



From the *City of Riverdale*

City Hall 110 Manor Drive 563 355-2511

July 2017

THANK YOU

Dean, James & Monti Halsey, Shanon Musal, George Miller, Darell Machalek and Dennis Krell for all their work moving the kids bus stop in Haven's Acres



Financial Report for June 2017

June Beginning Balance	= \$	1,356
June Ending Balance	= \$	1,225,372.52
General Fund	= \$	513,040.28
Special Revenue Fund	= \$	185,100.48
Propriety (Sewer) Fund	= \$	114,931.43
Capital Project Fund	= \$	440,883.75
Debt Service	= \$	739.39
TIF	= \$	677.19
Total Monies	= \$	1,255,372.52



**FOR A SUCCESSFUL 4TH OF JULY
A BIG THANK YOU TO ALL THE VOLUNTEERS**

FYI ELECTION

2017 CITY CANDIDATE GUIDES ARE IN CITY HALL FOR ANYONE INTERESTED IN RUNNING FOR PUBLIC OFFICE.

THE MAYOR AND 2 COUNCIL SEATS ARE UP FOR ELECTION.

THE MAYOR IS A 2 YEAR TERM AND THE COUNCIL SEATS ARE 4 YEARS TERMS.

FOR THE 2017 ELECTION CYCLE THE FILING PERIOD IS AUGUST 28 TO SEPTEMBER 21. NOMINATION PAPERS NEED TO BE OBTAINED AND SUBMITTED TO THE COUNTY AUDITOR/COUNTY COMMISSIONER OF ELECTIONS.

CITY PARKS CLOSE AT 10 PM!

If you see any suspicious activity in Riverdale Parks, please call 911.

GET INVOLVED

to keep our community safe



FUN AT THE 4TH OF JULY 2017

Total General		\$4,633.38
Road Use Tax		\$35,000.00
Capital Reserve		\$24,707.45
TOTAL		\$64,340.83

CLAIMS LIST JULY 11, 2017

VENDOR NAME	REFERENCE	TOTAL
AAA Storage & RV Parking	Storage Rental	\$77.00
Air Control Inc	F.D. Repair	\$182.54
Bi-State Regional Commission	City Hall Quarterly Membership	\$275.50
City Of Davenport	May 2017 Pym To Davenport	\$3,594.44
Cribbs Landscaping	Monthly Lawn Mowing	\$2,214.50
Data Technologies	Clerk Summit Training	\$1258.67
K&K True Value Hardware	Parks Misc Expenses	\$275.22
Myra Halsey	Janitorial	\$350.00
Quad City Times & Journal	Publishing	\$143.93
Scharlot Blevins	4 th Of July Misc Expenses	\$63.29
Tri-City Blacktop	Streets Misc Expense	\$151.20
US Bank	Fire Department water Fight	\$204.09
Wells Fargo	Computer Expense	\$450.00
Wells Fargo	Planning & Zoning	\$195.00
Wells Fargo	City Hall Supplies	\$139.41
Wells Fargo	City Hall misc expense	\$42.72
Wells Fargo	Park Expense	\$1,474.85
Wells Fargo	F.D. Misc Expense	\$77.36
Wells Fargo	F.D. Maintenance	\$392.00
Wells Fargo	Parks Misc Expense	\$91.75
Wells Fargo	Streets Misc Expense	\$21.00
Wells Fargo	Visa Cash Award	-\$75.93
Wells Fargo	Sewers Repair Credit	-\$7.00
Wells Fargo	F.D. Supplies	\$108.80
Total General		\$8,105.90
Sewer		\$3,527.85
Sewer Capital Projects		\$66.59
TOTAL		\$11,700.34

PAYROLL JULY 11, 2017

Mary Frances Blevins	\$ 1,046.76	George Miller	\$ 1,078.63
Ronald E. Fullerlove	\$ 1,055.78		

PRESENTATIONS:

MSA Engineering Updates: Chris Cooper from MSA presented updated information on the Evaluation of roadway pavement for Kensington, Sycamore and Wisteria; Welch Farm Subdivision Engineering review; NPDES Permit Administration. With regards to the Welch Farm project, he commented that MSA plans to submit their final draft report to the IDOT by August 4, 2017.

PUBLIC COMMUNICATIONS TO THE COUNCIL:

Jim Beran commented on the overgrown weeds in the storm water ditches between the City Hall and the Welch property.

UNFINISHED BUSINESS:

- Discussion And Possible Action On Financial Reports.** The reports were reviewed by the Council and noted that the City Clerk is adding additional reports for the Council to review.
- Discussion And Possible Action On Auditors 2016 Report.** Mayor Paddock reviewed the final audit report, and called the Council's attention to the appropriate remarks of the Auditor relative to deficiencies and internal controls. Utility billing and delinquent billing was discussed. Moved by Seaberg, seconded by Littrel to impose the late fee on delinquent accounts ten (10) days after the due date, and that a monthly list of delinquent accounts be included in the monthly financial reports. ALL AYES. MOTION CARRIED.

6. **Discussion And Possible Action On Ammended Final Pay Application For MRT.** Mayor Paddock stated that the final payment of \$24,707.45 has been paid to Shive Hattery. No further action was taken.

7. Discussion And Possible Action On Resolution 2017-22, A Resolution Allowing The City To Pay For An Annual Volunteer Firefighters Appreciation Dinner.

A RESOLUTION AUTHORIZING THE CITY TO PAY FOR AN ANNUAL FIREFIGHTER APPRECIATION DINNER

WHEREAS, during the Fiscal Year 2016 financial audit by the State of Iowa, it was determined that the City had not clearly documented the public benefit of the annual Firefighter Appreciation Dinner; and

WHEREAS, the Auditors recommendation was "The City Council should determine and document the public purpose served by this disbursement before authorizing any further payments." ; and

WHEREAS, the City Council held a public hearing on this matter on July 11th, 2017 at 6:30 p.m. to hear the publics opinion on the matter and to determine if the public benefits; and

WHEREAS, the City Council has determined the public benefits when volunteers are appreciated; and

WHEREAS, the purpose of the dinner is to increase morale and encourage achievements by those volunteering which helps the department maintain volunteers who in turn help citizens with emergencies; and

WHEREAS, by having this annual event the City and its Citizens show their appreciation of the many hours volunteers spend as Volunteer Firefighters;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Riverdale, Iowa authorizes the annual Firefighter Appreciation Dinner to be paid for out of City Funds.

This Resolution shall take immediate effect.

PASSED, APPROVED, AND ADOPTED THIS 11th day of July, 2017.

Moved by Littrel, seconded by Halsey to adopt Resolution 2017-22 and to provide funds for an Appreciation Dinner for the Volunteer Firemen and their Spouses/Significant others. Channon and Hupp abstained from vote. Seaberg, Littrel and Halsey voted AYE. MOTION CARRIED.

8. **Discussion And Possible Action On Streets.** Considerable discussion was held concerning the storm sewer repair, the street repair on Sycamore and Kensington, and the lateness of the year to begin such projects. Moved by Hupp, seconded by Littrel to repair the storm sewer drains as per the MSA recommendation, and to lay new asphalt on Sycamore. Work is to include asphalt as per the Tri City Backtop, Inc. bid of \$21,254.00 and interlay fabric at a cost of \$3,560.00. ALL AYES. MOTION CARRIED.

9. **Discussion And Possible Action On Insurance Policy And Agent Recommendation And Changes To Insurance.** Discussion was held concerning the Insurance agent recommendation to require additional motor vehicle background verifications on all new City personnel. Mayor Paddock stated that she would draft an appropriate policy to be presented at a future City Council meeting.

NEW BUSINESS:

10. Introduction, Discussion And Possible Action On 1st Reading Of Ordinance 2017- 203 City Administrator Ordinance 2017-203 CHAPTER 22 CITY ADMINISTRATOR

22.01 Appointment

22.02 Compensation

22.03 Qualifications

22.04 Duties

22.01 APPOINTMENT. The City Administrator shall be appointed by the majority vote of all members of the Council, shall hold office at the discretion of the Council, and shall be subject to removal and termination by majority vote of all members of the Council.

22.02 COMPENSATION. The City Administrator shall receive such compensation as established by resolution of the Council.

22.03 QUALIFICATIONS. The City Administrator shall be a person competent by education and/or experience to perform the duties imposed upon such person by this chapter. The City Administrator:

1. Must have a working knowledge of municipal finance, human resource, and economic development
2. Skills should include preparing and administering municipal budgets, and planning, directing and administering municipal programs. 22.04 DUTIES. The duties of the City Administrator are as follows:
 1. To have general supervision and direction of the administration of the City government.
 2. To supervise and conduct the business affairs of the City and cause accurate records to be kept by modern and efficient accounting methods.
 3. To supervise the performance of all contracts for work to be done for the City.
 4. To supervise and provide oversight over the construction, improvements, repair, maintenance, and management of all City property, capital improvement projects, economic development projects, and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications and estimates for capital improvements.
 5. To keep the Council fully advised of the financial and other conditions of the City and of its future needs.
 6. To be directly responsible to the Council for the administration of the City as directed by the Council.
 7. To keep the Mayor and City Council full advised of the City's overall future needs.
 8. To attend all regular and special meetings of the Council unless excused by the Mayor or majority of the Council Members.
 9. To recommend to the Council such measures as may be necessary or expedient for the good government and welfare of the City.

Moved by Seaberg, seconded by Halsey to adopt Ordinance 2017-203 "City Administrator" as presented. ALL AYES. MOTION CARRIED.

11. Discussion And Possible Action On Resolution 2017-20 Resolution Appointing The City Administrator.

RESOLUTION #2017 - 20

RESOLUTION APPOINTING THE CITY ADMINSTRATOR

WHEREAS, the City of Riverdale posted requests for the position of City Administrator; and
WHEREAS, the City Council has received applications and interviewed potential candidates for the position of City Administrator; and
WHEREAS, the City Council desires to officially appoint Tim Long as City Administrator; and
NOW THEREFORE, BE IT RESOLVED, contingent upon the City Council Adoption of chapter 22 in the City Code creating powers and duties of a City Administrator and that the City Council of the City of Riverdale, Iowa appoints Tim Long as the City Administrator at a pay rate of \$40.00 an hour, not to exceed 520 hours a year unless directed by the City Council for additional tasks.
This Resolution shall take effect upon passage of the addition of the City Administrators position in the City Code.

Moved by Channon, seconded by Littrel to adopt Resolution 2017-20 “Resolution Appointing the City Administrator”, and to hire Tim Long as the City Administrator at a rate of \$40.00 per hour once the Ordinance is put into effect. ALL AYES. MOTION CARRIED.

12. **Discussion And Possible Action On Purchasing A Metal Dectector/Utility Locator.** Moved by Seaberg, seconded by Hupp to purchase a metal detector/Utility Locator at a cost of \$668.79. ALL AYES. MOTION CARRIED.
13. **Discussion And Possible Action On Renewal Of Certificates Of Deposits.** Certificate of Deposit rates from various local banks were presented and reviewed. Discussion of increasing a CD account by \$15,000 is to be discussed at the next meeting. Three Certificates of Deposit are maturing. Moved by Seaberg, seconded by Halsey to reinvest the principal balances with US Bank for a term of nineteen (19) months. ALL AYES. MOTION CARRIED.
14. **Discussion And Possible Action On Purchaing Office Desk.** Moved by Hupp, seconded by Halsey to purchase two (2) two-drawer file cabinets from All-Makes Furniture in Moline, Illinois, and have a desk top custom made to be located in the northeast corner of the Clerk’s office. ALL AYES. MOTION CARRIED.
15. **Discussion And Possible Action On Submitting Application To Iowa DOT For Railroad Crossing Surface Program.** No action takes.
16. **Discussion And Possible Action On Compensating City Employee Who Worked On The 4th Of July.** Moved by Channon, seconded by Halsey to compensate City employee who worked the paid Holiday on July 4, 2017 by allowing employee one additional paid day off. ALL AYES. MOTION CARRIED.

COMMITTEE REPORT:

Mayor Paddock announced that the street sweeper will be stored in the LeClaire City building during the winter. Mr. Seaberg commented on the City Directory being outdated, and requested the directory be updated as soon as possible.

COMMUNICATIONS FROM COUNCIL AND OTHER OFFICIALS:

ADJOURNMENT: Motion by Seaberg, seconded by Halsey to adjourn. ALL AYES. MOTION CARRIED.

Meeting adjourned at 8:30 PM.

Sonya Paddock, Mayor

Attested By:

Ronald E. Fullerlove, City Clerk

**RIVERDALE CITY COUNCIL MEETING UNOFFICIAL
Tuesday July 25, 2017 - RIVERDALE CITY HALL**

Mayor Sonya Paddock opened the regular session of the Riverdale City Council at 7:00 P.M. on Tuesday, July 25, 2017.

Council Roll Call: Present: Cheryl Channon, Linda Hupp, George Seaberg, Dean Halsey. **Absent:** Doug Littrel.

Other Attendees: George Miller, Maintenance; Christian Cooper, MSA. Scott County Board of Supervisors Representatives: Carol Earnhardt, Chair; Brinson Kinzer, Ken Beck, and Mahesh Sharma, Scott County Administrator.

Also attending: Steven Townsend and Tim Long.

Mayor Paddock led the Pledge of Allegiance to the Flag of the United States.

APPROVAL OF AGENDA: Mayor Paddock requested the removal of items 1, 3, 4, and 15 from the Agenda. Motion by Halsey, seconded by Seaberg to approve the agenda as revised. ALL AYES. MOTION CARRIED.

Items 1, 3, 4 and 15 were removed from the agenda till next Council Meeting due to further review required.

APPROVAL OF REVISED CONSENT AGENDA AS FOLLOWS:

2. Approval of Warrants for July 25, 2017.

5. 4th of July Report.

Motion by Channon, seconded by Halsey to approve items 2 and 5 on the Consent Agenda. ALL AYES, MOTION CARRIED.

FINANCIAL REPORT:**CLAIMS LIST JULY 25, 2017**

VENDOR NAME	REFERENCE	TOTAL
Advanced Business Systems	Copier Expense	\$91.02
Air Control Inc	F.D. Misc Expense	\$88.12
American Water	Contract Service Usage Reading	\$14.80
City Of Bettendorf	Fuel & Snow/Ice Control 2016-2017	\$2,131.30
Eastern Iowa Tire	F.D. Vehicle Maintenance	\$1,469.19
Hopkins & Huebner, P.C.	Legal Fees	\$11,032.00
Iowa American Water	Monthly Utilities	\$9.34
Iowa One Call	Underground Locate	\$26.10
Iowa Workforce Development	Unemployment Insurance	\$4,433.00
Mary Mosiman, Auditor State	Auditor Services	\$10,575.00
Mediacom	Computer Expense	\$63.02
Mid-American Energy Co.	Park Utilities	\$16.98
MSA	Engineering Traffic Study	\$9,450.00
PS3 Enterprises, Inc.	4 th Of July Hdcp Toilet & Handwash Rental	\$202.00
Republic Services	Garbage Contract	\$3,289.44
River Valley Wildlife LLC	Animal Control	\$250.00
Sandry Fire Supply, LLC	F.D. Uniforms	\$4,555.24
Wells Fargo	City Hall Maintenance	\$519.96
Wells Fargo	Office Supplies	\$116.67
Wells Fargo	4 th Of July Expense	\$374.51
Wells Fargo	City Hall Misc Expense	\$53.28
Wells Fargo	F.D. Fuel	\$48.00
Wells Fargo	F.D. Supplies	\$64.15
Wells Fargo	Street Cleaning	\$75.00
Wells Fargo	Street Misc Expense	\$120.60
Wells Fargo	Parks Misc Expens	\$35.60
Wells Fargo	Wells Fargo Service Charges	\$78.98
Total General		\$47,068.50
Sewer		\$14.80
Road Use Tax		\$2,100.00
TOTAL		\$11,700.34

PAYROLL JULY 25, 2017

Mary Frances Blevins	\$ 670.92	George Miller	\$ 676.87
Ronald E. Fullerlove	\$ 745.89	Scharlott Blevins	\$ 605.83
Sonya Paddock	\$ 749.38		

TOTAL PAYROLL: \$3,448.89**PRESENTATIONS:**

Scott County Board of Supervisors: Chair, Carol Earnhardt introduced the Supervisors and County Administrator. She presented information on what the County has been doing and what the goals are such as infrastructure projects, roadside vegetation project, new election equipment, information technology study of which Riverdale will take part and is paid by RDA and Bi-State

MSA Engineering Updates: Christian Cooper of MSA provided an update on the following: a) Evaluation of Roadway pavement for Kensington, Sycamore, and Wisteria; b) Welch Farm Subdivision Engineering Review; c) NPDES Permit Administration; d) Crow Creek Sanitary Sewer Repair and Crow Creek Stabilization which was discussed at length and is a major project that needs attention soon.

PUBLIC COMMUNICATIONS TO THE COUNCIL: NONE**UNFINISHED BUSINESS:****6. Discussion And Possible Action On 2nd And 3rd Reading Of Ordinance 2017- 203 City Administrator Ordinance 2017-203 CHAPTER 22 CITY ADMINISTRATOR**

Motion by Channon, seconded by Hupp to accept the 2nd Reading of Ordinance 2017-203 "City Administrator" as presented. ALL AYES. MOTION CARRIED.

Motion by Hupp, seconded by Halsey to accept the 3rd Reading of Ordinance 2017-203 "City Administrator" as presented. ALL AYES. MOTION CARRIED.

7. Mayor Paddock reported that bids were requested from Pat Mohr, Gary Orbison and James Halsey for the cement removal and mulching of the old basketball court. The only bid received was from James Halsey for the amount of \$725.00. Motion by Hupp, seconded by Seaburg to accept Halsey's bid. Channon-Aye; Hupp-Aye, Seaberg-Aye, Halsey-Abstain. MOTION CARRIED .

8. No action was taken on Streets and Storm Drains.

9. No action was taken on Final MRT Claim 12.

10. Discussion on rekeying additional locks in City Hall occurred with the suggestion to update the key inventory, establish a policy to review the key inventory on a yearly basis and set up a different key program/system. Motion by Halsey, seconded by Hupp to approve Bettendorf Locks to rekey City Hall not to exceed \$1,000.00. ALL AYES, MOTION CARRIED.
11. Motion by Halsey, seconded by Hupp to have George Miller call Scott Community and have them televise the Sanitary Sewer Repair in conjunction with their own televising project and send the bill to Riverdale. ALL AYES. MOTION CARRIED.
12. Motion by Hupp, seconded by Halsey to donate or discard stored items no longer used by the city, such as microfiche and overhead projector, etc. but keep the flags. ALL AYES, MOTION CARRIED.
13. Motion by Hupp, seconded by Halsey to purchase a laptop computer for City Administrator use not to exceed \$1,000.00. ALL AYES. MOTION CARRIED.
14. Motion by Channon, seconded by Halsey to approve Resolution 2017-23 A RESOLUTION CORRECTING ACCOUNTING FY 2017 AND FY 2018 LEDGER CONCERNING MISC REVENUE-GENERAL 001-950-4700 AND CABLE FRANCHISE FEE REVENUE 001-950-4160.
ALL AYES. MOTION CARRIED.
16. No action was taken on REAP Grant.
17. Motion by Channon, seconded by Hupp to set Special Council Meeting Dates for August 1, and September 5, 2017, at 6:30 p.m. ALL AYES. MOTION CARRIED. Channon, Seaberg Hupp and Tim Long will attend.
18. Motion by Channon, seconded by Hupp to table the action on draft of Ordinance 2017-204 AMENDING SEWER RATES AND FEES. ALL AYES. MOTION CARRIED.

COMMITTEE REPORTS:

- a) Linda Hupp reported that Green Thumbers replaced the dead tree at City Hall.
- b) Sonya Paddock reported giving permission to Scott Carlson to remove a tree for \$2,300.00 that fell on Bonnie Keeley's fence and was a safety hazard.
- c) George Miller reported sodding was complete in Haven's Acres area and he needs to purchase two trash cans to replace the rusted out cans.
- d) Sonya Paddock reported the office will be closed on Wednesday, July 26th due to funeral attendance by personnel.

COMMUNICATIONS FROM COUNCIL AND OTHER OFFICIALS:

- a) Mayor Paddock and Council Welcomed Riverdale City Administrator, Tim Long.
- b) Halsey reported an original resident of Riverdale, Delores Burroughs passed away. She lived in Riverdale over 70 years.

ADJOURNMENT: Motion by Halsey, seconded by Seaberg to adjourn. ALL AYES. MOTION CARRIED.

Meeting adjourned at 8:10 PM.

Sonya Paddock, Mayor

Attested By:

Scharlott Blevins, Administrative Assistant