

The Fire and Rescue Management Committee met at the City Hall at 7:30 p.m. with Mayor Ralph D. Means presiding. Committee Members present were: Harold Veatch, Kenneth Perry and Ervin Ehm. Absent: Roger Frank, Leroy Nelson and Robert Weiland.

Motion by Kenneth Perry to approve the agenda as posted. Seconded by Ervin Ehm. Carried.

Motion by Harold Veatch to approve the minutes as read. Seconded by Kenneth Perry. Carried.

Motion by Ervin Ehm to approve the Finance report. Seconded by Harold Veatch. Carried.

Motion by Kenneth Perry to pay all bills: Volunteer Firemen \$416.00, for Fire calls and meetings. A total of 104 men responding. Unity Welding for Cylinder rent; \$11.25; Farmer's Co-op Co. for gas etc. \$38.50, and United Telephone System 289.86.

There was discussion about Liability Insurance on the 1937 Fire Truck which is to be used to give rides on the 4th of July. Motion by Kenneth Perry to get Insurance on the 1937 Fire Engine for the 4th of July. Seconded by Harold Veatch. Carried.

The Mayor explained about the meeting to be held on June 27th which is pertaining to the Grant for the fire station, and ask that the Trustees be present.

Motion by Kenneth Perry to adjourn. Seconded by Ervin Ehm. Carried.

Ralph D Means
Ralph D. Means, Mayor

Attest: *Evelyn M. Rohner*
Evelyn M. Rohner, Clerk

Fontanelle, Iowa
June 27, 1983

The City Council met in Special Session at the City Hall at 7:30 p.m. with Mayor Ralph D. Means presiding. Council Members present were: Gene Jacobsen, Denny Sickles, Kenneth Perry and Harold Veatch. Absent: Robert Weiland. Also attending were Trustees Leroy Nelson and Roger Frank.

The Mayor Called the Meeting to Order at 7:30.

Mrs. Phyllis Jacobson, President of the American Legion Auxiliary of Carlson Post #247 presented the Mayor with an Award Certificate to the City of Fontanelle in appreciation for proudly flying the lighted flag of the United States of America. The Mayor thanked Mrs. Jacobson for the award.

The purpose of the meeting was to interview Engineers for the Fire Station Community Center project. Invitations had been sent to Olmstead & Perry of Omaha, McClure Engineering of Fort Dodge; Kirkham, Michael & Associates of West Des Moines; Mid State Engineering of Creston and Anderson Co. of Des Moines; Letters had also been received from Associated Engineers, Inc. of Fort Dodge and Lawrence D. Gerdes of Ames, Iowa. All requests for the interviews had to be presented to the City Clerk by 5:00 p.m. June 27th.

Council Member Gene Jacobsen introduced a Resolution entitled "RESOLUTION FOR CODE OF CONDUCT" and moved for its adoption. Council Member Denny Sickles seconded the motion to adopt. Roll was called and the following voted: AYES: Harold Veatch, Kenneth Perry, Gene Jacobsen and Denny Sickles. NAYS: None.

Whereupon, the Mayor declared the Resolution duly adopted as:

RESOLUTION NO. 83.7

RESOLUTION FOR CODE OF CONDUCT

PURPOSE:

The purpose of this Code of Conduct is to ensure the efficient, fair and professional administration of federal and state grant loan funds in compliance with applicable federal and state standards, regulations and laws.

APPLICATION

The Code of Conduct applies to all officers, employees or agents of the City of Fontanelle engaged in the award and/or administration of contracts supported by federal or state grant funds.

REQUIREMENTS

No officer, employee or agent of the City shall participate in the selection, award or administration of a contract supported by federal or state grant or loan funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: (a) the employee, officer or agent; (b) any member of his/her immediate family; (c) his/her partner or, (d) an organization which employs, or is about to employ any of the above has a financial or other interest in the firm selected to award.

The City's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or subcontractors.

Violation of the Code of Conduct will invoke penalties and sanctions consistent with applicable federal and state laws.

Effective: This 27th day of June, 1983

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF FONTANELLE, IOWA: This 27th day of June 1983.

Ralph D Means

Ralph D. Means, Mayor

Evelyn M. Rohner

Attest: Evelyn M. Rohner, City Clerk

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Council Member Kenneth Perry introduced a Resolution entitled "A RESOLUTION GRANTING SECTION 3 AFFIRMATIVE ACTION PLAN" and moved for its adoption. Council Member Denny Sickles seconded the motion to adopt. Roll was called and the following voted: AYES: Harold Veatch, Gene Jacobsen, Kenneth Perry and Denny Sickles. NAYS: None. Whereupon, the Mayor declared the Resolution duly adopted.

RESOLUTION NO. 83.8

A RESOLUTION PERTAINING TO GRANTING SECTION 3 AFFIRMATIVE ACTION PLAN

The City of Fontanelle, Iowa agrees to implement the following specific affirmative action steps directed at increasing the utilization of business concerns located within the Section 3 covered area, as defined hereinafter, or owned by Section 3 area residents. The Section 3 covered area shall be defined as and includes all of area lying within the geographical boundaries of Adair County, Iowa.

- A. To seek the assistance of OPP officials in implementing the affirmative action plan.
- B. To identify eligible business concerns of CDBG-assisted contracts through; the area Chambers of Commerce, the Urban League, local advertising media, including public signage, project area committees, citizens advisory boards, lists available through OPP, and the regional planning agencies, and all other appropriate referral sources.
- C. To maintain a list of eligible business concerns for utilization in CDBG-funded procurements, to insure that all appropriate project area business concerns are notified of pending contractual opportunities, and to make available this list for general city procurement needs.
- *D. To insert this Section 3 Plan in all bid documents, and to require all bidders on contracts to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals.
- *E. To insure that contracts which are typically let on a negotiated rather than a bid basis in areas other than Section 3 covered project areas, are also let on a negotiated basis, whenever feasible, when let in a Section 3 covered project area.
- F. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- G. To appoint or recruit an executive official or agent of the City as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan.

This Section 3 Affirmative Action Plan shall be in effect from and after the 27th day of June, 1983, and shall remain in effect until amended or rescinded by the City Council of the City of Fontanelle, Iowa.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF FONTANELLE, IOWA: This 27th day of June 1983.

Ralph D Means

Ralph D. Means, Mayor

Evelyn M. Rohner

Attest: Evelyn M. Rohner, City Clerk

Council Member Denny Sickles introduced a resolution entitled "RESOLUTION REGARDING PROCUREMENT PROCEDURE POLICY" and moved for its adoption. Kenneth Perry seconded the motion to adopt. Roll was called and the following voted: AYE: Harold Veatch, Gene Jacobsen, Kenneth Perry and Denny Sickles. NAY: None.

Whereupon, the Mayor declared the Resolution duly adopted as:

RESOLUTION REGARDING PROCUREMENT PROCEDURE POLICY

It shall be the policy of the City of Fontanelle, Iowa that all proposed procurement actions of the City and its divisions shall be reviewed by the City Council of the City of Fontanelle at duly called and scheduled meetings of the council. Such review by the council is to be undertaken for the purposes of avoiding the purchase of unnecessary or duplicative items. Consideration shall also be given to the consolidation or breaking out of sub-items to obtain a more economical purchase. Where appropriate, analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis, to determine which approach would be the most economical. In order to provide for and to foster greater economy and efficiency the City of Fontanelle will wherever possible and in so far as is reasonable enter into state and local intergovernmental agreements for procurement or use common goods and services.

Procurements made under the City of Fontanelle's Community Development Block Grant, and all other procurements where appropriate, shall be made in accordance with the guidelines as set forth in Attachment O of OMB Circular A-102. These shall include but are not limited to the following: (a) small purchase procurement procedures; (b) competitive sealed bids (formal advertising); (c) competitive negotiation; (d) non-competitive negotiation.

Additionally, the City shall make every effort to assure that small, minority and women's business enterprises as well as labor surplus area firms are utilized when possible as sources of supplies, equipment, construction and services. This effort shall be undertaken with the assistance of area Chambers of Commerce, local advertising media, citizen advisory groups, Small Business Administration, the Office of Minority Business Enterprise, the Community Services Administration, the State Office for Planning and Programming, and the regional planning agency.

Further it shall be the policy of the City to implement steps wherever possible to provide for the potential increase of utilization of business concerns located within the geographic boundaries of Adair County in accordance and corresponding to the City of Fontanelle's written Section 3 Affirmative Action Plan. This Procurement Procedure Policy shall take effect on the 27th day of June 1983 and shall remain in effect until amended or rescinded by the City Council of the City of Fontanelle, Iowa.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF FONTANELLE, IOWA:
This 27th day of June 1983.

Evelyn M. Rohner

Attest: Evelyn M. Rohner, City Clerk

Ralph D. Means
Ralph D. Means, Mayor

Motion by Denny Sickles to utilize the form for factors for Award/Evaluation Criteria, for Possible Scoring Considerations. Seconded by Kenneth Perry. Carried.

The following form was used:

A. Proposed scope of work (45 points maximum)

1. Is a preliminary Design Phase included and does it include such things as:

- a. preliminary report on scope of project
- b. preliminary drawings
- c. probable cost (construction, contingencies, right-of-ways, etc.)
- d. design documents.

2. Does Final Design include:

- a. final drawings
- b. scope of work for contractor
- c. required documents for approval by IDEQ, etc.
- d. latest probable cost projections
- e. preparation of bid forms, notice to bidders, instructions to bidders, general and supplementary conditions
- f. other related documents

3. Do bidding and Negotiation activities include:

- a. obtaining bids from prime contractors
- b. advice on acceptability of sub-contractors
- c. acceptability of substitute materials and equipment
- d. evaluation of bids and awarding of contracts.

4. Does Construction Phase include:

- a. periodic site visits to observe progress and quality of executed work (for the purpose of assuring contract conformance)
- b. review all material required by contractor (shop drawings, samples, tests)
- c. acceptability of proposed substitute materials by contractor
- d. preparation of routine change orders
- e. act as interpreter of contract requirements
- f. approval of payments to contractors

g. conduct a final inspection to determine completion of contract per contract documents (for final payment)

5. Are additional services provided including:
 - a. services for measured drawings
 - b. services for significant changes in general scope of project
 - c. providing renderings or models for owners use
 - d. preparing documents for alternate bids requested by owner
 - e. services of special consultants
 - f. services in connection with change orders
 - g. out of town travel other than on-side visits
 - h. preparation of requested prints of drawings showing changes during the construction process
 - i. additional or extended services made necessary by:
 - (1) work damaged by fire or other cause
 - (2) wignificant amount of detective work
 - (3) prolongation of contract time by more than sixty days
 - (4) accelerated work beyond normal hours
 - (5) default by contractor
 - j. preparation of operating and maintenance manuals; assistance in utilization of equipment; training of personnel
 - k. services after completion of Construction Phase such as inspections during any guarantee period
 - l. serving as consultant or witness in any litigation, public hearings
 - m. other additional servuces
 6. Resident Services During Construction
 7. Project Performance Schedule
 - a. days included in Preliminary design phase
 - b. days included to deliver Contract document and probable project cost (Final Design)
 - c. days included to obtain approval of governmental authorities
 - d. significant modifications-engineers services shall be adjusted.
 8. Payment to Engineer
 - a. Basic Services
 - (1) those provided under 1-4
 - (2) lump sum on 1 prime contract \$ _____
 - (3) Cost-plus or incentive provision
lump sum\$ _____ for more than one prime contract
 - b. Additional Services
 - (1) all identified except "special consultant"; payroll cost times a factor of _____ for services rendered
 - (2) special consultant-cost to engineer times a factor of _____
 - (3) serving as a witness-flat fee per day
 - (4) resident services-payroll costs time a factor of _____ for services rendered
 - (5) reimbursable expenses-actual cost
 9. Times of Payment
 1. monthly statements on Additional Services and reimbursable expenses.
 2. lump sum on % of project completed

Preliminary design	5-30%
Final design	35-75%
Bidding & Negotiation	2-10%
Construction	10-20%
 10. See General Information & General Considerations
- B. Previous HUD/CDBG experience (35 points maximum)
1. How man projects?
 2. How many projects 1979-1983
 3. How man similar projects i. e., streets, water, storm sewers (not necessary in a comprehensive project-you have three distinct projects over three distinct years)
 4. Does HUD have impressions of engineers?
 5. Calls on projects listed-useful questions
 1. were you satisfied-with the work?
 2. was it performed in a timely fashion?
 3. were they knowledgeable with program?
 4. were there any problems in project ?
 5. have you talked with any other cities on this firm?
 6. would you hire them again?
 7. were they helpful in contacting HUD officials?
- C. Previous work experience with the community (30 points Maximum)
1. Has the community been served by engineer?
 2. Has the engineer worked on this project?
 3. Is the engineer familiar with the city?

- 4. Have you been satisfied with past work, if applicable?
- 5. Is the engineer cooperative, if applicable?
- 6. Does the engineer work well with responsible parties?
- 7. Would you hire, in general the firm again?

D. Qualifications of firm and personnel (20 points maximum)

- 1. Will firm offer:
 - a. professional engineer
 - b. engineering technician
 - c. land surveyor (licensed)
 - d. inspector
 - e. supportive staff

E. Proximity to project site (15 points Maximum)

- 1. time
- 2. mileage
- 3. cost

F. Estimated cost of proposed services (5 points maximum)

- 1. within budget
- 2. basic services fee
- 3. additional services fee
- 4. combined total of both fees

TOTAL POSSIBLE POINTS---150.

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Mr. Lynn Sickles represented Mid-State Engineering from Creston. Total points awarded for Mid-State was 135.5

Gary Sindelar represented Kirkham, Michael & Associates of Des Moines. Total points awarded for Kirkham, Michael & Associates = 127.5

Terry Lutz represented McClure Engineering of Fort Dodge. Total points awarded for McClure Engineering= 139.0

Motion by Denny Sickles to select McClure Engineering of Fort Dodge pending final approval by the Office for Planning and Programming. Seconded by Harold Veatch. Carried.

Mr. Lutz thanked the Council and said he would be typing up a contract and quoting prices for everything.

Motion by Kenneth Perry to refund \$75.00 cigarette permit fee to Ethel R. McCants since she had sold the Cafe. Seconded by Harold Veatch. Carried.

Motion by Harold Veatch to approve the application for a Cigarette Permit for C. Ruth Brown dba The Family Cafe. Seconded by Gene Jacobsen. Carried.

Motion by Harold Veatch to adjourn. Seconded by Kenneth Perry. Carried.

Ralph D Means

Ralph D. Means, Mayor

Evelyn M Rohner

Attest: Evelyn M. Rohner, Clerk

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Fontanelle, Iowa
July 5, 1983

The City Council met in regular session at the City Hall at 7:30 p.m. with Mayor Ralph D. Means, presiding. Council Members present were: Kenneth Perry, Denny Sickles, Gene Jacobsen, Robert Weiland and Harold Veatch.

Absent: None

Motion by Kenneth Perry to approve the Agenda as posted. Seconded by Gene Jacobsen. Carried.

Motion by Denny Sickles to approve the minutes of the last meetings as presented. Seconded by Harold Veatch. Carried.

Motion by Gene Jacobsen to approve the Clerk and Treasurer's reports. Seconded by Denny Sickles. Carried.

Motion by Harold Veatch to pay all bills presented for payment. Seconded by Kenneth Perry. Carried.

GENERAL FUND

Delmer Miller	69.44	Judy Sickles	86.77
Dale Sickles	147.67	Adair Co. Sanitary Landfill	5293.00
Jack Zimmerline	146.81	Al's Garage	21.40
Ronald Highland	409.24	Anderson Equipment Service	9.40
Dan Richards	260.59	BARCO Municipal Products Co.	27.63
Evelyn Rohner	167.61	Brown Supply Co. Inc.	44.57
First National Bank	197.85	Carpenter Uniform Co.	141.70
Treasurer, State of Iowa	56.01	Debra Sickles	13.06
IPERS-FOAB	292.33	Deo Construction	171.00
I.P.E.R.S.	177.91	Farmer's Co-op Co.	380.70
Ethel R. McCants	75.00	Financial Products Co.	50.00
Ta. Dept. of Job Service	29.26	Adair/Guthrie Rease Officers Association	10.00