

**CITY COUNCIL SPECIAL MEETING  
OCTOBER 25, 2017 – 6:00 P.M.  
IONA COMMUNITY CENTER**

**PRESENT:** Mayor Brad Andersen, Council President Dan Gubler, Council Member Rob Geray, Council Member Dan Garren, Council Member Kathy McNamara, City Clerk Shara Roberts, Chief of Police Karl Bowcutt, and Public Works Director Zech Prouse.

**ABSENT:** City Attorney Dale Storer.

**VISITORS:** Greg Anderson, Jordan Parker, and Susan Gardner.

**Discussion of the Water System Improvement Project:** Mayor Andersen presented the Request for Proposals (RFP) document drafted by Engineer Paul Scoresby and Ted Hendricks with the East-Central Idaho Planning & Development (ECIPDA) and inquired if everyone had an opportunity to review it for revisions.

Council Member Geray inquired why the document outlined a point system in the engineering proposal section and a percentage system in the administrative proposal section. Mr. Hendricks explained it was an error and they would revise the document to outline a point system throughout the document.

Mr. Hendricks further explained the document was drafted off of the City's Design Professional Services Resolution No. 2015-01 and there isn't much leeway for revisions. The document also follows federal and state procurement guidelines which are required to secure Department of Environmental Quality (DEQ) funding and Army Corps of Engineers grants.

According to the resolution, the Council can establish a committee of at least three members to review the proposals.

Mr. Hendricks advised Clerk Roberts to not accept any proposals if they are received after 12:00 pm on Friday, November 17<sup>th</sup> and to mark them as nonresponsive. Once the Clerk receives all the proposals she will include them in the Council packet electronically the afternoon of Friday, November 17<sup>th</sup> to be reviewed in preparation for the Tuesday, November 21<sup>st</sup> city council meeting.

Mayor Andersen entertained a motion. Council President Gubler moved to approve the RFP document with the exception of the revision of outlining a point system consistently throughout the document. Council Member Geray seconded the motion. Approval was taken by a roll call vote:

Council Member Geray: Yes  
Council Member Garren: Yes

Council Member Gubler: Yes  
Council Member McNamara: Yes

Mayor Andersen entertained a motion. Council President Gubler moved to appoint the Mayor, the City Council and Public Works Director Zech Prouse as members of the review committee. Council Member Geray seconded the motion. Approval was taken by a roll call vote:

Council Member Geray: Yes  
Council Member Garren: Yes

Council Member Gubler: Yes  
Council Member McNamara: Yes

In closing, Mr. Hendricks explained to the Council when they are going through the review and selection process of the proposals they are only selecting the entity in which they want to try to negotiate a contract with. If the Council is unable to make negotiations with the first entity they can move on to their second choice and so forth.

Council President Gubler inquired if Clerk Roberts could include a copy of the map outlining the water system improvement project on the City's website. Clerk Roberts indicated she would work with Engineer Paul Scoresby to get the information available on the website.

Meeting adjourned 6:19 p.m.

COUNCIL APPROVED: November 21<sup>st</sup>, 2017

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Brad Andersen, Mayor

ATTEST

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Shara Roberts, City Clerk

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