



CITY COUNCIL WORK SESSION

Monday, April 07, 2025 at 5:00 PM

Council Chambers - 331 First Street East

AGENDA

RULES OF PROCEDURE

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

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

MEETING OPENING

Call the Meeting to Order

PRESENTATIONS

- [1.](#) BCHC Senior Solutions Offering

DEPARTMENT UPDATES

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

NEW BUSINESS

- [6.](#) Airport Ideas for Revenue Generation
- [7.](#) Theatre / Civic Center Proposal
- [8.](#) K9 Funds
- [9.](#) Chapter 69 Parking Regulations
- [10.](#) Flood Plain Hazard Mitigation Program
- [11.](#) Larson Lane Roadway
- [12.](#) IPF Development Agreement
- [13.](#) Parking Stall in front of Peters Law Firm
- [14.](#) Solid Waste Disposal Location
15. Mayor Topics
16. City Manager Topics
17. Council Topics

ADJOURNMENT

This agenda is subject to change.



CITY COUNCIL WORK SESSION PRESENTATION

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: April 7, 2025

ITEM TITLE: BCHC Senior Solutions Offering

DISCUSSION:

Staff from BCHC will be present to present information to the Council about the Senior Solutions program.

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.



Buchanan County
Health Center



Item #1.



WE INVITE YOU TO OUR PROGRAM OPEN HOUSE

COME TO LEARN!

Please join us for an open house and to learn more about our program. Guests will have the opportunity to tour the program facility and ask questions while enjoying light refreshments.

DATE AND PLACE

DATE: May 8, 2025

TIME: 1-3 pm

LOCATION: BCHC

Independence Main Lobby

ABOUT OUR PROGRAM

Our program is designed to support the mental health of older adults experiencing depression, anxiety, or other mental challenges often associated with aging.

Anyone can refer to our program. If you or someone you know could benefit from this program, don't hesitate to get in touch with us.

Call us today!

319-332-0130



EMPOWERING OLDER ADULTS TO THRIVE MENTALLY

An outpatient program
dedicated to the mental
health needs of older adults.

Buchanan County Health Center
1600 1st St E
Independence, IA 50644
(319) 332-0130

Check Your Mood

Have you experienced any of the following?
Check the boxes that apply to you.

Life Changes:

- | | |
|---|---|
| <input type="checkbox"/> lost a loved one or friend | <input type="checkbox"/> lost of interest in activities you previously enjoyed |
| <input type="checkbox"/> recently moved to a new home | <input type="checkbox"/> became the primary caregiver for a loved one or friend |

Health Concerns:

- ☐ living with a chronic health condition
- ☐ received a health diagnosis or noticed a decline in your health
- ☐ experienced changes in sleeping or eating patterns (increase or decrease)
- ☐ loss of energy or feeling tired all the time

Feelings of:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> hopelessness | <input type="checkbox"/> sadness |
| <input type="checkbox"/> isolation | <input type="checkbox"/> frustration |
| <input type="checkbox"/> loneliness | <input type="checkbox"/> fear or anxiety |

If you checked any of the boxes you could benefit from our mental health program. We're available to answer questions and schedule a free, confidential assessment. Your happiness and health are important. Feeling depressed is not a normal part of aging. Call us today! We can help!

(319) 332-0130



Item #1.



FREQUENTLY ASKED QUESTIONS

What is Senior Life Solutions?

Senior Life Solutions is an outpatient hospital program designed to support the mental health of older adults experiencing depression, anxiety, or other mental challenges often associated with aging. Our voluntary program includes individual and group therapy, psychiatry, medication management, and health screens.

Participants in the program attend group, individual, and family therapy sessions led by a licensed therapist. They also meet with a psychiatrist at least once a month.

Who could benefit from the program?

Older adults, typically 65+, who struggle with depression, anxiety, or other mental health challenges.

Senior Life Solutions can help older adults who are experiencing the following:

- loss of a loved one
- chronic health diagnosis
- change in living conditions
- suicidal thoughts
- frequent feelings of sadness, guilt, worry, or worthlessness
- change in energy level, sleep, and/or weight
- need for frequent visits to the emergency room or clinic
- feeling overwhelmed or stressed due to being a caregiver

How can the program help me?

Most participants experience a reduction in feelings of depression, anxiety, isolation and loneliness. They see improvements in their physical health and discover a renewed sense of purpose.

Benefits of the Senior Life Solutions program include:

- regular health screens (vital signs, sleep patterns, weight changes, mood, etc.)
- coping and communication skills
- medication management
- psychiatric treatment
- individual therapy
- group support

Who can recommend someone to the program?


Anyone can make a referral to our Senior Life Solutions program including clinicians, family, and friends. Participants can also self-refer. Just give us a call.

How can I get more information about the program for myself or someone I know?

We are always available to answer questions and can provide educational in-services and information to community members and clinicians.

Contact us for more information or to discuss mental health support for yourself or a loved one.



 (319) 332-0130

 bchealth.org



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Mattherw R. Schmitz, MPA – City Manager

FROM: Matt Chesmore, Building Official

DATE OF MEETING: April 7, 2025

ITEM TITLE: Department Report – Building/Code Enforcement

DISCUSSION:

Building Department:

Between February 1, 2025, and March 31, 2025, 44 Permits were issued.

(see permit report for individual permit uses)

Code Enforcement:

1 Letter of Violation was sent during February and March

808 1st W – This is an ongoing 657A project; however, we have been advised that if the US Attorney requests this action be removed to Federal Court, the City's legal expenses would drastically increase if the City wishes to continue the action. A non-jury trial in the District Court has been scheduled for September 3, 2025. As this matter has been in process for some time, a default hearing is scheduled for April 15, 2025, in Buchanan County Court, and our attorney will be present.

Other 657A: Staff has had discussions regarding the desire to file a 657A(10)(B) action on two abandoned properties, 209 3rd St NE, owned by USDA, and 416 9th Ave SE. 209 3rd Street NE is a federally owned property that has been abandoned for at least six months. Likewise, 416 9th Avenue SE has also been abandoned for at least six months. Both have had code enforcement violations in 2024; therefore, staff is considering proceeding with 657A proceedings. Proceeding would be to authorize the City Attorney to begin accruing expenses related to the acquisition of these properties. We would appreciate the Council's input on this matter before proceeding.

Nuisance Property: A nuisance property located at 813 9th Street NE has been cited for violations regarding the International Property Maintenance Code and local Ordinances regarding the storing of Junk vehicles. I met with the owner (landlord) and found out she felt the City was violating her rights, stating the city had no right to regulate her "private" property. I explained that the City of Independence has adopted certain ordinances that can regulate private property as afforded by Iowa law. Once she had de-escalated, she agreed to make repairs to the building but asked if the repairs could be held off until spring, as she lived in Illinois and, with winter upon her, completing this type of work would be very difficult. I told her if she kept in contact and agreed to get the repairs completed in the spring, we would agree, however if the work was not completed in a timely manner in the spring, then we would have no other recourse but to turn this over to our legal team and file a municipal infraction.

Update: The junk vehicle was resolved on April 1st, 2025

Mowing Ordinance: With spring around the corner, staff published a Public Notice on March 22, 2025, regarding an ordinance pertaining to junk material, junk vehicles, and the mowing of property.

812 10th Street NE – Derelict property

Staff are starting the steps for the Council to approve the sale of this property.

Planning and Zoning:

Planning and Zoning met on February 4, 2025, where it was recommended to City Council to accept and approve a Plat of Survey for a Boundary Line Adjustment located at 401 6th Ave SW, pending a development agreement that stipulates the removal of the detached garage by July 1, 2025. Additionally, on February 4, 2025, a motion was made to continue the review of the Article 17 Signs ordinance. Amendments were made to Article 17 and given to the City Manager for review.

Board of Adjustments:

No Activity

Flood Plain Administration:

Hazard Mitigation Grant Program: Properties at 67 10th Street NE and 45 8th St NE have enrolled in a flood buyout program where values were appraised at \$18,224.00 and \$117,000.00, respectively. The local match (15%) of the buyout includes all expenses; therefore, the local match would be approximately \$6,843.60 and \$21,660.00, respectively, totaling \$28,503.60. Final buyout numbers will need to be verified with FEMA and the Dept. of Homeland Security, but these figures should be very close to actual buyout costs.

The City Council will need to decide whether to fund the local match. If so, then staff in a future Council meeting will ask the Council for approval of a resolution approving the cost share. If the City cannot fund, or chooses not to fund, the local share, then funds would need to come from other sources such as Federal CDBG-R or private funds. At this stage of the application process, we are uncertain whether CDBG-R funding will be available.

Training:

February 25, 26, and 28, 2025, I attended EduCode Virtual continuing education classes. Classes were primarily focused on building code updates and techniques for efficiently navigating the various code books.

On February 27, 2025, I attended the Iowa Association of Building Officials (IABO) class “When Disaster Strikes” in Cedar Rapids, Iowa.

This class was designed for emergency management personnel and building professionals to learn about the procedures to follow in the event of a disaster.

All Violations last two months - Set Date Range

Parcel Number	Violation Type	Inspector	Violation Status	Violation Date	Violation Status
1005277004	Code Enforcement	Matt Chesmore	Friendly Reminder	March 19, 2025	Friendly Reminder
0634386002	Code Enforcement	Matt Chesmore	Void	March 26, 2025	Void
0634386002	Code Enforcement	Matt Chesmore	Violation Notice Sent	March 27, 2025	Violation Notice Sent

3 Violations

All complaints in this year

Complaint Number	Parcel Number	Complaint Type	Complaint Status	Complaint Location
25-0002	1004426002	Code Enforcement	Closed	506 2ND AVE SW, INDEPENDENCE 50644
25-0003	1004264002	Code Enforcement	Closed	407 4TH ST SW, INDEPENDENCE 50644
25-0004	1004178016	Code Enforcement	Closed	209 6TH AVE SW, INDEPENDENCE 50644
25-0005	0634386010	Code Enforcement	Closed	506 1ST ST W, INDEPENDENCE 50644
25-0006	1004277014	Code Enforcement	Closed	209 1ST ST E, INDEPENDENCE 50644
25-0007	1005277004	Code Enforcement	Closed	1501 1ST ST W, INDEPENDENCE 50644
25-0008	0634386002	Code Enforcement	Violation Issued	110 6TH AVE NW, INDEPENDENCE 50644

7 Complaints

All Permits issued previous 2 months - Set Date Range

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
February 3, 2025	124 3RD AVE SE, INDEPENDENCE 50644	Commercial	Beer/Liquor	\$0.00	February 21, 2025	\$0
December 27, 2024	519 1ST ST E, INDEPENDENCE 50644	Commercial	Beer/Liquor	\$0.00	February 5, 2025	\$0
January 20, 2025	100 5TH AVE NE, INDEPENDENCE 50644	Commercial	Beer/Liquor	\$0.00	February 3, 2025	\$0
			Subtotal For Beer/Liquor (3 Records)	\$0.00		\$0
March 11, 2025	1115 2ND ST NE, INDEPENDENCE 50644	Residential	Building	\$466.00	March 11, 2025	\$36,000
			Subtotal For Building (1 Records)	\$466.00		\$36,000
March 17, 2025	509 9TH AVE NE, INDEPENDENCE 50644	Residential	Decking	\$112.00	March 18, 2025	\$13,500
			Subtotal For Decking (1 Records)	\$112.00		\$13,500
March 31, 2025	211 8TH AVE NW, INDEPENDENCE 50644	Residential	Driveway	\$76.00	March 31, 2025	\$7,500
			Subtotal For Driveway (1 Records)	\$76.00		\$7,500
March 13, 2025	309 11TH AVE NE, INDEPENDENCE 50644	Residential	Excavation	\$0.00	March 13, 2025	\$0
March 6, 2025	507 2ND AVE SW, INDEPENDENCE 50644	Residential	Excavation	\$0.00	March 6, 2025	\$0
			Subtotal For Excavation (2 Records)	\$0.00		\$0
February 7, 2025	407 MATTHEW ST, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$100.00	February 10, 2025	\$11,612
March 25, 2025	300 10TH ST NE, INDEPENDENCE 50644	Commercial	Mechanical (HVAC)	\$2,093.00	March 31, 2025	\$820,000
February 14, 2025	405 MATTHEW ST, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$100.00	February 19, 2025	\$11,612
February 14, 2025	905 5TH AVE NE, INDEPENDENCE 50644	Commercial	Mechanical (HVAC)	\$223.00	March 3, 2025	\$33,185

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
January 27, 2025	1504 6TH AVE NE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$58.00	February 18, 2025	\$4,300
December 20, 2024	800 9TH AVE NE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$100.00	February 3, 2025	\$11,500
January 20, 2025	900 4TH AVE NE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$46.00	February 3, 2025	\$2,500
March 18, 2025	1401 KELLIE AVE, INDEPENDENCE 50644	Residential	Mechanical (HVAC)	\$100.00	March 20, 2025	\$11,612
February 20, 2025	202 19th Avenue NW #15	Residential	Mechanical (HVAC)	\$52.00	February 20, 2025	\$4,000
January 24, 2025	300 10TH ST NE, INDEPENDENCE 50644	Commercial	Mechanical (HVAC)	\$398.00	February 3, 2025	\$81,036
Subtotal For Mechanical (HVAC) (10 Records)				\$3,270.00		\$991,357
March 21, 2025	814 5TH AVE NE, INDEPENDENCE 50644	Residential	New Construction	\$0.00	March 21, 2025	\$0
Subtotal For New Construction (1 Records)				\$0.00		\$0
January 29, 2025	508 3RD ST NE, INDEPENDENCE 50644	Residential	Plumbing	\$28.00	February 18, 2025	\$1,368
November 19, 2024	203 9TH AVE SW, INDEPENDENCE 50644	Residential	Plumbing	\$90.00	February 18, 2025	\$9,309
February 27, 2025	810 3RD ST SE, INDEPENDENCE 50644	Residential	Plumbing	\$28.00	March 4, 2025	\$1,400
March 5, 2025	309 11TH AVE NE, INDEPENDENCE 50644	Residential	Plumbing	\$180.00	March 7, 2025	\$25,000
January 16, 2025	905 5TH AVE NE, INDEPENDENCE 50644	Commercial	Plumbing	\$130.00	March 3, 2025	\$16,555
January 30, 2025	816 2ND ST NE, INDEPENDENCE 50644	Residential	Plumbing	\$28.00	February 18, 2025	\$1,368
January 16, 2025	111 20TH AVE SW, INDEPENDENCE 50644	Commercial	Plumbing	\$283.00	February 18, 2025	\$45,735
January 16, 2025	323 1ST ST E, INDEPENDENCE 50644	Commercial	Plumbing	\$52.00	February 18, 2025	\$4,000

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
January 16, 2025	415 11TH AVE NW, INDEPENDENCE 50644	Residential	Plumbing	\$70.00	February 18, 2025	\$6,910
			Subtotal For Plumbing (9 Records)	\$889.00		\$111,645
February 24, 2025	507 2ND ST NW, INDEPENDENCE 50644	Residential	Remodel/Addition	\$100.00	February 24, 2025	\$12,000
March 6, 2025	125 14TH AVE SE, INDEPENDENCE 50644	Residential	Remodel/Addition	\$198.00	March 7, 2025	\$28,000
March 10, 2025	812 1ST ST E, INDEPENDENCE 50644	Residential	Remodel/Addition	\$0.00	March 10, 2025	\$0
February 11, 2025	302 ENTERPRISE DR, INDEPENDENCE 50644	Commercial	Remodel/Addition	\$1,054.00	February 19, 2025	\$323,981
			Subtotal For Remodel/Addition (4 Records)	\$1,352.00		\$363,981
February 26, 2025	1009100022	Zoning Board	Rezoning Request	\$250.00	February 28, 2025	\$0
			Subtotal For Rezoning Request (1 Records)	\$250.00		\$0
March 19, 2025	1725-1739 3rd Street NE	Commercial	Roofing	\$203.00	March 19, 2025	\$29,981
March 19, 2025	810 6TH ST SW, INDEPENDENCE 50644	Residential	Roofing	\$58.00	March 19, 2025	\$4,140
February 4, 2025	415 14TH AVE NE, INDEPENDENCE 50644	Residential	Roofing	\$203.00	February 18, 2025	\$29,880
March 19, 2025	900 PARK AVE NE, INDEPENDENCE 50644	Residential	Roofing	\$46.00	March 19, 2025	\$2,160
March 25, 2025	614 3RD ST SE, INDEPENDENCE 50644	Residential	Roofing	\$76.00	March 25, 2025	\$7,200
			Subtotal For Roofing (5 Records)	\$586.00		\$73,361
March 31, 2025	515 3RD AVE SE, INDEPENDENCE 50644	Residential	Sidewalk/Patio	\$46.00	March 31, 2025	\$2,500
			Subtotal For Sidewalk/Patio (1 Records)	\$46.00		\$2,500
March 10, 2025	401 OBRIEN CT, INDEPENDENCE 50644	Residential	Window Replacement	\$40.00	March 10, 2025	\$2,000

File Date	Location	Permit Type	Permit Use	Fee Amount	Permit Date	Project Value
March 19, 2025	513 13TH AVE NE, INDEPENDENCE 50644	Residential	Window Replacement	\$188.00	March 21, 2025	\$26,907
March 7, 2025	805 9TH ST SW, INDEPENDENCE 50644	Residential	Window Replacement	\$70.00	March 10, 2025	\$7,000
February 20, 2025	400 5TH AVE NE, INDEPENDENCE 50644	Commercial	Window Replacement	\$253.00	February 28, 2025	\$39,932
March 25, 2025	517 5TH AVE NE, INDEPENDENCE 50644	Residential	Window Replacement	\$76.00	March 27, 2025	\$7,920
Subtotal For Window Replacement (5 Records)				\$627.00		\$83,759
T O T A L - 44 Records				\$7,674.00		\$1,683,603



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA - City Manager
FROM: Brad Esch, Street Dept. Director
DATE OF MEETING: April 7, 2025
ITEM TITLE: Department Report – Streets

Spring street sweeping has been and will continue to be out until the town is completed.

Cold patch pothole repairs are in progress.

Post and sign repairs.

Tree dump maintenance and staying in compliance with DNR regulations.

Tree issues and overgrowth were removed behind and on each side of the police station hillside.

Projects involving parks and recreation, such as complex trails, etc.

Applied blacktop millings to Larson Lane Road where the concrete portion ends and turns to gravel to 17th Ave SE.

Upgraded the dust control (tree sap tank), and now we can also utilize it for the pretreatment of main areas with a salt brine solution. It was a useful addition to this year's winter season.

End-of-season maintenance and desalting of snow equipment, then put into storage.



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA – City Manager
FROM: Travis Foley – Utilities Department Director
DATE OF MEETING: April 7, 2025
ITEM TITLE: Department Report – Utilities

Project Update:

8th Ave NE Project

As most are aware, we have experienced numerous issues with the water main along 8th Avenue NE. There have been multiple breaks, with the most recent being Saturday, March 29th. Last fall, we initiated the process of replacing the line by installing a new main from 7th St. to 8th St. The plan is to continue running the new main north to 10th St. and south to 5th St. Typically, a project like this would be completed in its entirety by a third-party contractor. After some internal discussion, we have developed a plan for the city to collaborate with a third-party contractor and complete a significant portion of the project with city staff. By doing so, I believe we will see substantial cost savings. I currently have funds allocated in the 2026 budget for this project. The amount budgeted was initially intended to pay for a contractor to complete 100% of the work and half of the project. By modifying the plan and collaborating with the Utilities and Streets Departments and a third-party contractor, I aim to complete both halves of the project for approximately the same price that we have budgeted for one half.

Water –

We will be out working on the Spring flushing starting this month. The schedule will be as follows:

Southeast – Week of April 14th

Southwest – Week of April 21st

Northwest – Week of April 28th

Northeast – Week of May 5th

We will post this online and in the paper, as we have in previous years.

Sewer –

We have been out using the camera and inspecting the sewer mains. We are seeing an increase in root issues developing. I believe this is due to the dry conditions we've been experiencing, that is causing the roots to go deeper in search of moisture. We have purchased

a new root cutter that attaches to the jet machine to help address these issues when they are identified.

Wastewater –

We hired a new Lab Technician, Samira Yearous. She will work with the current lab technician and receive training until her retirement date.

The plant is running as it should. Disinfection season started on March 15th, so that is now up and running. (We currently use gas chlorine for this. The new process will be UV disinfection.)

- As a whole, we are working on spring maintenance and other day-to-day activities.



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA – City Manager
FROM: Brett Soukup – Airport Director
DATE OF MEETING: April 7, 2025
ITEM TITLE: Department Report – Airport

Fuel Sales Update

- 100LL – 766 gal
- Jet A –296 gal.
- Grounds:
 - We are still experiencing issues with the runway circuit. We had Voltmer come out and inspect the Volt building, specifically the transformer for the runway circuit. We have determined that one of the boards inside needs to be replaced, and this is now on order.
- Equipment:
 - Performing annual maintenance services on equipment.
 - We have stored some of the snow removal equipment for the season.
 - The big broom that goes on the front of the dump truck to sweep off the main apron in different areas that may have foreign object debris (FOD) on them, we were able to order and replace the bristles for it.
- Miscellaneous:
 - We ordered a new LCD screen for the fuel monitor, as we have received a couple of complaints that it's becoming difficult to read. So, when we have a nice day, we will go out and try to get this replaced.
 - There seems to be a field tile over on the West side of the airport that is plugged. Rasmussen drainage had been working near the Interstate, focusing on a different plug that crossed through the airport. I had asked them to stop by and take a look at this to see what it would take to get it fixed—more updates to come.



CITY COUNCIL WORK SESSION MEMORANDUM

TO: Matthew R. Schmitz, MPA – City Manager

FROM: Brett Soukup – Airport Director

DATE OF MEETING: April 7, 2025

ITEM TITLE: Airport Ideas for Revenue Generation

DISCUSSION:

Members of the Airport Board would like to bring forth a couple of revenue-generating ideas. The board has been discussing various ways to increase activity and introduce new features at the airport. Staff had asked them to put a few of these ideas on paper and bring them to the council for a discussion.

1. Commercial maintenance
 - a. Avionics Shop
 - b. Engine Shop
 - c. Additional maintenance opportunities
2. Economic growth
 - a. Attraction of businesses to the Airport
 - b. Marketing the Airport
3. Governance changes

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: April 7, 2025

ITEM TITLE: Theatre / Civic Center Proposal

DISCUSSION:

During the February 3, 2025, Work Session, Staff informed Council that the City has been approached by an entity interested in purchasing the Falcon Civic Center. During that meeting, a discussion was held about engaging Levi Architecture to do some conceptual planning to ensure that this is a feasible option should the City decide to sell the current Falcon Civic Center.

Attached is the proposal from Levi Architecture.

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.

Matthew R. Schmitz
City Manager
City of Independence
331 1st Street East
Independence, IA 50644

March 13, 2025

Re: Design Services – Independence Recreation Center

Mr. Schmitz,

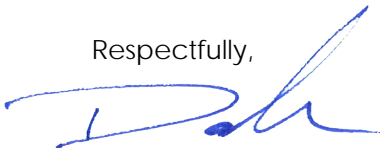
Thank you for the opportunity to provide you and the City of Independence with this design services proposal for the relocation of the Independence Recreation Facility to the existing Starlight Theater at the SW corner of Independence. We understand the project to be the renovation of the existing theater, a large addition for indoor basketball & volleyball courts, exercise areas and re-grading the expanded site to accommodate soccer fields.

The first phase of the design services consists of space planning with the City and presentation drawings for marketing. The renderings are to include exterior views of the new and existing buildings, soccer fields, and possibly one or two renderings of the interior. This level of design should allow us to explore cost opinions from local contractors as part of the marketing information.

Our team proposes to provide these schematic design services for the lump sum of \$10,200 (ten thousand, two hundred and no dollars).

Please feel free to contact me at your convenience if you have any questions. We are excited for this opportunity to continue working with you and the City of Independence. If this design services proposal meets your approval, please sign below, and return to me at your convenience.

Respectfully,



Dan Levi, AIA
Levi Architecture

Matthew Schmitz
City Manager, City of Independence,



3228 cedar heights drive
cedar falls, ia 50613
319.277.5636 o



CITY COUNCIL WORK SESSION MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: April 7, 2025

ITEM TITLE: K9 Funds

DISCUSSION:

Due to the resignation of the K-9 officer, the K-9 program at the City was terminated. As a result, the City now has funding within the Police Department Budget dedicated to the K9 item, and a discussion is now needed on how to utilize those funds, if at all, moving forward.

Notably, according to Iowa State Law, the return of funds to donors is not permitted. The City Attorney will be present to discuss this.

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: April 7, 2025

ITEM TITLE: Chapter 69 Parking Regulations

DISCUSSION:

During the March 10th Regular City Council Meeting, modifications to Chapter 69 – Parking Regulations were considered via ordinance and were set for the second reading.

This item was tabled during the meeting, and the Council requested a revisit for additional discussion of various topics, including overnight parking restrictions and permit issuance related to this issue.

During the March 17th City Council Work Session, additional discussion took place, and most items related to this were resolved with general guidance to Staff on how to move forward.

Additional discussion is needed regarding overnight parking along streets in the Downtown area, excluding Main Street.

Chief Niedert has included the following information for the Council to consider:

I wanted to ensure that the information regarding the overnight parking ordinance for the downtown area is clear about what we are attempting to achieve with this change.

- *Approximately a year ago, Nikki Barth, Chamber of Commerce Director, reached out to me to try to find a solution to problems with downtown parking. The issues that she and other business owners were trying to address were the overnight parking during seven and a half months of the year and time limits for downtown parking. The problem was twofold: business owners and employees parking on the street all day and overnight. I presented several alternatives on the timed parking issue to the Council, along with the related costs (parking meters, etc.). The conclusion of that meeting was not to install any meters or regulating equipment but to move forward with ordinances that would enhance downtown parking.*
- *These ordinance changes were not put forward to assist with anything other than better parking for patrons of downtown businesses. The benefit of the no overnight parking year-round will be easier access for plant watering, but it is not dependent on that.*
- *These suggested ordinance changes, a 2-hour limit and no overnight parking, go hand-in-hand. Without the year-round overnight parking ordinance, the 2-hour limit becomes less enforceable. Without overnight parking restrictions, someone could park overnight, leave the vehicle on the street, and, once the two-hour parking rule takes effect, essentially avoid enforcement until noon.*
- *Apartment residents and overnight employees downtown already must park in parking lots for four and a half months out of the year, so these changes to parking year-round should not be an issue. The change would be to not park on the streets during the period from April 1st through November 15th, which is a more pleasant time weather-wise, so as not to create a more significant hardship.*

- *A suggestion was made that this would encourage people to drink and drive to avoid a parking ticket by leaving a vehicle. Currently, patrons of establishments are issued parking tickets for four and a half months out of the year for leaving their vehicles, so that would not change. There is ample parking available in the parking lots adjacent to the licensed alcohol establishments. The Police Department has always stressed personal responsibility and planning when consuming alcohol, and we maintain that advice.*
- *These ordinance changes are not being made because of any individual business or apartments but rather for the long-term strategic planning as our downtown continues to thrive.*

There are still modifications that need to be made to the attached Ordinance based on the previous discussion at the March 17th City Council Work Session. However, given that further discussion is ongoing, Staff did not want to spend time making those modifications until a final plan is in place.

The items still to be added to the attached ordinance include provisions regarding snow emergencies and their implementation in parking lots, allowing parking in downtown lots for up to 48 hours, permitting for downtown tenants, and other related matters.

RECOMMENDATION:

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

ORDINANCE NO. 2025-

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF INDEPENDENCE, IOWA, BY AMENDING PROVISIONS TO CHAPTER 69 PARKING REGULATIONS.

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

Section 1. SECTION MODIFIED. Section 69.08, Subsection 8, is repealed and the following adopted in lieu thereof:

8. Third Street NE, on the south side, from Eighth Avenue NE to Eighteenth Avenue NE.

Section 2. SECTION MODIFIED. Section 69.09 of the Code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.09 ALL NIGHT PARKING PROHIBITED.

1. All Night Parking Prohibited. No person, except physicians or other persons on emergency calls, shall park a vehicle on any of the following named streets between the hours of 2:00 a.m. and 6:00 a.m. of any day.

(Code of Iowa, Sec. 321.236[1])

A. First Street East, on both sides, from Fourth Avenue NE to First Street bridge.

~~2. Parking Prohibited. No person, except physicians or other persons on emergency calls, shall park a vehicle on any of the following named streets between the hours of 2:00 a.m. and 6:00 a.m. of any day during the period from November 15th through April 1st.~~

B. Second Street NE, on both sides, from Second Avenue NE to Fifth Avenue.

C. Fourth Avenue NE, on both sides, from First Street to Second Street.

D. Fourth Avenue SE, on both sides, from First Street to Second Street.

E. Second Avenue NE, on both sides, from First Street to Third Street.

F. Third Avenue NE, on both sides, from First Street to Second Street.

Section 3. SECTION MODIFIED. Section 69.11 of the code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.11 TWO-HOUR PARKING ZONES. No person shall stop, stand or park a vehicle for a continuous period of time in excess of two hours in any of the following designated two-hour parking zones **between the hours of 8:00 am to 5:00 pm:**

1. First Street East, on both sides, from Fourth Avenue NE to First Street bridge.

2. Second Street NE, on both sides, from Second Avenue NE to Fifth Avenue.

3. Fourth Avenue NE, on both sides, from First Street to Second Street.

4. Fourth Avenue SE, on both sides, from First Street to Second Street.

5. Second Avenue NE, on both sides, from First Street to Third Street.

6. Third Avenue NE, on both sides, from First Street to Second Street.

Section 4. SECTION MODIFIED. Section 69.15 of the Code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.15 NORTH CITY PARKING LOT. (LOT A) It is unlawful to park any vehicle in the North City parking lot in violation of the following regulations:

1. Prohibited Parking. No vehicle weighing more than four tons shall be parked in the North City parking lot.

2. **Forty-Eight** Hour Limit. No vehicle shall be parked in the North City parking lot for a continuous period of time for more than **48** hours, **except those parked in assigned parking spaces**

where signage is present for downtown housing purposes, and a valid permit issued by the Police Department is present on the vehicle.

3. Angle Parking. All vehicles in the North City parking lot shall be parked at an angle as indicated by markings or signs.
4. No vehicle shall be parked in such lot between the hours of 2:00 a.m. and 6:00 a.m., except those parked in assigned parking spaces where signage is present for downtown housing purposes, and a valid permit issued by the Police Department is present on the vehicle.

Section 5. SECTION MODIFIED. Section 69.16 of the Code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.16 SOUTH CITY PARKING LOT. (LOT B) It is unlawful to park any vehicle in the South City parking lot in violation of the following regulations:

1. Angle Parking. All vehicles shall be parked at an angle as indicated by markings or signs.
2. No vehicle weighing more than four tons shall be parked in a City parking lot.
3. No vehicle shall be parked in such lot between the hours of 2:00 a.m. and 6:00 a.m., except those parked in assigned parking spaces where signage is present for downtown housing purposes, and a valid permit issued by the Police Department is present on the vehicle.

Section 6. SECTION MODIFIED. Section 69.17 of the Code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.17 EAST CITY PARKING LOT. (LOT C) It is unlawful to park any vehicle in the East City parking lot in violation of the following regulation:

1. No vehicle shall be parked in such lot between the hours of 2:00 a.m. and 6:00 a.m., except those parked in assigned parking spaces where signage is present for downtown housing purposes, and a valid permit issued by the Police Department is present on the vehicle.
2. All vehicles in the lot shall be parked as indicated by markings or signs.
3. No vehicle weighing more than four tons shall be parked in a City parking lot.

Section 7. SECTION MODIFIED. Section 69.18 of the Code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.18 CITY HALL BLOCK PARKING LOT. (LOT D) It is unlawful to park any vehicle in the City Hall block parking lots between the hours of 2:00 a.m. and 6:00 a.m., except as hereinafter provided:

1. Vehicles either owned by or used by City employees or volunteer fire fighters shall be allowed to park during said time only if said persons are in the performance of City business.
2. Vehicles owned by tenants of the apartment building directly adjacent to said lot shall be allowed to park only if the landlord has provided the Police Department with the license number of the vehicle owned by the tenant. It shall be the sole responsibility of the landlord to keep current, in the Police Department, those license plate numbers. Furthermore, only one vehicle per lease shall be allowed to park in said lot.
3. All vehicles in the lot shall be parked as indicated by markings or signs.
4. No vehicle weighing more than four tons shall be parked in a City parking lot.

The City Hall block parking lots are the lots directly adjacent to City Hall, on either side, and also the lot running perpendicular to City Hall.

Section 8. SECTION MODIFIED. Section 69.19 of the Code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.19 BRIMMER PARK CITY PARKING LOT. (LOT E) It is unlawful to park any vehicle in the Brimmer Park City parking lot in violation of the following regulations:

1. No vehicle shall be parked in such lot between the hours of 2:00 a.m. and 6:00 a.m., except those parked in assigned parking spaces where signage is present for downtown housing purposes, and a valid permit issued by the Police Department is present on the vehicle.
2. All vehicles in the lot shall be parked as indicated by markings or signs.
3. No vehicle weighing more than four tons shall be parked in a City parking lot.

Section 9. SECTION MODIFIED. Section 69.20 of the Code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.20 CENTRAL CITY PARKING LOT. (LOT F) It is unlawful to park any vehicle in the Central City parking lot in violation of the following regulations:

1. No vehicle shall be parked in such lot between the hours of 2:00 a.m. and 6:00 a.m., except those parked in assigned parking spaces where signage is present for downtown housing purposes, and a valid permit issued by the Police Department is present on the vehicle.
2. All vehicles in the lot shall be parked as indicated by markings or signs.
3. No vehicle weighing more than four tons shall be parked in a City parking lot.

Section 10. SECTION MODIFIED. Section 69.21 of the Code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.21 NORTHEAST CITY PARKING LOT. (LOT G) It is unlawful to park any vehicle in the Northeast City parking lot in violation of the following regulations:

1. No vehicle shall be parked in such lot between the hours of 2:00 a.m. and 6:00 a.m., except those parked in assigned parking spaces where signage is present for downtown housing purposes, and a valid permit issued by the Police Department is present on the vehicle.
2. All vehicles in the lot shall be parked as indicated by markings or signs.
3. No vehicle weighing more than four tons shall be parked in a City parking lot.

Section 11. SECTION MODIFIED. Section 69.26 of the Code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.26 SOUTHEAST CITY PARKING LOT. (LOT H) It is unlawful to park any vehicle in the Southeast City parking lot in violation of the following regulations:

1. No vehicle shall be parked in such lot between the hours of 2:00 a.m. and 6:00 a.m., except those parked in assigned parking spaces where signage is present for downtown housing purposes, and a valid permit issued by the Police Department is present on the vehicle.
2. All vehicles in the lot shall be parked as indicated by markings or signs.
3. No vehicle weighing more than four tons shall be parked in a City parking lot.

Section 12. SECTION MODIFIED. Section 69.27 of the Code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.27 FALCON CIVIC CENTER PARKING LOT. It is unlawful to park any vehicle in the Falcon Civic Center parking lot in violation of the following regulations:

1. No vehicle shall be parked in such lot between the hours of 2:00 a.m. and 5:00 a.m.
2. All vehicles in the lot shall be parked as indicated by markings or signs.
3. No vehicle weighing more than four tons shall be parked in a City parking lot.

Section 13. SECTION MODIFIED. Section 69.28 of the Code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.28 RIVERS EDGE PARKING LOT. It is unlawful to park any vehicle in the Rivers Edge parking lot in violation of the following regulations:

1. No vehicle shall be parked in such lot between the hours of 2:00 a.m. and 5:00 a.m.
2. All vehicles in the lot shall be parked as indicated by markings or signs.
3. No vehicle weighing more than four tons shall be parked in a City parking lot.

Section 14. SECTION MODIFIED. Section 69.29 of the Code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.29 BOAT DOCK PARKING LOT. It is unlawful to park any vehicle in the Boat Dock parking lot in violation of the following regulations:

1. No vehicle shall be parked in such lot between the hours of 2:00 a.m. and 5:00 a.m.
2. All vehicles in the lot shall be parked as indicated by markings or signs.
3. No vehicle weighing more than four tons shall be parked in a City parking lot.
4. No vehicle shall park at river access points where loading and unloading of watercraft is designated.

Section 15. SECTION MODIFIED. Section 69.30 of the Code of Ordinances of the City of Independence, Iowa is repealed and the following adopted in lieu thereof:

69.30 EMERGENCY PARKING/LOADING ZONES – MAY BE DESIGNATED. The City Council may from time to time designate by ordinance the location of emergency parking or loading zones within any given street. In such emergency parking/loading zones parking is limited to ten (10) minutes.

1. From the intersection of 1st St First Street E and 4th Ave Fourth Avenue NE on the east side going north to the first driveway to the east.

(Section 69.30 – Ord. 2022-560 – Sep. 22 Supp.)

Section 16. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 17. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 18. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED AND APPROVED by the City Council of Independence, Iowa, on this ____ day of _____ 2025.

Brad Bleichner, Mayor of the City of Independence, IA

ATTEST:

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

First Reading: February 24, 2025
Second Reading: _____
Third Reading: _____

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

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



CITY COUNCIL WORK SESSION MEMORANDUM

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Matt Chesmore, Building Official

DATE OF MEETING: April 7, 2025

ITEM TITLE: Flood Plain Hazard Mitigation Program

DISCUSSION:

Hazard Mitigation Grant Program: Properties at 67 10th Street NE and 45 8th Street NE have enrolled in a flood buyout program, where the values were appraised at \$18,224.00 and \$117,000.00, respectively. The local match (15%) of the buyout includes all expenses; therefore, the local match would be approximately \$6,843.60 and \$26,310.00, respectively, totaling \$33,153.60. Final buyout numbers will need to be verified with FEMA and the Dept. of Homeland Security, but these figures should be very close to actual buyout costs and local cost share.

The City Council should discuss the feasibility of funding this program and decide whether it is something they wish to pursue. If so, then staff in a future Council meeting will request approval of a resolution to approve the cost share. If the Council deems this infeasible, then funds would likely need to come from other sources, such as Federal CDBG-DR or private funding. It is worth noting that at this point in the application, we are unsure if CDBG-DR funds will become available or if they will be awarded to the State prior to the application deadline.

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: April 7, 2025

ITEM TITLE: Larson Lane Roadway

DISCUSSION:

Staff was contacted by Pries Enterprises regarding Larson Lane, the roadway along the west side of their main building. The inquiry was regarding what it would take to pave the roadway, similar to the southern half, which is already paved. Staff reached out to Mark Crawford of Crawford Engineering, and he provided the City Manager with an email stating the cost of approximately \$672,000 to extend the paving. That cost would include Construction, Design, and Construction Administration for the project.

The project would consist of approximately 675 linear feet of roadway extension, including sanitary sewer, water main, and storm sewer.

An aerial of the roadway is below:



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: April 7, 2025

ITEM TITLE: IPF Development Agreement

DISCUSSION:

At the beginning of March, Staff was contacted by Independence Premium Foods (IPF) regarding re-starting the project that was stopped last fall. After that inquiry, Staff reached out to Crawford Engineering to have them talk with the Contractor to determine if costs have changed since the project was initially bid and then put on hold. Unfortunately, costs have increased from \$409,376.85 to \$462,706.75 – an increase of \$53,329.90. This changes the overall project costs (including Engineering, Legal, Construction, etc.) from \$489,376.85 to \$542,706.75, which means IPF's contribution would increase from \$189,376.85 to \$242,706.75 as the City is only responsible for the first \$300,000 of the project costs as the match for the High-Quality Jobs Act Grant that IPF received. This information has been communicated to IPF, and they are interested in continuing the project despite the cost increase.

IPF has requested a four-year repayment period for its portion of the work. This would be incorporated into the agreement, and the City would then fund the entire project with IPF, making payments back to the City in accordance with the terms of the Development Agreement.

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.

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: April 7, 2025

ITEM TITLE: Parking Stall in front of Peters Law Firm

DISCUSSION:

The Mayor was contacted by a resident regarding the first parking stall on the south side of 1st Street East, located in front of Peters Law Firm. The individual believes that this parking stall is too close to the intersection and poses a hazard to truck traffic attempting to navigate that corner. An aerial is included below with the parking stall circled:



Staff reached out to the Iowa DOT to inquire about this matter, as it is a State Highway. The feedback received was that the decision to keep or remove this parking stall was the City's to make.

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: April 7, 2025

ITEM TITLE: Solid Waste Disposal Location

DISCUSSION:

During the March 17th City Council Work Session, a discussion took place regarding the Solid Waste Contract RFPs that were received. Part of this discussion centered on where to dispose of the Solid Waste. An option is to take the waste to the Black Hawk Sanitary Landfill rather than the Transfer Station located here in Independence.

Additional discussion is needed about the path forward for this portion of the contract.

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.