



**RIVERDALE CITY COUNCIL MINUTES**

**PLACE:** Riverdale City Hall, 110 Manor Drive, Riverdale, Iowa  
**DATE:** July 14, 2020 **TIME:** 7:00 P.M.

NOTE: The Regular Meeting of the City Council was held online and in-person at the appointed time and day in accordance with open meeting laws set and defined by the State of Iowa (Sections 21.2 and 21.8).

**1. WELCOME**

**1.1 CALL TO ORDER**

The meeting was called to order at 7:02 pm by Mayor Mike Bawden

**1.2 ROLL CALL**

Council Members Present: Adams (in-person), Littrel (in-person), DCamp (via online), Krell (via online), Heddlesten (via online). Also present: Mayor Mike Bawden (in-person), Engineer Chris Cooper (via online) and City Administrator Kent Royster (in-person) as well as other residents and visitors attending online and in-person.

**1.3 PLEDGE OF ALLEGIANCE**

**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
- 2.1.2.** Requests by Members of the Public to Address the Council

**2.2. APPROVAL OF THE AMENDED AGENDA**

**2.3. APPROVAL OF THE CONSENT AGENDA**

Motion by Adams, seconded by Littrel. Four votes in favor (Heddlesten, DCamp, Littrel and Adams), One abstention (Krell)

Warrants approved by Consent:

**WARRANTS LIST  
JUNE 30, 2020**

<b>VENDOR NAME</b>	<b>REFERENCE</b>	<b>TOTAL</b>
CHRISTIAN BAWDEN	INSTALLED GARBAGE DISPOSAL	\$40.00
HIGH TECH SIGNS	INTERIOR SIGNS FOR CITY HALL	\$214.57
HOMETOWN HEATING & PLUMBING	FIX 2 BFP & TEST 3 BFP ANCHORS	\$367.50
IOWA AMERICAN WATER	MONTHLY UTILITIES CITY HALL, PARKS	\$125.08
MID-AMERICAN ENERGY CO	UTILITIES, STREETS, CITY HALL, GAZEBO	\$1,123.72
PETERSON PLUMBING	KITCHEN SEWER CLEANING	\$119.99
QUAD CITY TIMES & JOURNAL	MINUTES JUNE 2 <sup>ND</sup> , 4 <sup>TH</sup> & 9 <sup>TH</sup>	\$319.28
<b>GENERAL</b>		<b>\$2,310.14</b>
<b>TOTAL</b>		<b>\$2,310.14</b>

**WARRANTS LIST  
JULY 14, 2020**

<b>VENDOR NAME</b>	<b>REFERENCE</b>	<b>TOTAL</b>
AVENUE RENTAL	TRAILER, BRUSH CUTTER RENTAL	\$850.00
BI-STATE REGIONAL COMM	ANNUAL MEMBERSHIP	\$275.50
CENTURY LINK	MONTHLY TELEPHONE SERVICE	\$5.67
CITY OF BETTENDORF	FUEL CHARGES FEB-MAY 2020	\$297.37
CITY OF RIVERDALE	REPLENISH PETTY CASH	\$63.67
CRESCENT ELECTRIC	LITHONIA STRIP LIGHT	\$1,137.51
DEAN HALSEY	JULY 2020 JANITORIAL WORK	\$375.00
DUCK CREEK PANCAKE HOUSE	151 MEALS	\$2,265.00
FELD FIRE	5' JAFRIB 100' YEL W/COUPLING	\$640.00
FIRE SERVICE TRAINING BUREAU	HUNTER SYMMONDS TRAINING	\$150.00
HOPKINS & HUEBNER, P.C.	LEGAL FEES	\$100.00
IOWA AMERICAN WATER	MONTHLY UTILITIES	\$27.20
IPERS	JUNE FEE	\$40.00
K&K TRUE VALUE HARDWARE	WEED B GONE	\$321.59
LOWE'S	INSINKERATOR	\$297.34
METRO FIBERNET LLC	JULY 2020 FIBERNET	\$102.20
MISSISSIPPI RIVER CITIES	ANNUAL MEMBERSHIP 2020	\$500.00
PETERSEN PLUMBING	REPLACE METAL P-TRAPS	\$408.28
PIPER SANDLER & CO.	ARCONIC TIF	\$2,500.00
S&R LAWCARE & SNOW REMOVAL	6/8, 6/15, 6/25 LAWN CARE	\$2,742.00
TRI- STATE AUTOMATIC	AKRON HANDLE REPLACEMENT	\$463.73
<b>GENERAL</b>		<b>\$11,035.39</b>
<b>ROAD USE TAX</b>		<b>\$13.33</b>
<b>TIF/URBAN RENEWAL</b>		<b>\$2,500.00</b>
<b>SEWER</b>		<b>\$13.34</b>
<b>TOTAL FUNDS</b>		<b>\$13,562.06</b>

**3. PRESENTATIONS AND PROJECT UPDATES**

Presentations regarding on-going work and projects by City staff and consultants.

**3.1. CITY ADMINISTRATOR REPORT**

Riverdale’s City Administrator, Kent Royster, reviewed the content of his report to council – found in the Council Packet and online.

**3.2. MSA ENGINEER’S ACTIVITY REPORT**

**3.2.1. Project Review Summary**

Chris Cooper, of MSA Professional Services, provided a review and update of the report included in the packet to Council Member (also available online). Since providing that report, Engineer Cooper has asked Brandt Construction for lein waivers on the Havens Acres Roadway Rehabilitation project so the project can be closed out, he also followed up with Visu-Sewer to facilitate the start of additional sanitary sewer inspections (re-

lining/packing work in Havens Acres and the area near Bellingham Road will begin in August), and he elaborated on the condition of the storm water system on the west side of Manor Drive Hill. Resident Steve Townsend also provided additional information with regard to the apparent problems with the storm water pipes on the west side explaining that they seem to be able to handle modest rainfall amounts (2" or less), but get over-taxed and blow out with heavier rains.

**3.2.2. Fieldcrest Drainage Phase II Report**

Engineer Cooper then provided an in-depth presentation on options available to the City to manage increasing storm water volumes coming out of the City's storm sewer under Fieldcrest Road. A copy of that presentation is now available on the City's website.

**3.2.3. Emergency Access Between Woods Estates and Bicentennial Park**

Administrator Royster and Engineer Cooper reviewed the requirements for a secondary access road between the Manor Hill/Circle Drive and Woods Estates neighborhoods to be used in the case of emergencies. The route needs to be built when there are thirty homes in the Woods Estates subdivision. Various options for construction were discussed and although a definite date is not set, the Mayor reminded the Council that the emergency access road will need to be included in upcoming budgets for the City.

Resident Teri Stickler asked a battery of questions about the status of the emergency access road and whether or not any additional work to the entrance to Bicentennial Park would need to be done. Questions about how the City would pay for this work were raised but because there are still so many open questions, a preliminary budget has not been determined and the affect on the City's budget could not be determined at this time.

**3.3. FIRE DEPARTMENT REPORT**

The Mayor reviewed the report from the fire department. The Mayor reviewed a potential COVID-19 exposure within the department over the previous weekend and the actions taken with the department (cancelled training sessions and re-scheduled a recognition ceremony) as a result.

**3.4. PUBLIC WORKS REPORT**

No maintenance report was provided to Council due to time constraints. The maintenance reports for the previous three weeks will be provided to Council at the next meeting.

**3.5. WOODS ESTATES PROGRESS REPORT**

**3.5.1. Progress Report from Developer**

The Mayor reviewed the report from the developer. Only 3 lots remain available in Phase I and work has started on Phase II. Also discussed arbor management on the site and the need for a CONSESCO program for the City to assist with erosion control on a lot-by-lot basis.

**3.5.2. Drainage Inspection of Subdivision Near Fieldcrest Drainage Way**

The Mayor and City Administrator reviewed the erosion control issues cited earlier this year by both Bettendorf City Engineer Brent Morlock as well as Riverdale City Engineer Chris Cooper. A memo describing the erosion control measures currently taken by the developer was provided in the Council Packet for the meeting (also available online).

**4. PUBLIC COMMENT ON AGENDA ITEMS**

No comments offered by members of the public in attendance either in-person or online.

**5. UNFINISHED BUSINESS**

**6. NEW BUSINESS**

**6.1 RESOLUTIONS**

**6.1.1 Resolution 2020-56** – Consideration of a Resolution Approving Staff Recommendation of Contract for Re-Roofing City Hall

Moved by Adams, seconded by Heddlesten. Four ayes (Adams, Heddlesten, Krell and Littrel), one abstention (DCamp had technical difficulties). Resolution Passed.

**6.1.2 Resolution 2020-57** – Consideration of Approving a Proposal from McClure Engineering for Inspecting the Joint Sanitary Sewer Interceptor Line through Riverdale, Iowa

Moved by Littrel, seconded by Adams. Four ayes (Heddlesten, Krell, Littrel and Adams), one abstention (DCamp had technical difficulties). Resolution Passed.

**6.2 MOTIONS**

**6.2.1** Re-Consideration of adding “Sweeping the MRT multi-use trail” to the bi-weekly task list for City maintenance personnel

More questions were raised with regard to how Bettendorf maintains its bike trails and what it would take for Riverdale to meet that standard. Council Member Adams raised his concerns whether or not it’s wise to use the street sweeper to clean the MRT or to find an alternative. Council Member Krell asked how often we actually clean the streets and whether or not an “every-other-week” schedule was realistic. It was generally agreed that sweeping the MRT on an “as-needed” basis was preferred, but that it should just be ordered by the Administrator and not require a motion.

Motion withdrawn.

**7. OTHER COUNCIL ACTION**

**7.1 COMMITTEE NOMINATIONS/APPOINTMENTS**

**7.1.1 Sewer/Utility Committee Nominations**

The Mayor reported that Arconic and SCC have both agreed to provide representatives to the committee, Leland Zenk, Director of Operations for the PV School District has also agreed to serve. Doug Littrel will serve as the ex officio member/chair as the representative from Council and Beth Halsey has agreed to serve on the committee as well. We still need four other residents to serve on the committee.

## **8. DISCUSSION AND COMMITTEE REPORTS**

### **8.1 ADMINISTRATION**

- 8.1.1** Employee Manual Review – Administrator Royster has been reviewing the existing manual and hopes to have a revised draft for review by Council in September.
- 8.1.2** Employee Insurance Update – Administrator Royster explained that he’s requested a quote from a possible supplier for this benefit. The Council had agreed to spend \$450/month/employee for a healthcare benefit for each full-time employee of the City.
- 8.1.3** Part-Time Assistance Update – One application received to-date. Administrator Royster hopes to have something for the Council to review and authorize at the next meeting. He hopes this part-time person will be able to assist George Miller with a variety of City maintenance issues (20 hours per week).

### **8.2 FINANCE**

- 8.2.1** Review of Capital Projects in FY 21 Budget – A memo was provided to Council in the packet that identifies the major projects the City will be pursuing during the coming fiscal year (July 2020 – June 2021). Council members also brought up other thoughts for major projects to take on including a tornado siren for the Havens Acres neighborhood, addressing Fieldcrest drainage way issues and for funding the emergency access road between Bicentennial Park and the Woods Estates subdivision.

### **8.3 PUBLIC WORKS AND UTILITIES**

- 8.3.1** Invasive Species Summer Walk Update – Quercus will be on-site in the second half of July and will coordinating his next walk with the schedule of a biologist from SCC working on the prairie restoration project and with interested citizens. The Mayor also offered his thanks to Steve Townsend for his on-going efforts to eradicate garlic mustard from Riverdale.
- 8.3.2** Landscaping Services Mid-Year Review Update
- 8.3.3** Mowing/Groundskeeping Mid-Year Review Update – Administrator Royster will be providing an update at the next Council meeting.

### **8.4 PUBLIC ENGAGEMENT**

- 8.4.1** Census Participation Update – Riverdale’s participation rate for the US Census is around 60% (Bettendorf is around 66%) and we need to do everything we can to make sure everyone in Riverdale is counted. It’s not possible for us to identify those who have not completed their census information – deadline is the end of October.
- 8.4.2** Fall Fest Update (will it include the Purple Bull Run??) – The Mayor reviewed the current status of the Purple Bull Run and said he needs to meet with Council Member Krell to see what that might mean for this year’s Fall Fest (currently scheduled for October 3).

### **8.5 HEALTH AND SOCIAL SERVICES**

- 8.5.1** “Meals-to-Go” Program Update – No report due to time constraints.

### **8.6 FIRE AND PUBLIC SAFETY**

- 8.6.1** Fire Station Ventilation System Install Progress Report – Administrator Royster gave an update on the installation schedule.

- 8.6.2** Firefighter of the Year Award on July 18 Update – The Mayor reviewed the upcoming recognition ceremony for firefighter Analiese Chapman and the Riverdale Fire Department. The original date of the ceremony was scheduled for Saturday, July 18, but due to the possible COVID-19 infection in the department, the ceremony was delayed.
- 8.6.3** Air Compressor Repair Update – Right before it was to be shipped, another air leak was discovered in the department’s air compressor unit. The City is now awaiting word as to whether or not the unit can be repaired or must be replaced.

## **8.7 PARKS AND PLAYGROUNDS**

- 8.7.1** Tree Management Update – A meeting has been set with Davey Tree Company to discuss some clean-up activities that need be done in the Bicentennial Park area. The City is also interested in a long-term, arbor management plan for the City’s forests and nature areas.
- 8.7.2** Port-a-potty for Peggy’s Park Proposal – Costs for an additional port-a-potty in Peggy’s Park was discussed. Council members were comfortable with Administrator Royster moving ahead with renting whatever is needed for the park.
- 8.7.3** Bench and Rubbish Bin Replacement – Administrator Royster briefed the Council that staff is reviewing bench and bin options and will have costs pulled together for consideration at a later date.
- 8.7.4** Electrical Transformer Move in Volunteer Square Park – Mayor Bawden explained that staff is also getting an estimated cost for moving the electrical transformer box in the middle of Volunteer Square Park to something closer to the gazebo and out of the middle of the park.
- 8.7.5** Drawings of City Parks Proposal – The Mayor explained that all of the above items/issues should be part of an on-going improvement plan for the City’s parks and that in order to create those plans, overhead maps of each park are required. Administrator Royster said that a proposal for creating those maps is forthcoming from MSA for consideration by Council. Council Member Littrel asked if there were any aerial shots that could be used instead (possibly created by MSA as part of their parks and trails study). Resident Teri Stickler suggested contacting fellow resident, Tom Mack, to see if he could use his drone for such photography (he had taken images of Woods Estates at one point using his drone).

## **8.8 ECONOMIC DEVELOPMENT**

- 8.8.1** Arconic TIF Update – Mayor Bawden updated the Council on the status of the TIF for the Arconic Heat Treat Plant Expansion. Due to the economic slowdown, it now Arconic has informed us that they may be changing directions on the need/use of the TIF and related grant. We expect to receive more information from them on this matter in the future. The City and Arconic will discuss how legal costs incurred by the City on Arconic’s behalf will be handled at a later date.

Arconic still wants to discuss options for rehabilitating/replacing Bellingham Road and will have more discussions with the City on this matter in the future.

- 8.8.2** Façade Improvement Program Update – The City has \$10,000 budgeted for this program as part of its FY21 budget. The Mayor reported that he had been informed by the ownership of The Duck Creek Pancake House that they are interested in putting up

a sign on the building so people know where the restaurant is located. This signage and related building improvements may be covered, in part, using this economic development program. No promises have been made at this point other than to discuss the project in more detail.

- 8.8.3** City Entrance Signage Project Review – the Mayor also briefed the Council on the status of the entrance signage project that is in the FY21 budget. The desire is to create signage for entrances on the eastern and western ends of Hwy 67 running through Riverdale as well as an entrance sign at City Hall. Seth Woods has asked that we also get a price for a fourth sign that would be an entrance sign for the Woods Estates subdivision, which he would pay for through a cost-sharing arrangement with the City.

## **9. REPORT FROM THE MAYOR**

### **9.1 INTERGOVERNMENTAL**

- 9.1.1** Bike Connector Route on South Side of State Street (with IDOT) – The Mayor reviewed correspondence received by the City from The City of Bettendorf, the Quad City Bike Club (along with the QC Riverbenders, Cornbelt Running Club, RiverAction, The Duck Creek Pancake House and My Place), and Arconic regarding their objection to the Council’s action to close off the connector trail between the MRT and South Kensington Street.

The Mayor then reviewed the alternate connector route proposed and Iowa DOT’s willingness to review the City’s proposal and provide guidance as to what needs to be done in order to make that alternate connector route a reality. In addition to working with IDOT, the Mayor explained the discussions he’s had with the City of Bettendorf regarding the expansion of the width of the sidewalk between Duck Creek and Brenny’s.

Guest John Harrington, former QCBC President and member of the City of Bettendorf’s Parks & Trails Committee, addressed the Council to discuss the club’s intention to respond to an email from the Mayor asking for additional assistance on signage and safety issues related to the alternate bike connector route and concerns about the crossing of Hwy 67 at Bellingham Road. Mr. Harrington also took some questions from members of Council about safety concerns and the appeal of a bike stop/station at the parking lot on Bellingham Road.

- 9.1.2** Collaboration with PVCSD for LMI Virtual School/Study Space at City Hall – The Mayor reviewed recent conversations with Superintendent of PV Schools, Brian Struz, about the possibility of using Council Chambers at Riverdale City Hall as a remote learning location for PV Schools during the 20-21 school year.

### **9.2 28E AGREEMENT BODIES**

### **9.3 EXECUTIVE ACTIONS**

- 9.3.1** New Signage for City Parks and City Hall re: Guidelines During COVID-19 Pandemic – The Mayor explained that new signage will be going up outlining the new rules/guidelines for using the parks and facilities owned by the City.
- 9.3.2** New Identity Materials for Riverdale City Hall, Staff and Officials – Stationary, business cards and other identity items will be created for the City and reviewed at the next meeting of the City Council.

- 9.3.3 Guidelines for Temporarily Moving Public Meetings to Online Format – The Mayor is working up new guidelines for dealing with instances of prospective and actual COVID-19 infection.

**9.4 PROCLAMATIONS**

- 9.4.1 A Proclamation Honoring Volunteer Service to the City of Riverdale by Certain Citizens – The Mayor apologized for running short of time (and most viewers having dropped off by this point in the meeting) and promised to have a proclamation on this subject for the next meeting of the City Council.

**10. GENERAL PUBLIC COMMENT/COMMUNICATIONS TO THE COUNCIL**

Resident Wendy Syverud asked for further clarification as to whether or not Riverdale will be reimbursed for out-of-pocket expenses related to the development of the TIF for Arconic. The Mayor quickly reviewed the situation and how Riverdale was brought into it and explained that the City and Arconic would be sitting down to review the City’s out-of-pocket expenses and reimbursement thereof.

**11. ADJOURNMENT**

Motion to adjourn by Adams, seconded by DCamp. All ayes. The Regular Meeting of the City Council was formally adjourned at 9:55 pm.

**FOR THE CITY OF RIVERDALE:**

**ATTESTED BY:**

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

\_\_\_\_\_  
Katie Enloe, Deputy City Clerk