



CITY COUNCIL WORK SESSION

Thursday, October 09, 2025 at 5:30 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

- [1.](#) Chapter 102 – Stormwater Management Policy and SUDAS
- [2.](#) BUILD Grant – 1st Street West
- [3.](#) WWTP Replacement Project Update
- [4.](#) Register's Annual Great Bicycle Ride Across Iowa Host Town Application
- [5.](#) Art Across Indee

DEPARTMENT UPDATES

- [6.](#) Department Report – Airport
- [7.](#) Department Report – Building/Code Enforcement
- [8.](#) Department Report – Streets
- [9.](#) Department Report – Utilities

DEPARTMENT UPDATES

- [10.](#) Strategic Planning – Administration & Building Codes CIP Project Prioritization – 2026 thru 2036
- [11.](#) Strategic Planning – Airport CIP Project Prioritization – 2026 thru 2036
- [12.](#) Strategic Planning – Streets CIP Project Prioritization – 2026 thru 2036
- [13.](#) Strategic Planning – Utilities CIP Project Prioritization – 2026 thru 2036

NEW BUSINESS

- [14.](#) Resolution Establishing Policies for the Expenditure of Funds for Public Purposes
- [15.](#) Brycer Compliance Engine
- [16.](#) Parking and Signage on Public Streets
- [17.](#) 2026 Street Rehabilitation Street Assessments
- [18.](#) Flood Lot Leases Discussion
- [19.](#) Council Topics

20. Mayor Topics

21. City Manager Topics

ADJOURNMENT

This agenda is subject to change.



CITY COUNCIL WORK SESSION MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: October 9, 2025

ITEM TITLE: Chapter 102 – Stormwater Management Policy and SUDAS

DISCUSSION:

During the May 5, 2025, July 7, 2025, and August 4, 2025, City Council Work Sessions, Staff brought forth this item for discussion by the Council. As we have continued to work through this process, we have received feedback from Wapsie Valley Creamery, Crawford Engineering, Fehr Graham Engineering (through WVC), and David Carney, Director of SUDAS/Public Works Service Bureau, Institute for Transportation, at Iowa State University. Based on all of that feedback, we have modified the original Ordinance to incorporate their feedback.

At the August 4, 2025, City Council Work Session, it was apparent that additional outside feedback was needed for the Council, and to that end I have asked ISG to review and provide comments to us on the plan with this ordinance. They have generated the following two documents after reviewing the proposed ordinance and will also be present to give feedback and discuss this potential ordinance with the Council.

Attached are the two documents from ISG, the most recent version of the Ordinance, and an Ordinance to create Chapter 168 - SUDAS, which adopts the Iowa Statewide Urban Design and Specifications (SUDAS) for use on all Public Infrastructure projects in the City of Independence.

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.

Memorandum

Item #1.

ISG

To: City of Independence

From: ISG

Date: 09/19/2025

Subject: Independence, Iowa Stormwater Ordinance Review

SUMMARY

A review was conducted of stormwater management ordinances from other Iowa municipalities to ensure that the proposed ordinance for the City of Independence is consistent with regional and statewide practices. This comparative analysis included ordinances from the cities of Manchester, Decorah, Des Moines, Newton, Grimes, Garner, Forest City, and Cascade.

From these comparative analyses, ISG is proposing the applicability threshold for the ordinance to be similar to Manchester, which requires all new residential, commercial, industrial, and manufacturing developments and subdivisions two (2) acres and larger to meet the ordinance. This has been chosen to be like surrounding peers regionally but is less stringent than the Midwest region, which typically sees stormwater management ordinances applied to projects over 1 acre to match the Stormwater Pollution Prevention Plan requirements. Since this is a new process for Independence, taking a gradual approach to project size seemed prudent.

The green space requirement is also like surrounding peers with a small tweak that would allow reducing the minimum impervious surface if green infrastructure elements are utilized. This will help with incentivizing installation of surfaces that provide water quality measures for rainfall runoff prior to entering local waterways.

The design storm criteria for proposed rainfall runoff rates align with those of most surrounding communities. This alignment helps manage stormwater timing to mitigate flooding in our natural conveyance systems, such as streams, creeks, and rivers. By matching the surrounding areas, Independence demonstrates its commitment to collaborating with neighboring communities on local stormwater solutions. Collectively, these stormwater management ordinances slow down rainwater runoff at its source, reducing the volume of water reaching natural conveyance systems simultaneously. This delay in runoff helps reduce downstream flooding where stormwater discharges into rivers, for example and is a tool to better match natural conditions prior to the construction of impervious surfaces. The installation of these rate controls is also guided by practices observed in neighboring communities.

To avoid flooding issues adjacent to residential homes and account for varying home types, detention practices are not allowed in the front or side-yard setbacks and a minimum distance from the rear of the house. This also pulls detention practices a safe distance away from public streets to prevent vehicles that may veer from the street from entering a pond, rain garden, etc.

The form detention practices take is encouraged to be regional in nature and be aesthetically pleasing while providing water quality and rate control. These qualities may impact property values in a positive way. Regional practices will minimize the total number of these systems within the city limits that minimize the number of areas to maintain. The use of multi-stage outlets is preferred since they control the release of water downstream more accurately for each storm event and influence the attenuation of water in the detention basin, so it stores the desired water volume in small and large events. This adds to the mitigation of downstream flooding.

If you should have any questions, please do not hesitate to reach out for further discussion.

Sincerely,



Derek Johnson, PE



Nick Frederiksen

To: City of Independence

From: ISG

Date: 09/15/2025

Subject: Independence, Iowa Stormwater Ordinance Review

SUMMARY

A review was conducted of stormwater management ordinances from other Iowa municipalities to ensure that the proposed ordinance for the City of Independence is consistent with regional and statewide practices. This comparative analysis included ordinances from the cities of Manchester, Decorah, Des Moines, Newton, Grimes, Garner, Forest City, and Cascade.

STORM WATER MANAGEMENT COMPARISON

Applicability Threshold

- **Independence:** Required for all new residential, commercial, industrial, and manufacturing developments and subdivisions 2 acres or larger. Phased developments totaling 2 acres or more also require a plan.
- **Manchester:** Same as Independence.
- **Decorah:** Same as Independence.
- **Des Moines:** Applies to all development and redevelopment requiring grading permits, site plans, or plat approvals.
- **Grimes:** Same as Des Moines
- **Garner:** Required for residential development greater than 1 acre and commercial, industrial, governmental, and institutional development greater than 10,000 square feet.
- **Forest City:** Same as Garner.
- **Cascade:** All new residential, commercial, industrial developments and subdivisions 4 acres in size and larger.

Green Space Requirement

- **Independence:** Developments under 2 acres must maintain a minimum of 20% green space. Green infrastructure (e.g., green roofs, permeable pavements, rain gardens) can reduce this requirement: for each 1% of such systems installed, 0.5% of green space is waived.
- **Manchester:** Commercial and industrial developments under 2 acres must maintain a minimum of 20% green space.
- **Decorah:** Not specified as a percentage. Green infrastructure is encouraged, and bioretention systems are permitted.
- **Des Moines:** Follows Iowa Stormwater Management Manual (ISWMM); green infrastructure encouraged but no fixed percentage.
- **Cascade:** Residential, commercial, and industrial developments under 4 acres shall maintain a minimum of 20% greenspace.

Design Storm Criteria

- **Independence:** Developed site runoff for 5-, 10-, 25-, and 50-year storms must not exceed the 5-year pre-developed peak runoff. 100-year storm release rate must also match the 5-year pre-developed rate.
- **Manchester:** Same as Independence.
- **Decorah:** Same as Independence.
- **Des Moines:** Same as Independence.
- **Grimes:** Same as Independence.
- **Newton:** Same as Independence.
- **Forest City:** Same as Independence.
- **Cascade:** The maximum release rate for storms up to an expected Return Frequency of 100-years shall be the 10-year Pre-Developed storm.

Detention Restrictions

- **Independence:** For residential developments, detention not allowed in front or side yard setbacks or within 25 feet of rear building line. Single-lot detention/retention not allowed within 3 feet of rear lot line.
- **Manchester:** Same as Independence.
- **Decorah:** Same as Independence; bioretention allowed.
- **Garner:** Same as Independence.
- **Forest City:** Same as Independence.
- **Cascade:** For residential developments, storm water detention is not allowed within any front or side yard setbacks required by zoning code, or within 25 feet from the estimated rear building line.

Encouraged Practices

- **Independence:** Regional stormwater facilities and retention basins are encouraged for water quality, aesthetics, and property value. Multi-stage outlets are preferred over single-stage.
- **Manchester:** Regional stormwater facilities and wet basins are encouraged for water quality, aesthetics, and property value.
- **Decorah:** Regional stormwater facilities, bioretention systems, and permeable pavement are encouraged.
- **Des Moines:** Green infrastructure, infiltration, and water quality practices per ISWMM.
- **Grimes:** Better Site Design principles are encouraged on all development and redevelopment sites.
- **Cascade:** Regional Storm Water Management Facilities are encouraged. Wet basins are also encouraged because they enhance water quality, add aesthetic value, and increase property value.

ORDINANCE NO. 2025-

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF INDEPENDENCE, IOWA, BY ADDING A NEW CHAPTER ON STORM WATER MANAGEMENT

BE IT ENACTED by the City Council of the City of Independence, Iowa:

SECTION 1. NEW CHAPTER. The Code of Ordinances of the City of Independence, Iowa, is amended by adding a new Chapter 102, entitled STORM WATER MANAGEMENT, which is hereby adopted to read as follows:

STORM WATER MANAGEMENT

102.01 Purpose	102.07 Ownership by City
102.02 Definitions	102.08 Private Ownership
102.03 Areas Requiring Storm Water Management Plan	102.09 Further Requirements
102.04 Storm Water Management Requirements	102.10 Exemptions
102.05 Management Plan Design Requirements	102.11 Penalties
102.06 Submission and Approval of Plan	102.12 Objections

102.01 PURPOSE.

It is the purpose of this chapter to establish policies to manage and control Storm Water Runoff occurring from new Development of residential, commercial and industrial areas. The goal is to reduce peak runoff caused by Development of the land. Additional protection is provided through detention and storage structures to control release rates to downstream systems. This will result in cost savings to the overall storm sewer collection system by reducing the size of improvements required. In addition, increased public safety and sediment and erosion control are the expected benefits.

102.02 DEFINITIONS.

The following terms are defined for use in this chapter:

1. “Capacity (of a storm water facility)” means the maximum volume or rate of conveyance available in a storm water management facility, including freeboard, to store or convey storm water without damage to public or private property.

2. “Civil Engineer” means a professional engineer licensed in the State of Iowa to practice in the field of civil works.
3. “Control structure” means part of a storm water management facility designed to regulate the storm water runoff release rate.
4. “Design storm” means a storm with characteristics of the average storm for the desired return frequency.
5. “Detention basin” means any facility designed for the purpose of temporarily holding water which is then released at a predetermined rate and controls the flow of storm water downstream.
6. “Development” means the changing of land from its existing state or an area of land use change, usually involving the building of infrastructure, housing, commercial, and/or industrial structures.
7. “Developed condition” means the hydraulic and hydrologic site characteristics that occur upon completion of a development.
8. “Drainage area” means an area of land contributing to storm water runoff.
9. “Green infrastructure” means natural drainage ways, wet lands, infiltration systems, open green space, permeable pavements, etc.
10. “Green space” means that area in and around a development which is covered with grass, trees, shrubs, and other natural plantings that naturally absorbs storm water.
11. “New development” means the platting of land for the establishment of residential, commercial, industrial and/or agricultural lots.
12. “Overflow path” means the path taken by storm water runoff as a result of flows exceeding the capacity of the underground drainage system or detention basin. The path may include streets, channels, drainage ways or areas of sheet flows, and be located on public property or private property within an easement.
13. “Permeable pavement” means a system consisting of permeable pavers, porous hot mix asphalt, or pervious Portland cement concrete, with storage aggregate and underdrain, designed to manage stormwater.
14. “Pre-developed condition” means hydraulic and hydrologic site characteristics that occur prior to a new proposed development or substantial redevelopment. For the purposes of this chapter, stormwater analyses for the pre-developed condition of a site, regardless of existing site conditions, shall be based on the actual existing condition of the site at the time the construction commences. Stormwater analysis shall use runoff curve numbers for each particular soil and ground cover at the construction site as defined in the runoff curve numbers for urban areas table (Table 2-2a) of the USDA Urban Hydrology for Small Watersheds Technical Release 55 (TR-55).
15. “Redevelopment” means changing or improving land from its existing state and includes any exterior additions to an existing building(s).

16. “Regional storm water management facilities” means those facilities designed to handle storm water runoff from several lots which may include the entire subdivision, or multiple subdivisions, and may include existing developed areas.
17. “Retention basin” means a facility for the temporary storage of stormwater with a permanent water surface.
18. “Return frequency” means the statistic parameter that defines the average occurrence time for a storm of a given magnitude.
19. “Site” means a lot, parcel or tract of land (or portion thereof) where development is occurring or has occurred and which may or may not require additional permits.
20. “Site plan” means an overall plan of the area to be developed including, but not limited to: proposed building location, proposed parking and drive locations, proposed utilities including storm sewer components and subsurface drain tile, proposed ground elevations with drainage patterns highlighted, roof drainage outlet locations, other underground utilities, and property boundaries.
21. “Storm sewer system” means facilities for the conveyance of storm water runoff, a series of conduits and appurtenances, to accommodate frequent storms not generating large peak discharges. These facilities usually include conduits, street gutters and swales.
22. “Storm water management facilities” means a detention or retention basin and the associated appurtenances to make the system functional.
23. “Storm water management plan” means a site plan certified by a Civil Engineer, including materials, construction phasing, grading activities, and methods used for mitigation of increased storm water runoff from the site.
24. “Storm water runoff” means the flow of water resulting from precipitation upon a surface area, not absorbed by the soil or plant material.
25. “Subdivision” – refer to Section 175.03(27) of this Code of Ordinances.

102.03 AREAS REQUIRING STORM WATER MANAGEMENT PLAN.

A storm water management plan shall be required for the following; however, if an area under development or redevelopment consideration is known to have drainage challenges and/or capacity issues under the existing conditions, the jurisdiction may require more restrictive stormwater solutions in order to protect adjacent and downstream property:

1. All new residential, commercial, industrial, and manufacturing developments and subdivisions 2 acres in size and larger. Phased residential, commercial, industrial, and manufacturing developments whose combined total is 2 acres and larger.
2. Commercial, industrial, and manufacturing developments under 2 acres in size shall maintain a minimum of 20% green space. Stormwater management practices that reduce runoff to traditional drainage systems, improve water quality, and enhance infiltration, such as green

roofs, permeable pavements, and rain gardens, shall reduce the need for green space. For each 1% of these systems that are installed (on a square footage basis), 0.5% of the green space shall not be required.

3. In developments where the natural drainage is divided into more than one watershed, the individual watershed drainage areas must meet the criteria mentioned above before storm water management is required.

4. Residential, commercial, industrial, and manufacturing zoning districts with an overall area of two acres or more shall provide on-site storm water detention. Commercial, industrial and multi-family residential lots with an overall area less than two acres shall comply with one of the following, as approved by the City Manager:

A. Privately owned, on-site detention or retention basin.

B. Tributary to a privately or publicly owned detention or retention basin, storm sewer, drainage watercourse or storm water management facility.

In some watersheds, on-site storm water detention may not be required, at the discretion of the City Manager, for non-single-family lots with an overall area of less than two acres.

5. Other developments may be required to submit a storm water management plan at the discretion of the City Council. No subdivision or development plan over two acres will be approved unless adequate drainage will be provided to an appropriate storm sewer, drainage watercourse, or storm water management facility.

6. At the discretion of the City Council, a fee may be charged the developer in lieu of providing storm water management facilities. This may be utilized when the City is constructing a larger regional storm water management facility to handle multiple existing or proposed developments.

102.04 STORM WATER MANAGEMENT REQUIREMENTS.

The storm water management plan shall include, but not be limited to, the following information:

1. Peak discharges for pre-developed and developed conditions based upon the design storms.
2. Individual parameters used for determining discharges shall be listed.
3. Hydraulic capacity of storm sewer inlets, pipes, open channels or other means of conveying water.
4. Green space calculations to meet the 20% minimum requirement.
5. Detention or retention basin design with capacity listed.
6. Control structure/outlet design.
7. Review of existing or proposed downstream conveyance capacities.

8. The SCS TR-55 computerized runoff volume program or other technically proven method shall be utilized for runoff calculations.

102.05 MANAGEMENT PLAN DESIGN REQUIREMENTS.

The design requirements of the storm water management plan shall include:

1. The rate runoff for the developed site(s) for design storm events having an expected return frequency of five, ten, twenty-five, and fifty years (twenty-four-hour duration), shall not exceed the pre-developed condition peak runoff from a design storm with a five-year return frequency (twenty-four-hour duration). Allowable discharge may be restricted due to downstream capacity.
2. The maximum release rate for storms up to an expected return frequency of 100 years shall be the 5-year pre-developed storm. The single-stage outlet (i.e. one culvert pipe) is not recommended because of its inability to detain post-developed runoff. A more desirable outlet has two or more stages. A safe overflow path shall be designed for storms exceeding the capacity of the detention or retention basin.
3. Regional storm water management facilities are encouraged. Retention basins are also encouraged because they enhance water quality, add aesthetic value, and increase property value.
4. For new residential developments, storm water detention is not allowed within any front or side yard setbacks required by the Zoning Code, or within 25 feet from the estimated rear building line. A single lot detention or retention will not be allowed within 3 feet of rear building lot line.
5. Dry-bottomed detention basins shall be oversized by 10% to help offset anticipated sedimentation. An alternative to over-sizing is the construction of a series of sediment trapping forebays in the basin with firm bottoms which allow routine removal of sediment.
6. Maximum side slopes of detention or retention basins shall not exceed 3.5:1.
7. Provisions shall be made to keep the bottom of a detention basin dry unless a permanent pond or lake is being utilized for detention.

102.06 SUBMISSION AND APPROVAL OF PLAN.

A site plan shall be a required attachment to a proposed storm water management plan, all of which is to be submitted to the City Manager for review. Include a cover sheet with project name and location, name of firm or agency preparing the report, a Professional Engineer's signed and sealed certification, and a table of contents. Number each page of the report.

The storm water management plan, including proposed storm water detention facilities, shall be reviewed and approved by the City Manager (or those chosen by the City Manager) prior to the issuance of any building permit for the proposed Development. The City may inspect the site at any time to determine compliance with this chapter. Upon determination that a site is not in compliance with this chapter, the City may issue a stop work order until compliance is achieved. The order shall describe the problem, specify a completion date, and indicate the penalties to be assessed for further noncompliance.

102.07 OWNERSHIP BY CITY.

Regional storm water management facilities which are of sufficient size may be deeded to and be maintained by the City. The conditions for City ownership will be reviewed on a case-by-case basis. The City is under no obligation to accept ownership of the facility. If the City elects to obtain ownership of the facility, the property owner shall dedicate to the City any property on which public storm sewer detention or retention basins will be located with a 25-foot perimeter (subject to change) to establish and maintain a vegetative buffer. Ingress-egress easements for maintenance of public facilities shall be provided prior to final approval.

102.08 PRIVATE OWNERSHIP.

For sites on which privately owned storm water detention or retention facilities are located, the property owner will be responsible for the following:

1. All future grading, repairs, and maintenance.
2. Maintenance of the minimum storm water detention capacity, as originally designed.
3. Maintenance of the detention or retention basin control structures and discharge pipes to insure the maximum theoretical design release rate is not increased.
4. The property owner shall not place fill material, or erect any buildings, obstructions, or other improvements on the area reserved for storm water detention or retention purposes, unless approved in writing by the City.
5. Maintenance of the facility so as to be in compliance with Section 50.02 of this Code of Ordinances.

102.09 FURTHER REQUIREMENTS.

Compliance with this chapter does not relieve the developer or property owner of other responsibilities relating to storm water discharge. This includes, but is not limited to NPDES storm water discharge permits regulated by the Iowa Department of Natural Resources and other State of Iowa and federal requirements.

102.10 EXEMPTIONS.

The following are exempt from the requirements of the chapter:

1. Agricultural use of land.
2. Emergencies posing an immediate danger to life or property, or substantial flood or fire hazards.

3. Areas deemed appropriate by the City Manager.

102.11 PENALTIES.

Any person who shall engage in the development of a site within the area of jurisdiction of this chapter before meeting the requirements of this chapter shall be subject to the following: No foundation permits or building permits shall be issued for the property in question until the violations are corrected. Nothing contained herein shall limit the right of the City to any other remedies available to the City for the enforcement of this chapter, including the use of municipal infractions. Enforcement of this section shall be the responsibility of the City.

102.12 OBJECTIONS.

The City Council shall review any objections to decisions made pursuant to this chapter and make the final decision.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4. EFFECTIVE DATE. This ordinance shall be effective after its passage and publication as required 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

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDEPENDENCE, IOWA, BY ENACTING A NEW CHAPTER TITLED "STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS)."

SECTION I. CHAPTER ADDED. The Code of Ordinances of the City of Independence, Iowa, is amended by adding Chapter 168, Statewide Urban Design and Specifications (SUDAS) which shall read as follows:

168.01 ADOPTION OF STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS). Certain documents, copies of which are on file and available in the office of the City Clerk beign marked and designated as:

1. *Statewide Urban Design and Specifications (SUDAS), 2025 Edition* (hereafter to be known as SUDAS).

168.02 AMENDMENTS TO SUDAS DESIGN MANUAL.

The following amendments, modifications, additions, and deletions to the *Statewide Urban Design and Specifications (SUDAS), 2025 Edition Design Manual*, are hereby made:

-NONE-

168.03 AMENDMENTS TO SUDAS SPECIFICATIONS MANUAL.

The following amendments, modifications, additions, and deletions to the *Statewide Urban Design and Specifications (SUDAS), 2025 Edition Specifications Manual*, are hereby made:

-NONE-

SECTION II. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

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

SECTION IV. EFFECTIVE DATE. This ordinance shall be effective after its passage and publication as required by law.

PASSED AND APPROVED by the City Council of Independence, Iowa, on this _____ day of _____ 20____.

Brad Bleichner, Mayor of the City of Independence, IA

ATTEST:

Susi Lampe, 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. 20__ - __ on the _____ day of
_____ 20__.

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



CITY COUNCIL WORK SESSION MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: October 9, 2025

ITEM TITLE: BUILD Grant – 1st Street West

DISCUSSION:

In the fall of 2024, the Council authorized the City Manager to engage Ritland & Kuper, architects previously involved in the Community Visioning project, to collaborate with AECOM in preparing and submitting a grant application through the Federal BUILD program (formerly known as RAISE).

Although our initial application was not successful, a subsequent meeting with representatives from the Federal Department of Transportation indicated that the submission was strong, requiring only minor enhancements in specific areas.

Consequently, Staff proposes submitting another application for the upcoming grant cycle.

Representatives from AECOM will be present to discuss feedback received from the Federal Department of Transportation and outline recommended next steps.

It is notable that, whereas last year's BUILD Grant program allocated approximately \$500 million in federal funding, the coming year's allocation has increased significantly to \$1.5 billion.

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: October 9, 2025

ITEM TITLE: WWTP Replacement Project Update

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 update 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 Design Progress Report by Strand Associates October 9, 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. Another factor in this timeline is whether the project would be eligible for a categorical exclusion and we are checking with the Environmental Review coordinator for that interpretation for this City project.

Strand and City staff also met with the City's Bond Counsel on September 9. The Bond Counsel requested they review the Advertisement for Bids prior to that document being finalized. Below is an updated schedule (Options 1 and 2) based upon these meetings.

Anticipated Project Schedule (Option 1)

- *August 7, 2025 - Submittal of IUP Application (for Loan) and Facilities Plan to DNR
- *September 3, 2025 - DNR Loan Department begins Environmental Review Process
- *October 15, 2025 - Anticipated DNR Approval of Facilities Plan. Strand provides Advertisement for Bids to City Bond Counsel for Review.
- *November 3, 2025 - Strand provides update at City Council Workshop.
- *December 1, 2025 - Anticipated DNR Approval of Drawings/Specifications and Issuance of Construction Permit (exact date of approval depends on DNR workload)
- *December 1, 2025 - Strand provides update at City Council Workshop including review of Finalized Advertisement for Bids which is recommended to be approved by City Council.
- *December 8, 2025 - City Council Approves Issuing Advertisement for Project
- *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)

Project Schedule (Option 2)

- *This option would wait to publish the Advertisement for Bids until the loan is approved sometime between June to September 2026.

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 MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: October 9, 2025

ITEM TITLE: Register's Annual Great Bicycle Ride Across Iowa Host Town Application

DISCUSSION:

Applications are now open for the 2026 Register's Annual Great Bicycle Ride Across Iowa to serve as a host town. The Chamber of Commerce staff have contacted the City Manager, and we would like to discuss with the Council about applying for the next cycle.

It's important to note that applications are no longer mailed out; instead, they are available on RAGBRAI's website and must be submitted by the end of October.

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: October 9, 2025

ITEM TITLE: Art Across Indee

DISCUSSION:

At the July 7, 2025, City Council Work Session, staff and council reviewed proposals to increase art installations in the community and considered ideas such as lighting the mill.

One proposed initiative is to begin by installing Bollard-style lighting in Brimmer Park, similar to the image below:



This plan would include removing the existing flagpole and light currently located at the park's center, which is what we would like to talk with the Council about. Other members of the Committee for this movement will also be present to discuss with the Council.

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 DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA - City Manager
FROM: Brett Soukup Airport Director
DATE OF MEETING: October 9th 2025
ITEM TITLE: Department Report – Airport

Fuel Sales

- **100LL:** 542 gallons
- **Jet A:** 648 gallons

Grounds

- Continued issues with the south windsock; transformer replacement did not resolve the problem. We will need to contact Voltmer for further inspection.
- Mowing continues as weather permits.

Equipment

- All equipment is operating normally currently.

Miscellaneous

- A part-time office assistant has been hired.
- Applications for the part-time laborer position will be reviewed in the coming week.
- We currently have an Independence High School student with us for a 25-hour job shadow internship.
- Received a generous donation from Lynch Dallas consisting of two conference tables and several cubicles. This was greatly appreciated. Staff from the Street Shop and Parks Department assisted with pickup and delivery.



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Matt Chesmore – Building Official

DATE OF MEETING: October 9, 2025

ITEM TITLE: Department Report – Building/Code Enforcement

Building Department:

In the months of August and September, a total of 80 Permits were issued.

(see permit report for individual permit uses)

Code Enforcement: August-Sept

7 Complaints were fielded, and 5 Letters of Violation's were sent in the months of. (see Violation report)

2 properties currently in violation are having a municipal infraction drafted in an effort to resolve the violation. 1 is an abandon/junk vehicle and the other is dilapidated structures.

Abandon Property (657A.10B): Staff has initiated 657A.10B proceeding on 2 additional properties as discussed at the July 14th, 2025, regular City Council meeting. Progress is being made with each.

812 10th Street NE – Derelict property

Staff is currently soliciting Requests For Qualifications (RFQ) from Realtors for the sale of this property.

Planning and Zoning:

Planning and Zoning met on 9/16/25 where it was moved to recommend to City Council to hold a public hearing regarding the rezoning of the Fangman C-2 parcel located on 11th St NE.

Board of Adjustments:

The Board of Adjustments met on 9/18/2025 and approved a special use of the Sale of Seed and Feed in a C-1 zoned district. This action is pending City Council approval of the rezoning of the Fangman parcel for C-2 to C-1.

Flood Plain Administration:

No activity

Training:

No activity

All Permits issued previous 2 months - Set Date Range

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
September 14, 2025	519 4TH ST SE, INDEPENDENCE 50644	Residential	Building	\$300.00	September 19, 2025	\$50,000
September 8, 2025	107 2ND AVE NE, INDEPENDENCE 50644	Commercial	Building	\$52.00	September 8, 2025	\$3,250
September 3, 2025	6th Street SW (Bldg #25914-0011)	Residential	Building	\$523.00	September 9, 2025	\$320,000
September 3, 2025	6th Street SW (Bldg #25914-0006)	Residential	Building	\$522.00	September 9, 2025	\$320,000
September 11, 2025	214 6TH ST SE, INDEPENDENCE 50644	Residential	Building	\$172.00	September 11, 2025	\$23,494
August 18, 2025	509 20TH AVE SW, INDEPENDENCE 50644	Commercial	Building	\$682.00	September 9, 2025	\$182,500
Subtotal For Building (6 Records)				\$2,251.00		\$899,244
August 18, 2025	313 9TH AVE NE, INDEPENDENCE 50644	Residential	Curb Cut	\$25.00	August 18, 2025	\$0
Subtotal For Curb Cut (1 Records)				\$25.00		\$0
August 21, 2025	410 5TH AVE SE, INDEPENDENCE 50644	Residential	Decking	\$100.00	August 25, 2025	\$12,000
September 14, 2025	129 2ND AVE NE, INDEPENDENCE 50644	Residential	Decking	\$64.00	September 23, 2025	\$5,261
August 28, 2025	105 10TH ST NE, INDEPENDENCE 50644	Residential	Decking	\$58.00	August 29, 2025	\$5,000
Subtotal For Decking (3 Records)				\$222.00		\$22,261
August 14, 2025	805 8TH AVE NE, INDEPENDENCE 50644	Residential	Excavation	\$0.00	August 14, 2025	\$0
August 20, 2025	500 6TH AVE SW, INDEPENDENCE 50644	Residential	Excavation	\$0.00	August 20, 2025	\$0
Subtotal For Excavation (2 Records)				\$0.00		\$0
August 15, 2025	1113 3RD ST NE, INDEPENDENCE 50644	Residential	Fence	\$20.00	August 15, 2025	\$200

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
March 25, 2025	1610 CARRIE AVE, INDEPENDENCE 50644	Residential	Fence	\$40.00	September 26, 2025	\$2,000
September 2, 2025	311 11TH AVE NW, INDEPENDENCE 50644	Residential	Fence	\$52.00	September 4, 2025	\$3,190
August 8, 2025	511 3RD ST SW, INDEPENDENCE 50644	Residential	Fence	\$20.00	August 8, 2025	\$300
September 15, 2025	800 PINE DR SW, INDEPENDENCE IOWA 50644	Residential	Fence	\$58.00	September 16, 2025	\$5,000
			Subtotal For Fence (5 Records)	\$190.00		\$10,690
August 20, 2025	512 8TH AVE SW, INDEPENDENCE 50644	Residential	Garage	\$160.00	August 20, 2025	\$22,000
September 11, 2025	507 4TH ST NW, INDEPENDENCE 50644	Residential	Garage	\$118.00	September 11, 2025	\$15,000
September 3, 2025	202 15TH AVE NW, INDEPENDENCE 50644	Residential	Garage	\$136.00	September 3, 2025	\$18,000
September 29, 2025	608 7TH ST NW, INDEPENDENCE 50644	Residential	Garage	\$142.00	September 29, 2025	\$18,500
			Subtotal For Garage (4 Records)	\$556.00		\$73,500
August 4, 2025	123 15TH AVE NE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$30.00	August 5, 2025	\$1,420
August 26, 2025	304 1ST ST E, INDEPENDENCE 50644	Commercial	Mechanical (HVAC)	\$70.00	September 2, 2025	\$6,500
August 13, 2025	307 MATTHEW ST, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$94.00	August 22, 2025	\$10,750
August 7, 2025	713 4TH ST NE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$58.00	August 12, 2025	\$5,000
August 14, 2025	502 13TH AVE NE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$76.00	September 9, 2025	\$7,559
August 6, 2025	512 8TH AVE SW, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$58.00	August 12, 2025	\$4,900
September 29, 2025	918 7TH AVE NE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$52.00	September 30, 2025	\$3,500

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
July 28, 2025	900 4TH AVE NE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$46.00	September 26, 2025	\$3,000
September 2, 2025	211 MAIN ST E, INDEPENDENCE 50644	Commercial	Mechanical (HVAC)	\$52.00	September 4, 2025	\$3,500
July 22, 2025	1503 N RIDGE CT, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$70.00	August 6, 2025	\$6,365
September 15, 2025	612 2ND ST SE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$76.00	September 26, 2025	\$7,790
July 22, 2025	1511 3RD ST NW, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$76.00	August 6, 2025	\$7,609
September 22, 2025	713 2ND ST SW, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$58.00	September 29, 2025	\$5,000
September 22, 2025	403 8TH AVE SW, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$52.00	September 29, 2025	\$4,000
June 23, 2025	404 3RD ST NE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$76.00	September 26, 2025	\$8,000
Subtotal For Mechanical (HVAC) (15 Records)				\$944.00		\$84,893
September 8, 2025	6th Street SW (Bldg #25914-0012)	Residential	New Construction	\$522.00	September 9, 2025	\$0
September 8, 2025	6th Street SW (Bldg #25914-0005)	Residential	New Construction	\$523.00	September 9, 2025	\$0
Subtotal For New Construction (2 Records)				\$1,045.00		\$0
July 21, 2025	1200 4TH ST NE, INDEPENDENCE 50644	Residential	Plumbing	\$32.00	August 6, 2025	\$1,600
September 3, 2025	208 9TH ST NE, INDEPENDENCE 50644	Residential	Plumbing	\$46.00	September 26, 2025	\$2,440
June 27, 2025	1303 QUILL CT NE, INDEPENDENCE 50644	Residential	Plumbing	\$46.00	September 26, 2025	\$2,500
September 5, 2025	112 GOLDFINCH CT, INDEPENDENCE 50644	Residential	Plumbing	\$34.00	September 9, 2025	\$1,698

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
August 26, 2025	604 4TH ST SE, INDEPENDENCE 50644	Residential	Plumbing	\$58.00	September 26, 2025	\$4,500
September 18, 2025	615 3RD ST NW, INDEPENDENCE 50644	Residential	Plumbing	\$180.00	September 23, 2025	\$24,500
September 16, 2025	127 15TH AVE NE, INDEPENDENCE 50644	Residential	Plumbing	\$46.00	September 19, 2025	\$3,000
August 12, 2025	315 MAIN ST W, INDEPENDENCE 50644	Commercial	Plumbing	\$40.00	August 12, 2025	\$2,000
August 26, 2025	304 1ST ST E, INDEPENDENCE 50644	Commercial	Plumbing	\$20.00	September 2, 2025	\$1,000
September 24, 2025	1209 7TH ST NE, INDEPENDENCE 50644	Residential	Plumbing	\$76.00	September 26, 2025	\$7,274
September 24, 2025	314 3RD ST NE, INDEPENDENCE 50644	Commercial	Plumbing	\$118.00	September 26, 2025	\$14,175
August 19, 2025	1314 3RD ST NE, INDEPENDENCE 50644	Residential	Plumbing	\$52.00	August 25, 2025	\$4,000
Subtotal For Plumbing (12 Records)				\$748.00		\$68,687
August 1, 2025	615 3RD ST NW, INDEPENDENCE 50644	Residential	Remodel/Addition	\$440.00	August 12, 2025	\$95,000
July 30, 2025	707 5TH AVE NE, INDEPENDENCE 50644	Residential	Remodel/Addition	\$475.00	August 6, 2025	\$100,000
August 8, 2025	214 2ND AVE NE, INDEPENDENCE 50644	Residential	Remodel/Addition	\$58.00	August 11, 2025	\$4,900
Subtotal For Remodel/Additio n (3 Records)				\$973.00		\$199,900
September 3, 2025	1946 LOVERS LANE BLVD, INDEPENDENCE 50644	Residential	Right-of-Way	\$52.00	September 19, 2025	\$3,300
September 22, 2025	412 9TH AVE SE, INDEPENDENCE 50644	Residential	Right-of-Way	\$46.00	September 22, 2025	\$2,530
Subtotal For Right-of-Way (2 Records)				\$98.00		\$5,830
September 21, 2025	714 1ST ST W, INDEPENDENCE 50644	Residential	Roofing	\$52.00	September 23, 2025	\$3,400

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
August 27, 2025	405 14TH AVE NE, INDEPENDENCE 50644	Residential	Roofing	\$185.00	September 2, 2025	\$25,820
September 5, 2025	602 6TH AVE SW, INDEPENDENCE 50644	Residential	Roofing	\$124.00	September 5, 2025	\$15,321
September 5, 2025	711 8TH ST SE, INDEPENDENCE 50644	Residential	Roofing	\$228.00	September 16, 2025	\$34,950
August 25, 2025	812 7TH ST NW, INDEPENDENCE 50644	Residential	Roofing	\$90.00	August 27, 2025	\$10,000
August 26, 2025	504 2ND AVE NE, INDEPENDENCE 50644	Residential	Roofing	\$94.00	August 26, 2025	\$10,635
August 1, 2025	1229 8TH AVE NE, INDEPENDENCE 50644	Residential	Roofing	\$90.00	August 1, 2025	\$9,800
Subtotal For Roofing (7 Records)				\$863.00		\$109,926
August 5, 2025	200 1ST ST W, INDEPENDENCE 50644	Commercial	Sign	\$20.00	August 12, 2025	\$800
Subtotal For Sign (1 Records)				\$20.00		\$800
August 1, 2025	1208 1ST ST W, INDEPENDENCE 50644	Clerk	Solicitor/Peddler	\$50.00	August 14, 2025	\$0
September 11, 2025	331 1ST ST E, INDEPENDENCE 50644	Clerk	Solicitor/Peddler	\$75.00	September 11, 2025	\$0
September 11, 2025	331 1ST ST E, INDEPENDENCE 50644	Clerk	Solicitor/Peddler	\$75.00	September 11, 2025	\$0
September 11, 2025	331 1ST ST E, INDEPENDENCE 50644	Clerk	Solicitor/Peddler	\$75.00	September 11, 2025	\$0
September 11, 2025	331 1ST ST E, INDEPENDENCE 50644	Clerk	Solicitor/Peddler	\$75.00	September 11, 2025	\$0
Subtotal For Solicitor/Peddler (5 Records)				\$350.00		\$0
September 5, 2025	600 11th Ave NE Independence Iowa 50644	BOA	Special use approval	\$250.00	September 19, 2025	\$0
Subtotal For Special use approval (1 Records)				\$250.00		\$0

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
August 1, 2025	716 11TH ST NE, INDEPENDENCE 50644	Commercial	Street Excavation	\$0.00	August 1, 2025	\$0
			Subtotal For Street Excavation (1 Records)	\$0.00		\$0
September 3, 2025	403 12TH AVE NW, INDEPENDENCE 50644	Residential	Water Heater	\$20.00	September 9, 2025	\$900
September 2, 2025	516 7TH AVE NE, INDEPENDENCE 50644	Residential	Water Heater	\$28.00	September 4, 2025	\$1,400
July 22, 2025	710 8TH AVE SE, INDEPENDENCE 50644	Residential	Water Heater	\$30.00	August 6, 2025	\$1,450
August 20, 2025	1212 7TH ST NE, INDEPENDENCE 50644	Residential	Water Heater	\$30.00	August 25, 2025	\$1,500
			Subtotal For Water Heater (4 Records)	\$108.00		\$5,250
September 18, 2025	410 7TH ST NE, INDEPENDENCE 50644	Residential	Window/Door Replacement	\$82.00	September 19, 2025	\$8,013
August 4, 2025	1501 N RIDGE CT, INDEPENDENCE 50644	Residential	Window/Door Replacement	\$40.00	August 4, 2025	\$1,967
September 22, 2025	215 17TH AVE NW, INDEPENDENCE 50644	Residential	Window/Door Replacement	\$70.00	September 22, 2025	\$6,500
August 4, 2025	530 UPPER TERRACE DR, INDEPENDENCE 50644	Residential	Window/Door Replacement	\$300.00	August 6, 2025	\$50,000
August 19, 2025	117 1ST ST E, INDEPENDENCE 50644	Commercial	Window/Door Replacement	\$20.00	August 22, 2025	\$1,000
July 28, 2025	129 TERRACE DR, INDEPENDENCE 50644	Residential	Window/Door Replacement	\$130.00	August 6, 2025	\$16,762
			Subtotal For Window/Door Replacement (6 Records)	\$642.00		\$84,242
			T O T A L - 80 Records	\$9,285.00		\$1,565,223

All Violations last two months - Set Date Range

Violation Date	Violation Location	Violation Subtype	Violation Status	Violation Notes
September 3, 2025	403 4TH ST NW, INDEPENDENCE 50644	Junked Motor Vehicle Violation	Municiple Infraction Pending	Possible junk vehicle
September 9, 2025	403 4TH ST NW, INDEPENDENCE 50644	Junked Motor Vehicle Violation	Void	Possible junk vehicle parked in driveway on East side of garage. Multiple flat tires
September 22, 2025	2000 CEDAR DR SW, INDEPENDENCE, IOWA 50644	Trash, Junk & Debris	Closed/Resolved	Household items strewn about driveway
September 19, 2025	112 6TH AVE NE, INDEPENDENCE 50644	High Grass, Weeds & Vegetation	Violation Notice Sent	Weed over 8" tall surrounding abandon truck and trailer.
September 30, 2025	707 JUNIPER DR, INDEPENDENCE 50644	Junked Motor Vehicle Violation	Void	Junk trunk in driveway, flat tires no license plates

5 Violations

Complaints previous two months (set date range)

Entry Date	Complaint Location	Complaint Description	Complaint Status
August 1, 2025	605 13TH AVE NE, INDEPENDENCE 50644	Feeding of ferrel cats	Violation Issued
August 12, 2025	318 8TH ST NE, INDEPENDENCE 50644	Trees overgrown onto neighboring property	Unsubstantiated
August 20, 2025	716 4TH ST SW, INDEPENDENCE 50644	Brush pile from storm damage, High Grass	Violation Issued
August 22, 2025	408 TERRACE DR, INDEPENDENCE 50644	Junk vehicles in yard and car parts in driveway	Violation Issued
September 2, 2025	707 JUNIPER DR, INDEPENDENCE 50644	Junk trunk in driveway, flat tires no license plates	Violation Issued
September 3, 2025	403 4TH ST NW, INDEPENDENCE 50644	Possible junk vehicle	Violation Issued
September 25, 2025	710 11TH ST NE, INDEPENDENCE 50644	9/25/25 - 2 junk cars, 9/25/25 Spoke to Dustin Dallenbach, owner and he said they were left there by the possibly a couple tenants ago. He has contracted Indee PD and Buchanan Co Sheriff to have then legally removed. Dustin thought by the end of next week they should be gone. I told him I'd gim it 30 days and then see what I could do to get them removed.	Pending

7 Complaints



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA – City Manager

FROM: Brad Esch – Street Director

DATE OF MEETING: October 9th 2025

ITEM TITLE: Department Report – Streets

Concrete sidewalk and entrance area of the Police Station.

All things associated with the BBQ event, including Meet Me on Main setup and teardown.

Two-hour 8-5 PM and No Parking 2-6 AM downtown installed. Speed indicators are now up and activated, and other signage has been replaced/installed.

Street Sweeping

Cold patch pothole repairs

Trees with Parks and Rec. and Light and Power.

Routine maintenance at Tree Dump. TW grinding is scheduled to grind the abundance of material resulting from storm damage this summer. New cameras have also been installed.

Prairie Road Builders has completed the areas proposed for seal coating.

Concrete and asphalt in areas that had water main and service line leaks.

Storm sewer intakes and culvert repairs. Worked together with Elite Land Improvement, installing stormwater pipe and replacing concrete.

Rented an asphalt grinder to remove humps at the 3rd ward park tennis court and street areas throughout town.

Sidewalks to the entrances to the Mayor's Park Gazebo.

8th Ave Water Main Replacement

The Street Department was involved in all construction aspects of this project, with its central involvement being the removal of asphalt, concrete, backfilling, and grading, which totaled approximately 800 lineal feet. Then, approximately 8000 sq. feet, or 230 yards of concrete, were poured.



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA – City Manager

FROM: Travis Foley – Utilities Department Director

DATE OF MEETING: October 09, 2025

ITEM TITLE: Department Report – Utilities

Wastewater

- Our fall hauling of biosolids will take place on October 5th and 6th.
- Working on fall maintenance.

Water

- The 8th Ave NE project has been completed.
- We are working on preparing for next spring's projects that will align with the next street overlay project.
- We will be starting our fall hydrant flushing the week of October 20th. The schedule will be as follows

Week of October 20th – NW side of town

Week of October 27th – SW side of town

Week of November 3rd – NE side of town

Week of November 10th – SE side of town

This will be posted online and advertised in the newspaper as it is in the spring.

Sewer Collection

- We received our new camera tractor this week and are looking forward to putting it to use.
- We will be televising lines under the next street overlay project and making any needed repairs this fall.
- Our yearly sewer cleaning has been completed on the SW side of town.



CITY COUNCIL WORK SESSION MEMORANDUM

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Susi Lampe – ACM/CC/Treas. & Matt Chesmore – Building Official

DATE OF MEETING: October 9, 2025

ITEM TITLE: Strategic Planning – Administration & Building Codes CIP Project
Prioritization – 2026 thru 2036

DISCUSSION:

Since both Administration and Building Codes addressed building remodeling, we thought it made sense to combine them.

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 airport'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 Administration & Building Codes CIP Projects

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

- Remodel City Hall – Basement, Main Floor, and 2nd Floor
- Publicly Accessible Office Space for Multiple Departments

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: Remodel City Hall – Main Floor and 2nd Floor (basement?)

Department: Administration

Contact Person: Susi Lampe – ACM/CC/Treas. and Matthew Schmitz – City Manager

Estimated Total Cost: \$750,000 - \$1,000,000

Project Timeline: Calendar Year 2028 – 12 months to complete

The project could be split into phases.

Project Description:

Once the future of the Fire Department is determined, we would like to consider remodeling City Hall. If they expand to the South, we would like to repurpose some of the garage area for City Hall use. The goal would be to relocate the Council Chambers and create two offices and a dedicated meeting room in the current Chambers. We would also like to install an elevator that accesses all three floors, as this will facilitate the movement of files from the main floor and make the building more accessible to the public in accordance with ADA standards. We want to have a more defined lobby area that restricts the public from being able to walk into an office as they can now.

Project Justification / Community Benefit:

We need the room as technology and the world grow around us. We need to do our best to keep up. While it can be beneficial to have an open office (such as the Clerk's office now), there are times when a person needs to be alone to focus on tasks. Having more single offices would help with that need.

Key Dependencies or Potential Roadblocks:

We understand we can't proceed with this project until the Fire Department is addressed. Once that has been done, we will have a better idea of what we can do for our side of the building.

Funding will be an issue. We can try to set aside some money each year, but it will depend on the needs of other departments that can also utilize those same funds. A bond may need to be issued for all or a part of the project if we can put money back.

The timing of the construction phase of the project will be out of our hands. I imagine a contractor would do this as a winter project, as it is inside work. We would need to know if we need to be relocated to another City facility to continue performing our normal duties.

City of Independence - Strategic Planning Project Information Sheet

Project Title: Publicly Accessible Office Space for Multiple Departments

Department: Building Dept. / Code Enforcement / Rental Inspection / Zoning Administration / Permit tech. / Flood Plain Management / Engineering / GIS – Possibly other departments as well.

Contact Person: Matt Chesmore – Building Official and Matthew Schmitz – City Manager

Estimated Total Cost: approx. \$4,800,000.00

Estimates can vary significantly depending on the office location, the extent of the remodel, or whether it involves a new building.

Project Timeline: Calendar Year 2026-2031 – 12 months to complete building.

Projected 3 years of fundraising, 1 year R&D, including acquisition of property, and 1 year to build. In a new building, this project could be phased as the shell is completed and office space is built out as needed. Start and completion dates are highly dependent on the availability of funding.

Project Description:

Construct or remodel a 5000-sf commercial building to house 5 closely related departments. Although it is not a current necessity, taking a proactive approach to planning for growth allows the City to expand into a community services building that centralizes all housing functions. In the interim, space not currently occupied by a designated department could be utilized by other departments.

The approach would be first to redesign the Building and Code department. The restructuring would see the Building Official head five separate but closely related divisions. Divisions would be restructured on a necessity basis and as the budget allows. For example, Code Enforcement would be deemed a necessary Division, possibly the first division formed in the Building Department, as the Building Official would also serve as the Building Inspector, essentially forming the Building Department. Additional Divisions could be created as needs change, and having a central building where citizens can come for a complete set of building services is an asset to the community.

Project Justification / Community Benefit:

The City does not currently have an accessible building for its citizens of all physical capabilities to access the City's services. A centralized building could provide a "One Stop" where citizens with and without physical disabilities could come and conduct

business. Many other jurisdictions have adopted this approach, and it seems to be well-received. While this project is focused on the Building Department, it could be expanded to include administrative offices, where all department heads and other administrative staff could be housed.

Key Dependencies or Potential Roadblocks:

Funding is the most significant hurdle that will be faced. Although this project focuses on the Building Department, it may become more economically feasible if we were to include other public services within the building.

Public backing of a project of this type may not be popular, as historically, building services take a back seat to more crucial services, such as emergency response departments. Secondly, selecting a location that is centralized and accessible to all citizens will be a challenge.



CITY COUNCIL WORK SESSION MEMORANDUM

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Brett Soukup – Airport Director

DATE OF MEETING: October 9, 2025

ITEM TITLE: Strategic Planning – Airport 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 airport'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 Airport CIP Projects

The Airport Board, in conjunction with Director Brett Soukup, has proposed the following projects for the Strategic Planning discussion:

- Airport Master Plan
- Rehabilitation Runway Taxiway (joint sealing, crack sealing, and patching)
- Hangar Expansion
- Construct Large Hangar (100' x 100')

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: Airport Master Plan

Department: Airport

Contact Person: Brett Soukup – Airport Director

Estimated Total Cost:

1. **\$350,000 Total**
2. **\$35,000 Local Share**
3. **\$315,000 Federal**

Project Timeline: Calendar Year 2028 – 12 Months to complete

The project cannot be split into phases.

Project Description:

This project involves the development of an updated Airport Master Plan in coordination with an engineering and planning firm. The plan will include detailed data collection, analysis, and documentation to guide future airport development and investments.

Below, are the reasons for completing this project:

- Establishing a long-term vision for the airport.
- Prioritizing infrastructure needs and improvements.
- Ensuring compliance with FAA and state planning requirements.
- Supporting future grant applications with a strategic framework.

Project Justification / Community Benefit:

The FAA and Iowa DOT recommend updating Airport Master Plans every 10 to 15 years to ensure alignment with regional and national aviation goals. A revised plan is critical for decision-making and helps demonstrate that development projects are part of a coordinated, forward-looking strategy.

Community Benefits:

- Supports economic development through aviation planning.
- Provides transparency and direction for airport stakeholders.
- Positions the City of Independence to be more competitive for future state and federal funding.
- Aligns with broader city goals related to infrastructure, economic vitality, and long-term planning.

Key Dependencies or Potential Roadblocks:

- The primary challenge is the cost, which can appear high due to the technical nature and regulatory requirements of the planning process.
- Coordination with FAA and state agencies
- Availability of grant funding for the majority of the project cost
- Timely access to relevant data and community input

City of Independence - Strategic Planning Project Information Sheet

Project Title: Rehabilitation Runway Taxiway (joint sealing, crack sealing, and patching).

Department: Airport

Contact Person: Brett Soukup – Airport Director

Estimated Total Cost:

1. \$750,000 total
2. \$390,000 Local Share
3. \$675,000 Federal

Project Timeline: Calendar Year 2029 – 12 Months to complete

The project could be split into two phases, one for the runway and one for the taxiway.

Project Description:

This project involves grinding out existing cracks, resealing joints, and replacing any damaged or broken concrete panels on the runway and taxiway. While the pavement is currently in relatively good condition, the goal is to proactively address surface issues before they worsen, thereby preventing more costly reconstruction in the future.

Project Justification / Community Benefit:

Timely rehabilitation of the runway and taxiway helps extend their useful life and avoids the need for full reconstruction down the line. This proactive maintenance approach is more cost-effective and reduces the long-term burden on taxpayers. It also ensures that the airport remains safe, functional, and reliable for both residents and businesses that rely on air transportation services, aligning with the City's goals for infrastructure sustainability and economic development.

Key Dependencies or Potential Roadblocks:

- **Funding:** Success of the project depends on securing federal, state, and local funding.
- **Phasing Impacts:** If the project is split into two phases, costs could increase due to additional mobilization efforts. Some contractors may be unwilling to commit to partial work without economies of scale.
- **Coordination Needs:** Coordination with the FAA and state aviation agencies will be required.
- **Grant Availability:** Timely access to grant funding is critical to cover the majority of project expenses.

City of Independence - Strategic Planning Project Information Sheet

Project Title: Hangar Expansion

Department: Airport

Contact Person: Brett Soukup – Airport Director

Estimated Total Cost: \$200,000 (entirely local, not eligible for FAA assistance)

Project Timeline: Calendar Years 2026-2030 – 6 months to complete

The project cannot be split into phases.

Project Description:

This project would expand the current vault building by 40' x 60' and include the addition of restrooms. The goal is to provide adequate space for potential mechanic services and accommodate larger aircraft without needing to relocate operations back to the terminal building. The expansion would better meet tenant needs, improve functionality with on-site restrooms, and support continued leasing to larger aircraft.

Project Justification / Community Benefit:

Currently, space for mechanics and larger aircraft is limited. This expansion would allow mechanics more room to maneuver aircraft and work on multiple planes simultaneously. By creating a more functional and efficient facility, the airport could attract additional aircraft for maintenance, support aviation businesses, and bring more activity to Independence.

Key Dependencies or Potential Roadblocks:

The primary challenge is securing funding, as entitlement funds cannot be used for this project. It would rely solely on local government funding sources. However, costs could be gradually recouped through rental income as an ongoing revenue source.

City of Independence - Strategic Planning Project Information Sheet

Project Title: Construct Large Hangar (100' x 100')

Department: Airport

Contact Person: Brett Soukup – Airport Director

Estimated Total Cost: \$1,572,400.00 (based on Bolten & Menk Estimate)

Project Timeline: Calendar Year 2026 – 2035 – 12 Months to complete

The project cannot be split into phases.

Project Description:

This project would create additional hangar space to accommodate larger aircraft at the Independence Municipal Airport. The primary goal is to expand capacity, attract larger aircraft, and support continued growth in airport operations.

Project Justification / Community Benefit:

The airport is currently at capacity, with limited space for additional or larger aircraft. There has been strong interest in housing larger aircraft at this facility, and this project would address that demand. Increased hangar capacity would not only support based aircraft but also benefit transient traffic, drawing more visitors and activity to Independence. Greater aircraft use, including potential commercial operations, would enhance economic activity, support local businesses, and align with the city's goals of growth and community development.

Key Dependencies or Potential Roadblocks:

This is a significant financial investment. Available funding sources are limited to discretionary funds, which may require saving multiple years of allocations. Federal and state funding availability will also heavily influence the feasibility and timing of the project.



CITY COUNCIL WORK SESSION MEMORANDUM

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Brad Esch – Streets Director

DATE OF MEETING: October 9, 2025

ITEM TITLE: Strategic Planning – Streets 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 airport'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 Streets CIP Projects

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

- 1st Street West – Full Replacement
- Lovers Lane – Full 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

Project Title: 1st Street West Full Reconstruction

Department: Streets Dept / Administration

Contact Person: Brad Esch – Streets Director and Matthew Schmitz – City Manager

Estimated Total Cost: Currently projected to cost \$19,000,000

The project will have to be phased during construction.

Project Timeline: Calendar Year 2027 – Construction timeline is TBD

Project Description:

This project involves the complete reconstruction of 1st Street West from the Bridge to the western City Limits to address deteriorating pavement conditions, improve multimodal safety, and upgrade stormwater management infrastructure. The scope of work includes the full removal of the existing roadway and sub-base, which will be replaced with a new Portland Cement Concrete (PCC) street with integrated curb and gutter. To enhance safety and accessibility for pedestrians and cyclists, continue the 10-foot-wide, ADA-compliant multi-use trail, complemented by a 5-foot-wide, ADA-compliant concrete sidewalk. Furthermore, the project will feature the installation of a modern storm sewer system, including necessary intakes and piping, to manage surface water runoff effectively. Finally, a new street lighting system will be installed along the corridor to improve visibility and safety for all users during nighttime hours.

Project Justification / Community Benefit:

The existing infrastructure on 1st Street West has reached the end of its functional life. The current pavement is in poor condition, and the lack of dedicated, continuous, and safe facilities for pedestrians and cyclists presents a safety concern. This comprehensive reconstruction project will create a safer, more accessible, and more durable transportation corridor that meets the current and future needs of the community.

Key Dependencies or Potential Roadblocks:

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

City of Independence - Strategic Planning Project Information Sheet**Project Title:** Lovers Lane Reconstruction**Department:** Streets Dept / Administration**Contact Person:** Brad Esch – Streets Director and Matthew Schmitz – City Manager**Estimated Total Cost:** \$3,000,000 (\$2,500,000 construction - \$500,000 Engineering / Legal / etc.)**Project Timeline:** Calendar Year 2030 – Construction timeline TBD**Project Description:**

This project involves the complete reconstruction of Lover's Lane to address deteriorating pavement conditions, improve multi-modal safety, and upgrade stormwater management infrastructure. The scope of work includes the full removal of the existing roadway and sub-base, which will be replaced with a new Portland Cement Concrete (PCC) street with integrated curb and gutter. The project will also evaluate and potentially modify the existing horizontal alignment and vertical curves to improve sight distances and overall safety. To enhance safety and accessibility for pedestrians and cyclists, a new 10-foot wide, ADA-compliant multi-use trail will be constructed on the north side of the roadway, complemented by a new 4-foot wide, ADA-compliant concrete sidewalk on the south side. Furthermore, the project will feature the installation of a modern storm sewer system, including necessary intakes and piping, to manage surface water runoff effectively. Finally, a new street lighting system will be installed along the corridor to improve visibility and safety for all users during nighttime hours.

Project Justification / Community Benefit:

The existing infrastructure on Lover's Lane has reached the end of its functional life. The current pavement is in poor condition, and the lack of dedicated, safe facilities for pedestrians and cyclists presents a safety concern. This comprehensive reconstruction project will create a safer, more accessible, and more durable transportation corridor that meets the current and future needs of the community.

Key Dependencies or Potential Roadblocks:

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



CITY COUNCIL WORK SESSION MEMORANDUM

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Travis Foley – Utilities Director

DATE OF MEETING: October 9, 2025

ITEM TITLE: Strategic Planning – Utilities 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 airport'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:

- Water Distribution System
- Combination Jet/Vac Truck
- Lovers Lane Lift Station Generator
- Sanitary Sewer Distribution System
- Wastewater Treatment Plant 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

Project Title: Water Distribution System

Department: Utilities

Contact Person: Travis Foley – Utilities Director

Estimated Total Cost: \$300,000 annually

Project Timeline: This will vary each year depending on the project

Project Description: The goal of this project is to provide quality water with adequate pressure through a reliable water distribution system. This can be achieved by replacing failing water mains, upgrading fire hydrants and valves, and installing additional water mains.

Project Justification / Community Benefit: This project is necessary to provide the highest quality water service to our customers as we can. There will be a variety of projects that will benefit residents and businesses. We will be replacing known problem lines to reduce the frequency of main breaks. We will be upgrading fire hydrants to allow for adequate fire protection. We will replace faulty valves and add new valves where necessary to facilitate easier shutdowns when required. We will also be working on looping dead-end lines to help with pressure and rust issues. This aligns with the city's goals to support high-quality City services and to enhance City infrastructure.

Key Dependencies or Potential Roadblocks: The biggest decisions will be prioritizing projects and then planning them each year to ensure continued progress in a positive direction.

City of Independence - Strategic Planning Project Information Sheet**Project Title:** Combination Jet/Vac Truck**Department:** Utilities**Contact Person:** Travis Foley – Utilities Director**Estimated Total Cost:** \$600,000**Project Timeline:** Calendar Year 2026**Project Description:** Purchase a combination jet/vac truck

Project Justification / Community Benefit: Currently, the city hires a contractor to use a combination truck to clean a quarter of the sanitary sewer system every year. To provide the best service possible, I believe the system should be cleaned annually or biannually. To justify this, I think it would be in the city's best interest to purchase a truck of its own. Besides the routine maintenance of the sewer system, we have had to hire a contractor in emergencies, such as cleaning of the lift station, for hydro excavations, and other miscellaneous tasks and projects throughout the years. To continue our proactive approach to the sewer system and utilize it on multiple projects throughout the city, I believe it would be a significant benefit to the town to purchase one of these trucks. Purchasing one of these trucks and utilizing it in a proactive approach aligns with the city's goal of providing high-quality city services.

Key Dependencies or Potential Roadblocks: Determining the optimal time to purchase the truck will be the most significant decision.

City of Independence - Strategic Planning Project Information Sheet

Project Title: Lovers Lane Lift Station Generator

Department: Utilities

Contact Person: Travis Foley – Utilities Director

Estimated Total Cost: \$75,000

Project Timeline: Calendar Years 2026-2030

Project Description: Replace the generator at the main lift station

Project Justification / Community Benefit: The Lovers Lane Lift Station is the primary lift station that pumps, on average, one million gallons of sewage to the wastewater treatment plant daily. Should there be a power outage, it is important that we have backup power to keep the station running to prevent the backup of sewer lines. The current generator is the original from when the lift station was built. I believe it's essential to assess the need for an upgrade. This falls under the city's goals of supporting high-quality City services and enhancing City infrastructure.

Key Dependencies or Potential Roadblocks: The plan for this project is to have the generator evaluated and get a professional opinion on its condition/life expectancy. This will determine the replacement date.

City of Independence - Strategic Planning Project Information Sheet

Project Title: Sanitary Sewer Distribution System

Department: Utilities

Contact Person: Travis Foley – Utilities Director

Estimated Total Cost: \$200,000 annually

Project Timeline: This will vary each year depending on the project

Project Description: The goal of this project is to have a reliable sanitary sewer system. We plan to do this by regularly maintaining and repairing the system as needed. Repairs include slip-lining, point repairs, manhole rehabilitation, and manhole lid replacements.

Project Justification / Community Benefit: These projects are justified as they are needed to provide a reliable sanitary sewer system to the residents and businesses in Independence. Keeping up with repairs allows the department to operate on a more proactive approach rather than a reactive one, in hopes of eliminating as many backups as possible. This aligns with the city's goal of supporting and enhancing its infrastructure, while also providing high-quality services.

Key Dependencies or Potential Roadblocks: For this project to succeed, we will utilize the department's sewer camera to assess the condition of the system. We will gather the information and prioritize projects as needed.

City of Independence - Strategic Planning Project Information Sheet**Project Title:** Wastewater Treatment Plant Replacement**Department:** Utilities**Contact Person:** Travis Foley – Utilities Director**Estimated Total Cost:** \$43 Million**Project Timeline:** Calendar Year 2026 thru 2029**Project Description:**

Construction of a new wastewater treatment plant, while maintaining the current facility's operation.

Project Justification / Community Benefit: The current wastewater facility was constructed in 1978. It has long outlived its expected lifespan and is becoming increasingly more complex and more expensive to operate each day. It will not meet the upcoming DNR nutrient limits and is at maximum capacity in terms of loading, which eliminates the possibility for growth in the community, both residentially and industrially. The new facility will address all these issues and provide excellent service to the community for many years to come. This aligns with the city's goals to support high-quality services, support and enhance City infrastructure, and will help to support business, workforce, and economic development.

Key Dependencies or Potential Roadblocks:

Funding is currently the biggest challenge, although we have plans in place to address it.



CITY COUNCIL WORK SESSION MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: October 9, 2025

ITEM TITLE: Resolution Establishing Policies for the Expenditure of Funds for Public Purposes

DISCUSSION:

Staff would like to discuss with the Council a resolution to establish policies for the expenditure of funds for public purposes.

A proposed resolution is attached for review and discussion.

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. 2025-

A RESOLUTION ESTABLISHING POLICIES FOR THE EXPENDITURE OF FUNDS FOR PUBLIC PURPOSES; WITHIN THE CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA.

WHEREAS, the City of Independence is an organization the same as other work units; and

WHEREAS, the City must determine that certain expenditures are considered “for the public good” so public funds can be used on them; and

WHEREAS, the City of Independence City Council believes that it is in the best interest of the residents of the City to establish a public purpose policy for the expenditure of funds for recognition of employees, volunteers, and other provisions, as provided for herein,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Independence, Iowa meeting in regular session this __ day of _____, 2025, that the City establishes the following activities which tax revenues may be spent to recognize volunteers, maintain employee morale and promote the community. Therefore, the following are considered appropriate public purposes for the expenditure of tax revenues:

- Plaques, awards, gift cards, and other items of negligible resale value given in recognition of public service.
- Meals and refreshments for emergency operations, employee appreciation events, open houses, public meetings, training sessions, and other official events.
- Sustenance supplies for the City’s use. Sustenance supplies include, but are not limited to, the following items: coffee, coffee creamer, coffee filters, sweeteners, paper products, including plates, cups, utensils, paper towels, and napkins.
- Flowers and cards for Mayor and City Council Members, Board and Commission members, employees, and their families, and other persons as deemed appropriate by the City Manager.
- Employee wellness program incentives, prizes, and other similar items.
- Community relations, recognitions, celebrations, commemorations, and associated memorabilia.
- Expenses by the Mayor and City Council, City manager, and City staff to promote the City.

Each expenditure shall comply with the current City of Independence purchasing policy requirements for necessary approvals or be included in the annual budget approved by the City Council, whichever is applicable. All expenditures will serve a public purpose as defined by the City of Independence.

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA, that the Council met on Monday, _____, 2025, at 5:30 p.m. in City Hall and by majority vote approved a Resolution Establishing Polices for the Expenditure of Funds for Public Purposes; within the City of Independence, Buchanan County, Iowa.

RESOLUTION NO. 2025- _____ was passed and approved by a majority vote of the City Council of Independence, Iowa, on the ____ day of _____ 2025.

Record of Voting:

Ayes:

Nays:

Absent:

RESOLUTION NO. 2025- _____ declared passed and adopted by the Mayor on this ____ day of _____ 2025.

Brad Bleichner, Mayor of the City of Independence, Iowa

ATTEST:

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



**CITY COUNCIL
WORK SESSION
MEMORANDUM**

Item #15.

TO: Matthew R. Schmitz, MPA - City Manager
FROM: Blake Hayward – Fire Chief
DATE OF MEETING: October 9, 2025
ITEM TITLE: Brycer Compliance Engine

DISCUSSION:

Staff would like to discuss with the Council the possibility of implementing the Brycer Compliance Engine for inspections.

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.

COUNCIL MEETING DOCUMENT



Blake Hayward



THE COMPLIANCE ENGINE



The Compliance Engine is a simple, internet-based tool for code officials to track and drive code compliance, reduce false alarm activity and provide a safer community. It provides a secure cloud environment in which third party contractors who inspect, test, and maintain fire protections systems, submit their reports via BRYCER's web portal directly to the AHJ. This facilitates a more efficient review, tracking and follow-up process with occupants to correct deficiencies and maintain systems. In addition to the web-based technology, our services include a team to administer hard and soft copy notifications and perform follow up calls to help increase testing and maintenance activity in each jurisdiction. The result is a comprehensive and accurate aggregation of data around which buildings have what types of systems, when they were last tested, and if there are any open deficiencies that could jeopardize their successful deployment in the event of an incident. With The Compliance Engine, the AHJ will be better equipped to do more with less in their mission to drive 100% code compliance with fire and life safety laws.

Current Landscape:

- 40% of life safety systems go uninspected or maintained every year
- 32.5% of false alarms are due lack of maintenance and testing
- 29% of fire code official's time is spent administering 3rd Party ITM reports
- 95% of AHJs do not have the resources to enforce their adopted fire code
- Current Process is manual, paper based, reactionary, inefficient and expensive

The Compliance Engine Benefits:

- Drives 100% Compliance with fire & life safety code
- Electronically collects, organizes and tracks fire and life safety test results
- Offers API Services with RMS and software inspection companies
- Maximizes limited resources, saves time and streamlines communication
- Built to ensure a safer environment for firefighters, citizens and guests
- Saves AHJs money while strengthening life safety and offers cost recovery

Revenue Model:

- Free for Fire Department
- Zero charge to the building owners
- Fee paid by 3rd party contractors per system and per premises
- Delivers Compliance resulting in new business and maintenance revenue for 3rd party contractors
- Endorsed by IKECA, Arizona Fire Alarm Assoc. and Western Fire Chiefs Assoc

Learn more at www.thecomplianceengine.com or 630-413-9511

Collect. Connect. Comply.

Iowa State Partners:

Item #15.

ALTOONA FIRE DEPARTMENT
ANKENY FIRE DEPARTMENT
BETTENDORF FIRE RESCUE
BURLINGTON FIRE DEPARTMENT
CEDAR FALLS FIRE RESCUE
CEDAR RAPIDS FIRE DEPARTMENT
CITY OF BURLINGTON
CITY OF CLIVE FIRE & EMS
CITY OF CORALVILLE WATER DEPARTMENT
CITY OF SERGEANT BLUFF FIRE & RESCUE
CITY OF WEST BURLINGTON
CLINTON FIRE DEPARTMENT
CORALVILLE FIRE DEPARTMENT
DAVENPORT FIRE DEPARTMENT
DUBUQUE FIRE DEPARTMENT
HIAWATHA FIRE DEPARTMENT
INDIANOLA FIRE DEPARTMENT
IOWA CITY FIRE DEPARTMENT
JOHNSTON-GRIMES METROPOLITAN FIRE DEPARTMENT
KNOXVILLE FIRE DEPARTMENT
LECLAIRE FIRE DEPARTMENT
MARION FIRE & RESCUE
MUSCATINE FIRE DEPARTMENT
NEWTON FIRE DEPARTMENT
NORTH LIBERTY FIRE DEPARTMENT
NORWALK FIRE DEPARTMENT
OTTUMWA FIRE DEPARTMENT
SHENANDOAH FIRE DEPARTMENT
TIFFIN FIRE DEPARTMENT
WATERLOO FIRE RESCUE
WAUKEE FIRE DEPARTMENT

IMPLEMENTATION TASK LIST

TCE will do majority of the work to ensure the Fire Department goes live and runs efficiently. However, we kindly ask that the following list of tasks is completed by the Fire Department, in order to complete the implementation process. Completing these in a timely manner will allow for the simplest and smoothest transition into our system.

Implementation Tasks	Responsible Party	Completed
Send Main Contact Info <i>(Name, Phone, Email, Title, Signature)</i>	AHJ	<input type="checkbox"/>
Send Copy of Department Logo	AHJ	<input type="checkbox"/>
Send List of Local Inspection Companies	AHJ	<input type="checkbox"/>
Send or Schedule Data Extraction of Properties <i>(ID, Name, Address, City, State, Postal, Contact Info, Fire Protection Systems)</i>	BRYCER & AHJ	<input type="checkbox"/>
Schedule Data Verification Call with BRYCER Data Quality Assurance Team	BRYCER & AHJ	<input type="checkbox"/>
Approve Notifications & Call Script	AHJ	<input type="checkbox"/>
Send AHJ Press Release	BRYCER	<input type="checkbox"/>
Send Contractor Letter	BRYCER	<input type="checkbox"/>
Set AHJ Training Prior to Go Live	BRYCER & AHJ	<input type="checkbox"/>
Go Live	BRYCER & AHJ	<input type="checkbox"/>

LIST OF SYSTEMS TCE TRACKS

System Type
Air Sampling System
Area of Rescue Assistance
Automatic Closing Fire Assemblies
Chemical Storage Room
Commercial Kitchen Hood Suppression System
Commercial Kitchen Exhaust Cleaning
Emergency Exit Lights
Emergency Power Generator
Emergency Responder Radio Coverage System (BDA)
Fire Alarm
Fire Escape
Fire Pump
Gas Detection Systems
Commercial Kitchen Hood Suppression System
Leak Detection
Paint / Spray Booth Suppression
Portable Fire Extinguisher
Pressure Reducing Valves (PRV's)
Private Fire Hydrant
Rescue Air System
Smoke Management Systems
Special Suppression System
Sprinkler System (Wet, Dry, Pre-action, Clean Agent, Deluge)
Standpipe
Water Monitor
Water Tank
3 Year & 5 Year (Sprinkler, Standpipe, Hydrant, BDA)
Elevator & Conveyance
Backflow (Fire, Domestic, Irrigation, Residential)

YOUR DEPARTMENT
1234 STREET
ADDRESS
CITY, STATE,
POSTAL



NAME

System Type - Contractor of
Record:
SYSTEM TESTING COMPANY
(555) 555-5555

MONTH, DAY, YEAR

PREMISE NAME
1234 STREET ADDRESS
CITY, STATE, POSTAL

Re: SYSTEM TYPE INSPECTION RENEWAL - 1234 MAIN RD, YOUR CITY, STATE ZIP CODE

Dear Building Occupant/Owner:

In accordance with the **YOUR CODE**, our records indicate the **SYSTEM TYPE** is coming due for inspection by a licensed company and must be tested within the month of your renewal date which is **DATE**.

It is the responsibility and requirement of the inspection company testing your system to submit all test reports to us via the web at www.thecomplianceengine.com.

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER L.P. at 630-413-9511 or via email at support@mybrycer.com

Sincerely,

Digital Signature

YOUR NAME
YOUR TITLE
YOUR DEPARTMENT NAME

YOUR DEPARTMENT
1234 STREET
ADDRESS
CITY, STATE,
POSTAL



NAME

System Type - Contractor of
Record:
SYSTEM TESTING COMPANY
(555) 555-5555

MONTH, DAY, YEAR

PREMISE NAME
1234 STREET ADDRESS
CITY, STATE, POSTAL

Re: SYSTEM TYPE INSPECTION OVERDUE - 1234 MAIN RD, YOUR CITY, STATE ZIP CODE

Dear Building Occupant/Owner:

Our records indicate the **SYSTEM TYPE** is now overdue and was to be tested within the month of your renewal date which was **DATE**. In order to avoid penalties, as provided by law for such violations, you must take immediate action.

Actions Required:

1. Have your **SYSTEM TYPE** inspected, tested and maintained by a licensed company and,
2. Upon completion, have your inspection company submit the test results to us at www.thecomplianceengine.com.
3. If this inspection has been completed, you must notify your testing company that a copy of this report must be submitted to us at www.thecomplianceengine.com. **It is the contractor's responsibility to submit the documentation.**

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER L.P. at **630-413-9511** or via email at support@mybrycer.com

Sincerely,

Digital Signature

YOUR NAME
YOUR TITLE
YOUR DEPARTMENT NAME

YOUR DEPARTMENT NAME
1234 STREET ADDRESS
CITY, STATE, POSTAL



System Type - Contractor of
Record:
SYSTEM TESTING COMPANY
(555) 555-5555

MONTH, DAY, YEAR

PREMISE NAME
1234 STREET ADDRESS
CITY, STATE, POSTAL

Re: SYSTEM TYPE INSPECTION DEFICIENCIES FOUND - 1234 MAIN RD, YOUR CITY, STATE ZIP CODE

Dear Building Occupant/Owner:

A recent inspection of your **SYSTEM TYPE** at **PREMISE ADDRESS** on **DATE** by **ITM COMPANY** revealed the violations listed below.

This notice is an **ORDER TO COMPLY**. Your failure to comply with this notice before re-inspection (30 days from date of letter) may make you liable for the penalties provided for by law for such violation(s).

DEFICIENCIES

Deficiency Found:

Deficiency Found:

It is the responsibility and requirement of the inspection company to submit all corrections to us via the web at www.thecomplianceengine.com.

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER L.P. at 630-413-9511 or via email at support@mybrycer.com

Sincerely,

Digital Signature

YOUR NAME
YOUR TITLE
YOUR DEPARTMENT NAME

Requirement Letter to Fire Protection Contractors

YOUR DEPARTMENT NAME

1234 STREET ADDRESS

CITY, STATE, POSTAL

MONTH, DAY, YEAR



Dear Service Provider,

The **AHJ Name** has instituted a new process for service providers who inspect and test fire protection systems. Effective **Go Live Date** all compliant & non-compliant fire protection systems test reports are required to be sent to the **AHJ Name** electronically by your respective organization via The Compliance Engine's online system at www.thecomplianceengine.com.

The **AHJ Name** is dedicated to delivering 100% compliance with our adopted Fire Code. This web-based service will aggregate, track and streamline the collection of compliance data of our jurisdiction's systems. Property owners will receive timely proactive notifications of their testing requirements, and the **AHJ Name** will gain the ability to better mitigate the risk in our community by improving public safety to our citizens.

All service providers who inspect or test fire protection systems within the **AHJ Name's** jurisdiction are required to register and submit all test, inspection, and service reports via The Compliance Engine. All reports must be submitted in accordance with the testing schedule and requirements outlined in our adopted fire code.

Benefits to you:

- Increases market opportunity and demand for your fire protection services
- Ensures all reports arrive, affording you the ability to track our department's follow up
- Enhances maintenance revenue and timeliness of deficiency corrections
- Improves customer retention with renewal notifications identifying you as company of record
- Minimizes non licensed contractors from working in your market

This proven process requires the service provider pay a nominal filing fee at the time of submittal. There is no fee to register your company with The Compliance Engine. Once registered, pricing is viewable under **AHJ Name** icon in The Compliance Engine. If you are a licensed fire protection system contractor and are not currently registered with Brycer, please do so at www.thecomplianceengine.com.

We look forward to partnering with you to better protect and serve our community. We are confident this will benefit us ALL.

Sincerely,

Keys to Getting Started:

- Register at www.thecomplianceengine.com
- Sign up for training
- Complete account set up by entering all inspectors, inspector licenses, and company licenses
- Add Users and company logo for brand awareness
- Add TCE link to your webpage

Key Processes to Know: Check the TCE HELP Portal for “How To” Visuals

- Select correct template for each report submitted: Fire Alarm, Sprinkler, Kitchen Hood, etc.
- Enter all test reports and type out deficiencies
- Attach pdf version of inspection report when using short form (fire protection systems only)
- Ensure all reports entered are submitted for payment
- Update deficiency tracking to inform AHJ that violations have been corrected
- Check notifications icon to track sent out by AHJ
- Open inspection reports are saved reports not yet submitted to AHJ, if not submitting these to AHJ delete
- Submit a new premises when necessary (if you cannot locate the premises in the existing database)
- View your transaction list to confirm correct payment
- Create new users when necessary
- Update credit card information

Systems Tracked: (CUSTOMIZABLE)

- Automatic Fire Sprinkler
- Automatic Closing Fire Assemblies
- 5yr Sprinkler System
- Fire Alarm System
- Commercial Kitchen Hood Suppression
- Commercial Kitchen Hood Cleaning
- Standpipe
- Active Smoke Control
- Private Hydrant System
- Fire Pump
- Fire Escape
- Gas Detection System
- Paint/Spray Booth
- Emergency Generator
- Emergency Radio Responder Coverage System
- Emergency Exit Lights
- Special Suppression
- Portable Fire Extinguishers

PRICING MODEL

System Type	Price	Billing Frequency
5 Year Sprinkler	\$20.00	Per Submittal
Automatic Closing Fire Assemblies	\$20.00	Per Submittal
Commercial Kitchen Exhaust (Cleaning)	\$20.00	Per Submittal
Emergency Exit Lights	\$20.00	Per Submittal
Emergency Power Generator	\$20.00	Per Submittal
Emergency Responder Radio Coverage System	\$20.00	Per Submittal
Fire Alarm	\$20.00	Per Submittal
Fire Pump	\$20.00	Per Submittal
Gas Detection Systems	\$20.00	Per Submittal
Hood Suppression System	\$20.00	Per Submittal
Paint/Spray Booth Suppression	\$20.00	Per Submittal
Portable Fire Extinguisher	BELOW	Per Submittal
Private Fire Hydrants	\$20.00	Per Submittal
Smoke Control System	\$20.00	Per Submittal
Special Suppression	\$20.00	Per Submittal
Sprinkler System	\$20.00	Per Submittal
Standpipe	\$20.00	Per Submittal

REPORTS SUBMITTED AFTER 30 DAYS FROM THE INSPECTION DATE WILL INCUR A \$10.00 LATE FEE

REPORTS SUBMITTED AFTER 60 DAYS FROM THE INSPECTION DATE WILL INCUR A \$20.00 LATE FEE

Portable Fire Extinguishers Pricing

1-5 Extinguishers = \$15.00

6+ Extinguishers = \$20.00

Business Model: There is no cost to the jurisdiction for implementation, annual or ongoing maintenance, licensing or other services offered by BRYCER. At no time will there be an invoice addressed to the jurisdiction for implementation of TCE. BRYCER's system for collecting and processing orders is simple, an Inspection company registers with TCE, which requires their payment card to be recorded and stored by our payment processing partner. We meet and exceed all PCI DSS standards. An inspection company submits a report to the jurisdiction at which point their payment card is billed at the agreed upon rate, frequency (e.g. per system, per building) and posted against the jurisdiction. The inspection company receives an email receipt along with an audit log of their transactions recorded in their custom site. The jurisdiction and the property Owner are never billed or required to make payments.

Extent of Fees: BRYCER charges the inspection companies on a per system, per building basis. However, TCE will accept submission of reports done on all frequencies (e.g. annually, semi-annually, quarterly, monthly, weekly and daily).

Revenue Share Option: BRYCER's revenue share option is a way for the jurisdiction to recover costs for administering your Bureau of Fire Prevention's fire and life safety compliance goals. BRYCER will collect all fees due and payable by third party inspectors and remit the jurisdiction's remuneration on a quarterly basis via Check or ACH Direct Deposit Transfer.



CITY COUNCIL WORK SESSION MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: October 9, 2025

ITEM TITLE: Parking and Signage on Public Streets

DISCUSSION:

Staff was asked at a previous meeting to add an item to this work session to discuss parking limitations on certain streets within the community.

Streets for discussion:

- 2nd Street NE between 7th Ave. NE and 8th Ave. NE
 - This section of roadway is narrower than most in the City, and does present issues for traffic when cars park along the roadway. Recently, the trash collection driver for this area also asked about restricting parking here to allow better access for trash service.



- 6th Ave. SW and NW
 - A resident contacted the City Manager asking for there to be no parking allowed on either side of the SW portion of 6th Ave., and to limit parking to only one side on the NW portion of 6th Ave.



Stop sign locations for discussion:

- Intersection of 3rd St. NW and 4th Ave. NW. Other intersections with 3rd St. NW have stop signs on 3rd St. NW. Staff would propose adding them at this intersection on the east and west legs.



- Intersection of 6th Ave. SW and Bland Blvd. When the stop sign was installed on the south leg of this intersection, we believe there was a sight distance concern due to the hill. Now that the hill has been cut back and a retaining wall installed (along with the trail) it does not seem to make sense to have a stop sign on the southern leg.

**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: October 9, 2025

ITEM TITLE: 2026 Street Rehabilitation Street Assessments

DISCUSSION:

Staff would like to have a discussion with the Council about the upcoming 2026 Street Rehabilitation project and the associated Street Assessments.

Staff from Crawford Engineering, the project engineer, will be in attendance to discuss the timing and related activities necessary for conducting assessments for this project.

For reference, the list of streets to be included in this project is as follows:

- 11th Ave NE - from 2nd St NE to 3rd St NE
- 2nd St NE - from 7th Ave NE to 8th Ave NE, and from Bridge to East End
- 17th St SE - from 5th Ave SE to 8th Ave SE
- 5th St NE - from 5th Ave NE to 6th Ave NE, and from 7th Ave NE to 8th Ave NE
- 6th St NE - from 5th Ave NE to 7th Ave NE
- 12th Ave NW - from 3rd St NW to North End
- O'Brien Ct NW - from Cul-de-Sac to 12th Ave NW
- 3rd St NE - from 4th Ave NE to 5th Ave NE
- 9th St NW - from 9th Ave NW to 10th Ave NW
- 3rd St SW - from 7th Ave SW to 6th Ave SW

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: October 9, 2025

ITEM TITLE: Flood Lot Leases Discussion

DISCUSSION:

Staff was asked to add an item to a City Council Work Session to discuss the FEMA Flood lots that the City of Independence owns, Floodplain Remnant Leases.

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.