

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

CHECK	VENDOR	TOTAL
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.

Dean Andrews, Mayor

Attest: _____
Brittney Lentz, City Clerk