

City of Charles City City Council Agenda Council Chambers, City Hall

1. Meeting Date And Time

- A. January 5, 2026, At 6:00 P.m. City Council, Mayor, And City Staff Will Be Attending In Person In The Zastrow Room At The Public Library. The Public Can Attend In Person Or They Can Attend The Meeting Via Zoom.com: Meeting ID 787 065 8066. Phone Number To Call To Participate Via Telephone: 312-626-6799.

2. Call To Order

3. Citizen/Public Comments (Limited To 5 Minutes Per Comment)

An opportunity for citizens, groups or representatives or organizations to address the Governing Body on any issue which is not on the agenda

4. Mayor's Welcome

5. Consider Approval Of The Agenda

Discussion
Motion

6. Consider Approval Of The Minutes

- A. Consider Approval Of The Minutes Of The December 10 And December 15 Meetings:

Discussion

Motion

Documents:

[12.10.25_12.15.25MEETINGMINUTES.PDF](#)

7. Consider Approval Of The Consent Calendar

- A. Approval Of Class C Retail Alcohol License For DDEF LLC DbA DeRailed
- B. Approval Of Ownership Updates For Kwik Trip Inc #468

8. Business Of The Mayor

- A. Proclamation For Slavery & Human Trafficking Prevention Month January 2026

Documents:

[PROCLAMATION FOR SLAVERY AND HUMAN TRAFFICKING PREVENTION
MONTH JANUARY 2026.PDF](#)

- B. Board, Commission, And Committee List Review/Appointments

Documents:

[BOARDS AND COMMISSIONS 01.2026.PDF](#)

9. Petitions, Public Hearings, Communications, Awards And Requests

- A. Exchange Of Initial Proposals Between Teamsters And Charles City Pursuant To Iowa Code Section 20.17(3)

Documents:

[AIS - INITIAL BARGAINING AGREEMENT PROPOSALS.PDF](#)

10. Ordinances, Resolutions, And Motions

11. Other Business

- A. Miscellaneous Correspondence
- B. Attorney's Report
- C. City Clerk's Report
- D. City Administrator's Report
- E. Board, Commission or Committee Reports

12. Adjournment

CITY OF CHARLES CITY
COUNCIL PLANNING SESSION
December 10, 2025

Charles City City Council met in a planning session on December 10, 2025 at 6:00 p.m. in the Zastrow Room of the Public Library. Mayor Dean Andrews presided and the following council members were present: DeLaine Freeseaman, Patrick Lumley, Phillip Knighten, Jeff Otto, and Phoebe Pittman. Also present was City Administrator Tyler Trout, City Engineer John Fallis, and City Attorney Brad Slotter (via zoom).

Mayor Andrews welcomed attendees to the planning session.

The council conducted a detailed review of the proposed Sales Stand Permit application from Lauren Lundberg, owner of The Fiddle Leaf, for a seasonal flower stand adjacent to the Cardigan Building. City Clerk Lentz confirmed that staff has received all necessary documentation, including the permit fee and sales tax license. However, Slotter advised that the permit application and list of requirements should be amended to include proof of insurance listing the city as an additional insured party. The discussion then focused heavily on interpreting City Code Section 136.20, which restricts merchandise display to a maximum of two (2) feet nearest the building to ensure free pedestrian passage. Krista Noah questioned whether this two-foot limit should encompass the entire utilized space, including customers and the person manning the stand. While Mayor Andrews and Council Member Pittman felt the limit applied strictly to the physical display structure, noting that people always occupy sidewalk space. Council Member Knighten contended that "utilized" should include the customers to maximize public walkway space. Additionally, Noah inquired about the sidewalk's dimensions, to which Slotter confirmed that the sidewalk at the proposed location is considerably wider than those found in other areas of the city. The discussion also included a question regarding the general terms of termination for the permit agreement. Attorney Slotter clarified that the City's right to end the agreement would be contingent upon the applicant failing to abide by the contract's terms. Furthermore, Slotter affirmed, when asked, that the two-foot restriction is intended for display purposes only.

City Engineer Fallis presented the preliminary plat and site plan for Union Place, a 130-unit market-rate development located between 11th and 13th Streets, noting a unanimous recommendation for approval from the Planning & Zoning Commission. Represented by Chace Hauschilt of Kading Development and Mark Lee of LEE Chamberlin Engineers, the project's first phase involves 80 units across three floor plans, all featuring two-stall garages; notably, the development will be platted as a single lot with private streets due to prohibitive earthwork costs, though it will include a public concrete trail within a dedicated easement. While the city will maintain the trail surface, Kading will handle snow removal and mowing for the trail, sidewalks, and the two dry-bottom retention basins, which the Commission recommended serve as maintained green space in lieu of the standard parkland dedication requirement. Mark Lee clarified that water and sewer lines will be public within dedicated easements, with the city tying into the new main to resolve parallel watermain concerns. Regarding the development agreement, Attorney Slotter confirmed that infrastructure must be completed before the city accepts utility systems or processes tax abatements, while Mayor Andrews noted that local police and fire departments are willing to perform a controlled burn of the existing structure once Kading has completed asbestos abatement at their own expense. During the discussion, Ryan Boehmer expressed concerns regarding the pace of rental growth relative to the 2019 Housing Study and questioned rent costs and vacancy plans; in response, Hauschilt cited strong employer demand for housing for employees—noting the site's proximity to major employers like Cambrex, Floyd County Medical Center, and Zoetis—and projected rents of \$1,300 for three-bedroom units and \$850–\$950 for two-bedrooms (utilities not included), stating they do not anticipate needing Section 8 applicants. Following Council member Lumley's positive report on Kading's Marshalltown property, staff indicated intent to place the development agreement on the agenda for approval at the December 15 meeting, pending final legal review.

The Council revisited the implementation of a Vacant Building Ordinance, following a preliminary discussion at the September 24 Planning Session. City Administrator Trout shared feedback from Mason City and other Iowa communities, noting that while such ordinances are relatively new—typically in place for only four to five years—the consensus is about 50/50; though not a "slam-dunk," it is viewed as a valuable "tool" that grants the city inspection authority and ensures owners show progress.

However, Trout noted that Chief Anderson has concerns regarding the potential strain on manpower and resources, as the ordinance could divert staff from other critical code enforcement issues. Council member Pittman emphasized the need to reconcile the proposal with current ordinances to avoid creating an unnecessary bureaucratic layer. Mark Wicks, sharing key takeaways from a Main Street Iowa workshop, highlighted that "vacant" is a notoriously difficult term to define for enforcement purposes. He pointed out that while definitions vary, some experts argue that consistent public hours should be the standard for determining occupancy. Wicks also mentioned the possibility of utilizing a third-party for enforcement, such as the local Council of Governments. During the discussion, Chris Tonn questioned if the ordinance would apply to vacant second floors, to which it was clarified that the focus would likely remain on main-floor vacancies. Additionally, in response to Council member Lumley's inquiry regarding a recent fire involving an uninsured building, it was noted that the ordinance would include an annual requirement for proof of insurance. Attorney Slotter clarified that the intent of this specific ordinance is to intervene with buildings that are not yet fully dilapidated to prevent further decline, as existing city ordinances already address properties that have reached a state of total dilapidation. In response to a query from Ryan Boehmer, Slotter stated that he and Chief Anderson do not believe the recently fire-damaged building on Main Street would fall under the "vacant" classification. However, Mayor Andrews noted that while the building was not technically vacant, it was only open to the public occasionally and lacked regular public hours, highlighting the complexity of the proposed definitions. Slotter concluded that he will proceed with drafting a formal ordinance for review after the first of the year, incorporating the feedback and suggestions provided by the Council.

Next up, City Engineer John Fallis reported on the Iowa DOT Funding Agreement and the preliminary design for the Main Street bridge improvement. This agreement provides \$1.5 million in initial federal-aid funding, which creates a federal nexus and project number to facilitate essential reviews by the FHWA and SHPO. While this covers only a portion of the total cost, Fallis noted it strengthens future grant applications by demonstrating local commitment. The agreement requires the project to be let within three years, though extensions are typical as design progresses. In response to a query from Councilmember Pittman, Fallis clarified that approving this agreement does not commit the city to a specific method of improvement, such as replacement or rehabilitation, nor does the funding come with such stipulations. Citizen Chris Tonn questioned if the city needed to hear back from the State Historic Preservation Office (SHPO) before making a final decision; Fallis explained that while SHPO and FHWA comments on the alternative analysis are part of the review process, the funding agreement itself is what allows those reviews to begin. Regarding next steps, Councilmember Lumley questioned the timeline, to which Fallis answered that the initial design phase would most likely proceed as follows: Mayor Andrews will appoint a committee in January 2026, followed by committee meetings from February through April; the consultant will then prepare a Bridge Concept Report in May 2026 and present it to the City Council in June 2026. Due to the complexity of environmental and historical reviews, Fallis estimated that construction is not anticipated until 2030. Mayor Andrews asked when the final decision between replacement and restoration would need to be made, noting the importance of providing clear initial direction to the design committee. Councilmember Pittman and City Administrator Trout also noted an email from Mr. Dennis White regarding the bridge that was forwarded to the Council by City Clerk Lentz, along with other potential ideas included in the council packet. Pittman and Freesean emphasized the importance of staying fiscally responsible while ensuring the improved bridge remains aesthetically pleasing, while having the timeline/plan laid out for all to understand.

City Administrator Trout updated the Council on the FY27 Budget and presented a meeting and workshop timeline developed in coordination with City Clerk Lentz. Trout noted that individual budget meetings with department heads are scheduled to begin soon. During the discussion, the Council offered alternative meeting locations for two specific dates where the Zastrow Room was previously booked to ensure the budget schedule remains on track.

City Administrator Trout reported meeting with a representative for Congresswoman Ashley Hinson to discuss several city projects that could possibly be eligible for federal funding. Trout also provided an update on recent winter maintenance, noting that the Street Department encountered issues with a new type of snow blade that struggled with packed snow. The department had to switch back to standard blades, causing a slight delay, and is currently testing a brine solution to improve future ice and snow removal. During the report, Councilmembers Freesean and Pittman inquired about the legality of blowing snow into city streets. It was clarified that this practice is prohibited by city ordinance. Finally,

Trout noted that the City Hall and Police Department construction project remains on schedule, with the interior ramp for the council chambers expected to be poured soon.

Councilmember Phillip Knighten reported on the upcoming Foster Grandparents Winter Appreciation Program; which serves as a key celebration for the volunteers who provide emotional and educational support to children across North Central Iowa. He noted that Mayor Andrews and City Administrator Trout are scheduled to speak at the event.

There being no further business, the planning session was adjourned at 7:46 p.m.

Dean Andrews, Mayor

Attest:

Brittney Lentz, City Clerk

COUNCIL MINUTES
REGULAR SESSION
December 15, 2025

Charles City City Council met in regular session on December 15, 2025 at 6:00 p.m. in the Zastrow room of the Public Library. Mayor Dean Andrews presided and the following Council Members were present: DeLaine Freeseaman, Phillip Knighten (via zoom), Patrick Lumley, Jeff Otto, and Phoebe Pittman. Also present were City Administrator Tyler Trout, City Engineer John Fallis, and City Attorney Brad Slotter.

Citizen comments – none.

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Lumley, second by Otto to approve the minutes of the December 1 regular meeting. Ayes- 5.

Motion by Freeseaman, second by Pittman to approve the consent calendar. Ayes- 5.
The consent calendar consisted of the following- Approval of Class E Retail Alcohol License for Liquor Beer & Tobacco Outlet; Approval of Ownership Updates for Caseys Marketing Company & Kwik Trip Inc; Approve 11/2025 Financials for City of Charles City & CC Public Employees Health Plan; and the Payment of Claims (including those approved by other boards):

CHECK	VENDOR	TOTAL
88771-88773	PAYROLL ENDING 11/29/25	\$110,607.79
88774	CITY OF CHARLES CITY	\$765.87
88775	CC PUBLIC EMPLOYEE HEALTH PLAN	\$37,002.20
88776	EMC NATIONAL LIFE-SUPPLEM	\$6.00
88777	REPLACED CK 88749	
88778	AMI GLOBAL LLC	\$320.00
88779	BREITBACH OFFICE LLC	\$70.00
88780	BURKE DOOR SALES & SERVICE	\$515.00
88781	CARQUEST AUTO PARTS	\$149.99
88782	CHARLES CITY AREA DEV CORP	\$180.00
88783	CENTRAL LOCK SECURITY	\$560.00
88784	CENTURYLINK	\$494.13
88785	CC CHAMBER OF COMMERCE	\$129.00
88786	CHARLES CITY PRESS INC	\$1,187.38
88787-88788	DO IT ALL SERVICES	\$1,919.50
88789	ELECTRICAL ENG & EQUIP CO	\$2,849.74
88790	ENVIRONMENTAL RESOURCE ASSOC	\$576.19
88791	ETHANOL PRODUCTS LLC	\$1,086.31
88792	FAREWAY STORE	\$38.85
88793	FLOYD CO MEDICAL CENTER CLINIC	\$417.00
88794	FLOYD CO EXTENSION	\$270.00
88795	HOTSY EQUIPMENT COMPANY	\$875.37
88796	HUMAN RESOURCE ASSOC N IOWA	\$100.00

88797	IA DIAL/ELEVATOR SAFETY BUREAU	\$80.00
88798	IOWA ONE CALL	\$166.10
88799	IOWA POLICE CHIEFS ASSOCIATION	\$200.00
88800	IOWA STATE POLICE ASSOCIATION	\$700.00
88801	JENDRO SANITATION SERVICES	\$63,407.21
88802	JENDRO SANITATION SERVICES	\$620.40
88803	JENNIFER LANTZ	\$2,114.52
88804	JOHN DEERE FINANCIAL	\$329.51
88805	JOHN FALLIS	\$214.73
88806	KINGLAND CONSTRUCTION	\$619,615.81
88807	L&J INDUSTRIES INC	\$120.30
88808	LESSIN SUPPLY COMPANY	\$621.55
88809	LESSIN SUPPLY COMPANY	\$37.00
88810	MARKLAND SPECIALTY ENGINEERING	\$1,056.38
88811	MERRITT COMPUTER SERVICE	\$944.00
88812	MICK GAGE PLUMBING & HEATING	\$56.50
88813	MID-AMERICA PUBLISHING	\$932.40
88814	MID-WEST ROOFING COMPANY	\$22,189.00
88815	MIDAMERICAN ENERGY	\$67.87
88816	MIKE MOLSTEAD MOTORS INC	\$27.47
88817	MIKE'S C&O TIRE INC	\$100.15
88818	MSA PROFESSIONAL SERVICES	\$320.00
88819	MUNICIPAL SUPPLY INC	\$75.45
88820	NCL OF WISCONSIN	\$388.15
88821	NEWBAUER INC	\$80.29
88822	NEWBAUER INC	\$311.25
88823	NOAH, SMITH, SLOTER, ELLINGSON	\$2,420.68
88824	NORTH CENTRAL INTERNATIONAL	\$782.49
88825	NORTH IOWA MEDIA GROUP	\$650.96
88826	PEAR TREE INVESTIGATIONS	\$8,095.70
88827	PERRY NOVAK ELECTRIC INC	\$5,543.83
88828	PETROBLEND CORP	\$710.26
88829	POLICE LEGAL SCIENCES INC	\$2,108.00
88830	RADAR ROAD TEC-J ESHELMAN	\$306.00
88831	SCHUETH ACE HARDWARE	\$246.92
88832	SENSAPHONE	\$83.40
88833	SNAP ON	\$1,267.09
88834	SNAP ON	\$349.00
88835	SUPERIOR LUMBER INC	\$22.75
88836	SUPERIOR WELDING SUPPLY CO	\$80.00
88837	T-MOBILE FOR BUSINESS	\$1,347.20
88838	TP ANDERSON & COMPANY PC	\$5,500.00
88839	TRUCK CENTER COMPANIES EAST	\$519.27

88840	SHELLEY ZWIEBOHMER	\$263.60
88841	UNITED STATES GOLF ASSOCIATION	\$175.00
ACH	ACCESS SYSTEMS LEASING	\$265.43
ACH	AHLERS & COONEY PC	\$502.50
ACH	CROELL INC	\$306.00
ACH	ELECTRIC PUMP	\$33,047.00
ACH	FGP MILEAGE REIMBURSEMENTS	\$104.12
ACH	FOSTER GRANDPARENTS	\$12,023.50
ACH	HAWKINS INC	\$9,547.28
ACH	MICROBAC LABORATORIES, INC.	\$1,115.00
ACH	MISSISSIPPI LIME COMPANY	\$10,808.32
ACH	SHORT ELLIOTT HENDRICKSON INC	\$2,439.96
ACH	USA BLUEBOOK	\$873.82
ACH	WESTECH ENGINEERING LLC	\$54,509.00
ACH	WEX BANK	\$9,780.57
ACH	WISCONSIN INDEPENDENT NETWORK	\$1,313.75
E-PAY	BANCORPSV	\$304.27
E-PAY	BUSINESS CARD	\$2,930.33
E-PAY	CENTURYLINK	\$357.08
E-PAY	DAIDA	\$545.53
E-PAY	EFTPS (PAYROLL TAXES)	\$30,576.96
E-PAY	FIRST CITIZENS-CC	\$0.75
E-PAY	ICMA	\$3,238.91
E-PAY	LEAF	\$243.77
E-PAY	MEDIACOM	\$172.31
E-PAY	OMNITEL COMMUNICATIONS	\$159.95
E-PAY	PITNEY BOWES-LEASE ACCT	\$206.31
E-PAY	POSTMASTER	\$1,163.92
E-PAY	SKYBLUE SOLUTIONS	\$756.38
E-PAY	TREASURER STATE OF IOWA	\$20,515.50
E-PAY	UMB BANK	\$250.00
E-PAY	US POSTAL SERVICE	\$1,000.00

TOTAL: \$1,104,426.73

November Receipts: Gen- 183,684.59; P/R H/M- 64.21; H/M- 605.12; RUT- 90,871.47; EmpBen- 67,971.59; CVTC- 748.25; LOST- 5,703.00; LMI- 185.91; TIF- 16,927.61; AmerResc- 4,395.91; FGP- 32,736.24; AssetForf- 28.14; Cable- 647.92; DebtServ- 26,068.15; Water- 345,028.50; WRRF- 177,978.58; WasteFund- 65,822.22; Transit- 14,576.73; SWU- 17,546.15; FireExt- 1,055.12

November Disbursements: Gen- 261,134.50; RUT- 65,834.37; EmpBen- 96,329.50; CVTC- 4,673.18; TIF- 19,171.90; Lib Tr- 47.00; FGP- 25,348.11; DebtServ- 251,195.72; FibHome- - 308.85; CHProj- 432,940.72; MainBridge- 5,323.79; Water- 139,627.12; WRRF- 140,327.71; WasteFund- 67,053.58; Transit- 30,924.63; SWU- 6,057.08; FireExt- 131.49

The city was awarded \$1.5 million from the Iowa Department of Transportation's City Bridge Federal-aid Funding Program for the construction of an improved Main Street crossing over the Cedar River. While this agreement covers only a small portion of the total anticipated project costs, the committed funds are much appreciated and will significantly strengthen the City's position in future grant applications. Councilmember Freeseaman introduced Resolution No. 118-25 entitled, "APPROVING AND AUTHORIZING THE EXECUTION OF THE IOWA DEPARTMENT OF TRANSPORTATION FEDERAL-AID AGREEMENT FOR CITY HIGHWAY BRIDGE FUNDING FOR THE MAIN STREET BRIDGE PROJECT" and moved for adoption. Seconded by Pittman. Resolution duly passed on roll call vote as follows: Pittman, Knighten, Otto, Lumley, and Freeseaman. Nays: None. Jeff Fadden with Calhoun-Burns & Associates discussed the scope of the Main Street bridge project, noting that the process will be extensive due to the structure's historical registration. Fadden highlighted the difficulties of rehabilitation given the bridge's age and condition, as well as the challenges of securing a floodplain permit for a rehabilitation project. The next steps will involve gathering input from a local committee regarding aesthetics, as the city intends to maintain the bridge as a signature piece by replicating its arches and historical character. This investigative phase will take several months to determine the final design. Fadden also emphasized the need for a strategic construction schedule to minimize public disruption and noted that his firm will assist in securing additional funding once a formal plan is established.

Police Chief Anderson addressed the Council regarding proposed updates to local traffic control aimed at establishing safer school zones near Lincoln Elementary. These changes are designed to significantly increase visibility for both motorists and pedestrians while establishing a designated zone for bus loading and unloading. The proposal includes implementing "No Parking" areas on F Street, both north and south of the 4th Avenue intersection on the east and west sides of the street. Additionally, it creates a dedicated loading and unloading zone specifically on the east side of F Street. Councilmember Freeseaman introduced Resolution No. 119-25 entitled, "AMENDING RESOLUTION NO. 35-92 THE OFFICIAL TRAFFIC CONTROL LISTING FOR THE CITY OF CHARLES CITY" and moved for adoption. Seconded by Pittman. Resolution duly passed on roll call vote as follows: Knighten, Otto, Lumley, Freeseaman, and Pittman. Nays: None.

The Council reviewed the final development agreement between Union Place LLC (Kading Properties) and the City of Charles City. City Attorney Slotter has been coordinating with Kading's legal counsel, Jeffrey Baxter, and the City's bond counsel to finalize the agreement, which outlines the respective responsibilities of both the developer and the City. Chace Hauschilt provided a brief overview of the 130-unit project, expressing enthusiasm for the upcoming start of construction. Attorney Slotter noted that updated tax abatement language provided by bond counsel has been successfully integrated into the final document. Councilmember Pittman introduced Resolution No. 120-25 entitled, "APPROVING AGREEMENT FOR PRIVATE DEVELOPMENT BETWEEN THE CITY OF CHARLES CITY, IOWA, AND UNION PLACE, L.L.C." and moved for adoption. Seconded by Lumley. Resolution duly passed on roll call vote as follows: Otto, Lumley, Freeseaman, Pittman, and Knighten. Nays: None.

The preliminary plat includes a public trail on the east side of the property, as well as sanitary sewer, water, and private street infrastructure. The Planning & Zoning Commission granted unanimous approval and waived the parkland dedication requirement, noting that the two large detention basins will be maintained as dedicated green space for the development. Councilmember Knighten introduced Resolution No. 121-25 entitled, "APPROVING A PRELIMINARY PLAT FOR UNION PLACE IN THE CITY OF CHARLES CITY, FLOYD COUNTY, IOWA." and moved for adoption. Seconded by Lumley. Resolution duly passed on roll call vote as follows: Lumley, Freeseaman, Pittman, Knighten, and Otto. Nays: None.

The Council considered the site plan for the Union Place development. Pursuant to Section 1.6.6 of the Unified Development Ordinance (UDO), multiple principal buildings may be constructed upon a single lot if recommended by the Planning and Zoning Commission and approved by the City Council. The proposed site plan consists of 130 dwellings configured in six-plex, four-plex, and duplex styles. Following their review, the Planning and Zoning Commission unanimously recommended that the City Council approve the site plan as presented. During Council discussion, Councilmember Knighten inquired about the responsibility for snow removal and maintenance of the private drives and streets; Mayor Andrews confirmed that Union Place LLC (Kading Properties) remains responsible for all maintenance on private infrastructure. Councilmember Lumley introduced Resolution No. 122-25 entitled, "APPROVING SITE PLAN FOR UNION PLACE, CHARLES CITY, FLOYD COUNTY, IOWA." and moved for adoption. Seconded by Otto. Resolution duly passed on roll call vote as follows: Freesean, Pittman, Knighten, Otto, and Lumley. Nays: None.

The Council reviewed Payment Requests No. 9 and No. 10 from Kingland Construction for work completed on the City Hall/Police Department Renovation project. Payment Request No. 9, in the amount of \$415,705.62. Payment Request No. 10 is for \$619,615.81. Upon approval of Request No. 10, total payments to Kingland Construction will reach \$2,763,409.90. A significant portion of the work covered in October included membrane roofing and electrical/mechanical construction. Work associated with Payment Request No. 10 primarily consists of grading, concrete pavement, electrical, mechanical, and drywall installation. Bergland+Cram Architects has reviewed and recommended approval of both payment requests. Councilmember Freesean introduced Resolution No. 123-25 entitled, "APPROVING PAYMENT REQUESTS #9 & #10 FOR THE CITY HALL/POLICE DEPARTMENT RENOVATION PROJECT." and moved for adoption. Seconded by Pittman. Resolution duly passed on roll call vote as follows: Pittman, Knighten, Otto, Lumley, and Freesean. Nays: None.

Mayor Andrews and the Personnel Committee, consisting of Councilmember Pittman and Councilmember-elect Noah, recommended extraordinary duty pay for City Clerk Lentz. This recommendation is in recognition of services rendered above and beyond her standard duties on behalf of the city. Councilmember Freesean introduced Resolution No. 124-25 entitled, "APPROVING AMENDMENT TO EMPLOYMENT AGREEMENT." and moved for adoption. Seconded by Pittman. Resolution duly passed on roll call vote as follows: Knighten, Otto, Lumley, Freesean, and Pittman. Nays: None. City Clerk Lentz expressed her sincere appreciation and thanked Mayor Andrews, the committee, and the council for their support and recognition.

City Clerk Lentz reviewed the upcoming meeting schedule with the Council, noting that there will be a break over the holidays. Consequently, the next regular meeting is scheduled for Monday, January 5, 2026. Due to a lack of agenda items, a planning session will follow immediately after that meeting, and the next formal planning session will be held on Wednesday, January 14, 2026. Lentz also welcomed Madison Clipperton to City Hall today as the new utility billing clerk.

City Administrator Trout reported that he and City Clerk Lentz are behind on the budget schedule due to current staffing shortages at City Hall. On a positive note, they have been reviewing the budget thoroughly and identifying areas for improvement. Trout also noted that union negotiations with Public Works were set to begin on Friday, December 19, and that he recently met with the Economic Development Committee regarding the TIF matrix.

Councilmember Phillip Knighten reported on the Foster Grandparents Winter Appreciation Program, at which Mayor Andrews and City Administrator Trout spoke at.

Mayor Andrews presented Councilmember DeLaine Freesean with a plaque of appreciation for his 20 years of service to the City of Charles City. The Mayor, Council, and staff expressed

sincere gratitude for Freeseaman's dedication and his many contributions toward the improvement of the community.

Motion by Pittman, seconded by Freeseaman to adjourn at 6:44pm. Ayes- 5

Dean Andrews, Mayor

Attest: _____
Brittney Lentz, City Clerk

Proclamation for Slavery and Human Trafficking Prevention Month January 2026

Whereas, the United States was founded upon the principle that all people are created with the inalienable right to freedom, and added the 13th Amendment to the Constitution making slavery illegal; and

Whereas, slavery within the United States today is most often found in the form of forced labor and sex trafficking, which weakens our social fabric, increases violence and organized crime, and debases our humanity; and

Whereas, the Iowa Network Against Human Trafficking and Slavery has been working since 2005 to abolish all forms of human trafficking through education, prevention, volunteerism, advocacy and collaboration; and

Whereas, even though awareness of this crime is growing, human trafficking continues to go unreported due to its isolating nature, the misunderstanding of its definition, and the lack of awareness about its indicators; and

Whereas, increased community education on how to identify victims of human trafficking along with increased knowledge of local resources and services for those affected by these criminal actions can help restore freedom and dignity to identified survivors, as well as help diminish the number of future victims; and

Whereas, every business, community organization, faith community, family and individual can make a difference by choosing products that are not made by forced labor; by working to protect our young people from sexual exploitation; by addressing the problem of internet sex trafficking and pornography; and by becoming more aware of the problem and possible solutions; and

Now, Therefore, I Dean Andrews, Mayor of the City of Charles City, Iowa, do hereby proclaim the month of January 2026 as Slavery and Human Trafficking Prevention Month, and encourage all our citizens to become more informed on this growing problem, to be vigilant and report suspicious activity, and to work towards solutions to end trafficking in all its forms in our community. If you see something that doesn't look right, take action and call the National Human Trafficking Hotline at 888-3737-888. For more information and resources about trafficking in Iowa, go to the Network Against Human Trafficking and Slavery website at www.iowanaht.org.

In Testimony Whereof, I have hereunto subscribed my name this 5th day of January, 2026.

Dean Andrews, Mayor

BOARDS, COMMISSIONS AND ELECTED OFFICIALS

City of Charles City January 2026

Mayor (4 year term):

Dean Andrews (12/31/2029)

Council Members (4 year terms):

Phillip Knighten (12/31/2027)

Patrick Lumley (12/31/2029)

Krista Noah (12/31/2029)

Jeff Otto (12/31/2027)

Phoebe Pittman (12/31/2027)

City Administrator:

Tyler Trout

City Clerk / Finance Director:

Brittney Lentz

City Attorney:

Brad Sloter

BOARD OF ADJUSTMENT: 5 Year Terms

Alan Powell 1/1/2028

Vacant 1/1/2029

Michael Hammond 1/1/2026

Steve Hubert 1/1/2030

Bob Kloberdanz 1/1/2027

BUILDING TRADES ADVISORY BOARD:

3 Year Terms

Mike Boss 1/1/2020

Rick Cordes 1/1/2021

Steve Hubert 1/1/2019

Secretary – Code Enforcement Officer

BROAD BAND TELECOMMUNICATIONS

COMMISSION: 5 Year Terms

Kelvin Keifer 1/1/2023

Tad Barry 1/1/2024

Lisa Soifer 1/1/2025

Joshua Mack 1/1/2021

Cady Mead 1/1/2022

Dean Andrews Ex Officio

Mark Wicks Ex Officio

Vacant Ex Officio

Justin DeVore Ex Officio

Tyler Trout Ex Officio

CIVIL SERVICE COMMISSION:

4 Year Terms – expire 1st Monday in April

Pete Kloberdanz 4/2026

Mike Lidd 4/2025

Becky Boerschel 4/2027

ELECTRICAL TRADE ADVISORY BOARD:

3 year terms

Ed Hobert 1/1/2020

Shawn Picht 1/1/2022

Michael Roethler 1/1/2019

Secretary – Code Enforcement Officer

FLOYD CO. AMBULANCE COMMISSION

Jeff Crooks Rachel Conrad

Dawnett Willis Mark Kuhn

Keith Starr Sam Deverell

Hugh Anderson Dawn Staudt – ex officio

Phillip Knighten (alternate)

NORTH CEDAR AVIATION AUTHORITY

2 appointed by city & 1 by county- 4 Year Terms

Kip Hauser 4/1/2028

Doug Kamm 4/1/2026

Cathy McGregor 4/1/2024 (county)

Vacant-liaison

CHARLES CITY TELECOMMUNICATIONS

BOARD OF TRUSTEES

Vacant 12/31/2021

Dick Herbrechtsmeyer 12/31/2022

Lydia Johnson 12/31/2023

Jeff Marty, vice chair 12/31/2024

Danny Wilson 12/31/2025

Vacant-liaison

Brittney Lentz – secretary

HISTORIC PRESERVATION COMMISSION:

3 Year Terms

Michael Bauer 1/1/2027

Christopher Anthony 1/1/2028

Chuck Redenius 1/1/2027

Larry Michehl 1/1/2026

Chris Tonn 1/1/2027

Jason Webster 1/1/2028

McKenna Lloyd 1/1/2026

Phoebe Pittman – liaison

Mark Wicks – liaison

HOUSING & REDEVELOPMENT**AUTHORITY BOARD OF****COMMISSIONERS: 2 Year Terms**

Joel Farnham 2/1/2026
Brandon Franke 2/1/2026
Jeremy Heyer 2/1/2027
Linda Klemesrud 2/1/2027
Jen Burton 2/1/2026
Phillip Knighten – liaison

LIBRARY BOARD: 3 Year Terms

Stephanie Williams, VP 7/1/2028
Scott Kendall 7/1/2028
Jim Davis, Pres 7/1/2027
Chris Hall 7/1/2026
Cheryl Nootnagel, Sec 7/1/2026
Terry Schmidt 7/1/2026
Mike Scofield 7/1/2027
Linda Lindaman 7/1/2027
Rachel Mack 7/1/2028
Krista Noah- liaison

PARK & RECREATION BOARD:

3 Year Terms

Sarah Barrett 1/1/2028
Diane Meyer 1/1/2028
Scott Nolte 1/1/2026
Dana Sullivan 1/1/2026
Chris Eldridge 1/1/2026
Bob Klobberdanz 1/1/2027
Cory Mutch 1/1/2027
Phoebe Pittman – liaison

**PAVEMENT MANAGEMENT SYSTEM
ADVISORY BOARD**

Dean Andrews
Tyler Trout
John Fallis – Eng. Dept
Tony Stonecypher – Street Dept
Rick Noah - P & Z
Vacant- (Bryan Ferris)
Jim Sanner
Dale Hoeft
Vacant – liaison

PLANNING & ZONING COMMISSION:

3 Year Terms

Robin Macomber 1/1/2028
Roy Schwickerath 1/1/2026
Bruce Hovden 1/1/2028
Rick Noah, chair 1/1/2026
Jeff Titus 1/1/2026
Emily Garden 1/1/2027
Chuck LeMaster 1/1/2027
Patrick Lumley – liaison

**PLUMBING/MECHANICAL ADVISORY
BOARD: 3 Year Terms**

Gary Mills 1/1/2020
Rick Hockenson 1/1/2018
Mick Gage 1/1/2019
Secretary- Code Enforcement Officer

TOURISM STEERING COMMITTEE

Mark Wicks – Chair (does not vote)
Carla Winterink – lodging representative
Phoebe Pittman
Phillip Knighten
Sandi Barry– Chamber- general
Emily Kiewel – Chamber- tourism
Exofficio
Tyler Trout
Brittney Lentz
Dean Andrews
Jeff Otto
Ginger Williams
Doug Kamm

UTILITY ADVISORY BOARD

Dan Rimrod John Fallis
Randy Brown Tony Stonecypher
Jim Kamoss Cory Spieker
Chuck LeMaster Hugh Anderson
Ron Paullus-MidAm Sam Deverell

FLOYD CO DISPATCH ADVISORY BOARD

Krista Noah- Councilmember

**CEDAR VALLEY TRANSPORTATION
BOARD (CVTC)**

Barry Thede- Iowa DOT District Maintenance Mgr
Adam Miller- Floyd County Engineer
Brittney Lentz- Charles City City Clerk

DEPARTMENT HEADS

Hugh Anderson, Police Chief
Sam Deverell, Fire Chief
Cory Spieker, Water Superintendent
Dan Rimrod, Wastewater Superintendent
Tony Stonecypher, Street Superintendent
Tyler Mitchell, Park & Recreation Director
Annette Dean, Library Director
Jennifer Lantz, Foster Grandparent Director
John Fallis, City Engineer

Mayor

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Email mayor@cityofcharlescity.org

Mayor Pro Tem**Council Member**

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Council Member

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Council Member

Krista Noah
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Regular council meetings are held the first and third Mondays at 6 p.m. in City Hall Council Chambers. Planning sessions are on the Wednesday of the alternate weeks from regular meetings.

Council Member

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Council Member

Jeff Otto
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Charles City, Iowa
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City Attorney

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Charles City, Iowa 50616
Work (641) 228-4533
Email brads@nsslaw.net

MEETING DATE: 01/05/26

AGENDA ITEM SUMMARY

Subject: Initial Proposals between Teamsters and Charles City

Background Summary: Trout

Pursuant to Iowa Code Section 20.7(3), the City of Charles City is required to publicly post the initial collective bargaining proposals submitted by both the bargaining unit and the employer.

In compliance with this requirement, the City is posting the initial proposals exchanged between the City and Teamsters Local 234 related to a successor bargaining agreement for the City's public works personnel.

Following the exchange and posting of initial proposals, negotiations were conducted in closed session as permitted by Iowa law. As a result of those negotiations, a tentative agreement was reached between the parties.

At this time, additional procedural steps are required before the tentative agreement is ready to be formally presented to and considered for approval by the City Council. This agenda item is intended solely to satisfy the statutory posting requirement and does not involve Council action on the bargaining agreement.

**CITY OF CHARLES CITY, IOWA
PROPOSAL TO
TEAMSTERS LOCAL UNION 238
For the Period
July 1, 2026 through June 30, 2027
Submitted December 19, 2025**

Notes:

- If the Union has made a proposal to which no specific response is set out in these proposals, the City's response to such a proposal is that it not be included in the contract.
- If the City does not propose that an article or provision be amended, then it is the City's proposal that current contract language for that article or provision be maintained.
- The City reserves its right to refuse to negotiate regarding the provisions that are non-mandatory subjects of bargaining, and the City will not agree to submit to impasse the provisions which are non-mandatory subjects of bargaining.
- The City explicitly reserves the right to alter, withdraw, add to, or amend any part or all of the following proposal.
- This proposal is a package proposal, and it must be accepted in its entirety or it will be considered to have been rejected.

City Proposal and Response to Union Initial Proposal:

- Article 11: Grievance Procedure
Change reference to "Public Employee Relation Board" to "Employment Appeal Board"
- Appendix A: Wage Rate
City proposes a 1.5% across-the-board (ATB) increase to 7/1/25 rates reflected in the current agreement to be effective 7/1/26.

The City proposes adding wage scales for street employee classifications in the contract

The City proposes removing the permissive language found in Appendix A, subparagraph B regarding "Injury on the Job." Employees will follow City policy on this issue.

Residence regulations: the City proposes a 30 minute reporting time to their duty stations

The City proposes a 1 year agreement at this time, beginning July 1, 2026 and ending June 30, 2027.

4906-9099-1984-1\11104-037

Proposed changes in the Agreement by and between the City of Charles City Public Works Department
Employees and Teamsters Local Union No. 238:

Date submitted Dec. 19, 2025

The Union Reserves the right to make such additions, corrections and amendments to this proposal as it may deem proper during the course of negotiations. This proposal is based on the understanding that all current benefits and procedures will continue as they have in the past. 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.

Remove longevity restrictions or change to read \$.05 cents per hour per year of service

On call pay time

Each employee in the Water and Waste Water Department that is required to be on call shall be allowed to take a half day off with pay or a 1/2days pay for being on call. If a Friday lands on a holiday the on call employee will be off the next available work day. This time off will be on top of the normal call outs and plant checks

Holidays add: Martin Luther King, Juneteenth and Columbus Day as holidays

Uniform allowance

Each employee covered by this agreement shall receive One-thousand Dollars (\$1,000) paid in an annual check for uniform allowance. This shall be issued in an annual, separate deposit/check outside of regular payroll in the first pay period following July 1 of each fiscal year and will be taxed as wages. Employees hired after January 1, shall not receive any uniform allowance until the next fiscal year. During the summer months shorts shall be allowed.

Residence regulations shall be 30 miles

Establish a lead man for the wastewater classification

Employees shall accumulate up to a maximum of 64 hours off as compensatory time.

One half (1/2) of an employee's sick leave Sick leave shall be paid out upon retirement.

Wages

Wage increase of 7.5% per year for each year negotiated

Wage scale for water and wastewater employees.

Each employee can only get into the next water or wastewater grade by completing the tests associated with each grade.

Wastewater Department

Wastewater Lead $\$33.93 \times 7.5\% = \36.47

Laborer $\$23.08 \times 7.5\% = \24.81

Grade 1 wastewater $\$25.09 \times 7.5\% = \26.97

Grade 2 wastewater $\$26.51 \times 7.5\% = \28.50

Grade 3 wastewater $\$28.97 \times 7.5\% = \31.14

Grade 4 wastewater $\$29.61 \times 7.5\% = \31.83

Water Department

Water lead $\$33.93 \times 7.5\% = \36.47

Laborer $\$23.08 \times 7.5\% = \24.81

1 water grade \$26.30

2 water grades \$27.51

3 water grades \$28.22

4 water grades \$28.93

5 water grades \$30.93

6 water grades \$32.93

7 water grades \$35.43

8 water grades \$37.93

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.