

**RIVERDALE CITY COUNCIL**

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

**DATE:** September 25, 2018 **TIME:** 7:00 P.M.

**1. WELCOME**

**1.1 CALL TO ORDER.** Mayor Michael Bawden called the City Council meeting to order at 7:00 PM on the above date.

**1.2 ROLL CALL.** The Following City Council members were Present: Douglas Littrel, Cheryl Channon, Anthony Heddlesten, and Kelly Krell. Paul D'Camp was absent. Also present were: Tim Long, City Administrator; Ronald Fullerlove, City Clerk; Floyd Bruns, Fire Chief; and Chris Cooper, MSA, City Engineer. Visitors and residents per register.

**1.3 PLEDGE OF ALLEGIANCE.** The Pledge of Allegiance to the Flag of our Country was given.

**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. Channon requested the minutes of September 11, 2018 be removed from the consent agenda.

**2.1.2. Requests by Members of the Public to Address the Council.** Jeff Grindle requested to speak to the matters of fund balances and sewer rates.

**2.1.3. Approval of the Amended Agenda.** Moved by Channon, seconded by Heddlesten to modify the Consent Agenda as noted. ALL AYES. MOTION CARRIED.

**3. APPROVAL OF THE CONSENT AGENDA** All items under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion.

**3.1.1. Approval of Council Meeting Minutes from September 11, 2018.** Removed from Consent Agenda

**3.1.2. Approval of Warrants for September 25, 2018**

**CLAIMS LIST SEPTEMBER 25, 2018**

<b>VENDOR NAME</b>	<b>REFERENCE</b>	<b>TOTAL</b>
AAA STORAGE & RV PARKING	STORAGE UNIT RENTAL	\$131.02
ADVANCED BUSINESS SYSTEMS	PRINTER EXPENSE	\$174.75
AMERICAN WATER	MONTHLY METER READING	\$14.88
ANTHONY HEDDLESTEN	LEAGUE OF CITIES CONFERENCE	\$280.00
DECCO	ARCONIC INTERSECTION RT 67	\$3,124.00
DECCO	CHANGE STREET LIGHTS TO LED	\$2,849.75
HOPKINS & HUEBNER, P.C.	LEGAL FEES	\$500.00
IAMRESPONDING.COM	FIRE DEPARTMENT PAGER SYSTEM	\$305.00
IOWA ONE CALL	UNDERGROUN LOCATOR SERVICE	\$86.40
KIRDWOOD COMMUNITY COLLEGE	AUTO EXTRICATION CLASS	\$60.00
KELLY A. KRELL	FALL FEST 2018 EXPENSES	\$131.18
LOWE'S	SUPPLIES	\$54.10
MEDIACOM	MONTHLY INTERNET SERVICE	\$131.04
MICHAEL BAWDEN	INTERNET/WEBSITE EXPENSE	\$85.20
MID-AMERICAN ENERGY	PARK UTILITIES – GAZEBO	\$13.11
PS3 ENTERPRISES, INC	PORTA POTS FOR PARKS & TRAIL	\$273.00
QC ANAYLYTICAL SERVICES, LLC	WATER TESTING	\$426.00

REPUBLIC SERVICES	GARBAGE/RECYCLING CONTRACT	\$3,387.34
VERIZON	3 CITY CELL PHONES	\$155.94
VISA	MILLER – STORM WATER CONF.	\$65.00
VISA	MILLER – CONF HOTEL	\$257.78
VISA	SD CARD FOR CAMERA	\$32.99
VISA	SAMSUNG WASHER PUMP	\$55.99
VISA	ENVELOPES	\$35.67
VISA	FD MTG & LUNCH DURANT, IOWA	\$91.00
VISA	MISC EXPENSE – CITY HALL	\$14.26
VISA	MISC EXPENSE – CITY HALL	\$21.32
VISA	OFFICE SUPPLIES – CITY HALL	\$56.62
VISA	OFFICE SUPPLIES – CITY HALL	\$5.99
VISA	F.D. WATER	\$7.96
VISA	PARKS RENTAL – TRAILER	\$85.00
<b>GENERAL</b>		<b>\$12,272.21</b>
<b>TIF/URBAN RENEWAL</b>		<b>\$500.00</b>
<b>ROAD USE TAX</b>		<b>\$26.22</b>
<b>SEWER</b>		<b>\$363.86</b>
<b>TOTAL</b>		<b>\$13,162.29</b>

**NET PAYROLL SEPTEMBER 25, 2018**

Michael Bawden	\$ 381.80	Ronald Fullerlove	\$ 672.09	Tim Long	\$ 883.59
George Miller	\$ 833.92	Mary Frances Blevins	\$ 797.04	Adrian Castillo	\$ 341.39
Scharlott Blevins	\$350.93	Cheryl Channon	\$691.62	Paul D'Camp	\$691.94
Doug Littrel	\$691.62	Kelly Krell	\$691.64	Anthony Heddlesten	\$691.94

**TOTAL NET PAYROLL \$ 7,719.8**

3.1.3. **Approval of the Treasurer's Financial Reports for September 25, 2018**

3.1.4. **Approval of Alcohol Beverage Division License for My Place, 4405 State Street.**

Moved by Channon, seconded by Heddlesten to approve the Consent Agenda. ALL AYES.  
MOTION CARRIED.

Ms. Channon stated that the minutes of September 11, 2018 need to be amended by showing that Mr. Heddlesten abstained from vote to approve warrants under Agenda Item 3.1.3. Moved by Heddlesten, seconded by Channon to approve the September 11, 2018 minutes as amended. ALL AYES. MOTION CARRIED.

**4. PRESENTATIONS**

**4.1. MSA ENGINEER'S ACTIVITY REPORT**

4.1.1. **Project Review Report.** Chris Cooper of MSA presented his written report to the Council, and covered the following items: Crow Creek Sanitary Sewer Repair and Crow Creek Stabilization; Woods Estates Engineering Review; Pleasant Valley High School Parking Lot Construction; Joint Sewerage Initiative Consultation; and NPDES Permit Administration. Mayor Bawden asked the City Administrator to facilitate a meeting to be held between the city, the city engineer, the developer, the developer's SWPP administrator, Anthony Heddlesten, Steve Townsend, and j+m engineers to discuss the issues of soil erosion in Deerwood Estates and the stormwater prevention plan.

4.1.2. **Field Reports.** Written field reports were given to the City Council relating to the Pleasant Valley School District South Campus Parking Lot and the PV HS Parking Lot – Phase 3.

## **4.2. WOODS ESTATES PROGRESS REPORT**

**4.2.1. Consideration of authorization to develop a hold harmless agreement to permit construction of the sewer and related sewer infrastructure for Phase 1 of the Woods Estates Subdivision for subsequent consideration by the City Council.** Bryce Johnson of j+m engineering reported that the Contractor was around 80% complete with the mass grading and should be done by next week; that they are beginning to cut the sediment basin at the bottom of the State Street hill; That the Contractor is leaving the existing ridge on the property for erosion control; that the intersection and signal plans were submitted to DOT on 9/12/18; that the water main design is complete; and that the construction cost estimate and material notes sheet was still outstanding. Mr. Long commented on the final plat approval by the P&Z Commission, and that he was hopeful to hold the meeting the week prior to the October 23, 2018 City Council meeting. Final approval is contingent upon DOT approval.

## **5. UNFINISHED BUSINESS**

**5.1. ORDINANCES.** None.

**5.2. RESOLUTIONS.** None.

## **6. NEW BUSINESS**

**6.1. ORDINANCES.** None.

**6.2. RESOLUTIONS.** None.

**6.3. MOTIONS.** None.

## **7. OTHER COUNCIL ACTION. None**

## **8. COMMITTEE REPORTS**

### **8.1. PLANNING & ZONING**

**8.1.1.** Comprehensive Plan Review Update. No report.

### **8.2. FIRE & PUBLIC SAFETY**

**8.2.1. Crime Prevention Task Force Next Meeting Date.** Due to the absence of Mr. D'Camp this item was moved to the next City Council meeting.

**8.2.2. Riverdale Fire Department Report.** Fire Chief Bruns reported that the Department had responded to two (2) EMS calls, had supported the Fall Fest, and had conducted rope training and driver training.

**8.2.3. SCBA Funding / Grant Application Status.** Mr. Long reported that Brian Ballard was working on securing grant money to support the SCBA project, but nothing has been approved.

### **8.3. PUBLIC WORKS**

**8.3.1. Public Works / Maintenance Report.** A written report from City Maintenance employee George Miller was presented and include a detailed list of work recently finished.

**8.3.2. Update on Plans for Citywide Cleanup, October 20, 2018.** Mr. Heddlesten reported the clean-up day was on track, and that he had arranged for gloves and grabber tools from Scott County to be used. Bulky items are approved for pick-up, but no toxic waste.

**8.3.3. Discussion of the Need to Review and Modify Snow Removal Contract for 2018-19 Season.** Mayor Bawden stated that there was an issue on the Fenno hill due to sliding in the snow causing a traffic issue. A possible solution is working with the City of Bettendorf to spread brine on the hill. Items to review are the confirmation of Bettendorf's ability to do so, the associated cost, and a conversation with Cribbs.

**8.3.4. Review of Refuse and Recycling Task Force Meeting on September 20, 2018.** Mr. Heddlesten discussed several items relating to this item. He stated that Republic Services wanted to extend the contract to the year 2028; that the current cost to the city was approximately \$20 plus recycling per household; that the current resident sentiment is that the service was acceptable; that the residential sentiment is to keep the expense paid through property taxes; that the review included the possibility of yard waste containers; that the 3% per year proposed increase in cost will be closely reviewed. It was stated that other vendors will be considered, and that possible agreements with other cities will also be considered.

#### **8.4. ADMINISTRATION/HR**

**8.4.1. Review of Progress on IT audit by Twin State Technology.** Mayor Bawden reported that the IT Audit has been completed, and a full report will be presented to the Council at the next meeting. As a first step, office staff will attend Office 365 training on Thursday, September 27, 2018.

**8.4.2. Review of Training on Security System Review and Security Plan for City Hall, to be completed by September 30, 2018.** Mr. Fullerlove reported that Night Watch Security came to the office and conducted training on the video system as well as security card encoding and reporting.

**8.4.3. Review of Website Modifications to Date.** Mayor Bawden reported that updates and changes are being made to the City's website about every other day, and asked for other pertinent information to be included on it.

**8.4.4. Discussion of City Council Meeting Schedule for December.** Mayor Bawden stated that the second Council Meeting in December falls on Christmas day, and asked the Council how they wanted to proceed. It was stated that the Council last year did not hold a second meeting in December.

#### **8.5 FINANCE**

**8.5.1 Discussion of Unallocated Financial Reserves Available to Pay for One or More Capital Projects / Purchases in the Spring of 2019.** Mr. Long iterated the need for emergency reserves to keep the City operating in difficult times. Mr. Long recommended that a reserve of \$120,000 - \$300,000 would seem most appropriate, and that the determination of such amount would be the product of the strategic planning process. Mr. Jeff Grindle responded by recalling previous city issues over accumulated reserves and the occurrence of public hearings with the State and its possible consequences.

#### **8.6 ECONOMIC DEVELOPMENT. No Report**

#### **8.7 PARKS & RECREATION**

**8.7.1 Final Review of Riverdale Fall Fest.** Ms. Krell reported that the Fall Fest was a success, and that there would be a final wrap-up meeting of the committee on Monday, October 1, 2018 at 6:00 PM.

**8.7.2 Review of Invasive Plant Task Force Meeting on September 24, 2018.** Ms. Krell reported that the last meeting of the committee was cancelled due to the representative from the Iowa Fish and Wildlife Department not being able to be present. The next meeting is scheduled for October 5, 2018 at 5:00 PM.

**8.7.3 Review of Playground / Park Equipment Evaluation by Insurance Carrier.** No report.

**8.7.4 Update on Invasive Plant Task Force (set date and time for next meeting).** No action taken.

9. **REPORT FROM THE MAYOR**

9.1. **PROCLAMATIONS.** None.

9.2. **MEETINGS REPORT**

9.2.1. **Review of Comments / Participation at 09/23 Town Hall Meeting.** Mayor Bawden stated that the Town Hall Meetings have been very informative, and well attended. Some of the items brought forward and discussed at the most recent meeting were: the city hunting season, the issue of hunting turkeys, and the fact that only one group is authorized to hunt deer; people washing their personal cars at the fire station; neighbors calling the Sheriff on other residents, and whether we need a local arbitration system for such activities.

9.2.2. **Review of MRCTI Conference Held 09/18 – 09/20.** Mayor Bawden reported on the conference stating that some of the issues discussed were flood plain management, development of city parks, disaster response services and recovery, and international trade. He further stated that Councilman Anthony Heddlesten was one of the presenters at the conference and had been active with the group for over five years.

9.3 **FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS.** None

9.4 **NEWSLETTER/WEBSITE ITEMS.** None.

10. **REPORT FROM THE CITY ADMINISTRATOR.** Mr. Long reported that the submission of the annual Street Finance Report would be late due to what appears to be accounting errors carried forward from the past. No fines or penalties will be assessed, and the report will be submitted within three weeks. Mr. Long further reported that the city sewer fund was diminishing as a result of insufficient revenues from the residents and the cost of sewage processing by Davenport. Sewer rates in Riverdale are only one-fourth of what nearby cities are. Improvements to the Davenport sewage processing plant on a shared cost basis will increase the rates in Riverdale in the future.

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

12. **ADJOURNMENT.** Motion by Heddlesten, seconded by Channon to adjourn. ALL AYES. MOTION CARRIED. Meeting adjourned at 9:12 PM.

\_\_\_\_\_  
Michael Bawden, Mayor

ATTESTED BY: \_\_\_\_\_  
Ronald E. Fullerlove, City Clerk