

COUNCIL MINUTES
REGULAR SESSION
January 5, 2026

Charles City City Council met in regular session on January 5, 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 Engineer John Fallis, and City Attorney Brad Sloter.

Citizen comments – none.

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Lumley, second by Pittman to approve the minutes of the December 10 planning session and December 15 regular meeting. Ayes- 5.

Motion by Knighten, second by Pittman to approve the consent calendar. Ayes- 5.
The consent calendar consisted of the following- Approval of Class C Retail Alcohol License for DDEF LLC dba DeRailed; Approval of Ownership Updates for Kwik Trip Inc #468; and the Payment of Claims (including those approved by other boards):

<u>CHECK</u>	<u>VENDOR</u>	<u>TOTAL</u>
88842	ANNETTE DEAN	\$23.96
88843	BAKER & TAYLOR BOOKS	\$343.96
88844	CAROL CASE	\$1,603.00
88845	COREY HAWKE	\$422.00
88846	HY-VEE INC	\$46.36
88847	IOWA POETRY ASSOCIATION	\$12.75
88848	KANOPY INC	\$80.00
88849	MICK GAGE PLUMBING & HEATING	\$790.00
88850	MIDAMERICAN ENERGY	\$1,970.47
88851	MIDWEST TAPE	\$26.99
88852	NEWBAUER INC	\$37.00
88853	OMNITEL COMMUNICATIONS	\$240.62
88854	STAPLES ADVANTAGE	\$82.31
88855	VISA	\$128.31
88856-88857	CC PAYROLL ENDING 12/13/25	\$101,530.35
88858	CITY OF CHARLES CITY	\$752.97
88859	CC PUBLIC EMP HEALTH PLAN	\$37,001.91
88860	EMC NATIONAL LIFE-SUPPLEM	\$6.00
88861-88862	CC PAYROLL ENDING 12/27/25	\$111,229.68
88863	CITY OF CHARLES CITY	\$0.40
88864-88866	EMC NATIONAL LIFE-SUPPLEM	\$6.00
88867-88868	DELTA DENTAL	\$2,754.36
88869-88870	VSP	\$543.37
88871	MUTUAL OF OMAHA	\$1,067.57

88872	CAMBREX CHARLES CITY INC	\$59,388.27
88873	HY-VEE INC	\$268.08
88874	MM REAL ESTATE HOLDINGS LLC	\$7,974.00
88875	MOLSTEAD DEVELOPMENT AGREEMENT	\$17,888.97
88876	ZOETIS SERVICES LLC	\$163,700.64
88877	911 CUSTOM LLC	\$313.00
88879	ARNOLD MOTOR SUPPLY LLP	\$1,861.04
88880	ARNOLD MOTOR SUPPLY LLP	\$70.20
88881	AMERICORPS SENIORS	\$200.00
88882	CALHOUN-BURNS & ASSOCIATES	\$1,000.00
88883	CARQUEST AUTO PARTS	\$722.96
88884	CHARLES CITY AREA DEV CORP	\$90.00
88885	CHARLES CITY ELECTRONICS	\$64.98
88886	CHARLES CITY PRESS INC	\$855.63
88887	CHOSEN VALLEY TESTING	\$4,000.00
88888	CIRCLE K COMMUNICATIONS INC	\$6,095.62
88889	COUNTRYSIDE CONSTRUCTION II	\$31,923.50
88890	D&L CAR CARE	\$981.82
88891	DO IT ALL SERVICES LLC	\$530.00
88892	DON'S TRUCK SALES INC	\$1,702.27
88893	FARMCHEM	\$22.51
88894	FLOYD COUNTY ENGINEER	\$54.66
88895	HOLDEN HILLEGAS/H&R LAWCARE	\$80.00
88896	HOCKENSON PLUMBING	\$119.68
88897	IOWA DEPT OF NATURAL RESOURCES	\$100.00
88898	IDOT-CASHIER'S OFFICE	\$15.16
88899	IDOT-CASHIER'S OFFICE	\$1,023.62
88900	IOWA DEPT OF REVENUE	\$112.40
88901	IOWA ONE CALL	\$145.00
88902	J ENTERPRISE LLC	\$54.00
88903	JOHN DEERE FINANCIAL	\$53.97
88904	JOHN A HOWE	\$690.00
88905	KEISER PROPERTIES, LLC	\$1,200.00
88906	LESSIN SUPPLY COMPANY	\$303.77
88907	LESSIN SUPPLY COMPANY	\$212.46
88908	M-PRINTS	\$44.00
88909	MAINSTAY SYSTEMS INC	\$156.00
88910-88914	MIDAMERICAN ENERGY	\$40,536.78
88916	MIKE MOLSTEAD MOTORS INC	\$235.20
88917	MIKE MOLSTEAD MOTORS INC	\$78.65
88918	MIKE'S C&O TIRE INC	\$1,893.20
88919	MSA PROFESSIONAL SERVICES	\$128.00
88920	NOAH, SMITH, SLOTER, ELLINGSON	\$750.00

88921	NORTH IOWA LAWN & SPORTS	\$19.93
88922	THE NORTHWAY CORPORATION	\$56,508.95
88923	O'REILLY FIRST CALL	\$48.69
88924	OMNITEL COMMUNICATIONS	\$15,000.00
88925	OMNITEL COMMUNICATIONS	\$414.87
88926	PAWS HUMANE SOCIETY	\$1,550.00
88927	PERRY NOVAK ELECTRIC INC	\$371.14
88928	PERRY NOVAK ELECTRIC INC	\$289.94
88929	PETROBLEND CORP	\$705.26
88930	PITNEY BOWES SUPPLIES	\$182.58
88931	POWERPLAN	\$398.32
88932	RADAR ROAD TEC-J ESHELMAN	\$110.00
88933	SADLER POWER TRAIN INC	\$258.25
88934-88936	SCHUETH ACE HARDWARE	\$647.87
88937	SDS BINDERWORKS	\$600.00
88938	SUPERIOR LUMBER INC	\$70.62
88939	T&W GRINDING & COMPOST SERVICE	\$8,364.00
88940	TROJAN TECHNOLOGIES	\$12,543.76
88941	TRUCK CENTER COMPANIES EAST	\$2,839.43
88942	UNITED STATES CELLULAR	\$1,002.88
88943	VERIZON	\$120.03
88944	WATER ENVIRONMENT FEDERATION	\$178.00
88945	WESTRUM LEAK DETECTION	\$750.00
ACH	ACCESS SYSTEMS LEASING	\$145.69
ACH	AMAZON CAPITAL SERVICES	\$155.77
ACH	CROELL INC	\$1,879.51
ACH	ACCESS SYSTEMS LEASING	\$345.60
ACH	AHLERS & COONEY PC	\$620.00
ACH	BERGLAND & CRAM INC.	\$12,490.10
ACH	ELECTRIC PUMP	\$2,023.50
ACH	FGP STIPENDS/MILEAGE DEC 2025	\$393.40
ACH	GENERAL TRAFFIC CONTROLS	\$3,805.00
ACH	GHD SERVICES INC	\$3,910.12
ACH	GRAINGER	\$6,826.09
ACH	HACH COMPANY	\$2,266.16
ACH	HAWKINS INC	\$2,158.65
ACH	MARCO TECHNOLOGIES LLC	\$91.97
ACH	METERING TECHNOLOGY SOLUTIONS	\$2,498.00
ACH	MISSISSIPPI LIME COMPANY	\$12,153.79
ACH	SJE RHOMBUS	\$270.00
ACH	SPRING STREET PROPERTIES	\$1,400.00
E-PAY	AFLAC	\$1,327.44
E-PAY	BANCORPSV	\$97.31

E-PAY	BUSINESS CARD	\$2,437.47
E-PAY	CENTURYLINK	\$357.08
E-PAY	CNH INDUSTRIAL CAPITAL	\$327.00
E-PAY	DISH	\$102.12
E-PAY	EFTPS (PAYROLL TAXES)	\$57,656.08
E-PAY	IA PUBLIC EMPLOY RETIRE	\$43,983.62
E-PAY	IA WORKFORCE DEVELOPMENT	\$233.76
E-PAY	ICMA MEMBERSHIP RENEWALS	\$9,809.31
E-PAY	LEAF	\$101.93
E-PAY	MEDIACOM	\$814.15
E-PAY	MUNICIPAL FIRE & POLICE	\$46,480.51
E-PAY	QUILL CORPORATION	\$410.37
E-PAY	T-MOBILE FOR BUSINESS	\$1,347.20
E-PAY	TREASURER STATE OF IOWA	\$11,111.36
E-PAY	TREASURER, STATE OF IOWA	\$16,628.40
E-PAY	UMB BANK	\$250.00
Total:		\$958,223.36

Mayor Andrews proclaimed the month of January 2026 as Slavery and Human Trafficking Prevention Month, and encouraged all 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. The proclamation was formally approved by a motion made by Pittman, seconded by Noah. Ayes- 5. Councilmember Knighten and Noah emphasized the importance of knowing the “signal for help,” a discrete gesture for victims in distress.

The Board, Commission, and Committee list was reviewed by mayor, council, and staff. City Administrator Trout will distribute a digital preference form for Councilmembers to indicate their interest in specific assignments, to be discussed at the January 14 planning session. Mayor Andrews re-appointed McKenna Lloyd and Larry Michehl to the Historic Preservation Committee for another term. Motion by Knighten, second by Pittman; Ayes-5. Additionally, a motion was made by Lumley and seconded by Otto to re-appoint Scott Nolte and Dana Sullivan to the Park & Recreation Board, and to appoint Bob Kloberdanz to the vacancy left by Chris Eldridge. It was noted that Mr. Kloberdanz will concurrently serve on the Board of Adjustment. Mayor and Council thanked all for their willingness to serve. Ayes-5.

The City Council received the initial collective bargaining proposals between the City and Teamsters Local 234 regarding the successor agreement for Public Works personnel. In accordance with Iowa Code Section 20.17(3), this item serves as the required public posting of the initial exchange. A tentative agreement has been reached, but remains pending further procedural steps before being brought to the Council for a formal vote. No action was taken.

City Clerk Lentz reported that city staff and Attorney Slotter have been corresponding with Bryen Laffoon, the court-appointed receiver for Pure Prairie Poultry, regarding the fulfillment of assessed utility charges approved by Council on September 15, 2025. An initial payment was received at the end of December. Lentz also noted changes to the upcoming schedule: the next planning session will be held on Wednesday, January 14, 2026. Due to the holiday, the second regular meeting of the month has been moved to Wednesday, January 21, followed by a budget workshop on Thursday, January 22. The next week will be budget workshops on Tuesday, January 27 and Wednesday, January 28. All budget workshops will start at 5:30pm.

City Administrator Trout gave a brief budget report. He and City Clerk Lentz have finished reviewing budgets with all department heads, and are working on calculations and presentation materials. Trout noted that the legislative session begins January 12, he is planning on working with lobbyists at the League to schedule future meetings with representatives.

Councilmember Lumley questioned the list of boards, noting several that are no longer active. He asked if these should be removed and inquired about the official process for eliminating them from a council liaison perspective. Mayor Andrews noted that since members are no longer being appointed, the boards would eventually be phased out, and the list will be updated at an upcoming regular meeting.

Motion by Pittman, seconded by Lumley to adjourn at 6:17pm. Ayes- 5

Dean Andrews, Mayor

Attest: _____
Brittney Lentz, City Clerk

CITY OF CHARLES CITY
COUNCIL PLANNING SESSION
January 5, 2026

Charles City City Council met in a planning session on January 5, 2026, following the regular meeting that adjourned at 6:17pm, 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, Water Superintendent Cory Spieker, and Chief Anderson.

Mayor Andrews welcomed attendees to the planning session.

The Council heard a proposal from Water Superintendent Spieker and City Administrator Trout regarding the necessity of a formal utility rate study for the City's water, sewer, and stormwater systems. Discussion centered on the fact that these utilities rely on user rates to fund operations, maintain infrastructure, and meet long-term financial obligations. It was noted that existing rate structures may no longer reflect the true cost of service due to rising costs and changing usage patterns. A primary focus of the proposed study is the significant gap between residential and commercial/industrial rates. Under the current "declining block" structure, high-volume commercial users receive significantly lower per-unit rates, which in some cases may fall below the actual cost to provide the service. Superintendent Spieker and City Administrator Trout discussed the need to bring these rates closer together to create a more equitable rate structure for residential users. This adjustment would ensure commercial users pay a more proportional share of the system's costs. Additionally, the City must maintain a minimum debt service coverage ratio of 1.10 to remain in compliance with State Revolving Fund (SRF) loan requirements. Trout noted that the cost of the study would be split proportionally between the three utilities being evaluated. It was anticipated that a quote for the study would be available for discussion at the January 14 planning session.

The Council discussed the upcoming expiration of the City's ambulance services contract with American Medical Response (AMR) on June 30, 2026. City Administrator Trout presented a proposal from Emergency Medical Solutions LLC to conduct a comprehensive feasibility study to evaluate future service delivery models, including City-operated, fire-based, third-service, or private contracting options. The study is intended to provide Council and staff with the objective data necessary to make an informed decision regarding long-term EMS provision. It was noted that AMR has been contacted for a proposal regarding future services, as the city seeks to build flexibility into its long-term planning. During the discussion, Mayor Andrews emphasized the importance of regional collaboration, suggesting that the County should be brought into the conversation to potentially split the study fees. Councilmember Lumley also spoke in favor of cost-sharing and inquired about the logistics of how those costs would be divided. Mayor Andrews suggested contacting County Supervisor Rottinghaus and noted that the hospital might also have an interest in participating. The consensus was to explore these partnerships to ensure all stakeholders are involved in the planning process.

The Council reviewed proposed updates to the City's Tax Increment Financing (TIF) Matrix, a review prompted by recent state legislation expected to reduce municipal property tax revenues. City Administrator Trout, along with Councilmember Knighten, former Councilmember Freeseaman, and Mayor Andrews, recommended these updates to ensure the City's incentive policies remain financially prudent under current fiscal conditions. Staff presented a new rebate calculator designed to illustrate the proposed changes, which include reducing the number of available rebate tranches, implementing a sliding scale for annual rebate percentages based on applicant scoring, and shortening the maximum agreement length from ten years to nine years. These changes are intended to allow developments to begin generating full property tax revenue for the City sooner. Additionally, the updated policy would require recipients to maintain a minimum assessed property value for the duration of the urban renewal area. During the discussion Tim Fox, Executive Director of the Charles City Area Development Corporation, expressed skepticism regarding the proposed changes and their potential impact on competitiveness. He informed the Council that he would review the updated matrix and calculator with his site selector to gauge market reception and will report back with his findings in one month.

The Council reviewed a proposal for maintaining municipal engineering services following the upcoming retirement of City Engineer John Fallis. City Administrator Trout highlighted the essential role the

engineering department plays in day-to-day operations and ensuring capital projects remain in regulatory compliance. To avoid any lapse in service, Trout suggested shifting to a retainer-based model with a private firm rather than hiring a direct staff replacement. This approach would provide the city with flexible access to specialized expertise, a model Trout noted is currently utilized by the City of Waverly and other peer communities to ensure long-term project continuity.

In a related discussion, Trout presented a plan to restructure the City's organizational framework by creating a new Development Services Department. This department would consolidate community development, planning and zoning, building inspections, and engineering coordination into a single entity. A primary feature of this proposal involves moving code enforcement duties from Public Safety to this new department, allowing for more specialized oversight of police and fire services.

Responding to an inquiry from Councilmember Knighten regarding funding, Trout explained that the Director's salary and department costs would be drawn from the General Fund and utilities, with the potential for support from a new residential urban renewal area. Additionally, the position could be funded via a "TIF Admin Assistance" project as part of a larger TIF-funded initiative. Chief Anderson provided feedback on the transition, noting that while he is hesitant to lose the direct connection to code enforcement, he believes the new structure is a strong fit. Anderson expressed confidence that a new Director would successfully manage the complexities of floodplains and code changes, and expressed a desire to remain involved in the transition process to ensure continued success.

There being no further business, the planning session was adjourned at 7:40 p.m.

Dean Andrews, Mayor

Attest: _____
Brittney Lentz, City Clerk

CITY OF CHARLES CITY
COUNCIL PLANNING SESSION
January 14, 2026

Charles City City Council met in a planning session on January 14, 2026, at 6:00pm, 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 Slotter, Water Superintendent Cory Spieker, and Chief Anderson.

Mayor Andrews opened the planning session by welcoming those in attendance and providing an update regarding Senator Sandy Salmon's upcoming Town Hall meetings. The Senator is scheduled to speak at the Floyd Co. Museum on Saturday, January 17, at 11:30 a.m., followed by a meeting in Nashua on Saturday, February 7, at 11:00 a.m.

Art Center Director Emily Kiewel reported moisture-related concerns at the city-owned historic Carnegie library, including mold, cracking plaster, ineffective gutters, and a leaking foundation. Upon investigation, City Engineer Fallis consulted RDG Planning and Design. RDG Partner Scotney Fenton conducted an on-site review and proposed a \$33,900.00 agreement to design remediation and prepare bidding documents. Art Center Board Member Ashley Schmidt attended the session, recommending radon testing and noting that a neighboring oak tree requires trimming to prevent leaves from clogging the building's drainage system. During the ensuing discussion, Council Member Lumley questioned why this was the first time the Council was being informed of the situation. Council Member Otto questioned the immediate necessity of the agreement, suggesting the city explore whether maintenance—such as installing new gutters and downspouts, trimming the tree, cleaning roof drains, installing a radon mitigation system, and adding dehumidifiers—could be performed first as an initial step. Ultimately, the Council felt more research was needed before making a decision.

The Council reviewed a proposal from Rustin Lingbeek, Engineer with Short Elliott Hendrickson Inc. (SEH) for a comprehensive utility rate study covering water, sewer, and stormwater. The review is prompted by rising operational costs, SRF loan compliance (1.10 debt coverage ratio), etc. Discussion focused on the current "declining block" water rate model, which may fall below the cost of service for high-volume users. Council members expressed interest in seeing how uniform and inclining rate models would compare to the current structure. The study will evaluate revenues and expenditures to provide sustainable rate options for future consideration.

Water Superintendent Spieker and a representative from Dixon Engineering presented a five-year (2026–2030) professional services agreement for annual security, health, and maintenance inspections of City water storage facilities. While City staff conduct routine checks, AWWA standards recommend professional evaluations every three to five years to ensure infrastructure longevity. This budgeted agreement facilitates long-term fiscal planning and ensures priority scheduling. A resolution for approval will be placed on the January 21 regular meeting agenda.

Water Superintendent Spieker presented a request for the emergency purchase of a replacement lime sludge discharge pump after the current unit sustained significant internal damage. Three quotes were presented for Council review for the replacement, which is necessary to maintain the water-softening process by moving byproduct from the clarifier to the lime lagoon. As this was an unbudgeted and unexpected expense, an FY26 budget amendment will be required. Following a review of all proposals, Superintendent Spieker recommended the quote from Iowa Pump Works for a Vogelsang VX136-210 pump and motor assembly in the amount of \$35,882.26 plus freight.

The Council reviewed three interconnected railroad crossing projects scheduled for completion this summer: the North Grand Avenue crossing improvement at the CPKC Railroad, the closure and realignment of the North Iowa Street and Lane Street intersection, and the regrading of the Brackett Street crossing at the CN Railroad. The realignment of North Iowa and Lane Street requires the acquisition of right-of-way from Steve and Lori Litterer at 808 North Iowa Street to move the intersection away from the railroad. Additionally, the Brackett Street crossing improvements necessitate temporary easements from T and C Machine and Farmers Feed & Grain for roadway regrading, as well as a permanent easement from Farmers Feed & Grain for storm sewer construction.

City Engineer Fallis presented the final report for the 2025 11th Street Sidewalk Extension Project, recently completed by Larry Elwood Concrete. The project included a five-foot-wide sidewalk along 11th Street and an aggregate trail connecting 11th and 13th Streets on land conveyed to the city by the Floyd County Medical Center (FCMC). Engineer Fallis noted that while the City and FCMC split the sidewalk costs. The final project cost of \$42,722.95 represented a 2.8% increase over the original bid, which Fallis attributed to the necessity of importing soil to match grade with the hospital's new construction.

City Engineer Fallis reported on the successful completion of the eight-foot-wide aggregate trail extension by Mehmert Tiling. This specific segment, located on the western edge of the former FCMC property, was a city-funded requirement of the recent land conveyance to provide a connection between 11th and 13th Streets. Fallis noted that the project concluded under budget at a final cost of \$28,103.50, a 1.4% decrease from the original bid resulting from final quantity measurements.

City Engineer Fallis reviewed the project documentation and close-out report with Council for the Main Street Rehabilitation work performed by Heartland Asphalt. The project, which spanned Main Street from Gilbert Street to North Grand Avenue, was funded through a STBG/SWAP grant and local option sales tax. Following the completion of construction and Iowa DOT audits, the final cost was \$2,367,230.11—approximately 5% under the original bid. Engineer Fallis attributed these savings to successful value engineering with the contractor and the removal of the bridge mill and overlay due to new load restrictions.

City Engineer Fallis reviewed the project documentation and final audit for the 2024 11th Avenue Trail Extension Project completed by Heartland Asphalt. This project extended the Charley Western Trail from F Street to North Grand Avenue and was supported by a Federal TAP grant through NIACOG. The final cost of \$326,119.32 was 20% over the original bid, due in part to an \$18,000 change order (Resolution 147-24) required to align the trail with CN Railroad work at the E Street crossing. Additional cost increases were attributed to as-constructed quantities for rock base, asphalt, sidewalk, and seeding exceeding the initial estimated bid quantities.

City Engineer Fallis introduced a proposed \$30,000 professional services agreement with Calhoun Burns and Associates (CBA) to conduct a scoping study for the Main Street bridge. This study would build on feedback from the November 12, 2025, public forum and potentially support a citizen design committee through the spring. To ensure fiscal responsibility, City Administrator Trout presented a detailed outlook on funding, highlighting the \$1.5 million already secured while noting the importance of managing the City's debt capacity.

Chief Anderson and Attorney Slotter reviewed proposed amendments to Chapter 159 regarding rental property regulations. The revisions to Section 159.03 mandate property registration within 30 days and set an annual renewal deadline of December 31. Changes to Section 159.05 clarifies interior inspections. Additionally, Section 159.06 transitions properties to a five-year inspection cycle and establishes guidelines for new or re-registered units. These updates take effect upon publication, with the exception of registration renewals, which begin October 31, 2026.

City Administrator Trout presented a transition plan for engineering services following City Engineer Fallis' upcoming retirement. Staff recommends contracting with Crawford Engineering & Surveying, Inc. as the City's designated municipal engineer under a monthly retainer model for general consultation and capital planning. Engineer Fallis noted that he connected with Mark Crawford at a SUDAS meeting and spoke in favor of the firm's "quality over quantity" approach as a smaller operation. This retainer model ensures predictable costs and continuity, with larger projects remaining under separate contracts. Trout noted that while an alternative proposal was received, it was not advanced because it did not align with the requested retainer-based service model.

City Administrator Trout presented a review of employee compensation and benefit allocations across City funds. The updated schedule adjusts the cost-split percentages for positions shared between the General Fund, Road Use Tax, and various enterprise funds to more accurately reflect actual time spent on specific duties. Trout noted that these revisions account for changes in organizational structure—including the proposed Development Services Director position—and ensure that enterprise funds are appropriately charged for the services they receive. This update aligns with accounting best practices to improve transparency and budgeting accuracy across all City operations. Mayor and Council commended Trout for all the work he put in preparing the distributions.

Council reviewed a proposal from City Administrator Trout to create a Development Services Department to streamline the city's organizational structure following Engineer Fallis' upcoming retirement. This new department would consolidate community development, planning and zoning, building inspections, and code enforcement into a single administrative unit, allowing the Public Safety Director to focus more exclusively on police and fire oversight. Managed by a new Development Services Director reporting to the City Administrator, the department will oversee regulatory programs, coordinate engineering needs, and serve as a liaison to the Planning and Zoning Commission and Board of Adjustment. Trout noted that this consolidated structure is common in comparable cities and will improve coordination and accountability across development and long-range planning efforts. Councilmember Noah requested that City Attorney Slotter thoroughly review the proposed job description before finalization.

City Administrator Trout and Mayor Andrews presented a recommended slate of appointments for the City's boards, commissions, and committees based on Council member preferences. The recommendations aim to balance assignments and align individual interests with the needs of each body. Mayor Andrews noted that preferences were well-dispersed, allowing for a balanced distribution without significant overlap, and stated his intention to appoint Councilmember Pittman as Mayor Pro Tem.

City Administrator Trout provided a report on the ongoing budget process and several key initiatives, including a current ambulance feasibility study and a request for a proposal from AMR for emergency medical services. Trout also updated the Council on Governor Reynolds' 2026 property tax reform bill, which includes shifting property assessments to a three-year cycle, limiting Tax Increment Financing (TIF) projects to a 20-year duration, and implementing a property tax freeze for seniors. Additionally, the Governor is strongly encouraging local governments to consolidate services and positions. Councilmember Knighten questioned how these changes would affect the salary structure regarding the TIF administrative account; Trout stated he may have to redevelop the allocation a bit but believes it should remain viable, noting that Dorsey & Whitney would need to review the plan before implementation.

City Attorney Slotter gave an update on the 109 N. Main property, noting that the lender has exercised its option to purchase the formerly vacated Main Street portion. Per the existing agreement, the lender will pay the City \$34,000, at which point the City will issue the deed. Regarding the special assessment lien on the property, Slotter reported that while the initial settlement was paid by the December 31 deadline, it excluded delinquent penalties and interest. Following negotiations, the lender agreed to pay an additional \$15,504 (approximately half of the accrued interest). Although the second payment arrived after the deadline, it will be presented to Council for ratification to officially rescind the lien. City Clerk Lentz confirmed receipt of both payments totaling \$554,386.57, which will be applied to fulfill the outstanding utility accounts.

There being no further business, the planning session was adjourned at 8:48 p.m.

Dean Andrews, Mayor

Attest: _____
Brittney Lentz, City Clerk