



CITY COUNCIL WORK SESSION

Monday, August 05, 2024 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

ACTION ITEM

- [1.](#) Independence Chamber Liquor License - Meet Me on Main

DEPARTMENT UPDATES

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

NEW BUSINESS

- [6.](#) Wastewater Plant Design Contract Amendment
- [7.](#) Water and Sewer Rate Ordinance Amendment
- [8.](#) Water Service Line Ownership
- [9.](#) Parcel #10.03.328.011 – approx. 596 9th Ave. SE
- [10.](#) Fire Station Site Selection Committee
- [11.](#) Personnel Policy Change – Longevity
12. Council Topics
13. Mayor Topics
14. City Manager Topics

ADJOURNMENT

This agenda is subject to change.



CITY COUNCIL MEMORANDUM

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Susi Lampe, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer

DATE OF MEETING: August 5, 2024

ITEM TITLE: Independence Chamber Liquor License - Meet Me on Main

BACKGROUND:

I received an email on July 22, 2024, from Iowa ABD that the Independence Area Chamber of Commerce's application for the "Meet Me on Main" was ready for the City's review. Internal procedures for liquor licenses had changed earlier this year, and I had already emailed the Building Inspector, Fire Chief, and Police Chief about this application, and they were able to do their reviews earlier. All three departments have given their approval for the event. This is being brought to the Council for approval now to ensure that the Independence Area Chamber of Commerce can receive any potential deliveries.

DISCUSSION:

Typically, these are placed on the Consent Agenda and there is minimal, if any, discussion.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of Engaging and Catalyzing Community. This item helps achieve that vision by supporting a the Chamber of Commerce event.

FINANCIAL CONSIDERATION:

The City does receive a portion of the liquor license fees paid to Iowa ABD. The portion received varies depending on the business.

RECOMMENDATION:

Staff recommends the approval of the Independence Area Chamber of Commerce Special Class C Retail Alcohol License for the period August 8, 2024, through August 12, 2024.



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
INDEPENDENCE AREA CHAMBER OF COMMERCE	Independence Area Chamber of Commerce	(319) 334-7178		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
112 1st Street East		Independence	Buchanan	50644
MAILING ADDRESS	CITY	STATE	ZIP	
112 1st Street East	Independence	Iowa	50644	

Contact Person

NAME	PHONE	EMAIL
Nikki Barth	(319) 334-7178	indychamber@indytel.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Special Class C Retail Alcohol License	5 Day	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Aug 8, 2024	Aug 12, 2024	

SUB-PERMITS

Special Class C Retail Alcohol License



PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Non-Profit Association

Ownership

- Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Nikki Barth	Independence	Iowa	50644	Executive Director	0.00	Yes

Insurance Company Information

INSURANCE COMPANY

Founders Insurance Company

POLICY EFFECTIVE DATE

Aug 8, 2024

POLICY EXPIRATION DATE

Aug 13, 2024

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE



**CITY COUNCIL
WORK SESSION
DEPARTMENT REPORT**

Item #2.

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Brett Soukup, Airport Manager

DATE OF MEETING: August 5, 2024

ITEM TITLE: Department Report – Airport

- Fuel Sales Update
 - 100LL –2,653 gal
 - Jet A –3,623 gal.

- Grounds:
 - Mowing
 - Light bulb replacement on the airfield.

- Equipment:
 - The 7130 John Deere tractor was down for two weeks due to fuel-related problems. We were able to use the 4430 to keep mowing.

- Miscellaneous:
 - The 4th of July fly-in was a great success. The North apron worked out very well for this event.
 - Spray season is in full swing, and we have been able to get everyone organized to work off the North apron. There have been up to 5 planes working off the pad at the same time. This has been a very positive experience for everyone that I have spoken to about it.
 - The first part of July we received a load of 100LL fuel. The price will go up to \$ 5.80 a gallon at the pump.
 - We received 7,400 gallons of Jet A. It looks like the pump price will stay the same.
 - The upstairs furnace had the blower go out of it. I was able to repair it myself, I just had to get the parts from Precision Plumbing and Heating.
 - We rented a carpet cleaner and shampooed the carpet on the main floor. If time allows in the colder months, we will try to do the upstairs as well.
 - The memorial bench for Craig Schutte has been installed and looks very nice. The family has been wonderful to work with.



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA – City Manager

FROM: Matt Chesmore, Building Official

DATE OF MEETING: August 5th, 2024

ITEM TITLE: Department Report – Building/Code Enforcement

DISCUSSION:

Building Department:

From June 1, 2024, through July 31, 2024, 70 Permits were issued.

Residential: 6 – Building, 2 – Curb-cut, 2 – Building moving, 1 – Driveway, 7 – Fence, 1 – Garage, 8 – HVAC, 9 – Remodel/Addition, 1 – New Construction, 1 – Demolition, 7 – Plumbing, 8 – Roofing, 2 – Patios, 2 – Window replacement

Commercial: 7 – Building/remodel, 6 – Beer/Liquor (renewal)

Code Enforcement:

21 Letters of Violation were sent in the months of June and July

9 in June and 12 in July

11 Violations were resolved.

The most prevalent violation is overgrown grass and weeds, with a couple of reports of illegally parked campers, other junk vehicles, and overgrown shrubs/trees. I am currently working on a complaint regarding several vehicles parked on a property owner's lawn.

657A.10B has been filed on an abandoned property located on the Northwest side.

A municipal infraction has been filed on a problem property located on the Southeast side.

Progress is being made on a Southwest property that is under a court-ordered cleanup and rehab.

Property owners on the Northeast side have cleaned up storm damage, and I'm working with a couple of folks to get rubbish cleaned up and keep up with the mowing.

We have fielded a few questions regarding the maintenance of the area between a private property line and the curb or street, also known as the Right-of-Way (ROW). If any Council member is asked who is responsible for the maintenance of this area, local ordinance 135.10 and Code of Iowa 364.12(2(c)) requires abutting property owners to keep the ROW free from all nuisances, obstructions, and hazards. This includes trimming trees, mowing grass, maintenance of the sidewalk, and picking up litter and debris.

Property Line disputes and concerns:

I have received an abundance of concerns regarding the location of property lines. Mainly regarding the installation of fences. I am advising property owners the City is not capable of locating private property pins or property lines and, therefore, will not attempt it. My advice has been to hire a licensed professional to locate their boundaries. From the requests that I have received this year, I feel this was not the practice before my tenor and why I am getting some undesired feedback, but nevertheless, it's my understanding that to legally locate property boundaries, the person doing so must be a licensed surveyor.

812 10th Street NE – Derelict property

In July, an asbestos survey was conducted by Terracon Inc., where two materials were found that contained asbestos. Vinyl flooring and roofing tar were identified and may need to be abated. We await the official report before sending an RFP out to have the materials abated. Terracon recommended that they do not perform the task of compiling a work specification as there is very little work involved. They recommend that we send out a general RFP and cite the report they supply, and this should be enough information for a contractor to abate the asbestos.

Planning and Zoning:

The Planning and Zoning Commission met on June 4th, 2024, where previous minutes from Sept 5th through May 7th were approved. Stephanie Sailer was nominated and approved to fill the role of Secretary of the P&Z Commission. An application from Nathan Hansen was reviewed for the combination of lots 11 and 12 of the Pines addition. The application would allow Nathan to combine two lots that he currently owns so that he can build one new single-family dwelling with a four-stall garage and comply with the zoning ordinance. The application was approved as submitted. The City Council approved the application on June 10th in a regular council meeting.

Board of Adjustments:

No Activity

Flood Plain Administration:

A property owner who lives along the river on the NW side asked if they could rebuild their eroding riverbank. I told her I had no objection to it; however, they must contact IDNR as they also have an interest in the riverbank. I believe she was also referred to the Iowa Corp of Engineers. The mere rebuilding or stabilization of the riverbank in this location should not cause any change in the floodplain as it will not cause water levels to rise and will not redirect the floodway.

Training:

6/13/24 – Attended Eastern Iowa Construction Code Council (EICCC) Conference. Building code updates and discussion on Code Enforcement being involved in these meetings. The group will get a better feel for this after the next meeting; however, the general thought was that code enforcement duties do not cross well with the duties of building code staff. All in attendance were asked to bring a code enforcement person to the next meeting.

Discussion was also brought up about future International Code Council (ICC) training through the Iowa Association of Building Officials (IABO). FYI, Independence is not currently a member of IABO, however as budget allows, I would recommend joining this group as they are excellent resource for on-going training.

All Permits issued previous 2 months - Set Date Range

File Date	Permit Number	Parcel Number	Location	Owner Name	Owner Address	Permit Type	Permit Use	Fee Amount	Permit Date
June 24, 2024	24-0197	1008101014	2600 SWAN LAKE BLVD, INDEPENDENCE 50644	HEARTLAND ACRES AGRIBITION CENTER INC	2600 SWAN LAKE BLVD SW INDEPENDENCE, IA 50644	Commercial	Beer/Liquor	\$0.00	July 18, 2024
June 24, 2024	24-0189	0634262003	909 2ND AVE NE, INDEPENDENCE 50644	LOTZ PROPERTIES LLC	2073 WAPSIE ACCESS BLVD INDEPENDENCE, IA 50644	Commercial	Beer/Liquor	\$0.00	July 16, 2024
May 29, 2024	24-0150	1004178002	709 1ST ST W, INDEPENDENCE 50644	IOWA INVESTMENT LLC	212 S HORTON PARKWAY CHAPEL HILL, TN 37037	Commercial	Beer/Liquor	\$0.00	June 7, 2024
May 20, 2024	24-0144	1004277004	107 1ST ST E, INDEPENDENCE 50644	CHUONG, CINDY	105 1ST ST E INDEPENDENCE, IA 50644	Commercial	Beer/Liquor	\$0.00	June 5, 2024
May 24, 2024	24-0143	1004278006	323 1ST ST E, INDEPENDENCE 50644	ONATE, RAUL M	2251 POPLAR ST CORALVILLE, IA 52241-3614	Commercial	Beer/Liquor	\$0.00	June 5, 2024
June 17, 2024	24-0160	0633376005	1826 1ST ST W, INDEPENDENCE 50644	AJRULOSKI, FERIT	, INDEPENDENCE, IA. 50644-0162	Commercial	Beer/Liquor	\$0.00	June 17, 2024
Subtotal For Beer/Liquor (6 Records)								\$0.00	
June 6, 2024	24-0147	1004277016	213 MAIN ST E, INDEPENDENCE 50644	SEWME INVESTMENTS LLC	213 1ST ST E INDEPENDENCE, IA 50644	Commercial	Building	\$26.00	June 6, 2024
July 23, 2024	24-0205	1003304006	504 7TH AVE SE, INDEPENDENCE 50644	JENKINS, WILLIAM	504 7TH AVE SE, INDEPENDENCE, IA. 50644	Residential	Building	\$154.00	July 23, 2024
July 17, 2024	24-0192	1004278006	323 1ST ST E, INDEPENDENCE 50644	ONATE, RAUL M	2251 POPLAR ST, CORALVILLE, IA. 52241-3614	Commercial	Building	\$20.00	July 17, 2024

File Date	Permit Number	Parcel Number	Location	Owner Name	Owner Address	Permit Type	Permit Use	Fee Amount	Permit Date
July 8, 2024	24-0182	1003176005	801 1ST ST E, INDEPENDENCE 50644	CEDAR VALLEY HOSPICE INC DBA HOSPICE OF BUCHANAN COUNTY	2101 KIMBALL AVE SUITE 401	Commercial	Building	\$142.00	July 8, 2024
June 21, 2024	24-0169	0634413002	519 2ND AVE NE, INDEPENDENCE 50644	GAUL, NANCY C	519 2ND AVE NE INDEPENDENCE, IA 50644	Residential	Building	\$243.00	June 25, 2024
June 20, 2024	24-0172	0634255009	600 11TH ST NE	INNOVATIVE AG SERVICES CO		Commercial	Building	\$208.00	June 28, 2024
April 25, 2024	24-0156	1009253007	1610 CARRIE AVE, INDEPENDENCE 50644	DONNELLY, JARED F & KELSI K	1608 CARRIE AVE, INDEPENDENCE, IA 50644	Residential	Building	\$887.50	June 11, 2024
May 31, 2024	24-0136	1004332007	703 6TH ST SW, INDEPENDENCE 50644	SIMONS, RONALD G & LANETTE K	613 6TH ST SW INDEPENDENCE, IA 50644	Residential	Building	\$1,045.00	June 3, 2024
May 31, 2024	24-0140	1009106018	712 SPRUCE DRIVE, INDEPENDENCE 50644	WEBER, PATRICIA K TRUST	712 SPRUCE DRIVE, INDEPENDENCE 50644	Residential	Building	\$160.00	June 4, 2024
June 5, 2024	24-0157	1009251006	1601 KELLIE AVE, INDEPENDENCE 50644	STEINLAGE, KELLI	1601 KELLIE AVE INDEPENDENCE, IA 50644	Residential	Building	\$52.00	June 13, 2024
								Subtotal For Building (10 Records)	\$2,937.50
June 3, 2024	24-0139	0634264006	310 9TH ST NE, INDEPENDENCE 50644	WAPSIE VALLEY CREAMERY INC	PO BOX 391 INDEPENDENCE, IA 50644-0391	Residential	Building Moving	\$100.00	June 3, 2024
June 3, 2024	24-0138	0634264006	310 9TH ST NE, INDEPENDENCE 50644	WAPSIE VALLEY CREAMERY INC	PO BOX 391 INDEPENDENCE, IA 50644-0391	Residential	Building Moving	\$100.00	June 3, 2024
								Subtotal For Building Moving (2 Records)	\$200.00

File Date	Permit Number	Parcel Number	Location	Owner Name	Owner Address	Permit Type	Permit Use	Fee Amount	Permit Date
June 18, 2024	24-0181	1004187006	405 8TH AVE SW, INDEPENDENCE 50644	SNC INVESTMENTS LLC	1208 1ST ST W, SUITE 2 I NDEPENDENCE, IA 50644	Residential	Curb Cut	\$25.00	July 8, 2024
July 11, 2024	24-0186	635336001	514 13TH AVE NE, INDEPENDENCE 50644		514 13TH AVE NE	Residential	Curb Cut	\$46.00	July 11, 2024
								Subtotal For Curb Cut (2 Records)	\$71.00
June 7, 2024	24-0149	1004431001	203 5TH ST SE, INDEPENDENCE 50644	MCATEE, JENNIFER L	203 5TH ST SE INDEPENDENCE, IA 50644	Residential	Demolition	\$0.00	June 7, 2024
								Subtotal For Demolition (1 Records)	\$0.00
July 9, 2024	24-0183	1003401005	420 RIDGEVIEW DR SE, INDEPENDENCE 50644	MCCLUSKEY, JOHN C JR & CHARLENE A	420 RIDGEVIEW DR SE	Residential	Driveway	\$106.00	July 9, 2024
								Subtotal For Driveway (1 Records)	\$106.00
June 5, 2024	24-0148	0634490015	700 1ST ST E, INDEPENDENCE 50644	ROUSE, KRISTIN	700 1ST ST EAST INDEPENDENCE, IA 50644	Residential	Fence	\$38.00	June 7, 2024
May 25, 2024	24-0137	0634490019	106 7TH AVE NE, INDEPENDENCE 50644	LAU, BRANDY J	106 7TH AVE NE INDEPENDENCE, IA 50644	Residential	Fence	\$46.00	June 3, 2024
July 17, 2024	24-0193	1003252005	124 TERRACE DR, INDEPENDENCE 50644	FISHER, RANDALL R JR	124 TERRACE DR, INDEPENDENCE, IA. 50644	Residential	Fence	\$58.00	July 17, 2024
July 15, 2024	24-0188	1004178013	113 6TH AVE SW, INDEPENDENCE 50644	BURRIS, BRYNT L K & HOLLY J	113 6TH AVE SW	Residential	Fence	\$40.00	July 15, 2024

File Date	Permit Number	Parcel Number	Location	Owner Name	Owner Address	Permit Type	Permit Use	Fee Amount	Permit Date
June 26, 2024	24-0173	10.09.209.015	302 MATTHEW ST INDEPENDENCE	MERCADO, JAMIE & NIKI	302 MATTHEW ST INDEPENDENCE	Residential	Fence	\$70.00	June 28, 2024
July 24, 2024	24-0207	1003156009	201 6TH AVE SE, INDEPENDENCE 50644	FEDERSPIEL, ANDREW W	201 6TH AVE SE, INDEPENDENCE, IA. 50644	Residential	Fence	\$46.00	July 26, 2024
June 16, 2024	24-0158	1003308004	500 5TH AVE SE, INDEPENDENCE 50644	ABREU, KEVIN ALVAREZ & NEGRON, YANIRA	500 5TH AVE SE INDEPENDENCE, IA 50644	Residential	Fence	\$52.00	June 17, 2024
Subtotal For Fence (7 Records)								\$350.00	
July 1, 2024	24-0176	0634452003	410 2ND AVE NE INDEPENDENCE, IOWA 50644	ISHAM, CHRIS & FLAVIA	410 2ND AVE NE INDEPENDENCE, IOWA 50644	Residential	Garage	\$188.00	July 3, 2024
Subtotal For Garage (1 Records)								\$188.00	
June 7, 2024	24-0153	1009206007	403 MATTHEW ST, INDEPENDENCE 50644	INDEPENDENCE CONSTRUCTION INC	115 1ST STE INDEPENDENCE, IA 50644	Residential	Mechanical (HVAC)	\$90.00	June 10, 2024
June 19, 2024	24-0165	1003309001	517 6TH AVE SE, INDEPENDENCE 50644	MIDWEST DEVELOPMENT CO	% SKOGMAN COMPANIES CEDAR RAPIDS, IA 52401	Residential	Mechanical (HVAC)	\$90.00	June 24, 2024
June 27, 2024	24-0171	1009209001	408 LOVERS LANE BLVD, INDEPENDENCE 50644	OHL CONSTRUCTION INC	2867 MICHEL AVE ROWLEY, IA 52329	Residential	Mechanical (HVAC)	\$90.00	June 27, 2024
June 5, 2024	24-0155	1009209019	404 MATTHEW ST, INDEPENDENCE 50644	INDEPENDENCE CONSTRUCTION INC	115 1ST STE INDEPENDENCE, IA 50644	Residential	Mechanical (HVAC)	\$90.00	June 10, 2024
June 7, 2024	24-0151	1003309001	517 6TH AVE SE, INDEPENDENCE 50644	MIDWEST DEVELOPMENT CO	% SKOGMAN COMPANIES CEDAR RAPIDS, IA 52401	Residential	Mechanical (HVAC)	\$90.00	June 10, 2024

File Date	Permit Number	Parcel Number	Location	Owner Name	Owner Address	Permit Type	Permit Use	Fee Amount	Permit Date
June 12, 2024	24-0159	0634226008	512 13TH ST NE, INDEPENDENCE 50644	PAUL & LEON LLC	1111 4TH AVE NE INDEPENDENCE, IA 50644	Residential	Mechanical (HVAC)	\$70.00	June 17, 2024
June 7, 2024	24-0152	1003308008	509 6TH AVE SE, INDEPENDENCE 50644	MIDWEST DEVELOPMENT CO	% SKOGMAN COMPANIES CEDAR RAPIDS, IA 52401	Residential	Mechanical (HVAC)	\$90.00	June 10, 2024
June 26, 2024	24-0170	06.34.277.003	1119 8TH AVE NE, INDEPENDENCE, IA 50644	SHUPE, CAREY W JR & CINDY A	1119 8TH AVE NE, INDEPENDENCE, IA 50644	Residential	Mechanical (HVAC)	\$52.00	June 26, 2024
								Subtotal For Mechanical (HVAC) (8 Records)	\$662.00
July 3, 2024	24-0179	1003309001	500 6TH AVE SE, INDEPENDENCE 50644	Stickfort Construction	500 6TH AVE SE, INDEPENDENCE 50644	Residential	New Construction	\$943.75	July 3, 2024
								Subtotal For New Construction (1 Records)	\$943.75
July 17, 2024	24-0199	635334001	1305 7TH ST NE, INDEPENDENCE 50644	MATTHIESE N, RICKY R & NIKKI	1305 7TH ST NE, INDEPENDENCE, IA. 50644	Residential	Plumbing	\$124.00	July 19, 2024
July 10, 2024	24-0200	634415004	506 3RD AVE NE, INDEPENDENCE 50644		506 3RD AVE NE	Residential	Plumbing	\$30.00	July 19, 2024
June 18, 2024	24-0166	1004326008	912 6TH ST SW, INDEPENDENCE 50644	CURRY, DONALD P & MARY DEBORAH LU & ETAL	912 6TH ST SW INDEPENDENCE, IA 50644	Residential	Plumbing	\$52.00	June 24, 2024
June 18, 2024	24-0167	0634480005	312 5TH AVE NE, INDEPENDENCE 50644	LEISINGER, ELDON R & BEVERLY K	312 5TH AVE NE INDEPENDENCE, IA 50644	Residential	Plumbing	\$30.00	June 24, 2024
June 24, 2024	24-0201	0634432002	715 8TH ST NE, INDEPENDENCE 50644	BLISS, KEITH A II	715 8TH ST NE INDEPENDENCE, IA 50644	Residential	Plumbing	\$64.00	July 19, 2024

File Date	Permit Number	Parcel Number	Location	Owner Name	Owner Address	Permit Type	Permit Use	Fee Amount	Permit Date
							Subtotal For Plumbing (5 Records)	\$300.00	
July 15, 2024	24-0190	1004351006	1879 BLAND BLVD, INDEPENDENCE 50644	HICKEY, MARK J & TINA R	1879 BLAND BLVD, INDEPENDENCE, IA. 50644	Residential	Remodel/Addition	\$180.00	July 16, 2024
June 26, 2024	24-0175	10.04.277.005	111 1ST EAST, INDEPENDENCE, IOWA 50644	KIMBERLY DETERMAN	111 1ST EAST INDEPENDENCE, IOWA 50644	Commercial	Remodel/Addition	\$118.00	June 26, 2024
July 11, 2024	24-0187	1003251012	219 TERRACE DR, INDEPENDENCE 50644	HOSCH, MARGARET A & LYLE R	219 TERRACE DR	Residential	Remodel/Addition	\$395.00	July 12, 2024
July 17, 2024	24-0196	1004428010	316 5TH ST SE, INDEPENDENCE 50644	ROJAS, MAURO BAEZ & TRISHA J	316 5TH ST SE, INDEPENDENCE, IA. 50644	Residential	Remodel/Addition	\$30.00	July 18, 2024
July 17, 2024	24-0206	1004181009	207 7TH AVE SW, INDEPENDENCE 50644	OHRT, JASON E & MICHELLE D	207 7TH AVE SW, INDEPENDENCE, IA. 50644	Residential	Remodel/Addition	\$44.00	July 23, 2024
June 16, 2024	24-0164	0633478015	305 11TH AVE NW, INDEPENDENCE 50644	SCHNEPF, DEAN	305 11TH AVE NW INDEPENDENCE, IA 50644	Residential	Remodel/Addition	\$30.00	June 20, 2024
June 25, 2024	24-0174	1009304011	703 PINE DR SW	MEYER, MARSHALL WAYNE & BROOKLYN DENISE	703 PINE DR SW INDEPENDENCE, IOWA 50644	Residential	Remodel/Addition	\$335.00	June 28, 2024
July 9, 2024	24-0185	1004285007	318 3RD AVE SE, INDEPENDENCE 50644	BURLAGE, GAIL & BRETT J	318 3RD AVE SE	Residential	Remodel/Addition	\$46.00	July 11, 2024
June 14, 2024	24-0161	0633476011	1200 3RD ST NW, INDEPENDENCE 50644	CASCADE FUNDING MORTGAGE TRUST HB5	PO BOX 24605 WEST PALM BEACH, FL 32909	Residential	Remodel/Addition	\$142.00	June 18, 2024
July 5, 2024	24-0180	0634457006	207 2ND AVE NE INDEPENDENCE, IOWA 50644	TK24 PROPERTIES LLC	207 2ND AVE NE INDEPENDENCE, IOWA 50644	Commercial	Remodel/Addition	\$233.00	July 5, 2024

File Date	Permit Number	Parcel Number	Location	Owner Name	Owner Address	Permit Type	Permit Use	Fee Amount	Permit Date
July 15, 2024	24-0191	634464004	110 4TH AVE NE, INDEPENDENCE 50644	MUMM, RANDY R & TERESA S TRUST	1811 NORTH SHORE DR, CLEAR LAKE, IA. 50428	Residential	Remodel/Addition	\$94.00	July 17, 2024
Subtotal For Remodel/Addition (11 Records)								\$1,647.00	
June 18, 2024	24-0162	634279014	809 6TH AVE NE, INDEPENDENCE 50644	FITZ, ANTHONY M	809 6TH AVE NE INDEPENDENCE, IA 50644	Residential	Roofing	\$148.00	June 18, 2024
June 6, 2024	24-0146	0634382003	501 3RD ST NW, INDEPENDENCE 50644	CORKERY, DENNIS & TAMI	501 3RD ST NW INDEPENDENCE, IA 50644	Residential	Roofing	\$90.00	June 6, 2024
July 22, 2024	24-0204	634434001	618 6TH AVE NE, INDEPENDENCE 50644	BLOCK, CHER A	618 6TH AVE NE, INDEPENDENCE, IA. 50644	Residential	Roofing	\$82.00	July 23, 2024
July 22, 2024	24-0208	634309008	511 8TH AVE NW, INDEPENDENCE 50644	KNUDTSON, BRODY	511 8TH AVE NW, INDEPENDENCE, IA. 50644	Residential	Roofing	\$124.00	July 26, 2024
July 18, 2024	24-0198	634478003	405 8TH AVE NE, INDEPENDENCE 50644	WERNER, CHARLES H JR & LANGE, JANINE M LUTHE ETAL	405 8TH AVE NE, INDEPENDENCE, IA. 50644	Residential	Roofing	\$52.00	July 18, 2024
July 10, 2024	24-0184	1004281003	216 3RD AVE SE, INDEPENDENCE 50644	REIFF PROPERTIES LLC	216 3RD AVE SE	Commercial	Roofing	\$233.00	July 10, 2024
July 3, 2024	24-0178	0635306004	506 8TH AVE NE INDEPENDENCE IOWA 50644	BALL, SHERYL D	506 8TH AVE NE INDEPENDENCE IOWA 50644	Residential	Roofing	\$124.00	July 3, 2024
June 7, 2024	24-0154	0634352011	407 7TH AVE NW, INDEPENDENCE 50644	HANSEN, NATHAN	315 7TH AVE NW INDEPENDENCE, IA 50644	Residential	Roofing	\$52.00	June 10, 2024
June 18, 2024	24-0163	0633476009	1212 3RD ST NW, INDEPENDENCE 50644	STRAW, CRYSTAL J	1212 3RD ST NW INDEPENDENCE, IA 50644	Residential	Roofing	\$172.00	June 20, 2024

File Date	Permit Number	Parcel Number	Location	Owner Name	Owner Address	Permit Type	Permit Use	Fee Amount	Permit Date
							Subtotal For Roofing (9 Records)	\$1,077.00	
July 17, 2024	24-0194	1003252005	124 TERRACE DR, INDEPENDENCE 50644	FISHER, RANDALL R JR	124 TERRACE DR, INDEPENDENCE, IA. 50644	Residential	Sidewalk/Patio	\$58.00	July 17, 2024
July 22, 2024	24-0203	1004386004	1012 9TH AVE SW, INDEPENDENCE 50644	KUPER, ALLEN & SUSAN	1012 9TH AVE SW, INDEPENDENCE, IA. 50644	Residential	Sidewalk/Patio	\$20.00	July 22, 2024
							Subtotal For Sidewalk/Patio (2 Records)	\$78.00	
July 17, 2024	24-0195	1004432008	306 6TH ST SE, INDEPENDENCE 50644	NORTH PROPERTIES LLC	203 13TH AVE NW, INDEPENDENCE, IA. 50644	Residential	Water Heater	\$24.00	July 17, 2024
June 3, 2024	24-0141	0635401003	410-B1 16TH AVE NE, INDEPENDENCE 50644	COMMUNITY HOUSING INC	410 16TH AVE NE INDEPENDENCE, IA 50644	Residential	Water Heater	\$26.00	June 4, 2024
							Subtotal For Water Heater (2 Records)	\$50.00	
May 31, 2024	24-0142	0634451004	405 2ND AVE NE, INDEPENDENCE 50644	KUHSE, TODD J & PATRICIA A	405 2ND AVE NE INDEPENDENCE, IA 50644	Residential	Window Replacement	\$64.00	June 5, 2024
June 6, 2024	24-0145	0634410002	600 2ND AVE NE, INDEPENDENCE 50644	MORAN, JOHN P & KELLY R	PO BOX 14 INDEPENDENCE, IA 50644-3011	Residential	Window Replacement	\$46.00	June 6, 2024
							Subtotal For Window Replacement (2 Records)	\$110.00	
							TOTAL - 70 Records	\$8,720.25	



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA - City Manager
FROM: Brad Esch, Street Superintendent
DATE OF MEETING: 8-5-2024
ITEM TITLE: Department Report – Streets

Stump grinding followed by clean up, dirt filling, and seeding is close to being completed for the year. Involved in storm damage cleanup, a few tree removals and the continuous day to day work at the compost facility.

2024 Streets surface rehab is completed. The street dept. will be doing some dirt work and seeding in areas this fall to save approximately \$4000 on the project.

Concrete patching for water main breaks.

Several storm drain repairs. Installed intake and pipe for new storm drain at 1500 6th Ave NE.

Road edging.

Dust control.

Street painting is completed, some parking lots still need touched up.

All things associated with July 4th celebration.

New Elgin Street Sweeper arrived July 23rd. We had a training on mechanical and individual operating with more to follow as needed.

Continue to work with Park and Rec. on projects and other departments as needed.



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA - City Manager
FROM: Travis Foley – Utilities Department Director
DATE OF MEETING: August 05, 2024
ITEM TITLE: Department Report – Utilities Department

Water –

- We have been spending quite a bit of time on the Water Service Line Inventory. So far, we have received around 650 surveys. While I am happy with the response, that still leaves us with around 2400 surveys that need to be completed.
- The renovation on the NE Shop Tower has been completed. This was the last of the four-year renovation process on all three of the city's water towers.
- The Court House water tower was drained and washed out on 7/31. This was done as part of scheduled maintenance. The exterior of each tower is visually inspected every year. Every three years, the interior gets washed out and inspected.

Sewer –

- We are hoping to receive our new camera set up this month.

Wastewater –

- We continue to meet with Strand as they progress with the design of the new wastewater plant.
- Staying busy with regular maintenance of process equipment etc.



CITY COUNCIL WORK SESSION MEMORANDUM

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Travis Foley, Utilities Director

DATE OF MEETING: August 5, 2024

ITEM TITLE: Wastewater Plant Design Contract Amendment

DISCUSSION:

Attached is documentation that has been provided by Strand Associates giving the Council an update on the status of the WWTP design project, as well as more information about the requested Contract Amendment. Additionally, the Contract Amendment is included for review. Representatives from Strand will be attending the meeting to answer any questions the Council may have.

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 Design Modifications
Design Progress Report by Strand Associates
July 26, 2024

The wastewater treatment plant design modifications project has progressed to an estimated 90% design completion as of late July, 2024. Once the drawings and specifications are complete, these documents will be submitted to the Iowa DNR for review and approval. The Iowa DNR is also still reviewing components of the facilities plan for this project. The project cannot be advertised for public bidding until all DNR approvals are received. We have submitted for the appropriate Army Corp of Engineers permit as well.

City of Independence
Wastewater Treatment Plant Design Modifications
Design Amendment Summary by Strand Associates
July 26, 2024

Strand based the scope of the August, 2022 design services agreement based upon a preliminary City needs assessment. Although this preliminary design scope has proven to be accurate, there have been additional design elements that have been added to the original scope of design services including:

- 1) Replacement of the existing screening and grit removal equipment within the existing Headworks Building. This equipment is estimated to be 20 years old and has reached the end of its useful service life.
- 2) Design of a new Storage Facility to house City vehicles and equipment currently stored outside.
- 3) Design of a new liquid Sludge Storage Tank in lieu of converting the existing egg-shaped digesters to sludge storage. The existing egg-shaped digesters are estimated to be 45 years old and a conclusion has been reached during the design process that these structures cannot be relied upon for future extended service.
- 4) Design of additional modifications to the Administration Building including renovation of the laboratory, bathrooms, and offices which are estimated to be 45 years old.
- 5) Re-issuance of new City permits to the five industrial users which currently hold discharge permits to the wastewater treatment plant.

Amendment No. 1 to the original August, 2022 design agreement includes the five scope items above.



July 26, 2024

City of Independence
2018 Three Elms Park Road
Independence, IA 50644

Attention: Mr. Travis Foley, WWTP Superintendent

Re: Amendment No. 1 to the August 2, 2022, Agreement for Design Services
Wastewater Treatment Plant (WWTP) Modifications Project

This is Amendment No. 1 to the referenced Agreement.

Under **Scope of Services**, Final Design Services, Item No. 2, ADD the following:

- “1. New screening and grit removal equipment within the existing Headworks Building. This equipment includes two mechanical bar screens and associated screenings wash presses, two vortex grit removal mechanisms, two grit pumps, one grit classifier, one HVAC system and controls. Replace doors and provide new plumbing and electrical upgrades.

- m. New Storage Facility for storage of vehicles and equipment. The storage facility shall include five bays for vehicle and equipment storage, a wash bay, a bathroom, and mechanical room. Design new electrical, HVAC, and plumbing systems.

- n. New liquid sludge storage tanks in lieu of the renovation of the existing anaerobic egg-shaped digesters for additional sludge storage. There is no new building associated with these new sludge storage tanks. Provide technical specifications for new mixing equipment and design new electrical system for the sludge storage tanks.

- o. Modifications to the Administration Building including lab renovation consisting of base and wall lab cabinetry replacement; countertop, sink, fixtures, and lab equipment replacement; men’s and women’s bathroom renovation including toilet, urinal, sink, and countertop replacement; floor tile and carpet replacement throughout the building; acoustic ceiling replacement throughout the building; garage door replacement; exterior window replacement, excluding the storefront-style glass entry; and repainting of interior walls. The interior walls will be structurally assessed to evaluate if select wall(s) can be removed to create a larger more functional mechanical room to house HVAC and plumbing equipment. The existing plumbing and electrical systems for this building will be modified to accommodate the renovations described above. The HVAC design originally planned for the Administration Building will be modified to account for the new lab renovations described above.



CITY COUNCIL WORK SESSION MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: August 5, 2024

ITEM TITLE: Water and Sewer Rate Ordinance Amendment

DISCUSSION:

At the May 6th City Council Work Session, staff presented the attached plan for sewer rate increases to accommodate the costs related to the WWTP project and the attached plan for water rate increases to begin to build funds for upcoming water projects. While Staff is continuing to apply for grants and look for all funding options, we must assume a worse-case scenario when planning – that is that the Sewer Utility Fund will need to fund the entirety of the debt payments for the plant.

Attached are the spreadsheets that Speer Financial, the City's Financial Advisors, prepared and that we presented at the May 6th meeting. These spreadsheets show options for potential funding levels over multiple years for the city's Sewer Rates. Additionally, Staff has asked them to prepare and provide an overview of current Water Rates, as there are needed projects on the Water system that would likely require an increase in rates as well.

While staff feels that the attached plan is the appropriate route forward, we wanted to make sure we have additional conversations with the Council before bringing forward ordinances to make the required amendments to be sure that we are on the same page.

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.

Speer Financial, Inc.

Assumes a \$39,290,000 Sewer Revenue SRF Loan. No CDBG, No Federal Appropriation, No Cash Used
 Uses \$3,770,000 of Sewer Cash

Sewer

City of Independence, Iowa

Proposed

Net Income Summary and Debt Service Coverage

Series 2024 \$39,290,000 Sewer Revenue SRF Loan

Fiscal Year	Accounts	0.0%		0.0%		10.0%		15.0%		15.0%		16.0%		2.0%		2.0%		2.0%	
		2023	3013	2024	3013	2025	3013	2026	3013	2027	3013	2028	3013	2029	3013	2030	3013	2031	3013
Operating Revenue:																			
	Sewer charges for service	\$ 2,599,258	\$ 2,599,258	\$ 2,859,184	\$ 3,288,061	\$ 3,781,271	\$ 4,386,274	\$ 4,473,999	\$ 4,563,479	\$ 4,654,749									
	Misc. Revenue	238	-	-	-	-	-	-	-	-									
	Infrastructure Fee \$ /mo/ accounts	-	-	-	-	-	-	-	-	-									
	Net Operating Revenue	\$ 2,599,496	\$ 2,599,258	\$ 2,859,184	\$ 3,288,061	\$ 3,781,271	\$ 4,386,274	\$ 4,473,999	\$ 4,563,479	\$ 4,654,749									
	Annual Increase in O/M		2%	2%	2%	2%	2%	2%	2%	2%									
Operating Expense:																			
	Operation and Maintenance	\$ 1,243,615	\$ 1,268,487	\$ 1,293,857	\$ 1,319,734	\$ 1,346,129	\$ 1,373,051	\$ 1,400,512	\$ 1,428,523	\$ 1,457,093									
	Misc. Expenses	-	-	-	-	-	-	-	-	-									
	Operating Expense:	\$ 1,243,615	\$ 1,268,487	\$ 1,293,857	\$ 1,319,734	\$ 1,346,129	\$ 1,373,051	\$ 1,400,512	\$ 1,428,523	\$ 1,457,093									
	Net Operating Income:	\$ 1,355,881	\$ 1,330,771	\$ 1,565,327	\$ 1,968,327	\$ 2,435,142	\$ 3,013,222	\$ 3,073,487	\$ 3,134,957	\$ 3,197,656									
Calculation of Debt Service Coverage:																			
Minus: Transfer to Savings																			
	Income Available For Debt Service	\$ 1,355,881	\$ 1,330,771	\$ 1,565,327	\$ 1,968,327	\$ 2,435,142	\$ 3,013,222	\$ 3,073,487	\$ 3,134,957	\$ 3,197,656									
	2021 Sewer Revenue Ref Bonds - \$1,388,000	\$ 195,200	\$ 509,072	\$ 512,054															
	2018 Sewer Revenue SRF Loan - \$1,562,050	95,320	95,960	95,560	95,140	95,700	95,220	95,720	95,180	95,620									
	2024 Sewer Revenue SRF Loan - \$39,290,000			540,238	1,699,475	2,049,453	2,649,338	2,649,980	2,649,385	2,649,553									
	Total Debt Payment	\$ 290,520.00	\$ 605,032.00	\$ 1,147,851.50	\$ 1,794,615.00	\$ 2,145,152.50	\$ 2,744,557.50	\$ 2,745,700.00	\$ 2,744,565.00	\$ 2,745,172.50									
	Debt Service Coverage	4.67x	2.20x	1.36x	1.10x	1.14x	1.10x	1.12x	1.14x	1.16x									
	Cash Available	\$ 1,065,361	\$ 725,739	\$ 417,475	\$ 173,712	\$ 289,989	\$ 268,665	\$ 327,787	\$ 390,392	\$ 452,483									
	Cash Balance (Beginning of Year)	\$ 6,549,526	\$ 7,291,738	\$ 8,017,477	\$ 8,434,952	\$ 4,838,664	\$ 5,128,653	\$ 5,397,318	\$ 5,725,105	\$ 6,115,497									
	Draw down of cash				(3,770,000.00)														
	Ending Cash Balance	\$ 7,291,738	\$ 8,017,477	\$ 8,434,952	\$ 4,838,664	\$ 5,128,653	\$ 5,397,318	\$ 5,725,105	\$ 6,115,497	\$ 6,567,980									
	Speer Financial, Inc.	10/Apr/24																	
	AVG MONTHLY BILL	\$71.90	\$71.89	\$79.08	\$90.94	\$104.58	\$121.32	\$123.74	\$126.22	\$128.74									
	% increase in avg bill		0.0%	10.0%	15.0%	15.0%	16.0%	2.0%	2.0%	2.0%									
	fiscal year	2023	2024	2025	2026	2027	2028	2029	2030	2031									
	Avg Mo. Bill Based On Revs / by # of Accounts	\$ 71.90	\$ 71.89	\$ 79.08	\$ 90.94	\$ 104.58	\$ 121.32	\$ 123.74	\$ 126.22	\$ 128.74									

City of Independence, Iowa

Net Income Summary and Debt Service Coverage

Series 2024 \$39,290,000 Sewer Revenue SRF Loan

2.0%		2.0%		2.0%		2.0%		2.0%		2.0%		2.0%		2.0%	
2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042					
3013	3013	3013	3013	3013	3013	3013	3013	3013	3013	3013					
\$ 4,747,844	\$ 4,842,801	\$ 4,939,657	\$ 5,038,450	\$ 5,139,219	\$ 5,242,003	\$ 5,346,843	\$ 5,453,780	\$ 5,562,856	\$ 5,674,113	\$ 5,787,595					
-	-	-	-	-	-	-	-	-	-	-					
\$ 4,747,844	\$ 4,842,801	\$ 4,939,657	\$ 5,038,450	\$ 5,139,219	\$ 5,242,003	\$ 5,346,843	\$ 5,453,780	\$ 5,562,856	\$ 5,674,113	\$ 5,787,595					
2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%					
\$ 1,486,235	\$ 1,515,960	\$ 1,546,279	\$ 1,577,205	\$ 1,608,749	\$ 1,640,924	\$ 1,673,742	\$ 1,707,217	\$ 1,741,361	\$ 1,776,188	\$ 1,811,712					
-	-	-	-	-	-	-	-	-	-	-					
\$ 1,486,235	\$ 1,515,960	\$ 1,546,279	\$ 1,577,205	\$ 1,608,749	\$ 1,640,924	\$ 1,673,742	\$ 1,707,217	\$ 1,741,361	\$ 1,776,188	\$ 1,811,712					
\$ 3,261,609	\$ 3,326,841	\$ 3,393,378	\$ 3,461,245	\$ 3,530,470	\$ 3,601,080	\$ 3,673,101	\$ 3,746,563	\$ 3,821,495	\$ 3,897,925	\$ 3,975,883					
\$ 3,261,609	\$ 3,326,841	\$ 3,393,378	\$ 3,461,245	\$ 3,530,470	\$ 3,601,080	\$ 3,673,101	\$ 3,746,563	\$ 3,821,495	\$ 3,897,925	\$ 3,975,883					
96,020	95,380	95,720	96,020	95,280	95,520	95,720	95,880								
2,649,428	2,688,983	2,699,080	2,699,493	2,699,410	2,699,815	2,699,653	2,699,895	2,699,488	2,699,403	2,699,585					
\$ 2,745,447.50	\$ 2,784,362.50	\$ 2,794,800.00	\$ 2,795,512.50	\$ 2,794,690.00	\$ 2,795,335.00	\$ 2,795,372.50	\$ 2,795,775.00	\$ 2,699,487.50	\$ 2,699,402.50	\$ 2,699,585.00					
1.19x	1.19x	1.21x	1.24x	1.26x	1.29x	1.31x	1.34x	1.42x	1.44x	1.47x					
\$ 516,161	\$ 542,479	\$ 598,578	\$ 665,733	\$ 735,780	\$ 805,745	\$ 877,729	\$ 950,788	\$ 1,122,007	\$ 1,198,522	\$ 1,276,298					
\$ 6,567,980	\$ 7,084,141	\$ 7,626,620	\$ 8,225,198	\$ 8,890,931	\$ 9,626,711	\$ 10,432,456	\$ 11,310,184	\$ 12,260,973	\$ 13,382,980	\$ 14,581,502					
\$ 7,084,141	\$ 7,626,620	\$ 8,225,198	\$ 8,890,931	\$ 9,626,711	\$ 10,432,456	\$ 11,310,184	\$ 12,260,973	\$ 13,382,980	\$ 14,581,502	\$ 15,857,800					
\$131.32	\$133.94	\$136.62	\$139.35	\$142.14	\$144.98	\$147.88	\$150.84	\$153.86	\$156.93	\$160.07					
2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%					
2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042					
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
\$ 131.32	\$ 133.94	\$ 136.62	\$ 139.35	\$ 142.14	\$ 144.98	\$ 147.88	\$ 150.84	\$ 153.86	\$ 156.93	\$ 160.07					

Speer Financial, Inc.

Water

City of Independence, Iowa

Net Income Summary and Debt Service Coverage

Proposed

Water Revenue Analysis

Fiscal Year	Accounts	2023	2024	2025	2026	2027	2028	2029	2030	2031
		3013	3013	3013	3013	3013	3013	3013	3013	3013
			3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Operating Revenue:										
	Water charges for service	\$ 1,291,499	\$ 1,330,244	\$ 1,370,151	\$ 1,411,256	\$ 1,453,594	\$ 1,497,201	\$ 1,542,117	\$ 1,588,381	\$ 1,636,032
	Misc. Revenue	9,816	-	-	-	-	-	-	-	-
	Infrastructure Fee \$ /mo/ accounts	-	-	-	-	-	-	-	-	-
	Net Operating Revenue	\$ 1,301,315	\$ 1,330,244	\$ 1,370,151	\$ 1,411,256	\$ 1,453,594	\$ 1,497,201	\$ 1,542,117	\$ 1,588,381	\$ 1,636,032
	Annual Increase in O/M		2%	2%	2%	2%	2%	2%	2%	2%
Operating Expense:										
	Operation and Maintenance	\$ 456,906	\$ 466,044	\$ 475,365	\$ 484,872	\$ 494,570	\$ 504,461	\$ 514,550	\$ 524,841	\$ 535,338
	Misc. Expenses	-	-	-	-	-	-	-	-	-
	Operating Expense:	\$ 456,906	\$ 466,044	\$ 475,365	\$ 484,872	\$ 494,570	\$ 504,461	\$ 514,550	\$ 524,841	\$ 535,338
	Net Operating Income:	\$ 844,409	\$ 864,200	\$ 894,786	\$ 926,384	\$ 959,024	\$ 992,740	\$ 1,027,567	\$ 1,063,539	\$ 1,100,694
Calculation of Debt Service Coverage:										
	Minus: Transfer to Savings									
	Income Available For Debt Service	\$ 844,409	\$ 864,200	\$ 894,786	\$ 926,384	\$ 959,024	\$ 992,740	\$ 1,027,567	\$ 1,063,539	\$ 1,100,694
	2021 Water Revenue Bonds, Series 2021	\$ 89,058	\$ 93,195	\$ 92,675	\$ 92,155	\$ 91,355	\$ 95,555	\$ 94,450	\$ 93,345	\$ 97,070
	Total Debt Payment	\$ 89,058.00	\$ 93,195.00	\$ 92,675.00	\$ 92,155.00	\$ 91,355.00	\$ 95,555.00	\$ 94,450.00	\$ 93,345.00	\$ 97,070.00
	Debt Service Coverage	9.48x	9.27x	9.66x	10.05x	10.50x	10.39x	10.88x	11.39x	11.34x
	Cash Available	\$ 755,351	\$ 771,005	\$ 802,111	\$ 834,229	\$ 867,669	\$ 897,185	\$ 933,117	\$ 970,194	\$ 1,003,624
	Capital Projects Line	(414,000)	(414,000)	(414,000)	(414,000)	(414,000)	(414,000)	(414,000)	(414,000)	(414,000)
	Cash Balance (Beginning of Year)	\$ 2,720,467	\$ 3,077,472	\$ 3,077,472	\$ 3,465,583	\$ 3,885,812	\$ 4,339,480	\$ 4,822,666	\$ 5,341,783	\$ 5,897,977
	Ending Cash Balance	\$ 2,720,467	\$ 3,077,472	\$ 3,465,583	\$ 3,885,812	\$ 4,339,480	\$ 4,822,666	\$ 5,341,783	\$ 5,897,977	\$ 6,487,601
	Speer Financial, Inc.	24/Apr/24								
	AVG MONTHLY BILL	\$35.99	\$36.79	\$37.90	\$39.03	\$40.20	\$41.41	\$42.65	\$43.93	\$45.25
	% increase in avg bill		2.2%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
	fiscal year	2023	2024	2025	2026	2027	2028	2029	2030	2031
	Avg Mo. Bill Based On Revs / by # of Accounts	\$ 35.99	\$ 36.79	\$ 37.90	\$ 39.03	\$ 40.20	\$ 41.41	\$ 42.65	\$ 43.93	\$ 45.25

City of Independence, Iowa

Net Income Summary and Debt Service Coverage

Water Revenue Analysis											
3.0%		3.0%		3.0%		3.0%		3.0%		3.0%	
2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	
3013	3013	3013	3013	3013	3013	3013	3013	3013	3013	3013	3013
\$ 1,685,113	\$ 1,735,667	\$ 1,787,737	\$ 1,841,369	\$ 1,896,610	\$ 1,953,508	\$ 2,012,113	\$ 2,072,477	\$ 2,134,651	\$ 2,198,691	\$ 2,264,651	
-	-	-	-	-	-	-	-	-	-	-	
\$ 1,685,113	\$ 1,735,667	\$ 1,787,737	\$ 1,841,369	\$ 1,896,610	\$ 1,953,508	\$ 2,012,113	\$ 2,072,477	\$ 2,134,651	\$ 2,198,691	\$ 2,264,651	
2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
\$ 546,045	\$ 556,966	\$ 568,105	\$ 579,467	\$ 591,057	\$ 602,878	\$ 614,935	\$ 627,234	\$ 639,779	\$ 652,574	\$ 665,626	
-	-	-	-	-	-	-	-	-	-	-	
\$ 546,045	\$ 556,966	\$ 568,105	\$ 579,467	\$ 591,057	\$ 602,878	\$ 614,935	\$ 627,234	\$ 639,779	\$ 652,574	\$ 665,626	
\$ 1,139,068	\$ 1,178,701	\$ 1,219,631	\$ 1,261,901	\$ 1,305,553	\$ 1,350,630	\$ 1,397,178	\$ 1,445,243	\$ 1,494,872	\$ 1,546,116	#####	
\$ 1,139,068	\$ 1,178,701	\$ 1,219,631	\$ 1,261,901	\$ 1,305,553	\$ 1,350,630	\$ 1,397,178	\$ 1,445,243	\$ 1,494,872	\$ 1,546,116	\$ 1,599,026	
\$ 95,720	\$ 94,190	\$ 82,660	\$ 61,140								
\$ 95,720.00	\$ 94,190.00	\$ 82,660.00	\$ 61,140.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11.90x	12.51x	14.75x	20.64x								
\$ 1,043,348	\$ 1,084,511	\$ 1,136,971	\$ 1,200,761	\$ 1,305,553	\$ 1,350,630	\$ 1,397,178	\$ 1,445,243	\$ 1,494,872	\$ 1,546,116	\$ 1,599,026	
(414,000)	(414,000)	(414,000)	(414,000)	(414,000)	(414,000)	(414,000)	(414,000)	(414,000)	(414,000)	(414,000)	
\$ 6,487,601	\$ 7,116,949	\$ 7,787,460	\$ 8,510,432	\$ 9,297,193	\$ 10,188,746	\$ 11,125,377	\$ 12,108,555	\$ 13,139,798	\$ 14,220,670	\$ 15,352,786	
\$ 7,116,949	\$ 7,787,460	\$ 8,510,432	\$ 9,297,193	\$ 10,188,746	\$ 11,125,377	\$ 12,108,555	\$ 13,139,798	\$ 14,220,670	\$ 15,352,786	\$ 16,537,812	
\$46.61	\$48.00	\$49.45	\$50.93	\$52.46	\$54.03	\$55.65	\$57.32	\$59.04	\$60.81	\$62.64	
3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 46.61	\$ 48.00	\$ 49.45	\$ 50.93	\$ 52.46	\$ 54.03	\$ 55.65	\$ 57.32	\$ 59.04	\$ 60.81	\$ 62.64	



CITY COUNCIL WORK SESSION MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: August 5, 2024

ITEM TITLE: Water Service Line Ownership

DISCUSSION:

Staff would like to talk with the Council about the current water service line ownership format for the City.

The current ordinance, 90.12 – Responsibility for Water Service Pipe, reads, “All costs and expenses incident to the installation, connection, and maintenance of the water service pipe from the main to the building being served shall be borne by the owner. The owner shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by the installation or maintenance of said water service pipe.”

Staff feels we should consider modifying that language so that the City is responsible from the main to the Curb Stop (which is generally installed at the private individual's property line), and then the building owner would be responsible from the Curb Stop into the building. This would put the costs for repairs to these water service lines on the City rather than on the residents, but we are not confident that asking private citizens (our customers) to bear the costs of road pavement removal and replacement when a service line fails between the main and the Curb Stop is prudent.

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: August 5, 2024

ITEM TITLE: Parcel #10.03.328.011 – approx. 596 9th Ave. SE

DISCUSSION:

Rusty Donnelly has contacted me inquiring about the possibility of the City selling the above parcel to him so that he could use this parcel to make a driveway to access his cabin, currently located at 615 14th Ave. SE (directly east of the subject parcel).

There is still a fair amount to work out since crossing Malone Creek here would require additional work, etc., from DNR and other entities, but before Mr. Donnelly pursues that, he wanted to find out if the acquisition of the parcel was even a possibility.

Here is the parcel in question:



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: Matthew R. Schmitz, MPA - City Manager

FROM: Blake Hayward – Fire Chief

DATE OF MEETING: August 5th, 2024

ITEM TITLE: Fire Station Site Selection Committee

DISCUSSION:

As our city continues to grow, it is imperative that our emergency services infrastructure evolves to meet the increasing demands. While the existing fire station has served us well over the years, it is now facing challenges due to its size, age, and capacity. These challenges include the inability to expand our trucks or equipment, potential safety hazards within the station itself, and limitations in accommodating modern firefighting equipment and personnel.

To address these concerns, I propose the establishment of a dedicated committee tasked with identifying and evaluating potential sites for a new fire station. The committee should comprise the fire department station committee, City staff, and 2 to 3 Council Members. The objectives would include:

1. **Assessing Current and Future Needs:** Evaluating the existing fire station's current operational limitations and projecting future requirements based on population growth and development.
2. **Identifying Potential Locations:** Investigating various sites within the city that could accommodate a new fire station, considering factors such as accessibility, response times, land availability, and potential impact on surrounding neighborhoods.
3. **Cost-Benefit Analysis:** Conduct a comprehensive analysis of the costs associated with each potential site, including land acquisition, construction, and long-term operational expenses, as well as the benefits of improved response times and enhanced safety.
4. **Community Engagement:** Involving community members in the decision-making process through public meetings and surveys to ensure transparency and gather input on preferred locations and potential concerns.
5. **Environmental Impact:** Assessing the environmental impact of constructing a new fire station in each potential location and ensuring that sustainable practices are incorporated into the project.

By forming this committee, we can take a proactive approach to ensuring that our fire department is well-equipped to protect our community now and in the future. I believe that a thorough and collaborative investigation will lead to a well-informed decision that best serves the interests of all residents.

I look forward to working with the Council and continuing to work on the future of the City and the Department.

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: August 5, 2024

ITEM TITLE: Personnel Policy Change – Longevity

DISCUSSION:

As we have worked through the process of implementing ADP, I have reviewed more closely how longevity is currently working and being calculated. Currently, it takes a large amount of time for Michelle to calculate longevity pay each pay period as an hourly rate must be calculated based on how many hours were worked and what the monthly rate is, as well as other variables like the number of pay periods in the year, etc. to figure out an overtime rate for an employee.

I have met with the Employee Relations committee, and they have agreed that the plan I have included in the attached resolution simplifies the entire process and makes it more transparent for the individuals who receive longevity pay. It also makes this much easier to implement, as it is as simple as increasing the hourly rate by the amount shown based on how long an employee has worked for the City.

The attached resolution is for review. It should be pointed out that this change would impact the entirety of the City, including the Police Department, as I would like to standardize this rate across the entire organization. Currently, the PD receives a lower monthly longevity rate than the rest of the employees.

Additionally, the wording included states that this amount will apply at the beginning of the pay period in which the employee's anniversary date occurs rather than starting on the actual employee's anniversary date. This is so that programming them in ADP is simpler.

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.

RESOLUTION NO. 2024-

A RESOLUTION ACCEPTING AND APPROVING REVISIONS TO THE EMPLOYEE PERSONNEL POLICY HANDBOOK; WITHIN THE CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA.

WHEREAS, the Council met on Monday, xxxxxxxx xx, 2024, and reviewed and approved revisions to the Employee Personnel Policy Handbook for the City of Independence, Buchanan County, Iowa, that replaces Section 3.3 Longevity Pay entirely:

3.3 Longevity Pay

Full-time employees shall be paid longevity on the basis of the following chart after completion of 4 years of service. This longevity pay is in addition to the employee’s regular wages and will be effective and paid commencing with the first pay period in which the employee’s anniversary date of full-time employment occurs. Longevity rates shall be applied as follows and will be paid as an hourly wage rate increase.

Years of Service	Hourly rate	Monthly rate based on 2080 working hours divided by 12 – 173.33 hours per month
4th – 7th Year	\$0.15	\$26.00
8th – 11th Year	\$0.24	\$41.60
12th – 15th Year	\$0.32	\$55.47
16th – 19th Year	\$0.41	\$71.07
20th – 23rd Year	\$0.50	\$86.67
24th – 27th Year	\$0.58	\$100.53
28th – 31st Year	\$0.67	\$116.13
32nd Year & Beyond	\$0.75	\$130.00

WHEREAS, the Council has authorized the City Clerk to proceed with updating the policy with these revised provisions and distributing them to employees and obtaining signatures on the acknowledgement of receipt of the revisions to place in personnel files.

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA, that the Council met on Monday, xxxxxx xx, 2024, at 5:00 p.m. in City Hall and by majority vote approved a Resolution accepting and approving revisions to the Employee Personnel Policy Handbook; within the City of Independence, Buchanan County, Iowa.

RESOLUTION NO. 2024- was passed and approved by a majority vote of the City Council of Independence, Iowa, on the xx day of xxxxxxx 2024.

Record of Voting:

Ayes:

Nays:

Absent:

RESOLUTION NO. 2024- declared passed and adopted by the Mayor on this xx day of xxxxxx 2024.

Brad Bleichner, Mayor of the City of Independence, Iowa

ATTEST:

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