

CITY OF SIGOURNEY
REGULAR COUNCIL MINUTES
August 7, 1985

The City Council met in a regular scheduled meeting in the Council Chambers of the Memorial Hall on August 7, 1985, at 7:30 O'clock P.M. as posted and published. Mayor Deitrich presided with the following Councilmen answering roll call, Butler, Kerr, H. Seip, J. Seip, Garringer.

Absent: Councilman Aldrich.

Councilman Butler made the motion, seconded by Councilman Kerr that the minutes of the regular meeting of July 17, 1985 be approved as presented. Upon roll call the following voted:

Ayes: Butler, Kerr, H. Seip, J. Seip, Garringer.

Nays: None.

Councilman Garringer made the motion, seconded by Councilman H. Seip that Blackies Super Valu Beer license renewal be approved. Upon roll call the vote was as follows:

Ayes: Butler, Kerr, H. Seip, J. Seip, Garringer

Nays: None.

Russell Smeltzer fire chief was before the Council due to the reason that the fire dept. can not get hooked up to the new hydrants that were put in when we extended the water line.

Councilman H. Seip made the motion, seconded by Councilman Butler that the City authorize Russell Smeltzer to go ahead and purchase this hook up and the city will pay for it. Upon roll call the following voted:

Ayes: Butler, Kerr, H. Seip, J. Seip, Garringer.

Nays: None.

Councilman H. Seip made the motion, seconded by Councilman Butler that the resolution for Procurement Policy be approved and is being made a part of these minutes. Upon roll call the following voted:

Ayes: Butler, Kerr, H. Seip, J. Seip, Garringer.

Nays: None.

Councilman Butler made the motion, seconded by Councilman H. Seip that the Resolution for Code of Conduct be approved and is being made a part of these minutes. Upon roll call the following voted:

Ayes: Butler, Kerr, H. Seip, J. Seip, Garringer

Nays: None.

Councilman H. Seip made the motion, seconded by Councilman Kerr that the following bills be approved and warrants issued in payment thereof. Upon roll call the following voted:

Ayes: Butler, Kerr, H. Seip, J. Seip, Garringer

Nays: None

Strobel Brothers- Repairs and labor	258.12
Iowa Southern Utilites Co.- Lights, Gas Power	5830.21
Caseys General Store- Gas Products for City Vehicles	1135.19
Fred's Motor Repair- labor at wells & Water plant	96.50
Mahaska Bottling Co.- Concessions for Pool	147.00
United Laboratories Inc- Supplies for Pool	616.50
Ideal Supply Co.- Water dept. supplies	79.79
Stanely Finch- Concessions for Pool	156.60
Brown Supply Co., Inc.- Wayne Guttler broom	106.00
The Sigourney News-Review-Official Publications	65.85
Thompson Service- Parts	9.19
Sigourney Veterinary Clinic-Euthaniz 2 dogs	20.00
Bailey Typewriter Exchange Inc.= Supplies	31.50
Semco Sanitary Landfill- Landfill charges for July	702.84
Secretary of State-Velda Lippard Notary seal	15.00
Dick deRegnier Ins. Agency- Notary Bond	30.00

RESOLUTION 87A 85

PROCUREMENT POLICY

CAVEAT: This sample is for purposes of illustration only. Grantees are directed to develop and adopt individualized Procurement Policies as specified in OMB Circular A-102, Attachment O.

PURPOSE

The purpose of this Procurement Policy is to ensure that sound business judgement is utilized in all procurement transactions and that supplies, equipment, construction, and services are obtained efficiently and economically and in compliance with applicable federal law and executive orders.

APPLICATION

This policy applies to the procurement of all supplies, equipment, construction, and services of and for the City of Sigourney related to the implementation and administration of the Community Development Block Grant. All procurement will be done in accordance with OMB Circular A-102, Attachment O.

POLICY

1. Methods of Procurement

Procurement under grants shall be made by one of the following methods, as described herein: (a) small purchase procedures: (b) competitive sealed bids (formal advertising): (c) competitive negotiation: (d) Noncompetitive negotiation.

A. Small purchase procedures are relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies, or other property costing in the aggregate not more than \$10,000. The City of Sigourney Keokuk County shall comply with state or local small purchase dollar limits under \$10,000. If small purchase procedures are used for a procurement under a grant, price or rate quotations shall be obtained from at least three qualified sources.

B. In competitive sealed bids (formal advertising), sealed bids are publicly solicited and a firm-fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all of the material terms and conditions of the invitation for bids, is lowest in price.

1. Appropriate conditions in order for formal advertising to be feasible must be present, including, as a minimum, the following:

(a) a complete, adequate and realistic specification or purchase description;

(b) two or more responsible suppliers are willing and able to compete effectively for the City of Sigourney's business: and

(c) the procurement lends it self to a firm-fixed-price contract, and selection of the successful bidder can appropriately be made principally on the basis of price.

2. When formal advertising is used for a procurement under a grant, the following requirements shall apply:

(a) A sufficient time prior to the date set for opening of bids, bids shall be solicited from an adequate number of known suppliers. In addition, the invitation shall be publicly advertised.

(b) The invitation for bids, uncluding specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the invitation.

(c) All bids shall be opened publicly at the time and place stated in the invitation for bids.

(d) A firm-fixed price contract award shall be made by written notice to that reponsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine low bid when prior experience of the City of Sigourney indicates that such discounts are generally taken.

(e) Any or all bids may be rejected when there are sound documented business reasons in the best interest of the program.

C. In competitive negotiation, proposals are requested from a number of sources and the Request for Proposal is publicized. Negotiations are normally conducted with more than one of the sources submitting offers, and either a fixed price or cost reimbursable type contract is awarded, as appropriate. Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. If competitive negotiation is used for a procurement under a grant, the following requirements shall apply:

1. Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Request for Proposal shall be publicized and reasonable requests by other sources to compete shall be honored to the maximum extent practicable.

2. The Request for Proposal shall identify all significant evaluation factors, including price or cost where required and their relative importance.
 3. The City of Sigourney shall provide mechanisms for technical evaluation of the proposals received, determinations of responsible offerors for the purpose of written or oral discussions, and selection for contract award.
 4. Awards may be made to the responsible offeror whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful offerors will be notified promptly.
 5. The City of Sigourney may utilize competitive negotiation procedures for procurement of architectural/engineering professional services, whereby competitor's qualifications are selected, subject to negotiation of fair and reasonable compensation.
- D. Noncompetitive negotiation is procurement through solicitation of a proposal from only one source, or other solicitation of a number of sources, competition is determined inadequate. Noncompetitive negotiation may be used when the award of a contract is infeasible under small purchase, competitive bidding (formal advertising) or competitive negotiation procedures. Circumstances under which a contract may be awarded by non-competitive negotiation are limited to the following:
1. the item is available from only a single source;
 2. after solicitation of a number of sources, competition is determined inadequate;
 3. public exigency or emergency when the urgency for the requirement will not permit a delay incident to competitive solicitation; and
 4. sole source procurement for supplies, equipment construction, and services valued at \$10,000 or more must have prior approval of the Iowa Office for Planning and Programming.
- E. Any other method of procurement must have prior approval of the Iowa Office for Planning and Programming.

II. Contract Pricing

- A. The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.
- B. The City of Sigourney shall perform some form of cost/price analysis for every procurement action, including modifications or change orders.

III. Small, Minority, and Women's Business Enterprises and Labor Surplus Area Firms.

- A. The City of Sigourney may solicit qualified small, minority, and women's businesses whenever they are potential sources.
- B. The City of Sigourney will procure goods and services from labor surplus areas when economically feasible.

IV. Procurement Records.

The City of Sigourney shall maintain records sufficient to detail the significant listing of a procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the cost or price.

EFFECTIVE DATE

This ordinance shall be effective upon publication.

Passed this 7th day of August, 1985.

William Butler : Mayor

ATTEST:

Valde Leppard, Clerk

Councilman H. Seip made the motion, seconded By Councilman Butler that the resolution for Procurement Policy be approved and is being made a part of these minutes. Upon roll call the following voted; Ayes: Butler, Kerr, H. Seip, J. Seip, Garringer. Nays: None

CODE OF CONDUCT

CAVEAT: This sample is for purposes of illustration only. Grantees are directed to develop and adopt individualized Conduct Codes as specified in OMB Circular A-102, Attachment O, Paragraph 7.

PURPOSE

The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with federal Office of Management and Budget (OMB) Circular A-102, Attachment O, Paragraph 7 and other applicable federal and state standards, regulations, and laws.

APPLICATION

This Code of Conduct applies to all officers, employees, or agents of the City of Sigourney engaged in the award or administration of contracts supported by federal grant funds.

REQUIREMENTS

No officer, employee or agent of the City of Sigourney shall participate in the selection, award, or administration of a contract supported by federal grant 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 for award.

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

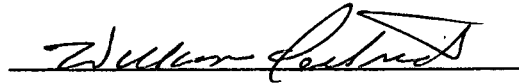
REMEDIES

To the extent permitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against the City of Sigourney's officers, employees, or agents, or the contractor's, potential contractors, subcontractors, or their agents.

EFFECTIVE DATE

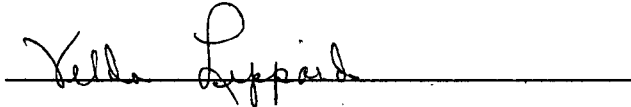
This ordinance shall be effective upon publication.

Passed this 7th day of August, 1985.



William L. Deitrich Mayor

Attest:



Velda Lippard Clerk

Councilman Butler made the motion, seconded by Councilman H. Seip that the Resolution for Code of Conduct be approved and is being made a part of these minutes. Upon roll call the following voted; Ayes: Butler, Kerr, H. Seip, J. Seip, Garringer. Nays: None.

(August 7, 1985 minutes cont'd)

Firestone Phelps Auto Supply-repairs and parts	146.11
Sigourney Lumber & Supply Co.- Supplies	13.67
Seeger Auto Parts Co. Partd	11.07
Merchants Wholesale Co.- Concessions for Pool	1225.00
Cooke Drugs- Supplies	14.41
The Parts Place- Parts and repairs	30.99
Bureau of Labor-Boiler inspection	5.00
Earl Hahn- Mowing	60.00
Bill and Ray's Chrysler Plymouth-repairs police car and water pickup	146.06
Herman M. Brown Company- Supplies	182.62
Matt Parrott 7 Sons Co.- Supplies	20.41
Greenleys Corp. Supplies	211.46
Prarie Farm Dairy- Concessions for Pool	126.60
Central States Coca Cola Bottling Co.- Concessions for Pool	121.00
Coast to Coast- Supplies	91.40
French-Reneker- Associates Inc.- Engineering services	1145.80
Greiner Well Service Inc.- Work on well No.7	470.79
Halogen Supply Co.- Inc.- Test kit for pool	20.29
Bruns Gas, Ltd - LP gas for pool	237.31
Norris Construction Co.- Premix	190.13
Gerard and Neary-Legal services	190.17
James Fry- Mower rental for July	322.84
Mayor William Deitrich- Salary for July	200.00
Greene Oil Co.- Petroleum products for city vehicles	1403.90
H & M Farm & Home Supply Co.- Supplies for City	55.18
Home Oil Stations Inc.- Etroleum products for city	40.22
General Telephone Co. of the Midwest- Phone service	283.87
Harold Woods- 2 galvanized buckets	8.09
Petty Cash- Reimbursement of Petty Cash.	13.47
University Hygienic Laboratory- Bacteriological Analysis	60.00
Roberta Atwell- Mowing at water tower	50.00
Vinton School Form Company- Pool Supplies	39.39
Means Services Inc.- Monthly contract for Mem. Hall	27.00
spagett's Inc.-City Share refund	308.75
Water Quality ManagementInc. Lab Analyssis for June	264.00
Stonebraker Service--Rooter labor	125.00
Kaser Corporation-rock chips	330.92
Zep Manufacturing Cp.-Supplies for Memorial Hall	264.88
Utility Equipment Co.- Water Dept. Supplies	29.97
House Loebig Enterprises, Inc. lignin sulfonate applied to streets	1,750.65
Dick's Home Auto- Welding on Mower	9.00
Rita and Marion Streigle-10.6 acres of ground	26,500.00
Keokuk County Sheriff- Serving legal papers	105.40
Pauline Streets & Roger Fritchen-6.7 acres of ground	13,500.00
Sigourney Comm. Fire Dept. Inc.-Tax appropriation	311.51
Midwest Association for Police Prosecutors- Police seminar	25.00
Iowa Beer & Liquor Control Dept.-Blackies Super Valu Sunday sales	40.00
Keokuk County Treasurer= Recording Streigle deed	38.60

Ken Bucklin, French Reneker Associates Inc. was before the Council with his report as to the next steps to be taken in regard to CDBg grant for the East Treatment Plant. He stated that they would probably be going in on the property purchased from Rita and Marion Streigle to get our boring samples.

City Attorney , Michael Neary explained where we are at on the Pauline Streets and Roger Fritchen property and what the condemnation commission board had decided on this property and the crop that are on this property.

There being no further business to be brought before the Council upon motion meeting adjourned in form.

Attest:

Velda Lippard
CITY CLERK

William Deitrich
MAYOR