

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.

Dean Andrews, Mayor

Attest: _____
Brittney Lentz, City Clerk