

CITY OF CHARLES CITY  
COUNCIL PLANNING SESSION  
January 28, 2026

Charles City City Council met in a planning session on January 28, 2026, at 5:30 p.m., in the Zastrow Room of the Public Library. Mayor Dean Andrews presided and the following council members were present: Phillip Knighten, Patrick Lumley, Krista Noah (via zoom), Jeff Otto, and Phoebe Pittman. Also present was City Administrator Tyler Trout and City Engineer John Fallis.

Mayor Andrews opened the planning session by welcoming those in attendance.

Discussion was held on entering into a Municipal Advisor Agreement with UMB Financial Services, Inc. for development of a long-term debt model at a cost not to exceed \$20,000 for up to 50 hours of service, intended to assist with evaluation of current and future capital projects. The Mayor and Council questioned the billing structure, including the December and June payment schedule, and sought clarification on whether the amount represents a retainer or a not-to-exceed contract. Concerns were raised regarding contract clarity, defined deliverables, ownership of the model and data, the 30-year projection period, and the potential for ongoing annual maintenance costs. Council requested clearer language regarding the retainer and capital advance services, as well as examples of similar models and maintenance agreements. Council indicated a preference to review the agreement with the City Attorney present and requested additional information before taking action.

Council heard a proposal from Crawford Engineering & Surveying, Inc. for general engineering services under a monthly retainer model for consultation and capital planning in light of City Engineer Fallis' upcoming retirement. Mark Crawford reviewed an agreement at \$120 per hour for up to 40 hours per month, with additional hours billed hourly, under a 24-month term. He noted he would not handle major projects such as the bridge or water and wastewater plant projects, but would be available for general engineering needs, project coordination, and capital planning support. Council discussed the length of the contract, the possibility of incorporating a one-year review within the two-year term, and whether amendment language should allow adjustments during the contract period. Members also discussed considerations of engaging a smaller firm versus a larger firm, including continuity of contact, staffing resources, and overall capacity. Council requested that all proposals received by City Administrator Trout be provided for review to ensure transparency and due diligence prior to making a decision. The item will be placed on a future agenda for further consideration.

Discussion was held regarding the future of ambulance services as the City's contract with American Medical Response (AMR) expires June 30, 2026. City Administrator Trout stated he has requested a proposal from AMR for a new Emergency Ambulance Services Agreement but has not yet received it. Trout also reported on his meeting with the Floyd County Board of Supervisors regarding a potential partnership and cost-sharing arrangement for an Ambulance Service Feasibility Study. Emergency Medical Solutions LLC submitted a proposal to evaluate current and projected EMS call volume, service delivery models, 9-1-1 and interfacility transfer services, start-up and operating costs, potential billing revenue, and comparable communities. Trout noted the County expressed interest in obtaining an additional feasibility study proposal from the firm used by Chickasaw County. Estimated study costs were discussed at \$34,750 for a city-only analysis and \$39,750 for a countywide study. Council discussed prioritizing the service agreement while reviewing feasibility study options, including the possibility of issuing a request for proposals.

City Administrator Report: Nothing further to report.

Board, Commission, or Committee Reports: Mayor Andrews requested further clarification regarding the TIF proposal for salaries from City Administrator Trout and asked that it be placed on a future planning session agenda.

There being no further business, the planning session was adjourned at 7:25 p.m.

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Dean Andrews, Mayor

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

CITY OF CHARLES CITY COUNCIL MINUTES  
REGULAR SESSION  
February 2, 2026

Charles City City Council met in regular session on February 2, 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, Krista Noah, Jeff Otto, and Phoebe Pittman. Also present were City Administrator Tyler Trout 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- 4.

Motion by Pittman, second by Noah to approve the minutes of the January 21, January 22, and January 27 meetings. Ayes- 4.

Motion by Pittman, second by Otto to approve the consent calendar. Ayes- 4.  
The consent calendar consisted of the following- Approval of Class B Retail Alcohol License for DOLGENCORP LLC dba Dollar General #2414; and the Payment of Claims (including those approved by other boards):

**CHECKLIST 2/02/2026**

<b>CHECK</b>	<b>VENDOR</b>	<b>TOTAL</b>
89037	CC PAYROLL	\$113,463.89
89038	CITY OF CHARLES CITY	\$1,080.00
89039	CC PUBLIC EMP HEALTH PLAN	\$40,557.82
89040	EMC NATIONAL LIFE-SUPPLEM	\$6.00
89042-89043	DELTA DENTAL	\$2,718.70
89044-89045	VSP	\$508.87
89046-89047	MUTUAL OF OMAHA	\$1,113.17
89048	AUDITOR OF STATE	\$625.00
89049	CH MCGUINNESS CO INC	\$1,208.75
89050	CALHOUN-BURNS & ASSOCIATES	\$2,621.75
89051	CC LIONS CLUB	\$50.00
89052	CC CHAMBER OF COMMERCE	\$5,142.00
89053	CINTAS	\$444.74
89054	CIRCLE K COMMUNICATIONS INC	\$6,095.62
89055	CJ COOPER & ASSOCIATES INC	\$55.00
89056	FLOYD COUNTY ENGINEER	\$100.00
89057	IOWA DEPT OF NATURAL RESOURCES	\$100.00
89058	IA MUN FINANCE OFFICERS ASSOC	\$20.00
89059	IOWA DEPT INSPECTIONS/APPEALS	\$160.00
89060	JOHN DEERE FINANCIAL	\$174.37
89061	JOHN DEERE FINANCIAL	\$19.98
89062	JOHN A HOWE	\$570.00
89063	KEISER PROPERTIES, LLC	\$1,200.00

89064	KNECHT CAR WASHES	\$110.00
89065	L&J INDUSTRIES INC	\$214.00
89066	MICK GAGE PLUMBING & HEATING	\$100.00
89071	MIDAMERICAN ENERGY	\$45,480.77
89072	MIDAMERICAN ENERGY	\$5,126.75
89073	MIKE MOLSTEAD MOTORS INC	\$710.39
89074	MUNICIPAL SUPPLY INC	\$325.50
89075	NEWBAUER INC	\$29.46
89076	PAWS HUMANE SOCIETY	\$1,550.00
89077	POULTON ASSOCIATES-NCIP	\$1,110.18
89078	RADAR ROAD TEC-J ESHELMAN	\$155.00
89079	RILEY'S INC	\$963.10
89080	SNAP ON	\$561.02
89081	TRIUMPH SURPLUS STORE	\$60.32
89082	UNITED STATES CELLULAR	\$880.97
89083	US CELLULAR OF CHARLES CITY	\$214.00
89084	VERIZON	\$120.03
ACH	ACCESS SYSTEMS LEASING	\$345.61
ACH	BERGLAND & CRAM INC.	\$382.50
ACH	CARMEN RAMSAY (FGP)	\$11.52
ACH	DONNA DUNLAP (FGP)	\$58.80
ACH	GEORGIA SQUIER (FGP)	\$3.84
ACH	GHD SERVICES INC	\$891.88
ACH	GRAINGER	\$590.79
ACH	HACH COMPANY	\$75.90
ACH	HAWKINS INC	\$1,399.60
ACH	IOWA FIRE MARSHALS ASSN	\$100.00
ACH	JACQUELINE FERCH (FGP)	\$12.80
ACH	MACQUEEN EQUIPMENT GROUP	\$3,935.45
ACH	MARILYN KLINE (FGP)	\$2.56
ACH	METERING TECHNOLOGY SOLUTIONS	\$136.68
ACH	MICROBAC LABORATORIES, INC.	\$880.00
ACH	MISSISSIPPI LIME COMPANY	\$11,565.70
ACH	SANDRA STONE (FGP)	\$4.48
ACH	SJE RHOMBUS	\$4,690.00
ACH	UNITED FLOW TECHNOLOGIES LLC	\$13,468.88
ACH	USA BLUEBOOK	\$856.62
ACH	USA BLUEBOOK	\$341.43
ACH	WISCONSIN INDEPENDENT NETWORK	\$1,313.75
E-PAY	AFLAC	\$1,294.29
E-PAY	BANCORPSV	\$268.83
E-PAY	CENTURYLINK	\$356.80
E-PAY	DISH	\$102.12

E-PAY	EFTPS (PAYROLL TAXES)	\$30,560.26
E-PAY	EO JOHNSON	\$45.15
E-PAY	IA PUBLIC EMPLOY RETIRE	\$29,555.57
E-PAY	ICMA MEMBERSHIP RENEWALS	\$5,002.03
E-PAY	MUNICIPAL FIRE & POLICE	\$33,696.98
E-PAY	TREASURER STATE OF IOWA	\$7,084.34
		Total: \$384,782.31

Mayor Andrews appointed Mike Lidd to the Civil Service Commission retroactive to April 2025; Jeff Holzer to the Park and Recreation Board to fulfill the term ending January 1, 2027; and reappointed Roy Schwickerath and Jeff Titus to the Planning and Zoning Commission with terms ending January 1, 2029. Motion by Pittman, second by Noah to approve the Board and Commission appointments as presented. Ayes-4.

City Administrator Trout provided an update on the engineering services proposals received from Crawford Engineering & Surveying, Inc. (CESI), JEO Consulting Group, Inc., ISG Inc., and Fehr Graham Engineering & Environmental, which the Mayor and Council had reviewed in advance. Mark Crawford of CESI was present and answered questions regarding his proposed retainer of \$4,800 per month for up to 40 hours at \$120 per hour, with a 12-month re-evaluation to adjust hours and fees if necessary. Tom Rhoads of JEO also addressed the Council and outlined two options: \$150 per hour for up to 40 hours billed at a flat \$6,000 per month, or hourly billing at \$150 per hour based on actual time worked. Council discussed contract structure, firm size, and prior project experience, and members expressed interest in hearing further from JEO and ISG. Consensus was to invite CESI, JEO, and ISG to the next planning session to present proposals and allow additional review. No action was taken on Resolution 13-26.

City Administrator Trout presented an agreement with Lynch Dallas Legal to provide independent legal counsel to the Civil Service Commission due to a pending appeal and a conflict of interest identified by City Attorney Slotter. Knighten introduced Resolution No. 14-26 entitled, "APPROVING CONTRACT FOR LEGAL SERVICES BETWEEN THE CITY OF CHARLES CITY, IOWA, AND LYNCH DALLAS LEGAL" and moved for adoption. Seconded by Pittman. Resolution duly passed on roll call vote as follows: Ayes- Otto, Noah, Pittman, and Knighten. Nays- None. Absent- Lumley.

Chief Anderson and Attorney Slotter reviewed proposed amendments to Chapter 159 relating to rental property regulations. The proposed revisions to Section 159.03 would require properties to be registered within 30 days and establish an annual renewal deadline of December 31. Amendments to Section 159.05 clarify procedures for interior inspections. Changes to Section 159.06 would implement a five-year inspection cycle and establish guidelines for newly registered or re-registered units. Motion by Pittman, seconded by Noah to approve the second reading of Ordinance No. 1197 entitled, "AMENDING THE CHARLES CITY CODE OF ORDINANCES SECTION 159.03-REGISTRATION OF RENTAL PROPERTIES; SECTION 159.05- CONSENT TO INSPECTION; AND SECTION 159.06, INSPECTION OF RENTAL PROPERTY, SUBSECTION 3- INSPECTION RENEWAL AND SUBSECTION 5- REGISTRATION OF NEW RENTAL UNITS, TO AMEND THE DATE BY WHICH AN OWNER MUST REGISTER THE OWNER'S RENTAL PROPERTY, TO AMEND THE REQUIREMENTS REGARDING CONSENT TO AN INSPECTION, TO AMEND INSPECTION REQUIREMENTS TO REQUIRE INSPECTIONS ON FIVE YEAR CYCLES; AND TO AMEND THE EXPIRATION DATE FOR NEW RENTAL UNITS." The second reading of the ordinance was duly passed on roll call vote as follows: Ayes- Pittman, Knighten, Otto, and Noah. Nays- None. Absent- Lumley. Pittman then recited the ordinance title.

City Clerk Lentz presented a Business Associate Agreement (BAA) with Gallagher Benefit Services, Inc., the City's long-standing benefits advisor for employee insurance programs. The agreement formalizes compliance with HIPAA and related federal regulations regarding the handling of Protected Health Information (PHI), including data security, breach notification, and termination provisions. Motion by Knighten, second by Otto to approve a Business Associate Agreement between the City of Charles City and Gallagher Benefit Services. Ayes- 4.

Attorney Slotter reported that staff is moving forward with conveying the Union Place property near the hospital, they have completed their due diligence and title work. He doesn't believe any further action will be needed from council.

City Clerk's Report: City Clerk Lentz reported on the upcoming meeting schedule: planning/budget work sessions on Wednesday, February 4; Tuesday, February 10 (at the CCHS Library); and Wednesday, February 11, all at 5:30 p.m.; and a regular meeting scheduled for Wednesday, February 18, at 6:00 p.m., rescheduled from Monday, February 16, due to the holiday. Council will also hold a budget work session on February 17 at 5:30 p.m. The final planning session of the month will be held February 25 at 5:00 p.m.

City Administrator's Report: City Administrator Trout reported that St. Charles Township has requested to renegotiate the 28E Agreement for fire and emergency services, originally executed in 2003 and last amended in 2010. He noted the township would like to begin discussions promptly and is flexible regarding meeting times. Trout invited two Council members to volunteer to serve on a negotiation committee to meet with township representatives.

Board, Commission, or Committee Reports: Councilmember Knighten reported that he attended the Foster Grandparents Advisory Board meeting. He stated the organization is exploring billboard advertising in Mason City and direct mailings to recruit additional foster grandparent volunteers. An Applebee's fundraiser will be held February 9 in Mason City, with 25% of proceeds benefiting the program. He also reported that the program has received its grant application for the next federal funding cycle.

Motion by Pittman, seconded by Knighten to adjourn at 6:52 p.m. Ayes- 4.

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Dean Andrews, Mayor

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

CITY OF CHARLES CITY  
COUNCIL/STAFF BUDGET WORK SESSION  
February 4, 2026

Charles City City Council met in a budget work session on February 4, 2026, at 5:30 p.m., in the Zastrow Room of the Public Library. Mayor Dean Andrews presided and the following council members were present: Phillip Knighten, Patrick Lumley, Krista Noah, Jeff Otto, and Phoebe Pittman. Also present was City Administrator Tyler Trout, Deputy Clerk Virginia Titus, and Street Superintendent Tony Stonecypher.

Mayor Andrews opened the budget work session by welcoming those in attendance. He reported on a recent City Hall tour he attended with contractors and City staff, noting that the project is progressing well. He invited Council members to participate in a tour following the upcoming contractor update meeting scheduled for February 18.

Budgets for various street-related funds were reviewed with Street Superintendent Stonecypher. In the General Fund, \$10,000 has been included as a reimbursement line item for the sidewalk inspection program, and the \$20,000 budgeted for tree removal will be moved to the Road Use Tax (RUT) Fund. For FY27, crack seal/mastic work has been moved to Fund 303. The RUT budget was reviewed using a per capita estimate of \$140 for FY27, and salary allocations were reviewed by Administrator Trout, with wages increased in accordance with the union contract. A dump truck budgeted in the current fiscal year will be replaced with a one-ton pickup with plow at an estimated cost of \$55,000; the dump truck (with plow) will instead be budgeted for FY27 at \$200,000, with the plow portions of both vehicles allocated from RUT snow removal. The pavement management group was discussed, and there was interest in reactivating it. Superintendent Stonecypher asked which department is responsible for clearing snow from the trail; Park and Recreation will handle snow removal if needed, although wind exposure generally keeps the trail clear. A total of \$50,000 is budgeted for traffic signals. The Cedar Valley Transportation Center budget was reviewed; this shared City/Floyd County/IDOT facility divides expenses primarily by the number of bays used, with certain costs, such as insurance, split evenly. All overhead doors have been replaced, with one additional door kept in stock. For FY27, a mechanics room remodel will begin, with \$10,000 budgeted for the in-house project. The Tree Removal/Revite fund budget was also discussed, with revenues consisting entirely of donations designated to replace previously removed trees.

Next, the General Fund department budgets were reviewed. For FY27, the Engineering budget will consist primarily of contracted services. The new Development Services Director position will be placed under Planning & Zoning with salary and related expenses added. The Mayor and Council budget remains steady. In the City Administrator budget, training and travel were increased, the salary was reallocated to reflect departmental support, and funds were included for a technology due to inoperable equipment; the remaining \$3,000 in the Admin Reserve Fund will be transferred to the General Fund to close out the fund. In the City Clerk budget, the salary was likewise reallocated, and training and travel were increased to maintain certifications. Data processing was discussed and moved to the Business Office, as it supports all departments; this line increased by approximately \$5,000 due to copier lease, Radix storage, and technology support costs. Department 630 – Elections will have a zero budget for FY27; and FY26 was re-estimated and increased by \$125 to cover total city election costs of \$3,025. The Legal budget will increase slightly due to a higher volume of enforcement activity. The City Hall budget remains steady. For the Carnegie Building/Art Center, \$10,000 is budgeted for gutter replacement and re-grading, and moisture control, with discussion of establishing a reserve fund and reviewing the Art Center agreement. In the Business Office, salaries were allocated across departments to reflect staff time. Staff will also complete ordinance recodification and a full website redesign in FY27.

There being no further business, the work session was adjourned at 7:56 p.m.

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Dean Andrews, Mayor

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

CITY OF CHARLES CITY  
COUNCIL/STAFF BUDGET WORK SESSION  
February 10, 2026

Charles City City Council met in a budget work session on February 10, 2026, at 5:30 p.m., in the Library of the Charles City High School. Mayor Dean Andrews presided, and the following council members were present: Patrick Lumley, Krista Noah, Jeff Otto, and Phoebe Pittman. Also present were City Administrator Tyler Trout, Deputy Clerk Virginia Titus, and Transit Director Tammy Elthon.

Transit Director Elthon addressed the Council regarding her upcoming retirement and the sale of the business, expressing confidence that a buyer will be secured with whom the City will be comfortable continuing to contract. She thanked the Council for its confidence in Circle K Communications over the past eight years and provided a brief report highlighting the efficiency of Charles City Transit compared to other transit systems in the area, noting that approximately 2,200 rides are provided per month. An additional driver is needed to meet demand, and the position will require a CDL with passenger endorsement; driver training is provided in-house, and all buses were purchased new in 2020. Revenues and expenditures were reviewed, and Elthon recommended significantly reducing Non-Emergency Medical Transportation (NEMT) revenue projections based on past performance. This adjustment lowered the estimated ending fund balance beyond a level considered comfortable by Council and staff. Staff was directed to increase the transit levy by \$25,000, bringing the total levy to \$175,000, or \$0.62343 per \$1,000.

Solid Waste and Stormwater fund budgets were reviewed, including revenues from user fees and curbside pickup rates. On the expenditure side, salaries and benefits, as well as contract services, were discussed. In the Solid Waste Fund, \$50,000 was budgeted for additional brush grinding. In the Stormwater Fund, contract services will increase by \$10,000 for intake repairs and \$10,800 for the utility rate study, and funds are being budgeted in the stormwater construction line for manhole repairs. The contract terms and expiration date for Jendro Sanitation were reviewed, and the citywide Spring Cleanup week was discussed. Stormwater experienced the largest shift in salary allocations. The upcoming rate study is expected to assist with long-term planning and financial stability for both departments.

The Riverside, Southwest Bypass, South Grand, East Park, and Park Avenue TIF districts were reviewed, including individual budgets and related development agreements. Low-to-Moderate Income (LMI) set-aside requirements associated with TIF projects were discussed, and it was noted that the required LMI portion does not need to be used for the originating project but must be expended on an eligible LMI project within the city.

The Depot grant and the previously approved resolution allocating \$50,000 toward the public restroom portion of the project were discussed. Interest was expressed in amending the resolution to provide 50% of the funds upfront, with the remaining 50% (not to exceed \$50,000 total) distributed upon project completion. The funding is currently budgeted in FY26 but could be amended to allocate \$25,000 in FY26 and up to an additional \$25,000 in FY27.

Budgeting for nuisance abatements was discussed, with FY26 and FY27 currently set at \$40,000 per year. Consideration was given to increasing funding and allocating additional amounts to contract services. Staff noted that current capacity between staff and the City Attorney is at or near maximum.

The Debt Service Fund, including all principal and interest obligations, was reviewed in full, and staff confirmed the amortization schedules and corresponding levy amounts with the Council.

The Council reviewed Version 1 of the levy sheet, along with current General Fund re-estimated revenues and expenditures for FY26 and estimated revenues and expenditures for FY27 with projected balances for both fiscal years. A request was made for additional detail regarding capital expenditures by department. Staff will prepare a full budget recap with graphed trends for the February 17 budget work session.

City Administrator Trout notified the Council of the upcoming Local Leaders Day on March 4 at the Capitol and extended an invitation for Council members to attend.

There being no further business, the work session was adjourned at 8:26 p.m.

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

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