

Council/Staff Planning Session

1. Meeting Date And Time

1.1. February 25, 2026, Following 5:00 P.m. Special Meeting. 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 Via Zoom.com: Meeting ID 787 065 8066. Phone Number To Call To Participate Via Telephone: 312-626-6799.

2. Call To Order

3. Mayor's Comments

4. Transit Developments

5. Discussion On Requested Changes To Timing And Structure Of City Financial Commitment- Train Depot Restroom Partnership

Documents:

[RES 108-22 DEPOT RESTROOMS.PDF](#)

6. Sales Stand Permit For 101 N. Main Street (Riverside Dr Side)- The Fiddle Leaf

Documents:

[AIS - SALES STAND PERMIT APPLICATION_2026_THE FIDDLE LEAF.PDF](#)

7. FY27 Max Levy & Budget Overview

Documents:

[FY27 PROPOSED MAX LEVY.PDF](#)

8. City Administrator Report

9. Board, Commission Or Committee Reports

10. Adjourn

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 19th 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.

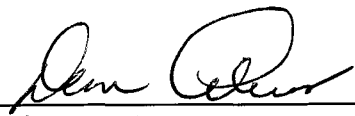
COUNCIL MEMBER Freeseaman moved the adoption of the foregoing Resolution;

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 19th day of September, 2022.



Dean Andrews, Mayor

Attest:


Trudy O'Donnell, City Clerk

MEETING DATE: 2/25/2026

AGENDA ITEM SUMMARY

Subject: Review Sales Stand Permit Application for The Fiddle Leaf

Background Summary:

The Fiddle Leaf has applied for a Sales Stand Permit to operate a seasonal, self-serve stand selling fresh-cut flowers grown locally in Charles City. The stand would be located on the sidewalk along Riverside Drive, next to the Cardigan Building. The applicant plans to place the display closest to the building, using a small portion of the sidewalk for flower display and sales.

Under City Code Section 136.21 (Sales Stands), City Council approval is required before a sales stand can be placed on a sidewalk. The stand must also comply with Section 136.20 (Merchandise Display), which limits displays to no more than two (2) feet from the building side of the sidewalk to ensure pedestrians can pass freely and safely.

The applicant is requesting approval to operate the stand for the full season, April through October.

Staff has received all required materials, including the \$250 permit fee, a valid sales tax license, and a certificate of liability insurance naming the City of Charles City.

Council action is required under the code and is scheduled for consideration at the March 2, 2026 regular meeting.



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 * Jackson Street side ^{drive} 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: Tiffeny 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.
- While the permit is in effect, the Property Owner and/or Stand Owner shall keep in full force and effect a policy of general liability insurance with respect to the property and sidewalk on which the sales stand is located with limits of general liability of not less than \$1,000,000.00 per occurrence and \$1,000,000.00 annual aggregate. The policy shall name the City as an additional insured via a blanket endorsement, and a certificate of insurance shall be delivered to the City prior to the date on which the permit begins.

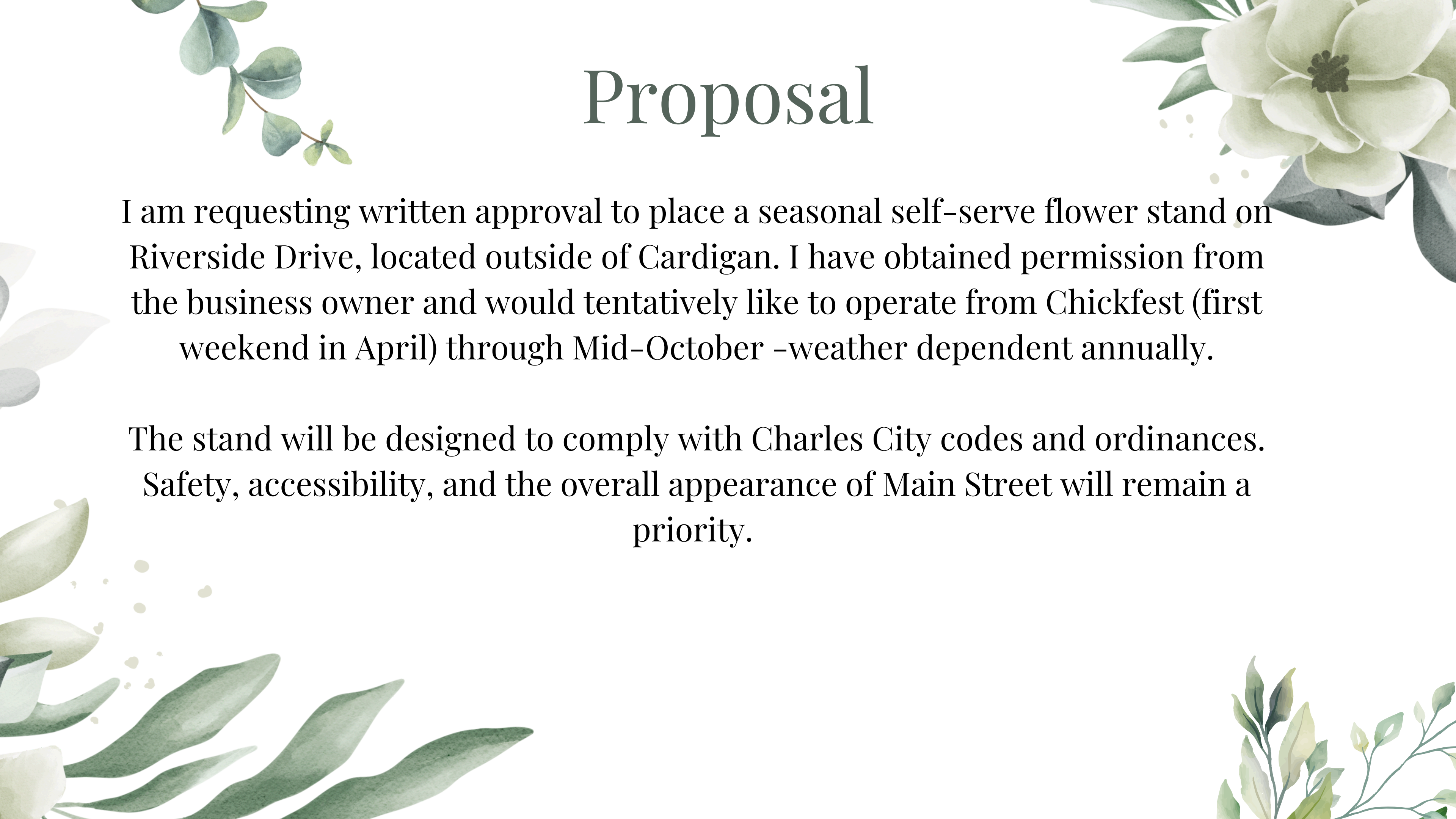
Temporary stand permit applications will be reviewed by both City staff and the Charles City City Council for compliance with the Charles City Code of Ordinances, and such applications require the formal approval of the Charles City City Council. This review and process may take up to several weeks.



Flower Stand on Riverside.

Presented by: Lauren Lundberg - The Fiddle Leaf

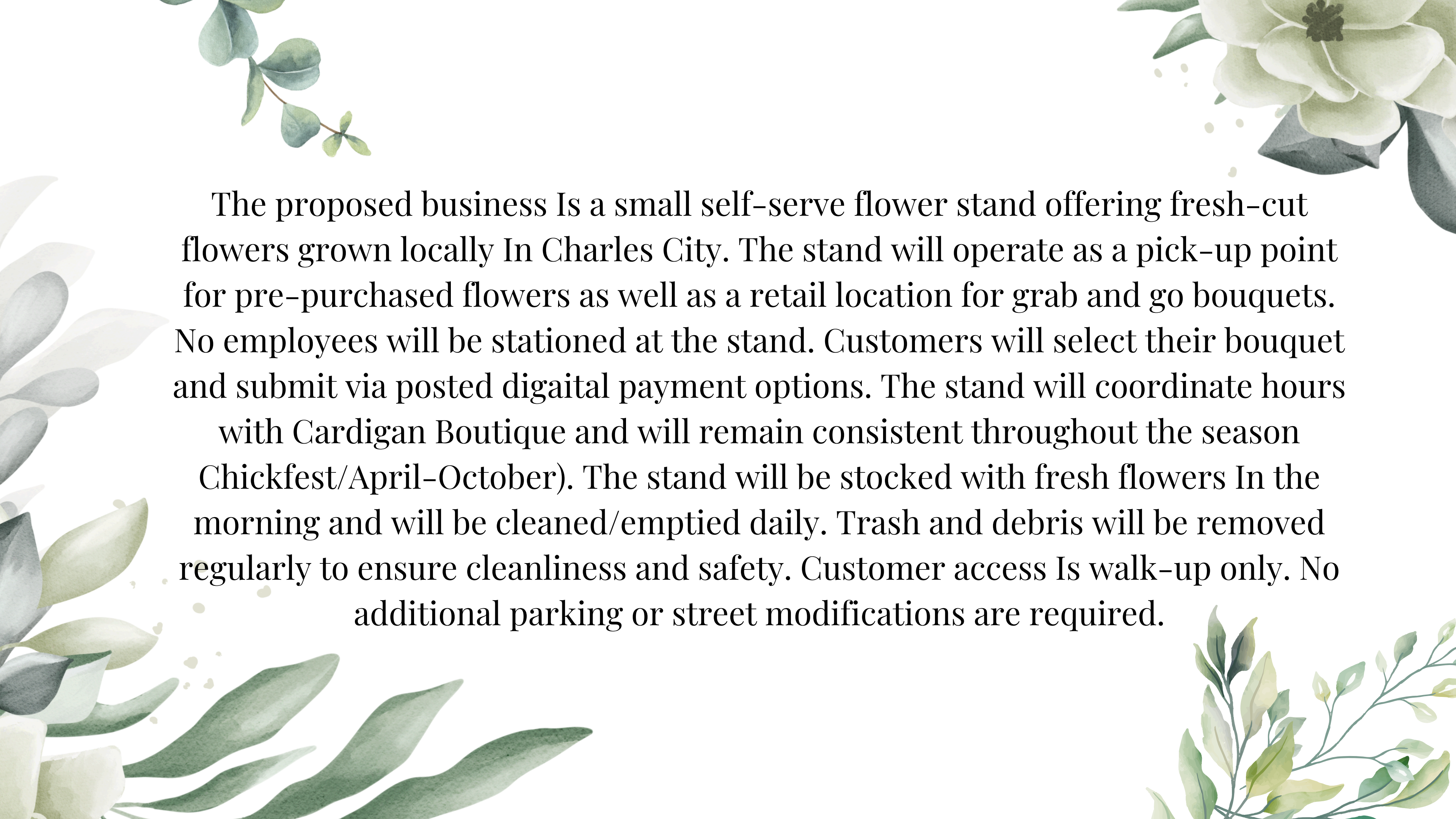


The page is decorated with watercolor-style floral illustrations. In the top-left corner, there is a sprig of green leaves. In the top-right corner, there is a large, light green flower with a dark center. In the bottom-left corner, there are several long, green, pointed leaves. In the bottom-right corner, there is a small sprig of green leaves with tiny yellow buds.

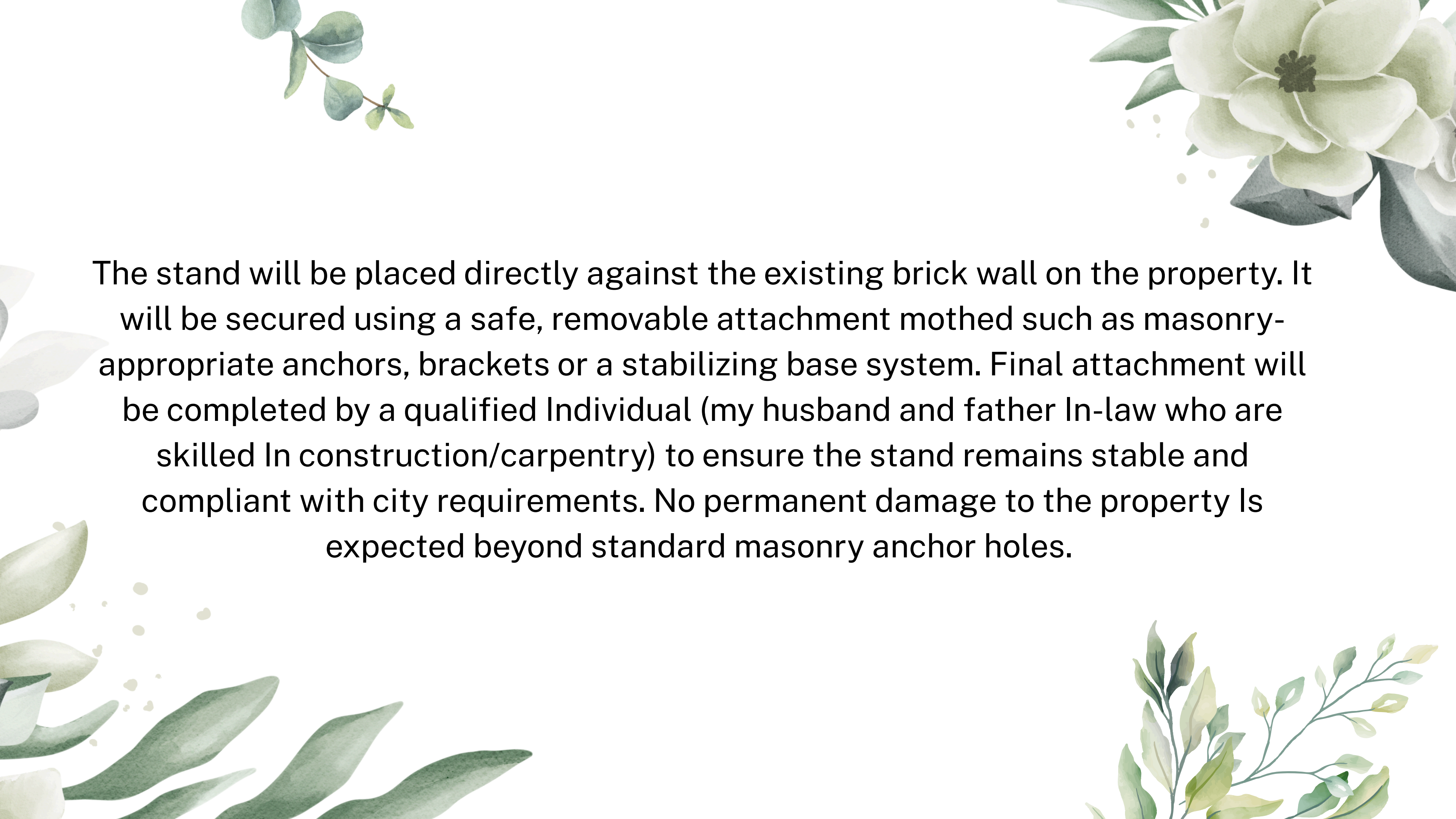
Proposal

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 is decorated with watercolor-style floral illustrations. In the top-left corner, there is a small sprig of green leaves. In the top-right corner, there is a large, light green flower with a dark center and several green leaves. In the bottom-left corner, there are several long, green, pointed leaves. In the bottom-right corner, there is a sprig of green leaves with small, light green buds.

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 digaital 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.

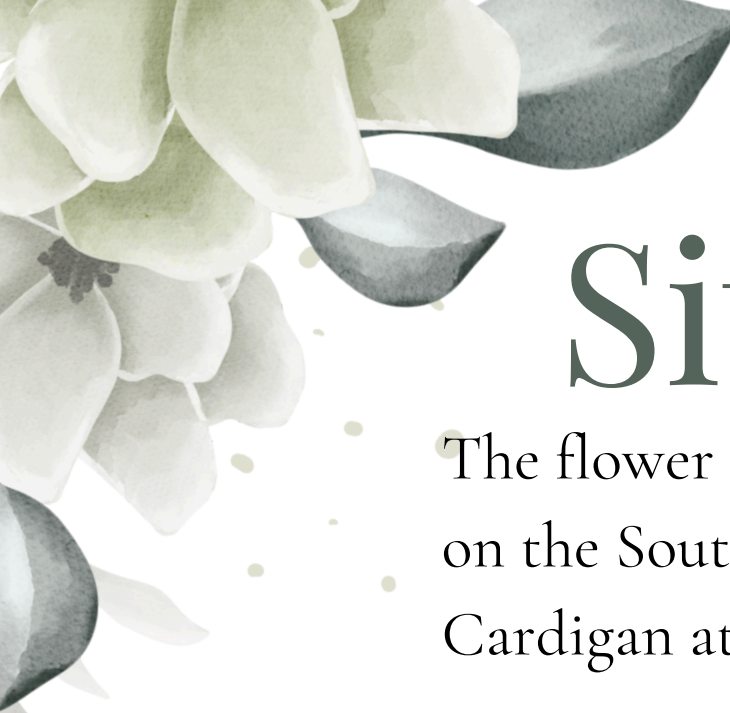
The image features watercolor-style floral and leaf illustrations in the corners. Top-left: a small branch with green leaves. Top-right: a large, detailed white flower with green leaves and small yellow dots. Bottom-left: several green leaves of varying shapes. Bottom-right: a branch with green leaves 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) X2ft (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

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



CITY NAME:
CHARLES CITY

NOTICE OF PUBLIC HEARING - CITY OF CHARLES CITY - PROPOSED PROPERTY TAX LEVY
Fiscal Year July 1, 2026 - June 30, 2027

CITY #: 34-323

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: Meeting Time: Meeting Location:

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)

City Telephone Number

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	602,227
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	542,225
CITY REGULAR TOTAL PROPERTY TAX	4,291,999	4,291,999	4,417,933
CITY REGULAR TAX RATE	15.95112	15.49931	15.94296
Taxable Value for City Ag Land	938,500	1,164,819	1,164,819
Ag Land	2,820	2,820	3,499
CITY AG LAND TAX RATE	3.00375	2.42098	3.00375
Tax Rate Comparison-Current VS. Proposed			
Residential property with an Actual/Assessed Valuation of \$100,000/\$110,000	Current Year Certified 2025/2026	Budget Year Proposed 2026/2027	Percent Change
City Regular Residential	757	781	3.17
Commercial property with an Actual/Assessed Valuation of \$300,000/\$330,000	Current Year Certified 2025/2026	Budget Year Proposed 2026/2027	Percent Change
City Regular Commercial	3,288	3,648	10.95

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:

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