

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 Sloter (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, Sloter 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 Sloter 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 Sloter 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, Sloter 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 Sloter 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 Sloter.

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