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CITY OF CHARLES CITY  
COUNCIL PLANNING SESSION  
February 11, 2026

Charles City City Council met in a planning session on February 11, 2026, at 5:30 p.m., in the Zastrow Room of the Public Library. Mayor Dean Andrews presided and the following council members were present: Phillip Knighten, Patrick Lumley, Krista Noah, Jeff Otto, and Phoebe Pittman. Also present was City Administrator Tyler Trout, City Engineer John Fallis, City Attorney Brad Sloter (via Zoom), Water Superintendent Cory Spieker, and Chief Anderson.

Water Superintendent Spieker presented CO<sub>2</sub> system replacement options, noting the system is critical for pH adjustment following lime-softening, and that an external fire on the vaporizer and aging components necessitate repair or replacement to maintain reliable gas delivery. Options include full tank replacement at \$233,667.59 (not available until fourth quarter 2026), a system retrofit for \$35,480.81, or a seven-year lease at \$425.00 per month including maintenance and inspections. The project was not budgeted and will require a FY26 amendment. Council Member Noah asked about a rent or lease-to-own option, and Council requested clarification on the lease terms, particularly the missing language in Paragraph 7. Superintendent Spieker will seek clarification and report back, and Attorney Sloter will review the lease. Staff recommended the seven-year lease to minimize upfront costs and ensure timely operation.

Superintendent Spieker reported that the 18-year-old boiler at the Water Treatment Plant, which supplies heat to approximately three-quarters of the facility and supports critical process temperatures, has reached the end of its expected service life and is experiencing recurring issues. Annual maintenance has been performed by C.H. McGinnis and Mick Gage Plumbing and Heating; however, continued repairs are no longer cost-effective and failure during the heating season poses operational risk. Although not specifically budgeted in FY26, staff recommends immediate replacement. After another local shop declined installation, staff requested Council approval to purchase and install a new high-efficiency boiler from Mick Gage Plumbing and Heating for an amount not to exceed \$41,667, including removal of the existing unit. A resolution for consideration will be placed on the February 18 regular meeting agenda.

Superintendent Spieker discussed the proposed development of Well 9 to strengthen system capacity and provide added redundancy for the City's water supply. The City has applied for an SRF loan to finance the project, and the next step would be to begin planning and design services with SEH for engineering, permitting, and loan coordination, with those costs expected to be covered through the SRF program. Council questioned whether an additional well would be needed after Well 9; Superintendent Spieker noted that future need would depend on the productivity of the new well and overall system demand.

Chief Anderson and Attorney Sloter reviewed Ordinance No. 1198 with the Council. The amendment would update the UDO to define liquor and tobacco sales, permit tobacco sales in the B-1, B-2, and B-3 districts, and require new locations—excluding grocery and convenience stores with gas sales—to meet 500-foot spacing requirements from similar businesses and certain residential or community uses. Existing businesses would be considered legal nonconforming uses and would not be affected unless discontinued for eighteen months. Attorney Sloter explained the proposal will be referred to the Planning and Zoning Commission for review and public hearing before returning to the Council for consideration, including public hearing and three readings.

Engineer Fallis updated Council on the three railroad projects—Brackett Street (CN crossing regrade), Iowa/Lane (closure of the CPKC crossing and intersection realignment), and North Grand Avenue (federally funded CPKC crossing safety improvements with new warning equipment)—noting they are ready for approval of preliminary plans and to set public hearing dates. As part of the North Grand project, a 12-inch water main will be installed and the sewer main running under the track will be lined while the crossing is under construction. The tentative schedule includes bid letting on March 12, 2026, public hearing and award on March 16, preconstruction meeting the week of March 23, right-of-entry agreements in April, construction beginning in May, and estimated completion dates of June 19 (Brackett), August 21 (North Grand), and August 31 (Iowa/Lane). With Engineer Fallis' last day in the office being March 27, the new engineering firm will need to coordinate with the railroads to establish an official timeline during the preconstruction meeting the week of March 23.

Council heard proposals from three engineering firms, JEO Consulting, ISG Inc., and Crawford Engineering & Surveying, for general services in light of City Engineer Fallis' upcoming retirement. Each firm outlined its experience, service model, and proposed fee structure ranging from \$120-\$125 per hour. Following discussion, Council directed staff to prepare a resolution for consideration at the February 18 meeting, leaving the firm name blank for final selection.

City Administrator Report: Administrator Trout reported that he has reviewed the vacant lots slated to be sold and anticipates listing them soon. He will also follow up with American Medical Response regarding renewal of the ambulance services agreement expiring June 30, 2026.

There being no further business, the planning session was adjourned at 8:21 p.m.

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Dean Andrews, Mayor

Attest: \_\_\_\_\_  
Brittney Lentz, City Clerk

CITY OF CHARLES CITY  
COUNCIL/STAFF BUDGET WORK SESSION  
February 17, 2026

Charles City City Council met in a budget work session on February 17, 2026, at 5:30 p.m., in the Zastrow Room of the Public Library. Mayor Dean Andrews presided, and the following council members were present: Phillip Knighten, Patrick Lumley, Krista Noah, Jeff Otto, and Phoebe Pittman. Also present was City Administrator Tyler Trout.

Council reviewed Capital Project Funds, beginning with Fund 199 (CableVision), which is funded by franchise fee revenues received from Mediacom. As the City no longer operates a local access channel, Council discussed reallocating these revenues in the upcoming budget, including transferring the funds to the General Fund to offset communications and public relations expenses or retaining the fund for communications purposes to allow clearer tracking. City Administrator Trout introduced the potential creation of a shared communications position with the Charles City Community School District as a possible use of the franchise fee revenues. Council discussed allocating franchise fee dollars to fund the City's share of the position. Cost-sharing options were considered, with interest expressed in further evaluating a 50/50 split. Staff will review fiscal impacts and report back for budget consideration.

Council reviewed Fund 352 (Charley Western Trail Bridge) and discussed anticipated repair costs related to bridge approach settling, trail surface deterioration, and drainage improvements near the 5th Avenue/Highway 18 section. Mayor Andrews referenced prior direction allowing the Park & Recreation Board until November to pursue potential matching grant opportunities before committing additional City funds. As no grant funding materialized and deterioration of the trail continues, Council discussed the fiscal impact of further delay. Interest was expressed in identifying updated repair costs and funding sources for inclusion in the FY27 budget. Potential use of stormwater-related funds for drainage improvements was also discussed. Staff will coordinate updated estimates and funding options for further review with the Park & Recreation Board and Council.

Fund 359 (Charley Western Bike Trail Extension) was reviewed next, and staff outlined transfers necessary to close out the project. Approximately \$57,000 previously budgeted from the Charley Western Bridge fund will be transferred into Fund 359, \$67,250 associated with the E Street roadwork portion will be transferred from LOST funds, and the remaining \$13,948 will be transferred from the General Fund to zero out the project. The final TAP reimbursement payment is expected before the end of the current fiscal year.

Council reviewed Fund 355 (IPC Sponsored Project), which includes water quality initiative-related revenues and expenditures. Staff indicated that multiple funding components remain under review, and final reconciliations will be incorporated into a future budget amendment once verified.

Fund 357 (Arboretum Project – Phase 2) was discussed. Staff is reviewing prior allocations, including potential LOST-funded curb, gutter, and sidewalk expenses, to ensure proper fund accounting. Clarification will be provided before final adjustments are made.

Council reviewed Fund 362 (Main Street Bridge). Staff reported that updated engineering estimates are pending; in the interim, \$320,000 has been included for FY27 for preliminary design based on prior year budgeted amounts. \$88,000 has been re-estimated for FY26 for the initial study, with the same amount budgeted as a transfer-in from LOST to bring the fund to zero. Staff clarified that as a capital project fund, the balance does not technically need to be zeroed out until the project is complete. No additional revenue has been identified for the preliminary design phase of the project in FY27 at this time.

Projected expenditures for the North Grand Railroad Crossing (Fund 363) were reviewed, with costs anticipated in the current and upcoming fiscal years. Federal Section 130 railroad safety funding will reimburse approximately \$255,000 following completion. Staff is also budgeting to replace the water main (\$97,000) and line the sewer main (\$23,000) under the tracks during construction, for a total of \$120,000 being transferred in from the respective utility funds.

The Iowa-Lane Railroad Crossing (Fund 364) was discussed. The city will receive \$100,000 in funding from the DOT, which is planned to be used on this project. With the project expected to span both fiscal years, \$55,000 in construction expenses is estimated for the current fiscal year, with the remainder of

allocations, including approximately \$9,000 for street work and \$41,000 for water main improvements, bringing the total estimated construction cost to \$150,000. Council discussed whether full street reconstruction is necessary if the crossing is not reopened and whether closing and barricading would be a lower-cost alternative. The timing and necessity of the proposed water main replacement was also questioned, with further clarification to be requested from Engineer Fallis.

The Brackett Street Railroad Crossing (Fund 365) was reviewed in relation to project revenues and expenditures. In the FY26 re-estimated budget, expenses include approximately \$50,000 for permitting and construction-related costs. For FY27, \$65,000 in construction expenses is budgeted to complete the project. Revenues anticipated in FY27 include \$100,000 in railroad funding and a \$15,000 transfer from LOST designated for the street portion of the project, with the intent to zero out the fund upon project completion.

Discussion then focused on the City Hall/Police Department Renovation Project (Fund 360) and associated American Rescue Plan funding (Fund 130). A total of \$500,000 is being transferred in during the current fiscal year, which had originally been budgeted as \$250,000 from FY25 and \$250,000 from FY26; however, both amounts are now reflected in FY26. ARPA funds are estimated at \$1,283,069 and are being transferred into the project fund to fully utilize those federal dollars. An additional \$350,000 is projected from the General Fund for FY27, with Council noting that further decisions may be required regarding funding sources if additional transfers are necessary to complete the project. Staff reviewed an updated expenditure tracking spreadsheet based on prior estimates and current actuals. Items discussed included geotechnical/staking work, asbestos abatement, rent for both buildings, signage, landscaping, furnishings, and miscellaneous expenses. Approximately \$167,800 (35%) of the contingency has been utilized to date.

Following review of capital projects and transfers, the overall FY27 proposed budget was discussed prior to reviewing the levy sheet. Version #2 reflects a total levy ask of \$4,577,061 compared to \$4,415,240 in FY26, representing a 3.5 percent increase and a levy rate of \$16.03. Departmental budgets, staffing assumptions, capital improvements, transfers, Road Use Tax allocations, and annual utility rate adjustments were reviewed.

Graphed historical trends, previously provided in January and updated with FY27 figures, were also reviewed, including taxable valuations, levy rates per \$1,000 valuation, and beginning fund balances. Council was asked to provide direction on funding levels, including potential impacts related to the future operation of the poultry processing facility, a possible \$35,000 allocation for whitewater course improvements, and removal of the concession stand roof project to allow user groups to pursue fundraising. Discussion also included confirmation of the Transit Levy based on the current projected fund balance, capital equipment purchases for public safety, and adjustments affecting overall levy and departmental funding levels.

There being no further business, the work session was adjourned at 8:15 p.m.

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Dean Andrews, Mayor

Attest: \_\_\_\_\_  
Brittney Lentz, City Clerk

CITY OF CHARLES CITY COUNCIL MINUTES  
REGULAR SESSION  
February 18, 2026

Charles City City Council met in regular session on February 18, 2026 at 6:00 p.m. in the Zastrow room of the Public Library. Mayor Dean Andrews presided and the following Council Members were present: Phillip Knighten, Patrick Lumley, Krista Noah, Jeff Otto, and Phoebe Pittman. Also present were City Administrator Tyler Trout, City Attorney Brad Slotter, and City Engineer John Fallis.

Citizen comments- none.

Mayor Andrews welcomed everyone to the meeting.

Motion by Lumley, second by Pittman to approve the agenda. Ayes- 5.

Motion by Noah, second by Pittman to approve the minutes of the January 28, February 2, February 4, and February 10 meetings. Ayes- 5.

Motion by Pittman, second by Lumley to approve the consent calendar. Ayes: 5.  
The consent calendar consisted of the following- Approve Class E Retail Alcohol License Auto-Renewal for FAREWAY STORES, INC. #501; Approve 1/2026 Financials for City of Charles City and CC Public Employees Health Plan; and the Payment of Claims (including those approved by other boards):

<b>CHECK</b>	<b>VENDOR</b>	<b>TOTAL</b>
89085	CC PAYROLL	\$97,968.61
89086	CITY OF CHARLES CITY	\$1,080.00
89087	CC PUBLIC EMP HEALTH PLAN	\$39,422.26
89088	EMC NATIONAL LIFE-SUPPLEM	\$6.00
89089	AGVANTAGE FS	\$501.61
89090	AMERICAN MEDICAL RESPONSE	\$36,689.46
89091	AMERICAN TEST CENTER	\$1,200.00
89092	ARNOLD MOTOR SUPPLY LLP	\$289.31
89093	AUDITOR OF STATE	\$850.00
89094	AUTOZONE	\$8.99
89095	BLACKHAWK AUTOMATIC SPRINKLERS	\$670.00
89096	BURKE DOORS SALES & SERVICE	\$125.00
89097	CH MCGUINESS CO INC	\$1,439.03
89098	CAROL CASE	\$1,603.00
89099	CHARLES CITY AREA DEV CORP	\$140.00
89100	CENTURYLINK	\$493.58
89101	CHARLES CITY PRESS INC	\$1,031.01
89102	CINTAS CORPORATION	\$159.83
89103	CIRCLE K COMMUNICATIONS INC	\$136.93
89104	CJ COOPER & ASSOCIATES INC	\$55.00
89105	COREY HAWKE	\$422.00
89106	DAVE'S RESTAURANT	\$279.65
89107	DO IT ALL SERVICES LLC	\$615.00

89108	E&E WELDING LLC	\$559.11
89109	ETHANOL PRODUCTS LLC	\$1,378.63
89110	FAREWAY STORE	\$45.78
89111	FLOYD COUNTY RECORDER	\$118.00
89112	HOBERT ELECTRIC	\$317.20
89113	HY-VEE INC	\$176.64
89114	IA DIAL/ELEVATOR SAFETY BUREAU	\$80.00
89115-89119	INGRAM LIBRARY SERVICES	\$2,096.57
89120	IOWA STATE UNIVERSITY	\$880.00
89121	IOWA TITLE & REALTY CO	\$570.00
89122-89123	JENDRO SANITATION SERVICES	\$63,888.31
89124	JOHN DEERE FINANCIAL	\$573.29
89125	KANOPY INC	\$69.00
89126	KEISER PROPERTIES, LLC	\$1,200.00
89127	KENTUCKY RIDGE ASSISTED LIVING	\$112.00
89128	KINGLAND CONSTRUCTION	\$267,685.52
89129	KIRK GROSS COMPANY	\$15,871.32
89130	KRIS ENGINEERING INC	\$2,311.72
89131-89132	LESSIN SUPPLY COMPANY	\$411.83
89133	LOST ISLAND WATERPARK	\$78.00
89134	MAIN STREET CHARLES CITY	\$9,695.87
89135	MERRITT COMPUTER SERVICE INC	\$1,074.00
89136-89137	MICK GAGE PLUMBING & HEATING	\$3,691.60
89138	MID-AMERICA PUBLISHING	\$155.40
89139-89140	MIDAMERICAN ENERGY	\$2,884.38
89141	MIDWEST TAPE	\$238.65
89142	MIKE'S C&O TIRE INC	\$343.52
89143	MITKO, LLC	\$451.98
89144	MTI DISTRIBUTING INC	\$2,199.41
89145	NEW HAMPTON TRIBUNE	\$79.00
89146-89147	NEWBAUER INC	\$396.50
89148	NIACOG	\$1,556.05
89149	NOAH, SMITH, SLOTER, ELLINGSON	\$4,050.80
89150	NORTH IOWA MEDIA GROUP	\$697.04
89151	THE NORTHWAY CORPORATION	\$4,362.50
89152-89153	OMNITEL COMMUNICATIONS	\$554.40
89154-89155	PERRY NOVAK ELECTRIC INC	\$395.17
89156	POPP EXCAVATING INC	\$5,625.00
89157-89158	SCHUETH ACE HARDWARE	\$423.30
89159	SNAP ON	\$100.62
89160	STAPLES ADVANTAGE	\$192.63
89161	SUPERIOR LUMBER INC	\$1,750.00
89162	SUPERIOR WELDING SUPPLY CO	\$60.00

89163	UNITED STATES CELLULAR	\$121.91
89164	WESTRUM LEAK DETECTION	\$875.00
89165	WT.COX	\$3,745.50
89166	ZEP SALES AND SERVICE	\$188.00
89167	ZIEGLER INC	\$54.32
ACH	ACCESS SYSTEMS LEASING	\$351.12
ACH	AMAZON CAPITAL SERVICES	\$425.53
ACH	AMI GLOBAL LLC	\$320.00
ACH	BERGLAND & CRAM INC.	\$2,482.94
ACH	FOSTER GRANDPARENTS	\$12,746.20
ACH	GHD SERVICES INC	\$431.12
ACH	GRAINGER	\$1,812.26
ACH	HACH COMPANY	\$6,597.00
ACH	HAWKINS INC	\$1,040.00
ACH	MARCO TECHNOLOGIES LLC	\$91.97
ACH	METERING TECHNOLOGY SOLUTIONS	\$12,502.30
ACH	SJE RHOMBUS	\$13,978.00
ACH	SPRING STREET PROPERTIES	\$1,400.00
ACH	USA BLUEBOOK	\$3,141.99
ACH	VESSCO INC	\$6,500.00
ACH	WISCONSIN INDEPENDENT NETWORK	\$1,313.75
E-PAY	AUXIANT	\$130.49
E-PAY	BANCORPSV	\$377.21
E-PAY	BUSINESS CARD	\$7,022.68
E-PAY	DAIDA	\$545.53
E-PAY	EFTPS (PAYROLL TAXES)	\$25,534.80
E-PAY	EO JOHNSON	\$27.29
E-PAY	ICMA MEMBERSHIP RENEWALS	\$5,002.03
E-PAY	LEAF	\$76.88
E-PAY	MEDIACOM	\$172.26
E-PAY	POSTMASTER	\$1,548.79
E-PAY	SKYBLUE SOLUTIONS	\$756.43
E-PAY	T-MOBILE FOR BUSINESS	\$1,347.20
E-PAY	TREASURER STATE OF IOWA	\$14,930.38
E-PAY	VISA	\$1,134.38
E-PAY	WEX BANK	\$9,231.65

**TOTAL: \$722,543.92**

January 2026 Receipts: Gen- 293,228.66; P/R H/M- 55.89; H/M- 11,043.86; Ragbrai- 477.28; RUT- 88,905.50; EmpBen- 6,297.26; CVTC- 9,602.19; LOST- 109,159.93; LMI- 165.54; TIF- 3,196.12; AmerResc- 3,914.25; 24Flood- 2,003.71; LibTr- 2,420.53; FGP- 40,972.18; AssetForf- 25.05; Cable- 8,740.70; DebtServ- 1,421.42; IPC- 15,000.00; Water- 443,495.30; WRRF- 594,591.26; WasteFund- 75,895.69; Transit- 20,665.06; SWU- 19,444.08; FireExt- 258.08

January 2026 Disbursements: Gen- 307,696.33; P/R H/M- 128.00; RUT- 34,498.17; EmpBen- 94,048.49; CVTC- 14,118.45; 24Flood- 13,468.88; FGP- 33,436.98; ST C/I- 106,220.07; CWTrailExt-8,177.36; CHProj- 99,295.07; RRXings- 4,100.00; Water- 254,275.78; WRRF- 84,701.61; WasteFund- 75,645.59; Transit- 42,825.80; SWU- 4,844.00; FireExt- 777.49

Mayor Andrews reappointed Rick Noah to the Planning & Zoning Commission for a term ending January 1, 2029. Motion by Noah, second by Otto, to approve the appointment as presented. Ayes- 5. Mayor Andrews reappointed Joel Farnham, Brandon Franke, and Jen Burton to the Housing & Redevelopment Authority Board of Commissioners for terms ending February 1, 2028. Motion by Knighten, second by Pittman, to approve the appointments. Ayes- 5. Mayor Andrews reappointed Michael Hammond to the Board of Adjustment for a term ending January 1, 2031. Motion by Noah, second by Pittman, to approve the appointment. Ayes 5. The Mayor and Council thanked them for their continued service to the community and their willingness to serve in these important roles.

Mark Wicks (Liaison), along with Historic Preservation Commission members Christopher Anthony (Commission Chair), Michael Bauer, Chris Tonn, and Chuck Redenius presented the Commission's annual report to the Council. During 2025, the Commission conducted research on the historic Main Street Bridge and the fate of the Wildwood Clubhouse; worked with Stewart Realty on the restoration of its building; hosted a trivia night at Tellurian; collaborated with Jeff Sisson on historic puzzles featuring the popcorn wagon, Main Street Bridge, and tractor plant; worked with the Student Advisory Group; and received a proclamation from Mayor Andrews in recognition of Historic Preservation Month. The Commission thanked Councilmember Pittman for serving as Council liaison and invited the public to visit their Facebook page and website to learn more about their projects and ongoing preservation efforts.

Motion by Pittman, second by Knighten, to approve the St. Patrick's Day Parade permit and street closure request for Saturday, March 14. Streets to be closed include Main Street at Riverside, Clark, and Blunt, and North Jackson Street at Blunt, Kelly, and Clark. The parade will begin near Hot Shots, proceed along Clark Street behind Feller & Associates, and conclude back at Hot Shots. Ayes- 5.

Chief Anderson presented the proposed amendments to Chapter 159 relating to rental property regulations for the third consideration and adoption. He noted the revisions to Sections 159.03, 159.05, and 159.06, as previously discussed, including registration timelines, inspection procedures, and the establishment of a five-year inspection cycle. Motion by Pittman, seconded by Knighten to approve the third reading of Ordinance No. 1197 entitled, "AMENDING THE CHARLES CITY CODE OF ORDINANCES SECTION 159.03-REGISTRATION OF RENTAL PROPERTIES; SECTION 159.05- CONSENT TO INSPECTION; AND SECTION 159.06, INSPECTION OF RENTAL PROPERTY, SUBSECTION 3- INSPECTION RENEWAL AND SUBSECTION 5- REGISTRATION OF NEW RENTAL UNITS, TO AMEND THE DATE BY WHICH AN OWNER MUST REGISTER THE OWNER'S RENTAL PROPERTY, TO AMEND THE REQUIREMENTS REGARDING CONSENT TO AN INSPECTION, TO AMEND INSPECTION REQUIREMENTS TO REQUIRE INSPECTIONS ON FIVE YEAR CYCLES; AND TO AMEND THE EXPIRATION DATE FOR NEW RENTAL UNITS." The third reading of the ordinance was duly passed on roll call vote as follows: Ayes- Noah, Pittman, Knighten, Otto, and Lumley. Nays- None. Pittman then recited the ordinance title. Motion by Pittman, seconded by Knighten to adopt and publish Ordinance No. 1197. Motion duly passed on roll call vote as follows: Ayes- Pittman, Knighten, Lumley, Otto, and Noah. Nays- None.

Chief Anderson requested approval to purchase a 2025 Ford F-150 Police Responder from Stivers Ford Lincoln under State bid pricing of \$49,900. The vehicle would replace his 2013 Chevrolet Tahoe due to age and condition. He noted the dealership has a unit available, would accept the current vehicle as trade-in, and would complete the necessary equipment transfer and outfitting. Knighten introduced Resolution No. 15-26 entitled, "APPROVING THE

PURCHASE OF A 2025 FORD F-150 POLICE RESPONDER FOR THE CHARLES CITY POLICE DEPARTMENT” and moved for adoption. Seconded by Otto. Resolution duly passed on roll call vote as follows: Ayes- Knighten, Lumley, Otto, Noah, and Pittman. Nays- None.

Street Superintendent Stonecypher sought authorization to purchase a 2026 Dodge Ram 3500 Tradesman from Mike Molstead Motors for street maintenance use. The one-ton chassis is necessary to accommodate a dump bed and transport cold patch material. The shorter wheelbase of the proposed unit would enhance maneuverability for snow removal, while the current truck would continue to be used for pothole repairs. The addition of the vehicle is expected to increase overall versatility and efficiency. Pittman introduced Resolution No. 16-26 entitled, “APPROVING THE PURCHASE OF A 2026 DODGE RAM 3500 TRADESMAN FOR THE CHARLES CITY STREET DEPARTMENT” and moved for adoption. Seconded by Knighten. Resolution duly passed on roll call vote as follows: Ayes- Lumley, Otto, Noah, Pittman, and Knighten. Nays- None.

Superintendent Spieker presented the revised CO<sub>2</sub> system lease agreement for Council consideration. He reviewed the updated language in Paragraph 7 addressing price adjustments, which provides for advance notice of increases and allows the City to seek competitive pricing and terminate the agreement under specified conditions. Attorney Slotter reported he had also recommended striking the confidentiality provision, noting that as a governmental entity the City is subject to public records laws and cannot agree to such restrictions. Lumley introduced Resolution No. 17-26 entitled, “APPROVING A SEVEN-YEAR LEASE AGREEMENT FOR CARBON DIOXIDE STORAGE SYSTEM EQUIPMENT FOR THE WATER TREATMENT PLANT” and moved for adoption. Seconded by Noah. Resolution duly passed on roll call vote as follows: Ayes- Otto, Noah, Pittman, Knighten, and Lumley. Nays- None.

Following discussion at the February 11 planning session, Council considered approval of the boiler replacement at the Water Treatment Plant. Water Superintendent Spieker recommended purchasing and installing a new high-efficiency unit from Mick Gage Plumbing and Heating for an amount not to exceed \$41,667, including removal of the existing boiler. Lumley introduced Resolution No. 18-26 entitled, “APPROVING THE PURCHASE AND INSTALLATION OF A NEW BOILER SYSTEM FOR THE WATER TREATMENT PLANT” and moved for adoption. Seconded by Otto. Resolution duly passed on roll call vote as follows: Ayes- Noah, Pittman, Knighten, Lumley, and Otto. Nays- None.

Superintendent Spieker presented the proposed development of Well 9 to enhance system capacity and provide additional redundancy within the City’s water supply. He noted that the typical life expectancy of a municipal well is approximately 80 years. Well 5 is currently 76 years old and Well 7 is 63 years old, underscoring the importance of long-term planning for system reliability. He reported that the City has applied for State Revolving Fund (SRF) financing for the project and recommended proceeding with planning and design services through SEH for engineering, permitting, and loan coordination. Knighten introduced Resolution No. 19-26 entitled, “APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SHORT ELLIOTT HENDRICKSON INC. (SEH) FOR WELL 9 PLANNING & DESIGN” and moved for adoption. Seconded by Pittman. Resolution duly passed on roll call vote as follows: Ayes- Pittman, Knighten, Lumley, Otto, and Noah. Nays- None.

City Clerk Lentz reviewed the Urban Revitalization Program application submitted for 419 Meadow Lane, with a reported project valuation of \$525,000. The applicants requested the ten-year residential tax exemption. Clerk Lentz explained that the exemption applies only to the actual value added by the improvements, as determined by the Floyd County Assessor. Attorney Slotter clarified that the exemption does not apply to property tax levies imposed by the school district. Pittman introduced Resolution No. 20-26 entitled, “APPROVING AN URBAN REVITALIZATION APPLICATION FOR TAX EXEMPTION FOR PROPERTY LOCATED AT 419 MEADOW LANE, CHARLES CITY, IA” and moved for adoption. Seconded by Knighten.

Resolution duly passed on roll call vote as follows: Ayes- Knighten, Lumley, Otto, Noah, and Pittman. Nays- None.

Engineer Fallis reported that Payment Request No. 12 was submitted by Kingland Construction for the City Hall/Police Department Renovation project in the amount of \$267,685.52. Including this payment, total project payments to date will equal \$2,287,866.93. Knighten introduced Resolution No. 21-26 entitled, "APPROVING PAYMENT REQUEST #12 FOR THE CITY HALL/POLICE DEPARTMENT RENOVATION PROJECT" and moved for adoption. Seconded by Noah. Resolution duly passed on roll call vote as follows: Ayes- Lumley, Otto, Noah, Pittman, and Knighten. Nays- None.

Engineer Fallis presented the preliminary plans and specifications for the Brackett Street CN Railroad Crossing Improvement Project, the Iowa-Lane Street Intersection Improvement Project, and the N. Grand Avenue CPKC Railroad Crossing Improvement Project, noting the projects have progressed to the stage of approving preliminary plans and setting public hearings. The Brackett Street and N. Grand Avenue plans remain as previously presented. The tentative schedule for all three projects includes bid letting on March 12, 2026, public hearings and consideration of award on March 16, 2026, at 6:00 p.m., and construction anticipated to begin in May 2026. Revised plans for the Iowa-Lane project include three bidding options, with Options 1 and 2 constructed within existing City right-of-way and Option 3 requiring additional right-of-way acquisition. Following discussion focused on safety, traffic flow, right-of-way impacts, and long-term functionality, Council directed that bidding proceed with Options 1 and 2 only. Council then considered resolutions approving the preliminary plans and specifications and setting March 16, 2026, at 6:00 p.m. for the public hearings.

Knighten introduced Resolution No. 22-26 entitled, "APPROVING THE PRELIMINARY PLANS & SPECIFICATIONS AND SETTING PUBLIC HEARING ON THE 2026 BRACKETT STREET CN RAILROAD CROSSING IMPROVEMENT PROJECT" and moved for adoption. Seconded by Pittman. Resolution duly passed on roll call vote as follows: Ayes- Otto, Noah, Pittman, Knighten, and Lumley. Nays- None.

Knighten introduced Resolution No. 23-26 entitled, "APPROVING THE PRELIMINARY PLANS & SPECIFICATIONS AND SETTING PUBLIC HEARING ON THE 2026 IOWA - LANE STREETS INTERSECTION IMPROVEMENT PROJECT" and moved for adoption. Seconded by Otto. Resolution duly passed on roll call vote as follows: Ayes- Noah, Pittman, Knighten, Lumley, and Otto. Nays- None.

Pittman introduced Resolution No. 24-26 entitled, "APPROVING THE PRELIMINARY PLANS & SPECIFICATIONS AND SETTING PUBLIC HEARING ON THE 2026 NORTH GRAND AVENUE CPKC RAILROAD CROSSING IMPROVEMENT PROJECT" and moved for adoption. Seconded by Knighten. Resolution duly passed on roll call vote as follows: Ayes- Pittman, Knighten, Lumley, Otto, and Noah. Nays- None.

Council considered Resolution No. 25-26 directing the Planning and Zoning Commission to review potential amendments to the Charles City Unified Development Ordinance concerning liquor and tobacco sales establishments. Attorney Slotter noted the matter had been discussed at prior planning sessions and explained that the proposed amendments would establish land use restrictions on stand-alone liquor and tobacco establishments, aligning the City's regulations with those being implemented in other communities. Knighten introduced Resolution No. 25-26 entitled, "DIRECTING THE PLANNING AND ZONING COMMISSION TO REVIEW THE UNIFIED DEVELOPMENT ORDINANCE REQUIREMENTS IN REGARDS TO LANE USE REGULATIONS FOR LIQUOR AND TOBACCO SALES" and moved for adoption. Seconded by Pittman. Resolution duly passed on roll call vote as follows: Ayes- Knighten, Lumley, Otto, Noah, and Pittman. Nays- None.

Over the past few planning sessions, Council and staff have discussed plans to maintain continuity of engineering services following the upcoming retirement of the City Engineer. Staff recommended retaining a private engineering firm under a retainer-based professional services agreement to provide general municipal engineering support. Proposals were received from JEO Consulting Group, ISG, and Crawford Engineering and Surveying, Inc., and Council heard in-person presentations from all three firms. Based on staff's recommendation and following discussion, Council took action to retain Crawford Engineering and Surveying, Inc. to provide municipal engineering services. Lumley introduced Resolution No. 26-26 entitled, "APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR MUNICIPAL ENGINEERING SERVICES BETWEEN THE CITY OF CHARLES CITY AND CRAWFORD ENGINEERING AND SURVEYING, INC." and moved for adoption. Seconded by Noah. Resolution duly passed on roll call vote as follows: Ayes- Lumley, Otto, Noah, Pittman, and Knighten. Nays- None.

Miscellaneous Correspondence: Councilmember Knighten shared a virtual training opportunity for city officials with the rest of the Council, and indicated he plans to attend. Councilmember Noah referenced an email received from a local business owner and Mayor Andrews suggested scheduling a meeting with downtown businesses and the Chamber to discuss further.

Attorney's Report: Attorney Slotter reported that the closing on the Kading Development/Union Place property has been completed and the transfer is finalized. He thanked staff for their time and effort in moving the project forward. Mayor Andrews noted that Kading has recently joined the Chamber of Commerce.

City Clerk's Report: City Clerk Lentz reported on upcoming meetings, including a Planning Session scheduled for Wednesday, February 25 at 5:00 p.m., a regular meeting on Monday, March 2 at 6:00 p.m., and a Planning Session on Monday, March 11 at 5:00 p.m. She also noted that Spring Clean-Up is scheduled for April 18-25 and citywide garage sales are set for April 23-25, with additional details to be released at a later date.

Board, Commission, or Committee Reports: Councilmember Knighten reported that a Hotel/Motel Committee meeting will be held on February 23 at 4:15 p.m. at the Chamber, and a Finance Committee meeting is scheduled for February 26 at 3:15 p.m. Councilmember Otto reported attending the February 5 Historic Preservation Commission meeting and the North Cedar Aviation Authority meeting, where updates were provided on construction of a new hangar. He also noted that the Park and Recreation Board will meet on February 25. Councilmember Pittman reported attending the February Library Board meeting, where it was announced that the library received funding from the Carnegie Foundation in recognition of the 250th Anniversary of the Declaration of Independence. The Board is currently discussing potential uses for the funds. Mayor Andrews reported that Joe Nettleton, President of Cambrex, serves on the State Committee for the 250th Anniversary Celebration and encouraged anyone with ideas to contact Mr. Nettleton.

City Administrator Report: City Administrator Trout reported that the February 17 budget session was productive and that he and City Clerk Lentz have a few remaining items to finalize but have received clear direction from Council. He stated he is looking forward to returning to regular business operations and highlighted upcoming initiatives, including the ambulance feasibility study and the recruitment and hiring of a Development Services Director. On a personal note, he shared that he recently enjoyed time with his family on the Charley Western Trail during the recent stretch of pleasant weather and expressed appreciation for being part of the community.

Motion by Pittman, seconded by Knighten to adjourn at 7:42 p.m. Ayes- 5.

\_\_\_\_\_  
Dean Andrews, Mayor

Attest: \_\_\_\_\_  
Brittney Lentz, City Clerk

CITY OF CHARLES CITY  
COUNCIL SPECIAL SESSION  
February 25, 2026

Charles City City Council met in special session on February 25, 2026, at 5:00 p.m., in the Zastrow Room of the Public Library. Mayor Dean Andrews presided and the following council members were present: Phillip Knighten, Patrick Lumley, Krista Noah, and Phoebe Pittman. Also present were City Administrator Tyler Trout and City Engineer John Fallis.

Motion by Knighten, seconded by Pittman to approve the agenda. Ayes- 4.

Staff briefed Council on the application for a Class F Retail Alcohol License submitted by the Columbus Club Inc. The new application was necessary due to a lapse in the previous alcohol license, which occurred because the Club's dram shop insurance provider did not validate the license within the required timeframe. As a result of the lapse, the Columbus Club was required to submit a new application for licensure. Staff confirmed that all required documentation had been received and that the application met state and local requirements. Following discussion, Motion by Knighten, seconded by Pittman to approve a Class F Retail Alcohol License for the Columbus Club, Inc. Motion duly passed on roll call vote as follows: Ayes- Noah, Pittman, Knighten, and Lumley. Nays- None.

Motion by Noah, seconded by Knighten to adjourn at 5:02 p.m. Ayes- 4.

\_\_\_\_\_  
Dean Andrews, Mayor

Attest: \_\_\_\_\_  
Brittney Lentz, City Clerk

CITY OF CHARLES CITY  
COUNCIL PLANNING SESSION  
February 25, 2026

Charles City City Council met in a planning session on February 25, 2026, at 5:02 p.m., in the Zastrow Room of the Public Library, following the special meeting held at 5:00 p.m. Mayor Dean Andrews presided, and the following council members were present: Phillip Knighten, Patrick Lumley, Krista Noah, and Phoebe Pittman. Also present were City Administrator Tyler Trout and City Engineer John Fallis.

Mayor Andrews called the meeting to order and welcomed those in attendance. He reported that he recently attended Open Meetings and Open Records training and shared information from the training with the Council. He reminded council members of the importance of using their official council email accounts when conducting city business.

Discussion began with recent Transit Service developments. City Administrator Trout reported that Circle K Communications has officially been sold, and Dan and Tammy Elthon informed Council that transit operations will remain at the same location under new ownership by Josh Mack. The Circle K Communications name and operational structure will remain in place. Training will occur through June 30, with the Elthon's remaining in a consulting capacity through the end of the year. Council expressed appreciation for their years of excellent service and welcomed Mr. Mack. A new contract will be presented prior to June 30, 2026.

Council reviewed the 2022 Train Depot Restroom Partnership resolution and a request to modify the payment timing. The depot group requested \$25,000 upfront to begin plumbing and electrical work, with the remaining portion of the City's commitment, not to exceed \$50,000, paid upon completion. An amended resolution will be required. Council discussed establishing clear completion benchmarks prior to releasing the final payment and expressed consensus to proceed with adding clarified payment language to the partnership amendment resolution for the March 2 meeting.

A Sales Stand Permit submitted by Lauren Lundberg dba The Fiddle Leaf to operate a flower stand on the Riverside Drive side of the Cardigan Building was discussed. City Clerk Lentz confirmed receipt of the required certificate of liability insurance, along with the previously submitted application and permit fee from December. Council discussed potential impacts on existing businesses while also considering the benefit of encouraging entrepreneurial activity, noting comparisons to food trucks and the farmer's market. It was further noted that Sales Stand Permits are issued for one year to allow evaluation prior to renewal.

Council reviewed the Budget Overview and Maximum Levy. Adjustments included removal of a \$25,000 transit contingency, approximately \$228,000 in short-term borrowing for capital equipment, restoration of body camera costs at \$48,000 annually, correction of code enforcement salary allocations, and increased ambulance funding to \$280,000. Following revisions, the General Fund (Fund 001) is projected to decrease by approximately \$146,000, and members expressed comfort with the reserve position given current capital demands. A proposed property tax levy rate of 15.94, similar to version 1, was presented, and Council indicated support for setting the maximum levy rate at 15.94, noting it remains essentially flat compared to the prior year and reflects a no-frills budget focused on maintaining essential services and infrastructure. The Foster Grandparent Program (Funds 170 & 171) budgets were also discussed, including removal of uncollected grant revenues and consideration of increasing the part-time wage, potentially utilizing advisory funds to cover the difference, along with expanded advertising efforts. For the Main Street Bridge (Fund 362), design costs are estimated at approximately \$1,000,000, and completing the design could position the project as shovel-ready and strengthen future funding opportunities; an application for congressional appropriations is being submitted for the design phase. Utility fund transfers for the City Hall/PD Renovation (Fund 360) were reviewed using a placeholder amount pending documentation, and reed bed maintenance at the Wastewater (Fund 610) treatment facility will be accelerated due to increased load, at approximately \$40,000 per bed over multiple fiscal years as part of routine maintenance. Establishment of a shared Communications Director position with the School District was discussed, structured as a 50/50 time split with the school contributing \$40,000 annually towards the position and the City funding benefits through the Cable Franchise Fund (Fund 199), limiting General Fund impact. Implementation will require School Board approval and a 28E agreement. Councilmembers reflected positively on the overall budget process.

Board, Commission, and Committee Reports: Councilmembers Pittman and Knighten reported on the recent Hotel/Motel Committee meeting and approval of two tourism grants. Councilmember Lumley stated that Planning & Zoning will meet on March 4 to set a public hearing regarding UDO amendments addressing liquor and tobacco distance requirements. Councilmember Noah reported on an upcoming Emergency Management/911 joint meeting and an anticipated Ambulance Commission meeting.

With no further business, the planning session was adjourned at 6:52 p.m.

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Dean Andrews, Mayor

Attest: \_\_\_\_\_  
Brittney Lentz, City Clerk

**CLAIMS REPORT****FEBRUARY 21, 2026 - MARCH 3, 2026**

<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
ACCESS SYSTEMS LEASING	FGP/CITY HALL COPIER LEASES	\$ 590.24
AFLAC	AFLAC	\$ 1,294.29
AHLERS & COONEY PC	CIVIL SERVICE LEGAL FEES	\$ 2,435.00
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 268.58
BREITBACH OFFICE LLC	DRUG TESTING x3	\$ 75.00
BURKE DOORS SALES & SERVICE	WEST WASH BAY DOOR - CVTC	\$ 125.00
BUSINESS CARD	FGP TRAVEL/OPER SUPPLIES	\$ 1,822.01
CC PAYROLL	PAYROLL ENDING 2/26/26	\$ 99,252.31
CC PUBLIC EMP HEALTH PLAN	MED INS NO SS	\$ 39,422.26
CHARLES CITY AREA DEV CORP	SALT SPREADING 1/21 & 1/22	\$ 190.00
CENTRAL LOCK SECURITY	WTP ALARM MONITOR ANNUAL FEE	\$ 25,791.00
CC CHAMBER OF COMMERCE	H/M ARCHERY CLUB/CC TOURISM	\$ 4,340.00
CINTAS CORPORATION	MAT SERVICE-WTP	\$ 655.64
CIRCLE K COMMUNICATIONS INC	CONTRACT SERVICES-TRANSIT 2/26	\$ 6,095.62
CITY OF CHARLES CITY	UNREIMB MEDICAL	\$ 1,080.00
COUNTRYSIDE CONSTRUCTION II	P&R WILDWOOD CONST SERVICES	\$ 2,065.05
D&L CAR CARE	P&R 2012 F150 STEERING SHAFT	\$ 366.99
DELTA DENTAL	DENTAL- PRETAX	\$ 2,718.70
DO IT ALL SERVICES LLC	SNOW REMOVAL AT 807 5TH ST	\$ 865.00
EFTPS (PAYROLL TAXES)	FED/FICA TAX	\$ 24,769.90
ELECTRICAL ENG & EQUIP CO	WTP GENERATOR SERVICE	\$ 725.00
EMC NATIONAL LIFE-SUPPLEM	LIFE INS-SUPPLE	\$ 6.00
EQUIPMENT BLADES INC	BITS/BOARDS FOR FRONT GROOMER	\$ 3,579.30
FLOYD COUNTY ENGINEER	HOSE/FITTINGS BACKHOE-STREET	\$ 274.88
GDB & SONS	P&R TREE/STUMP REMOVAL	\$ 7,200.00
GHD SERVICES	CITY'S SHARE-SHAW AVE DUMP SITE	\$ 4,417.62
GURNEY & ASSOCIATES, A DXP CO.	ORP SENSOR CABLE-OXIDATION #1	\$ 213.18
HAWKINS	CHLORINE CYLINDERS-LIONS POOL	\$ 80.00
HIGH FOREST BOBCAT/AUTOMOTIVE	CVTC LIFT INSPECTIONS x2	\$ 700.00
HOCKENSON PLUMBING	507 CLARK TOILET REPAIRS	\$ 106.55
IA PUBLIC EMPLOY RETIRE	IPERS	\$ 26,300.37
ICMA MEMBERSHIP RENEWALS	457 ROTH	\$ 5,003.95
IDOT-CASHIER'S OFFICE	OIL/DEGREASER/ODOR CTRL-STREET	\$ 1,095.75
IOWA LAW ENFORCEMENT ACADEMY	DEFENSIVE TACTICS COURSE-BELEW	\$ 625.00
ILLINOIS CASUALTY COMPANY	WILDWOOD DRAMSHOP INSURANCE	\$ 3,450.00
IN CONTROL INC.	SCADA SET UP-WRRF HINDERS	\$ 197.00
JOHN DEERE FINANCIAL	GREASE/NUTS/BOLTS-P&R	\$ 38.24
JOHN A HOWE	CLEANING CONTRACT-CH 4/26	\$ 660.00
KEISER PROPERTIES, LLC	BECK ST APRIL 2026 RENT	\$ 1,200.00
L&J INDUSTRIES INC	STREET DEPT PLATES SHEAR/ROLL	\$ 160.75
LEAF	COPIER LEASE-WTP	\$ 101.93
MARCO-BUS OFFICE	CITY ADMIN PRINTER LEASE	\$ 91.97
MEDIACOM	WTP INTERNET SERVICES	\$ 249.99
MEDIACOM	ST DEPT INTERNET 2/13-3/12	\$ 395.48

METERING TECHNOLOGY SOLUTIONS	WATER METERS/CONNECTORS	\$ 10,455.20
MICK GAGE PLUMBING	WATER MAIN REPAIRS/TUBE HEATER	\$ 8,586.66
MICROBAC LABORATORIES	WTP/WRRF TESTING SERVICES	\$ 613.75
MIDAMERICAN ENERGY	UTILITIES-CITY DEPTS	\$ 55,139.49
MIDAMERICAN RESEARCH CHEMICAL	WEED KILLER-P&R	\$ 698.50
MSA PROFESSIONAL SERVICES	CC PARK SYSTEM PLAN	\$ 192.00
MUNICIPAL FIRE & POLICE	MUN FIRE & POL	\$ 28,683.35
MUTUAL OF OMAHA	MUTUAL OF OMAHA	\$ 1,094.27
NCL OF WISCONSIN	LAB SUPPLIES-WRRF	\$ 178.84
NIACOG	TRANSIT BUS MAINTENANCE	\$ 5,169.81
NORTH IOWA LAWN & SPORTS	WRRF SNOW BLOWER SKID PLATES	\$ 53.22
NORTHERN SAFETY CO INC	GLOVES/SAFETY GOGGLES-WTP	\$ 229.02
PAWS HUMANE SOCIETY	CONTRACT-ANIMAL CONTROL	\$ 1,550.00
PHILLIP KNIGHTEN	FGP IN-SERVICE CATERING	\$ 64.41
POLLARD PEST CONTROL	MARCH-NOV 2026 P&R PEST CTRL	\$ 409.12
POSTMASTER	FGP STAMPS - 19 ROLLS/23 STAMP	\$ 1,499.94
QUALITY PUMP & CONTROL	PUMP INSP/WEAR PLATE-WRRF	\$ 853.50
RAPID PRINTERS/OFFICE WORLD	PD PARKING VIOLATION STICKERS	\$ 570.00
ROUTER12 NETWORKS LLC	FGP INTERNET SERVICES	\$ 90.00
SADLER POWER TRAIN INC	C-117 SLACK ADJUSTER	\$ 582.80
SJE RHOMBUS	XMTR, PSLT 33.4-75 PRIX - WTP	\$ 720.00
SHORT ELLIOT HENDRICKSON	LEAD SERVICE LINE REPLACEMENT	\$ 3,650.00
SPRING STREET PROPERTIES	APRIL 2026 CLARK ST RENT	\$ 1,400.00
STATE INDUSTRIAL PRODUCTS	ALL CLEAR DZ x2 - WTP	\$ 379.83
STERICYCLE	CITY HALL SHREDDING SERVICES	\$ 58.99
ED STIVERS FORD INC	PD 2025 FORD F-150	\$ 45,900.00
SUPERIOR WELDING SUPPLY CO	EXTINGUISHER HYDROTEST x4 - FD	\$ 80.00
T&C MACHINE	SNAPPER PTO SHAFT-P&R	\$ 210.00
THE SPECTRUM GROUP	WILDWOOD/POOL SEASON TICKETS	\$ 225.00
TP ANDERSON & COMPANY PC	FY25 AUDIT FIELD WORK	\$ 5,500.00
TREASURER STATE OF IOWA	STATE TAX	\$ 6,365.00
TRUCK CENTER COMPANIES EAST	ASSY PRESET AFMKT - STREET	\$ 750.37
UMB BANK	2025A CH/POOL BOND FEES	\$ 600.00
VESSCO	INTEGRITY BELT/BEARING/ASSY	\$ 7,883.00
VSP	VISION-PRE-TAX	\$ 520.56
ZIMMERMANS DIGGING & DEMO	P&R 3/4' ROAD ROCK	\$ 2,467.15
	<b>TOTAL:</b>	<b>\$ 464,519.33</b>

**MEETING DATE: 3/02/2026**

## **AGENDA ITEM SUMMARY**

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**Subject:** Res 27-26 Amending Res 108-22 Approving Commitment to Restroom Partnership with Train Depot Project

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### **Background Summary:**

Staff received a request from Robert Moen, President of the American Passenger Train History Museum, asking whether the City would consider providing \$25,000 upfront from the previously approved not-to-exceed \$50,000 contribution for the depot restroom project.

Resolution No. 108-22, adopted in September 2022, committed up to \$50,000 toward the construction of public restrooms as part of the depot renovation project in partnership with the Museum. The proposed Resolution No. 27-26 amends that prior action to clarify the timing of payments.

Under the amended structure:

- The City would provide an initial \$25,000 payment within 30 days of approval of the resolution.
- The remaining amount, not to exceed \$25,000, would be paid upon substantial completion of the project, once the restrooms are available for public use and a detailed invoice documenting total project costs is submitted.
- The total City contribution would remain capped at \$50,000.

All other provisions of Resolution No. 108-22 would remain unchanged.

**RESOLUTION NO. 108-22**

*RESOLUTION APPROVING COMMITMENT TO RESTROOM PARTNERSHIP WITH  
TRAIN DEPOT PROJECT*

WHEREAS, the city of Charles City desires to have public restrooms available on the proposed bike trail extension, and;

WHEREAS, the American Passenger Train Museum, which is renovating the train depot that is located along the proposed bike trail expansion, has asked the city if they would like to partner with their project by funding construction of public restrooms in the depot for a not to exceed amount of \$50,000.00;

WHEREAS, they are working on an application for a state grant and need to know if the city will partner with them so this information can be included in the paperwork,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Charles City, Iowa, meeting in regular session on this 19<sup>th</sup> day of September, 2022, that we commit a not to exceed amount of \$50,000 toward the construction of public restrooms located in the depot renovation project once the project is completed.

COUNCIL MEMBER Freeseaman moved the adoption of the foregoing Resolution;

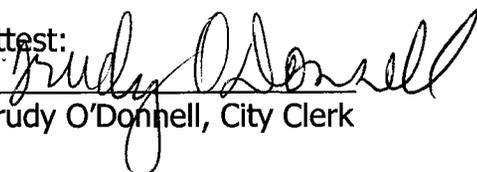
COUNCIL MEMBER Starr seconded the motion to adopt, and on roll call the voting was as follows:

AYES: Starr, Lumley, Freeseaman, Pittman, Knighten

NAYS: none

Passed and approved this 19<sup>th</sup> day of September, 2022.

  
\_\_\_\_\_  
Dean Andrews, Mayor

Attest:  
  
\_\_\_\_\_  
Trudy O'Donnell, City Clerk

**RESOLUTION NO. 27-26**

***RESOLUTION AMENDING RESOLUTION 108-22 APPROVING COMMITMENT  
TO RESTROOM PARTNERSHIP WITH TRAIN DEPOT PROJECT***

WHEREAS, the City Council of Charles City, Iowa, previously adopted Resolution No. 108-22 on September 19, 2022, committing a not to exceed amount of \$50,000 toward the construction of public restrooms located in the depot renovation project in partnership with the American Passenger Train Museum; and

WHEREAS, the City Council desires to amend Resolution No. 108-22 to clarify the timing and structure of the City's financial commitment; and

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Charles, City, Iowa, that Resolution No. 108-22 is hereby amended to provide that the City commits an initial amount of \$25,000.00 toward the construction of public restrooms located in the depot renovation project to be paid within thirty (30) days of approval of this Resolution, with an additional amount not to exceed \$25,000.00 to be paid upon substantial completion of the project at such time as the project can be utilized by the public for its intended use and upon submission of a detailed invoice to the City establishing the total costs for the project, for a total City contribution not to exceed \$50,000.00.

BE IT FURTHER RESOLVED that all other provisions of Resolution No. 108-22 shall remain in full force and effect.

COUNCIL MEMBER moved the adoption of the foregoing Resolution;

COUNCIL MEMBER seconded the motion to adopt, and on roll call the voting was as follows:

AYES:

NAYS:

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Dean Andrews, Mayor

Attest:

\_\_\_\_\_  
Brittney Lentz, City Clerk

**MEETING DATE: 3/02/2026**

## **AGENDA ITEM SUMMARY**

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**Subject: Review Sales Stand Permit Application for The Fiddle Leaf**

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### **Background Summary:**

The Fiddle Leaf has submitted an application for a Sales Stand Permit to operate a seasonal self-serve stand selling fresh cut, local Charles City grown flowers. The proposed location is on the sidewalk adjacent to the Cardigan Building on Riverside Drive. The applicant plans to utilize a portion of the sidewalk closest to the building, specifically for display and sales.

The approval of this application is required by the City Council under City Code Section 136.21 (Sales Stands), which mandates a written permit from the Council to erect or keep any stand for the sale of commodities on any sidewalk. Furthermore, the design and operation of the stand must adhere to the requirements outlined in City Code Section 136.20 (Merchandise Display), which restricts the display area to no more than two (2) feet of the sidewalk nearest the building to ensure the free and uninterrupted passage of pedestrians.

The applicant intends to establish this display stand for a full season, April through October.

Staff confirms all required documentation, including the \$250 permit fee, the applicant's sales tax license, and certificate of liability has been received. Council permission is therefore required per the code.



# City of Charles City

900 Clark Street Charles City, Iowa 50616  
Phone: 641-257-6300 | Fax: 641-257-6331 | Website: cityofcharlescity.org

## SALES STAND PERMIT APPLICATION

Address of Proposed Stand 101 N. Main St - Cardigan <sup>Drive</sup> * <del>Jackson Street side</del> * Riverside side	
Stand Business Name The Fiddle Leaf	Sales Tax Number (attach copy)
Property Owner Tiffany Rottinghaus	Owner Phone Number 641-228-3301
Property Owner's Address (if different from above):	City, State, Zip
Name of Stand Owner Lauren Lundberg	Stand Owner Phone Number 641-426-5794
Stand Owner Address 3007 Yorkshire Blvd Charles City	City, State, Zip Charles City, IA 50616
On-site Contact Name	On-Site Phone Number
Name / E-mail Address / Phone Number of person to notify if Permit is approved/issued Lauren Lundberg thefiddleleaf.ia@gmail.com	

**DESCRIPTION OF PROPOSED BUSINESS ACTIVITY AND SITE LAYOUT:** Outline proposed business activity below, including hours of operation, products/services, duration of the stand, and other pertinent information as requested by the City Council of the City of Charles City. Provide/attach a site plan showing location of street(s), structures, property lines, and buildings within 20 feet of sales area. If applicable, provide information as to how the stand will be secured to the site (eg., attached to the adjoining structure or building).

The proposed business is a small, self-serve flower stand offering fresh cut flowers grown locally in Charles City. The stand will operate as a pick-up point for pre-purchased flowers as well as a ~~pick-up point~~ retail location for grab and go bouquets. No employees will be stationed at the stand; customers will select their bouquet and submit via posted digital payment options. The stand will coordinate hours with Cardigan Boutique and will remain consistent throughout the season (April - October).

The stand will be stocked with fresh flowers in the morning and will be cleaned/emptied daily. Customer access is walk-up only. No additional parking or street modifications are required. The stand will be maintained daily.

Trash, debris, will be removed regularly to ensure cleanliness and safety. The stand will be placed directly against the existing brick wall on the property. It will be secured using a safe, removable attachment method such as masonry-appropriate anchors, brackets, or a stabilizing base system.

Temporary sales stands are allowed in the City of Charles City in accordance with Charles City Code of Ordinances Sections 136.20 and 136.21, which include the following regulations:

- The goods or merchandise for sale or display shall not interfere with the free and uninterrupted passage of pedestrians on a sidewalk; and
- In no case shall more than two (2) feet of the sidewalk be utilized for the sale of goods or merchandise; and
- Sales stands require the written permission/permit from the Charles City City Council.

**Stand Owner**

I hereby state that the above is correct. I recognize that the approval of plans, issuance of a permit, or subsequent approvals shall not be construed to allow violations of the code or other ordinances or laws enforced by the City of Charles City. I acknowledge that a description of proposed business activity has been submitted with this application and that failure to abide by such description of proposed business activity or any other terms of the Ordinances of the City, or the laws of the State of Iowa, shall be grounds for the City to terminate this permit. I have read, understood, and agree to the regulations regarding temporary sales stands, including the Temporary Stand Permit Requirements and Information attached hereto. I agree to indemnify and hold the City of Charles City, and its agents, officials, and employees, harmless from any and all liabilities, damages, causes of action, or claims for damage and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, from any cause or causes whatsoever to the extent arising out of or connected with the use of the temporary sale stand. By signature below the signatory certifies and declares that he/she is either the Stand Owner or the Authorized Agent of the Stand Owner.

Signature: 

Print Name: Lauren Lundberg

Date: 12/6/25

**Property Owner (if different from Stand Owner)**

I have read, understood, and agree to the regulations regarding temporary sales stands, including the Temporary Stand Permit Requirements and Information attached hereto. I agree to indemnify and hold the City of Charles City, and its agents, officials, and employees, harmless from any and all liabilities, damages, causes of action, or claims for damage and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, from any cause or causes whatsoever to the extent arising out of or connected with the use of the temporary sales stand. By signature below the signatory certifies and declares that he/she is either the Owner or the Authorized Agent of the owner of the property.

Signature: 

Print Name: Tiffany Rottinghaus

Date: 12-6-25

**City Use Only:**

Date approved by City Council: \_\_\_\_\_

This permit is valid from \_\_\_\_\_ to October 31, 20\_\_

Date Permit Fee Paid: 12/8/2025 \$250.00

BL

### **Temporary Stand Permit Requirements and Information**

- Complete Sales Stand Permit Application.
- Submit a site plan showing the location of the stand.
- A copy of a sales tax license shall accompany the application. If the sales tax license is under review and not yet issued, we will verify with the sales tax division and proceed with the permit.
- Submit a copy of the written consent of the property owner for the specific use and structures proposed for each stand.
- Adequate off-street parking must be provided in accordance with the Charles City Unified Development Ordinance.
- The proposed use or structure must have a neat appearance.
- Temporary stand permits shall have a flat fee of \$250.00 and shall be valid beginning January 1 or the date of issuance (whichever is later) until October 31 of the same calendar year.
- Upon expiration of a permit, a permittee shall return the stand area to the City in its original condition. If a permittee fails to remove the stand and appurtenances by November 5, the City may remove the stand and all appurtenances and improvements and dispose of said improvements. The City shall also have all rights and remedies available under the City Code and Iowa law.
- A Sales Stand Permit will not be issued more than three (3) consecutive years unless the City Council determines, in its sole discretion, that there are no other reasonable alternative locations from which the permittee can conduct its business.

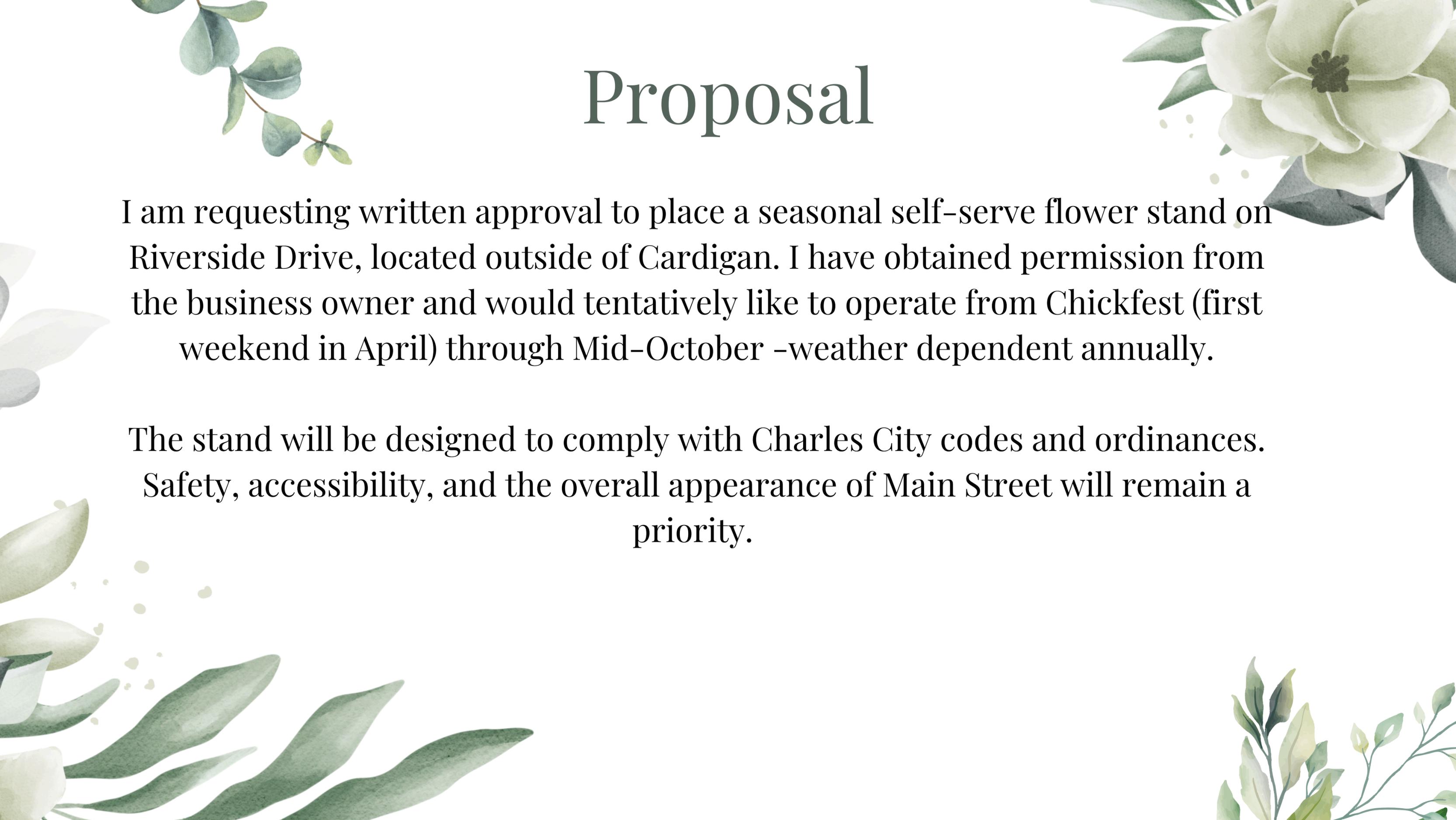
Temporary stand permit applications will be reviewed by both City staff and the Charles City City Council for compliance with the Charles City Code of Ordinances, and such applications require the formal approval of the Charles City City Council. This review and process may take up to several weeks.



# Flower Stand on Riverside.

Presented by: Lauren Lundberg - The Fiddle Leaf

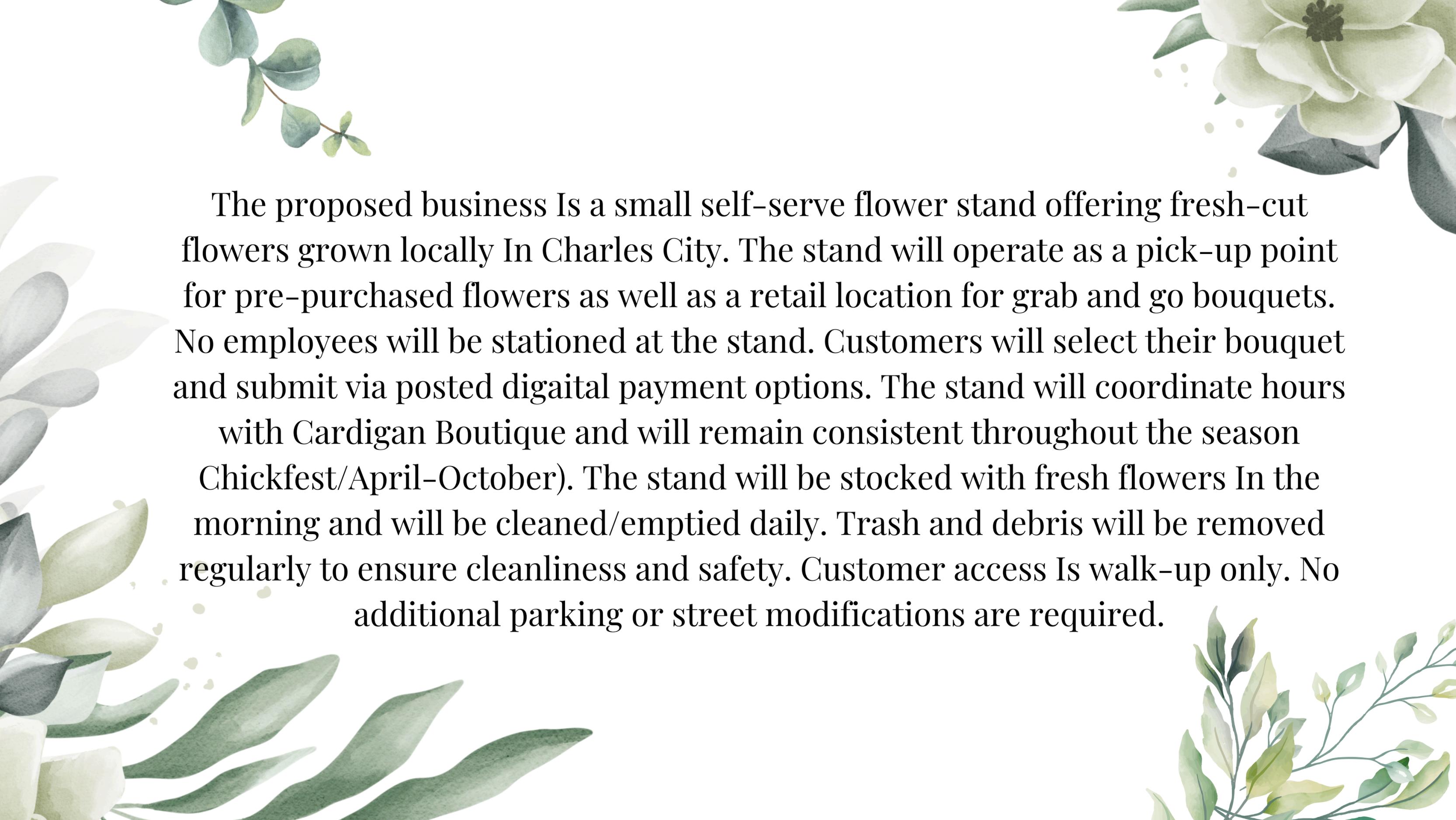


The page features watercolor-style floral illustrations in the corners. The top-left corner shows a sprig of green leaves. The top-right corner features a large, detailed white flower with a dark center and green leaves. The bottom-left corner has a cluster of green leaves and a white flower. The bottom-right corner shows a sprig of green leaves with small buds.

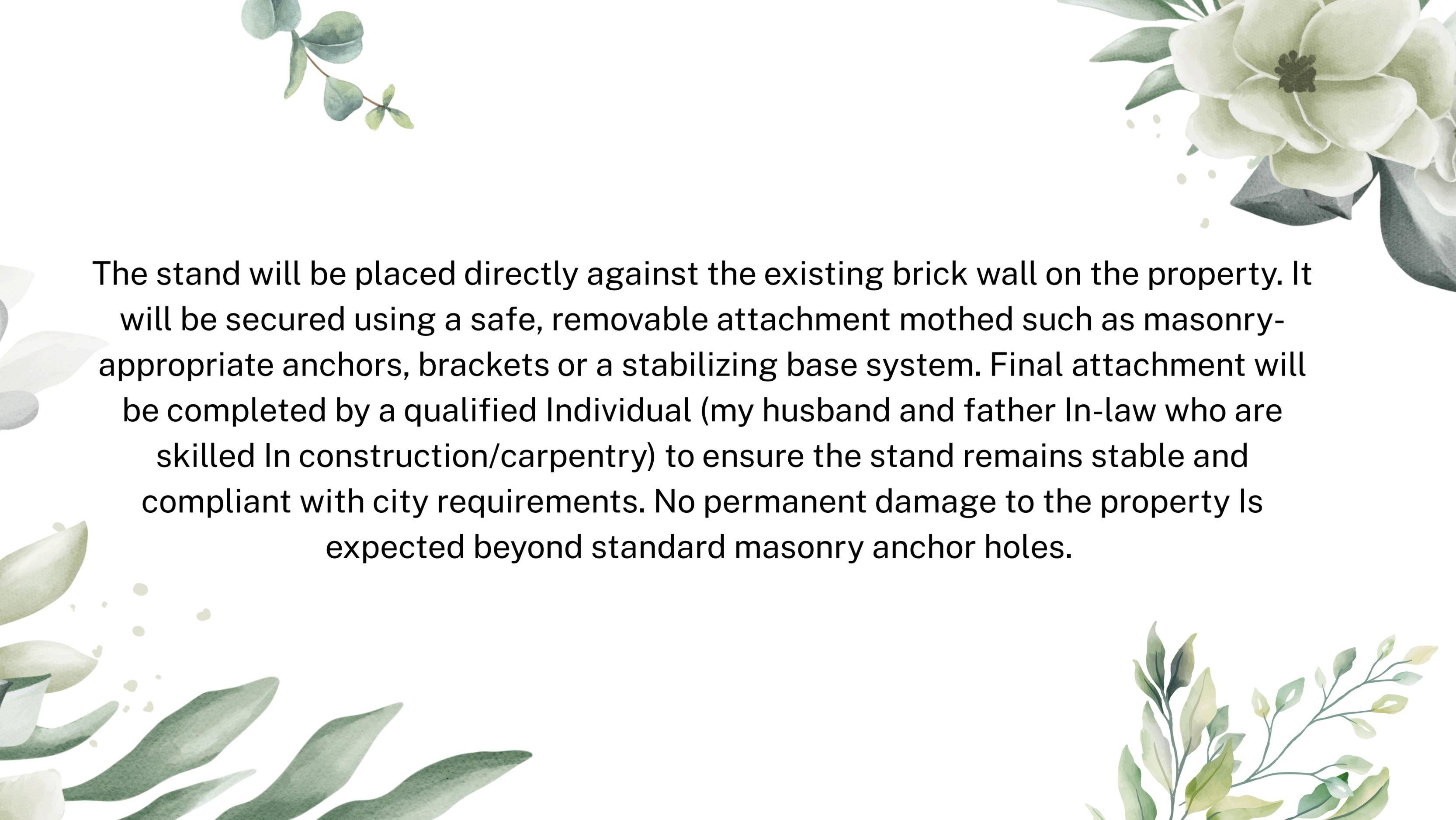
# Proposal

I am requesting written approval to place a seasonal self-serve flower stand on Riverside Drive, located outside of Cardigan. I have obtained permission from the business owner and would tentatively like to operate from Chickfest (first weekend in April) through Mid-October -weather dependent annually.

The stand will be designed to comply with Charles City codes and ordinances. Safety, accessibility, and the overall appearance of Main Street will remain a priority.

The page features watercolor-style floral illustrations in the corners. The top-left corner shows a small branch with several green leaves. The top-right corner features a large, detailed white flower with a dark center and green leaves. The bottom-left corner has a cluster of green leaves and a white flower. The bottom-right corner shows a branch with green leaves and small white buds. The text is centered in a black serif font.

The proposed business is a small self-serve flower stand offering fresh-cut flowers grown locally in Charles City. The stand will operate as a pick-up point for pre-purchased flowers as well as a retail location for grab and go bouquets. No employees will be stationed at the stand. Customers will select their bouquet and submit via posted digital payment options. The stand will coordinate hours with Cardigan Boutique and will remain consistent throughout the season (Chickfest/April-October). The stand will be stocked with fresh flowers in the morning and will be cleaned/emptied daily. Trash and debris will be removed regularly to ensure cleanliness and safety. Customer access is walk-up only. No additional parking or street modifications are required.

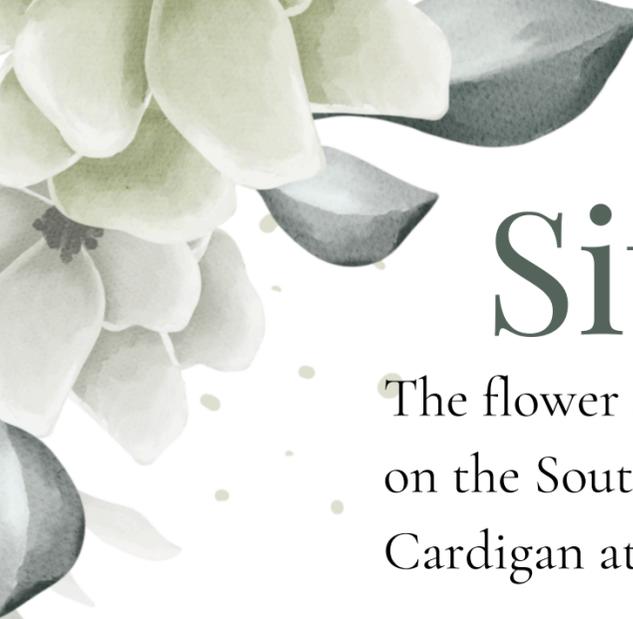
The page features watercolor-style floral illustrations in the corners. The top-left corner shows a small branch with several green leaves. The top-right corner features a large, detailed white flower with a dark center and green leaves. The bottom-left corner has a cluster of green leaves and a small white flower. The bottom-right corner shows a branch with green leaves and small yellow buds.

The stand will be placed directly against the existing brick wall on the property. It will be secured using a safe, removable attachment method such as masonry-appropriate anchors, brackets or a stabilizing base system. Final attachment will be completed by a qualified Individual (my husband and father In-law who are skilled In construction/carpentry) to ensure the stand remains stable and compliant with city requirements. No permanent damage to the property is expected beyond standard masonry anchor holes.









# Site Layout

The flower stand will be located on the South facing wall at Cardigan at Riverside Drive.

The stand will sit approximately \_\_ feet from the street (Riverside Drive), and \_\_ feet from Main Street Road.

All existing structures within 20 feet Include:

- The main building wall (brick exterior)
  - Adjacent sidewalk
  - No other structures within 20 feet of sales area
- 

The stand's footprint is approximately 5ft (wide) X 2ft (depth)

The stand will be 9 feet from the lightpole on the sidewalk.

Riverside Road will be 13 feet from the flower stand.

The stand will not block sidewalks, entrances, utilities, or emergency access.

No electrical hookups or plumbing are required.

Payment signage and bouquet shelves will be contained entirely within the footprint.



Thank you for your consideration, and I look forward to working together to make this addition a positive feature on Main Street.

Contact:

Lauren Lundberg 641-426-5794

Facebook: The Fiddle Leaf

Email: [thefiddleleaf.ia@gmail.com](mailto:thefiddleleaf.ia@gmail.com)

Instagram: [thefiddleleaf.ia](https://www.instagram.com/thefiddleleaf.ia)



**MEETING DATE: 01/28/26**

## **AGENDA ITEM SUMMARY**

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**Subject: Approval of Tentative Collective Bargaining Agreement**

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**Background Summary:** Trout

The City has reached a tentative collective bargaining agreement with Teamsters Local Union No. 238 representing the Charles City Public Works Department employees. The tentative agreement was signed on January 15, 2026, and remains subject to ratification.

The tentative agreement includes the following key provisions:

**Article 11:** Replaces PERB with EAB.

**Injury Language:** Removes the “injury on the job” language from the contract and instead relies on existing City policy.

**Residency Requirement:** Modifies the residency requirement to a 30-minute report time to duty stations.

**Wage Scale:** Establishes an updated wage scale for Public Works classifications, including wastewater and water department positions, as reflected in the negotiated wage schedule.

All other articles not addressed in the tentative agreement will remain as outlined in the current contract for the duration of the agreement.

This action does not finalize or ratify the collective bargaining agreement. Approval by the City Council authorizes legal counsel to prepare and draft the final collective bargaining agreement document incorporating the negotiated terms and wage schedule. Final approval of the agreement will occur following formal ratification by both parties.

Staff recommends approval.

Tentative agreement by and between the City of Charles City Public Works Department Employees and Teamsters Local Union No. 238:

Date submitted 1/15/26

All other Articles not addressed in this proposal will remain current contract for the duration of the contract. Any tentative agreement reached will be subject to ratification.

Article 11 changing PERB to EAB

Removing the "Injury on the job" language in the contract and relying on the city policy

Moving the residence regulations to 30 minutes report time to the duty stations

Example : If one water operator passed grade 1 water distribution test and grade1 treatment test; they would get paid for two water grades at \$27.51 per hour. A Water operator cannot pass a waste water test and get to the next water grade.

Attached wage scale

  
1/15/26

Labor Grade 5 General Maintenance

	Current	Wage increase		New wages
Start	\$ 23.08	3%	0.692	\$ 23.77
6 mo	\$ 23.58	3%	0.707	\$ 24.29
12 mo	\$ 24.10	3%	0.723	\$ 24.82
18 mo	\$ 24.58	3%	0.737	\$ 25.32
24 mo	\$ 25.09	3%	0.753	\$ 25.84

0.000 \$ -

Labor Grade 6 Street Operator

	Current			
Start	\$ 25.09	3%	0.753	\$ 25.84
6 mo	\$ 25.39	3%	0.762	\$ 26.15
12 mo	\$ 25.82	3%	0.775	\$ 26.59
18 mo	\$ 26.18	3%	0.785	\$ 26.97
24 mo	\$ 26.51	3%	0.795	\$ 27.31

0.000 \$ -

Labor Grade 7 & Heavy Machine Equipment O

	Current			
Start	\$ 26.51	3%	0.795	\$ 27.31
6 mo	\$ 26.81	3%	0.804	\$ 27.61
12 mo	\$ 27.25	3%	0.818	\$ 28.07
18 mo	\$ 27.57	3%	0.827	\$ 28.40
24 mo	\$ 27.93	3%	0.838	\$ 28.77

0.000 \$ -

Street Foreman \$ 33.93 3% 1.018 \$ 34.95

0.000 \$ -

Labor Grade 9 Mechanic

	Current			
Start	\$ 29.32	3%	0.880	\$ 30.20
6 mo	\$ 29.59	3%	0.888	\$ 30.48
12 mo	\$ 29.95	3%	0.899	\$ 30.85
18 mo	\$ 30.16	3%	0.905	\$ 31.06
24 mo	\$ 30.52	3%	0.916	\$ 31.44

Grade 1 waste Water

	Current	1 time market adjustment					
Grade 1 waste water	\$ 26.51	\$ 1.25	\$ 27.76	3%	\$ 0.83	\$ 28.59	
Grade 2 waste water	\$ 27.93	\$ 1.25	\$ 29.18	3%	\$ 0.88	\$ 30.06	
Grade 3 waste water	\$ 28.97	\$ 1.25	\$ 30.22	3%	\$ 0.91	\$ 31.13	
Grade 4 waste water	\$ 29.61	\$ 1.25	\$ 30.86	3%	\$ 0.93	\$ 31.79	
Waste water lead	\$ 33.93	\$ 1.25	\$ 35.18	3%	\$ 1.06	\$ 36.24	

Grade 1 water \$26.30 \$ 1.25 \$27.55 3% \$ 0.83 \$28.38

Grade 2 water \$27.51 \$ 1.25 \$28.76 3% \$ 0.86 \$29.62

Grade 3 water	\$28.22	\$	1.25	\$29.47	3%	\$	0.88	\$30.35
Grade 4 water	\$28.93	\$	1.25	\$30.18	3%	\$	0.91	\$31.09
Grade 5 water	\$29.93	\$	1.25	\$31.18	3%	\$	0.94	\$32.12
Grade 6 water	\$30.93	\$	1.25	\$32.18	3%	\$	0.97	\$33.15
Grade 7 water	\$32.93	\$	1.25	\$34.18	3%	\$	1.03	\$35.21
Grade 8 water	\$34.93	\$	1.25	\$36.18	3%	\$	1.09	\$37.27
Water lead	\$33.93	\$	1.25	\$35.18	3%	\$	1.06	\$36.24

**MEETING DATE: 3/02/2026**

## **AGENDA ITEM SUMMARY**

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**Subject:** Res 28-26 Setting PH for Proposed Property Tax Levy

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### **Background Summary:**

The City Council is asked to approve Resolution No. 28-26 setting the date, time, and place for a public hearing on the proposed Fiscal Year 2026–2027 property tax levy, as required by Iowa House File 718.

The resolution recommends scheduling the public hearing for April 6, 2026, at 6:00 p.m. in the Zastrow Room of the Charles City Public Library, 910 Clark Street. At that time, any resident or taxpayer may present objections or arguments in favor of the proposed levy.

Upon setting the hearing date, the County Auditor will mail the required Notice of Public Hearing on the Proposed Property Tax Levy to property owners within the City. The notice includes detailed levy information, comparisons to the current year, valuation data, and examples of tax impacts on residential and commercial properties.

The proposed city regular tax rate is 15.94915.

Approval of this resolution authorizes publication of the notice of public hearing not less than four (4) days nor more than twenty (20) days prior to the hearing date.

CITY OF CHARLES CITY

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:  
**Meeting Date:** 4/6/2026 **Meeting Time:** 06:00 PM **Meeting Location:** 910 Clark Street, Charles City, IA

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After the hearing of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)  
www.cityofcharlescity.org

City Telephone Number  
(641) 257-6300

Iowa Department of Management	Current Year Certified Property Tax 2025 - 2026	Budget Year Effective Property Tax 2026 - 2027	Budget Year Proposed Property Tax 2026 - 2027
Taxable Valuations for Non-Debt Service	266,052,530	272,510,927	272,510,927
Consolidated General Fund	2,209,646	2,209,646	2,263,285
Operation & Maintenance of Public Transit	97,240	97,240	145,622
Aviation Authority	71,834	71,834	73,578
Liability, Property & Self Insurance	226,919	226,919	267,194
Support of Local Emergency Mgmt. Comm.	3,884	3,884	3,878
Unified Law Enforcement	0	0	0
Police & Fire Retirement	300,389	300,389	282,978
FICA & IPERS (If at General Fund Limit)	266,100	266,100	236,946
Other Employee Benefits	611,008	611,008	538,340
Capital Projects (Capital Improv. Reserve)	0	0	0
Taxable Value for Debt Service	294,103,435	315,109,436	315,109,436
Debt Service	504,979	504,979	618,049
<b>CITY REGULAR TOTAL PROPERTY TAX</b>	<b>4,291,999</b>	<b>4,291,999</b>	<b>4,429,870</b>
<b>CITY REGULAR TAX RATE</b>	<b>15.95112</b>	<b>15.49931</b>	<b>15.94915</b>
Taxable Value for City Ag Land	938,500	1,164,819	1,164,819
Ag Land	2,820	2,820	3,499
<b>CITY AG LAND TAX RATE</b>	<b>3.00375</b>	<b>2.42098</b>	<b>3.00375</b>
<b>Tax Rate Comparison-Current VS. Proposed</b>			
Residential property with an Actual/Assessed Valuation of \$100,000/\$110,000	<b>Current Year Certified 2025/2026</b>	<b>Budget Year Proposed 2026/2027</b>	<b>Percent Change</b>
City Regular Residential	757	781	3.17
Commercial property with an Actual/Assessed Valuation of \$300,000/\$330,000	<b>Current Year Certified 2025/2026</b>	<b>Budget Year Proposed 2026/2027</b>	<b>Percent Change</b>
City Regular Commercial	3,288	3,649	10.98

Note: Actual/Assessed Valuation is multiplied by a Rollback Percentage to get to the Taxable Valuation to calculate Property Taxes. Residential and commercial properties have the same rollback percentage through \$150,000 of actual/assessed valuation.

**Reasons for tax increase if proposed exceeds the current:**

Increase in operation and maintenance of Public Transit, as well as Liability, Property, and Self Insurance, and Debt Service.

**RESOLUTION NO. 28-26**

***RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE PROPOSED PROPERTY TAX LEVY FOR THE CITY'S FISCAL YEAR 2026-2027 BUDGET***

**WHEREAS**, the City Council of Charles City, Iowa is preparing the annual budget for the Fiscal Year 2026-2027; and

**WHEREAS**, Iowa HF 718 requires a public hearing on the proposed property tax levy where any resident or taxpayer of the City may present to the City Council objections or arguments in favor of the tax dollars before the budget is adopted and certified to the county auditor; and

**WHEREAS**, interested residents or taxpayers having comments for or against the proposed property tax rate may appear and be heard at the public hearing at the city council meeting on April 6 at 6:00 p.m. in the Zastrow Room of the Library, 910 Clark Street, Charles City, Iowa.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Charles City, Iowa, that this confirms that the city council order the publication of a notice of public hearing pertaining to the proposed property tax levy not less than four (4) days nor more than twenty (20) days prior to the date set for the hearing.

**BE IT FURTHER RESOLVED**, by the Charles City City Council, that the Mayor and City Clerk are hereby authorized and directed to execute said resolution.

COUNCIL MEMBER moved the adoption of the foregoing Resolution;

COUNCIL MEMBER seconded the motion to adopt, and on roll call the voting was as follows:

AYES:

NAYS:

Passed and approved this \_\_\_\_\_ day of March, 2026.

\_\_\_\_\_  
Dean Andrews, Mayor

ATTEST:

\_\_\_\_\_  
Brittney Lentz, City Clerk