCONSULTANTS

Simple Estimate of Costs

East Street Realignment

Axiom Job Number: 21-0049

April 6th, 2022

Customer:

CITY of RIVERSIDE
Christine Yancey
60 Greene St.
Riverside, IA

Quote/Project Description

City Engineering assistance with realigning the north end of East Street so that it is located within the public R.O.W. and extends to and dead ends at the north end of the East Street R.O.W. Design includes connection of existing driveways with feasible turning movements into such drives.

Description	Units	Count	Rate	Line Total
Field Visit, Supplemental Topo Survey, Base Drawing	HR	8.00	$ 125.00	1,000.00
Plan Development	HR	24.00	$ 118.00	2,832.00
Plan Review & Coordination	HR	4.00	$ 143.00	572.00
Easement Exhibits & Engagement w/ Property Owners	HR	8.00	$ 118.00	944.00
Bidding or Coordination w/ City Crews	HR	4.00	$ 130.00	520.00
Construction Administration	HR	4.00	$ 115.00	460.00

Subtotal	$	6,328.00
Travel		-
Total	**$**	**6,328.00**

Special Notes and Instructions

EXCLUDED FROM BASE CONTRACT ABOVE:

1. Full construction inspection.
2. Material testing.

ASSUMPTIONS

1. Temporary Easements will be obtained from adjacent property owners to construct improvements.
2. Rates are shown as an average between various staff levels.

Above information is not an invoice and only an estimate of services/goods described above.

Acceptance of service quotation will be followed up by a formal contract.

Thanks for the Opportunity to Provide you a Quote

Should you have any enquiries concerning this quote, please contact Brian Boelk on 319.400.1056

60 East Court Street - Unit 3, Iowa City, IA, 52240

Tel: 319.519.6220 Fax: Web: www.axiom-con.com

AXIOMCONSULTANTS

Simple Estimate of Costs

Forensic Investigation and Repair Guidance for Wastewater Plant

Axiom Job Number: 21-0049

April 6th, 2022

Customer:

CITY of RIVERSIDE
Christine Yancey
60 Greene St.
Riverside, IA

Quote/Project Description

City Engineering assistance with forensic investigation of wastewater plant issues in relation to failing structural CMU walls. Prescriptive methods for repair of issues including detailing and assistance with bidding out repair work for public bid of required services.

Description	Units	Count	Rate	Line Total
Field Visit	HR	4.00	$ 135.00	540.00
Plan Review and Analysis	HR	3.00	$ 135.00	405.00
Engagement with Supplier/NCMA	HR	2.00	$ 135.00	270.00
Architect Peer Review	HR	4.00	$ 150.00	600.00
Memo and Plan Details	HR	24.00	$ 135.00	3,240.00
Bidding	HR	16.00	$ 135.00	2,160.00
Construction Administration	HR	12.00	$ 150.00	1,800.00

Subtotal	$	9,015.00
Travel		-
Total	**$**	**9,015.00**

Special Notes and Instructions

EXCLUDED FROM BASE CONTRACT ABOVE:

1. Engineering work beyond CMU walls' issue.
2. Full construction inspection.
3. Material testing.

ASSUMPTIONS

1. Original building plans will be provided.
2. Full access to facility will be provided.

Above information is not an invoice and only an estimate of services/goods described above.

Acceptance of service quotation will be followed up by a formal contract.

Thanks for the Opportunity to Provide you a Quote

Should you have any enquiries concerning this quote, please contact Rob Decker on 319.333.9322

60 East Court Street - Unit 3, Iowa City, IA, 52240

Tel: 319.519.6220 Fax: Web: www.axiom-con.com

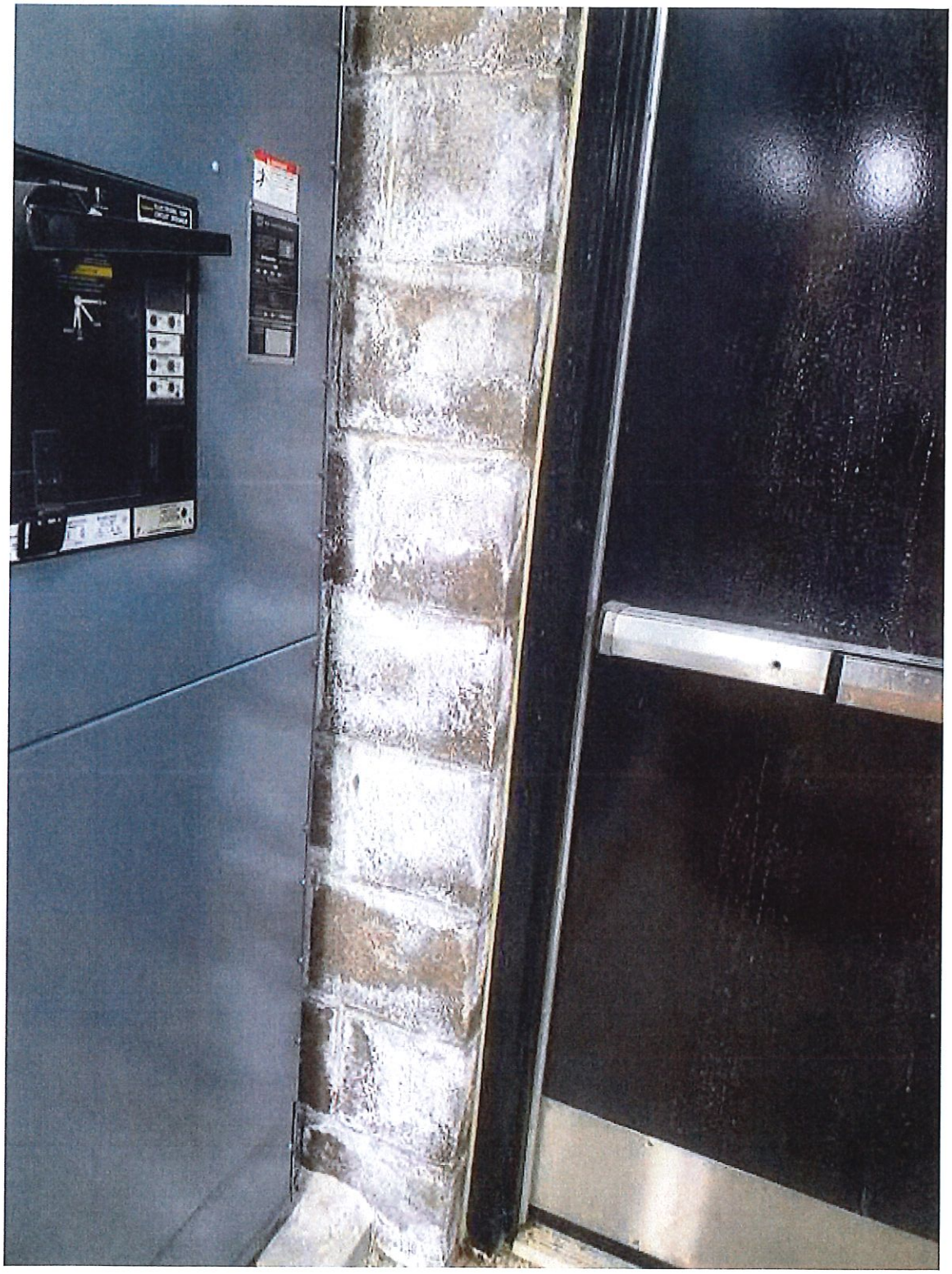
















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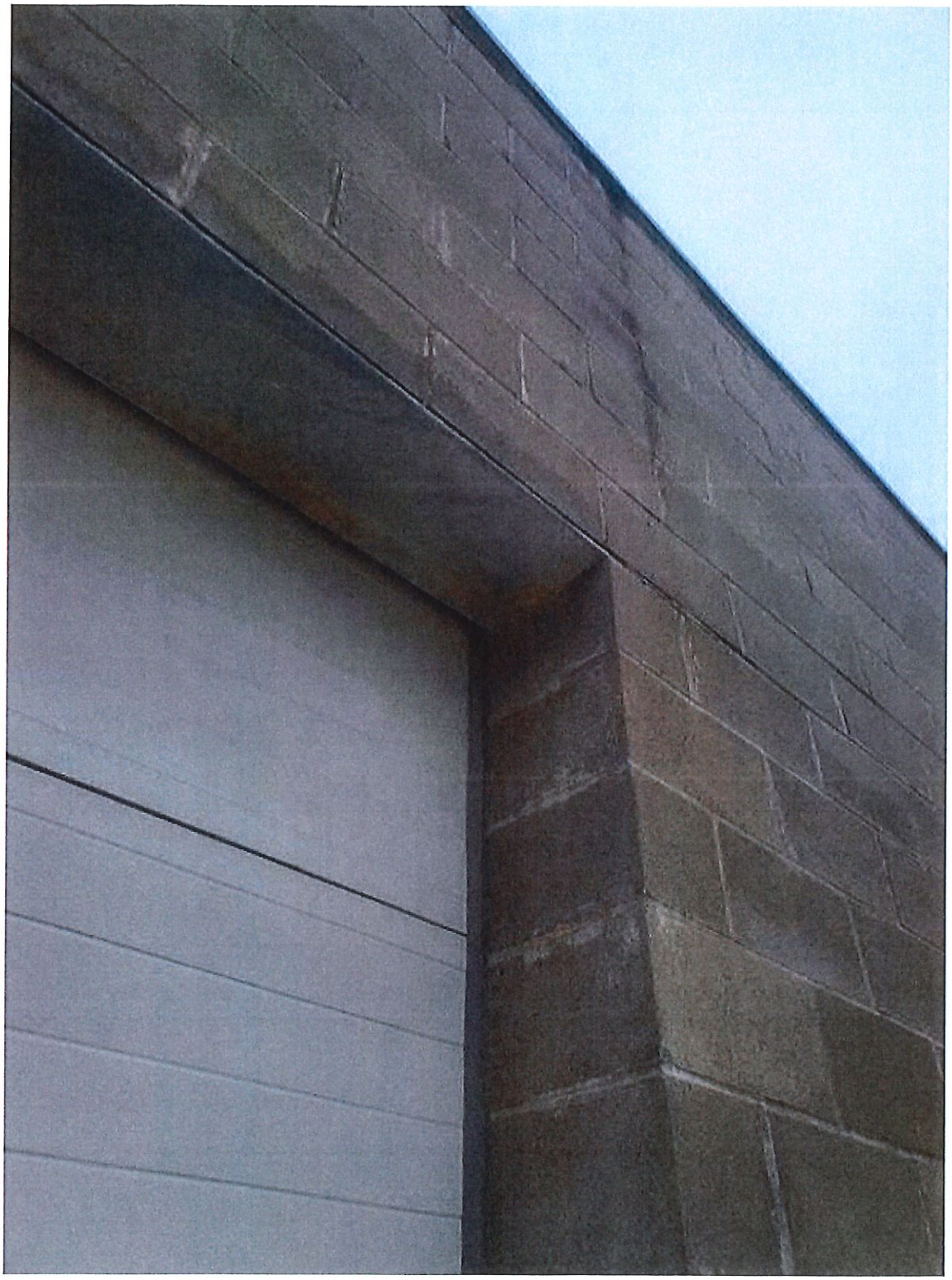


Christine Yancey

From: Brian Boelk <bboelk@axiom-con.com>
Sent: Monday, April 25, 2022 7:21 PM
To: Christine Yancey; Adrianne Bricker; Becky LaRoche
Cc: Dave Schechinger
Subject: RE: [External] Submittal date/time for council packet? Riverside

~~When I touched base with Dave last week he noted the following. Sorry, was going to share with Council that night and then we got sidetracked on other items.~~

As of 4/18/22
V&K has the pipe layout done and modeled and will be discussing with Harn (RO supplier) to confirm elimination of the first set of filters. If that is agreeable to Harn, they need to meet with the interim operator (Ben) to discuss the piping. Once agreed upon we will get review plans to Axiom. V&K is to send the model to Axiom to see the piping layout.

Thanks,



BRIAN BOELK PE, CPESC, CPMSM
Owner - Principal - Civil Services Manager
AXIOMCONSULTANTS
CBJ Best of the Corridor 2019-2021
w: axiom-con.com c: 319-400-1056

From: Christine Yancey <cityadmin@riversideiowa.gov>
Sent: Monday, April 25, 2022 4:39 PM
To: Adrianne Bricker <abricker@axiom-con.com>; Becky LaRoche <cityclerk@riversideiowa.gov>
Cc: Brian Boelk <bboelk@axiom-con.com>; Allison Wagner <awagner@axiom-con.com>; Dave Schechinger <dschechinger@v-k.net>
Subject: RE: [External] Submittal date/time for council packet? Riverside

Sounds good. I have it on the agenda, will just need the amount.

Also, I have it on the agenda for the estimate for the East Street Repair and Extension, the Wastewater Plant Moisture issue, and the Water Plant Piping Repair. I haven't heard much back on the water plant repair, and Ben said there was another break over the weekend.

Christine

From: Adrianne Bricker <abricker@axiom-con.com>
Sent: Monday, April 25, 2022 3:33 PM
To: Becky LaRoche <cityclerk@riversideiowa.gov>
Cc: Brian Boelk <bboelk@axiom-con.com>; Christine Yancey <cityadmin@riversideiowa.gov>; Allison Wagner <awagner@axiom-con.com>
Subject: Re: Submittal date/time for council packet? Riverside

#9

Tree Condition Report for the City of Riverside Iowa

April 24th, 2022

On April 20th, 2022 I received a request from Christine Yancey to inspect a tree at the intersection of East St and Court St. in Riverside. There are concerns if this tree is indeed a hazard and needs to be removed.

On April 23rd I arrived to find two trees, a Hackberry and a Catalpa that had grown up next to each other.

The tree in question is the eastern tree, the Catalpa. The Catalpa has a DBH (diameter breast height) of 36" is approximately 60' tall and has grown through the canopy of the hackberry. While the tree is alive and will be leafing out soon, this is only one facet of a trees overall health. Also to be considered is the structural integrity of a tree of which this one has a major defect.

On the east side of the trunk, from the base extending upwards to 5' +/- is a large cavity (photo 1). One can see that there are actually holes where you can see daylight coming through. It appears a large branch or codominant stem peeled off in the past leaving a large wound that has not compartmentalized at all, and in fact has moved up the stem at least 10' as evidenced by hollow spots in the trunk (photo 2) decayed to the point the tree has now become a hazard. There is very little live trunk tissue on the other sides of the tree to support it and keep it standing. Between 4"-7" in most areas. This exceeds the standard for limits of decay in a tree over 100" in circumference.

It is surprising to me that this tree still stands, I'm assuming there is enough buffering of the prevailing winds from the west by the Hackberry, and just enough solid wood at present to keep it from toppling over. My fear is an easterly wind, especially during the growing season when you have a sail effect from the leaves, that it will go over since there aren't any roots or trunk on the east side. This would cause considerable damage to the healthy Hackberry and possibly damage people or property as well.

My advice is to remove this tree before any of that happens. Pruning isn't an option in this case as there aren't any side branches to prune to and the column decay goes far up into the trunk. This tree will only continue to become more unstable if left.

Please contact me if you have any further questions about this.

Andrew Dahl

International Society of Arboriculture

Certified Arborist/Municipal Specialist

MW-3938MA

Photo 1



Photo 2



RESOLUTION #2022-53

RESOLUTION APPROVING CITY COUNCIL RULES

Whereas, the City of Riverside updated City Council Rules

Therefore, be it resolved the City of Riverside City Council does approve the attached City Council Rules.

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

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 2nd day of May, 2022.

Signed: _____ Date:_____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

RESOLUTION #2022-54

RESOLUTION APPROVING EMPLOYEE JOB DESCRIPTIONS

Whereas, the City of Riverside City updated job descriptions for City Clerk/Treasurer and City Administrator

Therefore, be it resolved the City of Riverside City Council does approve the attached job descriptions.

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

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 2nd day of May, 2022.

Signed: _____ Date:_____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

CITYOF RIVERSIDE

Position: City Clerk/Treasurer

Employee Status: Full-Time, Non-exempt

Supervisor: City Administrator

Job Functions: The City Clerk has the power and duties as provided in Chapter 18 of the City of Riverside Code of Ordinances. The position of City Clerk carries the responsibility for the financial stability of the City, and as such, requires specialized skills to perform tasks.

Job Responsibilities:

1. General accounting for the City.
2. Payroll and tax reporting.
3. Utility billing, (unless a Deputy Clerk/Utility Billing Clerk is employed by the City), then the City Clerk would act as a backup.
4. Attends all City Council meetings to record meetings and prepare minutes for publication as required by law.
5. Records each measure considered by Council and record a statement with each measure where applicable.
6. Publication of all ordinances, enactments, proceedings, and official notices as required by law.
7. Authenticate all measures except motions, certifying time and manner of publication when required.
8. Certify all measures establishing any zoning district, building lines, and plats.
9. Maintain all records as outlined in Iowa Code 372.13. Act as the City's Records Custodian, ensuring compliance with records requests under Chapter 22 of the Code of Iowa and the Iowa Records Retention Manual.
10. Issue, or revoke licenses and permits when authorized by City Code.
11. Perform the duties relating to elections and nominations.
12. Have custody of the City seal.
13. Handles routine correspondence and phone calls to the city.
14. Order or purchase city supplies as needed with purchase order approval of the City Administrator.
15. The Clerk performs the following duties relating to City funds:
    - Custody of funds.
    - Record Receipts
    - Record Disbursements
    - Special Assessments
    - Debts.
16. Monthly reconciliation of all bank accounts.
17. Prepares bi-weekly payroll.
18. First point of contact for walk in and phone (in the absence of a Deputy Clerk).
19. Processes daily mail and distribution.
20. Prepares City Council meeting agenda packets for distribution.
21. Prepares Accounts Payable for Council Approval.
22. Monthly newsletter preparation for distribution with water billing.
23. Other clerical and support duties as assigned by the City Administrator.

24. Process meter readings, utility billing, delinquent penalty and disconnect notices if a Deputy Clerk/Utility Billing Clerk is not employed.
25. Complete and prepare IPERS, FICA/Medicare, and sales tax payments.
26. Process monthly report to county assessor on building permits issued.
27. Complete Annual Financial Report.
28. Complete Outstanding Obligations Report.
29. Complete Road Use Tax Report.
30. Complete TIF Report
31. Work with the City Administrator to prepare and complete budget, filing with County and State.
32. Fiscal year close-out.
33. Process W-2's.
34. Annual Salary Publication
35. Works closely with the general public.

Works Closely with: This position works closely with the City Administrator in performing all aspects of their duties and those that may be assigned periodically. Will also work with the Mayor and City Council, as well as with the Department of Revenue, Department of Transportation, and Washington County Auditor.

Equipment: Computer, phone

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 preferred. 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 20 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.
7. Certifications – Certified Municipal Clerk preferred or be willing to attain state certification.

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.

CITYOF RIVERSIDE

Position: City Administrator

Employee Status: Full-Time, Exempt

Supervisor: Mayor and City Council

Job Functions: The City Administrator is appointed by and serves under the general direction of the Mayor and City Council and is responsible for the overall administrative direction and supervision of all City Employees. The position is responsible for the efficient and effective management of all facets of government under the control and jurisdiction of the City Council. The position also establishes and maintains a governmental organization which will support and promote retail, industrial, and all other economic development. The position will provide for systematic and orderly flow of information to and from the City Council, employees, and citizens of the community.

Job Responsibilities:

1. Draft, implement, coordinate, and administer the policies of the City Council.
2. Prepare agendas for all public meetings in collaboration with the Mayor and attend all City Council meetings.
3. Prepare all resolutions, ordinances, policies, and procedures as approved by the City /Council.
4. Maintain a list of all funding sources available to the City.
5. Receive, review, and recommend to the City Council all alcohol and tobacco permits.
6. Maintain strong working relationships with local law enforcement and other local government officials.
7. Represent the City at functions and meetings.
8. Recommend modifications, additions, and deletions to the Code of Ordinances. Ensure that changes to the Code of Ordinances are handled according to State of Iowa law and federal regulations.
9. Ensure that the duties and responsibilities of the City Clerk are carried out in the Clerk's absence.
10. Oversee the financial management of City Hall and the annual budget.
11. Supervise construction, improvement, repair, maintenance, and management of all City-owned facilities and equipment.
12. Act as the main contact for all entities conducting business with the City. Examples include City Attorney, engineering firms, contractors, vendors, and other outside organizations.
13. Act as Human Resources professional for the City, subject to City Council approval for hiring or firing. The position will provide day-to-day supervision of all City Employees, authorize requested time off by employees, perform annual evaluations, develop short- and long-term goals for employees and recommend pay adjustments, promotions, demotions, and discharges to the City Council. The position is responsible for the recruitment of qualified individuals when vacancies occur.
14. Maintain the City's website and continually review content to ensure the latest information is available to citizens and is easy to find. Maintain the City's presence on social media sites. Manage City signage and other forms of outbound communication.
15. Act as City's main contact for capital project management. Ensure all pre-construction procedures and paperwork are properly completed. Maintain contact with construction superintendents to ensure that projects are on budget and on schedule. Take any change order requests before the City Council for approval.

~~16. Act as the City's Records Custodian, ensuring compliance with records requests under Chapter 22 of the Code of Iowa and the Iowa Records Retention Manual.~~

~~17.~~16. Lead the City Council in goal-setting sessions and assist them in understanding and utilizing the Comprehensive Plan.

~~18.~~17. Actively participate in county economic development organizations and other economic development activities.

~~19.~~18. Promote local businesses and actively participate in the Riverside Area Community Club and other local organizations. Maintain regular contract with local business owners.

~~20.~~19. Direct economic development initiatives to achieve goals and objectives outlined in the Comprehensive Plan.

~~21.~~20. Assist businesses in the application and permitting process and serve as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals established by the City Council.

~~22.~~21. Promote City-owned properties that may be for sale and the orderly development of related projects.

~~23.~~22. Work with developers of commercial and residential land adjacent to and within the City to bring additional tax revenues to the City.

~~24.~~23. Lead and City fundraising campaigns.

~~25.~~24. Prepare grant proposals and applications, contracts, and other necessary documents as required for community development.

~~26.~~25. Work with local organizations in the development of activities and/or festivals to attract visitors to the City.

~~27.~~26. Oversight of youth and adult sports programs.

~~28.~~27. Working with the public on a regular basis.

Works Closely with: The position provides coordination, communications, and cooperation between City employees, City Council, commissions, committees, and is the City's representative working with external stakeholders.

Equipment: Computer, phone

Skills and Qualifications:

1. Education – Four-year Degree in Public Administration or Business Administration or related field preferred but not required.
2. Experience – Five years' experience in public sector management or similar field preferred with an extensive knowledge of management practices and policies with supervisory experience.
3. Knowledge of principles of public finances, short- and long-term budget projections, intergovernmental relations, human resources principles, administration of grants, state and federal laws, and rules and procedure of local government
4. Excellent communication skills and the ability to communicate clearly both verbally and in writing.
5. Ability to read and understand complex materials required.
6. Must be able to establish and maintain cooperative working relationships with a wide variety of organizations and individuals.
7. Working knowledge of municipal zoning and infrastructure requirements for residential and commercial expansion.
8. License/Certifications/Endorsements – Must hold a valid driver's license. Must be bondable.

Approved by Council 11/1/2021 per Resolution #110121-01

9. 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:

The City Administrator agrees to reside within twenty (20) miles of the City of Riverside city limits during her/his employment. Failure to reside within twenty (20) miles of the city limits will be considered a breach of contract under Section 9.

However, a nomination petition must be filed not less than twenty-five days before the date of the special election and, where a primary election may be required, a nomination petition must be filed not less than fifty-three days before the date of the special election.

(2) If there are concurrent vacancies on the council and the remaining council members do not constitute a quorum of the full membership, a special election shall be called by the county commissioner at the earliest practicable date. The remaining council members shall give notice to the county commissioner of the absence of a quorum. If there are no remaining council members, the city clerk shall give notice to the county commissioner of the absence of a council. If the office of city clerk is vacant, the city attorney shall give notice to the county commissioner of the absence of a clerk and a council. Notice of the need for a special election shall be given under this paragraph by the end of the following business day.

3. The council shall appoint a city clerk to maintain city records and perform other duties prescribed by state or city law.

4. Except as otherwise provided by state or city law, the council may appoint city officers and employees, and prescribe their powers, duties, compensation, and terms. The appointment of a city manager must be made on the basis of that individual's qualifications and not on the basis of political affiliation.

5. The council shall determine its own rules and maintain records of its proceedings. City records and documents, or accurate reproductions, shall be kept for at least five years except that:

a. Ordinances, resolutions, council proceedings, records and documents, or accurate reproductions, relating to the issuance of public bonds or obligations shall be kept for at least eleven years following the final maturity of the bonds or obligations. Thereafter, such records, documents, and reproductions may be destroyed, preserving confidentiality as necessary. Records and documents pertaining to the transfer of ownership of bonds shall be kept as provided in section 76.10.

b. Ordinances, resolutions, council proceedings, records and documents, or accurate reproductions, relating to real property transactions shall be maintained permanently.

6. Within fifteen days following a regular or special meeting of the council, the clerk shall cause the minutes of the proceedings of the council, including the total expenditure from each city fund, to be published in a newspaper of general circulation in the city. The publication shall include a list of all claims allowed and a summary of all receipts and shall show the gross amount of the claims. The list of claims allowed shall show the name of the person or firm making the claim, the reason for the claim, and the amount of the claim. If the reason for the claims is the same, two or more claims made by the same vendor, supplier, or claimant may be consolidated if the number of claims consolidated and the total consolidated claim amount are listed in the statement. However, the city shall provide at its office upon request an unconsolidated list of all claims allowed. Matters discussed in closed session pursuant to section 21.3 shall not be published until entered on the public minutes. However, in cities having more than one hundred fifty thousand population, the council shall each month print in pamphlet form a detailed itemized statement of all receipts and disbursements of the city, and a summary of its proceedings during the preceding month, and furnish copies to the city library, the daily newspapers of the city, and to persons who apply at the office of the city clerk, and the pamphlet shall constitute publication as required. Failure by the clerk to make publication is a simple misdemeanor. The provisions of this subsection are applicable in cities in which a newspaper is published, or in cities of two hundred population or over, but in all other cities, posting the statement in three public places in the city which have been permanently designated by ordinance is sufficient compliance with this subsection.

7. By ordinance, the council may divide the city into wards which shall be drawn according to the following standards:

a. All ward boundaries shall follow precinct boundaries.

b. Wards shall be as nearly equal as practicable to the ideal population determined by dividing the number of wards to be established into the population of the city.

c. Wards shall be composed of contiguous territory as compact as practicable.

d. Consideration shall not be given to the addresses of incumbent officeholders, political affiliations of registered voters, previous election results, or demographic information other

RESOLUTION #2022-55

RESOLUTION TO SET THE DATE FOR PUBLIC HEARING FOR AMENDING FY21-22 ANNUAL CITY BUDGET

Whereas, the City of Riverside City Council sets the a date for public hearing for Amending the Fiscal Year 2021-2022 Annual City Budget for May 16TH, 2022 at the regular Council Meeting starting at 6:00 pm at Riverside City Hall.

Therefore, be it resolved the City of Riverside City Council does hereby approve the date of the public hearing and attached budget amendment.

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

ROLL CALL VOTE: Sexton, McGuire, Schneider, Kiene, Mills

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 2nd day of May, 2022.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET
City of RIVERSIDE
Fiscal Year July 1, 2021 - June 30, 2022

The City of RIVERSIDE will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2022

Meeting Date/Time: 5/16/2022 06:00 PM	**Contact:** Becky LaRoche; City CLerk	**Phone:** (319) 648-3501

Meeting Location: Riverside City Hall

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	896,705	0	896,705
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	896,705	0	896,705
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	0	0	0
Other City Taxes	6	677,852	0	677,852
Licenses & Permits	7	7,575	0	7,575
Use of Money & Property	8	151,050	0	151,050
Intergovernmental	9	979,836	0	979,836
Charges for Service	10	975,716	0	975,716
Special Assessments	11	0	6,782	6,782
Miscellaneous	12	500	77,900	78,400
Other Financing Sources	13	0	0	0
Transfers In	14	1,908,835	0	1,908,835
Total Revenues & Other Sources	15	5,598,069	84,682	5,682,751
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	366,493	0	366,493
Public Works	17	199,383	17,586	216,969
Health and Social Services	18	0	0	0
Culture and Recreation	19	215,776	8,583	224,359
Community and Economic Development	20	86,750	1,650	88,400
General Government	21	344,001	34,842	378,843
Debt Service	22	224,900	0	224,900
Capital Projects	23	1,504,248	0	1,504,248
Total Government Activities Expenditures	24	2,941,551	62,661	3,004,212
Business Type/Enterprise	25	884,013	45,440	929,453
Total Gov Activities & Business Expenditures	26	3,825,564	108,101	3,933,665
Tranfers Out	27	1,908,835	0	1,908,835
Total Expenditures/Transfers Out	28	5,734,399	108,101	5,842,500
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-136,330	-23,419	-159,749
Beginning Fund Balance July 1, 2021	30	3,248,898	0	3,248,898
Ending Fund Balance June 30, 2022	31	3,112,568	-23,419	3,089,149

Explanation of Changes: REVENUE; 11=State Grant Funds, 12=American Rescue Funds
EXPENDITURE; Increase cost of Insurance, Utilities, and Building Repairs

RESOLUTION #2022-56

RESOLUTION APPROVING PAY REQUEST #1 FOR ALL AMERICAN CONCTRETE, INC FOR RAILROAD PARK CONSTRUCTION PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, Axiom Consultants, Brian Boelk and it is the opinion of the City Engineering Firm that the City Council accept this pay request #1 in the amount of $242,550.93 for payment of this project.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Pay Request #1 for work done on the Railroad Park Project through 4/20/2022.

It was moved by Councilperson _____ seconded by Councilperson _____ to approve the foregoing resolution.

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 2th day of May, 2022.

Signed: _____ Date_____

Allen Schneider, Mayor

Attest: _____ Date_____

Becky LaRoche, City Clerk

PAYMENT APPLICATION

TO:	City of Riverside 60 Greene St. Riverside, Iowa 52327 Attn:	PROJECT NAME AND LOCATION:	Riverside RR Park Improvements Riverside Railroad Park Improvements 60 Greene St. Riverside, Iowa 52327	APPLICATION # PERIOD THRU: PROJECT #s: DATE OF CONTRACT:	1 04/20/2022 01/31/2022
FROM:	All American Concrete, Inc. 1489 Highway 6 West Liberty, IA. 52776	ARCHITECT:	Axiom Consultants 60 E. Court St. Iowa City, Iowa 52240	Distribution to:	☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR ☐ ☐
FOR:	Riverside Railroad Park Improvements				

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1.	**CONTRACT AMOUNT**		$525,641.45
2.	**SUM OF ALL CHANGE ORDERS**		$0.00
3.	**CURRENT CONTRACT AMOUNT**	(Line 1 +/- 2)	$525,641.45
4.	**TOTAL COMPLETED AND STORED** (Column G on Continuation Page)		$255,316.77
5.	**RETAINAGE:**		
	a. 5.00% of Completed Work (Columns D + E on Continuation Page)	$12,522.85	
	b. 5.00% of Material Stored (Column F on Continuation Page)	$242.99	
	Total Retainage (Line 5a + 5b or Column I on Continuation Page)		$12,765.84
6.	**TOTAL COMPLETED AND STORED LESS RETAINAGE** (Line 4 minus Line 5 Total)		$242,550.93
7.	**LESS PREVIOUS PAYMENT APPLICATIONS**		$0.00
8.	**PAYMENT DUE**		**$242,550.93**
9.	**BALANCE TO COMPLETION** (Line 3 minus Line 6)	$283,090.52	

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	$0.00	$0.00
Total approved this month	$0.00	$0.00
TOTALS	$0.00	$0.00
NET CHANGES	$0.00	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: All American Concrete, Inc.

By: Jodi Dumon Date: 4-20-22

State of: Iowa

County of: Muscatine

Subscribed and sworn to before me this 20th day of April 2022

NOTARIAL SEAL IOWA — NICOLE B POLITO Commission Number 780886 My Commission Expires 10/17/22

Notary Public: Nicole Polito

My Commission Expires: 10/17/22

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT..... $242,550.93

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT

By: Engineer Date: 4/22/2022

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

Quantum Software Solutions, Inc. Document

COUNCIL PACKET

CONTINUATION PAGE

PROJECT: Riverside RR Park Improvements
Riverside Railroad Park Improvements

APPLICATION #: 1
DATE OF APPLICATION: 04/20/2022
PERIOD THRU: 04/20/2022
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT QTY / $ AMT	COMPLETED WORK: AMOUNT PREVIOUS PERIODS	COMPLETED WORK: AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
1	Mobilization $18,000.00 PER LS	$18,000.00 1.00	$0.00 0.00	$18,000.00 1.00	$0.00 0.00	$18,000.00 1.00	100%	$0.00 0.00	
2	Clearing & Grubbing $0.00 PER	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00		$0.00 0.00	
3	Pavement Removal $8.50 PER SY	$12,155.00 1,430.00	$0.00 0.00	$12,172.00 1,432.00	$0.00 0.00	$12,172.00 1,432.00	100%	($17.00) -2.00	
4	Play Sand Removal $9.00 PER Ton	$5,175.00 575.00	$0.00 0.00	$5,175.00 575.00	$0.00 0.00	$5,175.00 575.00	100%	$0.00 0.00	
5	Relocate Birdhouse & 2 Benches $1,400.00 PER LS	$1,400.00 1.00	$0.00 0.00	$700.00 0.50	$0.00 0.00	$700.00 0.50	50%	$700.00 0.50	
6	Topsoil-Strip,Stockpile,Respread $34.00 PER CY	$13,294.00 391.00	$0.00 0.00	$9,860.00 290.00	$0.00 0.00	$9,860.00 290.00	74%	$3,434.00 101.00	
7	Earthwork $20.40 PER CY	$26,520.00 1,300.00	$0.00 0.00	$18,360.00 900.00	$0.00 0.00	$18,360.00 900.00	69%	$8,160.00 400.00	
8	Rain Garden Soil Mix $100.00 PER CY	$12,200.00 122.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$12,200.00 122.00	
9	Storm Sewer, 18" RCP $80.00 PER LF	$3,200.00 40.00	$0.00 0.00	$3,200.00 40.00	$0.00 0.00	$3,200.00 40.00	100%	$0.00 0.00	
10	Storm Sewer, 12" RCP $57.00 PER LF	$13,338.00 234.00	$0.00 0.00	$11,400.00 200.00	$0.00 0.00	$11,400.00 200.00	85%	$1,938.00 34.00	
11	Storm Sewer, 12" CMP $75.00 PER LF	$2,850.00 38.00	$0.00 0.00	$2,850.00 38.00	$0.00 0.00	$2,850.00 38.00	100%	$0.00 0.00	
12	Storm Sewer, 8" HDPE $46.00 PER LF	$1,288.00 28.00	$0.00 0.00	$1,288.00 28.00	$0.00 0.00	$1,288.00 28.00	100%	$0.00 0.00	
13	Storm Sewer, 3" X 14" Arch Pipe $118.00 PER LF	$17,464.00 148.00	$0.00 0.00	$15,340.00 130.00	$0.00 0.00	$15,340.00 130.00	88%	$2,124.00 18.00	
14	Subdrain, 4" (Playground Surface) $21.00 PER LF	$6,720.00 320.00	$0.00 0.00	$10,773.00 513.00	$0.00 0.00	$10,773.00 513.00	160%	($4,053.00) -193.00	
15	Subdrain, 6" (Roadway) $21.00 PER LF	$10,773.00 513.00	$0.00 0.00	$6,720.00 320.00	$0.00 0.00	$6,720.00 320.00	62%	$4,053.00 193.00	
16	Storm Intakes, SW-501 $4,000.00 PER Each	$8,000.00 2.00	$0.00 0.00	$8,000.00 2.00	$0.00 0.00	$8,000.00 2.00	100%	$0.00 0.00	
	SUB-TOTALS	$152,377.00	$0.00	$123,838.00	$0.00	$123,838.00	81%	$28,539.00	

CONTINUATION PAGE

PROJECT: Riverside RR Park Improvements
Riverside Railroad Park Improvements

APPLICATION #: 1
DATE OF APPLICATION: 04/20/2022
PERIOD THRU: 04/20/2022
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT QTY / $ AMT	COMPLETED WORK: AMOUNT PREVIOUS PERIODS	COMPLETED WORK: AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
17	Storm Intakes, SW-512 $1,700.00 PER Each	$3,400.00 2.00	$0.00 0.00	$1,700.00 1.00	$0.00 0.00	$1,700.00 1.00	50%	$1,700.00 1.00	
18	Storm Intakes, SW-505 w/Type Q $6,000.00 PER Each	$6,000.00 1.00	$0.00 0.00	$4,500.00 0.75	$0.00 0.00	$4,500.00 0.75	75%	$1,500.00 0.25	
19	Storm Structures, 18" FES $1,800.00 PER Each	$7,200.00 4.00	$0.00 0.00	$1,800.00 1.00	$0.00 0.00	$1,800.00 1.00	25%	$5,400.00 3.00	
20	Storm Structures, 12" FES $1,500.00 PER Each	$3,000.00 2.00	$0.00 0.00	$3,000.00 2.00	$0.00 0.00	$3,000.00 2.00	100%	$0.00 0.00	
21	Storm Structures, 8" FES $750.00 PER Each	$1,500.00 2.00	$0.00 0.00	$1,500.00 2.00	$0.00 0.00	$1,500.00 2.00	100%	$0.00 0.00	
22	Rip Rap, Class E $72.00 PER Ton	$5,760.00 80.00	$0.00 0.00	$5,760.00 80.00	$0.00 0.00	$5,760.00 80.00	100%	$0.00 0.00	
23	Water Valve Adjustments $500.00 PER LS	$500.00 1.00	$0.00 0.00	$500.00 1.00	$0.00 0.00	$500.00 1.00	100%	$0.00 0.00	
24	Dbl. Reinforced Pavement 7" $105.00 PER SY	$12,390.00 118.00	$0.00 0.00	$12,390.00 118.00	$0.00 0.00	$12,390.00 118.00	100%	$0.00 0.00	
25	Paving, 7" PCC-S Hickory St. $43.55 PER SY	$28,002.65 643.00	$0.00 0.00	$28,002.65 643.00	$0.00 0.00	$28,002.65 643.00	100%	$0.00 0.00	
26	Paving, 6" PCC-Parking $36.40 PER SY	$40,658.80 1,117.00	$0.00 0.00	$28,064.40 771.00	$0.00 0.00	$28,064.40 771.00	69%	$12,594.40 346.00	
27	Modified Subbase, 4" & 6" $21.50 PER Ton	$17,350.50 807.00	$0.00 0.00	$4,859.86 226.04	$4,859.86 226.04	$9,719.72 452.08	56%	$7,630.78 354.92	
28	Paving, 4" PCC-SW incl. Ramps & $49.00 PER SY	$53,165.00 1,085.00	$0.00 0.00	$26,705.00 545.00	$0.00 0.00	$26,705.00 545.00	50%	$26,460.00 540.00	
29	Driveways, Gravel $30.00 PER Ton	$600.00 20.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$600.00 20.00	
30	Pavement Markings $1,500.00 PER LS	$1,500.00 1.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$1,500.00 1.00	
31	Playground Surfacing $18.00 PER SF	$159,408.00 8,856.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$159,408.00 8,856.00	
32	Playground Equip. Installation $1,500.00 PER Each	$3,000.00 2.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$3,000.00 2.00	
	SUB-TOTALS	$495,811.95	$0.00	$242,619.91	$4,859.86	$247,479.77	50%	$248,332.18	

CONTINUATION PAGE

PROJECT: Riverside RR Park Improvements
Riverside Railroad Park Improvements

APPLICATION #: 1
DATE OF APPLICATION: 04/20/2022
PERIOD THRU: 04/20/2022
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT QTY / $ AMT	COMPLETED WORK: AMOUNT PREVIOUS PERIODS	COMPLETED WORK: AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
33	Seeding & Mulch-Temporary $2,900.00 PER Acre	$2,175.00 0.75	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$2,175.00 0.75	
34	Perm. Native Seeding & Mulch $5.00 PER SY	$1,000.00 200.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$1,000.00 200.00	
35	Sod-Permanent $425.00 PER SQ	$1,062.50 2.50	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$1,062.50 2.50	
36	Signage $420.00 PER Each	$2,520.00 6.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$2,520.00 6.00	
37	Traffic Control $3,000.00 PER LS	$3,000.00 1.00	$0.00 0.00	$750.00 0.25	$0.00 0.00	$750.00 0.25	25%	$2,250.00 0.75	
38	Erosion Control Measures $6,300.00 PER LS	$6,300.00 1.00	$0.00 0.00	$1,575.00 0.25	$0.00 0.00	$1,575.00 0.25	25%	$4,725.00 0.75	
39	Trees, Relocate $0.00 PER	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00		$0.00 0.00	
40	Rip Rap, 3"-6" Erosion Stone $60.00 PER Ton	$3,780.00 63.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$3,780.00 63.00	
41	Seeding & Mulch, Perm. Type 1 $5,600.00 PER Acre	$4,480.00 0.80	$0.00 0.00	$0.00 0.00	$0.00 0.00	$0.00 0.00	0%	$4,480.00 0.80	
42	Storm Sewer Removal, 12" CMP $16.00 PER LF	$2,112.00 132.00	$0.00 0.00	$2,112.00 132.00	$0.00 0.00	$2,112.00 132.00	100%	$0.00 0.00	
43	Water Fountain & Yard Hyd. Rmvl $800.00 PER LS	$800.00 1.00	$0.00 0.00	$800.00 1.00	$0.00 0.00	$800.00 1.00	100%	$0.00 0.00	
44	Connect to Exist. St. Swr. Struct. $500.00 PER Each	$1,000.00 2.00	$0.00 0.00	$1,000.00 2.00	$0.00 0.00	$1,000.00 2.00	100%	$0.00 0.00	
45	Subdrain, Cleanouts $800.00 PER Each	$1,600.00 2.00	$0.00 0.00	$1,600.00 2.00	$0.00 0.00	$1,600.00 2.00	100%	$0.00 0.00	
	TOTALS	$525,641.45	$0.00	$250,456.91	$4,859.86	$255,316.77	49%	$270,324.68	

Quantum Software Solutions, Inc. Document

COUNCIL PACKET

RESOLUTION #2022-57

RESOLUTION APPROVING SHARP COPIER LEASE WITH ACCESS SYSTEMS

Whereas, the City of Riverside City will enter into an 60 month agreement to lease a Sharp MX-5071 Workgroup Document System from Access Systems,

Therefore, be it resolved the City of Riverside City Council does hereby agree to enter into the attached lease agreement with Access Systems.

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

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

Ayes:

Nays:

Absents:

Passed and approved by the City Council of Riverside, Iowa on this 2nd day of May, 2022.

Signed: _____ Date:_____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

5/2/2022 Council Meeting

Public Works-Mixed up leaf pile, added water for composting
- -Cleaned Bathrooms in Parks-daily
- -Empty trash around town, trail
- -Helping with locates
- -Met with Axion on Railroad Project-weekly
- -Resetting sign
- -Put up volleyball nets
- -Hole repair on Washburn Street
- -Meeting with All American on locations to take dirt
- -Helped with sand removal to shop
- -Organize ten spin parts for installation
- -Meeting with All American on saving trees in Railroad Park
- -Helped dig up plants by birthplace to move to detention basin on Galileo
- -Lined up spring park spraying and fertilizing
- -Cleaned snow plows and put away for winter
- -Picked up snow route sign on 2nd Street-knocker over
- -Mowed large ballfield at Hall Park
- -Skid loader prep for spring and summer use
- -Reviewed vandalism at Veteran's Park, pictures for Sheriff's Dept
- -Met with All American on placement of benches in Railroad Park
- -Phone meeting with Precision Electric on banner installation
- -Meeting with resident on mud washing on sidewalk and in yard

City Administrator-Monday employee meetings
- -Payroll
- -A/P
- -Agenda Prep
- -Answering phones
- -Emails
- -Agenda and packet to website
- -Resident questions on 3rd Street Project
- -Board of Adjustment meeting
- -Review for budget amendment
- -Weekly employee meeting
- -Weekly meeting with Mayor
- -E-mails to arborist on Jones tree diagnosis
- -Resident payments, phone calls

City Clerk-Payroll
- -Water billing
- -Receipting
- -Late Notices

-Newsletter printing/folding
-Door hangers
-Water shut offs
-Public hearing notices to paper
-Employment ad in newspaper

Goals-

Website updates-Text-currently 63.

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

Nuisance Properties-waiting to see results of council decision

Downtown Building Inspection Process-Possible 28E with Kalona

Code updates-3 ordinances changes to P&Z for review, others with agenda for review

Completed Railroad Park and 3rd Street Design-

- Railroad Park-Nearing Completion
- 3rd Street-Scheduled to start 5/9/2022

#11 a.

CITY OF RIVERSIDE
BOARD OF ADJUSTMENT
THURSDAY, APRIL 21, 2022, 6:00 p.m.

Chair Mike Schneider called the meeting to order at 6:02 p.m. Roll call: Kathy Lindhorst, LinMarie Eden, Mike Schneider present, Denny Bush absent, one position vacant.

Motion made by Lindhorst, second by Eden to open public hearing on the variance request from Chad Freeman on the property located at 71 S Washington, Riverside, Iowa. Roll call. All yes. Motion carried 3-0. Hearing opened at 6:04 p.m. Freeman explained his intent to remove the existing house on the lot that is beyond repair, and replace it with a two-story duplex, with a one stall garage per unit with an additional two spaces for off-street parking per unit. The combined width of the two new units will be thirty-two, with a thirty-foot front yard setback, ten-foot side yard setbacks, and a large back yard. The proposed project meets all the requirements in an R-2 district except for the width of the lot, which is seventy-five feet, and eighty feet is required for a two-story two-unit structure. Neighborhood residents in attendance expressed their concern over the height of the new construction, the change of the character of the property, concern over increased parking and traffic, and a preference for a single-family home versus a duplex unit. Freeman explained that the new structure will only be approximately two feet taller than the existing home on the lot.

As there were no new public comments, motion made by Eden, second by Lindhorst to close public hearing. Roll call. Motion carried 3-0. Public hearing closed at 6:40 p.m.

Motion made by Eden, second by Lindhorst to approve the variance request. Roll call. Motion carried 3-0 to approve the variance request.

Motion made by Eden, second by Lindhorst to adjourn the meeting. Motion carried 3-0. Meeting adjourned at 6:46 p.m.

CITY OF RIVERSIDE
BOARD OF ADJUSTMENT AGENDA
RIVERBOAT ROOM
60 N GREENE STREET
THURSDAY, APRIL 21, 2022 6:00 p.m.

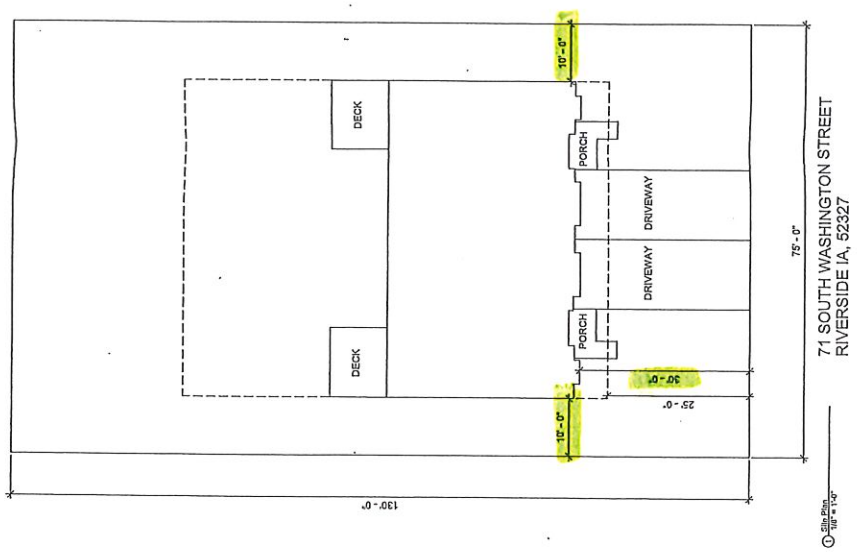
1. Call to Order
2. Roll Call
3. Public Hearing for Review of 71 S Washington (Chad Freeman) Variance Request
4. Motion on variance request
5. Adjourn

JD'S DRAFTING & DESIGN

BUILDING CONTACT
CHAD FREEMAN
319-361-0361

REVISION DATE:
2-18-22
2-22-22

FREEMAN CONSTRUCTION
71 S. WASHING ST.
SITE & EROSION
01



J. Family group homes.
K. Libraries.
L. Licensed and registered day care centers.
M. Public and private recreational facilities.

5. **Bulk Regulations.** The following requirements shall provide for light and air around permitted residential uses and buildings in all "R" Districts:

	Minimum Lot Area (square feet)	Minimum lot width and depth (feet)*	Minimum front yard (feet)	Minimum side yard (feet)	Minimum rear yard (feet)	Maximum height
R-1	9,600	80 (width) 100 (depth)	25	8**	25	2 ½ stories or 37.5 feet
R-2	8,400 (single-family)	70 (width) 100 (depth)	25	7 (one story)*** 10 (two story)***	25	2 ½ stories or 37.5 feet
	9,600 (two-family) 75 130 9,750	80 (width) 100 (depth)	25 30'	7 (one story)*** 10 (two story)***	25	
R-3	7,200 (single-family)	60 (width) 100 (depth)	25	8 (one story)** 10 (two story)** 12 (three stories)**	25	3 stories or 45 feet
	8,400 (two-family)	80 (width) 100 (depth)	25	8 (one story)** 10 (two story)** 12 (three story)**	25	
	6,000 (multi-family) Add 1,500 sq. ft. for each dwelling unit after three.	50 (width) 100 (depth)	25	8 (one story)** 10 (two story)** 12 (three story)**	30	45 feet
Other uses	15,000	80 (width) 125 (depth)	40	30	40	45 feet
Accessory uses	N/A	N/A	N/A	5	5****	2 ½ stories or 37.5 feet

* Must still meet required sq. ft. lot area.
** Corner lots 15 feet
*** Corner lots 20 feet
**** Unless abutting an alley, then it may be one (1) foot from the lot line

Any lot adjacent to State Highway 22, in any way, shall be required to have a twenty (20) foot setback in addition to the minimum yard requirements stated herein.

-code
-actual lot size & setbacks of proposed construction

Further, townhomes, condominiums, duplexes, cooperative or any other forms of zero-lot line structures which utilize shared walls as part of the structure shall be exempt from the minimum side yard bulk regulations as to their attached or semi-detached components provided all of the following conditions are met:

COUNCIL PACKET

#11 B.

Released by TINA THOMAS on Apr 26, 2022 **Released**

STUMPF CONSTRUCTION SERVICES INC
PO BOX 130
RIVERSIDE, IA 52327
www.stumpfconstructionia.com

BASEMENT MD
MOISTURE DAMAGE SPECIALIST



PO Box 130 • Riverside, IA 52327 • Phone: 319-648-3602 • Fax: 319-648-2902

RIVERSIDE CITY OF
Phone: 319-648-3501

Job Address:
60 N GREENE ST PO BOX 188
RIVERSIDE, IA 52327-0188

Print Date: 4-26-2022

Proposal for 60 N Greene Street, Riverside

Thank you for contacting Stumpf Construction Services Inc. for your project. We specialize in structural, water drainage and general construction problems and solutions.

I am including some basic information regarding our projects. Our Estimates and Invoices will not be itemized for Labor, Material or Equipment.

Any alterations or deviations from the proposed estimate that are requested and approved by the Owner which involves extra costs will be executed as additional work and shall be charged as such, over and above the original estimate.

Our employees are fully covered by Workman's Compensation Insurance. Our terms are Net 30 days from the date of the invoice, unless otherwise stated or agreed upon.

Please review your name, address and phone number to verify they are correct. If you have additional phone numbers you would like us to use please provide them.

If you would like us to do any of the work outlined in the estimate then you may approve the link in your email or mail us a signed copy. If you want to select just specific line items you would like completed then please note those number(s) in the comment section of your signed approval. If you have any questions please call 319-648-3602 or email tina@stumpfconstructionia.com and we would be happy to help you.

ESTIMATE(S) FOR THE FOLLOWING WORK;

Based on our experience (since 1976) we have found that it's important to get and keep water runoff away from your foundation to reduce water leakage and minimize the pressure and push that wet, heavy soil puts on the

foundation walls. This often leads to cracking and bowing of the walls which leads to have them structurally anchored or replaced. It is very important to have good gutters and clean them several times during the year. If the grade work is completed and you still get water in your basement, the next step more than likely would be an inside or outside drainage tile system installed below the floor level. The grade work would minimize the hydrostatic pressure on the walls and the amount of water this system would have to pump out.

Items	**Price**
Estimate	
	$4,325.00
1. Install tan colored Fiberglass reinforced sheeting over the plywood along the bottom of the exterior of the building on the north, west and south sides of the buildin... This will protect the plywood from decay and be a low maintenance option.	
	$3,680.00
2. The soil has settled along the north, west and south sides of the building and water can not drain away from the foundation properly. Haul in and place soil mixed with bentonite in these areas to gain positive slope. The City will need to notify and get permission from the neighbor on the west to be on their property to do this work. Test buried downspouts to make sure they are working properly. Plants will need to be moved by others before we start if you want to save them.	
	$3,415.00
3. Option- Lay 8 mill poly out 4' from the building and cover with river rock on the north, west and south sides of the building. This will add another layer of protection to keep water from soaking down along the foundation during blowing rains and when the gutters run over.	

Total Price: $11,420.00

Any time involved locating, moving or lowering utilities there may be an additional charge of $ 85.00 an hour. Until we begin the project, we don't know the depth or absolute directions of the lines. We are not responsible for any previous installation of any utility lines, underground dog fences or irrigation lines.

Any time involved moving plants and / or flowers will be at an additional cost.

We are not responsible for any damage to concrete driveways, sidewalks etc. during the time we are working on your project.

This estimate is based on my visual observation, the cost could change due to any unforeseen circumstances. It may be withdrawn by us if not accepted within 30 days. Once you accept this estimate there is a non-refundable deposit of $310.00 due upon signing of which $300.00 will be applied against your final invoice. We will invoice you the $310.00 upon receiving your signed estimate. On some projects an additional material deposit may also be required. Also depending on the project a fuel surcharge may be applied.

Due to our increased volume of calls and estimates already accepted, our current projects are scheduled out for approximately 90 days, depending on the type of project and weather permitting.

Important Note: Due to the severe fluctuations in the materials market your invoice may reflect a price difference which is out of our control.

We accept Visa, Master and Discover Cards which are subject to a 3% Convenience fee.

Submitted by: Chad Stumpf, Vice President

I confirm that my action here represents my electronic signature and is binding.

Signature: _____

Date: _____

Print Name: _____

FY1 Option Build Inspector

Proposed Employee Package
Dave Tornow – Building Inspector (Kalona / Riverside)

Hours:

8:00 – 4:30 Monday – Friday (30-minute lunch)

Pay Practices:

The city pays its employees twenty-six times in a calendar year. The established pay period is bi-weekly, which is direct deposited every other Friday.

Compensatory Time:

In the event a full-time city employee is required to work overtime (more than 40 hours) the employee will be granted compensatory time off of work, at a rate of one and one-half hours of each hour of overtime worked.

Benefits:

Would not ask for health / dental

Vacation:

3 weeks from start of employment
4 weeks after 5 years of service
After 2 month of employment 2 "personal days"

Holiday:

9 holidays'
1 "floating holiday"

Sick:

Sick time is accrued at a rate of 8 hours per month (96 hrs. per year) with a max of 720 hours.

Salary	$	63,000.00
IPERS	$	5,947.20
FED/FICA	$	4,819.50
Estimated Salary	**$**	**73,766.70**

Start

50% Kalona	$	36,883.35
50% Riverside	$	36,883.35

Start

60% Kalona	$	44,260.02
40% Riverside	$	29,506.68

Building Inspections
Code Compliance Review
Rental Inspections (NEW)
Nuisance Abatement
GIS Mapping
Assist with City Owned Facility Maintenance Plans
Student Build Housing Project (MP/Durant/Highland)

70% $ 51,636.69 Kalona
30% $ 22,130.01 Riverside

11e.

Christine Yancey

From: Chris Nelson <CN@gbkco.com>
Sent: Thursday, April 21, 2022 10:54 AM
To: Christine Yancey
Cc: Evan Schuler
Subject: RE: riverside

Hi Christine,

The cost for an examination would be similar to last year, I would estimate $3,780 plus expenses estimated at $650 (actual expenses last year were $475.30). I would estimate the cost of an audit to be $8,900 plus expenses estimated at $1,200. If it is determined that the City has spent more than $750,000 of federal awards, the cost of the required compliance testing would be in addition to the estimated audit fee.

Please let us know if you have any questions.

Thank you,

Chris
Chris Nelson, CPA
Gronewold, Bell, Kyhnn & Co., P.C.
1910 East 7th Street, P.O. Box 369
Atlantic, IA 50022
Phone: 712-243-1800
Fax: 712-243-1265

From: Evan Schuler <ESchuler@gbkco.com>
Sent: Thursday, April 21, 2022 10:01 AM
To: Chris Nelson <CN@gbkco.com>
Subject: FW: riverside

Email from Riverside City clerk regarding cost for a full audit versus examination.

From: Christine Yancey <cityadmin@riversideiowa.gov>
Sent: Thursday, April 21, 2022 10:00 AM
To: Evan Schuler <ESchuler@gbkco.com>
Subject: FW: riverside

Hi Evan,

Thank you for your quick response. The city has not received or spent $750,000 in federal grant money, so an examination would still be required. However, the city may be looking at bonding for a 3rd Street project, and in the future for a community center, and after talking with Maggie from Speer she indicated the city could receive a more favorable rate if there has been an audit.

#11 g.

The Riverside Planning and Zoning Commission met on Tuesday, April 26, 2022, at 6:00 p.m. in the Riverboat Room of City Hall with the following members present: Kris Westfall, Denise Reschly, Phil Richman, and Bob Yoder. Bob Schneider, Rob Weber, and Doug Havel were absent. City Administrator Christine Yancey and Council Member Tom Sexton were also present.

Chair Kris Westfall called the meeting to order at 6:00 p.m., followed by roll call of those present.

Motion made by Bob Yoder, second by Phil Richman to approve agenda. Motion carried 4-0.

Motion made by Yoder, second by Denise Reschly to approve minutes of January 25, 2022. Motion carried 4-0.

Yancey explained the request from City Council member Lois Schneider to have the Commission review the option of not having living quarters in this district, which had previously been allowed by city council to have quarters for a night watchman because of the equipment that is stored outside. Reschly commented on the equipment as well. Sexton concurred that the living quarters was to be a temporary situation in the M-1 district until camera equipment could be installed. Commission members had a discussion over the pros and cons of having the living quarters and asked if there had been any issues with the living quarters present. Yancey commented the only concern was the fifth wheel camper parked beside the building and being used as living quarters. Motion made by Richman, second by Yoder to recommend approval of the changes to the M-1 District to the city council. Motion carried 4-0.

Commission members reviewed this with the previous discussion on the M-1 District. Motion made by Richman, second by Yoder to recommend approval of the changes to the M-2 District to the city council. Motion carried 4-0.

Commission reviewed the notes from the September 28, 2021, minutes for the wording for fences. Motion made by Richman, second by Yoder to recommend approval of the changes to 165.21 fences to the city council. Motion carried 4-0

Motion made by Phil Richman, second by Bob Yoder to adjourn meeting. Motion carried 4-0. Meeting adjourned at 6:23 p.m.

_____

Kris Westfall, Planning & Zoning Commission Chair

_____

Christine Yancey, City Administrator

CITY OF RIVERSIDE

PLANNING AND ZONING COMMISSION MEETING

RIVERBOAT ROOM-CITY HALL

60 N GREENE ST

Tuesday, April 26, 2022, at 6:00 pm

1. Call meeting to order
2. Roll Call
3. Approval of the agenda
4. Approval of January 25, 2022, Minutes
5. Review of Proposed Changes to Chapter 165, Zoning Regulations, Section 165.11.a M-1
6. Review of Proposed Changes to Chapter165, Zoning Regulations, Section 165.11.b M-2
7. Review of Proposed Changes to Chapter 165.21, Supplementary District Regulations, Fences
8. Adjourn meeting

The Riverside Planning and Zoning Commission met on Tuesday, January 25, 2022, at 6:00 p.m. in the Riverboat Room of City Hall with the following members present: Robert Schneider, Kris Westfall, Denise Reschly, Rob Weber, and Bob Yoder. Doug Havel was absent. As former chair Kevin Kiene had resigned due to being elected to City Council, City Administrator called the meeting to order at 6:10 p.m. and requested roll call.

Motion made by Bob Yoder, second by Kris Westfall to approve agenda. Motion carried 5-0.

Motion made by Bob Schneider, second by Bob Yoder to approve minutes of September 28, 2021. Motion carried 5-0.

After discussion, motion made by Bob Schneider, second by Bob Yoder to appoint Kris Westfall as Committee Chair. Motion carried 5-0.

Motion made by Bob Schneider, second by Bob Yoder to appoint Doug Havel as Vice Chair. Motion carried 5-0.

Commission reviewed Stumpf Plat of Survey for Auditor Parcel K in the two-mile radius of city limits. Brian Boelk of Axiom presented his requested changes to the plat and answered questions of commission members regarding access road to the lot located in the county through a lot in the city limits, vacating of the west end of 114th Street and possible future liability of the city to put a road in place if the land in the city limits is developed in the future. Tony Frederick of Hart-Frederick, acting on behalf of Stumpf Plat of Survey commented the county was requesting two access points, which was further addressed by Bob Schneider that Bob did not think the county required two accesses. Frederick stated that the preferred access to the lot was through the Stumpf property and not through Quail Court and a short access through Lot 8. Axiom also requested wording changes and comments that will need to be addressed in the plat prior to going to council for approval. Motion made by Bob Schneider, second by Bob Yoder to recommend approval to council of Stumpf Plat of Survey Auditor Parcel K provided wording is added to the recorded plat that the approval is based on the future developer would be responsible for any public improvements to the area. Once developed the recorded easement would go away and all improvements would be at the developer expense. Motion carried 5-0.

Motion made by Bob Yoder, second by Bob Schneider to adjourn meeting. Motion carried 5-0. Meeting adjourned at 6:45 p.m.

_____

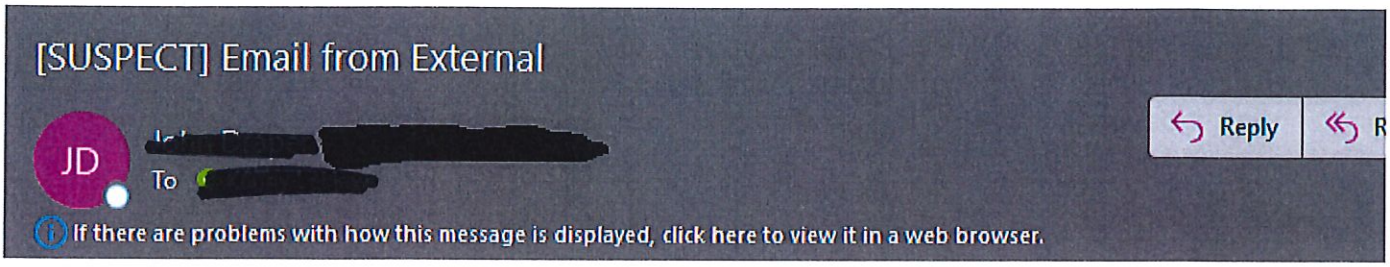
Kris Westfall, Planning & Zoning Commission Chair

_____

Christine Yancey, City Administrator

Christine Yancey

From: Colton Otto <colton@iowasolutions.com>
Sent: Friday, April 22, 2022 4:30 PM
To: Christine Yancey
Subject: RE: Allen, Christine This is the second email I have received like this today. Is there anything we can do to block them. Kevin Kiene



IOWA SOLUTIONS
Cedar Rapids · Des Moines · Quad Cities
Colton Otto
1045 Sherman Rd
Hiawatha, IA 52233
Main: 319-378-3778
Direct: 319-734-5113
Email: colton@iowasolutions.com
Big Enough to Deliver, Small Enough to Care

From: Christine Yancey <cityadmin@riversideiowa.gov>
Sent: Friday, April 22, 2022 9:48 AM
To: Colton Otto <colton@iowasolutions.com>
Subject: FW: Allen, Christine This is the second email I have received like this today. Is there anything we can do to block them. Kevin Kiene

See email below on spam emails going out to the city council and the request from the mayor.

Thanks,