

RIVERDALE CITY COUNCIL

PLACE: Riverdale City Hall, 110 Manor Drive, Riverdale, Iowa

DATE: August 14, 2018 **TIME:** 7:00 P.M.

1. WELCOME:

1.1 CALL TO ORDER. Mayor Michael Bawden called the meeting to order at 7:00 pm.

1.2 ROLL CALL. The following City Council members were present: Douglas Littrel, Anthony Heddlesten, Kelly Krell, and Paul D’Camp. Cheryl Channon was absent. Also present were Tim Long, City Administrator; Ronald Fullerlove, City Clerk; Floyd Bruns, Fire Chief; Brian Ballard, Assistant Fire Chief; George Miller, City Maintenance; Chris Cooper, MSA City Engineer; AND residents as per sign-in sheet.

1.3 PLEDGE OF ALLEGIANCE. The Pledge of Allegiance to the Flag of Our Country was led by Mayor Michael Bawden.

2. REVIEW/APPROVAL OF THE AGENDA:

2.1. AGENDA MODIFICATIONS/ADJUSTMENTS

2.1.1. Requests by Mayor/Council Members to Move Items off the Consent Agenda to OLD BUSINESS. Ms. Krell requested the minutes from July 24, 2018 to be moved to old business.

2.1.2. Requests by Members of the Public to Address the Council. Jim Beran requested to speak about City Signs – (to be added to Section 8.6, Economic Development). George Seaberg requested to speak about the recent auto vandalism and theft-to be added to Section 8.2 Public Safety). Teri Stickler requested to ask about the annual deer hunt – to be addressed under Section 7.1.1.). Wendy Syverud requested to speak about the protection of natural resources in the Wood’s Estates development – to be addressed under Section 4.2 Woods Estates Progress Report). Marie Randol requested to speak on the bike path traffic – to be addressed in in Section 8.2.3, Bike Trail traffic count).

2.1.3. Approval of the Amended Agenda. Moved by Heddlesten, seconded by Littrel to approve the agenda as amended by items listed in sections 2.1.1 and 2.1.2. ALL AYES. MOTIONCARRIED.

3. APPROVAL OF THE CONSENT AGENDA:

3.1.1. Approval of Council Meeting Minutes from July 24, 2018. Moved by Krell, seconded by Littrel to delete the word “to” on section 10.3 of the minutes, and replace it with “around and not through”, and to Capitalize Mr. Long’s name in section 9.3.1. ALL AYES MOTION CARRIED.

3.1.2. Approval of Warrants for August 14, 2018

CLAIMS LIST AUGUST 14, 2018

VENDOR NAME	REFERENCE	TOTAL
AAA STORAGE & RV PARKING	MONTHLY STORAGE FEES	\$79.00
AHLERS & COONEY, P.C.	ARCONIC TIF LEGAL	\$583.00
CENTURY LINK	MONTHLY TELEPHONE SERVICE	\$211.72
CITY OF DAVENPORT	JUNE 2018 SEWAGE TREATMENT	\$9,325.46
CRESCENT ELECTRIC SUPPLY	5 LITHONIA LED STRIPLIGHT	\$405.40
CRIBBS LANDSCAPING	MONTHLY LAWN MOWING	\$2,280.93
EMERGENCY MEDICAL PRODUCTS	2 NON-RECHARG LITHIUM BATTERIES	\$319.90
GRAINGER	SAFETY VEST – WEED KILLER	154.98
INTEGRATED SOLUTIONS	SERVICE CALL – NO POWER TO COMP.	\$110.00

IOWA AMERICAN WATER	CITY, PARKS, STREETS UTILITIES	\$176.33
IPERS	CORRECTED 7/10/2018 IPERS DEDUCT	\$56.45
K&K TRUE VALUE HARDWARE	SWEEPER REPAIR	\$8.62
K&K TRUE VALUE HARDWARE	RED PAINT-MISC SUPPLIES	\$21.56
K&K TRUE VALUE HARDWARE	STEEL ROD-GLUE -MISC	\$21.43
K&K TRUE VALUE HARDWARE	FLAGGING TAPE-CRESCENT	\$20.27
K&K TRUE VALUE HARDWARE	SANDER – REPAIR CITY HALL	\$20.53
K&K TRUE VALUE HARDWARE	PRUNING BLADE CITY HALL	\$20.46
K&K TRUE VALUE HARDWARE	CRESCENT TOOL SET	\$20.26
K&K TRUE VALUE HARDWARE	SANDER REPAIR PARKS	\$20.53
K&K TRUE VALUE HARDWARE	PRUNING BLADE – PARKS	\$20.46
K&K TRUE VALUE HARDWARE	FLAGGING TAPE – CRESCENT	\$20.26
K&K TRUE VALUE HARDWARE	DRAIN REPAIR – STREETS	\$55.55
K&K TRUE VALUE HARDWARE	FOUNDATION DRAIN REPAIR STREETS	\$48.82
K&K TRUE VALUE HARDWARE	STRAW BALES	\$10.50
K&K TRUE VALUE HARDWARE	CREDIT ISSUED	(\$20.69)
K&K TRUE VALUE HARDWARE	VENTING DUCT	\$32.38
K&K TRUE VALUE HARDWARE	MAINTENANCE BIT TERMINAL	\$26.34
KINGFISHER MEDICAL	10 SMART TAGS	\$206.59
LOWE'S	GORILLA TAPE – DECK SPRAYER	\$28.47
MID-AMERICAN ENERGY CO.	JULY UTILITY BILL CITY & STREETS	\$1,364.33
MSA	NPDES PERMIT	\$36.50
MSA	ILLICIT DISCHARGE INSPECTION	\$438.00
MSA	PROJECT MANAGEMENT	\$70.00
MSA	STORM MAP UPDATE	\$3,669.76
MSA	MS4 OUTFALL INSPECTION	\$333.95
MSA	POST CONSTRUCTION INSPECTION	\$182.50
MSA	ADDITIONAL MAPPING	\$35.00
MSA	PVHS PARKING LOT	\$944.50
MSA	PVHS SOUTH PARKING LOT	\$1,082.00
MSA	MEETING WITH CITY	\$187.95
MSA	CONSULTANT	\$77.04
MSA	SANITARY SEWER ASSISTANCE	\$280.00
MSA	JOINT SEWER ENGINEERING	\$385.00
MSA	GENERAL ADMINISTRATION	\$210.00
MSA	REVIEW WOODS PLAT	\$3,528.48
MSA	NPDES PERMIT	\$3,642.25
MSA	DESIGN REVIEW	\$165.00
MSA	STORMWATER PERMIT	\$73.00
MSA	REVIEW SPECS & DESIGN	\$35.00
MYRA HALSEY	JANITORIAL SUPPLIES	\$154.41
PASTRNAK LAW FIRM, P.C.	ARCONIC TIF	\$375.00
REPUBLIC SERVICES	MONTHLY REFUSE & RECYCLING	\$3,387.34
SCHEBLER	SERVICE CALL – NO AC	\$687.50
TRI-STATE FIRE CONTROL	BACKFLOW INSPECTION	\$255.00
US BANK	HOUSE BURN EXERCISE BEVERAGES	\$25.06
WASTE COMM. OF SCOTT CO.	DUMP STREET SWEEPER	\$155.52
WELLS FARGO N.A. 1	OFFICE 365 ANNAUL CHARGE	\$594.25

WELLS FARGO N.A. 1	OFFICE SUPPLIES	\$90.84
WELLS FARGO N.A. 1	TONER, RECORD BOOKS, FIRE DEPT	\$303.97
WELLS FARGO N.A. 1	RENT CHIPPER BRUSH	\$150.00
WELLS FARGO N.A. 1	FUEL	\$13.00
WELLS FARGO N.A. 1	CHAIN SAW REPAIR	\$14.25
WELLS FARGO N.A. 1	SUPPLIES – FIRE DEPARTMENT	\$19.90
WELLS FARGO N.A. 1	SHREDDING – FIRE DEPARTMENT	\$13.72
WELLS FARGO N.A. 1	FUEL – STREET SWEEPER	\$38.25
WELLS FARGO N.A. 1	FUEL – STREET SWEEPER	\$54.00
WELLS FARGO N.A. 1	SHREDDING – CITY HALL	\$13.72
WELLS FARGO N.A. 1	FUEL – CITY HALL	\$23.30
WELLS FARGO N.A. 1	SHREDDING – PARKS	\$13.72
WELLS FARGO N.A. 1	FUEL – PARKS	\$23.30
WELLS FARGO N.A. 1	REFRIGERATOR – FIRE DEPARTMENT	\$480.43
WELLS FARGO N.A. 1	SERVICE & PAGER BATTERY – F.D.	\$250.25
WELLS FARGO N.A. 1	SHEDDING - SEWER	\$13.73
WELLS FARGO N.A. 1	POSTAGE – FIRE DEPARTMENT	\$21.83
WELLS FARGO N.A. 1	POSTAGE – CITY HALL	\$27.45
WELLS FARGO N.A. 1	SHREDDING - PARKS	\$13.72
WELLS FARGO N.A. 1	FUEL – PARKS	\$23.30
GENERAL		\$20,122.83
TIF/URBAN RENEWAL		\$8,611.73
SEWER		\$10,005.97

NET PAYROLL AUGUST 14, 2018

Tim Long \$ 1,633.27 Ronald Fullerlove \$ 963.93 George Miller \$942.41
Mary Frances Blevins \$ 1,288.68 Adrian Castillo \$ 341.39 **TOTAL NET PAYROLL \$3,988.63**

3.1.3. Approval of the Treasurer's Financial Reports for August 14, 2018
Motion by Heddlesten, seconded by Littrell to approve the Consent Agenda with the corrections to the July 24, 2018 minutes. ALL AYES. MOTION CARRIED.

4. PRESENTATIONS:

4.1. **MSA ENGINEER'S ACTIVITY REPORT.** Mr. Christian Cooper from MSA reported and addressed the following projects; Crow Creek Sanitary Sewer Repair and Crow Creek Stabilization; Welch Farm Subdivision Engineering Review; Pleasant Valley High School Parking Lot Construction; 28E Agreement regarding the City Sanitary Sewer. Written handouts were provided to the Council.

4.2. **WOODS ESTATES PROGRESS REPORT.** Mr. Long reported that determination of the retention pond plumbing was a key discussion point with the developer. It was reported that the input plumbing plans were sufficient, but the output plumbing material has yet to be ordered. The Developer's engineer stated that the intersection plans near Arconic should be approved by the end of the month. Mr. Long stated that the final plat review will be done before the end of the month; that it needs to go before the P&Z Commission in the week prior to the next City Council meeting for it to be considered at the 9/11/18 Council meeting.

Wendy Syverud raised the issue of protecting natural vegetation in the Woods development area. She stated that 15% of the vegetation must be preserved by State Statute. Mr. Long stated that Seth Woods

had been advised of the requirement and guidelines. A "Planting Plan" to replace the appropriate amount of vegetation needs to be prepared prior to the final plat approval. Mr. Wood's engineer stated that they have aerial photographs of the development to ensure proper planting.

5. **UNFINISHED BUSINESS:**

5.1. **ORDINANCES:** None.

5.2. **RESOLUTIONS:** None.

6. **NEW BUSINESS**

6.1. **ORDINANCES:** None.

6.2. **RESOLUTIONS:** None.

6.2.1. **RESOLUTION 2018-27:** City of Riverdale Bow and Arrow Deer and Coyote Hunting Rules and Regulations 2018-2019 Season. Mr. Steve Kingsley, of Kingsley Wildlife Management, addressed the Council, stating that he has been involved in City Hunts in Scott County for many years; that he hunted Riverdale last year; and that his son would be the only person hunting with him in the Riverdale Hunt. He further explained the rules and qualifications to obtain this type of hunting license. Discussion followed concerning the original dates proposed for the hunt. It was moved by Littrel, seconded by Heddlesten to amend the proposed dates from starting "September 15, 2018 and ending January 12, 2019" to starting "September 16, 2018 and ending January 10, 2019". ALL AYES. MOTION CARRIED. It was further moved and seconded to amend section 4 of the Resolution by adding the wording "..., **except with the permission of an owner of a residence or occupied building to allow hunting nearer than 100 yards of said building.**" Moved by Heddlesten, seconded by D'Camp to approve Resolution 2018-27 as amended. ALL AYES. MOTION CARRIED.

Note: Mr. Littrel left the Council meeting at 7:58 PM

6.3. **MOTIONS:**

6.3.1 **MOTION to consider and approve IT inventory/assessment proposal from Twin State Technical Services.** Mayor Bawden explained the need for conducting the IT inventory and assessment, stating that it was an important part of our strategic plan. While increasing the scope of work to be performed by Twin State Tech Services, the IT company agreed to maintain the price of the original proposal. Moved by Krell, seconded by Heddlesten to approve the IT inventory assessment proposal from Twin State Technical Services at a cost of five (5) hours work at \$95.00 per hour. ALL AYES. MOTION CARRIED.

6.3.2 **MOTION to consider and allow photo shoot in front of City Hall/Riverdale Fire Station by Dwyer & Michaels/97X.** Considerable discussion ensued concerning the nature of the photo shoot, and the potential reflection on the City. Moved by Heddlesten, seconded by D'Camp to table the issue until further information could be received. ALL AYES. MOTION CARRIED.

6.3.3 **MOTION to consider and approve the 2018 Fall Fest budget request in the amount of \$5,450.00.** Ms. Krell presented the plan for the Fall Fest. Moved by Krell, seconded by Heddlesten to approve the tentative budget of \$5,450 for the Fall Fest. ALL AYES. MOTION CARRIED.

6.3.4 **MOTION to consider approval for attendance expenses for Council member Heddlesten at the Iowa League of Cities conference in Council Bluffs, September 12 – 14, 2018, and**

nominate him as alternate delegate for the League Annual Business Meeting. Mr. Heddlesten explained the nature of the meeting and classes. Moved by Heddlesten, seconded by Krell to approve the attendance and expenses estimated between \$700 and \$800. ALL AYES. MOTION CARRIED.

7. **OTHER COUNCIL ACTION:** None.

8. **COMMITTEE REPORTS:**

8.1. **PLANNING & ZONING**

- 8.1.1. **Review and discuss proposed quarterly meeting schedule for Planning & Zoning Commission.** Mr. Long commented on the need of having regularly scheduled P&Z Commission Meetings. Proposed dates will be presented at the next Council Meeting.
- 8.1.2. **Update on Zoning Board of Adjustments (ZBA) upcoming review of variance request by Brenny's Motorcycle Clinic; review of the ZBA's role in zoning and variance review process.** Mark Brenny plans to add on to the rear of his building. There is a residential property to the rear of his property. This causes the set back for the new structure to go from 0 to 30 feet. He is asking for a variance of the Zoning Code/ The Zoning Board will meet on August 30, 2018 to discuss and decide the matter. Their decision is final.

8.2. **FIRE & PUBLIC SAFETY:**

- 8.2.1. **Review of Council Member progress on NIMS training to-date.** Mayor Bawden queried the Council members as to their progress and encouraged all to complete the same.
- 8.2.2. **RFD Report to Council.** Fire Chief Bruns reported that the Department had four recent EMS calls and one Auto Aid call. Training was also conducted on Search and Rescue, Confined Space, and EMS Training.
- 8.2.3. **Bike trail traffic count update (Count conducted by Bi-State).** Mr. Long stated that Bi-State Regional Commission will install four (4) bike trail counter. These will record the number of users as well as the time of activity. Once the data is received, a meeting with the neighbors will be scheduled, alternatives will be discussed.
- 8.2.4. **Discussion of need for modified signage along MRT (especially at Manor Drive intersection).** See 8.2.3.
- 8.2.5. **RFD Strategic Plan Update (specifically, the planned, fact-finding trip to Tipton in August).** The City Administrator, City Clerk and other city staff will visit the City of Tipton, IA on August 21, 2018 to observe procedures, budgeting activities, and priorities.
- 8.2.6. **George Seaberg reported on the vehicular vandalism and theft.** Comments were made concerning phone calls to the County Sheriff's department, their lack of response, and the possibility of forming a Neighborhood Watch activity.

8.3. **PUBLIC WORKS:**

- 8.3.1. **Review of Work Order Process and form on the City website.** It was reported that an on-line work order request has been placed on the City website. Such requested will be vetted and assigned to the maintenance department as appropriate.
- 8.3.2. **City Maintenance Report to Council.** Mr. Miller presented a listing of work that has been recently completed and the work that is of a continuing nature.
- 8.3.3. **Review and discussion of current contract with Republic Services for waste and recycling hauling (and related services).** Copies of the proposed amended contract were received by the

Council. The Mayor asked for the Council to review the same, and to provide comments. No action was taken.

- 8.3.4. Review and discussion of matters concerning code enforcement to reduce dust/dirt/ash in the City from the operation of area businesses.** Discussion was held concerning the cause and resolution of the dust being created from the Woods Development grading. Mr. Long reviewed the City and State codes and stated that the City could use these codes to enforce the mitigation of the dust.
- 8.3.5. Update on City-wide cleanup on October 20.** Simply stated the date and nature of the activity.

8.4. ADMINISTRATION/HR:

- 8.4.1. Discussion of annual performance review process, job descriptions for City staff and request for input on performance and amendments to work responsibilities.** Mayor Bawden asked the Council to review the distributed copies of Job Descriptions. He asked the Council to comment on the descriptions as well as job performance of the City Staff by August 21, 2018. He will then hold staff reviews and will report to the Council on September 11, 2018.
- 8.4.2. Discussion of security system review and evaluation to be completed by September 30, 2018.** A review of the security system and request for training will be scheduled with the service provider.
- 8.4.3. Review of website modifications made to-date.** Mayor Bawden reported on the updates and modifications made this past month and asked for comments or suggestions on how to further improve the site.

8.5. FINANCE:

- 8.5.1. Review of schedule for development and adoption of FY2020 budget for the City of Riverdale.** Mayor Bawden reported that the Finance Committee will be meeting with the staff later this month and in September as to begin the 2020 budget process.

- 8.6. ECONOMIC DEVELOPMENT:** Jim Beran stated his sign man was not present but that he was proposing signs that were 3 feet by 4 feet in size, were programable, and would cost around \$5,000 per sign

8.7. PARKS & RECREATION:

- 8.7.1. Discussion of plans for Riverdale Fall Fest.** Plans for the Fall Fest were presented under item 6.3.3
- 8.7.2. Update on Safety Inspection of Park Equipment conducted August 7.** Ms. Krell reported that she had met with the Insurance Company representative and had inspected park equipment according to "standard rules" as applied to city parks. Further input and actions needed will be received and presented.
- 8.7.3. Update on Invasive Plant Task Force meeting held on August 3.** Ms. Krell reported that the 8/3/18 meeting was informative. A representative from Mayhem Marshes was present and provided appropriate education and available resources.

- 9. REPORT FROM THE MAYOR.** Mayor Bawden stated he had productive meetings with Pleasant Valley High School and Scott Community College regarding addresses of their properties. He also stated that he wanted to arrange a meeting with all the city's "first responder" emergency providers to jointly discuss emergency protocol for the city.

9.3. PROCLAMATIONS. None.

9.4. FUTURE AGENDA ITEMS FOR CONSIDERATION. None

9.5. NEWSLETTER/WEBSITE ITEMS. The Scott County Waste Commission says latex paint is no longer a recyclable item. Simply open the container, let it dry, and throw away.

10. REPORT FROM THE CITY ADMINISTRATOR. Mr. Long reported that he would be out of the office from August 21 to August 31, 2018

11. OTHER PUBLIC COMMENT/COMMUNICATIONS TO THE COUNCIL. None

12. ADJOURNMENT. Moved by D'Camp, seconded by Heddlesten to adjourn. ALL AYES. MOTION CARRIED. Meeting adjourned at 9:54 PM.

NEXT REGULAR MEETING OF THE CITY COUNCIL: 7 PM, TUESDAY, August 28, 2018

OTHER MEETINGS OF NOTE:

Mayor's Town Hall Meeting	Sunday, August 26, 2018	2:00pm
Regular City Council Meeting	Tuesday, August 28, 2018	7:00 pm
Regular City Council Meeting	Tuesday, September 11, 2018	7:00 pm
Mayor's Town Hall Meeting	Sunday, September 23, 2018	2:00 pm
Regular City Council Meeting	Tuesday, September 25, 2018	7:00 pm
Regular City Council Meeting	Tuesday, October 9, 2018	7:00 pm
Mayor's Town Hall Meeting	Sunday, October 21, 2018	2:00 pm
Regular City Council Meeting	Tuesday, October 23, 2018	7:00 pm

ATTESTED BY:

Michael Bawden, Mayor

Ronald E. Fullerlove, City Clerk