

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

REGULAR MEETING
Monday, November 7, 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. Roll Call
3. Approval of Agenda
4. Consent agenda
 - a. Minutes from 10-17-2022
 - b. Expenditures for 11-7-2022
5. **Public forum:** 3 minutes per person. See guidelines for public comments at the Clerk's table.
6. Fire Department Report
7. Axiom Project Updates
 - a. 3rd Street Project Update (6)
 - b. Wastewater Plant Update
 - c. Water Plant Update
 - d. Railroad Park Update
 - e. County Line Estates
 - f. Sewer service line repair St. Mary's Street
8. Resolutions-Next resolution #107
 - a. Consider Resolution to Approve Public Improvements to Northern Heights, Detention Basin (8)
 - b. Consider Resolution to Set Public Hearing for Plans and Specifications for the Wastewater Treatment Plant. (9)

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

9. Ordinances

- a. Consider Ordinance #2022- First Reading of Ordinance Providing for the Division of Taxes Levied on Taxable Property in the Northern Heights Housing Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa. Consider waiving Second and Third Reading of Ordinance. (11)

10. City Administrator Report (14)

- a. Sidewalk installation-700 Ash Street (17)
- b. Generator for City Hall
- c. Set work session for nuisances
- d. Set work session for Capital Projects
- e. Letter of Resignation for City Administrator (18)
- f. Letter of Resignation for Public Works Employee (19)
- g. Staffing Changes

11. Closing Comments

12. Motion to adjourn

RIVERSIDE CITY COUNCIL MEETING: Monday, October 17, 2022

The regular Riverside City Council met at 6 pm in the Riverside City Council Chambers. Mayor Allen Schneider called the meeting to order and requested roll call with Edgar McGuire, Kevin Kiene, Lois Schneider, Kevin Mills, and Tom Sexton present.

Motion made by Kiene, second by McGuire to approve agenda. Passed 5-0.

Motion made by Schneider, second by Mills to approve consent agenda including 10-3-22 minutes, expenditures, September Fire Department Report, beer permit for RACC, and wine permit for Madeline's. Passed 5-0.

Kirk Bailey, Washington County Deputy, gave the monthly report for Riverside.

David Tornow, Building Inspector, reviewed building permits and recommended City Council update fees.

Ben Stumpf, PeopleService Inc. presented monthly water and wastewater report. Stumpf reviewed costs and warranties on a replacement pump. McGuire moved, second by Sexton to repair existing pump with Electric Pump at a cost of \$7985.00. Passed 4-1 Schneider opposed.

Council discussed sewer problem at 311 St. Mary's Street. City hook up from street project has shifted from homeowner's line. Staff will check on Performance Bond from contractor.

Council requested more information on the request to hunt geese in City Limits.

Brian Boelk, Axiom Consultants, updated the city council on the 3rd Street project, and Railroad Park. Mills asked for City to pay for sewer line repairs involving 4 residents. McGuire moved, second by Kiene, for homeowner to pay \$2245 for repairs at 280 E. 4th Street. Passed 3-2, Schneider and Mills opposed. City will replace 3 squares of sidewalk.

Rob Decker, Axiom Consultants, and Joe Lomheim, Horizon Original Architecture, presented preliminary plans for repairs to the wastewater plant.

Boelk provided options for repairs of water treatment plant. McGuire moved, second by Kiene to approve Structural Analysis by Axiom and Processing Options by V&K Engineering at a cost not to exceed \$20,000. Passed 5-0.

McGuire moved, second by Mills for 5-minute recess. Meeting resumed at 8 p.m.

McGuire moved, second by Schneider, to approve Resolution 2022-104, adding a streetlight at 240 N Washington Street. Passed 5-0.

Motion by Sexton, second by Kiene to pass Resolution #2022-105, Approving Change Order #9 to Streb Construction Co. for additional core-out and replacement on the 3rd Street Project. Motion passed 5-0.

Motion by Schneider, second by Mills to pass Resolution # 2022-106, approving pay request #5 to Streb Construction for work completed on the 3rd Street Capital Improvement Project in the amount of \$478,367.02. Motion passed 5-0.

Council reviewed September Utility reports, Admin's report, and financials.

Council reviewed building covenants for 71 S. Washington Street. McGuire moved, second by Sexton to approve covenants. Passed 3-2, Mills and Schneider opposed.

McGuire moved, second by Mills to enter into closed session per Iowa Code Chapter 21.5 (1) (i) Employee Review at 8:45 p.m., passed 5-0.

Council returned to open meeting at 9:59 p.m.

Motion made by McGuire, second by Kiene to adjourn at 9:59 p.m. Motion carried 5-0.

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

City Council Meeting: November 7, 2022 at 6:00 p.m. in City Council Chambers

A handwritten signature in cursive script, reading "Allen Schneider", written over a horizontal line.

Allen Schneider, Mayor

ATTEST:

A handwritten signature in cursive script, reading "Becky LaRoche", written over a horizontal line.

Becky LaRoche, City Clerk

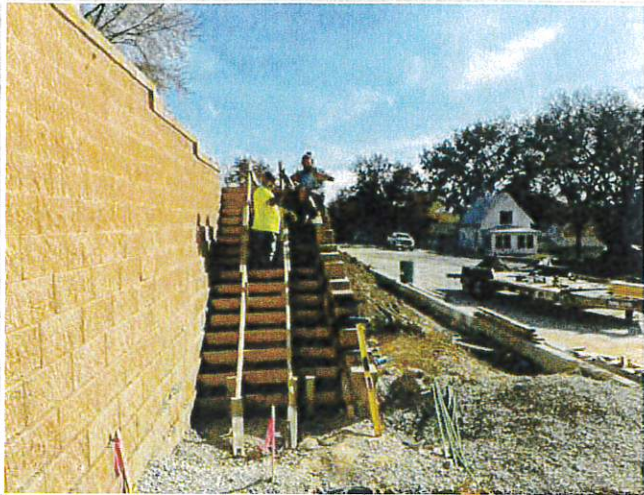
	EXPENDITURES NOVEMBER 7, 2022				
	COUNCIL MEETING	BILLS			
1	ALLIANT ENERGY	PARKS	001-5-430-6371	\$ 916.62	
2	ALLIANT ENERGY	SEWER	610-5-815-6371	\$ 2,895.50	
3	ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$ 1,007.43	
4	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$ 2,966.34	
5	ALLIANT ENERGY	FIRE STATION	002-5-150-6330	\$ 1,366.60	
6	ALLIANT ENERGY	WATER	600-5-810-6371	\$ 239.81	\$ 9,392.30
7	A-TECH ALARM	FD SERVICE	002-5-150-6356	\$ 84.00	
8	AXIOM CONSULTANTS	WWTP-REPAIR PLANS	610-5-815-6407	\$ 4,000.00	
9	AXIOM CONSULTANTS	3RD STREET	301-5-750-6796	\$ 12,418.75	
10	AXIOM CONSULTANTS	MEETINGS	001-5-650-6407	\$ 1,710.00	\$ 18,128.75
11	BECKY LaROCHE	CELL STIPEND	001-5-650-6373	\$ 50.00	
12	BRYAN LENZ	CELL STIPEND	001-5-430-6373	\$ 50.00	
13	AIR GAS	FD-AIR TANKS	002-5-150-6375	\$ 284.51	
14	IOWA RURAL WATER	2033 MEMBERSHIP	600-5-810-6210	\$ 275.00	
15	JOHNSON CO. REFUSE	SERVICE	670-5-840-6499	\$ 7,021.00	
16	JOHNSON CO. REFUSE	STICKERS	670-5-840-6372	\$ 285.00	\$ 7,306.00
17	DRAKE HOTZ	CELL STIPEND	001-5-210-6373	\$ 50.00	
18	ENGLISH RIVER WATRESHED	FY 23	001-5-520-6425	\$ 7,500.00	
19	L L PELLING	114TH STREET	110-5-210-6499	\$ 1,291.15	
20	KUM & GO FLEET	CITY FUEL	110-5-210-6331	\$ 17.32	
21	KUM & GO FLEET	FD-FUEL	002-5-150-6350	\$ 612.98	\$ 630.30
22	EDGAR McGUIRE	MILEAGE	001-5-610-6240	\$ 40.50	
23	MENARDS	HOSE HANGER/LT BULBS	001-2-210-6372	\$ 33.93	
24	MENARDS	PARK	001-5-430-6325	\$ 108.70	
25	MENARDS	TRAIL TREE POSTS	001-5-430-6505	\$ 198.96	\$ 341.59
26	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$ 14.64	
27	MID AMERICAN ENERGY	RVFD	002-5-150-6330	\$ 36.36	
28	MID AMERICAN ENERGY	C HALL	001-5-650-6371	\$ 12.46	\$ 63.46
29	PEOPLE SERVICES	SERVICE	610-5-815-6500	\$ 12,022.00	
30	PEOPLE SERVICES	SERVICE	600-5-800-6500	\$ 12,022.00	\$ 24,044.00
31	OVERHEAD DOOR	SHOP-CABLE REPAIR	001-5-210-6507	\$ 280.00	
32	SCHNOEBELN INC	QUICK COUPLER	001-5-210-6504	\$ 279.59	
33	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$ 20.00	
34	MID AMERICAN ENERGY	RVFD	002-5-150-6330	\$ 20.00	
35	MID AMERICAN ENERGY	C HALL	001-5-650-6371	\$ 20.00	\$ 60.00
36	MEARDON, SUPPEL, DOWNER	LEGAL	001-5-640-6411	\$ 950.00	
37	THE NEWS	PUBLICATIONS	001-5650-6402	\$ 264.32	
40	WIELE MOTOR CO	FD- 2022 CHEVY BUMPER	002-5-150-6352	\$ 393.48	
41	*****	TOTAL BILLS		\$ 71,758.95	
42					
43	DELTA DENTAL	BILLING-NOV	001-5-430-6150	\$ 206.30	
44	LINCOLN NAT'L LIFE INS	BILLING-NOV	001-5-620-6150	\$ 286.04	
45	MEDIACOM	RVFD	002-5-150-6332	\$ 255.22	
46	MEDIACOM	CITY HALL	001-5-650-6373	\$ 262.89	
47	US CELLULAR	RVFD	002-5-150-6332	\$ 72.45	
48	VERIZON	COLLECTORS	600-5-810-6373	\$ 63.54	
49	VERIZON	RVFD	002-5-150-6332	\$ 66.36	
50	VERIZON	ADMIN	001-5-650-6373	\$ 2,572.33	
51	WELLMARK	BC/BS	001-5-620-6150	\$ 2,572.33	
52	WINDSTREAM	WATER INTERNET	600-5-810-6373	\$ 161.72	
53	WINDSTREAM	SHOP INTERNET	001-5-210-6371	\$ 183.96	
54	*****	TOTAL PAID BILLS			\$ 6,703.14
55	*****	TOTAL EXPENDITURES		\$ 78,462.09	
56					
57	EXPENDITURES by FUND				
58	GENERAL FUND		\$ 16,473.49		
59	FIRE DEPARTMENT		\$ 2,797.93		
60	ROAD USE FUND		\$ 1,308.47		
61	CASINO FUND		\$ -		
62	CAPITAL PROJECTS		\$ 12,418.75		
63	WATER FUND		\$ 12,536.81		
64	SEWER FUND		\$ 18,917.50		
65	GARBAGE		\$ 7,306.00		
66	TOTAL EXPENDITURES		\$ 71,758.95		

PROJECT NAME THIRD STREET IMPROVEMENTS - RIVERSIDE, IOWA	AXIOM REPRESENTATIVE (reported by) Adrienne Bricker	
CURRENT ACTIVITIES and SCOPE of WORK Since last meeting - Hardscape Solution's has has completed all retaining walls per the plans and specs; - The second proof roll test was performed just east of Glasgow intersection back on 10/13/2022 with only a few areas needing cored out; PCI completed the core out of unacceptable subgrade in this area; - PCI finished grading Phase 2 roads and prepped for upcoming paving for Streb; Crews continue to work R.O.W. as sidewalk and driveways are completed; - Streb has poured, cut and sealed joints for all of Phase 2 along 3rd Street and the feeders roads during the week of 10/17/2022 - since then all intersections have also been poured, cut and joints are being sealed; Curb extension down the west side of Washington was poured end of week 10/24/2022; - Kevin's Concrete have completed all sidewalks and driveways in Phase 1 (Hickory to Greene Street); Crews continue to work the ramps, sidewalks and stairs in the retaining wall off Greene Street; Driveways between Greene and Washburn have been poured; Crews continue to pour the balance of the driveways, sidewalks, intakes and crosswalks in Phase 2; - Erosion control was getting a little loose, but Steven's has been onsite to clean up the problem areas. - Traffic control remains in place on Phase 2 as Phase 1 was opened to residents only; Site remains in good condition;	CLIENT REPRESENTATIVE (reported to) City of Riverside	
	CURRENT PHASE	NEXT PHASE
	OTHER	
	SCHEDULE ITEMS Contractors On Site: - Streb - PCI - Kevin's Concrete Upcoming: - LL Pelling to start onsite the week of 10/31/2022 to start working the asphalt tie-ins; - PCI to follow behind Kevin's to put a final grade on the R.O.W.s as crews clear out; - Kevin's Concrete to continue work on sidewalk and stairs at 3rd and Greene Street retaining wall; Continue with balance of sidewalks and drives in Phase 2; - Steven's Erosion Control will start prepping for seeding in November - Big Iron will start prepping for hand and safety rail install along retaining wall following the concrete work at the sidewalk and stairs	

AXIOMCONSULTANTS

CLIENT PROGRESS REPORT

AXIOM PROJECT NO. 210144	DATE 10/31/2022
CLIENT PROJECT NO. City of Riverside	PAGE Bi-Weekly Report 12



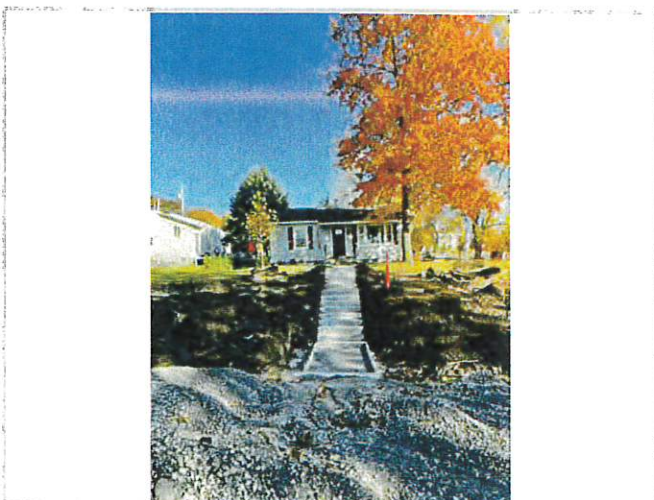
Kevin's Concrete crew working on forming up the retaining wall stairs located at 3rd and Greene Streets



Hardscape Solutions has completed Wall 7 which was the final wall to complete the retaining wall system located at 3rd and Greene Street



Photo of Streb pouring intersection at 3rd and Washburn; Concrete paving has been completed throughout Phase 2;



Photos of 151 E 3rd Street Steps recently poured; Sidewalks and stairs throughout Phase 1 have been poured;

PROJECT COORDINATOR or MANAGER SIGNATURE

Kevin M. Bridger

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.

RESOLUTION #2022-XX
RESOLUTION APPROVING FINAL ACCEPTANCE FROM APEX
CONSTRUCTION FOR NORTHERN HEIGHTS SUBDIVISION
WATER DETENTION BASIN

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 hereby accepts the final improvements from APEX Construction for the Northern Heights Subdivision water detention basin.

Therefore, be it resolved the City of Riverside City Council does hereby approve this request for "Final Acceptance" to APEX Construction for the Northern Heights Subdivision water detention basin.

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 7th day of September, 2022.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

RESOLUTION #2022-XX

RESOLUTION TO SET THE DATE FOR PUBLIC HEARING FOR PLAN SPECS, FORM OF CONTRACT AND ESTIMATED COSTS FOR REPAIRS TO THE WATER TREATMENT PLANT.

WHEREAS, the City Council of Riverside, Iowa, will hold a public hearing on November 19th, 2022 during the City Council Meeting beginning at 6:00 pm, to accept the plan specifications, form of contract and estimated costs for repairs to the Water Treatment Plant.

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

IT WAS MOVED BY Councilperson _____, seconded by Councilperson _____ that the foregoing resolution be adopted.

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

Ayes:

Nays:

Absent:

Passed and Approved by the City Council of Riverside, Iowa and approved this 7th day of November, 2022.

Signed: _____
Allen Schneider, Mayor

Date: _____

Attest: _____
Becky LaRoche, City Clerk

Date: _____

Procedure for amendment to Urban Renewal Plan, Levy of Taxes, Northern Heights

Date	Item
	"Consultation session" with local county and school district-send copy of urban renewal plan with letter of invitation to meeting-must be held two weeks prior to public hearing date. Also include public hearing notice. Minutes needed
5/28/2019	Submit copy of proposed plan to the Planning & Zoning Commission-
5/28/2019	Commission provide a written recommendation to City Council on whether the urban renewal plan is in conformance with the City's general or comp plan
5/6/2019	Resolution to Set Public Hearing on Designation of an Urban Renewal Area 4/20
5/23/2019	Public Hearing Notice in Paper
6/3/2019	Public Hearing on the designation of an urban renewal area and on a proposed Urban Renewal Plan and Projects
6/3/2019	Resolution - "A Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan and Projects for the (name of project)
	First Reading of Ordinance Providing for Division of Taxes Levied on Taxable Property
	Second Reading of Ordinance Providing for Division of Taxes Levied on Taxable Property
	Third Reading Ordinance Providing for Division of Taxes Levied on Taxable Property Can be waived and final consideration and adoption at first reading
	Ordinance Signed by Mayor and Clerk
	Ordinance Published in Paper to Become Law
	Ordinance and Resolution certified with Washington County

ORDINANCE NO. 2022-XX

An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the Northern Heights Housing Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa

BE IT ENACTED by the members of the City Council of the City of Riverside, Iowa:

Section 1. Purpose. The purpose of this ordinance is to provide for the division of taxes levied on the taxable property in the Northern Heights Housing Urban Renewal Area, each year by and for the benefit of the state, city, county, school districts or other taxing districts after the effective date of this ordinance in order to create a special fund to pay the principal of and interest on loans, moneys advanced to or indebtedness, including bonds proposed to be issued by the City to finance projects in such area.

Section 2. Definitions. For use within this ordinance the following terms shall have the following meanings:

“City” shall mean the City of Riverside, Iowa.

“County” shall mean Washington County, Iowa.

“Urban Renewal Area” shall mean the real property situated in the Northern Heights Housing Urban Renewal Area, more particularly described as follows, such property having been identified in the Urban Renewal Plan approved by the City Council by resolution adopted on June 3, 2019:

Certain real property situated in the City of Riverside, County of Washington, State of Iowa more particularly described as follows:

Being part of Lot 1, a subdivision of the Northwest Quarter (NW ¼) of the Southwest Quarter (SW ¼) and a part of the Northeast Quarter (NE ¼) of the Southwest Quarter (SW ¼) lying West of Tupelo Boulevard, all in Section 8, Township 77 North, Range 6 West of the 5th P.M., Washington County, Iowa, described as:

Beginning at the Northeast corner (NE) of Parcel C-1 as recorded in Book 25 Page 44 of the Washington County Recorder’s Office; thence along the North line of said Parcel C-1 N77°34’16”W, 515.62 feet to the Northwest (NW) corner of said Parcel C-1, thence along said North line S89°27’45”W, 262.36 feet; thence N12°35’04”E, 135.10 feet; thence 15.00 feet along a 230.00 foot radius curve concave North (chord bearing N75°32’53”W, 14.99 feet); thence N16°19’12”E, 177.90 feet; thence N00°00’41”E, 10.00 feet; thence S89°59’19”E, 229.56 feet; thence N00°01’09”E, 170.00 feet; thence S89°58’48”E, 192.12 feet; thence N00°01’09”E, 13.00 feet to the South line of Parcel L as recorded in Book 25 Page 17 of the Washington County Recorder’s Office; thence along said South line S69°50’28”E, 75.00 feet; thence along said South line S83°32’00”W, 494.32

feet to the centerline of said Tupelo Boulevard; thence along said centerline S28°12'46"E, 597.25 feet to the Point of Beginning.

Described parcel contains 8.80 acres and is subject to easements and restrictions of record.

Section 3. Provisions for Division of Taxes Levied on Taxable Property in the Urban Renewal Area. After the effective date of this ordinance, the taxes levied on the taxable property in the Urban Renewal Area each year by and for the benefit of the State of Iowa, the City, the County and any school district or other taxing district in which the Urban Renewal Area is located, shall be divided as follows:

(a) that portion of the taxes which would be produced by the rate at which the tax is levied each year by or for each of the taxing districts upon the total sum of the assessed value of the taxable property in the Urban Renewal Area, as shown on the assessment roll as of January 1 of the calendar year preceding the first calendar year in which the City certifies to the County Auditor the amount of loans, advances, indebtedness, or bonds payable from the special fund referred to in paragraph (b) below, shall be allocated to and when collected be paid into the fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. For the purpose of allocating taxes levied by or for any taxing district which did not include the territory in the Urban Renewal Area on the effective date of this ordinance, but to which the territory has been annexed or otherwise included after the effective date, the assessment roll applicable to property in the annexed territory as of January 1 of the calendar year preceding the effective date of the ordinance which amends the plan for the Urban Renewal Area to include the annexed area, shall be used in determining the assessed valuation of the taxable property in the annexed area.

(b) that portion of the taxes each year in excess of such amounts shall be allocated to and when collected be paid into a special fund of the City to pay the principal of and interest on loans, moneys advanced to or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under the authority of Section 403.9(1), of the Code of Iowa, incurred by the City to finance or refinance, in whole or in part, projects in the Urban Renewal Area, and to provide assistance for low and moderate-income family housing as provided in Section 403.22, except that taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Section 298.2 of the Code of Iowa, taxes for the instructional support levy program of a school district imposed pursuant to Section 257.19 of the Code of Iowa, and taxes for the payment of bonds and interest of each taxing district shall be collected against all taxable property within the taxing district without limitation by the provisions of this ordinance. Unless and until the total assessed valuation of the taxable property in the Urban Renewal Area exceeds the total assessed value of the taxable property in such area as shown by the assessment roll referred to in subsection (a) of this section, all of the taxes levied and collected upon the taxable property in the Urban Renewal Area shall be paid into the funds for the respective taxing districts as taxes by or for said taxing districts in the same manner as all other property taxes. When such loans, advances, indebtedness, and bonds, if any, and interest thereon, have been paid, all money thereafter received from taxes upon the taxable property in the Urban Renewal Area shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

(c) the portion of taxes mentioned in subsection (b) of this section and the special fund into which that portion shall be paid may be irrevocably pledged by the City for the payment of the principal and interest on loans, advances, bonds issued under the authority of Section 403.9(1) of the Code of Iowa, or indebtedness incurred by the City to finance or refinance in whole or in part projects in the Urban Renewal Area.

(d) as used in this section, the word "taxes" includes, but is not limited to, all levies on an ad valorem basis upon land or real property.

Section 4. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 5. Saving Clause. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 6. Effective Date. This ordinance shall be effective after its final passage, approval and publication as provided by law.

Passed and approved by the City Council of the City of Riverside, Iowa, on June 3, 2019.

Mayor

Attest:

City Clerk

.....

There being no further business to come before the meeting, it was upon motion adjourned.

Mayor

Attest:

City Clerk

11-7-2022 City Council Meeting

Public Works-Mixed up leaf pile, added water for composting

- Cleaned Bathrooms in Parks-daily
- Clean up from Shop the Park
- Empty trash around town, trail
- Met with Axiom 3rd St Project-bi-weekly
- Mowed all parks-
 - Conservation Park
 - Hall Park
 - Trail, west and east side
 - Hall Park
 - Railroad Park
 - Commercial lot
 - Fire Station
 - Retention basin
 - Mowed east and west ball fields
- Trimmed all parks, ETC
 - detention basin
 - tires in Hall Park
 - shop
 - fire station
 - utility poles and culverts on trail
 - trees on trail
 - entrance to trail
- Put water in Veteran's Park waterfall
- Sign preparation for first half of 3rd St project/installed signs
- Watering trees on trail
- Cleaned pavilions
- Drake-2 medical calls
- Hauled last of mulch to town
- Put mulch in flower bed by log cabin
- Cut tree on Pioneer Street
- Put fencing around apple trees on trail
- Take railing down for band on stage, replaced
- Vehicle maintenance
- Trimmed trees in Veteran's Park
- Put flower planters away for winter
- Worked on bid for S. Washington
- Mulched flowers in Veteran's Park
- Prep for bathrooms for winter
- Met with Pelling on 114th Street
- Snow plow, sander prep
- Mower maintenance
- Fixed toolbox on flatbed

- Cleaned intakes
- Remove unwanted trees on trail
- Removed trees at Hall Park garage
- Mowed ditch next to Hall Park garage
- Clean up equipment
- Picked up oak trees for dog park, planted

City Administrator-Monday employee meetings

- Review A/P
- Agenda Prep
- Review monthly financials-2nd meeting of the month
- Answering phones
- Emails
- Agenda and packet to website
- Review payroll
- Bi-Weekly meetings with 3rd St Project, phone calls, etc.
- Resident payments, phone calls
- Meeting with Inspector, setting up procedures, nuisances, permit review
- Reviewed utility billing aging report-2nd meeting of the month
- Question on hunting in city limits-emails sent to city council
- Working with company on sign for RR Park for identification for grant-plaque ordered and will be placed in RR Park once installed on rock and area in park is prepped
- Coverage for City Clerk
- Working on TIF-ordinance needs to be redone
- Working to order trees for Dog Park
- Met with third company on quote for sound system in city council chambers
- Sent specs to developer, working on setting up meeting with engineer
- Downtown building sold, met with purchaser to pursue Community Catalyst Grant
- Working on procedures for TIF, annexation, developments

City Clerk-Payroll

- Water billing
- Receipting
- Building permits-working with David Tornow
- Compilation and distribution of City Council packets
- Audit prep
- A/P

Goals-

Website updates-Text-currently 83.

Update Employee Handbook-waiting for attorney information-have draft copy-sent more information to attorney

Nuisance Properties-Working with David

Downtown Building Inspection Process-Working with David

Code updates-Need to set up work session

Completed Railroad Park and 3rd Street Design- Done

- Railroad Park-Substantial Completion, waiting for repair to soft fall surface
- 3rd Street-Getting ready to open Phase 1, working on Phase 2

[illegible]

Dan & Patricia (17) 700 Ash Street

10/24/2022

To: Mayor and City Council

Re: Letter of Resignation

I have thought about the future of my employment with Riverside for many months, and after discussing it with my husband, I have decided to retire from city government. My last day in Riverside will be 12/31/2022.

If needed, I would consider staying up to three months longer until a replacement has been hired.

A handwritten signature in black ink, appearing to read 'Christine Yancey', with a large, stylized initial 'Y'.

Christine Yancey

Drake Hotz

11/01/2022

City Council Members,

I was offered a position at Muscatine Fire Department that I have accepted. My start date is January 3rd. My last day working for the City of Riverside will be January 2nd. It was a pleasure working for the city.

Drake Hotz

