



# CITY COUNCIL WORK SESSION

Monday, November 03, 2025 at 5:30 PM

Council Chambers - 331 First Street East

## AGENDA

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### RULES OF PROCEDURE

*Workshops are not Public Hearings. No member of the public or interested party has the right to make a presentation or address the Council on an item under consideration in a workshop or a study session.*

*During the City Council Work Session, the Council will primarily discuss and debate items intended to be formally considered at a future City Council Meeting. However, the Council may at any noticed meeting, including a City Council Work Session meeting, take action on any item shown on the posted agenda as a potential action item. The City Council Work Session meeting is a regular meeting of the Independence City Council.*

### MEETING OPENING

Call the Meeting to Order

### PRESENTATIONS

- [1.](#) WWTP Replacement Project Update

### DEPARTMENT UPDATES

- [2.](#) Department Report – Fire Department
- [3.](#) Department Report – Library
- [4.](#) Department Report – Parks & Recreation
- [5.](#) Department Report – Police Department

### DEPARTMENT UPDATES

- [6.](#) Strategic Planning – Fire CIP Project Prioritization – 2026 thru 2036
- [7.](#) Strategic Planning – Library CIP Project Prioritization – 2026 thru 2036
- [8.](#) Strategic Planning – Parks & Recreation CIP Project Prioritization – 2026 thru 2036
- [9.](#) Strategic Planning – Police CIP Project Prioritization – 2026 thru 2036

### NEW BUSINESS

- [10.](#) Electric Scooters on Sidewalks
- [11.](#) Cul-De-Sac Length and Driveway Access Points
- [12.](#) Section 17 Signs of the Zoning Ordinances
13. Council Topics
14. Mayor Topics
15. City Manager Topics

### ADJOURNMENT

This agenda is subject to change.



## CITY COUNCIL WORK SESSION MEMORANDUM

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**TO:** City Council

**FROM:** Matthew R. Schmitz, MPA - City Manager

**DATE OF MEETING:** November 3, 2025

**ITEM TITLE:** WWTP Replacement Project Update

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### **DISCUSSION:**

Bradley Lake from Strand Engineering will be present to give the Council an update on the current status of the Wastewater Treatment Plant Replacement Project.

Attached is an updated sheet from Strand with the current anticipated project schedule.

### **RECOMMENDATION:**

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.

## City of Independence Wastewater Treatment Plant Modifications Progress Report by Strand Associates November 3, 2025 Workshop

Strand and City staff met with the Iowa DNR Loan Staff on August 27 following the Loan (IUP) Application submittal on August 7. The DNR Loan Staff explained the Loan Approval timeline officially started September 3 and the process for loan approval is estimated to take a minimum of 6 to 9 months but could take more time depending on the Environmental Review process and subsequent findings.

### **Anticipated Project Schedule**

- ~~\*August 7, 2025 – Submittal of IUP Application (for Loan) and Facilities Plan to DNR~~
- ~~\*September 3, 2025 – DNR Loan Department begins Environmental Review Process~~
- ~~\*September 9, 2025 – Meeting with City's bond counsel.~~
- ~~\*October 24, 2025 – Strand provides draft Advertisement for Bids to City Bond Counsel for Review.~~
- \*October 31, 2025 - Anticipated DNR Approval of Facilities Plan.
- \*November 3, 2025 - Strand provides project update at City Council Workshop.
- \*November 24, 2025 - Strand receives final comments from Bond Counsel for finalizing Advertisement for Bids.
- \*November 26, 2025 - The finalized Advertisement for Bids is distributed in the City Council Workshop packets.
- \*December 1, 2025 - Strand provides update at City Council Workshop including 1) review of Finalized Advertisement for Bids which is recommended to be approved by City Council, and 2) amendment for bidding and construction administration engineering services.
- \*December 8, 2025 - City Council Approves Issuing Advertisement for Bids.
- \*December 15, 2025 - Anticipated DNR Approval of Drawings/Specifications and Issuance of Construction Permit (exact date of approval depends on DNR workload).
- \*December 18, 2025 - Advertisement for Bids published in Official Newspaper (10-week bid period).
- \*February 2026 - Pre-Bid Meeting held by Strand at WWTP or City Hall followed by Site Walk-thru.
- \*March 2026 - Bid Opening.
- \*April/May 2026 - City Awards Project to Lowest Responsible Bidder.
- \*June 2026 - Construction Contract Signed and Notice to Proceed Issued to Contractor.
- \*June 2026 - Construction Period Begins (Contractor cannot mobilize until Loan is Approved - Loan Approval is Expected sometime between June to September 2026).
- \*August/September/October 2026 - Contractor Mobilizes.
- \*December 2029 - Construction Complete (approximate 3 year-6 month estimated construction period).

**Bidding-Phase Services projected to begin as early as November, 2025**  
**Construction-Phase Services projected to begin as early as April/May, 2026**  
**Questions from City Council/Staff?**



## CITY COUNCIL WORK SESSION DEPARTMENT REPORT

**TO:** Matthew R. Schmitz, MPA - City Manager

**FROM:** Blake Hayward – Fire Chief

**DATE OF MEETING:** November 03, 2025

**ITEM TITLE:** Department Report – Fire Department

The Independence Fire Department has been extremely busy over the past couple of months! October is always one of our busiest times of the year with Fire Prevention Week, our Open House, station tours, and several community programs.

On top of that, our crews have remained active with emergency responses and ongoing training, ensuring we're ready to serve whenever the call comes in.

We're also excited to welcome a new member to our department — Firefighter Cooper McCurdy-Savago. Cooper joins us with prior fire experience and brings a great attitude and a strong desire to learn and serve. Please join us in welcoming her to the Independence Fire family!





K9 Shakespeare has been keeping busy this month, too! He's been an important part of our fire station tours and recently teamed up with the Independence Public Library for their Tales to Tails program — a reading event where kids can sign up to read to Shakespeare for 15 minutes at a time.

This partnership has been a great way to support young readers, promote fire safety education, and strengthen our connection with the community.

A big thank you to Laura, her staff, and the Library Board for inviting us to be part of such a great program and allowing us to work together to make a difference!



As we move toward the end of the year, we're winding down our 2025 training season with just a few sessions left on the calendar. Planning for our 2026 training schedule is already underway, and our members have shared some great ideas to keep training both engaging and practical — focused on the types of calls we respond to every day.

One key goal for next year is to include more business and community walk-throughs. This has been a request from both our members and local business owners, and it's a great opportunity to strengthen our knowledge of the community while improving our preparedness and response capabilities.

Finally, the Independence Fire Department currently has three grants pending review, and we're hoping to hear back by the end of November.

#### High-Pressure Air Bags:

We've applied for funding to purchase new high-pressure air bags, a critical tool used during vehicle extrications and rescue operations when heavy objects need to be lifted safely to remove a victim. These would complement our new battery-powered extrication tools and further enhance our rescue capabilities.



## Iowa DNR Fire Hose & Nozzle Grant:

We've also submitted a grant to the Iowa DNR for replacement fire hose and nozzles. These are some of our most frequently used tools, and the DNR's annual grant program helps fire departments across Iowa maintain safe, reliable firefighting equipment.

## Ballistic PPE Vests:

Our third grant request is for Ballistic PPE Vests. Earlier this year, our crews assisted on several law enforcement calls and quickly realized we were the only responders on scene without proper protective gear. These vests would help ensure firefighter safety during active shooter or hostile incident responses. The grant request includes eight vests, each equipped with medical supplies and rescue tools to support emergency operations in those high-risk situations.





## CITY COUNCIL WORK SESSION DEPARTMENT REPORT

**TO:** Matthew R. Schmitz, MPA - City Manager  
**FROM:** Laura Blaker, Library Director  
**DATE OF MEETING:** November 3, 2025  
**ITEM TITLE:** Department Report – Library

### IPL Year in Review

The library's annual report for the 2025 fiscal year is ready and attached in Municode. It contains not just statistics and usage information, but breaks it down to be more meaningful and relevant. There are quotes from library patrons, photos, and the last page shows the financial impact (in ways library services can be quantified). You will want to review the report carefully to see how the library makes a difference in our community!

*City Connection: Improved quality of life for everyone.*

### Ghouls, Tails, and Silence

The library offered Boo Bash on Oct. 24, our annual family-friendly Halloween party. We had an increase in numbers this year with 425 attending.

We have been able to work with John Butler and Shakespeare, of the Independence Fire Department, and are offering Tales to Tails. Parents/Guardians sign up their child for a 15-minute time slot and read to Shakespeare. It has meant a lot to the kids to have a calm and non-judgmental listening ear!

The library has also started a Silent Book Club at the Gedney Bakery & Coffeehouse. It is a no pressure book club where you come to socialize, get a drink and maybe a pastry, and then sit and read the book that you brought – no reports or assigned reading!

*City Connection: Encourage a supportive environment for businesses, workforce, and economic development.*

*Promote and encourage community involvement and engagement.*



*Enriching Lives, Inspiring Growth*



# IPL Year in Review

## Fiscal Year 2025

Item #3.

### INSPIRING A LOVE OF READING AND LEARNING!

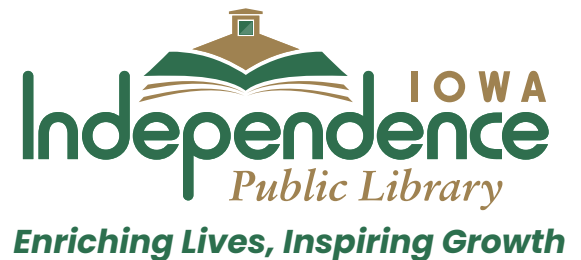
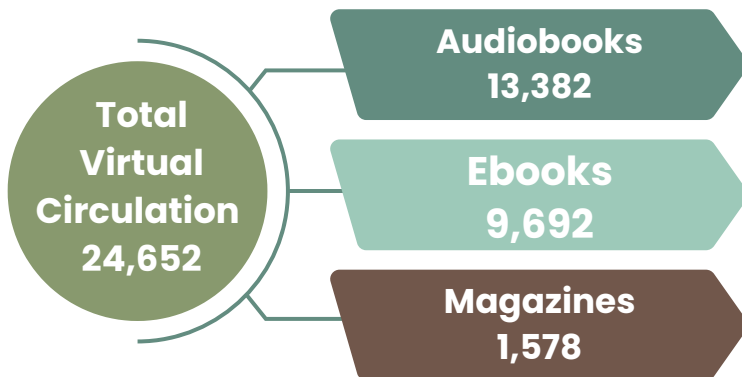
"As a longtime library patron with young children, I have seen firsthand the invaluable role the library plays in fostering a love of reading and learning for all ages, especially in my son. The library has provided a welcoming space for him to learn, listen to and read stories, connect with library staff, and come out of his shell."

-Kara Webb



**Library Visitors - 51,925**  
**Library Card Holders - 4,878**  
**New Library Cards - 481**

### Virtual (Libby) Usage



**AVERAGE OF 18  
VISITORS  
PER HOUR**



**AVERAGE OF  
242 ITEMS  
CHECKED  
OUT EACH  
DAY**

### Physical Collection Usage

Adult Books 21,871	Teen Books 1,898	Juvenile Books 29,947	Total Book Circulation 53,716	84.3%
Adult Videos 2,727	Teen Videos 174	Juvenile Videos 3,054	Total Video Circulation 5,955	9.4%
Adult Audios 817	Teen Audios 19	Juvenile Audios 1,418	Total Audio Circulation 2,254	3.5%
Magazines 631	Library of Things 1,109	Other Items 26	Total Other Circulation 1,766	2.8%
Total Physical Items Circulation 63,691				

# IPL Year in Review

## Fiscal Year 2025

Item #3.

### Programs & Attendance

#### Adult & Family Programs

**145** – Programs  
**3,008** – People Attended

#### Teen Programs

**26** – Programs  
**338** – People Attended

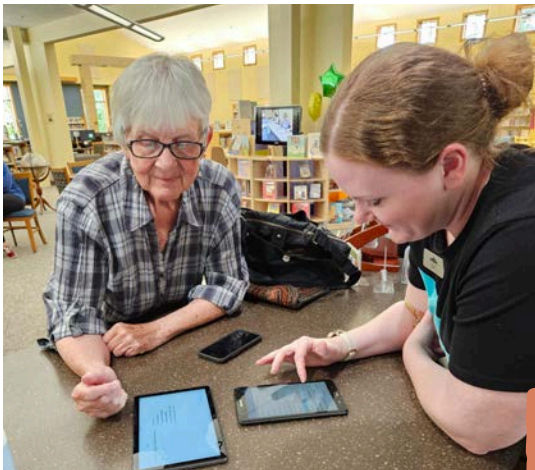
#### Children Programs

**94** – Programs  
**4,660** – People Attended

"The programs at the Independence Public Library have been so important, powerful and helpful on many topics. Through one of their programs, I gained a much better understanding of autism and now have contacts I can reach out to with questions. With an autistic family member, this has been especially valuable to me."  
-Patty Reisinger



**ENGAGING  
THE  
COMMUNITY**



### Computer & Social Media Usage



**Facebook**  
**Followers 3,044**  
**Reach 644,346**



**Instagram**  
**Followers 1,565**



**Website**  
**Usage 34,466**



**myLIBRO**

**Mobile App Users 386**  
**Usage 11,446**

**PROMOTING  
DIGITAL INCLUSION**

**Desktop  
Usage**  
**4,569**

**Wireless  
Usage**  
**4,394**

**InHouse  
Laptops  
& Card  
Catalog  
Usage**  
**729**

**Early  
Literacy  
Computers**  
**2,778**

"As a frequent library patron, I appreciate having computers available and friendly, knowledgeable staff to assist me with internet searches, printing, scanning, and faxing. I also appreciate having day, evening, and weekend hours so I am able to go when it works best for my schedule."  
-Heather Jones



**CONNECTING, GATHERING,  
MEETING...A COMMUNITY  
CENTER FOR INDEPENDENCE**



### In-House Usage

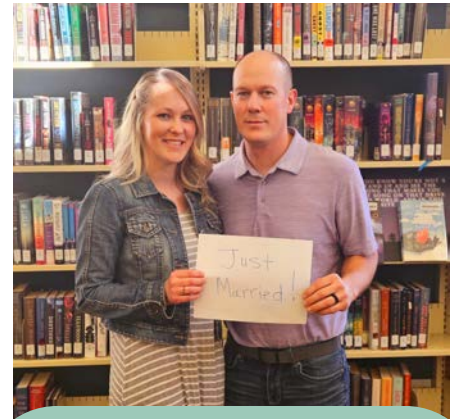
- Legos – 626
- Puzzles – 340
- Activity Tables – 324
- Kits and Games – 217
- Headphones – 173

**TOTAL USAGE – 1680**

### Room Usage

- Study Rooms – 420
- Community Room – 57  
(by outside groups)

**TOTAL USAGE – 477**  
(by outside groups)



**OUR FIRST LIBRARY  
WEDDING!**

"I moved to Independence this summer, and I didn't really know anyone at first, but the library made me feel so welcome. Joining iTAB has been one of the best things ever, it's such a fun teen group where I've met amazing new friends and gotten to help plan cool events. " –Raelynn Kolthoff, age 14



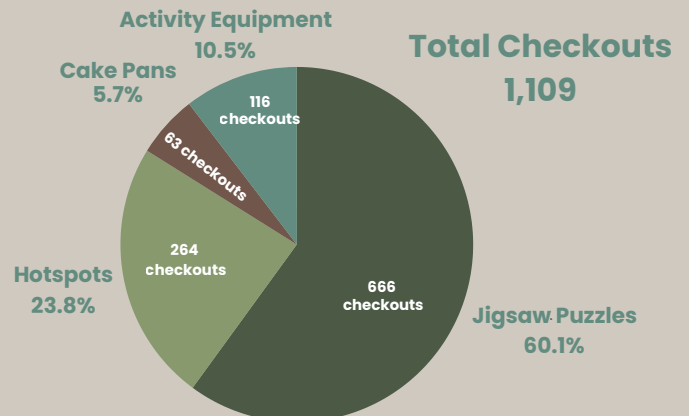
Our new mascot was carved from an oak tree trunk by chainsaw artist, Clint Henik. The community named him Oaklee.



On the Go  
with Oaklee!

**OUR NEW MASCOT,  
OAKLEE**

### Library of Things Usage





# IPL Year in Review

## Fiscal Year 2025



**RETURN  
ON  
INVESTMENT**

### Value of Usage:

Physical Materials	\$943,683.00
Virtual (Libby)	\$458,802.00
Technology Access/ Services	\$202,850.00
Programming	\$177,745.00
Reference Services	\$15,780.00
<b>Total</b>	<b>\$1,798,860.00</b>

**Wow!**

**Return on Investment to  
the community for  
every dollar spent is \$3.26**

### Not Included:

Inspiring reading and learning; outreach to care centers, daycares, and homebound; study room usage; outcomes from job applications and submitting forms; notary service; copy and faxing services; improving knowledge and skills; providing a safe space for children; fostering connections, community, curiosity, and growth

**A GREAT  
VALUE  
FOR THE  
COMMUNITY!**



"For over 20 years I have been proud to support the library with my time, talents, and taxes. I am so delighted to see the variety of offerings continue to meet the ever changing needs of area residents. The library is a valued and trusted community resource, having a deeper and broader impact than can ever be quantified by dollars and cents."

- John Klotzbach

### Contact Us!

805 1<sup>st</sup> St East Independence, Iowa  
[www.independenceia.gov/library](http://www.independenceia.gov/library)  
 319-334-2470  
[iplibrary@independenceia.gov](mailto:iplibrary@independenceia.gov)



\*Savings on the "I Saved" signs on this page reflect savings from the checkout of physical items only



## CITY COUNCIL WORK SESSION DEPARTMENT REPORT

**TO:** Matthew R. Schmitz, MPA - City Manager

**FROM:** Bob Beatty – Parks & Recreation Director

**DATE OF MEETING:** October Report

**ITEM TITLE:** Department Report – Parks & Recreation

### Forestry Department

Carl finished watering for the season and cleaned out all the pots and tanks throughout the City. We will soon start filling them with dirt for next spring. We will also be looking for a standardized pot we can purchase for the parks, so things look a little more uniform. We obviously won't have money to replace them all at once, but maybe a few each year. Carl has been an excellent employee and is dedicated to his position and to the city as a whole.

### Parks

The parks guys remain busy getting projects done before winter. They landscaped the new Mayor's Park, installed new fencing at Third Ward Park, started on the River's EDGE awning, and trimmed trees. The last round of mowing was completed in early October. We may be out doing some leaf mulching in early November. They will also start getting snow equipment ready soon. We will move into winter projects at the FCC once the weather turns.

### Recreation Department

Flag football wraps up the season on Oct 30. We had pretty good weather. We are still looking for an instructor to run the K-2 basketball program. All 3<sup>rd</sup> grade and up have moved to the AAU/Club basketball program.

### River'sEDGE Facility

We will be setting January practice schedules in November. Working on a coach's meeting and getting Coach Shannon started with helping teams with skill development and practice plans. This will be especially important for the new teams and coaches. We will then get the schedules started and work on them over the next 3 months.

### Falcon Civic Center

The FCC will undergo some space shuffling and a small weight room expansion. We will be moving around some of the storage areas. We also have some money allocated to replace some equipment.

### Aquatic Center Facility

Closed for the season

### RV Park Facility

The RV Park remains busy. Several have moved out and headed elsewhere. We have put out a notice that the water will shut off after 12 pm on October 31. The electricity will be shut off on November 15. We will then start on-site renovation.

**Complex**

We finished the tournament season in mid-October and will finish flag on October 30. Trenton started aerating, and we will sand and seed F4 & F5 this off-season. We may have a donor who would like to add scoreboards to each complex field. We are still working through the pricing and design.

**Cemetery**

The volunteers have had a busy summer and fall. They will also start winter meetings soon. We may mulch one more time, but mowing has ended.



## CITY COUNCIL WORK SESSION DEPARTMENT REPORT

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**TO:** Matthew R. Schmitz, MPA - City Manager

**FROM:** Chief Brian Lau

**DATE OF MEETING:** November 3, 2025

**ITEM TITLE:** Department Report – Police Department

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The Police Department has started the new Community Walk and Talk program in our downtown area which has gained a lot of positive community support. Officers are spending more time periodically in the downtown area checking in with business owners and members in our community that are out visiting our businesses.

Lieutenant Kayla Morris has returned from her first supervisor training which was hosted in Waukee, Iowa. She is now proactive in her new role as an evening swing shift supervisor.

Chief Brian Lau attended a small agency Police Chief's Conference, which was hosted by DMACC Community College in Ankeny. This conference was very helpful with the ability to have department leaders interact with college students in areas such as hiring, retention, and mental health awareness.

Captain Andrew Isley has been helping with a Forensics class at the Independence High School. Captain Isley is able to help with this class and present important facts and evidence collection when it comes to crime scene processing. This is a great way to continue our relationship with the school and the youth in our community.

The Independence Police Department hosted (To Catch a Predator) class at the department, which was put on by the Des Moines County Sheriff's Office. Fifteen officers were in attendance to this training from Iowa and surrounding states. Hosting this training allowed Captain Isley to gain knowledge and training at no cost, which will help the Independence Police Department in protecting the children in our community.

The Independence Police Department along with Independence Fire presented safety and situational awareness through a Run/Hide/Fight program at the Methodist Church.

Chief Brian Lau has started the grant process through the Department of Justice for bulletproof vest replacements. This grant, if approved, will help the city pay for a portion of the vest replacement for multiple officers coming due next year.





## CITY COUNCIL WORK SESSION MEMORANDUM

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**TO:** Matthew R. Schmitz, MPA - City Manager

**FROM:** Blake Hayward – Fire Chief

**DATE OF MEETING:** November 3, 2025

**ITEM TITLE:** Strategic Planning – Fire CIP Project Prioritization – 2026 thru 2036

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### DISCUSSION:

Strategic planning is a critical process that establishes a long-term vision for the City and its departments, ensuring that development and investment decisions are part of a coordinated, forward-looking strategy. An updated plan is vital for informed decision-making, enabling the City of Independence to position itself more competitively for future state and federal funding. The following projects represent the Fire Department's proposed capital improvements, which need to be prioritized to guide Staff as we work to prepare the upcoming 10-year Capital Improvement Plan (CIP).

#### Proposed Utilities CIP Projects

The following are the proposed projects for the Strategic Planning discussion:

- Fire Station Addition / Fire Truck Replacement (Rescue 1)
- Bunker Gear Replacement
- Engine 1 Replacement
- SCBA Replacement
- Ladder 1 Replacement
- Pager & Radio Replacement

### RECOMMENDATION:

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.

## City of Independence - Strategic Planning Project Information Sheet

Please complete one sheet for each proposed project.

**Project Title:** Fire Station Addition / Fire Truck Replacement

**Department:** Fire Department

**Contact Person:** Blake Hayward – Fire Chief

1. Estimated Total Cost: 10-12 million

(Please provide your best estimate. Formal quotes are not required at this stage.)

2. Project Timeline: 1-3 Years

(What is the estimated start and completion date? Can this project be phased?)

3. Project Description: Independence Fire Department is in desperate need of a Station addition due to growing equipment sizes, growing community needs, increased call volumes, and added staffing. Our current station can not house the needed equipment we need and in turn is pushing our truck replacement program behind and delaying future truck replacements.

Our Rescue truck has been on the board for replacement since 2014. We haven't been able to replace it with what we feel like our needs are due to size restrictions in our current station. With this truck continually getting pushed back, we have now found ourselves at a bottleneck of truck replacements. With Ladder 1 turning 20 years old next year, we are now falling behind in the replacement program due to waiting to replace Rescue 1. Additionally, Fire trucks continue to rise in cost each year as well as increased build times. Roughly 5% increase in total cost each year, when we push a fire truck back 11 years like we have, we can see an overall price increase of 55% compared to if we would've been able to purchase in 2014 when the truck was scheduled. In dollars that is \$715,000 increase on a 1.3 million dollar truck.

We have also been told that Independence is right on the line of seeing the need to add a 3<sup>rd</sup> Engine per ISO. With our Community continuing to grow as well as our increased call volume, we feel this is probably true, but due to lack of space or funding, we can't spend time looking at this option as we have a station addition and 2 truck builds to concentrate on at the current time.

(Provide a clear and concise summary of the project. What are the key goals and objectives?)

4. Project Justification / Community Benefit: Much needed space for equipment and apparatus. Increased call volume and higher demand in the fire service has caused us to quickly outgrow our 30 year addition. Also looking at the future, we feel there is going

to be a bigger need to add even more equipment and apparatus moving forward as smaller towns are struggling to meet the demands in the fire service. By added on, this will allow our department to grow into a larger space, while also continuing to add much needed space, tools, equipment, and staffing for future growth.

(Why is this project necessary? What problem does it solve? How will it benefit the residents and businesses of Independence? Please describe the alignment with the city's overall goals, if applicable.)

5. Key Dependencies or Potential Roadblocks: Funding. I feel we have done our homework with the Administration and Architects, and having a future local was a big step. Designing and Funding will be our biggest roadblocks for sure. Hopefully we have community support, but we will also face challenges with upcoming bond votes as well. My feeling is, if we announce, promote, and campaign over the next year, we can add it to the ballot for 2026 in hopes that it will pass the 1<sup>st</sup> time. If it doesn't pass, we will need to reevaluate and try again in 2027. If we wait until we have no other bond votes on the ballot, we are years down the road, and will continue to fall behind while increases overall costs.

I agree with looking at land in a different location to provide addition space, room for training, future 2<sup>nd</sup> station, community space, and large training capacity to host larger fire department events, and trainings. We would like to start bringing in more state, and national training and hosting larger events such as the DLE programs and bring in instructors and firefighters from across the county, state, and county, but not having the available space to do that or room to train, makes it almost impossible. Bringing in larger training events can help supplement our budget, bring in Hotel/Motel Tax dollars, and even some LOST funding for the City as well.

We feel that currently we have limited venues that can house 200-800 people if we can make a multipurpose building/space that can benefit not only the fire department but other city departments as well this could open us up for more community sponsored events or rent the space out to provide addition much needed funding for the City.

In public safety, we don't generate much revenue, so any options or ideas, that can help spark (pun intended) a revenue stream while also helping Independence Grow is a great opportunity for us all. We have to keep thinking forward and growing with our community. Take it from the Movie Field of Dreams 'If you build it, they will come'. This has most recently been proven by the Parks & Rec Department as well as the investment into the Complex area. If we could somehow convince restaurants to build in our area, Independence would take off like a wildfire as other communities continue to decrease in sizes.

Independence Fire Department covers a population of over 14,000 residents, roughly 20,000 vehicles per day on our major highways, and has 2/3 of Buchanan County residents leaving in our district. Independence Fire Department can not only look at just the City of Independence but has to factor in the entire fire district as well when planning for the future as well as surrounding communities and what is happening in those towns as well.

(Are there any other projects, resources, or decisions that need to be in place for this project to succeed? Are there any foreseeable challenges?)

## City of Independence - Strategic Planning Project Information Sheet

Please complete one sheet for each proposed project.

**Project Title:** Bunker Gear Replacement

**Department:** Fire Department

**Contact Person:** Blake Hayward – Fire Chief

1. Estimated Total Cost: \$300,000-\$350,000

(Please provide your best estimate. Formal quotes are not required at this stage.)

2. Project Timeline: FY30-31

(What is the estimated start and completion date? Can this project be phased?)

3. Project Description: Replacement of Bunker Gear. According to NFPA our structural fire gear should only be in service for 10 years. Our current gear was purchased in 2020. We do purchase gear as needed when new members get hired on and pass their probationary period. In an effort to keep the 10 year cycle, we budget for gear each year and when we don't purchase any gear, that rolls over into our CIP account for future years.

(Provide a clear and concise summary of the project. What are the key goals and objectives?)

4. Project Justification / Community Benefit: This project is necessary to ensure that we are providing the safest equipment for our members as well as ensuring that we are following national guidelines and staying compliant.

(Why is this project necessary? What problem does it solve? How will it benefit the residents and businesses of Independence? Please describe the alignment with the city's overall goals, if applicable.)

5. Key Dependencies or Potential Roadblocks: Funding. With a large ticket item like this, IFD will research and test different gear on the market at that time. Our current goal is to stay with the brand we have currently unless something unforeseen happens at a large scale. Current replacements are being purchased to match existing gear.

(Are there any other projects, resources, or decisions that need to be in place for this project to succeed? Are there any foreseeable challenges?)



## City of Independence - Strategic Planning Project Information Sheet

Please complete one sheet for each proposed project.

**Project Title:** Engine 1 Replacement

**Department:** Fire Department

**Contact Person:** Blake Hayward – Fire Chief

1. Estimated Total Cost: \$1,500,000

(Please provide your best estimate. Formal quotes are not required at this stage.)

2. Project Timeline: Design and Order FY 31, Delivery FY 34

(What is the estimated start and completion date? Can this project be phased?)

3. Project Description: Engine 1 is a 2013/2014 E-One Pumper. We try to replace Fire Trucks every 20 years. Engine 1 is currently used as our 1<sup>st</sup> out Engine for all City Calls. To keep up with the replacement program, we would need to design and order in FY31 with hopes of delivery in FY 34. Many manufactures do offer a multiple truck discount if that is something the City would be interested in. We do try to keep E1 and E2 similar as they are both used for fire calls but in different locations (City vs Rural).

(Provide a clear and concise summary of the project. What are the key goals and objectives?)

4. Project Justification / Community Benefit: This project is necessary to keep us on a solid replacement program that doesn't allow us to fall behind. It will also ensure that our trucks are being replaced in a timely manner and cuts down on maintenance costs.

(Why is this project necessary? What problem does it solve? How will it benefit the residents and businesses of Independence? Please describe the alignment with the city's overall goals, if applicable.)

5. Key Dependencies or Potential Roadblocks: Funding. Design, building/delivery timeline 2-5 years depending on vendors currently. Hopefully lead times are better by then.

(Are there any other projects, resources, or decisions that need to be in place for this project to succeed? Are there any foreseeable challenges?)

## City of Independence - Strategic Planning Project Information Sheet

Please complete one sheet for each proposed project.

**Project Title:** SCBA Replacement

**Department:** Fire Department

**Contact Person:** Blake Hayward – Fire Chief

1. Estimated Total Cost: \$300,000-\$400,000

(Please provide your best estimate. Formal quotes are not required at this stage.)

2. Project Timeline: FY27

(What is the estimated start and completion date? Can this project be phased?)

3. Project Description: Replacement of Self-Contained Breathing Apparatus (SCBA's) and Bottles. Our current bottles will no longer be able to be hydrotested again due to regulations limiting the life span of the bottles to 20 years. Our SCBA's and bottles are the air packs we use during fire calls. They supply our firefighters with breathing air during an incident and are used very often. These SCBA's are exposed to extreme heat and cold during the elements of our 4 seasons as well as thermal exposures during interior fire attacks. These SCBA's are tested and maintained every year by an outside vendor as well as checked regularly by Fire Department staff to ensure their proper functionality. This maintenance and upkeep do help extend the life of the SCBA's, but we are legally held to replace them in FY27 due to their age.

(Provide a clear and concise summary of the project. What are the key goals and objectives?)

4. Project Justification / Community Benefit: Our SCBA's are one of the most important tools we use on calls. Making sure we are up to date and up to code on these is very important. We will take the same approach as we do on a lot of our larger ticket items, and bring vendors in from across the state and look over several different types of SCBA's out there. As we increase trucks and riding positions in each vehicle, our goal is to have a SCBA in each riding position. We would likely increase the total number of SCBA's from 22 to 26 to accommodate the riding positions in Rescue 1 as well as additional packs for training and testing purposes.

(Why is this project necessary? What problem does it solve? How will it benefit the residents and businesses of Independence? Please describe the alignment with the city's overall goals, if applicable.)

5. Key Dependencies or Potential Roadblocks: Funding. We have worked with Clerk Lampe to set aside funding each year to help offset the large cost of this project. Over the past 3-4 years we have set aside \$50,000 each year to help cover the costs.

(Are there any other projects, resources, or decisions that need to be in place for this project to succeed? Are there any foreseeable challenges?)

## City of Independence - Strategic Planning Project Information Sheet

Please complete one sheet for each proposed project.

**Project Title:** Ladder 1 Replacement

**Department:** Fire Department

**Contact Person:** Blake Hayward – Fire Chief

1. Estimated Total Cost: \$3,000,000

(Please provide your best estimate. Formal quotes are not required at this stage.)

2. Project Timeline: Order FY 28, Delivery FY31

(What is the estimated start and completion date? Can this project be phased?)

3. Project Description: Ladder 1 was purchased in 2006, manufactured and delivered in 2007. Our current goal is to have a replacement program to replace fire trucks every 20 years. With our current situation with the station addition and Rescue 1 being delayed, we have fallen behind in the replacement of Ladder 1. Our goal would be to add on to the current station, replace Rescue 1, and have Ladder 1 be the next truck up. Once we have the space for equipment, we feel like we can fall into a better replacement program as we won't be limited by sizing or space in the new addition. Ladder 1 will turn 20 years old in 2027 and is slowly starting to show signs of aging. We feel that we can continue to keep it in service but strongly suggest a building and ordering a replacement in FY 28 and with a much longer build times these days, the goal would be to receive it roughly 3-4 years later. In talking with Fire Truck Vendors, fire trucks increase in price roughly 5% each year. If we could make this happen with the given timeline, we are looking at Ladder 1 being roughly 24-25 years old once it is replaced.

(Provide a clear and concise summary of the project. What are the key goals and objectives?)

4. Project Justification / Community Benefit: We are currently the only department in Buchanan County that has a Ladder Truck. Given our tall commercial buildings and long setbacks, we feel that a ladder truck has been extremely helpful for several calls over the years. Not only is Ladder 1 used for fires, but it can be used for River Rescues, Rope Rescues, Grain Bin Rescues, etc. Ladder 1 also has a fire pump on it as well. This means that it is capable of pumping water during a fire. Unfortunately, it doesn't count towards an Engine in our ISO review. Engine's and Ladders are ranked differently.

(Why is this project necessary? What problem does it solve? How will it benefit the residents and businesses of Independence? Please describe the alignment with the city's overall goals, if applicable.)

5. Key Dependencies or Potential Roadblocks: Funding and manufacturing delays. Currently build times for fire trucks are 2-5 years out depending on the manufacture, type of truck, inventory, supplies, etc. A lot of manufactures provide different funding options as well as programs such as lease programs, over a set time frame. This is helpful for budgeting purposes, but could become a problem if we don't own our trucks and equipment and have 4-7 lease payments each year.

(Are there any other projects, resources, or decisions that need to be in place for this project to succeed? Are there any foreseeable challenges?)



## PagCity of Independence - Strategic Planning Project Information Sheet

Please complete one sheet for each proposed project.

**Project Title:** Pager & Radio Replacement Program

**Department:** Fire Department

**Contact Person:** Blake Hayward – Fire Chief

1. Estimated Total Cost: \$250,000-\$350,000

(Please provide your best estimate. Formal quotes are not required at this stage.)

2. Project Timeline: FY34

(What is the estimated start and completion date? Can this project be phased?)

3. Project Description: IFD currently has 7 mobile radios in fire trucks, 39 portable radios, and 30 pagers for the department. During the last radio upgrade, the County was able to purchase 80% of the departments radio needs leaving the department responsible for the other 20%. Over a few years, IFD was able to acquire the remaining radios and pagers to bring us up to 100%. We have been told by the County that they will not be able to fund the next upgrade, and that the current radios and pager will only be good for approximately 10 years.

Our pagers are used currently to notify members of emergencies. Our radios are used to contact dispatch, radio other departments, and are the main source of communications during fire/training events.

(Provide a clear and concise summary of the project. What are the key goals and objectives?)

4. Project Justification / Community Benefit: These radios and pagers are used daily and will see a lot of use. They are also in a lot of dirty, wet, and hot situations that often cause damage. Our members do a good job making sure to try and take care of them as well as keep them clean, but that isn't always a possibility. It's too early to tell where technology will be in 10 years but we assume we will need to upgrade by then if possible. We don't want to wait and see if the County will assist us as they have already said they won't. Our goal is to plan ahead and be ready to fill that need when the time comes.

(Why is this project necessary? What problem does it solve? How will it benefit the residents and businesses of Independence? Please describe the alignment with the city's overall goals, if applicable.)

5. Key Dependencies or Potential Roadblocks: Funding and technology. Unfortunately, this equipment is very expensive and it also involves technology that can quickly become outdated or obsolete. As we work toward the future, we try to look towards something that can meet our needs while also having a long-life span as well.

(Are there any other projects, resources, or decisions that need to be in place for this project to succeed? Are there any foreseeable challenges?)



## CITY COUNCIL WORK SESSION MEMORANDUM

---

**TO:** Matthew R. Schmitz, MPA - City Manager

**FROM:** Laura Blaker – Library Director

**DATE OF MEETING:** November 3, 2025

**ITEM TITLE:** Strategic Planning – Library CIP Project Prioritization – 2026 thru 2036

---

### **DISCUSSION:**

Strategic planning is a critical process that establishes a long-term vision for the City and its departments, ensuring that development and investment decisions are part of a coordinated, forward-looking strategy. An updated plan is vital for informed decision-making, enabling the City of Independence to position itself more competitively for future state and federal funding. The following projects represent the Library's proposed capital improvements, which need to be prioritized to guide Staff as we work to prepare the upcoming 10-year Capital Improvement Plan (CIP).

#### **Proposed Utilities CIP Projects**

The following are the proposed projects for the Strategic Planning discussion:

- Library/Lee Mansion Park
- Library Furniture Updates
- Library Facility Updates

### **RECOMMENDATION:**

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.

## City of Independence - Strategic Planning Project Information Sheet

**Project Title:** Library/Lee Mansion Park

**Department:** Library

**Contact Person:** Laura Blaker

**1. Estimated Total Cost:** \$50,000

**2. Project Timeline:** estimated timeline Summer 2026-2027

This project could be done in two phases, and would transform the park into a more used and appreciated space. Here is a phased timeline:

Story area/curving walkway/recessed lighting/sculpture lighting (approx. \$30,000, but much would be in-kind labor from the Independence Street Department and ILPT)

Tables/Shade/Park Signage/Additional lighting (approx. \$20,000)

### 3. Project Description:

Transforming the park will turn the library's adjacent green space into a vibrant hub for stories, nature, art, and community engagement. The green space contains a mature oak grove and Oaklee, the 11-foot reading squirrel and the sculpture, Balancing Act. With its majestic tree canopy and the proximity to the library, it is the perfect place for stories, gathering with others, enjoying nature, and relaxing.

The area will have a stamped concrete programming pad, a curved pathway with octagonal picnic areas with shade, and enhanced lighting for security and beauty. The programming pad will host story times, fitness classes, gardening and art workshops, music events, and more. The pathway's picnic pads, each with a table and shade umbrella, will support picnics, games, and meetings. The lighting will boost safety and evening usability. These features create an inclusive space for all ages that honors the abundant history and natural features of the area.

The City Council could give the park a name, focusing on its unique identity and offerings. Signage could then be added to the park to increase visibility and awareness.

### 4. Project Justification / Community Benefit:

This project would improve the functionality of the area by making it more usable by the community and library both during the day and in the evenings. The park would be a logical programming extension of the library and historical society. Oaklee, who has become somewhat of a community sensation, would be more secure with the added lighting. This would also make a great impression of our City, showing priorities of to art, nature, and

public spaces. This is one of the first things people see as they drive into Independence from the east.

Transforming the park with the oak grove and sculptures is closely linked to these **City initiatives:**

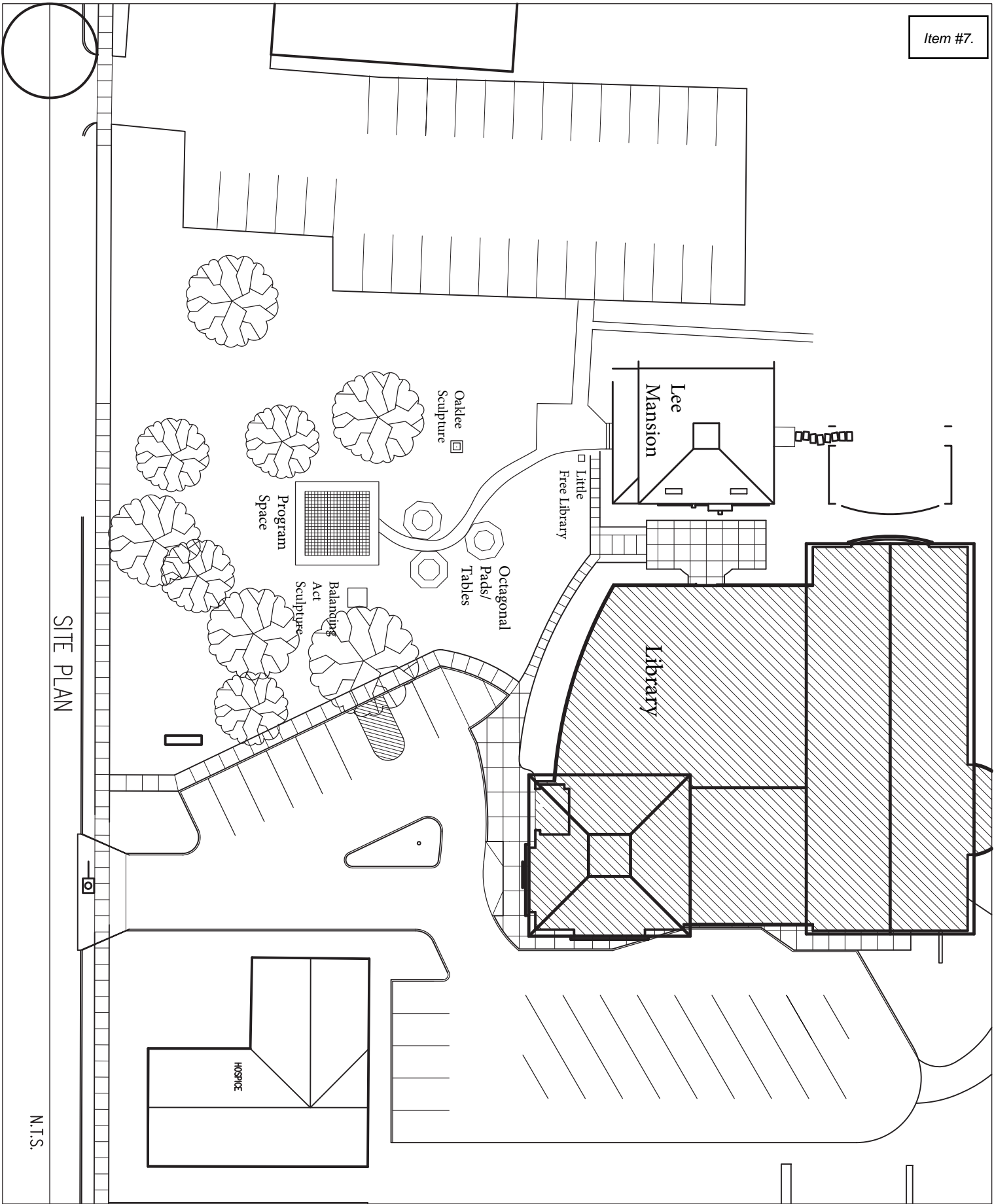
- Actively developing a vibrant future and an enhanced quality of life for all.

- Encouraging community involvement and engagement.

- Support and encourage tourism and historical sites,

## **5. Key Dependencies or Potential Roadblocks:**

The library, with support from the Parks Department, Streets Department, and ILPT, has applied for a Buchanan County Community Foundation Grant, which was unsuccessful. We are looking at other grant and funding possibilities. We believe that a good portion of the funding could come from in-kind work, grants, and the library foundation; but it is also beneficial to have City buy-in.



# INDEPENDENCE PUBLIC LIBRARY

## City of Independence - Strategic Planning Project Information Sheet

**Project Title:** Library Furniture Updates

**Department:** Library

**Contact Person:** Laura Blaker

**1. Estimated Total Cost:** \$59,000

**2. Project Timeline:** 2026-2027, 2031-2033

Replacing tables and chairs in the community room, office chairs for staff, and hard back library chairs in the main library will enable easier community room setup and teardown and replace worn and damaged chairs in the library. The project could be done in phases, possibly in this order:

Community Room Chairs/Tables Replacement (approx. \$25,000 in 2026)

Office Chairs Replacement (approx. \$3,000 in 2027)

Library Hardback Chairs and Stools Replacement (approx. \$31,000 in 2031-2033).

55 Hardback Chairs, purchased over the course of three years to replace existing

6 Hardback Stools, purchased between 2031-2033 to replace existing

**3. Project Description:**

This project will allow the library to improve the practicality of the community room with easier setup and teardown, portable tables with good mechanics, and more comfortable chairs. Other chairs will be replaced, primarily in the public area of the library, as many of the chairs used by the public and the staff are damaged and worn from use.

**4. Project Justification / Community Benefit:**

The library's community room is used heavily, with over 300 uses last fiscal year, including library programs and use by organizations and businesses. Our current tables are heavy and have been breaking and loosening more frequently the last several years. They are very heavy, and not user-friendly for the public or for program set-up. The community room is often used by people who have traveled from other counties and states (30 counties and 7 states represented last fiscal year) for meetings, and the space is a reflection of the City.

The 17-year-old library has welcomed over one million visitors to date. The continual usage of chairs means that eventually they get damaged and worn and replacements are needed. Maintaining our beautiful library will benefit the city through increased engagement, lifelong learning, and will bring people to the City who may otherwise choose to go elsewhere. Almost 8,000 checkouts last year were from people who reside

outside of Buchanan County, an uptick of 17%. The more people who come to the library from outside our area, the more who will support our local economy by spending money in our city.

A City's public library reflects the value it places on education, culture, and community engagement. Libraries are open to all and enrich lives, promote lifelong learning, and facilitate personal growth and discovery.

Updating the library furniture is closely linked to these **City Initiatives:**

- Encourage a supportive environment for businesses, workforce, and economic development.

- Support and encourage tourism.

- Developing a vibrant future.

- Community involvement and engagement.

- Support high-quality City Services.

5. Key Dependencies or Potential Roadblocks:



## City of Independence - Strategic Planning Project Information Sheet

**Project Title:** Library Facility Updates

**Department:** Library

**Contact Person:** Laura Blaker

**1. Estimated Total Cost:** \$119,000

**2. Project Timeline:** 2026-2030 estimated timeline

Replacing the hard surface flooring, repainting the interior of the library, adding sound baffles in the community room, and replacing the main exterior doors will improve the functionality, durability, beauty, and security of the public library space. The project could be done in phases, possibly in this order:

Sound Baffles in Community Room (approx. \$3000 in 2026)

Main exterior doors (approx. \$11,000 in 2027)

Flooring could be done in to 2 to 3 phases (approx. \$55,000 in 2028-2029).

The main library (entering library proper, by circulation, by fireplace), story area, and

teen area could be done at one time.

The family bathroom and community room kitchenette can be replaced at one time.

Staff areas including bathroom, storage, and corridor could be done towards the end.

Painting the interior of the library (approx. \$50,000 in 2030)

**3. Project Description:**

This project will allow the library, opened in 2008, to maintain and improve its functionality, security, durability, and beauty.

The sound baffles will improve the acoustics in the main meeting room.

Replacing the exterior doors with metal doors will get rid of the issues we have with the expanding and contracting of the current doors and improve the security of the library.

Replacing the 20-year-old sheet vinyl and replacing it with a luxury vinyl plank will increase durability and resistance to wear and tear.

Repainting the interior will keep the space looking clean and inviting.

**4. Project Justification / Community Benefit:**

A City's public library reflects the value it places on education, culture, and community engagement. Libraries are open to all and enrich lives, promote lifelong learning, and facilitate personal growth and discovery.

This project will allow the library, opened in 2008, to improve its functionality with the sound baffles improving the acoustics in the main meeting room. With 265 programs

and 57 additional uses by businesses and organizations in fiscal year 2025, it is used heavily. The acoustics have been a barrier for visitors and attendees, especially those with some hearing loss.

Replacing the main exterior doors with all metal doors will get rid of the issues we have with the expanding and contracting of the current doors and improve the security of the library. The doors don't always latch when they are closed, making it necessary to double-check every time we close the library.

Replacing the 20-year-old sheet vinyl and replacing it with a luxury vinyl plank will increase durability and resistance to everyday wear and tear. The current flooring is showing its age with fading, scratches, and bubbles. New flooring will help maintain the library as an inviting, welcoming public space for our community and visitors. With damage, individual planks could be replaced rather than the patching necessary with sheet vinyl.

Repainting the interior is needed to keep the space looking clean and inviting.

Updating the library facility is closely linked to these **City initiatives**:

- Improving the quality of life for our citizens
- Developing a vibrant future
- Encouraging community involvement and engagement
- Providing high-quality City Services

## **5. Key Dependencies or Potential Roadblocks:**

With painting, shelving that is attached to the wall may need to be detached and moved prior to painting. Lifts would need to be used for some areas. That, and replacing flooring in public areas would require the library to close during some of the work.



## CITY COUNCIL WORK SESSION MEMORANDUM

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**TO:** Matthew R. Schmitz, MPA - City Manager

**FROM:** Bob Beatty – Parks & Recreation Director

**DATE OF MEETING:** November 3, 2025

**ITEM TITLE:** Strategic Planning – Parks & Recreation CIP Project Prioritization – 2026 thru 2036

---

### **DISCUSSION:**

Strategic planning is a critical process that establishes a long-term vision for the City and its departments, ensuring that development and investment decisions are part of a coordinated, forward-looking strategy. An updated plan is vital for informed decision-making, enabling the City of Independence to position itself more competitively for future state and federal funding. The following projects represent the Parks & Recreation Department's proposed capital improvements, which need to be prioritized to guide Staff as we work to prepare the upcoming 10-year Capital Improvement Plan (CIP).

### **Proposed Utilities CIP Projects**

The following are the proposed projects for the Strategic Planning discussion:

- Aquatic Center Splash Pad Addition
- Complex Playground
- Gymnasium Addition
- Jaycee Park Playground Replacement
- RV Park Expansion

### **RECOMMENDATION:**

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.

## City of Independence - Strategic Planning Project Information Sheet

**Project Title:** Aquatic Center Splash Pad Addition

**Department:** Parks & Recreation

**Contact Person:** Bob Beatty – Parks & Recreation Director

1. Estimated Total Cost: \$150,000

2. Project Timeline: This project is proposed in the 2029-2030 budget.

\* This project will need to be engineered; my suggestion would be Burbach Aquatics, as they built our pool. We will need to start the planning process in 2027-2028, and that will take council action to sign an agreement for engineering services in the 2027/2028 CIP Budget.

3. Project Description:

The splash pad would be an enhancement project for the City and Aquatic Center. When the pool is operating during scheduled hours, the splash pad would be available ONLY to patrons of the Aquatic Center. The splash pad would, however, be available for free public access outside during non-operational hours, including May before we open and August/September after we close the Aquatic Facility. This would be an important service and give families another recreational opportunity when all other public outdoor pools are closed. We would likely close the splash pad mid to late September.

4. Project Justification / Community Benefit:

As stated above, giving families extra time to use aquatic-like facilities outside of our operation hours and our current season helps draw even more people to the community and keeps our citizens in town enjoying community attraction-type facilities.

5. Key Dependencies or Potential Roadblocks:

- Funding
- Working on how to integrate this facility into the aquatic center, and how to also make it usable outside of hours, a camera system is likely needed to monitor out-of-hours/seasonal usage.

## City of Independence - Strategic Planning Project Information Sheet

**Project Title:** Complex Playground

**Department:** Parks & Recreation Department

**Contact Person:** Bob Beatty – Parks & Recreation Director

1. Estimated Total Cost: \$85,000 (asking City for \$65,000)

2. Project Timeline: Proposed in the 2027-2028 Budget

3. Project Description:

The complex had over 600 teams come to play on the weekends at our park, finishing places for families, and things to do during downtime are difficult out there. We have a great spot in the old left field of the varsity baseball field for an enhanced playground to serve the 25-30,000 visitors every year.

4. Project Justification / Community Benefit:

If we want to continue to run successful and impactful events at the complex, this playground serves as the hub for families, players, and teams. Keeping people at our ballpark increases revenues and gives them reason to keep coming back in the future. I could see this area as a potential splash pad addition (in the future) and moving a small one-person concession stand during busy hours to better serve the park.

5. Key Dependencies or Potential Roadblocks:

- \* Funding from the City budget
- \* Grant Funding

## City of Independence - Strategic Planning Project Information Sheet

**Project Title:** Gymnasium Addition

**Department:** Parks & Recreation

**Contact Person:** Bob Beatty – Parks & Recreation Director

1. Estimated Total Cost: \$1,000,000

2. Project Timeline: TBD

3. Project Description:

A new gym would give us the much-needed space to expand programming. Basketball tournaments, Volleyball tournaments, and possibly (turf area) winter soccer tournaments

4. Project Justification / Community Benefit:

Community betterment project. We would have to run numbers, check usage, and build to suit. Our membership has grown over the past five years. This would also fit into the destination scope for the City and community.

5. Key Dependencies or Potential Roadblocks:

- Justifying expense (creating a plan for cost Vs expanded revenues)
- Programming usage
- Getting everything we need in one expansion
- Moving the Greenhouse and the old parks garage to make room for expanded parking
- Shrinking part of the dog park for the expansion to the west

**City of Independence - Strategic Planning Project Information Sheet**

**Project Title:** Jaycee Park Playground Replacement

**Department:** Parks & Recreation Department

**Contact Person:** Bob Beatty – Parks & Recreation Director

1. Estimated Total Cost: \$55,000 (asking City for \$46,000)
2. Project Timeline: Proposed 2026-2027 Budget – Build late summer/fall of 2026
3. Project Description:

Replace the current playset. This playground was purchased from the school district (\$1.00) after it was already moved and reassembled from the Rowley school when that closed. The estimated age is close to 40 years. It has become worn and closer to a safety risk than an enjoyable part of the park.

4. Project Justification / Community Benefit:

This is the last upgrade to Jaycee Park and the NE/SE part of town. The court has been renovated; usage is very high and increasing. The shelter has got a facelift with a metal roof, painting, and new side rails. The swing set is also nicely updated. The playground has served the community well for its \$1.00 purchase price, but it is now time for replacement.

5. Key Dependencies or Potential Roadblocks:

The only roadblock is funding. Likely to save money, the IPRD and Street Staff will help with installation. Grant funding to enhance the project will be necessary.

## City of Independence - Strategic Planning Project Information Sheet

**Project Title:** RV Park Expansion

**Department:** Parks & Recreation

**Contact Person:** Bob Beatty – Parks & Recreation Director

1. Estimated Total Cost: \$450,000 - phased

2. Project Timeline:

FY 2028-2029

\$30,000      Dig 1-acre pond in the lower flood area (east side of the old practice field)  
                  Use the dirt level on the NE side of the old Leinbagh football field  
                  Use the dirt to enhance the sledding hill near the Aquatic Center to  
                  lengthen out the run

FY 2029-2030

\$30,000      Rock/milling the future road and sites

FY 2029-2030

\$75,000      Run water and sewer to sites

FY 2030-2031 OPEN in 2031

\$30,000      Run 50 amp electrical to all the sites

\$25,000      Convert/Update bathrooms in press box to include a shower

FY 2031-2032      Could be done earlier, as the current campground would also use  
 the facility

\$25,000      Renovate the old concession stand into a laundry for both campgrounds  
                  Plumbing and purchase of 3 washing machines and three dryers (coin  
                  operated), expected addition of \$15,000-\$30,000 in revenue for the RV  
                  Parks  
                  Adding a snack and pop vending machine would also bring in revenues

Fully opened and operational 2032 (estimated \$70,000-\$100,000 in revenues)

3. Project Description:

This would involve adding a new campground on the old varsity football field. We would do it all in phases unless bond funding was available. We would start with a pond and enhancements to the sledding hill. The pond will be about 1 acre and usable by RV campers and any community member throughout the season. We would also like to keep this pond as our future ice-skating facility with lighting to make it accessible. The next phase would be roads and sites, then sewer and water. The last phase would be the renovation of the electricity and press boxes.



#### 4. Project Justification / Community Benefit:

With all of the dollars we have invested in making Independence a destination, there are very few opportunities to stay in Independence. We turn away many campers due to the current facility being full on weekends. We are building this campground to maintain a large percentage of the sites for weekend and overnight stays. The complex visitors continue to grow bigger, and the addition of a pond, aquatic center, ball field, and trails close by can serve as a great weekend away for a family.

#### 5. Key Dependencies or Potential Roadblocks:

- Funding

- Design for the best use of space

- Need to get trees planted along the east side of the facility

- How best to get campers into that site

- One neighbor



## CITY COUNCIL WORK SESSION MEMORANDUM

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**TO:** Matthew R. Schmitz, MPA - City Manager

**FROM:** Brian Lau – Police Chief

**DATE OF MEETING:** November 3, 2025

**ITEM TITLE:** Strategic Planning – Police CIP Project Prioritization – 2026 thru 2036

---

### **DISCUSSION:**

Strategic planning is a critical process that establishes a long-term vision for the City and its departments, ensuring that development and investment decisions are part of a coordinated, forward-looking strategy. An updated plan is vital for informed decision-making, enabling the City of Independence to position itself more competitively for future state and federal funding. The following projects represent the Police's proposed capital improvements, which need to be prioritized to guide Staff as we work to prepare the upcoming 10-year Capital Improvement Plan (CIP).

#### **Proposed Utilities CIP Projects**

The following are the proposed projects for the Strategic Planning discussion:

- Roof Replacement
- Hillside Beautification
- Garage Addition

### **RECOMMENDATION:**

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.

**City of Independence - Strategic Planning Project Information Sheet**

**Project Title:** Roof replacement

**Department:** Police Department

**Contact Person:** Chief Brian Lau

**Estimated Total Cost:** Currently projected to cost \$40,000-\$70,000

This project cost range is dependent on choice of Steel or Asphalt shingles.

**Project Timeline:** Calendar Year 2026 – Construction timeline is TBD

**Project Description:**

Replacement of Police Department's building's roof with either steel shingles or asphalt shingles.

**Project Justification / Community Benefit:**

When remodeling the Police Department and taking occupancy, the roof was estimated to have 2-4 years of life expectancy remaining. Over the last year the roof has had leaks which caused issues inside the building with water dripping near computers and workspaces, damage to ceiling tiles and drywall. The city has been forced to pay for repairs to temporarily repair areas to get by until the next budget year for replacement. This repair to the current structure will benefit and sustain the operation of the building for many years.

**Key Dependencies or Potential Roadblocks:**

The biggest issue will be funding and funds available from the CIP fund while other department equipment is also needed.

**City of Independence - Strategic Planning Project Information Sheet**

**Project Title:** Hillside beautification / Maintenance

**Department:** Police Department

**Contact Person:** Chief Brian Lau

**Estimated Total Cost:** Currently projected to cost \$40,000

The estimation of this project could vary based on materials chosen.

**Project Timeline:** Calendar Year 2027 – Construction timeline is TBD

**Project Description:**

Landscape materials and fencing along the East side of the property. Installing a fence at the top of the hill between the city and adjacent property owners. Some landscape work to shape the hillside, clear brush and add drainage and decorative rock. The use of a retaining wall may also be an option or necessity.

**Project Justification / Community Benefit:**

The hillside of the building contains numerous trees and brush that require periodic maintenance. This last year several trees were cut down to help clear trees from the powerlines by light and power and the city streets crew. This has left the hill in need of some dirt work repairs. The update of this hill would make it visually pleasing and cut down on maintenance work and costs to the city over the years.

**Key Dependencies or Potential Roadblocks:**

The biggest issue will be funding and funds available from the CIP fund while other department equipment is also needed.

**City of Independence - Strategic Planning Project Information Sheet**

**Project Title:** Garage addition

**Department:** Police Department

**Contact Person:** Chief Brian Lau

**Estimated Total Cost:** Currently projected to cost \$125,000

This project could be split into two phases of construction if necessary.

**Project Timeline:** Calendar Year 2028 – Construction timeline is TBD

**Project Description:**

This project involves the complete construction of a attached double stall garage with a drive through access along with a laundry service and shower area for decontamination. This project is estimated at \$125,000 but could be higher with the unknown costs of attaching to the existing structure.

**Project Justification / Community Benefit:**

The addition of an attached garage structure to the police department would allow the officers a location to place squad cars out of the weather in several beneficial situations. In times of severe cold and heat cars would not be forced to run to keep necessary electronics functional which would save on fuel expenses. In times where officers escort individuals to the police department for an interview this would keep them more secure from possible escape as well as protect the detained person and officer from bad weather. The addition of a laundry service and shower area would help greatly with officer decontamination, allowing officers to be ready to return to duty sooner and avoid at home contamination. This structure will create a safer and more accessible area which will benefit the future needs of the police department.

**Key Dependencies or Potential Roadblocks:**

The biggest issue will be funding, applying for grants, etc.



## CITY COUNCIL WORK SESSION MEMORANDUM

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**TO:** City Council

**FROM:** Matthew R. Schmitz, MPA - City Manager

**DATE OF MEETING:** November 3, 2025

**ITEM TITLE:** Electric Scooters on Sidewalks

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### **DISCUSSION:**

During the July 28, 2025, City Council Meeting, Staff was asked to add a discussion item to the next City Council Work Session regarding Electric Scooters and their operation on City Sidewalks.

The item was tabled at the August 4, 2025, Work Session and then discussed again at the September 2<sup>nd</sup> Work Session.

Following discussion at the Sept. 2<sup>nd</sup> Meeting, Staff has worked with the City Attorney to create the attached Ordinance updating this section of code and adding provisions as discussed in the past regarding Electric Scooters, etc.

The Draft Ordinance is included for discussion.

**Of note, Staff would like feedback about including man-powered scooters as well.**

### **RECOMMENDATION:**

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.



**ORDINANCE NO. 2025-\_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTERS 76 (BICYCLE REGULATIONS) AND 77 (SKATEBOARDS, ROLLER SKATES, AND IN-LINE SKATES) OF THE CITY CODE OF ORDINANCES**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INDEPENDENCE, IOWA:**

**SECTION 1. PURPOSE.** The purpose of this ordinance is to amend and add to certain provisions of Chapters 76 and 77 of the City Code to regulate the use, operation, and penalties for violations of bicycles, electric micromobility devices, and skateboards, roller skates and in-line skates in the City.

**SECTION 2. SECTIONS AMENDED IN CHAPTER 76.** The following sections are hereby amended as follows with underlined text indicating language added and struck through text indicating language removed.

**76.01 SCOPE OF REGULATIONS.**

These regulations shall apply whenever a bicycle or micromobility device is operated upon any street or upon any public path set aside for the exclusive use of bicycles or micromobility devices, subject to those exceptions stated herein. However, these regulations do not apply to any law enforcement officer operating a bicycle or micromobility device while on duty and acting in the office line of duty.

**76.02 TRAFFIC CODE APPLIES; SIGNALS FOR BICYCLE AND SCOOTER OPERATORS.**

Every person riding a bicycle or micromobility device upon a roadway shall be granted all of the rights and shall be subject to all of the duties applicable to the driver of a vehicle by the laws of the State declaring rules of the road applicable to vehicles or by the Traffic Code of the City applicable to the driver of a vehicle, except as to those provisions that by their nature can have no application. Whenever such person dismounts from a bicycle or micromobility device, the person shall be subject to all regulations applicable to pedestrians.

- A. For bicyclists and persons operating a micromobility device, signals shall be given in the following manner:
1. Left turn: left hand and arm extended horizontally to the left.
  2. Right turn: left arm extended out sideways bent at a 90° angle at the elbow joint, hand pointing upward and the palm of the hand facing forward or right hand and arm extended horizontally to the right.
  3. Stop or decrease of speed: left arm extended out sideways bent at a 90° angle at the elbow joint, hand pointing downward and the palm of the hand rear facing.

**76.03 DOUBLE RIDING RESTRICTED.**

A person propelling a bicycle shall not ride other than astride a permanent and regular seat attached thereto. No bicycle or micromobility device shall be used to carry more persons at one time than the number for which it is designed and equipped.

#### **76.04 TWO ABREAST LIMIT.**

Persons riding bicycles or micromobility devices upon a roadway shall not ride more than two abreast except on paths or parts of roadways set aside for the exclusive use of bicycles or micromobility devices. All bicycles or micromobility devices ridden on the roadway shall be kept to the right and shall be operated as near as practicable to the right-hand edge of the roadway.

#### **76.05 SPEED.**

No person shall operate a bicycle or micromobility device at a speed greater than is reasonable and prudent under the conditions then existing.

#### **76.06 EMERGING FROM ALLEY OR DRIVEWAY.**

The operator of a bicycle or micromobility device emerging from an alley, driveway or building shall, upon approaching a sidewalk or the sidewalk area extending across any alleyway, yield the right-of-way to all pedestrians approaching on said sidewalk or sidewalk area, and upon entering the roadway shall yield the right-of-way to all vehicles approaching on said roadway.

#### **76.07 CARRYING ARTICLES.**

No person operating a bicycle or micromobility device shall carry any package, bundle or article that prevents the rider from keeping at least one hand upon the bicycles or micromobility devices intended handlebars.

#### **76.08 RIDING ON SIDEWALKS.**

1. Business District. No person shall ride a bicycle or micromobility device upon a sidewalk within the Business District, as defined in Section 60.02(1) of this Code of Ordinances.
2. Other Locations. When signs are erected on any sidewalk or roadway prohibiting the riding of bicycles or micromobility device thereon by any person, no person shall disobey the signs.
3. Yield Right-of-Way. Whenever any person is riding a bicycle or micromobility device upon a sidewalk, such person shall yield the right-of-way to any pedestrian and shall give audible signal before overtaking and passing.

#### **76.09 TOWING.**

It is unlawful for any person riding a bicycle or micromobility device to be towed or to tow any other vehicle upon the streets of the City unless the vehicle is manufactured for such use.

## 76.10 IMPROPER RIDING.

No person shall ride a bicycle or micromobility device in an irregular or reckless manner such as zigzagging, stunting, speeding, or otherwise so as to disregard the safety of the operator or others.

## 76.11 PARKING.

No person shall park a bicycle or micromobility device upon a street other than upon the roadway against the curb or upon the sidewalk in a rack to support the bicycle, or micromobility device, or against a building or at the curb, in such a manner as to afford the least obstruction to pedestrian traffic.

## 76.12 EQUIPMENT REQUIREMENTS.

Every person riding a bicycle or micromobility device shall be responsible for providing and using equipment as provided herein:

1. Lamps Required. Every bicycle or micromobility device when in use at nighttime shall be equipped with a lamp on the front emitting a white light visible from a distance of at least 300 feet to the front and with a lamp on the rear exhibiting a red light visible from a distance of 300 feet to the rear, except that a red reflector on the rear, of a type that is visible from all distances from 50 feet to 300 feet to the rear when directly in front of lawful upper beams of headlamps on a motor vehicle, may be used in lieu of a rear light.
2. Brakes Required. Every bicycle or micromobility device shall be equipped with a brake that will enable the operator to make the braked wheel skid on dry, level, clean pavement.

## 76.13 SPECIAL PENALTY.

Any person violating the provisions of this chapter may, in lieu of the scheduled fine or standard penalty provided for violations of this Code of Ordinances, allow the person's bicycle or micromobility device to be impounded by the City for not less than five days for the first offense, 10 days for a second offense and 30 days for a third offense.

1. A person that does not voluntarily agree to impound their bicycle or micromobility device will be issued a notice of the special penalty contained in this chapter and may be subject to a scheduled fine or standard penalty provided for violations of this Code of Ordinances. The notice shall contain the following:
  - a. A summary of the offense;
  - b. an explanation of the special penalty under this chapter;
  - c. an explanation that as a result of their refusal to impound their bicycle or micromobility device, future violations will be treated as a municipal infraction and subject to applicable penalties;

- d. an explanation that in the event the City is unable to obtain consent for impoundment from a minor offender and the minor's parent or legal guardian, the parent or legal guardian shall be liable for any municipal infraction arising from the minor's subsequent offenses;
  - e. an explanation that agreement to allow impounding is voluntary;
  - f. the location of the impound facility.
- 2. If the person whose bicycle or micromobility device is subject to impoundment is under the age of 18 and refuses to voluntarily relinquish the bicycle or micromobility device, the City may seek consent for impoundment from the minor's parent or legal guardian. The parent or guardian's voluntary agreement shall be deemed sufficient authorization for the City to take possession of the bicycle or micromobility device in accordance with this chapter.
- 3. If the person whose bicycle or micromobility device is subject to impoundment is under the age of 18, refuses to voluntarily relinquish the bicycle or micromobility device, and the City is unable to obtain consent from the minor's legal parent or guardian, the City shall issue the notice as provided in section 76.13(1) and subsequent offenses will be treated as municipal infractions.

**SECTION 3. SECTIONS ADDED IN CHAPTER 76.** The following reflects entirely new sections of Chapter 76 of the Independence Code of Ordinances and therefore no struck through, or underlined language is included.

#### **76.15. DEFINITIONS.**

As used in this chapter, the following terms shall have the meanings indicated:

**BICYCLE** – Either of the following:

- A. A device having two or three wheels and having at least one saddle or seat for the use of a rider, which is propelled by human power.
- B. A device having two or three wheels with fully operable pedals and an electric motor of less than 750 watts (one horsepower), whose maximum speed on a paved level surface, when powered solely by such a motor while ridden, is less than 20 miles per hour.

**MICROMOBILITY DEVICE** – means any device not a bicycle, designed to carry one rider or operator, where such device is equipped with an electric motor of less than seven hundred fifty watts, and where such device is not required to be licensed or registered by the State of Iowa. Micromobility devices may be propelled either by the power of the rider or by an electric motor or a combination thereof. Micromobility devices include, but are not limited to, electric unicycles, electric tricycles, electric stand-up scooters, electric sit-down scooters, and motorized skateboards.

**SECTION 4. SECTIONS AMENDED IN CHAPTER 77.** The following section is hereby amended as follows with underlined text indicating language added and struck through text indicating language removed.

## 77.05 SPECIAL PENALTY.

Any person violating the provisions of this chapter may, in lieu of the scheduled fine or standard penalty provided for violations for the Code of Ordinances, allow such person's skateboard, roller skates or in-line skates to be impounded by the City for not less than five days for the first offense, 10 days for the second offence and 30 days for a third offense. Punishment for fourth and additional offenses shall revert to the scheduled fines and standard penalties provided for violations of this Code of Ordinances.

1. A person that does not voluntarily agree to impound their skateboard, roller skates or in-line skates will be issued a notice of the special penalty contained in this chapter and may be subject to a scheduled fine or standard penalty provided for violations of this Code of Ordinances. The notice shall contain the following:
  - a. A summary of the offense;
  - b. an explanation of the special penalty under this chapter;
  - c. an explanation that as a result of their refusal to impound their skateboard, roller skates or in-line skates, future violations will be treated as a municipal infraction and subject to applicable penalties;
  - d. an explanation that in the event the City is unable to obtain consent for impoundment from a minor offender and the minor's parent or legal guardian, the parent or legal guardian shall be liable for any municipal infraction arising from the minor's subsequent offenses;
  - e. an explanation that agreement to allow impounding is voluntary;
  - f. the location of the impound facility.
2. If the person whose skateboard, roller skates or in-line skates is subject to impoundment is under the age of 18 and refuses to voluntarily relinquish the skateboard, roller skates or in-line skates, the City may seek consent for impoundment from the minor's parent or legal guardian. The parent or guardian's voluntary agreement shall be deemed sufficient authorization for the City to take possession of the skateboard, roller skates or in-line skates in accordance with this chapter.
3. If the person whose skateboard, roller skates or in-line skates is subject to impoundment is under the age of 18, refuses to voluntarily relinquish the skateboard, roller skates or in-line skates, and the City is unable to obtain consent from the minor's legal parent or guardian, the City shall issue the notice as provided in section 77.05(1) and subsequent offenses will be treated as municipal infractions.

**SECTION 4. REPEALER.** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 5. SEVERABILITY.** If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 6. EFFECTIVE DATE.** This ordinance shall be in effect after its final passage, approval and publication as provided by law.

**PASSED AND APPROVED** by the City Council of Independence, Iowa, on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Brad Bleichner, Mayor of the  
City of Independence, IA

ATTEST:

\_\_\_\_\_  
Susi Lampe, CMC, IaCMC, IaCFO,  
Assistant City Manager/City Clerk/Treasurer of the City of Independence, IA

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. 2025-\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Susi Lampe, CMC, IaCMC, IaCFO,  
Assistant City Manager/City Clerk/Treasurer of the City of Independence, IA



## CITY COUNCIL WORK SESSION MEMORANDUM

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**TO:** City Council

**FROM:** Matthew R. Schmitz, MPA - City Manager

**DATE OF MEETING:** November 3, 2025

**ITEM TITLE:** Cul-De-Sac Length and Driveway Access Points

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### DISCUSSION:

Staff would like to have a discussion with Council about the length of Cul-De-Sac's that are allowed by code.

The newly adopted SUDAS says that they should not have a length of greater than 750'. Our existing code says they should not have a length of greater than 500'. While SUDAS is the most recently adopted, the more restrictive would control unless the Council modifies the code.

Additionally, we need to start talking about Driveway Access points and access control for some streets in town that have higher volumes of traffic on them.

Attached are some information sheets that Mr. Chesmore has been working on, looking at how streets are classified in SUDAS and thinking about how we may classify streets in the future.

To be clear, anything done with this would be generating a Transportation Plan, which would be part of a Comprehensive Plan update, which we hope to get underway soon.

### RECOMMENDATION:

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.



# Street Classifications

## A. General

The classifying of streets and highways is necessary for communication among engineers, administrators, and the general public. Streets can be classified based upon major geometric features (e.g. freeways, streets, and highways), route numbering (e.g. U.S., State, and County), or Administrative classification (e.g. National Highway System or Non-National Highway System). However, functional classification, the grouping of streets and highways by the character of service they provide, was developed specifically for transportation planning purposes and is the predominant method of classifying streets for design purposes. For urban areas, the functional classification hierarchy consists of major arterials, minor arterials, collectors, and local streets.

The information contained in this section is based on AASHTO criteria. The Project Engineer should use the various AASHTO publications and particularly the current edition of AASHTO's "Green Book" to verify the application of values provided herein when complex design conditions or unusual situations occur.

## B. Arterial Streets

1. **Major (Principal) Arterial:** The major arterial (referred to as a principal arterial by AASHTO) serves the major center of activities of urbanized areas, the highest traffic volume corridors, the longest trip, and carries a high proportion of a total urban travel on a minimum of mileage. The system should be integrated both internally and between major rural connections.

The major arterial system carries most of the trips entering and leaving the area as well as most of the through movements bypassing the central city. In addition, significant intra-area travel such as between central business districts and outlining residential areas, between major inner-city communities, and between major suburban centers, is served by major arterials. Frequently, the major arterial carries important intra-urban as well as inter-city bus routes. Finally, in urbanized areas, this system provides continuity for all rural arterials that intercept the urban boundary.

Access to private property from the major arterial is specifically limited in order to provide maximum capacity and through movement mobility. Although, no firm spacing rule applies in all or even in most circumstances, the spacing between major arterials may vary from less than 1 mile in highly developed central areas to 5 miles or more in developed urban fringes.

2. **Minor Arterial:** The minor arterial inter-connects with and augments the major arterial system. It accommodates trips of moderate length at a somewhat lower level of travel mobility than major arterials. This system places more emphasis on land access but still has specific limits on access points. A minor arterial may carry local bus routes and provide intra-community continuity but ideally does not penetrate identifiable neighborhoods. This system includes urban connections to rural collector roads where such connections have not been classified as urban major arterials.

The spacing of minor arterials may vary from 1/8 to 1/2 mile in highly developed areas to 2 to 3 miles in suburban fringes but is not normally more than 1 mile in fully developed areas.

## C. Collector Streets

The collector street system provides both land access and traffic circulation within residential neighborhoods and commercial and industrial areas. It differs from the arterial system in that facilities on the collector system may penetrate residential neighborhoods, distributing trips from the arterials through the area to their ultimate destinations. Conversely, the collector street also collects traffic from local streets in residential neighborhoods and channels it into the arterial system. In the central business district, and in other areas of similar development and traffic density, the collector system may include the entire street grid.

- 1. Major Collector:** This type of street provides for movement of traffic between arterial routes and minor collectors and may collect traffic, at moderately lower speeds, from local streets and residential and commercial areas. A major collector has control of access to abutting properties with a majority of access at local street connections. Normally, a slightly higher emphasis is placed on through movements than direct land access.
- 2. Minor Collector:** This type of street provides movement of traffic between major collector routes and residential and commercial local streets as well as providing access to abutting property at moderate low speeds. Consideration for through movements and direct land access is normally equal.

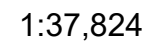
## D. Local Streets

Local streets allow direct access to abutting land and connections to the higher order street systems. They offer the lowest level of mobility and deliberately discourage major through traffic movements.

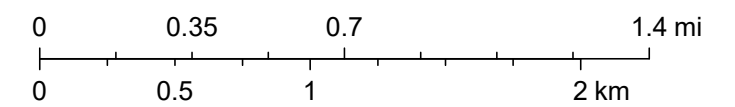
## E. Private Streets

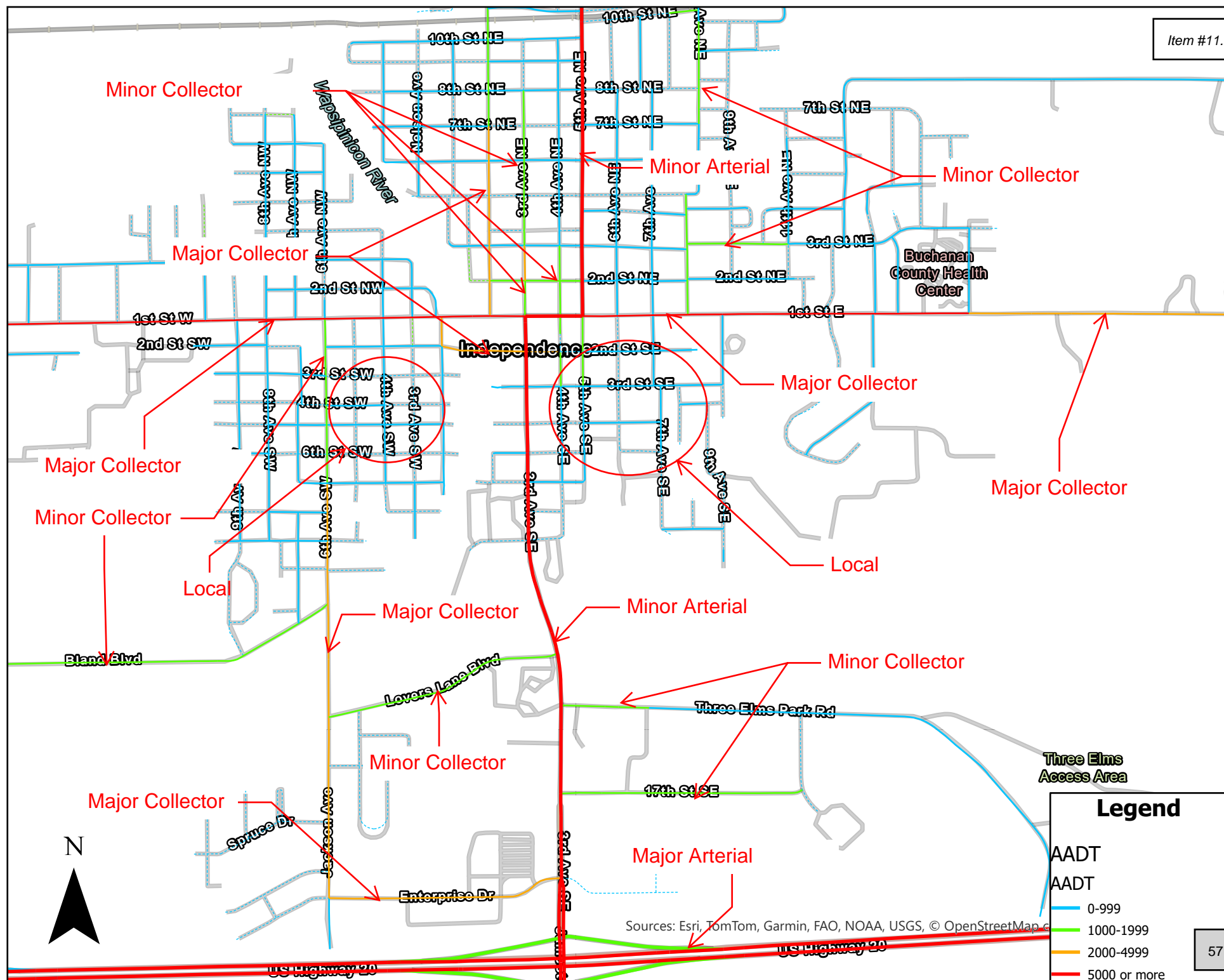
Certain Jurisdictions allow private streets in specific situations. Private streets are similar to the local streets but generally are located on dead-end roads less than 250 feet in length, short loop streets less than 600 feet in length, or frontage roads parallel to public streets. Design criteria for local private streets are not included in this manual. The Jurisdiction should be contacted to determine if they are allowed.

tem #11.



— 5000 or more    — 2000 - 4999    — 1000 - 1999  
 Primary Non-Divided    — 5000 or more    — 2000 - 4999  
— 0 - 999    Secondary & Municipal Non-Divided    — 5000 or more  
— 1000 - 1999    — 0 - 999





Roadway			Description	Category
1st	St	E	1st E from 3rd Ave E to 15 Ave E	Major Collector
1st	St	W	1st E from 3rd Ave E to 20 Ave W	Major Collector
1st	Ave	NE		Local
1st	Ave	NW		Local
1st	Ave	SE	From 2nd St SW to 1st St W	Minor Collector
1st	Ave	SW		Local
2nd	St	NE	2nd St NE from 2nd Ave NE to 5th Ave NE	Minor Collector
2nd	St	NW		Local
2nd	St	SE		Local
2nd	St	SW	From 3rd Ave SE to 1st Ave SW	Minor Collector
2nd	St	SW	From 1Ave SE to 6th Ave SW	Local
2nd	Ave	NE	3rd St NE from 2nd Ave NE to 5th Ave NE	Minor Collector
2nd	Ave	NW		Local
2nd	Ave	SE		Local
2nd	Ave	SW		Local
3rd	St	NE		Local
3rd	St	NW		Local
3rd	St	SE		Local
3rd	St	SW		Local
3rd	Ave	NE	from 1st St E to 8th St NE	Minor Collector
3rd	Ave	NW		Local
3rd	Ave	SE	From Hwy 20 to 1st St E	Minor Arterial
3rd	Ave	SW		Local
4th	St	NE		Local
4th	St	NW		Local
4th	St	SE		Local
4th	St	SW		Local
4th	Ave	NE	from 1st St E to 3rd St NE	Minor Collector
4th	Ave	NW		Local
4th	Ave	SE	From 1st St E to 3rd St SE	Minor Collector
4th	Ave	SW		Local
5th	St	NE		Local
5th	St	NW		Local
5th	St	SE		Local
5th	St	SW		Local

Roadway			Description	Category
5th	Ave	NE	From 1st St E to 16th St NE	Minor Arterial
5th	Ave	NW		Local
5th	Ave	SE	From 1st St E to 3rd St SE	Minor Collector
5th	Ave	SW		Local
6th	St	NE		Local
6th	St	NW		Local
6th	St	SE		Local
6th	St	SW		Local
6th	Ave	NE		Local
6th	Ave	NW		Local
6th	Ave	SE		Local
6th	Ave	SW	From 1st St W to 7th St SW	Minor Collector
6th	Ave	SW	From 7th ST SW to Enterprise Dr SW	Major Collector
7th	St	NE		Local
7th	St	NW		Local
7th	St	SE		Local
7th	St	SW		Local
7th	Ave	NE		Local
7th	Ave	NW		Local
7th	Ave	SE		Local
7th	Ave	SW		Local
8th	St	NE		Local
8th	St	NW		Local
8th	St	SE		Local
8th	St	SW		Local
8th	Ave	NE	From 1st St E to 5th St NE	Minor Collector
8th	Ave	NW		Local
8th	Ave	SE		Local
8th	Ave	SW		Local
9th	St	NE		Local
9th	St	NW		Local
9th	St	SW		Local
9th	Ave	NE		Local
9th	Ave	NW		Local
9th	Ave	SE		Local

Roadway			Description	Category
9th	Ave	SW		Local
10th	St	NE		Local
10th	St	SW		Local
10th	Ave	NE		Local
10th	Ave	NW		Local
11th	St	NE		Local
11th	Ave	NE		Local
11th	Ave	NW		Local
12th	St	NE	From 8th Ave NE to 1st Ave NE	Major Collector
12th	Ave	NE		Local
12th	Ave	NW		Local
13th	St	NE		Local
13th	St	NW		Local
14th	St	NE	From Wapsie Access Blvd to 12th St NE	Minor Arterial
14th	Ave	NE		Local
14th	Ave	NW		Local
15th	Ave	NW		Local
16th	St	NE		Local
16th	Ave	NE		Local
16th	Ave	NW		Local
17th	Ave	NE		Local
17th	Ave	NW		Local
17th	St	SE		Local
19th	Ave	NW		Local
20th	Ave	SW	From 1st St W to Hwy 20	Minor Arterial
230th	St	SW		Local
232nd	St	SW		Local
Rebecca	Ct	NE		Local
Terrace	Dr	SE		Local
North Ridge	Ct	NE		Local
Allerton	Ave	SW		Local
Obrian	Ct	NW		Local
Homeway	Dr	NE		Local
Wilcox	Pl	NE		Local
GreenHaven	Ct	NE		Local



Roadway			Description	Category
Upper Terrace	Dr	SE		Local
Ridge View	Dr	SE		Local
David	Dr	SW		Local
Bland	Blvd	SW	From 6th Ave SW to 20th Ave SW	Minor Arterial
Enterprise	Dr	SW	From 5th Hwy 150 to 6th Ave SW	Minor Arterial
Enterprise	Dr	SW	From Hwy 150 to Larson Lane SW	Local
Larson	Ln	SE		Local
Pine	Dr	SW		Local
Cedar	Dr	SW		Local
Juniper	Dr	SW		Local
Blue Bird	Ct	SW		Local
Humming Bird	Dr	SW		Local
Spruce	Dr	SW		Local
Cardinal	Ct	SW		Local
Goldfinch	Ct	SW		Local
Kellie	Ave	SW		Local
Matthew	Ave	SW		Local
Mitchell	St	SW		Local
Carrie	Ave	SW		Local
Lovers Lane		SW		Local
Three Elms Park	Blvd	SE		Local
Waste Water Plant	Rd	SE		Local
Henely	Ave	SW		Local
Swan	Blvd	SW		Local
Indiana	Ave	SW		Local



## CITY COUNCIL WORK SESSION MEMORANDUM

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**TO:** City Council

**FROM:** Matthew R. Schmitz, MPA - City Manager

**DATE OF MEETING:** November 3, 2025

**ITEM TITLE:** Section 17 Signs of the Zoning Ordinances

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### **DISCUSSION:**

Council has already set a public hearing for this item to be held on Monday, November 10<sup>th</sup>. Staff felt that Council should be able to discuss the proposed amendments before the Council Meeting.

### **RECOMMENDATION:**

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.

## ORDINANCE NO. 2025-

### AN ORDINANCE AMENDING ARTICLE 17 “SIGNS” OF THE CITY OF INDEPENDENCE ZONING ORDINANCE

Be It Enacted by the City Council of the City of Independence, Iowa:

**SECTION 1. PURPOSE.** The purpose of this ordinance is to amend certain provisions of Article 17 of the Zoning Code of Ordinances, “Signs”.

**SECTION 2. SECTION MODIFIED.** Section 17.01 of the City of Independence Zoning Ordinances, is repealed and the following adopted in lieu thereof:

Section 17.01. DEFINITIONS.

For use in this Ordinance, the following terms are defined:

- 17.01.01. “Electronic Message Sign” shall mean a sign that is capable of displaying words, symbols, figures or images that can be electronically changed by remote or automatic means.
- 17.01.02. “Facing” or “Surface” shall mean the surface of the sign upon, against or through which the message is displayed or illustrated on the sign.
- 17.01.03. “Ground Sign” as regulated by this Ordinance shall mean any sign supported by up-rights or braces placed upon the ground and not attached to any building and being used for advertising.
- 17.01.04. “Illuminated Sign” shall mean any sign which has characters, letters, figures, designs or outline illuminated by electric lights or luminous tubes as a part of the sign proper.
- 17.01.05. “Incombustible Material” shall mean any material which will not ignite at or below a temperature of one thousand two hundred (1,200) degrees Fahrenheit and will not continue to burn or glow at that temperature.
- 17.01.06. “Person” shall mean and include any person, firm, partnership, association, corporation, company or organization of any kind.
- 17.01.07. “Sign / Signage” shall mean and include every sign and ground sign and shall include any announcement, declaration, demonstration, display, illustration, or insignia used to advertise or promote the interests of any person when the same is placed out of doors in view of the general public.
- 17.01.08. “Street Line” shall mean the place where the public sidewalk begins and the private property line ends.
- 17.01.09. “Structural Trim” shall mean the molding, battens, cappings, nailing strips, latticing and platforms which are attached to the sign structure.
- 17.01.10. “Business Sign” as regulated by this Ordinance shall mean any sign elevated above grade that is free standing and self-supported and permanently anchored to Earth by a single point or base or permanently attached directly to the façade of a building and being used for advertising.
- 17.01.11. Reserved

- 17.01.12 “Store Front” Shall mean the façade facing the street the building is addressed to or in case of buildings with multiple business’s operating within, the façade where the main required entrance/exit exists. A business may only have one (1) “store front”.
- 17.01.13 “Trip Hazard” Shall be defined by the Americans with Disability Act of 1990.
- 17.01.14 Reserved
- 17.01.15 “Portable Pedestrian Sign” as regulated by this Ordinance shall be temporary and capable of being moved without aid of equipment or moving devices. Sign must not be anchored to any horizontal or vertical surface or structure. The sign, at all times must be capable of operating in the nature it was originally intended for and being used for advertising. Examples of portable pedestrian signs are limited to, “Sandwich” or “T” signs. Blade flags, Inflatable tubes and other advertisement media are not considered portable pedestrian signs as regulated by this ordinance.
- 17.01.16 “Monument Sign” as regulated by this ordinance shall be any sign permanently installed as hard scape, which is designating a place of business, division or sub-division of any land within the boundaries of the City of Independence.
- 17.01.17 “Temporary Sign” as regulated by this ordinance shall be any sign that is not illuminated and that is intended to be replaced with a permanent sign or advertisement within 180 days and that is no larger than 16 square feet in size. Temporary signs are intended for new development of residential property or commercial business. Temporary signs are prohibited to be placed on an existing building(s) with the intentions of advertisement.
- 17.19.06 Maximum Sign Quantity. Excluding portable pedestrian signs located in areas described in section 17.19.9. One (1) Sign per two hundred feet (200’) of street frontage; maximum of three (3) Signs on any lot/parcel regardless of lot/parcel dimensions; one hundred feet (100’) minimum separation between Signs.
- 17.19.07 Set-back line. Excluding portable pedestrian signs located in areas described in section 17.19.09. In all districts where permitted, the entirety of any ground sign shall be set-back from any proposed or existing right-of-way line of any alleyway, road, street or highway as shown on the official plat, so as to meet required setbacks for principal structures in said zoning district.
- 17.19.08 Bracing, Anchorage and Supports. Excluding portable pedestrian signs located in areas described in section 17.19.09. All ground signs shall be securely built, constructed, and erected as required by the Building Code or other applicable ordinances of the City of Independence.
- 17.19.09 Portable Pedestrian Signs. Portable pedestrian signs (“A frame”, “sandwich board” or “T frame”) may be placed in the public right-of-way for retail and service uses provided:
1. The signage is located within the following areas:
    - a. 1<sup>st</sup> Street East between the Wapsipinicon River and 4<sup>th</sup> Ave. NE

- b. 1<sup>st</sup> Street East between the Wapsipinicon River and 4<sup>th</sup> Ave. SE
  - c. 4<sup>th</sup> Ave. NE from 1<sup>st</sup> Street East to 2<sup>nd</sup> Street NE on the West side of 4<sup>th</sup> Ave. only
  - d. 3<sup>rd</sup> Ave. NE from 1<sup>st</sup> Street East to 2<sup>nd</sup> Street NE
  - e. 2<sup>nd</sup> Ave. NE from 1<sup>st</sup> Street East to 2<sup>nd</sup> Street NE
2. A limit of one (1) sign is permitted per business. The sign may be placed within the public right of way, immediately adjacent to the store front, no more than twenty (20) lateral feet from the main entrance of the building.
  3. The sign is no larger than eight square feet and no taller than four feet.
  4. The sign is placed on or near a sidewalk and maintains the required ADA clearances for pedestrians' safe passage. It must not be placed in any location that creates visual obstructions or safety hazards for users of the right-of-way.
  5. The sign is removed from the right of way during non-business hours.
  6. The sign is designed with durable materials and quality aesthetics for use on a recurring basis. Changeable copy, such as chalkboards, can be included as part of the design.
  7. All other provisions of sections 17.19 and 17.26 apply.
- 17.19.10 Ground flags (commonly referred to as “blade” or “feather flags”) are not permitted in any zoning district area described in 17.19.09. For other areas, ground flags must comply with all other regulations of this Article 17.
- 17.19.11 Promotional windsocks or inflatable advertisement (commonly referred to as “dancing man”, “sky tubes” or “fly tubes”) are not permitted in any zoning district area described in 17.19.09. For other areas, promotional windsocks or inflatable advertisements must comply with all other regulations of Article 17.
- 17.19.12 Prohibited lashing of signs or sign components. The lashing or tying of a sign or any component of a sign or advertisement banner to a public structure such as a signpost, lamppost, bench, planter or trash receptacle etc., to aid in the support or to hold in-place is strictly prohibited. Signs and/or sign components may not be lashed together in a fashion that constitutes a trip hazard.

**Section 3. NEW SECTION.** The City of Independence Zoning Ordinances, is amended by adding a new Section 17.27, entitled MONUMENT SIGNS, which is hereby adopted to read as follows:

**SECTION 17.27 MONUMENT SIGNS**

- 17.27.01 Monument Sign as regulated by this Ordinance shall mean any sign elevated at or above grade that is free standing, self-supported and permanently anchored to earth by a single point or base.
- 17.27.02 Monument signs must only be used for the purpose of designating the legal name of a business, division or sub-division of land or locally also-known-as of such business or area.
- 17.27.03 Sign Location: The placement of all Monument signs shall be regulated by sub-sections 17.27.03.01 through 17.27.03.04.

17.27.03.01 Monument signs are prohibited from being placed in any public right-of-way.

Exception: The Independence City Council upon application may approve the placement of a monument sign on the right-of-way under the following conditions.

1. Require a letter of recommendation of approval from the Planning and Zoning Commission.
2. May not be placed within 20' of any intersecting street line.
3. Legal agreement is entered into stating The City of Independence will not be held responsible for maintaining, repair or replacement of such monument sign. The agreement must also have provisions stating the name of the organization responsible for placing the monument and that this organization will be in-perpetuity, responsible for maintaining the sign and surrounding landscaping, within twenty inches of the base or widest portion thereof.
4. Property owners must indemnify the City of all damage caused to personal or public property and the cost to repair or replace such property, should damage occur.
5. Existing monument signs are permitted to remain in-place; however, they shall not be improved where such improvement would enlarge any portion of the sign or supporting structure(s) or surround landscaping. Upon the replacement of such sign, an exact duplicate in type and size will be acceptable. No other monument sign or landscaping may be placed without prior approval of the Independence City Council.

17.27.03.02 Monument Signs shall not have a setback requirement except when placed on a corner lot parcel.

17.27.03.03 Corner lot: Monument sign placed or constructed on a corner lot shall be setback 20' from the nearest intersecting street line.

17.27.03.04 Off-Site monument signs are prohibited.

17.27.04 Monument signs must be maintained in good condition by the property owner or association.

17.27.05 Removal. The City Council may order the removal of any sign that has been deemed inappropriate in subject material, construction material or location by the Independence City Council. All costs associated with the removal and repair land shall be borne by the property owner.

**SECTION 4. REPEALER.** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 5. SEVERABILITY.** If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 6. EFFECTIVE DATE.** This ordinance shall be in effect after its final passage, approval and publication as provided by law.

**PASSED AND APPROVED** by the City Council of Independence, Iowa, on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Brad Bleichner, Mayor of the  
City of Independence, IA

ATTEST:

\_\_\_\_\_  
Susi Lampe, CMC, IaCMC, IaCFO,  
Assistant City Manager/City Clerk/Treasurer of the City of Independence, IA

First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Third Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. 2025-\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Susi Lampe, CMC, IaCMC, IaCFO,  
Assistant City Manager/City Clerk/Treasurer of the City of Independence, IA

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