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

REGULAR MEETING
Monday, December 5, 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 11-14-2022, 11-21-2022, 11-28-2022
   b. Expenditures for 12-5-2022
5. **Public forum**: 3 minutes per person. See guidelines for public comments at the Clerk's table.
6. Trees Forever-Community Carbon Credits, Roadside Plan for Small Towns (8)
7. Request from Rod and Jodi Gehman to Address Council Regarding Downtown Investment Grant
8. Hotel/Motel Grant Presentation-YMCA for Camp Highland
9. EMS Monitor Purchase Request (14)
10. Consideration to Refer Lombard Zoning Request Change to Planning & Zoning
11. Axiom Project Updates
    a. 3rd Street Project Update
    b. Wastewater Plant Bid Update
    c. Water Plant Update
    d. Kleopfer Stormwater Improvements Update
    e. County Line Estates
    f. East Street
12. Review of Site Plan for Proposed Use of Lot #2, Commercial Drive (17)
13. City Administrator Search Discussion with Hinson Consulting

CITY OF RIVERSIDE COUNCIL MEETING AGENDA
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60 N GREENE ST

14. Resolutions-Next resolution # 117

    a. Consider Resolution Naming "The News" as the official newspaper for the City of Riverside (37)

    b. Consider Resolution to Approve Hinson Consulting, LLC for City Administrator Recruitment Proposal (39)

    c. Consider Resolution to Approve Task Authorization #005 with Axiom Consultants for Vine Avenue Sanitary Service (52)

    d. Consider Resolution to Approve Task Authorization #006 with Axiom Consultants for design of ADA ramp access to Captain Kirk birthplace (55)

15. City Administrator Report

    a. Public Works Applicants-Update

    b. Timeline for Community Center Referendum Review (60)

    c. Temporary Part-Time Help in the Office (62)

    d. Acceptance of Resignation Letter (Retroactive to Original Date) (64)

16. Closing Comments

17. Possible Closed Session per Iowa Code Chapter 21.5.1.i Employees

18. Motion to Adjourn

City of Riverside Council Work Session - Monday, November 14, 2022

Attendance: Mayor Schneider
Council Persons: Tom Sexton, Edgar McGuire, Lois Schneider, Kevin Kiene, and Kevin Mills
Building Inspector David Tornow
Admin Christine Yancey
Clerk Becky LaRoche

Minutes:
City of Riverside City Council held a work session on Monday, November 14, 2022 at 6:00 p.m. in Council Chambers.

David Tornow, Building Inspector, discussed ordinance changes to building inspection fees, procedures, and nuisances. Residential codes involving noise, pools, weeds, sidewalks, unused cars, campers, trailers, and storage containers were reviewed for clarification and possible updates to present code of ordinances.

City Council discussed procedures for filling City Staff positions.
Work Session closed at 7:55 p.m.

Signed: _____
Allen Schneider, Mayor

Attest: _____
Becky LaRoche, City Clerk

RIVERSIDE CITY COUNTIL MEETING: Monday, November 21, 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, and Kevin Mills. Tom Sexton was absent.

Motion made by Kiene, second by Mills to approve agenda. Passed 4-0.

Motion made by Kiene, second by Schneider to approve consent agenda including 11-7-22 minutes, expenditures, and October Fire Department Report. Passed 4-0.

Aaron Gould, Washington County Deputy, gave the monthly report for Riverside.

Ben Stumpf, PeopleService Inc. presented monthly water and wastewater report. Stumpf presented costs of spare parts kit for water plant pumps. McGuire moved, second by Mills to order parts from Rhino Industries at a cost of $7897.94 plus shipping. Passed 4-0.

David Tornow, Building Inspector, reviewed building permits for October with 6 new and 31 open permits. City council will discuss direction of moving forward with nuisances at next work session.

Brian Boelk, Axiom Consultants, updated the city council on the 3rd Street project retaining wall, and Change Order #11 with additional retainage block at 3rd and Glasgow Street. Boelk presented plan for storm drainage control on Kleopfer Ave. Axiom will meet with homeowners to discuss improvements. Plans for East Court Street will be on next agenda.

McGuire moved, second by Kiene to approve Sanitary Sewer engineering plan for County Line Estates at cost of $2,280. Passed 4-0.

Schneider moved, second by McGuire to approve engineering fee of $2,700 to design ADA ramp at Kirk's Birthplace site near City Hall. Passed 4-0.

McGuire moved, second by Kiene to open Public Hearing on Wastewater Treatment Plant Repairs at 7:23 p.m. Passed 4-0. There were no written or oral comments. Schneider moved, second by Mills to close Public Hearing at 7:24 p.m. Passed 4-0.

McGuire moved, second by Schneider to pass Resolution #2022-110, Approving transfer of $1,325,000 funds as approved for the 2022-23 certified budget. Passed 4-0.

Schneider moved, second by McGuire to pass Resolution # 2022-111, Approving pay request #6 to Streb Construction in the amount of $558,636.83 for the 3rd Street Project. Passed 4-0.

Motion by McGuire, second by Kiene to pass Resolution #2022-112, Approving the addition of Electrical Inspection Services to the Building Permit Fee Schedule effective November 21, 2022. Passed 4-0.

Kiene moved, second by McGuire to pass Resolution #2022-113, Appointing Christine Kirkwood to the Board of Adjustments for a 5-year term, serving 1-1-2023 to 12-31-2027. Passed 4-0.

Motion by Schneider, second by Kiene to pass Resolution #2022-114, Approving Wellmark Health Insurance renewal for year 2023. Passed 4-0.

Motion by McGuire, second by Kiene to pass Resolution #2022-115, Approving Change Order #11 to Streb Construction Co. for additional retaining wall at 91 W 3rd Street on the 3rd Street Project in the amount of $5768.90. Motion passed 4-0.

McGuire moved, second by Schneider to pass Resolution #2022-116, Accepting Plans and Design for the Wastewater Treatment Plant Repairs with engineers estimate of $243,873.17. Passed 4-0.

McGuire moved, second by Schneider for 5-minute recess. Meeting resumed at 7:43 p.m.

City Council met with Brent Hinson of Hinson Consulting, LLC via zoom meeting on his City Administrator Recruitment Proposal. McGuire moved, second by Schneider to approve the Hinson proposal, not to exceed $13,600. Passed 4-0.

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

Mike Lombard presented plans for a 33 site RV Park with full-service hook-ups on his south Commercial Drive lot.

Motion by McGuire, second by Schneider to adjourn at 8:30 p.m. Motion carried 4-0.

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

City Council Work Session: November 28, 2022 at 6:00 p.m. in City Council Chambers

City Council Meeting: December 5, 2022 at 6:00 p.m. in City Council Chambers

Allen Schneider, Mayor

ATTEST:

Becky LaRoche, City Clerk

City of Riverside Council Work Session - Monday, November 28, 2022

Attendance: Mayor Schneider
Council Persons: Tom Sexton, Edgar McGuire, Lois Schneider, Kevin Kiene, and Kevin Mills
Axiom Consultant Brian Boelk
Admin Christine Yancey
Clerk Becky LaRoche

Minutes:
City of Riverside City Council held a work session on Monday, November 28, 2022 at 6:00 p.m. in Council Chambers.

Council discussed Capital Projects for FY24 Budget. Brian Boelk will compile a 3-5 year Capital Improvements Projects plan with basic cost estimates for City Council review.
Work Session closed at 7:26 p.m.

Signed: _____
Allen Schneider, Mayor

Attest: _____
Becky LaRoche, City Clerk

	EXPENDITURES DECEMBER 5, 2022				
	COUNCIL MEETING	BILLS			
1	ALLIANT ENERGY	PARKS	001-5-430-6371	$ 394.46	
2	ALLIANT ENERGY	SEWER	610-5-815-6371	$ 783.32	
3	ALLIANT ENERGY	CITY HALL	001-5-650-6371	$ 348.10	
4	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	$ 1,467.28	
5	ALLIANT ENERGY	FIRE STATION	002-5-150-6330	$ 488.51	
6	ALLIANT ENERGY	WATER	600-5-810-6371	$ 131.91	$ 3,613.58
8	AXIOM CONSULTANTS	WWTP-REPAR PLANS	610-5-815-6407	$ 145.00	
9	AXIOM CONSULTANTS	3RD STREET	301-5-750-6796	$ 14,596.25	
10	AXIOM CONSULTANTS	MEETINGS	001-5-650-6407	$ 725.00	
	AXIOM CONSULTANTS	ON-CALL SERVICE	001-5-650-6407	$ 4,355.00	$ 19,821.25
11	BECKY LaROCHE	CELL STIPEND	001-5-650-6373	$ 50.00	
	BECKY LaROCHE	MILEAGE	001-5-650-6240	$ 24.38	
12	BROWN SUPPLY	CUT EDGE-SKID LOADDER	110-5-210-6504	$ 52.00	
13	BRYAN LENZ	CELL STIPEND	001-5-430-6373	$ 50.00	
14	CHRISTINE YANCEY	MILEAGE	001-5-650-6240	$ 45.37	
15	DRAKE HOTZ	CELL STIPEND	001-5-210-6373	$ 50.00	
16	FP MAILING	METER LEASE	001-5-650-6508	$ 86.85	
17	HEIMAN	FD-SPANNER SET/HELMET LIGHTS	002-5-150-6356	$ 1,058.81	
18	ICE IT	GRANT	145-5-650-6417	$ 5,330.00	
19	KUM & GO FLEET	FD-FUEL	002-5-150-6350	$ 974.08	
21	MEARDON, SUPPEL, DOWNER	LEGAL	001-5-640-6411	$ 775.00	
22	MENARDS	SHOP	001-2-210-6372	$ 316.24	
23	MENARDS	PARK	001-5-430-6325	$ 148.14	
24	MENARDS	CITY HALL	001-5-650-6506	$ 11.76	$ 476.14
25	MID AMERICAN ENERGY	SHOP	001-5-210-6371	$ 69.83	
26	MID AMERICAN ENERGY	RVFD	002-5-150-6330	$ 137.02	
27	MID AMERICAN ENERGY	C HALL	001-5-650-6371	$ 23.78	$ 230.63
28	PEOPLE SERVICES	SERVICE	610-5-815-6500	$ 12,022.00	
29	PEOPLE SERVICES	SERVICE	600-5-800-6500	$ 12,022.00	$ 24,044.00
30	RACC	BAND-DOGS ON SKIIS	145-5-650-6416	$ 800.00	
36	UTILITY EQUIPMENT	WATER PLANT	600-5-810-6374	$ 1,491.80	
37	VOYAGE HOME MUSCEUM	50% H/M GRANT	145-5-650-6413	$ 7,500.00	
40	WASHINGTON CO ENGINEER	W61 TREE REMOVAL	110-5-210-6417	$ 625.62	
41	**********	TOTAL BILLS		$ 67,099.51	
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	$ 262.16	$ 517.38
48	VERIZON	COLLECTORS	600-5-810-6373	$ 63.54	
49	VERIZON	RVFD	002-5-150-6332	$ 41.34	
50	VERIZON	ADMIN	001-5-650-6373	$ 25.02	
51	WELLMARK	BC/BS	001-5-620-6150	$ 2,572.33	
54	**********	TOTAL PAID BILLS			$ 3,711.95
55	**********	TOTAL EXPENDITURES		$ 70,811.46	
56					
57	EXPENDITURES by FUND				
58	GENERAL FUND		$ 12,293.04		
59	FIRE DEPARTMENT		$ 2,954.98		
60	ROAD USE FUND		$ 677.62		
61	CASINO FUND		$ 13,630.00		
62	CAPITAL PROJECTS		$ 14,596.25		
63	WATER FUND		$ 13,709.25		
64	SEWER FUND		$ 12,950.32		
65	GARBAGE				
66	TOTAL EXPENDITURES		$ 70,811.46		

TREES FOREVER
Planting a better tomorrow™

Trees Forever's Carbon Credit Program Roles and Responsibilities

Community will:

- Plant trees
- Maintain the trees for 26 years
- Work with Trees Forever to draft the Project Design Document, including eligibility and quantification per City Forest Credit's templates, tools, and checklists.
- Sign agreement giving credits to Trees Forever
- Work with Trees Forever, as the project operator, to map all trees planted, document survival at key intervals, and to sell carbon credits.

Trees Forever will:

- Submit the following documentation to City Forest Credits:
    - Application for Carbon Project
    - Project Design Document, including quantification documents
    - Confirmation of credit ownership
    - Declaration of planting documents
    - Project Implementation Agreement with City Forest Credits; 26-year agreement for planting
    - Status reports to confirm continued eligibility and no significant tree or forest loss
        - Annual report for planting, using information supplied by the community or collected by Trees Forever
- Answer any questions from Third-Party Verifier, with input as needed from the community
- Trees Forever receives and sells the credits, pays the fees, and remits the balance of money from the credit sale to the community.

TREES FOREVER
Planting a better tomorrow™

Tree planting and carbon credits for your community!

Trees Forever is working with communities just like yours to plant more trees and certify those trees for carbon credits. The benefits and potential payback can help your community to be greener and more sustainable. Interested in finding out more? Read below and talk to a Trees Forever Field Coordinator.

Why participate

- Deliver more benefits to your town
  - Stormwater retention
  - Cooler temperatures and lower energy usage
  - Increased community cohesion
  - Safer streets
- Certified carbon credits on all trees planted
  - Help your community reach sustainability goals
  - Generate carbon credits for potential sales
- Money for future tree plantings and/or tree maintenance
  - Sell the credits generated from tree plantings to reinvest in community trees
  - Receive funding at regular intervals for a steady stream of dollars

What do I need to do?

- Plant trees.
- Maintain trees for 26 years.
- Work with Trees Forever as the project operator to map all trees planted, document survival at key intervals, and to sell carbon credits.

How much can I expect from the carbon sale for reinvestment?

Certifying your newly planted trees for carbon credits can bring more money to your community. The following is an example of the potential revenue that can be realized. Planting more trees can create more dollars for your community. Trees from carbon crediting can come from seedlings to larger six to eight foot trees.

yr 14

Yearly Tree Planting	Carbon Credits Generated (tons)	Year 1 Revenue	Year 4 Revenue	Year 6 Revenue	Year 26 Revenue	Total Revenue
50 trees	51.28	$12.82	$412.80	$257.67	$(12.84)	$670.45
100 trees	102.25	$124.95	$922.50	$762.28	$1,471.38	$2,281.10
250 trees	255.78	$462.72	$2,457.80	$2,282.22	$1,929.91	$7,132.65
500 trees	511.24	$1,024.73	$5,012.40	$4,811.28	$4,356.78	$15,205.18

tree planting maint fund new emp (no restrictions)

Exact credits generation and revenue will vary depending on species planted and carbon per ton sale amount
These calculations are based on 5 communities participating in the Trees Forever Carbon Program. If more communities participate, then the revenue projections should increase.

yrly report to Treesforever
3) Planting or attestation

1) Letter of intent (template provided)
2 (9) documentation of invoices

TREES FOREVER
Planting a better tomorrow™

Trees Forever Carbon Credit Program
Frequently Asked Questions

Why should my community participate?

Trees provide so many benefits to our communities including cleaning stormwater, cleaning the air, and providing shade. Right now, we face a need to reduce carbon and planting trees is one of the key ways to reduce carbon. Your community can plant trees, certify those trees for carbon credits, sell the credits produced by the trees, and reinvest in its tree planting and tree care work.

What communities are eligible to participate?

Any community in Iowa and Illinois is eligible to participate.

What size trees can a community plant?

Communities can plant seedlings up to landscape-sized trees (generally 5-8 feet tall).

How long must a community commit to the trees?

To meet the requirements of carbon crediting, the trees must be in place for a minimum of 25 years.

Where can the trees be planted?

Trees must be planted on public property or property protected from development. In general, Trees Forever suggests planting in "safe" areas. This means locations that have no chance of being used for development or construction and include parks, cemeteries, schools, natural areas, etc. If your community wants to plant in the publicly owned right-of-way and can assure Trees Forever the trees will be protected for 26 years, these locations will be considered.

What is the allowable tree mortality rate? Or, in other words, what if some of our trees die?

We apply a standard 20% mortality deduction. That means that you could lose 20% of your trees (for example, 20 out of a 100 trees) due to factors like natural die off, drought, etc. If you have any historical data showing greater or lesser mortality, we can consider applying that.

Can a community enroll trees in the Trees Forever Carbon Credit Program that were planted in previous years?

At this time, Trees Forever is only accepting trees planted in 2021 and 2022.

If the trees die, does the community have to pay back the money earned from the sale of the carbon credits?

If the mortality deduction (i.e. tree death or loss) applied to you is 20%, and if you lose more than 20% of your trees due to your own intentional actions or gross negligence (i.e. willfully cutting down the tree, etc.), then you have to pay back credits you've received or forego credits that you would be entitled to receive.

If trees die due to storm, fire, unforeseen pest infestation or other so-called acts of God, you do not have to pay back money.

Does a community need to have a tree maintenance plan in place?

You need to have a written tree maintenance plan for trees that are part of the carbon credit program. This should include how you will keep trees watered during their 1-3 year establishment phase after being planted, any pruning cycle the trees will be placed on, and general tree protection that will be provided.

Can a community continue to enroll the tree planting projects year after year?

Yes, you can enroll tree planting projects every year. Or you can enroll trees planted over several years (up to three-year intervals) once every 3 years. If you follow a three-year plan, then all trees planted in that 3-year period will be credited as a single project. For example, you could bundle trees planted in 2021, 2022, and 2023 for a single enrollment at the end of year 2023.

What does a community have to do to participate in the program?

Your community must: plant trees, maintain the trees for 26 years, work with Trees Forever to draft a Project Design Document, including eligibility and quantification per City Forest Credit's templates, tools, and checklists, sign an agreement giving credits to Trees Forever, and work with Trees Forever, as the project operator, to map all trees planted, document survival at key intervals, and to sell carbon credits, and complete a short 2-page annual report.

How often does a community need to report and what does that entail?

The community will need to annually check-in, via email, with their field coordinator reporting any updates to the contact information, any eligibility issues, and describing any significant changes in the project trees. You also attach screenshots or links to Google Earth images of the trees.

At years 4 and 6 of the project, the community will work with Trees Forever to visit approximately 10% of the project trees and take pictures of them showing that they are alive or dead.
At years 14 and 26, you need to do the same thing plus get DBH of those 10% of the trees.

Can trees be planted on privately owned property that has public access, i.e. non-profit owned property, nature preserves?

Yes, trees can be planted on publicly accessible privately-owned property. The property owner would need to complete a Transfer of Credits form giving the credits to Trees Forever, in order for the community to be able to sell the carbon credits.

TREES FOREVER
Planting a better tomorrow™

Creating a Roadside Plan

Completing a roadside plan is quick and easy! Follow the steps below:

1. Contact & Learn

The city or local sponsoring organization will first contact the Trees Forever Field Coordinator that serves their area to request an initial meeting. This meeting will cover topics ranging from: What a roadside plan is, why it is important, what opportunities are available once a roadside plan is completed, who completes a roadside plan, plan requirements and more.

Ideally both the city administrator and the mayor would be available for this initial meeting, but this is not required

2. Collaborate

Trees Forever will interview the Public Works Director, Street Superintendent or equivalent to learn about current and on-going activities that are taking place in the right-of-way in order to develop the roadside plan supplemental.

3. Document

After interviewing the City Streets Supervisor or equivalent, the Trees Forever Field Coordinator will document the city's roadside plan activities in a supplemental report to be included with the management plan.

4. Sign & Submit

The city administrator and mayor will sign the plan before submitting it to the Iowa Department of Transportation. The plans should be scanned PDF documents that can be emailed to tara.vanwaus@iowadot.us.

A complete roadside plan will include the following:

1. The signed template management plan (The Plan)
2. City tree ordinances
3. Roadside plan supplemental
4. Maps

Tara Van Waus
Living Roadway Trust Fund Coordinator
800 Lincoln Way
Ames, Iowa 50010

Office Phone: 515-239-1768
Mobile Phone: 515-460-2953

E-mail: tara.vanwaus@iowadot.us
Website: www.iowalivingroadway.com

QUOTE

LifeMed Safety, Inc.
6124 E 162nd Ave.
Brighton, CO 80602-7966

Main: (800) 276-0274
Email: orders@lifemedsafety.com
Website: www.lifemedsafety.com
Federal ID #: 46-401798

Quotation #: 22-11768
Date: 11/30/2022
Prepared By: Christy Soll

Bill To
Riverside Fire Department
Accounts Payable
271 E. 1st Street
PO Box 111
Riverside, IA 52327

Ship To
Riverside Fire Department
Toby Hancock
271 E. 1st Street
PO BOX 111
Riverside, IA 52327

GRAND TOTAL
$45,613.60
Valid Until: 02/05/2023

Payment Terms	Sales Rep	Shipping Method
Net 30	Christy Soll	FedEx Ground

Qty	Item #	Description	List Price	Unit Price	Amount
1	867422 Opt-B73	TEMPUS PRO US Package 7 - Tempus Pro, Printer, SpO2, NIBP, ECG, ETCO2 & Temp (Single-Channel) Includes: USA Mains Supply, AC Power Cord, 3/4/6-Lead ECG Cables, Rechargeable Pro Lithium-ion Battery, Adult Reusable NIBP Cuff & Hose - 8ft, Rail System Right & Left, Masimo SET Rainbow Cable, Masimo SET M-LNCS DBI Reusable Sensor, Temperature Adapter Cable, User-Operator Manual (CD-ROM), 1 Roll of 110mm Paper w/ Grid. NOTE: Carry Case Sold Separately	$29,400.00	$26,460.00	$26,460.00
1	989706001681	TEMPUS LS Manual, Defibrillator Manual Defibrillation & Cardioversion, Fixed & Demand Pacing, CPR Metronome, 5.7" Color Screen, Rechargeable Tempus LS Lithium Battery, USA Mains Power Cord NOTE: 3-Lead ECG Cable (989706000531) Sold Separately	$9,500.00	$8,550.00	$8,550.00
1	Option-M04	TEMPUS PRO - Masimo® SET® Rainbow® SpCO. Factory License for Masimo® SET® Rainbow® Carboxyhemoglobin (SpCO). NOTE: Rainbow Sensor Sold Separately	$3,400.00	$3,060.00	$3,060.00
1	Option-C01	TEMPUS PRO - 12-Lead ECG License (AAMI) NOTE: 12-Lead ECG Modular Cables (989706000941) Sold Separately with License Only Purchase.	$2,850.00	$2,565.00	$2,565.00

(14)

QUOTE

Subtotal	**$45,613.60**
Shipping	To Be Calculated
Sales Tax	To Be Calculated
TOTAL	**$45,613.60**

Terms & Conditions:

1. Prices quoted are valid for 90 days unless stated otherwise.
2. For new Tax Exempt customers: A valid Tax Exempt Certificate is required in order to remove sales tax.
3. Send Tax Exempt Certificate to Customer Service at orders@lifemedsafety.com or fax (800) 881-0266.
4. Orders normally ship within 30 days of receipt of accepted Purchase Order or Sales Order acknowledgement.
5. All discounts are contingent upon payment within agreed upon terms.
6. Authorization is required for all returns. Minimum 30% restocking fee with original packaging.
7. A $30.00 charge will be assessed for any check returned for non-sufficient funds.

To accept this Quotation and place order, please sign & return:

Signature:_____ **Date:**_____

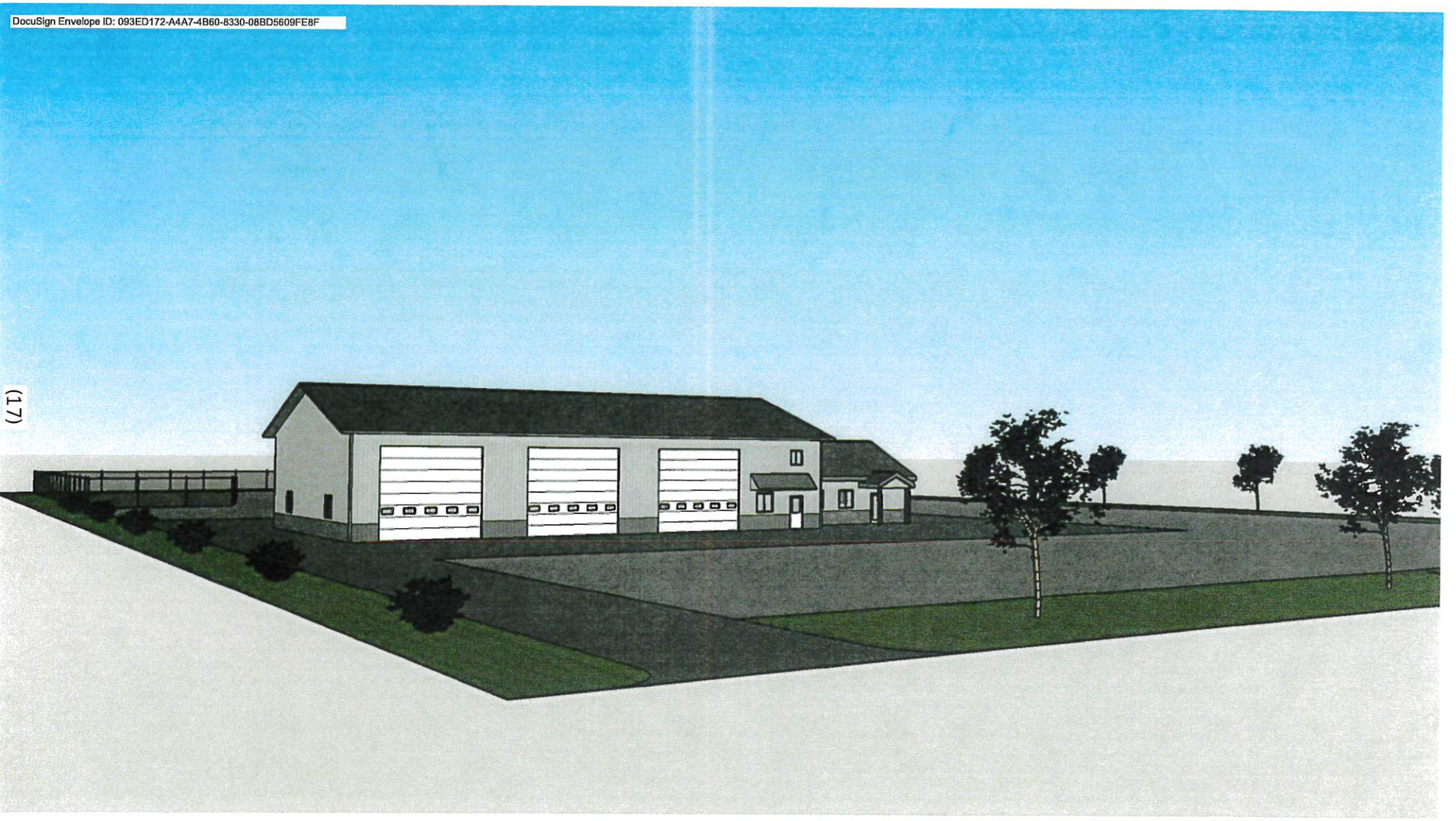
Print Name:_____ **Purchase Order #:**_____

Title:_____ **Tax Exempt #:**_____

Thank you for your business!

LifeMed Safety, Inc.
6124 E 162nd Ave.
Brighton, CO 80602-7966
(800) 276-0274
www.lifemedsafety.com

DocuSign Envelope ID: 093ED172-A4A7-4B60-8330-08BD5609FE8F



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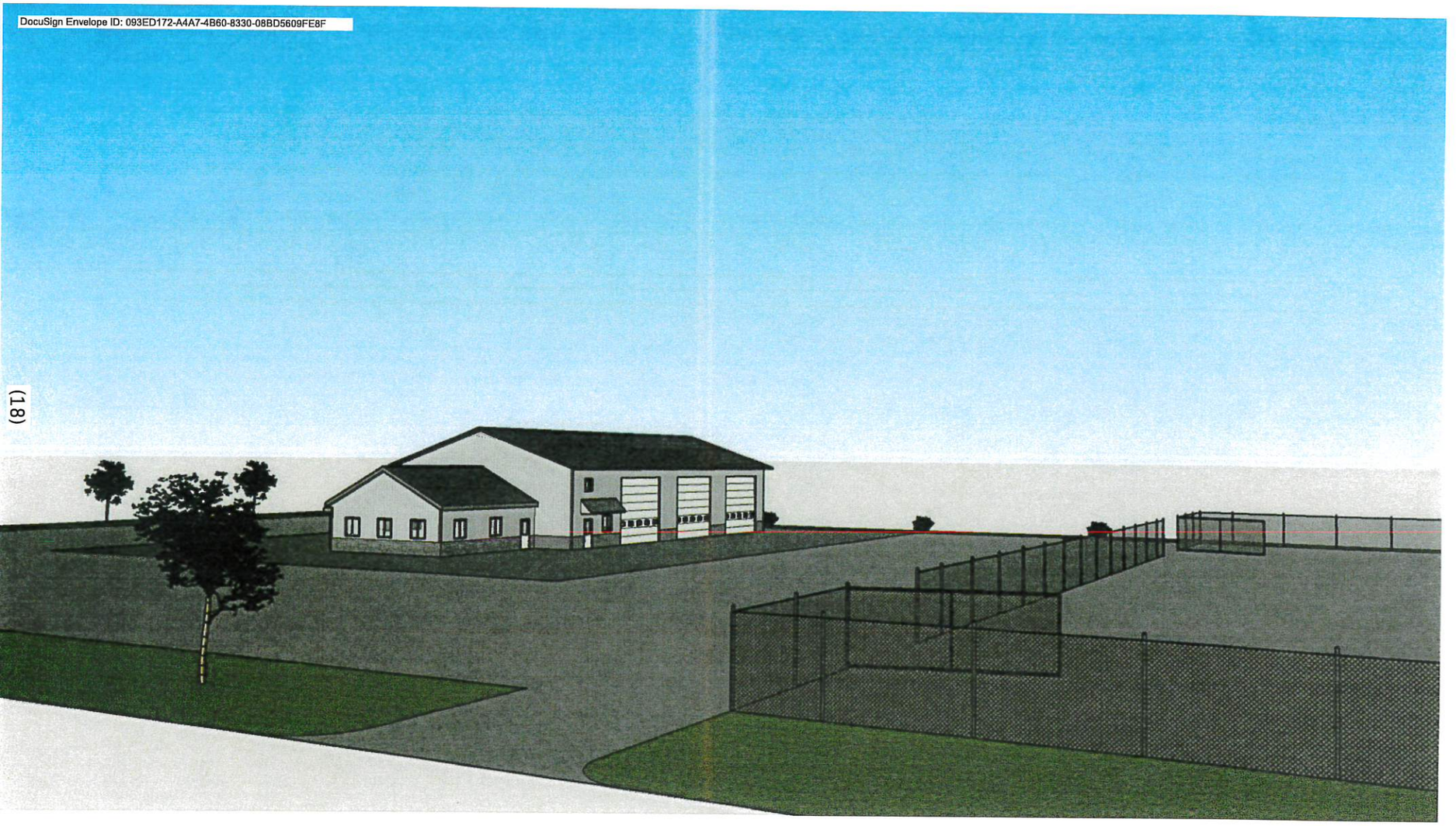

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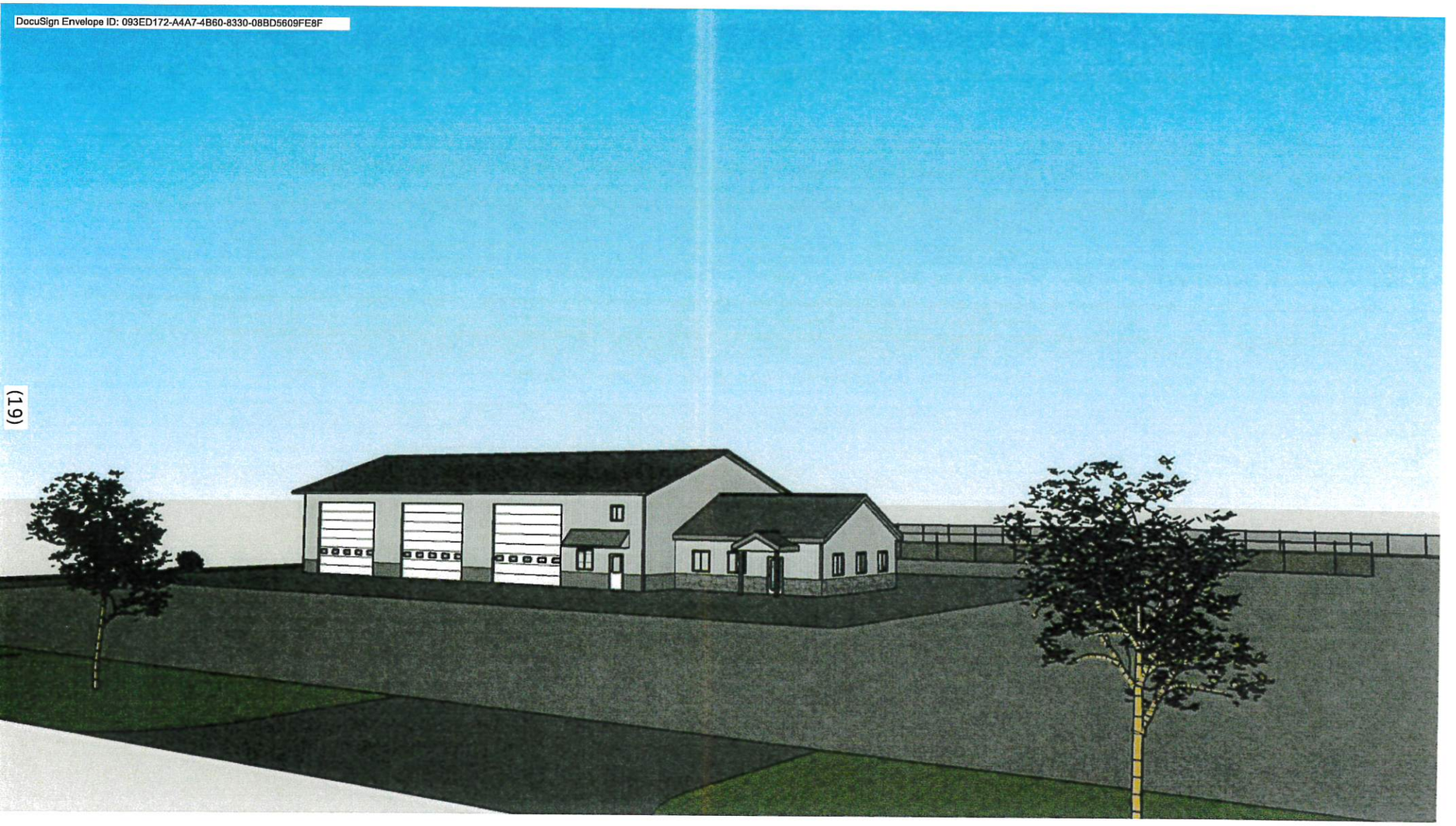

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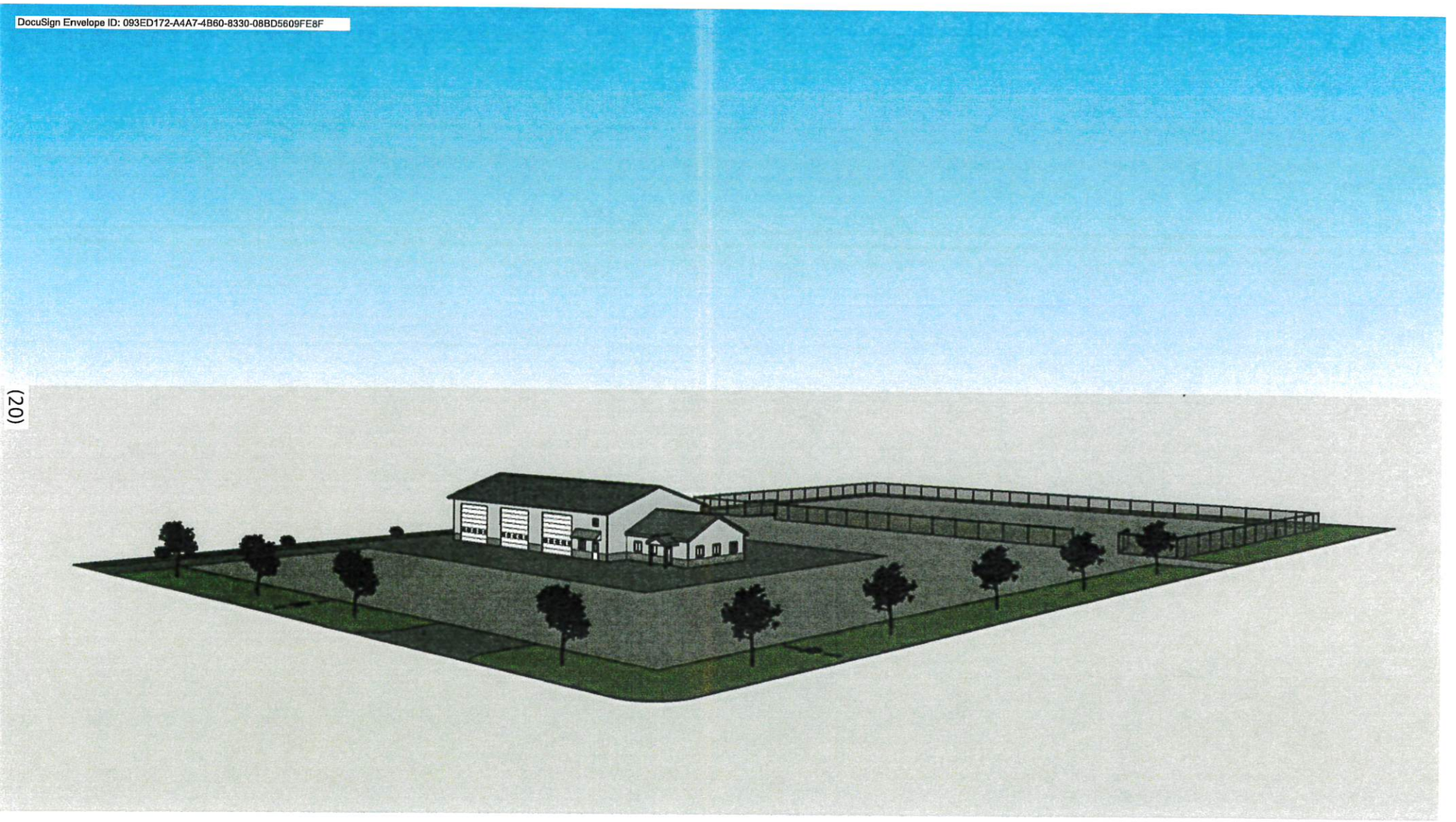

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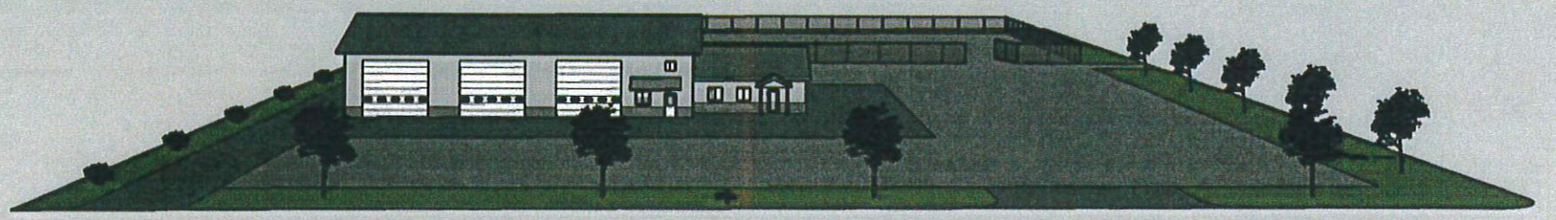

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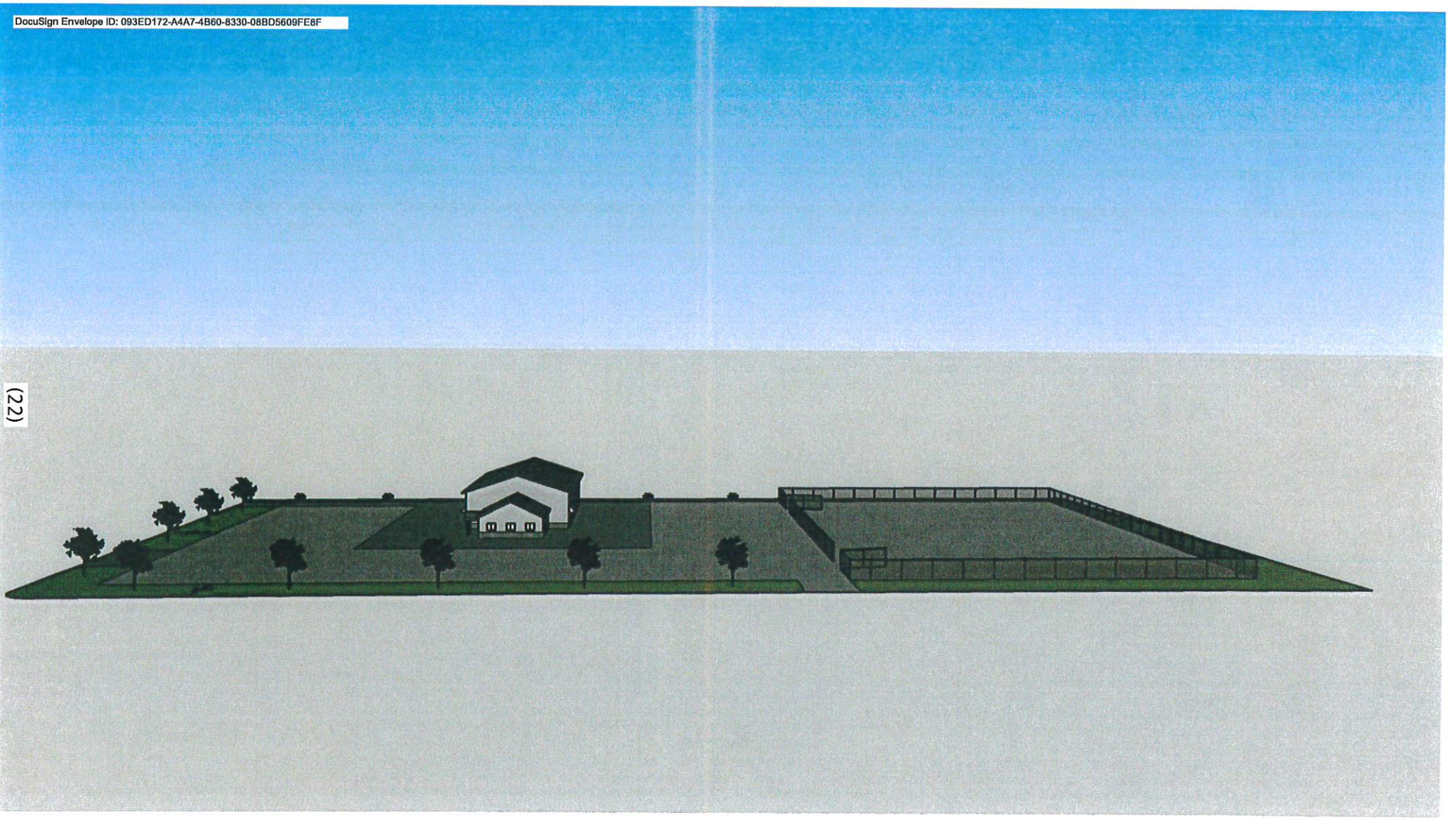

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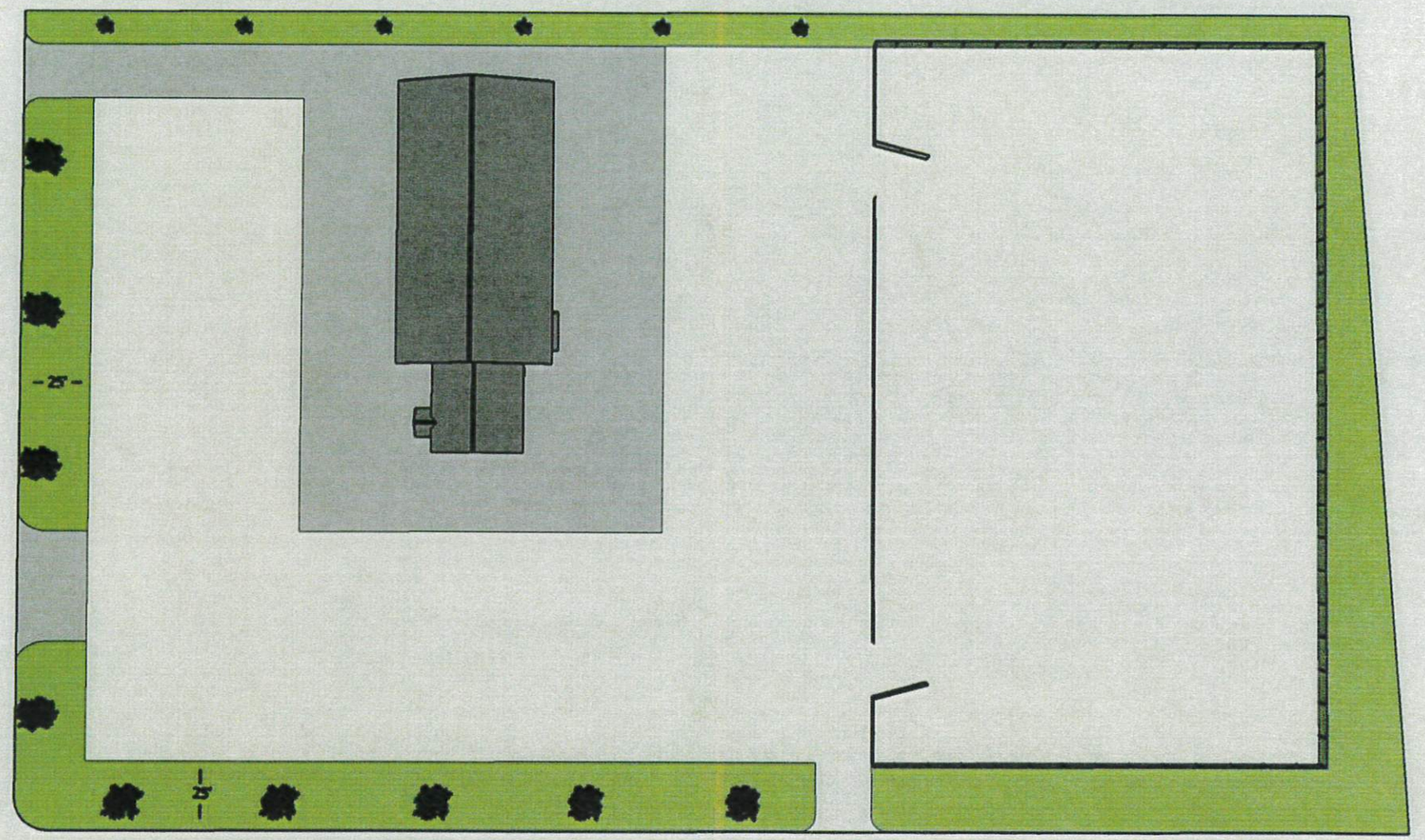

CHAPTER 167

SITE PLAN REQUIREMENTS

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167.01 TITLE. This chapter shall be known, cited and referred to as "Site Plan Regulations of the City of Riverside, Iowa."

167.02 PURPOSE AND APPLICATION. It is the intent and purpose of this chapter to establish a procedure which will enable the City to review certain proposed improvements to property within specified zoning districts of the City to ensure compliance with all applicable zoning, subdivision and building regulations. Site plans shall only be required whenever any person proposes to place any structure for which a building permit is required under any other section of this Code, on any tract or parcel of land within any district of the Riverside Zoning Ordinance, and for any use, except one- and two-family dwellings.

167.03 DESIGN STANDARDS. The standards of design provided herein are necessary to insure the orderly and harmonious development of property in such manner as will safeguard the public's health, safety and general welfare.

1. The design of the proposed improvements shall make adequate provisions for surface and subsurface drainage, for connections to water and sanitary sewer lines, each so designed as to neither overload existing public utility lines nor increase the danger of erosion, flooding, landslide, or other endangerment of adjoining or surrounding property.

2. The proposed improvements shall be designed and located within the property in such manner as not to unduly diminish or impair the use and enjoyment of adjoining property, and to this end shall minimize the adverse effects on such adjoining property from automobile headlights, illumination of required perimeter yards, refuse containers, and impairment of light and air. For this section, the term "use and enjoyment of adjoining property" shall mean the use and enjoyment presently being made of such adjoining property, unless such property is vacant. If vacant, the term "use and enjoyment of adjoining property" shall mean those uses permitted under the zoning districts in which such adjoining property is located.

3. The proposed development shall have such entrances and exits upon adjacent streets and such internal traffic circulation pattern as will not unduly increase congestion on adjacent or surrounding public streets.

4. To such end as may be necessary and proper to accomplish the standards in subsections 1, 2, and 3 above, the proposed development shall provide fences, walls, screening, landscaping, erosion control or other improvements.

5. The proposed development shall conform to all applicable provisions of the Code of Iowa, as amended, and all applicable provisions of the Code of Ordinances of the City of Riverside, as amended.

167.04 REQUIRED INFORMATION. All site plans required under Section 167.02, unless waived by the City Council, shall include as a minimum the following information:

1. Date of preparation, north point and scale.
2. Legal description and address of the property to be developed.
3. Name and address of the record property owner, the applicant, and the person or firm preparing the site plan.
4. The existing and proposed zoning.
5. The existing topography with a maximum of two (2) foot contour intervals. Where existing ground is on a slope of less than two percent (2%), either one (1) foot contours or spot elevations where necessary but not more than fifty (50) feet apart in both directions, shall be indicated on site plan.
6. Existing and proposed utility lines and easements in accordance with City of Riverside Standard Specifications and Subdivision Regulations.
7. Total number and type of dwelling units proposed; proposed uses for all buildings; total floor area of each building; estimated number of employees for each proposed use where applicable; and any other information which may be necessary to determine the number of off-street parking spaces and loading spaces required by the zoning ordinance.
8. Location, shape, and all exterior elevation views of all proposed buildings, for understanding the structures and building materials to be used, the location of windows, doors, overhangs, projection height, etc. and the grade relationship to floor elevation, and the number of stories of each existing building to be retained and of each proposed building.
9. All required yard setbacks.
10. Location, grade and dimensions of all existing and proposed paved surfaces and all abutting streets.
11. Complete traffic circulation and parking plan, showing the location and dimensions of all existing and proposed parking stalls, loading areas, entrance and exit drives, sidewalks, dividers, planters, and other similar permanent improvements.
12. Location and type of existing or proposed signs and of any existing or proposed lighting on the property which illuminates any part of any required yard.
13. Location of existing trees six (6) inches or larger in diameter, landslide areas, springs and streams and other bodies of water, and any area subject to flooding by a one hundred (100) year storm onsite and downstream offsite.
14. Location, amount and type of any proposed landscaping. Location of proposed plantings, fences, walls, or other screening as required by the zoning regulations and the design standards set forth in Section 167.03.
15. A vicinity map at a scale of 1"=500' or larger, showing the general location of the property, and the adjoining land uses and zoning.
16. Soil tests and similar information, if deemed necessary by the City Engineer, to determine the feasibility of the proposed development in relation to the design standards set forth in Section 167.03.

17. Where possible ownership or boundary problems exist, as determined by the Zoning Administrator, a property survey by a licensed land surveyor may be required.

167.05 OPEN SPACE, LANDSCAPING, PARKING AND ARCHITECTURAL REQUIREMENTS. The requirements set forth in this section for open spaces, landscaping, parking and architectural standards shall apply to any development or redevelopment except one- and two-family dwellings.

1. Open Space Required. On each lot, except for one- and two- family dwellings, there shall be provided open space in accordance with the following schedule:

Zoning District	Percent of Open Space
A-1*	30
R-1**	30
R-2**	30
R-3**	25
R-4**	30
~~CR~~ C-1	25
~~CG~~ C-2	25
~~CH~~ C-3	25
~~LI~~, M-1, M-2	25

*Non-agricultural uses.

**Uses other than single-family dwellings and duplexes

A. Said open space shall be unencumbered with any structure, or off-street parking or roadways and drives, and shall be landscaped and maintained with grass, trees and shrubbery. When the entire lot is not developed, the open space requirement shall be based in proportion to the area of the improved portion of the lot.

B. Each principal structure of an apartment or office complex on same site shall be separated from any other principal structure in the complex by an open space of not less than sixteen (16) feet.

2. Landscaping Required. Any development, except one- and two-family dwellings, shall provide the following minimum number and size of landscape plantings based on the minimum required open space for the development. The following is the minimum requirement of trees and shrubs, by number and size, and type of ground cover. Street trees planted in public street right-of-way, subject to approval by the City, shall not be counted toward fulfillment of the minimum site requirements set forth below. Plant species to be used for landscaping shall be acceptable to the City that are not considered a nuisance or undesirable species, such as trees with thorns, cottonwood or cotton-bearing poplars, elm trees prone to Dutch Elm Disease, boxelder, and silver maple. Existing trees and shrubs to be retained onsite may be counted toward fulfillment of the landscaping requirements.

A. Minimum requirements at the time of planting: Two (2) trees

minimum or one (1) tree of the following size per 1,500 square feet of open space, whichever is greater:

40 Percent: 1½"-2" caliper diameter

Balance: 1"-1½" caliper diameter

(Evergreen trees shall not be less than six (6) feet in height.)

B. Minimum requirements at the time of planting: 6 shrubs, or 1 shrub per 1,000 square feet of open space, whichever is greater.

C. To reduce erosion, all disturbed open space areas shall have ground cover of grass or native vegetation which is installed as sod, or seeded, fertilized and mulched.

3. Buffer Required. The following conditions shall require a buffer which shall be a landscaped area, wall, or other structure intended to separate and obstruct the view between two adjacent zoning districts, land uses or properties:

A. Any Commercial "C" and Industrial "M" District that abuts any Residential "R" District shall require a buffer as described in this section. The buffer shall be provided by the Commercial or Industrial uses when adjoining an "R" District.

B. All Industrial Districts that abut any "R" and "C" District shall provide a buffer as required by this section.

C. Any Multi-Family Residential "R3" that abuts any Residential District "R2" or "R1" shall require a buffer as described in this section. The buffer shall be provided by the owner of the "R3" building.

D. Any storage area, garbage storage, or loading docks, and loading areas, in any District shall be screened from public street view by a buffer wall.

4. Buffers. Buffers required under the provisions of this section or elsewhere in the zoning ordinance shall be accomplished by any one or approved combination of the following methods:

A. Buffer Wall: A buffer wall shall not be less than six (6) feet in height; constructed of a permanent low maintenance material such as concrete block, cinder block, brick, concrete, precast concrete or tile block; the permanent low-maintenance wall shall be designed by an architect or engineer for both structural adequacy and aesthetic quality; weather resistant wood may be used as a substitute material if designed with adequate structural integrity and permanency and approved by the Planning and Zoning Commission and City Council.

B. Landscape Buffer: A landscape buffer shall not be less than twenty-five (25) feet in width, designed and landscaped with earth berm and predominant plantings of evergreen type trees, shrubs and plants to assure year around effectiveness; height of berm and density and height of plantings shall be adequate to serve as a solid and impenetrable screen. A chain link fence may exist for security purposes but is not considered a part of the landscape screening to satisfy the intent of this requirement.

5. Burden of Provision of Buffer. The burden of provision and selection of the buffer shall be as follows:

A. Where two different zoning districts, requiring a buffer between them, are developed, the above requirement is not retroactive, and a buffer is not required. If a buffer is desired, it shall be provided by agreement between adjacent property owners. However, in the event of any or all of the improved property is abandoned, destroyed, or demolished, for the purpose of renewal or redevelopment, that portion of such property being renewed or redeveloped, shall be considered vacant and subject to the requirements herein.

B. Where one of two different zoning districts requiring a buffer between them is partly developed, the developer of the vacant land shall assume the burden, unless otherwise specified herein.

C. Where both zoning districts, requiring a buffer between them, are vacant or undeveloped, the burden shall be assumed by the developer of the land that is improved or developed, except for agricultural uses and unless otherwise specified herein.

6. Waiver of Buffer Requirements. Where the line between two districts, requiring a buffer, follows a street, right-of-way, railroad, stream, or other similar barrier, the requirement for a buffer may be waived by the City Council provided such waiver does not permit the exposure of undesirable characteristics of land use to public view.

7. Surfacing Requirements. All off-street parking and loading areas and access roadways shall have a durable and dustless surface paved with asphaltic or Portland cement concrete pavement in accordance with the requirements as herein set forth. Off-street parking of automobiles, vans, campers, trucks, trailers, tractors, recreational vehicles, boats, construction equipment, and any other mobile vehicles equipped for street and highway travel shall be on an asphaltic or Portland cement concrete paved off-street parking area as required herein and not parked or stored within the landscaped open space area of the front yard between the building and public street right-of-way, except, however, the storage of a recreational vehicle, a camper, and boat within the side or rear yard upon an unpaved area shall be permitted.

All off-street parking areas and associated driveways, access roadways and frontage roads, except driveways for single family residences, shall be constructed with permanent, integrally attached 6" high curbing or curbing of alternate height acceptable to the City (prefabricated portable curb stops shall not be considered an acceptable alternate), and shall be so graded and drained as to dispose of all surface water accumulation within the area; and shall be so arranged and marked as to provide for orderly and safe loading or unloading and parking and storage of self-propelled vehicles. The curbing requirements may be waived if it is determined that surface drainage can be adequately handled by other means.

The minimum thickness of pavement of the parking area shall be as follows:

A. Portland Cement Concrete shall have a minimum thickness of five (5) inches.

B. Asphaltic Cement Concrete shall have a minimum thickness of six (6) inches.

C. Material utilized in the subgrade shall be well drained and not susceptible to frost boils. The part of the parking utilized for driveways and access roadways shall be specifically designed to accommodate the type and load bearing capacity of traffic anticipated.

D. Driveways for attached townhouse style residences on private property shall be Portland cement concrete or asphaltic concrete with minimum thickness of five (5) inches and six (6) inches, respectively, with a sufficiently compacted and well-drained subgrade base and not greater than eighteen (18) feet in width.

8. Landscaping, Screening and Open Space Requirements. It is desired that all parking areas be aesthetically improved to reduce obtrusive characteristics that are inherent to their use. Therefore, wherever practical and except for single and two family detached and townhouse style residential parking in driveways, parking areas shall be effectively screened from public view and contain shade trees within parking islands where multiple aisles of parking exist. Not less than five (5) percent of the interior parking area shall be landscaped within parking islands.

9. Off-Street Parking Access to Public Streets and Internal Traffic Circulation. Off-street parking or loading facilities shall be designed to permit entrance and exit by forward movement of the vehicle for all uses, except single-family detached or row dwellings which shall permit backward movement from a driveway.

A. The backing or backward movement of vehicles from a driveway, off-street parking or loading area on to an arterial street or highway shall be prohibited for all uses. Driveway approach returns shall not extend beyond the side lot line as extended, unless such driveway is of joint usage by the adjoining lots, and driveway approaches at roadway not greater than established in the Riverside Municipal Design Standards.

B. The number of ingress/egress access points to public streets from off-street parking areas approved by the City and located to limit vehicular conflicts, will provide acceptable location of driveway accesses to public streets, preserve proper traffic safety and, as possible, not impair movement of vehicular traffic on public streets. The permitted number of ingress/egress driveway approaches to public streets for an off-street parking lot shall be dependent upon the projected future average daily traffic (ADT) for the public street and, as possible, public street accesses shall be located in alignment with driveway approaches gaining access to the same public street from property on the opposite side of the street. The design of off-street parking and loading facilities shall provide traffic circulation for the internal forward movement of traffic within the parking lot, so designed as not to impair vehicular movement on public streets or backing of vehicles from an off-street parking or loading area to a public street.

10. Handicap Accessible Parking Requirements. Provision of handicapped parking spaces within off-street parking areas shall be in accordance with applicable Federal, State and local regulations, properly identified with signage and provided with accessible ramps and walks in accordance with Federal and State regulations, and comply with the following parking space minimum

requirements:

TOTAL PARKING IN LOT	REQUIRED MINIMUM NUMBER OF HANDICAPPED SPACES
1 to 25	2++
26 to 50	3
51 to 75	4
76 to 100	5
101 to 150	6
151 to 200	7
201 to 300	8
301 to 400	9
401 to 500	10
501 to 1000	†
1001 and over	‡

† Two percent (2%) of total
‡Twenty (20) spaces plus one for each 100 over 1000
++Exceptions can be made for parking lots less than 10

Access space or aisle adjacent to handicap accessible parking space shall be a minimum five (5) feet wide. One in every eight handicap accessible spaces, but not less than one shall be served by an access space or aisle eight (8) feet wide minimum and shall be designated "van accessible."

11. Traffic Analysis Requirements. Any project which contains 100 dwelling units or 1,000 average day trips as listed for uses in the Trip Generation Handbook; Institute of Transportation Engineers, current edition, shall submit a traffic analysis which provides necessary information to determine the effect that the project will have upon the surrounding traffic. At a minimum the traffic analysis shall contain project trip generation directional distribution of project trips, traffic assignment, and capacity analysis, including identification of congestion and turning-movement conflicts.

12. Waiver of Requirements. The City Council reserves the right to waive or modify to a lesser requirement any provision or requirement of off-street parking and loading areas contained in this chapter, provided a report on such change is received from the Planning and Zoning Commission and City Administrator, provided adequate area exists for texture expansion, and further provided said waiver or modification does not adversely affect the intent of these regulations to adequately safeguard the general public and surrounding property. Exceptions will only be considered for those uses where special circumstances warrant a change and whereby the modification or waiver is determined to be in the best interest of the general public.

13. Architectural Standards. As part of the submittal of a site plan for development within any of the zoning districts and for any of the uses except one- and two-family dwellings, architectural plans for buildings shall be submitted for review and approval by the City Council after recommendation from the Planning and Zoning Commission. Documentation to be submitted shall include building elevations showing the building's design and a description of structural and exterior materials to be used. The following standards shall be considered by the

City to review architectural plans:

A. Multiple-Family Dwellings in All Districts. The architecture of multiple-family buildings shall be designed in a manner compatible with adjoining residential uses in the neighborhood. Architectural design for multiple-family buildings shall include exterior building materials, exterior details and texture, treatment of windows and doors, and a variety in the wall and roof design to lessen the plainness of appearance that can be characteristic of large residential buildings. Multiple-family buildings with single plane walls and boxy in appearance shall not be considered acceptable unless the use of exterior materials such as brick provides the elements necessary to enhance the building's physical appearance and eliminate its plainness of appearance.
Adequate treatment or screening of negative aspects of buildings (loading docks, loading areas, outside storage areas, garbage dumpsters and HVAC mechanical units) from any public street and adjoining properties shall be required. Buildings shall be designed or oriented not to expose loading docks or loading areas to the public.

B. Non-Residential Uses in the "R" Districts. Any building used for a permitted non-residential use in "R" Districts shall be designed and constructed with architecture and use of materials compatible with the residential uses within the neighborhood. Buildings located on a residential street in an "R" District shall be residential in character, and exterior materials shall be wood, brick, and/or brick veneer. The architectural design shall be approved by the City.

C. All Uses Within the Commercial Districts. Architectural design and use of materials for the construction of any building shall be approved by the City. Buildings within the Commercial Districts shall have as a primary element of the building exterior fascia glass, brick, concrete panels, textured concrete block, architectural steel or stone panels, or cement fiber composite siding, with all sides of any building built consistent in design and use of materials. No wood, Masonite, visible asphaltic exterior wall or roof material, aluminum or steel siding, non-architectural sheet metal non-textured concrete block, stucco, E.I.F.S. (Exterior Insulation and Finish System) or other similar materials shall constitute a portion of any building except as a trim material, unless the City Council after receiving a recommendation from the Planning and Zoning Commission, shall determine said material when used as a primary element, does not distract from the physical appearance of the building.
Adequate treatment or screening of negative aspects of buildings (loading docks, loading areas, outside storage areas, garbage dumpsters and HVAC mechanical units) from any public street and adjoining properties shall be required. Buildings shall not be designed or oriented to expose loading docks, non- residential use overhead doors or loading areas to the public.

D. All Uses Within Industrial Districts. Architectural design and use of materials for construction of any building in the Industrial Districts shall be reviewed as part of the site plan proposal and shall be approved by the City. While it is not the purpose of this section to dictate, specify, or restrict the use of building materials and structural elements, the use of appropriate exterior materials to enhance the appearance of a

building is encouraged by the City. The exclusive use of sheet metal as an exterior building material shall not be considered acceptable for buildings facing public streets. The exterior material of the building's front elevation shall be comprised of brick, concrete panels, textured concrete block, architectural steel or stone panels, or cement fiber composite siding, or other similar material. Loading areas, loading docks, storage areas, and garbage dumpsters shall be located, screened or oriented to minimize their exposure to view from public streets.

167.06 ZONING PERMITS. No zoning compliance permit or building permit shall be issued for the construction of any structure that is subject to the provisions of this chapter, until a site plan has been submitted for review covering the land upon which said structure is to be erected, and further, approved by City Council for such development in accordance with this chapter.

167.07 PROCEDURE.

1. Pre-Application Conference. Whenever any person proposes to place any structure for which a building permit is required under any other section of this Code, on any tract or parcel of land within any district of the Riverside Zoning Ordinance, and any use, except one- and two-family dwellings, the person shall submit to the City Administrator a request for a Pre-Application Conference. The Conference shall include the applicant or their representative and the Zoning Administrator. The purpose of the Conference shall be to acquaint the City staff with the proposed construction and to acquaint the applicant or their representative with the procedures and with any special circumstances that might relate to such construction.

   The applicant shall furnish a legal description of the subject real estate at the time of requesting a Pre-Application Conference, and the Conference shall be held within seven (7) days of such request.

2. Continuous Site Plan Review. After completion of the Pre-Application Conference as required by subsection 1 of this section, and in the event the applicant wishes to proceed with the construction as discussed at said Conference, they shall cause to be prepared a site plan of such proposed construction and shall submit five (5) copies of the same to the Zoning Administrator and one (1) copy to the City Engineer. The site plan shall be accompanied by a cover letter requesting review and approval of said plan.

   The site plan shall contain all the information required by Sections 167.05 and 167.06 of this chapter unless otherwise waived by the Zoning Administrator. The Zoning Administrator shall retain one (1) copy for their review and comment. The remaining copies shall be retained by the City Clerk for review and distribution. The Zoning Administrator and City Engineer shall review the plan for conformance of the design to the standards and required data set forth in Sections 167.04 and 167.05 of this chapter.

3. Action.

   A. The Zoning Administrator shall promptly notify the applicant in writing of any revisions or additional information needed as required by Sections 167.04 and 167.05. If necessary, the applicant shall make revisions and resubmit the revised plan(s) to the Zoning Administrator for compliance. If the site plan complies with requirements set forth in

this chapter, the applicant shall submit ten (10) copies of the plan to the Planning and Zoning Commission for approval, disapproval or approval subject to conditions.

B. The Commission shall in its regularly scheduled meeting, act upon the site plan and accompanying material. The City Engineer, City staff and other departments shall submit to the Commission their recommendation. Applicant or a representative shall be present at the meeting. Action of the Commission shall be approval subject to conditions, or denial.

C. Approval by Commission. In the case of approval by the Commission, the approval shall be documented on seven (7) copies of the site plan. One (1) copy shall be returned to the applicant, one (1) copy retained by the Commission and five (5) copies shall be forwarded to the City Council.

D. Conditional Approval by Commission. In the case of approval subject to conditions by the Commission, the approval shall be documented on seven (7) copies of the site plan and the conditions determined attached thereto. One (1) copy shall be returned to the builder, one (1) copy shall be retained by the Commission, and five (5) copies shall be forwarded to the City Council. The applicant shall provide revised copies of the site plan in accordance with the Commission action and submit ten (10) copies to the City Clerk prior to Council action. The City Clerk shall forward one (1) copy to the City Engineer, five (5) copies to the City Council and one (1) copy for the Commission files.

E. Disapproval by Commission. In the case of disapproval by the Commission, the disapproval shall be documented on three (3) copies of the site plan. One (1) copy shall be returned to the applicant, one (1) copy shall be retained by the Commission, and one copy shall be retained by the City Clerk.

F. Council Action. At the next regularly scheduled Council meeting following Commission action, the Council shall act on the site plan and accompanying material. Applicant or a representative shall be present at the meeting. Action of the Council shall be approval or denial.

G. Approval by Council. In the case of approval by the Council, the approval shall be documented on three (3) copies of the site plan. One (1) copy shall be returned to the applicant, one (1) copy shall be forwarded to the Commission, and one (1) copy shall be retained by the City Clerk. Applicant may then proceed with approval of building permit and accompanying material

H. Denial by Council. In the case of denial by the Council, the denial shall be documented on three (3) copies of the site plan. One (1) copy shall be returned to the applicant, one (1) to the Commission, and one (1) copy shall be retained by the City Clerk.

I. Resubmittal of Site Plan Denied by Council. A site plan that has been approved by the Commission and denied by the Council may be revised by the applicant in accordance with the Council Action and ten (10) copies resubmitted to the Commission for approval as before.

J. Resubmittal of Site Plan Denied by Council and Commission. A site plan that has been denied by both the Commission and the Council may be resubmitted to the City by the applicant for Commission and Council approval with respect to the original terms of these procedures, which includes ten (10) copies of the preliminary plat and filing fees. Resubmittal under these terms shall be considered a new site plan subject to fees and procedures outlined in Section 167.07.

167.08 GOOD NEIGHBOR MEETING. Good Neighbor meetings are intended to allow public comment on potential rezoning cases prior to the case being formally submitted to the City. Such comments will alert city staff and the owner to neighborhood issues and may lead the owner to modify the intended application for rezoning.

1. Application. Good Neighbor meetings may be required for all rezoning applications filed by private owners. The decision on whether a meeting should be held will be at the discretion of the Zoning Administrator. This decision will be made at the time of the Pre-Application Conference.

2. Arrangements for the meeting:

   A. City staff will make the applicant aware of Good Neighbor meeting scheduling arrangements, and a date and location will be mutually agreed upon.

   B. City staff will identify all property owners within two hundred (200) feet of the boundaries of the property proposed to be rezoned and prepare a mailing list of those property owners. The City is not required to be notified by mail of the Good Neighbor Meeting.

   C. City staff will prepare two notices: one for mailing to owners identified above and one for publication. The notices will be made available to the applicant for review and comment prior to mailing.

   D. City staff will complete the following notifications:

      (1) Send by regular mail the notice to owners identified above.

      (2) Post notification of the meeting on City website.

      (3) Notify the Commission, Council and Mayor of the meeting.

   E. The Good Neighbor meeting will be moderated by City staff.

3. Notification Content. The notifications will include the time, date, and location of the meeting, and a brief plain language description of the proposed rezoning. Other information or material such as a map of the area may be included to clarify the notice.

4. Timing.

   A. The Good Neighbor meeting shall be held prior to submission of the rezoning application on the required submission deadline.

   B. Notifications shall be sent, delivered and/or posted no later than ten (10) days prior to the Good Neighbor meeting.

5. In the event that a proposed subdivision is dependent upon the property first being rezoned, the requirements of this section may be fulfilled by the Good Neighbor meeting including a presentation on both the proposed rezoning and

subdivision requests.

6. Printing and mailing costs shall be reimbursed to the City by the applicant.

167.09 FEES. The City Council shall establish a schedule of fees, charges, and expenses and a collection procedure for site plan approval and other matters pertaining to this chapter. The schedule of fees shall be posted in the office of the City Clerk and may be altered or amended only by the City Council. Until all applicable fees, charges, and expenses have been paid in full, no action shall be taken on any application or appeal.

Applicant shall be responsible for just and reasonable costs incurred by the City for review of preliminary and final site plans deemed necessary by the City to insure proper conformance with City ordinances and site plan regulations.

167.10 VALIDITY OF APPROVAL

1. A site plan shall become effective upon certification of approval by the City Council.

2. The City Council approval of any site plan required by this chapter shall remain valid for one (1) year allowing one (1) year extension with approval of City Council upon recommendation of the Commission after the date of approval, after which time the site plan shall be deemed null and void if the development has not been established or actual construction commenced. For the purpose of this chapter "actual construction" shall mean that the permanent placement of construction materials has started and is proceeding without undue delay. Preparation of plans, securing financial arrangements, issuance of building permits, letting of contracts, grading of property, or stockpiling of materials on the site shall not constitute actual construction.

167.11 SITE PLAN AMENDMENT. Any site plan may be amended in accordance with the standards and procedures established herein, including payment of fees, provided that the Zoning Administrator may waive such procedures for those minor changes hereinafter listed. Such minor changes shall not be made unless the prior written approval for such changes is obtained from the Zoning Administrator. No fees shall be required for such minor changes.

1. Moving building walls within the confines of the smallest rectangle that would have enclosed each original approved building(s). Relocation of building entrances or exits, shortening of building canopies.

2. Changing to a more restrictive commercial or industrial use, provided the number of off-street parking spaces meets the requirement of the Riverside zoning ordinance. This does not apply to residential uses.

3. Changing angle of parking or aisle provided there is no reduction in the amount of off-street parking as originally approved.

4. Substituting plant species provided a landscape architect, engineer or architect certifies the substituted species is similar in nature and screening effect.

5. Changing type and design of lighting fixtures provided an engineer or architect certifies there will be no change in the intensity of light at property boundary.

6. Increasing peripheral yards.

167.12 APPLICABILITY TO EXISTING DEVELOPMENT. The requirements of this chapter shall not apply to the placement of any structure for which building permits have been issued as of the date of the adoption of this ordinance codified by this chapter, provided that if such building permit shall expire, then a new building permit shall not be issued until the requirements of this chapter have been met. Provided further, that if an existing structure is to be reconstructed, enlarged, expanded, or otherwise increased:

1. In the case of building uses, in an amount 50% or greater of its existing ground coverage and/or total floor space; or
2. In the case of non-building uses or non-building portion of uses, in the amount 50% or greater of the existing developed non-building site area, then the provisions of this chapter shall apply.

167.13 ENFORCEMENT. No zoning ordinance certification, occupancy permit or building permit shall be issued by the City or have any validity until the site plan has been approved in the manner prescribed herein.

167.14 CHANGES AND AMENDMENTS. Any provision of this chapter may be changed and amended from time to time by the Council; provided, however, such changes and amendments shall not become effective until after study and report by the Commission and until after a public hearing has been held, public notice of which shall be given in a newspaper of general circulation at least fifteen (15) days prior to the hearing.

167.15 MAINTENANCE BONDS. Maintenance bonds shall be posted with the City by the developer at the developer's cost for improvements required under this chapter for the following time periods and improvements:

Streets and alleys – 5 years

Storm sewer, drainage and detention – 5 years

Concrete pavement – 5 years

Asphalt overlays – 2 years

Sidewalks – 2 years

Curb and gutter – 2 years

Water facilities – 2 years

Sanitary sewer facilities – 2 years

All other underground utilities – 2 years

RESOLUTION #2022-XX

RESOLUTION APPOINTING OFFICIAL NEWPAPER FOR PUBLICATIONS

WHEREAS, the City of Riverside finds it necessary on an annual basis to designate a newspaper of general circulation within the community as the appropriate entity for the publication of all official notices and proceedings;

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIVERSIDE, IOWA, as follows:

"The News" to be the official weekly newspaper for the City of Riverside, Iowa and that such designation shall be in effect for one year beginning with the first council meeting in January 2023, through December 31, 2023.

IT WAS MOVED BY Councilperson _____, seconded by Councilperson _____, that the foregoing Resolution be approved.

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED this 5th day of December, 2022 by the City Council of Riverside, IA.

Signed: _____ Date:_____

Allen Schneider, Mayor

Attest: _____ Date:_____

Becky LaRoche, City Clerk

The News

419 B Avenue, PO Box 430 | Kalona, IA 52247-0430 | Phone (319) 656-2273 | Fax (319) 656-2299

November 16, 2022

RECEIVED
NOV 18 2022
BY:

Mayor Allen Schneider
City of Riverside
60 Greene Street
PO Box 188
Riverside, IA 52327

Honorable Mayor and City Council Members:

The News newspaper requests to once again be named an official newspaper for the City of Riverside. We appreciate our ongoing partnership with the city to provide Riverside residents with public notices that affect their lives.

I am available to answer any questions from board members if there are any.

All the best,

Ron Slechta
Publisher/Owner

RESOLUTION #2022-XX

RESOLUTION FOR APPROVAL OF CONTRACT WITH HINSON CONSULTING, LLC TO RECRUIT CITY ADMINISTRATOR

Whereas, the City of Riverside City Council has decided to enter into contract with Hinson Consulting, LLC to assist with the search for a City Administrator.

Therefore, be it resolved the City of Riverside City Council does hereby approve the attached Hinson Consulting, LLC proposal for an administrative search in the amount of $13,600.

Moved by Councilperson _____, seconded by Councilperson _____, to adopt 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 5th day of December, 2022.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

HINSON CONSULTING, LLC

LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

Proposal

November 17, 2022

To: Honorable Mayor & City Council, Riverside, Iowa

Brent Hinson
Hinson Consulting, LLC

Re: City Administrator Recruitment Proposal

Dear Mayor and Council:

We are writing to offer our services in assisting with the search for Riverside's next City Administrator. We have assembled a recruitment team that is unmatched for its deep experience in municipal government in Iowa and its resulting Iowa and Midwestern network.

If selected, we will employ a team with over 50 years of collective Iowa local government experience that has collectively completed over 25 city manager/administrator searches in Iowa since 2013, including Riverside's last search in 2019. In addition, Consultant Hinson brings detailed local knowledge as the former City Administrator of Washington from 2011-2021.

Selecting the appropriate person as City Administrator is one of the most important decisions a Council will make, and we have developed a comprehensive process to recruit, screen, and evaluate candidates, providing the best chance possible of finding the perfect fit.

Hinson Consulting, LLC
hinsonconsultingllc@gmail.com

Hinson Consulting, LLC Proposal: Table of Contents

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Hinson Consulting, LLC
hinsonconsultingllc@gmail.com

Our Understanding of the City Administrator Position & Organizational Goals

Due to our team's deep experience on the front lines of municipal government in Iowa, we are acutely aware of the challenges facing communities like Riverside. We understand that to be successful Riverside must simultaneously be budget-conscious but forward-thinking, and optimistic yet realistic. It must engage continuously with important community partners and make the most of opportunities. It must build the community in a smart and sustainable way.

It is essential that Riverside recruit and retain a highly skilled and committed professional to lead its organizational efforts and to properly advise the Mayor and Council on policy matters. Our aforementioned 50 combined years of local government experience includes 47 years of experience in administrator/manager roles. We understand the combination of broad knowledge, listening ability, leadership, energy, passion, financial & negotiating savvy, character, and many other traits that are necessary to be successful in this role.

Specifications for Proposal

Firm Contact Information:

Brent Hinson, Principal
Hinson Consulting, LLC
1234 Moonstone Ct
Mason City, IA 50401
(641) 373-2535
hinsonconsultingllc@gmail.com

Firm Overview: Hinson Consulting, LLC is an Iowa limited-liability corporation established in 2014. The firm specializes in City Administrator/Manager searches, but also performs compensation studies, employment background checks, and financial analysis for local governments in Iowa.

Hinson Consulting, LLC is a single-member LLC owned by Brent Hinson. It proposes to serve as the contracting firm for the proposed services, and will engage as a subconsultant Mark A. Jackson Consulting, LLC (Iowa single-member LLC owned by Mark Jackson).

Consultant Biographies:

Consultant **Brent Hinson** has worked in city government for 19 years, having served as Finance Director/City Clerk in Iowa Falls, Iowa; City Administrator in Garner, Iowa; City Administrator in Washington, Iowa; and beginning in August 2021, as Deputy City Administrator/ Finance Director in Mason City, Iowa. Brent is an ICMA Credentialed Manager. He has owned and operated his own consulting firm, Hinson Consulting, LLC since 2014. He is a past Iowa League of Cities Board member and speaker at League and ICMA conferences.

Consultant **Mark A. Jackson** has worked in city government for 31 years, first as the Village Manager in Homer, Michigan, and since 1993, as the City Administrator in Story City, Iowa. Mark is an ICMA Credentialed Manager. He is an adjunct instructor for Iowa State University. He also has provided consulting services upon request by cities for the past 17 years. He is a past Iowa League of Cities Board member.

Involvement of Staff, Elected Officials, and Citizen Advisory Committee: While we have a standard framework for performing our executive searches, we aim to be highly flexible and responsive to your input to ensure the right process for Riverside. You are the experts on your community and your organization, and there is no one-size-fits-all approach for ensuring a good process. While we have provided a proposed schedule below as requested, we would be happy to adjust wherever needed to maintain an orderly, inclusive, and ultimately successful process.

The standard framework for our process includes:

- Meet with Mayor & Council to review job description, pay & benefits, etc.
- Meet with Mayor, Council, key staff, and select citizen advisers on an individual basis to discuss qualities desired in the next City Administrator, learn more about the organization's needs, and to gain input on the advertisement of the position.
- Prepare an 8- to 12-page position profile for prospective candidates.
- Prepare & place advertisements on key internet sites & on targeted social media.
- Compile list of potential candidates & make contacts to gauge interest & promote the position opening.
- Receive & catalog applications (we propose creating a dedicated Gmail account for this purpose and only accepting electronic applications).

- Screen candidates; meet with Mayor & Council to narrow the most qualified applicants to a list of finalists.
- Reference checks on finalists.
- Conduct criminal and credit background checks on finalists.
- Conduct formal interview process over a period of two days.
- Negotiations with selected candidate, including employment contract.

We can calibrate the items above listing in a variety of ways, as desired, to meet Riverside's expectations for elected official, staff, and citizen involvement.

We have proposed one item in addition to our typical process: a City Council workshop on organizational effectiveness to discuss the roles of the staff and the elected officials, and discuss strategies to ensure that all are on the same page and moving in a coordinated manner to improve the community.

Development & Evaluation of Candidate Pool: We are highly connected within and outside the state of Iowa in the city management field, and have a strong knowledge of potential candidates that may be interested in and qualified for the position, through an ongoing dialogue with a wide array of city government professionals. We perform many searches within the state of Iowa, so are aware & in touch with both the Iowa-based candidates, as well as those from other states that are interesting in relocating to or returning to Iowa. Our process starts with assembling a list of all such candidates of which we are aware. We will prepare what we believe is the list of the best candidates for Riverside. This will be based on the input we receive from staff, elected officials, and citizens, along with our own research and subject matter knowledge. We know many of the potential candidates personally and professionally, and may have worked with them on past searches, so are aware in many cases of not just qualifications for these individuals, but also character and intangibles that may make them particularly suited for Riverside. We then make contact with the potential candidates and other key influencers within the Iowa local government to raise awareness of the community and the availability of the position. We use the position profile we will prepare to supplement these efforts. We further advertise in a variety of outlets (with internet/social media sources emphasized), and also seek to be responsive and informative to candidates that may contact us directly about the position, as is often the case.

We are in a challenging time for recruitment; this is true across the economy, but we have seen direct effects on the number of applicants we are seeing in our post-COVID

searches. Looking back, we had 30 applicants in the 2019 search in Riverside. City officials should not expect anything like that number for this search. We are currently moving toward virtual interviews in one search that received 9 applications and have another with a week to go until the deadline with 9 applicants as well, and only received 14 for a search earlier this year, even as we continue to work harder than ever to recruit applicants. While there are still good candidates out there, the lower numbers make it all the more important that the City has addressed any red flags and has elected officials and staff that are on the same page going into the search.

We have several levels of screening for applicants. First, we develop a qualifications matrix to be able to compare the candidates on the basis of factors such as education, local government experience, and management experience, and relate these to the desired qualifications and attributes identified for the position we are filling. We conduct detailed internet research on candidates via Google searches, targeted websites, etc. We use the results of these screening techniques to discuss among our consultants those that we believe are the best fit for the position on paper. We have several ways to involve the Mayor and City Council in this process. We prefer to bring the Mayor and City Council a group of semi-finalists for closed session discussion, rather than spend valuable elected official time reviewing applications that do not have sufficient merit to move on to the next stage. However, we are flexible in this process, within the bounds of maintaining an appropriate level of confidentiality while complying with Iowa Code Chapters 21 & 22 regarding open meetings/open records. For example, we have usually conducted Zoom interviews of semi-finalists before the Mayor & Council proceed to selection of finalists.

The final levels of screening for candidates consist of credit, criminal background, and detailed reference interviews, along with the in-person interviews. We conduct all of our background research prior to the interviews, in order to put the Mayor & Council in the position to make an offer at the conclusion of the interviews. The interview process itself is carefully crafted to allow participants to develop a strong feel for candidate fit and readiness to assume the role of City Administrator.

Recruitment Timetable: As stated above, we are flexible in our approach and process, but would anticipate the following timetable at this point in time:

A. Phase I – Advertising & Marketing of Position		
1. Initial Council Meeting to start the process	Consultants/City Council (Virtual)	December 5
2. Confidential Interviews with Mayor, Council Members & Key Staff	Consultants	December
3. Council Session on Organizational Effectiveness- Proposed for evening of same day as one-on-one interviews	Council/ Consultants	December
3. Preparation of Profile	Consultant	January
4. Council Approval of Profile	City	January
5. Preparation of Advertisements	Consultant	January
6. Placement of advertisement and posting on websites	Consultant	January
7. Emailing of Profiles	Consultant	January
8. Phone Calls to Potential Candidates	Consultant	January
9. Deadline for Applications	-	February
B. Phase II – Selection Process		
10. Screening of Candidates	Consultant	February
11. Selection of Candidates for Zoom Interviews	City Council	February
12. Zoom Interviews of Candidates	Consultant/Council	February
13. Mail a Packet of Information to Candidates for Formal Interviews	Consultant	February
14. Education Verification, Credit Checks, & Criminal Background Checks, - Finalists	Consultant	February
15. Calls on Candidates' References	Consultant	February
16. Coordination of Interviews	Consultant	February
17. Finalist Interviews	Consultant/Council	March
18. Negotiations with Selected Candidate	Consultant/Mayor	March
19. Approval of Offer of Employment	City Council	March
20. Start of Employment		By Late April

The exact dates of each step in the process will be selected after this proposal has been approved and the City has provided additional information regarding the schedules of the City officials involved in the process.

Proposed Scope of Services & Fees:

We propose the following scope of services:

1. Develop recruiting specifications, in conjunction with the City Council, and other key individuals selected by the City Council, that addresses the specific duties, responsibilities, operational issues, education and training, leadership qualities, and other factors that are relevant to the position.

2. Coordinate all stages of the process with the City Council, with the collaboration of key staff members from the City of Riverside.

3. Translate the Council requirements into a recruitment brochure, to encompass a nation-wide search, with recruiting activities including selected advertising, networking and direct inquiries, and use of our knowledge of candidates from other searches.

4. Assist the Council in screening the initial pool of applicants to an appropriate number of semi-finalists. Provide the Council with summary reports on semi-finalists and respond to questions.

5. Work with the Council to narrow the semi-finalists group to a list of approximately four finalists, to determine an appropriate interview process, and to discuss preliminary terms of an employment agreement.

6. Conduct in-depth interviews, detailed background investigations, and contact references and verify the credentials of finalists. Prepare a report on each finalist. Assist the Council with the candidate interviews.

7. Coordinate and/or conduct any additional assessments and background investigations.

8. Assist the Council with the negotiation of an employment agreement with the selected candidate, as directed by the Council.

Fee Proposal

Task	Lead Role	Fee
1. General oversight & management of process	Consultants	$500
2. Initial Council meeting to start the search process (Consultants virtual)	Consultants/Council	$200
3. Confidential Interviews & Organizational Effectiveness Workshop-City officials	Consultant	$1,000
3. Preparation of Position Profile	Consultant	$ 1,100
4. Council Approval of Profile	Council	$0
5. Preparation of List of Potential Candidates	Consultant	$350
6. Printing or emailing of Profiles	Consultant	$150
7. Preparation of Advertisements	Consultant	$200
8. Placement of Advertisements (includes cost of ads)	Consultant	$750
9. Phone Calls to Potential Candidates	Consultant	$350
10. Screening of Candidates	Consultants/Council	$800
11. Selection of Candidates for Zoom Interviews - Council Meeting (Consultants Virtual)	Council	$200
12. Zoom Interviews of 6 Finalists	Consultants/Council	$1,100
13. Selection of Candidates for Formal Interviews	Council	-0-
14. Send Packets of Information to Candidates for Interviews	Consultant	$300
15. Educational Verification, Credit Checks, & Criminal Background Checks & Report	Consultant	$750

16. Calls on Candidate References	Consultant	$1,250
17. Coordination of Interviews & Calls to Candidates	Consultant	$800
18. Formal Interviews – Two Days	Consultant/Council	$2,000
19. Negotiations with Selected Candidate	Consultant	$ 300
20. Formal Approval of Offer of Employment	Council	$0
SUB-TOTAL – Consulting Fee		**$12,100**
Expenses – Mileage, copies, & lodging		**$ 1,500**
Grand Total – Not to Exceed		**$13,600**

We would anticipate billing for monthly progress payments proportionate to the amount of work completed each period, through the completion of the search.

Please consider this division of tasks as a proposal that can be modified to meet the Council's expectations. We are flexible as to the tasks that the Council would wish to assign to us.

If we were to follow the division of tasks, as outlined in this proposal, the consulting fee, plus expenses, would not exceed $13,600. If the Council wants to change the division of tasks, we can modify the fee according to the Council's needs and expectations.

Based on this scope of service, would have the following expectations of City staff and officials:

- Provide consultants with content for position profile.
- Respond to various information requests during the process.
- Provide input throughout the process.
- Various coordination for interview weekend, including arranging tours of Riverside, a public reception for candidates, refreshments for formal interview participants, etc.
- Legal review of proposed employment contract (by City Attorney).

Additional Services: New Administrator Evaluations and Council Goal Setting

Six and/or Twelve Month Performance Evaluation: If requested by the Council, we can assist the City with initial performance evaluations of the person selected as City Administrator. In cooperation with the Mayor, City Council Members, and City Administrator, we will develop a performance evaluation form and rating system. We will distribute and collect the evaluation forms, summarize them, and present the summary to the Mayor, City Council, and City Administrator. If there is a need for an improvement in some aspect of the performance of the City Administrator, we will provide advice and suggestions, if requested. The fee for this service would be $800 per evaluation process.

Mayor/Council Goal-Setting: We believe one of the most important aspects to success, especially for a new Administrator, is a shared Mayor/Council vision. This allows the new Administrator to focus on what is truly important to start, and what can wait a bit to address. Our consultants are highly experienced with this process, and can build a process to suit Riverside. The fee for this service would range from $1,000 to $2,500 depending on the depth of the process desired by the City of Riverside.

We sincerely thank you for considering our proposal, and look forward to working with you.

Brent and Mark

Hinson Consulting, LLC
hinsonconsultingllc@gmail.com

Appendix

Client Listing: Our consultants have assisted with the following representative city administrator/ manager searches in Iowa in recent years:

Client	Year	Contact
Garner, Iowa	2011/2019	Denny Drabek, City Council, 641-923-3483
Fairfield, Iowa	2014/2017	Ed Malloy, Former Mayor, 641-233-1080
Tiffin, Iowa	2015	Mike Ryan, Former Council, 319-545-2203
Forest City, Iowa	2016	Daisy Huffman, City Administrator, 641-585-3574
Tipton, Iowa	2017	Bryan Carney, Mayor, 563-886-4542
Central City, Iowa	2017	Don Gray, Former Mayor, 319-521-7276
Mason City, Iowa	2018	Perry Buffington, HR Director, 641-424-7130
Carlisle, Iowa	2018	Drew Merrifield, Mayor, 515-229-5800
Keokuk, Iowa	2018	Tom Richardson, Former Mayor, 319-520-5848
Sheldon, Iowa	2018	Katricia Meendering, Former Mayor, 712-324-4651
Webster City, Iowa	2019	John Hawkins, Mayor, 515-832-9141
Polk City, Iowa	2019	Jason Morse, Former Mayor, 515-208-3996
Huxley, Iowa	2019	Jolene Lettow, City Clerk, 515-597-2561 ext 201
Orange City, Iowa	2019	Deb DeHaan, Mayor, 712-541-9016
Burlington, Iowa	2020	Stephanie Stuecker, Finance Director, 319-753-8178
Decorah, Iowa	2021	Lorraine Borowski, Mayor, 563-382-3452
Marion, Iowa	2021	Kirsten Fisher, HR Director, 319-743-6318
Oskaloosa, Iowa	2022	Amy Miller, Fin. Director/City Clerk, 641-673-9431

RESOLUTION #2022-XX

RESOLUTION TO ACCEPT CONTRACT WITH AXIOM CONSULTANTS FOR SANITARY SEWER STUDY IN NORTHEAST GROWTH AREA

WHEREAS, City of Riverside has reviewed Task Authorization #005 with Axiom Consultants to provide evaluation and study of sanitary sewer services to northern growth area,

WHEREAS, the project area is along Vine Ave, north of Hwy 22 in Riverside, Iowa,

WHEREAS, the study is intended to be complete within two weeks of acceptance,

THEREFORE, be it resolved that the City Council of the City of Riverside does hereby accept this Task Authorization #005 in the amount of $2.280.

IT WAS MOVED BY Councilperson _____, seconded by Councilperson _____ that the foregoing Resolution be approved.

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

Ayes:

Nays:

Absent:

Passed by the City Council of Riverside, Iowa, and approved this 5th day of December, 2022.

Signed: _____ Date: _____
Allen Schneider, Mayor

Attest: _____ Date: _____
Becky LaRoche, City Clerk

Task Authorization (TA) #005

Sanitary Sewer Study – Northeast Growth Limits

DATE: November 21, 2022

City of Riverside, Iowa ("RIV" or "Client") hereby awards **Axiom Consultants, LLC** ("AXC" or "Engineer"), and Engineer accepts, this Task Authorization ("TA") in accordance with the RIV-AXC Master Services Agreement ("MSA") dated **July 12th, 2021** and as follows:

LOCATION: Along Vine Avenue, north of Highway 22, in Riverside, Iowa.

SCOPE: This project will provide an evaluation and study of sanitary sewer service areas for the northeast growth limits of the City of Riverside.

CIVIL SCOPE

CIVIL DESIGN-DEVELOPMENT and CONSTRUCTION DOCS

1. Create basemap for evaluation of topography based on LiDAR and GIS contours.
2. Review existing sanitary sewer infrastructure via PeopleService as-built information and utility mapping as depicted in Diamond Map system.
3. Assessment of drainage areas based on GIS basemap.
4. Development of up to three (3) alignment options to serve the proposed County Line development and adjacent parcels as included in the Growth Limits and within possible reaches for annexation.
5. Determine need for lift station and lift station location based on the alignment options.
6. Develop opion of cost for the proposed sanitary sewer extensions and respective lift station as needed.
7. Develop and provide map for City use and purpose when approached with potential future development north of the Highway 22, east of Highway 218, and west of the Riverside Casino & Golf Resort.

NOTES AND ASSUMPTIONS

- This study does not include any construction drawings or detailed design to building sanitary sewer extension or lift station

SCHEDULE: Study intended to be completed within two (2) weeks from Notice to Proceed

SUBCONSULTANTS: None

REIMBURSEMENT:

Invoices shall be in accordance with MSA and shall identify this TA. Invoices shall contain sufficient details to enable purchaser to substantiate and verify the charges. Invoices shall be subjected to the review and approval of ***RIV Authorized Agent*** prior to payment.

In consideration of the faithful performance of the work, RIV shall pay AXC Two Thousand, Two Hundred Eighty Dollars and 00/100 ($2,280.00) for **Design Services.** This portion of the TA is lump sum.

Both parties please sign. One original of this TA will be returned to RIV to acknowledge your acceptance of this work order. By signing this TA both parties agree to the terms and conditions of the Axiom Master Services Agreement.

CLIENT

Printed Name: _____

Signature: _____

Job Title: _____

Date: _____

ENGINEER

Printed Name: BRIAN BOELK

Signature: [signature]

Job Title: OWNER

Date: 11/18/2022

AXC BILLABLE RATES – Calendar Year 2022

Principal	$150.00
Senior Licensed Engineer	$135.00
Licensed Engineer	$120.00
Engineering Associate	$100.00
Project Coordinator	$110.00
Senior Designer	$100.00
Designer	$ 90.00
Professional Licensed Surveyor	$135.00
Surveyor	$100.00
Administration	$ 65.00

RESOLUTION #2022-XX

RESOLUTION TO ACCEPT CONTRACT WITH AXIOM CONSULTANTS FOR CITY HALL ADA RAMP

WHEREAS, City of Riverside has reviewed Task Authorization #006 with Axiom Consultants to provide full design of an ADA ramp on the south side of City Hall to provide handicap access to the Captain Kirk birthplace monument.

WHEREAS, the project is at City Hall, 60 N Greene Street in Riverside, Iowa,

WHEREAS, the design will be completed for purpose of obtaining contractor for construction in Spring 2023, or as weather permits in 2022,

THEREFORE, be it resolved that the City Council of the City of Riverside does hereby accept this Task Authorization #006 in the amount of $2,700.

IT WAS MOVED BY Councilperson _____, seconded by Councilperson _____ that the foregoing Resolution be approved.

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

Ayes:

Nays:

Absent:

Passed by the City Council of Riverside, Iowa, and approved this 5th day of December, 2022.

Signed: _____ Date: _____
Allen Schneider, Mayor

Attest: _____ Date: _____
Becky LaRoche, City Clerk

Task Authorization (TA) #006

City Hall ADA Ramp

DATE: November 21, 2022

City of Riverside, Iowa ("RIV" or "Client") hereby awards **Axiom Consultants, LLC** ("AXC" or "Engineer"), and Engineer accepts, this Task Authorization ("TA") in accordance with the RIV-AXC Master Services Agreement ("MSA") dated **July 12th, 2021** and as follows:

LOCATION: City of Riverside City Hall, in Riverside, Iowa.

SCOPE: This project will provide full design of an ADA ramp on the south side of City Hall to provide handicap accessible access to the Captain Kirk birthplace monument.

CIVIL SCOPE

TOPOGRAPHIC AND UTILITY SURVEY

1. Topographic and existing utility Survey will be performed for the project limits as described above in Scope.
2. Survey of exterior areas to determine grades/areas for horizontal infrastructure (civil) improvements and overall base dimensioning for plans.
3. Survey of existing building and built-elements on site

CIVIL DESIGN-DEVELOPMENT and CONSTRUCTION DOCS

1. Creation of CD level documents for civil design elements.
2. Existing conditions plan including survey information, necessary utility information, franchise utility information (available at the time), public utility information, demolition information and other relevant information to pre-design conditions.
3. Removals sheets.
4. Paving adjustments.
5. Railing details as needed.
6. Details and notes plan for all site and civil design elements.

CIVIL NOTES AND ASSUMPTIONS:

1. No utility work is expected for water, sanitary sewer, or stormwater elements.
2. No landscape design work is expected on site.
3. All work shall be completed and stamped by professional staff licensed within the State of Iowa.
4. Excludes soil borings and testing, wetland delineation, environmental assessments, and archeological investigations.
5. Assumes SUDAS as primary design methodology for civil elements, along with the City of Riverside supplemental standards as additional requirement if applicable.
6. Construction Staking to be handled via On-Call Engineering Services hourly contract or included as bid item and contracted thru awarded Contractor.
7. General Contractor will be the contractor at-risk, responsible for schedules, work, and coordination of subcontractors. AXC to serve as City representative to report on progress, coordinate, and report on to extent possible.

SCHEDULE: Design to be completed for purpose of obtaining contractor to construction in Spring 2023 or as weather permits in 2022.

SUBCONSULTANTS: None

REIMBURSEMENT:

Invoices shall be in accordance with MSA and shall identify this TA. Invoices shall contain sufficient details to enable purchaser to substantiate and verify the charges. Invoices shall be subjected to the review and approval of ***RIV Authorized Agent*** prior to payment.

In consideration of the faithful performance of the work, RIV shall pay AXC Two Thousand, Seven Hundred Dollars and 00/100 ($2,700.00) for **Design Services.** This portion of the TA is lump sum. **On-Site Construction Review and Observation** shall be provided on an hourly basis with a not-to-exceed (NTE) determined following bids and awards of contract and may not be increased without approval by RIV.

Both parties please sign. One original of this TA will be returned to RIV to acknowledge your acceptance of this work order. By signing this TA both parties agree to the terms and conditions of the Axiom Master Services Agreement.

CLIENT

Printed Name: _____

Signature: _____

Job Title: _____

Date: _____

ENGINEER

Printed Name: BRIAN BOELK

Signature: [signature]

Job Title: OWNER

Date: 11/18/2022

AXC BILLABLE RATES – Calendar Year 2022

Principal	$150.00
Senior Licensed Engineer	$135.00
Licensed Engineer	$120.00
Engineering Associate	$100.00
Project Coordinator	$110.00
Senior Designer	$100.00
Designer	$ 90.00
Professional Licensed Surveyor	$135.00
Surveyor	$100.00
Administration	$ 65.00

BOTH PARTIES PLEASE INITIAL:
Client:_____ Engineer_____

12-5-2022 City Council Meeting

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

-Cleaned Bathrooms in Parks-daily
-Empty trash around town, trail
-Met with Axiom 3rd St Project-bi-weekly
-Removed water tank and put bed liner in 08 truck
-Put sander on truck
-Cleaned pavilions
-Put snow plows on
-Put up flag at FD, ordered more flags
-Gave EMC tour of facilities for review
-Filled diesel at the shop, lift stations
-Worked with Ben on locating leak
-Washed mowers
-Sanded in town
-Drake-1 medical call
-Installed markers for snow plowing
-Working with feed mill on bag salt for sidewalks
-Making arrangements for possible help with hauling snow (CDL required)
-Taking snow shovels to all buildings
-Worked on price for gator for sidewalk clearing, trade in 4-wheeler
-Worked with Jesse, Streb, on sign posts
-Deliver skid loader to Hwy 22 Casey's to help with valve repair
-Fill in hole at Hwy 22 Casey's
-Cleaned truck, skid loader and trailer after valve repair
-Locate and return missing garbage can to resident on 3rd St
-Working on removing graffiti at Conservation Park
-Mixed up leaf pile
-Cut branches for stop signs clearance
-Attempting to located plastic welder for RR Park equipment
-Put cones up for voting at FD
-Replace light bulbs at Veteran's Park
-Helped PeopleService with hydrant repair
-Put up snow fence
-Patched roof at city hall
-Worked with Precision on electrical plug ins at shop
-Take down volleyball and tennis nets
-Put up Christmas lights
-Repair wash bay backup
-Checking all equipment for winter

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
-Coverage for City Clerk
-Sent specs to developer, working on setting up meeting with engineer
-Working on procedures for TIF, annexation, developments
-Phone meeting with potential developer
-Community Visioning-meeting with school board
-Meetings with potential developers
-Meetings with new building owners downtown
-Budget prep
-Capital Project listing-funding
-Newsletter
-Review shut offs and aging report

City Clerk-Payroll

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

Goals-

Website updates-Text-currently 91.

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

Nuisance Properties-Working with David, city Council Review

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

Christine Yancey

From: Sue Meeks <smeeks@co.washington.ia.us>
Sent: Friday, May 6, 2022 11:19 AM
To: Christine Yancey
Subject: FW: City Bond Referendum

Sorry, I need to make a correction to my previous statement – see below in red.

From: Sue Meeks
Sent: Friday, May 6, 2022 11:16 AM
To: 'cityadmin@riversideiowa.gov' <cityadmin@riversideiowa.gov>
Subject: City Bond Referendum

Hi Christine:
You were asking this morning about a city bond referendum possibly going on the General Election ballot this fall. Currently, only statewide and countywide public measures can go on the General Election ballot. A city would have the following choices for public measure election dates:

The first Tuesday in March
The second Tuesday in September
The same day as the regular city/school election on the first Tuesday after the first Monday in November of odd-numbered years.

The Auditor must receive at least 46 days notice of such an election.

Sue Meeks
Deputy - Elections Administrator
Washington County Auditor's Office
222 West Main St., PO Box 889
Washington, IA 52353
(319) 653-7717

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Community Center Timeline

Petition submitted to City for Packet		12/27/2022
City Council Approval to proceed		1/3/2023
Notice to Auditor-46 days prior to election		1/16/2023
Election 1st Tuesday in March		3/7/2023
Private Donations		ongoing
City funding		1.2MM
Riverboat Foundation Grant Cycles		
	Fall 2022	7/1/22-8/25/2022
	Spring 2023	2/1/2023-3/10/2023 (estimated)
Roy J Carver Youth Services and Recreation Grant		Letter of Inquiry https://www.carvertrust.org/to-apply/letter-of- Submit a Proposal November 15th February 15th May 15th August 15th
Enhance Iowa	65% of $$ raised prior to applying	https://www.iowaeda.com/enhance-iowa/inquiry/ 1/15/2023

Becky LaRoche

From: Mickey Shields <mickeyshields@iowaleague.org>
Sent: Thursday, December 1, 2022 10:03 AM
To: Becky LaRoche
Subject: Re: riverside

Good morning Becky, I hope all is well!

One thing to keep in mind is that the state code only requires cities to post a notice of any open position at least 10 days prior to the job application deadline. There is actually no state code requirement to publish a notice or publish an ad in a newspaper or online - many cities do, of course, but that has always been optional.

Also, it is possible to hire a temporary worker and not post a notice or publish an ad in that situation. The caution there is that the job really needs to be temporary as otherwise the city would be violating the notice requirements mentioned above.

Let me know if you have any other questions. Thanks!

Mickey Shields
Director of Membership Services
Direct: (515) 974-5316

Office: (515) 244-7282
Web: www.iowaleague.org

On Thu, Dec 1, 2022 at 9:51 AM Becky LaRoche <cityclerk@riversideiowa.gov> wrote:

> Good Morning Mickey,
>
> Hope you had a nice Thanksgiving.
>
> Question on employees.
>
> We had part-time office help between the last deputy Clerk and hiring Christine as Admin.
>
> March 2019 through December 2019.
>
> With Christine's retirement on 12-31-22 I may need office coverage before next Admin is hired.

Temporary Part-Time Office Assistance

Salary: _____

Any Benefits: _____

Hours: _____

Anticipated Length of Employment: _____

Duties: Assistant to the City Clerk, under the direction of the Mayor

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.

Christine Yancey

Christine Yancey

From: Christine Yancey
Sent: Monday, October 24, 2022 9:54 AM
To: Allen Schneider; Edgr McGuire; Kevin Kiene; Kevin Mills; Lois Schneider; Tom Sexton
Subject: my employment

Importance: High

Hi Allen,

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.

You have been a great teacher to guide me through this part of my journey. I will miss working with the staff here and all of those I have worked with in Washington County.

Christine Yancey
City Administrator
City of Riverside, Iowa
319-648-3501
cityadmin@riversideiowa.gov