

CITY OF CHARLES CITY COUNCIL MINUTES
REGULAR SESSION
January 21, 2026

Charles City City Council met in regular session on January 21, 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 (via zoom), 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 January 5 regular meeting, January 5 planning session, and January 14 planning session. Ayes- 5.

Motion by Pittman, second by Knighten to approve the consent calendar. Ayes- 5.
The consent calendar consisted of the following- Approval of Class E Retail Alcohol License for MEHNDE Inc dba Liquor Beer & Tobacco Outlet; Approval of Ownership Update for Columbus Club Inc; and the Payment of Claims (including those approved by other boards):

CHECK	VENDOR	TOTAL
88946	CAROL CASE	\$1,603.00
88947	COREY HAWKE	\$422.00
88948	CUSTOM COMMUNICATIONS INC	\$429.84
88949	DEMCO INC	\$255.96
88950	ECOGREEN	\$111.93
88951	HY-VEE INC	\$23.69
88952-88953	INGRAM LIBRARY SERVICES	\$1,241.76
88954	KANOPY INC	\$65.00
88955	MIDAMERICAN ENERGY	\$3,023.72
88956	MIDWEST TAPE	\$143.39
88957	NEWBAUER INC	\$74.00
88958	OMNITEL COMMUNICATIONS	\$243.89
88959	PROLOUGE BOOKS & WINE	\$14.99
88960	SCHUETH ACE HARDWARE	\$9.99
88961	VISA	\$1,579.95
88962-88963	CC UTILITY CUSTOMERS	\$41.84
88964-88969	CC PAYROLL	\$108,812.07
88970	CITY OF CHARLES CITY	\$1,080.00
88971	CC PUBLIC EMP HEALTH PLAN	\$41,531.54
88972	EMC NATIONAL LIFE-SUPPLEM	\$6.00
88973	911 CUSTOM LLC	\$3,989.00
88974	AGVANTAGE FS	\$1,841.37
88975	AMERICAN MEDICAL RESPONSE	\$18,344.73
88976	ARNOLD MOTOR SUPPLY LLP	\$175.44

88977	AUTOZONE	\$173.63
88978	BODENSTEINER IMPLEMENT CO	\$75.04
88979	BREITBACH OFFICE LLC	\$140.00
88980	BURKE DOORS SALES & SERVICE	\$251.00
88981	CHARLES CITY AREA DEV CORP	\$90.00
88982	CENTURYLINK	\$493.74
88983	CIRCLE K COMMUNICATIONS INC	\$529.00
88984	CITY OF CHARLES CITY	\$1,500.00
88985	CITY OF CHARLES CITY	\$1,200.05
88986	CJ COOPER & ASSOCIATES INC	\$70.00
88987	CUMMINS SALES & SERVICE	\$3,572.73
88988	FARMCHEM	\$529.11
88989	FLOYD CO MEDICAL CENTER CLINIC	\$185.00
88990	FLOYD COUNTY AUDITOR	\$3,025.09
88991	HEARTLAND ASPHALT INC	\$5,393.62
88992	HEARTLAND ASPHALT INC	\$8,177.36
88993	HEARTLAND ASPHALT INC	\$30,000.00
88994	HUGH ANDERSON	\$25.85
88995	HY-VEE INC	\$34.39
88996	IA DIAL/ELEVATOR SAFETY BUREAU	\$150.00
88997	IOWA ASSOC MUNICIPAL UTILITIES	\$7,611.45
88998	IDOT-CASHIER'S OFFICE	\$118.71
88999	INTERNATIONAL CODE COUNCIL INC	\$138.00
89000	IOWA ASSOC. PRO FIRE CHIEFS	\$100.00
89001	IOWA PRISON INDUSTRIES	\$117.20
89002	JEAN BOLEY	\$58.80
89003	JENDRO SANITATION SERVICES	\$63,303.86
89004	JENDRO SANITATION SERVICES	\$620.40
89005	JOHN DEERE FINANCIAL	\$393.89
89006	KINGLAND CONSTRUCTION	\$82,181.20
89007	LARRY ELWOOD CONCRETE, INC.	\$1,281.69
89008	MEHMERT TILING INC.	\$27,260.39
89009	MEHMERT TILING INC.	\$843.11
89010	MEHMERT TILING INC.	\$2,705.00
89011	MERRITT COMPUTER SERVICE INC	\$2,547.00
89012	MICK GAGE PLUMBING & HEATING	\$1,674.75
89013	MID-AMERICA PUBLISHING	\$310.80
89014	MIDAMERICAN ENERGY	\$86.81
89015	MIKE MOLSTEAD MOTORS INC	\$104.80
89016	MID-STATES ORG CRIME INFO CTR	\$150.00
89017	NCL OF WISCONSIN	\$353.86
89018	NEWBAUER INC	\$105.08
89019	NEWBAUER INC	\$311.25

89020	NIACOG	\$13,919.05
89021	**VOID**	\$0.00
89022	NORTH IOWA LAWN & SPORTS	\$75.42
89023	PERRY NOVAK ELECTRIC INC	\$1,671.16
89024	POSTMASTER	\$106.00
89025	ROUTER12 NETWORKS LLC	\$90.00
89026	SADLER POWER TRAIN INC	\$173.08
89027	SHAMROCK TRUCK & TRAILER	\$30.09
89028	SHERWIN-WILLIAMS CO	\$343.72
89029	SISSON & ASSOCIATES INC	\$172.00
89030	SUPERIOR WELDING SUPPLY CO	\$757.50
89031	TP ANDERSON & COMPANY PC	\$1,450.00
89032	TRUCK CENTER COMPANIES EAST	\$2,103.84
89033	UNITED STATES CELLULAR	\$121.91
89034	VANWALL EQUIPMENT INC	\$1,198.80
89035	WERTJES UNIFORMS	\$804.60
89036	NOAH, SMITH, SLOTER, ELLINGSON	\$3,391.80
ACH	ACCESS SYSTEMS LEASING	\$351.12
ACH	AMAZON CAPITAL SERVICES	\$465.08
ACH	AMI GOLBAL LLC	\$320.00
ACH	BERGLAND & CRAM	\$2,023.77
ACH	FOSTER GRANDPARENTS	\$13,532.18
ACH	GHD SERVICES	\$891.88
ACH	GRAINGER	\$784.69
ACH	HACH COMPANY	\$75.90
ACH	HAWKINS INC	\$80.00
ACH	MACQUEEN EQUIPMENT GROUP	\$3,935.45
ACH	METERING TECHNOLOGY SOLUTIONS	\$136.68
ACH	MICROBAC LABORATORIES	\$880.00
ACH	MISSISSIPPI LIME COMPANY	\$10,006.38
ACH	SJE RHOMBUS	\$71,862.00
ACH	UNITED FLOW TECHNOLOGIES	\$13,468.88
ACH	USA BLUEBOOK	\$341.43
ACH	WISCONSIN INDEPENDENT NETWORK	\$1,313.75
E-PAY	BANCORPSV	\$422.46
E-PAY	BUSINESS CARDS	\$2,642.04
E-PAY	COLLECTION SERVICE CENTER	\$53.10
E-PAY	DAIDA	\$545.53
E-PAY	EFTPS (PAYROLL TAXES)	\$27,356.10
E-PAY	ICMA MEMBERSHIP RENEWALS	\$5,002.03
E-PAY	LEAF	\$462.05
E-PAY	MEDIACOM	\$817.78
E-PAY	POSTMASTER	\$370.00

E-PAY	SKYBLUE SOLUTIONS	\$756.38
E-PAY	US POSTAL SERVICE	\$2,172.81
E-PAY	WEX BANK	\$11,998.58

TOTAL: \$632,535.78

December Receipts: Gen- 125,317.17; P/R H/M- 97.14; H/M- 26,248.72; RUT- 84,729.15; EmpBen- 40,915.45; CVTC- 3,628.72; LOST- 192,902.58; LMI- 182.75; TIF- 4,293.97; AmerResc- 4,321.30; LibTr- 1,870.69; FGP- 26,920.48; AssetForf- 27.66; Cable- 636.93; DebtServ- 14,679.22; TreeRev- 1,100.00; Water- 334,580.12; WRRF- 165,848.14; WasteFund- 76,872.78; Transit- 19,176.02; SWU- 18,999.39; FireExt- 162.40

December Disbursements: Gen- 341,267.87; P/R H/M- 320.00; RUT- 129,835.14; EmpBen- 107,290.01; CVTC- 4,342.59; TIF- 313,331.39; FGP- 33,650.93; DebtServ- 27,464.99; CHProj- 619,921.81; MainBridge- 92.17; RRKings- 650.00; Water- 274,326.99; WRRF- 224,177.41; WasteFund- 68,581.76; Transit- 37,198.67; SWU- 6,827.68; FireExt- 80.00

Shelby Schwartzkopf, first grade teacher at Immaculate Conception Catholic School (IC), was present with IC students Colton and Zuri who told us all about the fun celebrations planned for the week. Mayor Andrews then proclaimed January 25-31 as Catholic Schools Week at Immaculate Conception Catholic School, and urged all citizens to join in honoring this outstanding school in our community. Mayor Andrews also shared his excitement about attending the school's birthday party with the students later that week. The proclamation was formally approved by a motion made by Pittman and seconded by Lumley. Ayes- 5.

Mayor Andrews and City Administrator Trout presented the City Council Board, Commission, and Committee assignments, which were developed based on the Council's previously submitted preference forms. Following a final review of the list, Mayor Andrews formally appointed the Councilmembers to their respective assignments as follows: Knighten will serve on Foster Grandparents, Finance, Personnel, and Joint Tourism Steering (H/M), and as an alternate for E 9-1-1; Lumley is appointed to CCADC, ADC Regional Housing TF, Finance, Main Street Bridge Design, Planning & Zoning, and Property/Casualty Insurance; Noah will represent the Council on E 9-1-1, Floyd Co. Ambulance, Floyd Co. Dispatch Advisory, and Personnel; Otto is assigned to the Airport Authority, Floyd Co. Humane Society, Historic Preservation, and Parks & Rec, and will serve as an alternate for the Floyd Co. Dispatch Advisory; and Pittman will serve on the Library Board, Cultural/Entertainment District Steering, Joint Tourism Steering (H/M), and Main Street Bridge Design. A motion to approve the appointments was made by Knighten and seconded by Lumley. Ayes-5.

Chief Anderson and Attorney Slotter provided an overview of proposed amendments to Chapter 159 regarding rental property regulations. The revisions to Section 159.03 require property registration within 30 days and set an annual renewal deadline of December 31. Changes to Section 159.05 clarify interior inspection procedures, while Section 159.06 transitions properties to a five-year inspection cycle and establishes guidelines for new or re-registered units. It was noted that these updates will take effect after three approved readings and subsequent publication, with the exception of registration renewals, which begin October 31, 2026. Motion by Pittman, seconded by Knighten to approve the first 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 first reading of the ordinance

was duly passed on roll call vote as follows: Ayes- Knighten, Otto, Lumley, Noah, and Pittman. Nays- None. Pittman then recited the ordinance title.

The City Council reviewed a proposal from Short Elliott Hendrickson Inc. (SEH) at the previous planning session to conduct a comprehensive utility rate review for the water, sanitary sewer, and stormwater utilities. The proposed review would analyze revenues and expenditures, evaluate existing rate structures, develop rate models, and provide recommended rate options and findings for council consideration. Pittman introduced Resolution No. 01-26 entitled, "APPROVING AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF CHARLES CITY, IOWA, AND SHORT ELLIOTT HENDRICKSON FOR UTILITY RATE REVIEW" and moved for adoption. Second by Knighten. Administrator Trout clarified that the specific project details—including the primary models for rate structures, as well as the potential for an additional large-volume user model—will be finalized during the kick-off meeting with SEH. The review is expected to follow a six-month timeline. Resolution duly passed on roll call vote as follows: Ayes- Otto, Lumley, Noah, Pittman, and Knighten. Nays- None.

Following a previous presentation by Dixon Engineering, the Council considered a five-year (2026–2030) professional services agreement for annual water storage facility inspections. The agreement ensures compliance with AWWA standards for professional evaluations and allows for better fiscal planning and priority scheduling. Knighten introduced Resolution No. 02-26 entitled, "APPROVING AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF CHARLES CITY, IOWA, AND DIXON ENGINEERING, INC. FOR ANNUAL INSPECTIONS OF WATER STORAGE FACILITIES" and moved for adoption. Seconded by Pittman. Resolution duly passed on roll call vote as follows: Ayes- Lumley, Noah, Pittman, Knighten and Otto. Nays- None.

Pittman introduced Resolution No. 03-26 entitled, "APPROVING REPLACEMENT OF LIME SLUDGE DISCHARGE PUMP #1 AT THE WATER TREATMENT PLANT" and moved for adoption. Seconded by Knighten. Pursuant to the recommendation provided by Water Superintendent Spieker at the last planning session, Council formally authorized the emergency replacement of the damaged lime sludge discharge pump. The resolution approves the purchase of a Vogelsang pump and motor assembly from Iowa Pump Works for \$35,882.26 plus freight. As this was an unexpected expense, it was noted that a future FY26 budget amendment will be required. Resolution duly passed on roll call vote as follows: Ayes- Noah, Pittman, Knighten, Otto, and Lumley. Nays- None.

As previously reported by City Engineer Fallis, the eight-foot-wide aggregate trail extension on the western edge of the former FCMC property has been successfully completed by Mehmert Tiling, noting the final cost of \$28,103.50. This represents a 1.4% decrease from the original bid due to final quantity measurements. Pittman introduced Resolution No. 04-26 entitled, "ACCEPTING THE 2025 11TH STREET TO 13TH STREET TRAIL EXTENSION PROJECT AND AUTHORIZING FINAL PAYMENT" and moved for adoption. Seconded by Lumley. Resolution duly passed on roll call vote as follows: Ayes- Pittman, Knighten, Otto, Lumley, and Noah. Nays- None.

Pittman introduced Resolution No. 05-26 entitled, "ACCEPTING THE 2024 11TH AVENUE TRAIL EXTENSION PROJECT AND AUTHORIZING FINAL PAYMENT" and moved for adoption. Seconded by Knighten. As reviewed by City Engineer Fallis during the previous planning session, the project extending the Charley Western Trail from F Street to North Grand Avenue has been completed by Heartland Asphalt. The Council formally accepted the project at a final cost of \$326,119.32. It was noted that the final cost was 20% over the original bid due to a previously approved change order for CN Railroad alignment and final as-constructed quantity adjustments for materials. Resolution duly passed on roll call vote as follows: Ayes- Knighten, Otto, Lumley, Noah, and Pittman. Nays- None.

City Administrator Trout reviewed the final report for the 2025 11th Street Sidewalk and trail extension project completed by Larry Elwood Concrete. He noted the final cost of \$42,722.95, which reflects a cost-sharing agreement between the City and FCMC and includes a 2.8% increase over the original bid due to necessary grade adjustments. Pittman introduced Resolution No. 06-26 entitled, "ACCEPTING THE 2025 11TH STREET SIDEWALK PROJECT AND AUTHORIZING FINAL PAYMENT" and moved for adoption. Seconded by Knighten. Resolution duly passed on roll call vote as follows: Ayes- Otto, Lumley, Noah, Pittman, and Knighten. Nays- None.

The final close-out report for the Main Street Rehabilitation project completed by Heartland Asphalt was presented by City Administrator Trout. He noted that the project, spanning from Gilbert Street to North Grand Avenue, concluded approximately 5% under budget at a final cost of \$2,367,230.11. These savings were attributed to successful value engineering and the removal of the bridge mill and overlay due to new load restrictions. Following the report, Pittman introduced Resolution No. 07-26 entitled, "ACCEPTING THE 2024 MAIN STREET REHABILITATION PROJECT AND AUTHORIZING FINAL PAYMENT" and moved for adoption. Seconded by Knighten. Resolution duly passed on roll call vote as follows: Ayes- Lumley, Noah, Pittman, Knighten, and Otto. Nays- None.

City Administrator Trout outlined the 2026 Railroad Projects, which involve improvements at the North Grand Avenue, North Iowa Street, and Brackett Street crossings. To proceed with the improvements, the city must secure temporary and permanent easements from T and C Machine and Farmers Feed & Grain for roadway regrading and storm sewer installation. Knighten introduced Resolution No. 08-26 entitled, "APPROVING THE ACQUISITION OF PERMANENT AND TEMPORARY EASEMENTS FOR THE 2026 RAILROAD PROJECTS" and moved for adoption. Seconded by Pittman. Resolution duly passed on roll call vote as follows: Ayes- Noah, Pittman, Knighten, Otto, and Lumley. Nays- None.

Regarding the formal action tonight, Attorney Slotter explained that Resolution No. 09-26 authorizes the settlement of unpaid municipal utility charges certified against 901 N Main Street. The city has accepted a payment of \$554,386.57 as full satisfaction of the outstanding utility assessments, penalties, and interest from the lender, CBT RE Holdings Inc. Knighten introduced Resolution No. 09-26 entitled, "APPROVING RESCISSION OF CERTIFIED SPECIAL ASSESSMENT" and moved for adoption, including a correction to the resolution number from 08-26 to 09-26 as presented. The motion was seconded by Pittman. Regarding the utility settlement, Mayor Andrews acknowledged that the City had received many valid questions from the community. In response, he explained that water service to Pure Prairie Poultry was not disconnected immediately because doing so would have resulted in the immediate job loss to 120 employees. While the facility eventually closed, city staff continued service in an effort to support those workers. Mayor Andrews clarified that the outstanding balance represented only two to three months of utility charges. Council Member Lumley added that without this settlement, the city risked receiving no payment at all. He also took the opportunity to clarify for the public that residential utility rates were not increased to cover these costs, ensuring that residents were not financially penalized by this situation. Resolution duly passed on roll call vote as follows: Ayes- Pittman, Knighten, Otto, Lumley, and Noah. Nays- None.

Following the assessment discussion, Council addressed the sale of the vacated right-of-way abutting 901 N. Main Street. City Attorney Slotter noted that CBT RE Holdings, Inc. (the lender) has exercised the purchase option originally established in a 2022 lease agreement. The sale involves the portion of Main Street between Block 149 and Block 150 for a total purchase price of \$34,000.00. This resolution authorizes the Mayor and City Clerk to execute the Municipal Quit Claim Deed once payment is received. Knighten introduced Resolution No. 10-26 entitled, "APPROVING MUNICIPAL DEED TO CBT RE HOLDINGS, INC." and moved for adoption. Seconded by Pittman. Resolution duly passed on roll call vote as follows: Ayes- Knighten, Otto, Lumley, Noah, and Pittman. Nays- None.

City Administrator Trout requested formal approval to establish a Development Services Department. This restructuring, prompted by City Engineer Fallis' upcoming retirement, consolidates community development, planning and zoning, building inspections, and code enforcement into one unit. City Attorney Slotter has reviewed and approved the new job description prior to this finalization. Pittman introduced Resolution No. 11-26 entitled, "APPROVING THE FORMATION OF A DEVELOPMENT SERVICES DEPARTMENT AND UPDATING THE CITY'S ORGANIZATIONAL STRUCTURE" and moved for adoption. Seconded by Pittman. Resolution duly passed on roll call vote as follows: Ayes- Otto, Lumley, Noah, Pittman, and Knighten. Nays- None.

The Council reviewed Payment Request No. 11 from Kingland Construction for the City Hall and Police Department Renovation project. The request, in the amount of \$82,181.20, covers ongoing work on the HVAC, electrical, and sprinkler systems, as well as doors and windows. It was noted that this December payment is lower than previous months. Bergland+Cram Architects have reviewed the work and recommended approval. Total payments to date for this project now equal \$2,020,181.41 to Kingland Construction. Substantial completion is currently set for May 5th, though it was noted that the completion of the drywall could potentially push that date back. Pittman introduced Resolution No. 12-26 entitled, "APPROVING PAYMENT REQUEST #11 FOR THE CITY HALL/POLICE DEPARTMENT RENOVATION PROJECT" and moved for adoption. Seconded by Lumley. Resolution duly passed on roll call vote as follows: Ayes- Noah, Pittman, Knighten, Otto, and Lumley. Nays- None.

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 Lentz reported on the upcoming meeting schedule, noting that several budget workshops are slated for the coming weeks. Workshops are scheduled for Thursday, January 22; Tuesday, January 27; and Wednesday, January 28, all beginning at 5:30 p.m., with the January 28 session also serving as a planning session. The next regular City Council meeting will be held on Monday, February 2, at 6:00 p.m., followed by an additional budget workshop on Wednesday, February 4, at 5:30 p.m.

Otto stated that he attended the Park & Recreation Board meeting and they developed their committees and re-aligned a few things to work in conjunction with their master park plan.

City Administrator Trout provided a brief budget update, noting that he and City Clerk Lentz are currently finalizing calculations. While the preliminary figures are encouraging, Trout cautioned that the inclusion of necessary transfers could shift the outlook. He also reported that he has begun working with UMB on a 30-year capital improvement plan in good faith, which is expected to provide a clear path forward for the bridge replacement and other major infrastructure projects. Regarding the ambulance feasibility study, Trout reported on his recent attendance at the Floyd County Board of Supervisors meeting. The Supervisors requested a second proposal for the study, specifically suggesting a firm that conducted similar work for New Hampton. This will allow the City and County to compare two proposals before proceeding. Trout expressed some concerns regarding how this second proposal aligns with existing plans; consequently, this topic will be added to the upcoming planning session for further Council discussion.

Motion by Pittman, seconded by Knighten to adjourn at 7:19 p.m. Ayes- 5

Dean Andrews, Mayor

Attest: _____
Brittney Lentz, City Clerk