



CITY COUNCIL WORK SESSION

Monday, June 02, 2025 at 5:00 PM

Council Chambers - 331 First Street East

AGENDA

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

DEPARTMENT UPDATES

- [1.](#) Department Report – Utilities
- [2.](#) Department Report – Building/Code Enforcement
- [3.](#) Department Report – Streets
- [4.](#) Department Report – Airport

NEW BUSINESS

- [5.](#) Airport FBO Lease Update
- [6.](#) Liberty Trailhead Project
- [7.](#) Disposal of Property – 812 10th St. NE
- [8.](#) Council Topics
- [9.](#) Mayor Topics
- [10.](#) City Manager Topics

ADJOURNMENT

This agenda is subject to change.



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA – City Manager

FROM: Travis Foley – Utilities Director

DATE OF MEETING: June 2, 2025

ITEM TITLE: Department Report – Utilities

- We have made an offer for the Utilities Operator position. They are scheduled to start on Monday, June 2nd.
- We have begun obtaining prices for a few of the upcoming CIP items. One being the mini excavator and the other a new truck for the department.

Water –

- Spring hydrant flushing has been completed.
- We have started working with MSA, gathering data for the water system study.
- We have had a large number of water main breaks, with the majority occurring on 8th Ave NE between 8th St and 10th St NE. That happens to be the section of the water main that we planned on replacing after July 1st. Due to the recurring breaks, we have accelerated the project start date and are hoping to begin work within the next week or two.

Wastewater/Sewer Collection –

- Regular maintenance and day-to-day activities.



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Mattherw R. Schmitz, MPA – City Manager

FROM: Matt Chesmore – Building Official

DATE OF MEETING: June 2, 2025

ITEM TITLE: Department Report – Building/Code Enforcement

Building Department:

In the months of April 1st, 2025, through May 31st, 2025, 89 Permits were issued.

(see permit report for individual permit uses)

Code Enforcement:

808 1st W – Has concluded that the Federal Government now has ownership of the property; therefore, it has become infeasible to continue further legal action.

Nuisance Property: 40 Letters of violation were sent out in the months of April, with most occurring in May, with high grass becoming the leader of violations.

812 10th Street NE – Derelict property

Staff made a public Notice that this property was for sale, but we received no bids.

Planning and Zoning:

On April 1, 2025, Commissioner Matthew Mayner resigned his position, and Nathan Hansen was appointed to the Planning and Zoning Commission. Plats of Survey for Lori Cleveland and Indee Storage were approved. The 2025 Pines Housing Urban Renewal Area was also approved.

On May 12, 2025, the commission met, where the rezoning of the Wapsie Valley Creamery administration building was discussed, and rezoning from C-2 to C-1 was approved.

Board of Adjustments:

No Activity

Flood Plain Administration:

Hazard Mitigation Grant Program: The property at 67 10th Street NE was enrolled in a flood buyout program, where its value was appraised at \$18,224.00. Currently, the City Attorney is working on creating an agreement between the property owner and the City to move this forward.

Training:

5/21/25 Attended Iowa League of Cities Code Enforcement Conference in Mason City, Iowa.

All Permits issued previous 2 months - Set Date Range

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
December 20, 2024	1304 1ST ST W, INDEPENDENCE 50644	Commercial	Beer/Liquor	\$0.00	April 21, 2025	\$0
Subtotal For Beer/Liquor (1 Records)				\$0.00		\$0
April 17, 2025	302 ENTERPRISE DR, INDEPENDENCE 50644	Commercial	Building	\$389.00	April 22, 2025	\$77,768
May 27, 2025	710 5TH ST NE, INDEPENDENCE 50644	Residential	Building	\$40.00	May 29, 2025	\$2,000
May 27, 2025	113 8TH AVE NE, INDEPENDENCE 50644	Residential	Building	\$20.00	May 27, 2025	\$1,000
April 10, 2025	1201 6TH AVENUE, INDEPENDENCE IOWA 50644	Residential	Building	\$40.00	April 10, 2025	\$2,000
April 10, 2025	615 4TH ST SW, INDEPENDENCE 50644	Residential	Building	\$58.00	April 10, 2025	\$4,200
May 14, 2025	1100 20TH AVE SW, INDEPENDENCE 50644	Commercial	Building	\$1,853.00	May 14, 2025	\$700,000
April 9, 2025	304 2ND ST SW, INDEPENDENCE 50644	Residential	Building	\$90.00	April 21, 2025	\$9,217
May 12, 2025	501 3RD AVE SW, INDEPENDENCE 50644	Residential	Building	\$208.00	May 12, 2025	\$31,000
April 8, 2025	414 12TH AVE NW, INDEPENDENCE 50644	Residential	Building	\$82.00	April 25, 2025	\$8,397
May 1, 2025	313 9TH AVE NE, INDEPENDENCE 50644	Residential	Building	\$90.00	May 29, 2025	\$10,000
Subtotal For Building (10 Records)				\$2,870.00		\$845,582
May 7, 2025	713 4TH ST NE, INDEPENDENCE 50644	Residential	Carport	\$24.00	May 7, 2025	\$1,146
Subtotal For Carport (1 Records)				\$24.00		\$1,146
April 17, 2025	609 5TH AVE SW, INDEPENDENCE 50644	Residential	Decking	\$58.00	April 25, 2025	\$5,000

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
April 10, 2025	507 2ND ST NW, INDEPENDENCE 50644	Residential	Decking	\$70.00	April 10, 2025	\$7,000
April 28, 2025	501 9TH AVE SE, INDEPENDENCE 50644	Residential	Decking	\$90.00	May 29, 2025	\$9,700
May 20, 2025	703 6TH ST SW, INDEPENDENCE 50644	Residential	Decking	\$52.00	May 20, 2025	\$3,700
April 28, 2025	1504 7TH ST NE, INDEPENDENCE 50644	Residential	Decking	\$70.00	May 2, 2025	\$7,000
April 1, 2025	403 MATTHEW ST, INDEPENDENCE 50644	Residential	Decking	\$193.00	April 2, 2025	\$27,531
May 9, 2025	601 5TH AVE NW, INDEPENDENCE 50644	Residential	Decking	\$160.00	May 13, 2025	\$22,000
Subtotal For Decking (7 Records)				\$693.00		\$81,931
April 22, 2025	404 7TH AVE NE, INDEPENDENCE 50644	Commercial	Driveway	\$64.00	April 22, 2025	\$5,189
Subtotal For Driveway (1 Records)				\$64.00		\$5,189
April 25, 2025	411 3RD AVE SE, INDEPENDENCE 50644	Residential	Excavation	\$0.00	April 25, 2025	\$0
May 14, 2025	200 1ST ST W, INDEPENDENCE 50644	Commercial	Excavation	\$0.00	May 14, 2025	\$0
Subtotal For Excavation (2 Records)				\$0.00		\$0
April 28, 2025	1504 3RD ST NE, INDEPENDENCE 50644	Residential	Fence	\$28.00	May 7, 2025	\$1,400
May 5, 2025	139 14TH AVE NE, INDEPENDENCE 50644	Residential	Fence	\$58.00	May 5, 2025	\$4,700
April 21, 2025	305 4TH AVE SW, INDEPENDENCE 50644	Residential	Fence	\$20.00	April 22, 2025	\$600
May 19, 2025	111 9TH AVE SW, INDEPENDENCE 50644	Residential	Fence	\$20.00	May 19, 2025	\$400
April 8, 2025	622 4TH ST SE, INDEPENDENCE 50644	Residential	Fence	\$100.00	April 8, 2025	\$11,230
May 5, 2025	211 9TH AVE SW, INDEPENDENCE 50644	Residential	Fence	\$22.00	May 5, 2025	\$1,100

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
March 25, 2025	1608 CARRIE AVE, INDEPENDENCE 50644	Residential	Fence	\$20.00	May 29, 2025	\$1,000
April 10, 2025	1403 KELLIE AVE, INDEPENDENCE 50644	Residential	Fence	\$28.00	April 10, 2025	\$1,400
April 10, 2025	709 4TH ST SW, INDEPENDENCE 50644	Residential	Fence	\$58.00	April 10, 2025	\$4,200
May 27, 2025	207 8TH AVE SW, INDEPENDENCE 50644	Residential	Fence	\$20.00	May 27, 2025	\$600
Subtotal For Fence (10 Records)				\$374.00		\$26,630
April 8, 2025	206 4TH AVE SW, INDEPENDENCE 50644	Residential	Garage	\$228.00	April 10, 2025	\$35,000
May 5, 2025	403 9TH AVE SW, INDEPENDENCE 50644	Residential	Garage	\$52.00	May 15, 2025	\$3,500
Subtotal For Garage (2 Records)				\$280.00		\$38,500
December 12, 2024	307 7TH ST SE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$76.00	May 29, 2025	\$7,850
April 23, 2025	1009 DAVID DR, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$118.00	April 29, 2025	\$15,000
April 21, 2025	312 5TH AVE NE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$52.00	April 29, 2025	\$3,300
April 21, 2025	113 8TH AVE NE, INDEPENDENCE 50644	Commercial	Mechanical (HVAC)	\$82.00	April 23, 2025	\$9,000
April 8, 2025	1005 DAVID DR, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$52.00	April 29, 2025	\$3,215
May 28, 2025	410 1ST ST W, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$76.00	May 29, 2025	\$8,000
April 14, 2025	1616 1ST ST E, INDEPENDENCE 50644	Commercial	Mechanical (HVAC)	\$347.00	April 29, 2025	\$63,840
April 11, 2025	509 6TH AVE SE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$20.00	April 21, 2025	\$750
April 2, 2025	215 3RD AVE SW, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$218.00	April 4, 2025	\$32,140
Subtotal For Mechanical (HVAC) (9 Records)				\$1,041.00		\$143,095

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
April 2, 2025	201 3RD AVE NE, INDEPENDENCE 50644	Residential	Plumbing	\$26.00	April 4, 2025	\$1,260
April 7, 2025	615 BLAND BLVD SW, INDEPENDENCE 50644	Residential	Plumbing	\$30.00	April 29, 2025	\$1,450
March 21, 2025	708 2ND ST SW, INDEPENDENCE 50644	Residential	Plumbing	\$28.00	April 4, 2025	\$1,368
April 28, 2025	717 SPRUCE DR SW (Bldg #25882-0005)	Residential	Plumbing	\$20.00	April 29, 2025	\$959
March 21, 2025	208 2ND ST SW, INDEPENDENCE 50644	Residential	Plumbing	\$28.00	April 4, 2025	\$1,368
March 6, 2025	1305 QUILL CT NE, INDEPENDENCE 50644	Residential	Plumbing	\$20.00	April 4, 2025	\$595
April 28, 2025	1107 7TH ST NE, INDEPENDENCE 50644	Residential	Plumbing	\$34.00	April 29, 2025	\$1,620
January 16, 2025	215 3RD AVE SW, INDEPENDENCE 50644	Residential	Plumbing	\$203.00	April 4, 2025	\$29,110
March 26, 2025	1200 3RD ST NE, INDEPENDENCE 50644	Residential	Plumbing	\$94.00	May 29, 2025	\$10,500
May 15, 2025	609 5TH AVE SW, INDEPENDENCE 50644	Residential	Plumbing	\$20.00	May 15, 2025	\$500
January 27, 2025	514 13TH AVE NE, INDEPENDENCE 50644	Residential	Plumbing	\$26.00	May 29, 2025	\$1,280
February 28, 2025	1007 3RD ST NE, INDEPENDENCE 50644	Residential	Plumbing	\$28.00	April 4, 2025	\$1,368
Subtotal For Plumbing (12 Records)				\$557.00		\$51,378
April 9, 2025	509 6TH AVE SE, INDEPENDENCE 50644	Residential	Remodel/Addition	\$148.00	April 21, 2025	\$19,512
April 29, 2025	307 8TH AVE SW, INDEPENDENCE 50644	Residential	Remodel/Addition	\$100.00	April 30, 2025	\$12,000
May 13, 2025	716 3RD ST NE, INDEPENDENCE 50644	Residential	Remodel/Addition	\$238.00	May 15, 2025	\$36,892
May 15, 2025	1009 DAVID DR, INDEPENDENCE 50644	Residential	Remodel/Addition	\$575.00	May 29, 2025	\$140,000

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
			Subtotal For Remodel/Addition (4 Records)	\$1,061.00		\$208,404
May 1, 2025	905 5TH AVE NE, INDEPENDENCE 50644	Zoning Board	Rezoning Request	\$250.00	May 7, 2025	\$0
			Subtotal For Rezoning Request (1 Records)	\$250.00		\$0
May 12, 2025	304 5TH AVE SE, INDEPENDENCE 50644	Residential	Roofing	\$76.00	May 12, 2025	\$7,983
May 13, 2025	112 5TH AVE SE, INDEPENDENCE 50644	Residential	Roofing	\$100.00	May 13, 2025	\$11,700
April 21, 2025	113 8TH AVE NE, INDEPENDENCE 50644	Residential	Roofing	\$58.00	May 29, 2025	\$4,500
May 12, 2025	801 8TH ST SE, INDEPENDENCE 50644	Residential	Roofing	\$106.00	May 12, 2025	\$12,760
May 27, 2025	1210 6TH AVE NE, INDEPENDENCE 50644	Residential	Roofing	\$112.00	May 27, 2025	\$13,279
May 28, 2025	315 6TH AVE SW, INDEPENDENCE 50644	Residential	Roofing	\$154.00	May 28, 2025	\$20,750
May 12, 2025	514 5TH AVE SW, INDEPENDENCE 50644	Residential	Roofing	\$58.00	May 12, 2025	\$4,518
April 1, 2025	519 2ND AVE NE, INDEPENDENCE 50644	Residential	Roofing	\$130.00	April 4, 2025	\$16,888
April 21, 2025	1310 8TH AVE NE, INDEPENDENCE 50644	Residential	Roofing	\$180.00	April 21, 2025	\$24,204
April 17, 2025	1610 3RD ST NE, INDEPENDENCE 50644	Commercial	Roofing	\$64.00	April 17, 2025	\$5,200
April 22, 2025	1305 QUILL CT NE, INDEPENDENCE 50644	Residential	Roofing	\$118.00	April 22, 2025	\$14,001
April 4, 2025	513 13TH AVE NE, INDEPENDENCE 50644	Residential	Roofing	\$130.00	April 4, 2025	\$16,320
May 5, 2025	413 2ND AVE NE, INDEPENDENCE 50644	Residential	Roofing	\$52.00	May 7, 2025	\$4,000
April 7, 2025	502 1ST ST W, INDEPENDENCE 50644	Residential	Roofing	\$70.00	April 7, 2025	\$6,300

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
May 2, 2025	400 1ST ST W, INDEPENDENCE 50644	Commercial	Roofing	\$70.00	May 2, 2025	\$6,500
May 12, 2025	610 4TH ST NW, INDEPENDENCE 50644	Residential	Roofing	\$64.00	May 12, 2025	\$5,800
			Subtotal For Roofing (16 Records)	\$1,542.00		\$174,703
April 10, 2025	907 7TH AVE SW, INDEPENDENCE 50644	Residential	Sidewalk (In Right- Of-Way)	\$20.00	April 10, 2025	\$1,000
			Subtotal For Sidewalk (In Right-Of-Way) (1 Records)	\$20.00		\$1,000
April 16, 2025	207 HUMMINGBIRD CT SW, INDEPENDENCE 50644	Residential	Sign	\$52.00	April 16, 2025	\$4,000
May 12, 2025	209 1ST ST E, INDEPENDENCE 50644	Commercial	Sign	\$20.00	May 14, 2025	\$1,000
April 8, 2025	302 ENTERPRISE DR, INDEPENDENCE 50644	Commercial	Sign	\$248.00	April 10, 2025	\$0
			Subtotal For Sign (3 Records)	\$320.00		\$5,000
May 20, 2025	200 1ST ST W, INDEPENDENCE 50644	Commercial	Street Excavation	\$0.00	May 29, 2025	\$0
May 20, 2025	511 2ND AVE NE, INDEPENDENCE 50644	Residential	Street Excavation	\$0.00	May 23, 2025	\$0
			Subtotal For Street Excavation (2 Records)	\$0.00		\$0
May 23, 2025	710 5TH ST NE, INDEPENDENCE 50644	Residential	Window Replacement	\$30.00	May 29, 2025	\$1,500
April 26, 2025	200 8TH ST NE, INDEPENDENCE 50644	Residential	Window Replacement	\$52.00	April 29, 2025	\$3,095
March 30, 2025	615 5TH AVE SW, INDEPENDENCE 50644	Residential	Window Replacement	\$52.00	April 4, 2025	\$4,000
May 9, 2025	701 5TH ST SW, INDEPENDENCE 50644	Residential	Window Replacement	\$82.00	May 14, 2025	\$9,000

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
April 16, 2025	301 2ND AVE SW, INDEPENDENCE 50644	Residential	Window Replacement	\$58.00	April 16, 2025	\$4,500
May 13, 2025	314 3RD ST NE, INDEPENDENCE 50644	Commercial	Window Replacement	\$358.00	May 14, 2025	\$67,750
May 29, 2025	501 4TH AVE SW, INDEPENDENCE 50644	Residential	Window Replacement	\$90.00	May 29, 2025	\$10,000
Subtotal For Window Replacement (7 Records)				\$722.00		\$99,845
T O T A L - 89 Records				\$9,818.00		\$1,682,403

All Violations last two months - Set Date Range

Parcel Number	Violation Type	Inspector	Violation Status	Violation Date	Violation Status
1004185003	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 2, 2025	Violation Notice Sent
1003327001	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 16, 2025	Violation Notice Sent
1003156001	Code Enforcement	Matt Chesmore	Closed/Resolved	April 2, 2025	Closed/Resolved
1003158008	Code Enforcement	Matt Chesmore	Closed/Resolved	April 11, 2025	Closed/Resolved
1004432010	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 2, 2025	Violation Notice Sent
1003161008	Code Enforcement	Matt Chesmore	Closed/Resolved	May 2, 2025	Closed/Resolved
0634490010	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 2, 2025	Violation Notice Sent
0635158005	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 2, 2025	Violation Notice Sent
0634189001	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 5, 2025	Violation Notice Sent
0634184004	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 5, 2025	Violation Notice Sent
1003161008	Code Enforcement	Matt Chesmore	Closed/Resolved	May 6, 2025	Closed/Resolved
0634455002	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 7, 2025	Violation Notice Sent
0634382008	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 7, 2025	Violation Notice Sent
1003161010	Code Enforcement	Matt Chesmore	Order sent to mow	May 13, 2025	Order sent to mow
0635355004	Code Enforcement	N/A	Closed/Resolved	May 13, 2025	Closed/Resolved
1003176007	Code Enforcement	Matt Chesmore	Closed/Resolved	May 13, 2025	Closed/Resolved
1003307003	Code Enforcement	Matt Chesmore	Closed/Resolved	May 13, 2025	Closed/Resolved
0634407003	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 13, 2025	Violation Notice Sent
0634387009	Code Enforcement	Matt Chesmore	Closed/Resolved	May 13, 2025	Closed/Resolved
1004265002	Code Enforcement	Matt Chesmore	Closed/Resolved	May 16, 2025	Closed/Resolved
0633452003	Code Enforcement	Matt Chesmore	Closed/Resolved	May 16, 2025	Closed/Resolved
1004284006	Code Enforcement	Matt Chesmore	Closed/Resolved	May 15, 2025	Closed/Resolved
0634382009	Code Enforcement	Matt Chesmore	Closed/Resolved	May 16, 2025	Closed/Resolved
1004427011	Code Enforcement	Matt Chesmore	Closed/Resolved	May 16, 2025	Closed/Resolved
1004252004	Code Enforcement	Matt Chesmore	Closed/Resolved	May 16, 2025	Closed/Resolved
1004265002	Code Enforcement	Matt Chesmore	Void	May 16, 2025	Void
0634387010	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 19, 2025	Violation Notice Sent
0634458008	Code Enforcement	Matt Chesmore	Closed/Resolved	May 20, 2025	Closed/Resolved
0634387009	Code Enforcement	Matt Chesmore	Closed/Resolved	May 21, 2025	Closed/Resolved
1004185003	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 21, 2025	Violation Notice Sent
0634263002	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 23, 2025	Violation Notice Sent
0634190006	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 23, 2025	Violation Notice Sent
1004180002	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 23, 2025	Violation Notice Sent
1003159008	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 23, 2025	Violation Notice Sent
0634359006	Code Enforcement	N/A	Violation Notice Sent	May 23, 2025	Violation Notice Sent
0634359005	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 27, 2025	Violation Notice Sent
0634382017	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 27, 2025	Violation Notice Sent
0634438004	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 28, 2025	Violation Notice Sent
0634413006	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 29, 2025	Violation Notice Sent
0634413004	Code Enforcement	Matt Chesmore	Violation Notice Sent	May 29, 2025	Violation Notice Sent

40 Violations

Complaints previous month

Complaint Location	Complaint Subtype	Complaint Status
106 7TH AVE SE, INDEPENDENCE 50644	Dangerous or Substandard Building	Closed
204 3RD ST NE, INDEPENDENCE 50644	Dangerous or Substandard Building	Violation Issued
63 9TH ST NE, INDEPENDENCE 50644	Dangerous or Substandard Building	Closed
Subtotal For Dangerous or Substandard Building (3 Records)		
311 5TH AVE SE, INDEPENDENCE 50644	High Grass, Weeds & Vegetation	Violation Issued
501 2ND AVE NE, INDEPENDENCE 50644	High Grass, Weeds & Vegetation	Violation Issued
507 2ND AVE NE, INDEPENDENCE 50644	High Grass, Weeds & Vegetation	Violation Issued
308 1ST ST W, INDEPENDENCE 50644	High Grass, Weeds & Vegetation	Void
Subtotal For High Grass, Weeds & Vegetation (4 Records)		
211 4TH AVE NW, INDEPENDENCE 50644	Illegal Dumping	Closed
Subtotal For Illegal Dumping (1 Records)		
804 8TH AVE NE, INDEPENDENCE 50644	Junked Motor Vehicle Violation	Violation Issued
509 4TH AVE SE, INDEPENDENCE 50644	Junked Motor Vehicle Violation	Violation Issued
Subtotal For Junked Motor Vehicle Violation (2 Records)		
714 1ST ST W, INDEPENDENCE 50644	Property Maintenance	Closed
712 1ST ST E, INDEPENDENCE 50644	Property Maintenance	Violation Issued
Subtotal For Property Maintenance (2 Records)		
301 7TH AVE SE, INDEPENDENCE 50644	Trash, Junk & Debris	Violation Issued
901 CENTER AVE, INDEPENDENCE 50644	Trash, Junk & Debris	Violation Issued
710 1ST ST W, INDEPENDENCE 50644	Trash, Junk & Debris	Violation Issued
610 4TH ST SW, INDEPENDENCE 50644	Trash, Junk & Debris	Violation Issued
211 4TH AVE NW, INDEPENDENCE 50644	Trash, Junk & Debris	Violation Issued
310 1ST ST W, INDEPENDENCE 50644	Trash, Junk & Debris	Void
1310 1ST ST W, INDEPENDENCE 50644	Trash, Junk & Debris	Closed
710 3RD ST SE, INDEPENDENCE 50644	Trash, Junk & Debris	Violation Issued
202 5TH AVE SE, INDEPENDENCE 50644	Trash, Junk & Debris	Violation Issued
Subtotal For Trash, Junk & Debris (9 Records)		
T O T A L - 21 Records		



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA – City Manager
FROM: Brad Esch – Street Dept. Director
DATE OF MEETING: June 2, 2025
ITEM TITLE: Department Report – Streets

Routine maintenance at the Tree Dump.

Pothole repairs.

Stormwater intake rehabs and repairs.

Street sweeping and vacuuming storm sewer intake boxes.

First round of Roadside ditch mowing in progress.

Several loads of concrete and fill from road repairs that were temporarily stored at the City Shop have been hauled to disposal locations.

Concrete and asphalt repairs in areas throughout town, along with water main breaks, past and current.

Worked with the Utilities Department and their contractor on several main breaks on 8th Ave NE and then put a temporary cold patch for the road surface until we can get started on road work and the new water main.

The Street Dept. over the past few years has kept up with rehabs and maintaining the sealcoat streets with both Prairie Road Builders and our street crew. This year, we have initiated a sealcoat alley program that will seal-coat 3 to 4 of the city's most heavily utilized alleys each year. Additionally, we switched from road rock to blacktop millings, which will be seal-coated in the future.

Foundation footings and floor of the Mayors' Park Gazebo.

Working together with Park and Rec, Utilities, ILPT, School, and other departments on projects.



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA – City Manager
FROM: Brett Soukup – Airport Director
DATE OF MEETING: June 2, 2025
ITEM TITLE: Department Report – Airport

Fuel Sales Update

- **100LL:** 603 gallons
- **Jet A:** 461 gallons
 - Received 5,000 gallons of Jet A with additive.
 - City cost per gallon: **\$2.64**

Grounds

- Routine mowing continues.
- The Sewer Department assisted in clearing a plugged tile line in the field.
 - The effort improved the situation but did not fully resolve the issue.
 - Rasmussen has not yet been able to excavate the line for a permanent fix.

Equipment

- The large mower threw a belt due to loose bolts.
 - The issue has been repaired.

Miscellaneous

- Attended the career fair at the high school:
 - A successful event with participation from the City Manager, his son, and P&N.
- Hired a new part-time staff member to assist when others are unavailable.
- T-Hanger inspections were completed by city staff:
 - Most units were in good condition.
 - A few minor issues noted.
 - **One letter of violation was issued.**



CITY COUNCIL WORK SESSION MEMORANDUM

TO: Matthew R. Schmitz, MPA – City Manager

FROM: Brett Soukup – Airport Director

DATE OF MEETING: June 2, 2025

ITEM TITLE: Airport FBO Lease Update

DISCUSSION:

At the May 7, 2025, Airport Board Meeting, a discussion took place regarding the future of the FBO at the airport, including its lease terms. Staff would like to update the Council on that discussion and provide information about the upcoming lease renewal.

The significant change discussed was for P&N to scale back from a full FBO to a flight school only, and the separation of the mechanic shop from P&N, with its lease under Streeter Flying Service. Discussion also occurred about possibly putting all of these services out to RFP for anyone interested in submitting a response.

It remains Staff's opinion (Both the Airport Director and the City Manager) that these services should be put out to RFP for consideration of anyone interested in performing the services for the City of Independence Municipal Airport.

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 COUNCIL WORK SESSION MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: June 2, 2025

ITEM TITLE: Liberty Trailhead Project

DISCUSSION:

Fred Smock will be present to give an update to the Council on the Liberty Trailhead Project.

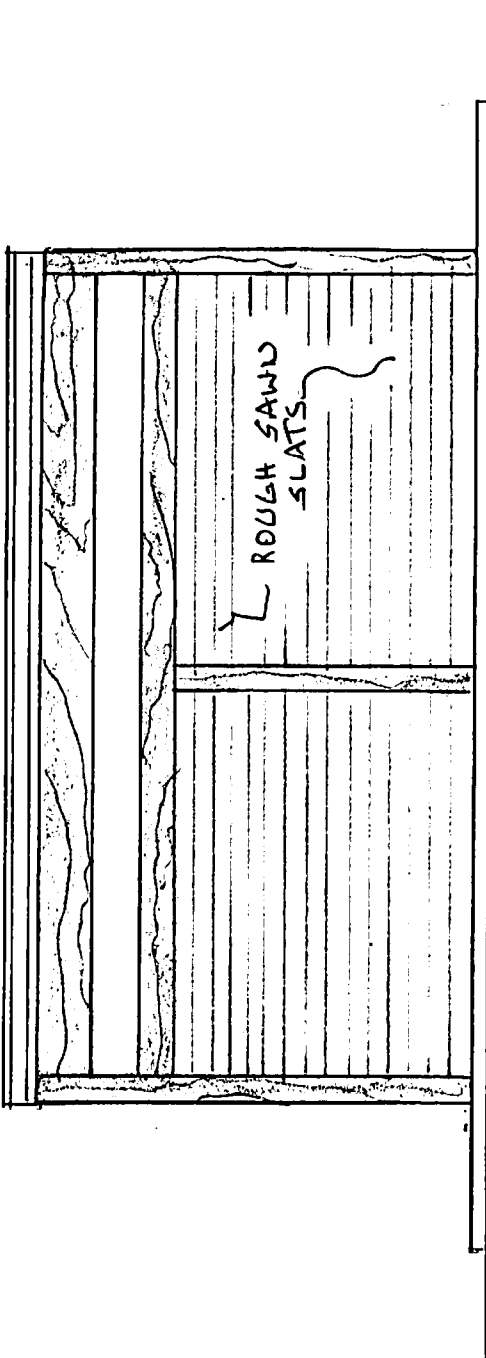
Letters of support for this project were submitted to the Buchanan County Community Foundation in April of 2025. Details about the project will be discussed during the meeting.



RECOMMENDATION:

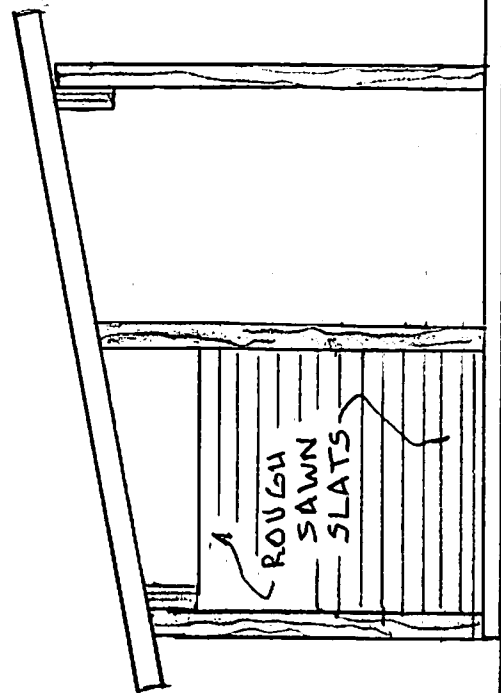
Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.

Request Budget					
Request Name:					
Request Expenses	Total Request Cost	CF Request	Other Funding Amt	Other Funding Source	Other Funding Status
Concrete	\$ 3,500.00	\$ 1,000.00	\$ 2,500.00	in kind	
Culvert 40ft 12inch	\$ 565.00	\$ -	\$ 565.00	donated	
2 park benches	\$ 1,458.00		\$ 1,458.00	donated	
pick-nick table	\$ 729.00		\$ 729.00	donated	
way finding kiosk	\$ 850.00	\$ 650.00	\$ 200.00	donated	
solor lights	\$ 500.00	\$ 400.00	\$ 100.00	donated	
bike racks	\$ 675.00	\$ -	\$ 675.00	donated	
fillsand/ excavating	\$ 9,300.00	\$ -	\$ 9,300.00	donated	
building Met's.	\$ 14,998.00	\$ 11,498.00	\$ 3,500.00	donated	
labor	\$ 8,500.00	\$ 4,000.00	\$ 4,500.00	donated	
Total	\$ 41,075.00	\$ 17,548.00	\$ 23,527.00		
Instructions:					
Enter each expense line item for the request in the Request Expenses column (Column A). In the Total Request Cost column, enter the total cost for the corresponding line item (Column B). The cost of the line item that is being requested from the CF is entered into the CF Request column (Column C). Any additional funding amounts for each request expense are entered separately by funding source (Column D). Enter the appropriate funding status for each funding source in the Funding Status column (Column F). You may add more rows as needed. The Total Request Cost column must equal the CF Request column plus the Other Funding Source Column.					
NOTE: In-kind services or discounts should be included in the Total Request Cost column at a rate your organization would have to pay a vendor and the amount equal to this should be shown in the Other funding Amt column as an income.					
Funding Source Definitions:					
Agency - Funds from the organization's budget or reserves					
In-Kind Services - Labor or other services provided at discount or no cost or by volunteers					
Grant - Grant funds for this request other than those from this CF, including grants from other CFNEIA Affiliates					
Donations - Funds received from private individuals or businesses					
United Way - Funds received through United Way organizations					
Other - Funds from a source not listed					
Funding Status Definitions:					
Pending - Funds have been sought, but are awaiting approval/denial					
Secured - Funds have been committed but not received by the organization					
Received - Funds have been received and are earmarked for the request					



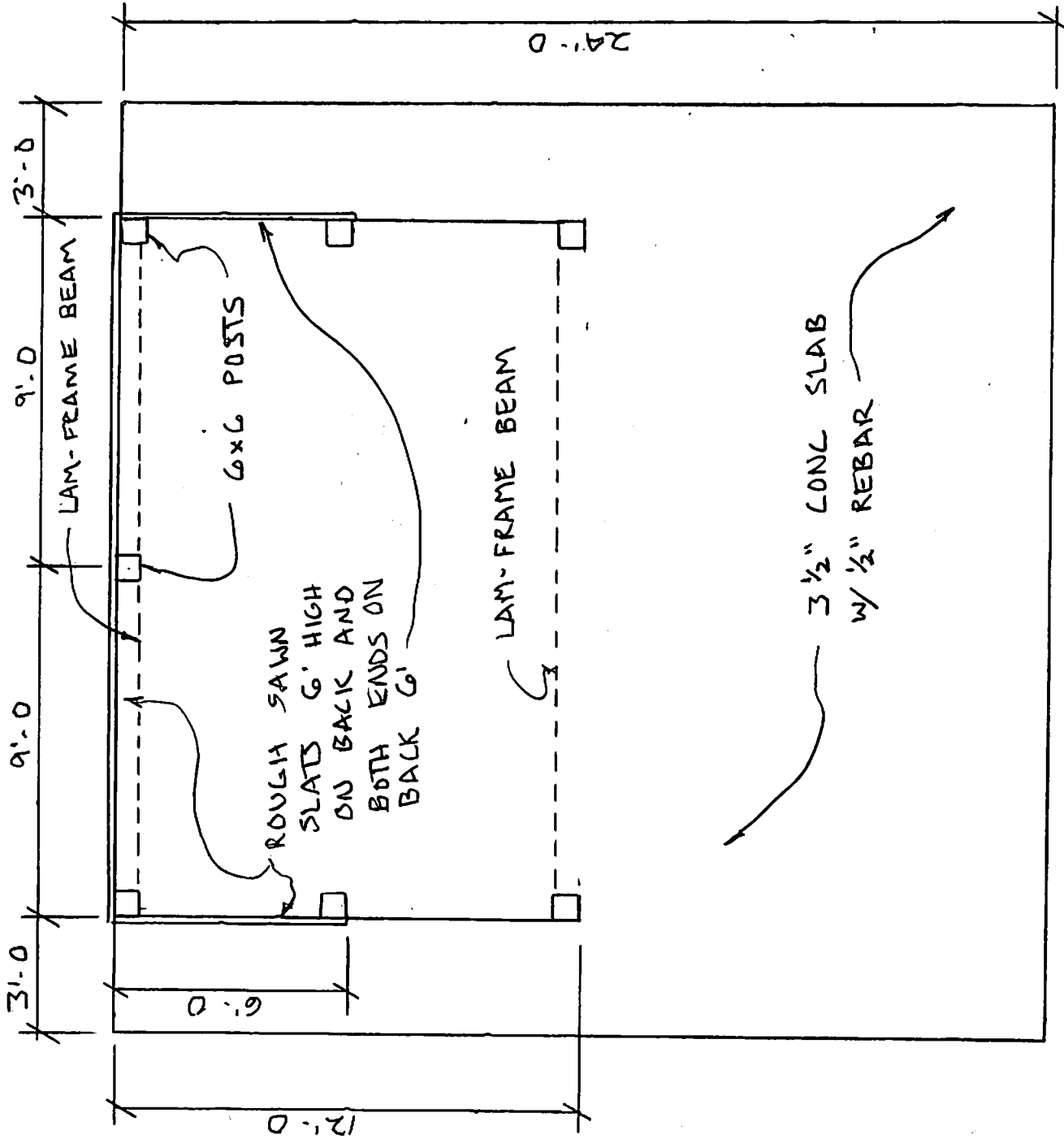
FRONT ELEVATION

SCALE: $\frac{1}{4}'' = 1'-0$



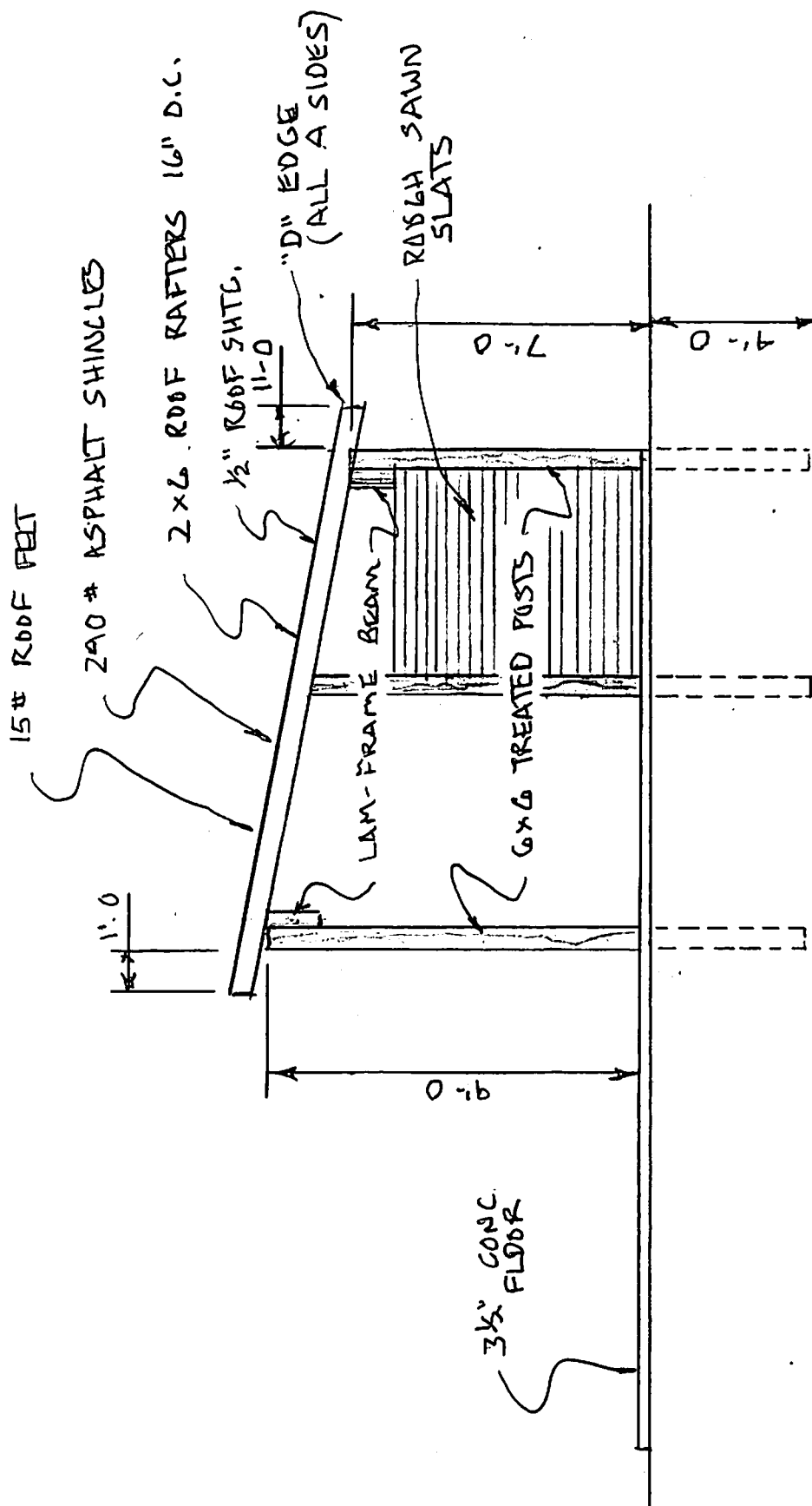
END ELEVATION

SCALE: $\frac{1}{4}'' = 1'-0$



FLOOR PLAN

SCALE: 1/4" = 1'-0"



WALL SECTION

SCALE: 1/4" = 1'-0"

Item #6.

SHELTER F
BIKE TRAIL

J & J Construction, Inc.	
1931 Otterville Blvd.	
Independence, Iowa 50644	
563 - 920 - 4431 Cell	
ctbeatty99@gmail.com	
Liberty Trail Shelter Project	Estimated
	Amount
Rock, Fill, & Excavation	9,299.00
Rat Wall, Rebar, Placement & Compaction of Fill & 4" Concrete Floor	3,498.00
40' Culvert Sized by Others	564.49
Benches w/ Rubber Coating & Backs	1,457.50
Picnic Table	728.85
Kiosk & Installation Hardware	849.99
Solar Lights & Mounting Brackets	498.00
Bike Racks & Accessories	672.50
Building Materials for the Structure Described & Sketched	14,999.00
Carpentry labor to Construct the Structure as Described	8,495.00
Estimated Total	41,062.33
Estimated Totals from discussion & sketches described for the	
Liberty Trail Shelter Project. Customer Selections & site characteristics	
may increase or decrease the amounts estimated above.	
Chad Beatty	
J & J Construction, Inc.	
4/13/2025	



WIELAND & SONS LUMBER CO.

644 220th Street
Winthrop, IA 50682
Phone (319) 935-3936
Fax (319) 935-3916

April 9, 2025

To whom it may concern,

I am writing a letter of support for the proposed bike shelter on the trail system in Independence, Iowa. Being a long-time resident of Independence, the trail system continues to provide increased community well-being. Building this shelter will further enhance the trail and support our town's infrastructure and quality of life.

One of the challenges many trail users face is the lack of secure, weather-protected shelters when they are out enjoying the trail system. The proposed bike shelter would provide a safe and accessible space for all ages of trail users while also helping to create a more active and connected community.

Thank you for considering this grant. Please feel free to contact me at 319-935-3936 if you have any questions or require further information.

Sincerely,

Dan Wieland



CITY COUNCIL WORK SESSION MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: June 2, 2025

ITEM TITLE: Disposal of Property – 812 10th St. NE

DISCUSSION:

Per the City Attorney, the next steps to dispose of the property located at 812 10th Street NE could be any of the following:

- Reduce the minimum bid and reopen for bids (including publishing, etc.)
- Eliminate the minimum bid and reopen for bids (including publishing, etc.)
- List the property with a Realtor
- Re-publish notice of an 'auction' and have the auction before the City Manager or at a Council Meeting, the high bidder wins.

Staff would prefer to list the property with a Realtor, as we believe this would give the property the best exposure and increase the chances of being purchased for the construction of a new home, etc. If the Council were to proceed in this manner, we would recommend setting a minimum price of \$14,000 to recoup the City's costs, as well as realtor fees.

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.