

The Board of Supervisors of Humboldt County, Iowa met at 8:30 a.m. on the 19th day of September, 2016 with the following members present: Pedersen, Christianson, Reimers, Mattes and Haverly. Absent: None.

Moved by Reimers and seconded by Mattes to approve the agenda for the September 19, 2016 Board meeting. All voting aye.

Moved by Christianson and seconded by Reimers to approve the minutes for the September 12, 2016 and the September 15, 2016 Board meetings. All voting aye.

Chairman Haverly opened the meeting up for public concerns. No one was present to speak so the Board continued on with their regular meeting.

Louis Fallesen, Board of Adjustment Chairman and Melody Larson, Zoning Director were present to discuss the Bay Finisher Site livestock construction permit in Section 34 of Wacousta Township. Moved by Mattes and seconded by Pedersen to approve the Bay Finisher Site livestock construction permit. All voting aye.

Moved by Mattes and seconded by Pedersen to deny the Elmer Finisher Site livestock construction permit in Section 6 of Avery Township for the following reasons:

1. There was no site survey included in the application submitted to us by the DNR therefore the Board of Adjustment was unable to verify the separation distances to score the master matrix.
2. Concerns of the increase of head/animal units can potentially affect water quality for the state ground/surface water. RE: Des Moines River.
3. Proximity of MMP applications on the West and North of Bradgate. As this was confirmed by their representative Kent Pliner. (adjacent to city limits) With the unresolved water issues still ongoing with the city of Bradgate.

All voting aye.

Linda Fallesen, Assessor was present to discuss with the Board the 2016 Homestead, Military and Disabled Veterans Credits that are new and the disallowance of Homestead, Military and Disabled Veterans Credits. Moved by Reimers and seconded by Christianson to approve 106 new 2016 Homestead, Military and Disabled Veterans Credits. All voting aye.

Moved by Reimers and seconded by Christianson to disallow 142 homestead credits and 40 military credits as follows:

(Avery)

Edward Miltner Estate – 1 Ac. in Gov't. Lot 5 & Gov't. Lot 6, Section 25 – Homestead – Sold; Max Evan Redenius – NW NW, Aud. Parcel No. 1, Section 24 – Homestead – Moved; David L. & Gayle I. Fokken – Tract in SW SE, Section 29 – Homestead – Moved;

(Beaver)

Estate of Rodney Friesth – Tract in SE NW, Section 32 – Homestead – Transferred;

(Corinth)

Ellen Bauer – Beg. SE cor. W. 251.88', N.33' to beg. N.128.5', W.185.7', S.126.2', E.182.65', SE SE, Section 4 – Military – Sold; David I. Sampson – SW NE, Section 34 – Homestead & Military – Moved;

(Delana)

Estate of Blanche Adams – SE SE, Section 35 – Homestead – Deceased; Grant & June Olson – SE NW, Section 8 – Homestead – Moved;

(Grove)

Estate of Marjorie W. Vorland – Tract in NW NW (4.33 ac.) & tract in NE NW(1.07 ac.) Section 12 – Homestead – Deceased;

(Humboldt)

Estate of Anna Mae Bristow – Gov't. Lot 3, Section 5 – Homestead – Deceased; Maxine Coleman & The David J. Coleman Trust – Gov't. Lot 4 in NE, Section 6 – Homestead – Transferred;

(Norway)

Robert Fouarge – Beg. 598.7' S. of NE corner, S. 205.6', W. 367.4', N. 205.7', E. 364.4' to beg., NE NE, Section 7 – Homestead – Moved; Leesanne Thomas – Tract in SW SE, Section 16 - Homestead – Transferred; Estate of Harold Kvale – NE SE, Section 29 – Homestead –Deceased; Joan Stensland LE – Beg. 772' E. of N. corner NW NE, S. 673', E. 323', N. 673'. W. to beg., Section 32 – Homestead – Transferred;

(Rutland)

Estate of Russell & Mary Lou Giddings – NE NW, Section 11 – Homestead & Military – Deceased; William & Vicki Holden – Tract com @ NE corner NW, W. 714.6' to point of beg., S. 1091.1', W. 464', N.1082.6', E.460' to beg., Section 18 – Homestead – Moved; Geri A. Humphries-Kohlhass & Thomas J. Kohlhass – Parcel #14 & SW ½ of Parcel #15 in Gov't. Lot 4, Section 34 – Homestead – Transferred;

(Vernon)

William Christensen & Rosalinda Christensen – Com. @ SW cor SW¼, E. 447.40' to POB., cont. E. 702.60', N. 310', W. 702.60', S. 310' to beg., SW SW, Section 15 – Homestead – Moved;

(Wacousta)

Estate of Cletis F. Hundertmark – NE SE, Section 8 - Homestead & Military – Deceased;

(Weaver)

Andrew & Jennifer Theesfeld – SE NE Com. @ SE cor NE 1/4, N. 615', to pt. of beg. cont. N. 30', W. 685', N. 239', W. 390', S. 337', E. 390', N. 68', E. 685' to beg., Section 4 – Homestead – Transferred; Jerome & Becky Kayser – Tract N. & E. of DD, NE NE, Section 22 Homestead – Transferred;

(Bode)

Abel Ramos Hernandez – Lot 7, Block 1, Ough's 2nd Addn. - Homestead – Moved; Ruby L. Holden – Lot 1, Block 4, Gangstead's Addn. – Homestead & Military – Sold; Kevin L. Buhs – Lot 4, Block 2, Gangstead's 2nd Addn. – Military – Incorrect documentation; Thomas L & Robi A. Boge – Lot 4, Block 4, Gangstead's 2nd Addn. – Homestead & Military – Sold; Mindy S. DeBoldt – Lot 9 & N. 49.5' of Lot 10, Block 3, also alley between Lot 9 & Lot 3, & N. 49.5' between Lot 10 & Lot 4, Block 3, Gangstead's 3rd Addn. – Homestead – Moved; Lawrence G. & Lou Jean Monson Estates – Lot 3, Block 5, Gangstead's 3rd Addn. - Homestead & Military – Deceased; Ruby Nolan – S. 44' of Lot 6 & N. 44', Lot 7, Block 5, Gangstead's 3rd Addn. – Homestead & Military – Moved;

(Bradgate)

Allen & Gail Weier – Beg NW corner of OL 5, 150' E. & W. by 150', N. & S. 8-92-30 Homestead – Deceased;

(Dakota City)

Cynthia S. Thompson – Lot 2, Block 11, Replat of Lots 3, 4, 5, - Homestead – Sold; Clara Ellen Richins – Lot 7, Block 11 – Homestead – Sold; Aaron M. Angstrom & Alison M. Olberding – Lot 4, Block 15 – Homestead – Sold; Patricia Jensen & Robert Jensen – Lot 9, Block 17 - Homestead – Transferred; Brian C. Ricklefs – W. 1/2, Lots 4 & 5, Block 21 – Homestead - Sold; Naomi Hill Estate – Lot 8, Block 22 – Homestead – Deceased; David Alan Helmers – Lot 6, Block 26, OT – Homestead – Moved; Charles D. & Lisa M. Thompson – Lot 6, Block 30 - Homestead - Transferred; Skye L. Satern – W. 105', Lot 5, Block 31 – Homestead – Sold; Terry A. & Robyn S. Kocher – Lots 1-5, Block 33 – Homestead – Moved; Elmer O. Zinnel Estate – Lot 6, Block 37 – Homestead – Deceased; Thomas & Jessica King – Lot 2, Block 52 – Homestead Sold; Connie R. Riles Estate – Lot 1, Block 57 – Homestead – Deceased; Bart L. & Robyn R. Peterson – Lot 8, Block 94 – Homestead – Sold; Brandon L. Vorland – Lots 1 & 2, Block 98 – Homestead – Sold;

(Gilmore City)

Ron & Deborah S. Bollmeyer – Lots 9 & 10, Block 7, OT - Homestead – Sold; Sally A. Schriber Estate – Lots 8 & 9, Block 4, Garlock's Addn. – Homestead – Deceased; Randall L. & Lara L. McDowell – Beg. 333' E. of SW corner, 204' N. & S. by 100' E. & W., SW SW Section 31-92-30 – Homestead & Military – Moved; Michael J. & Tressa L. Landolt – SE, NW – Section 6-91-30 - Homestead – Moved & Deceased;

(Humboldt)

Jeffery Neal Sorensen – S. 70.5', Lot 4, Block 4, OT – Homestead & Military – Moved; Jackie A. Grebner-Woolery – N. 66', Lot 5 & N. 66', Lot 6, Block 4, OT – Homestead – Sold; Bret L. & Debra K. Davis – Lot 8, Block 4, OT – Homestead – Sold; Kenneth L. & Neva M. Robinson LE – Lot 3, Block 5, OT – Homestead – Transferred; Carla Lankford – S. 1/2, Lot 5, Block 8, OT – Homestead – Moved; Alice Hill LE – N. 105', Lot 1, Block 9, OT – Military – Sold; Alan & Angela McBurney – S. 95', Lot 5, Block 9, OT – Homestead – Sold; Kevin R. & Stephanie Ann Clabaugh – S.1/2, Lots 3 & 4, Block 10 – Homestead – Sold; Brenda Rush – N. 123.75' of W. 78', Lot 2, Block 18, OT – Homestead – Sold; Junior B. George Estate – S. 90' of W. 10' Lot 7, Block 18, OT – Homestead – Deceased; Natalie A. Nielsen – Lot 6, Block 20, OT, Beg SE. Cor W. 70' N. 75'7" E... – Homestead – Sold; Brenda L. Lansing- Helmers – S. 1/2, Lots 5 & 6, Block 21, OT – Homestead – Sold; Dorothy G. Clay – Lot 3, Block 30, OT – Homestead & Military – Transferred; Jesus Manuel Olmos Duran – N. 1/2, Lot 12, Block 33, OT – Homestead – Moved; Helen E. Olson – Beg, 24.75' S. of NW. cor, Lot 7, S. 140.75', E. 70', N.50', W. 8', N. 90.75', W.62' to beg., Block 39, OT – Homestead & Military – Sold; Dok T. Stevens-Dehring – Lot 2, Block 44, E. 10' of N.78', OT – Homestead – Moved; Estate of Kenneth M. Koob – S. 99' of the W. 74.25', Lot 7, Block 51, OT – Homestead & Military – Deceased; Teresa K. Harvey – N1/2, Lots 5 & 6, Block 52 OT- Homestead – Transferred; Constance Stewart & Barry James Ellis – S. 95', Lots 5 & 6, Block 55, OT – Homestead – New Credits; Norman C. Larson – Lot 2, Block 59, OT – Homestead – Transferred; Estate of Hazel L. Ford – S. 1/2, Lot 4, Block 62, OT – Homestead – Transferred; Orton Trust N. 100', Lot 4, Block 63, OT – Homestead & Military – Transferred; Kyle R. VerSteege II & Gretchen C. VerSteege – S. 110', Lot 5, Block 65, OT – Homestead – Transferred; Constance Lousie Brandsgard et al – S. 95', Lot 8, Block 67, OT – Military – Transferred; Richard A. Noonan Estate – S. 66', Lots 5 & 6, Block 68, OT – Homestead & Military – Deceased; Preston & Jadie Peterson – S. 98', Lot 8, Block 71, OT – Homestead – New Credit; Andrew J. & Katy L. Lemmenes – N. 1/2, Lot 1, Block 77, OT – Homestead – Transferred; Aaron F. & Leah E. Burnett – N. 41.25' of W. 41.25', Lot 6 & Lot 3, Block 77, OT – Homestead – Moved; Paula King – N. 1/2, Lot 1, Block 80, OT – Homestead - Transferred; Helen Newbrough – Lot 5, Block 80, OT – Homestead & Military – Sold; Gary L. Susan M. Flurer – N. 70', Lot 4, Block 81, OT – Homestead – Sold; Kyle E. & Misty M. Sheppard – Lot 7, Block 81, OT Homestead & Military – Sold; Jolene Kaufman – S. 135', Lot 8, Block 82, OT – Homestead – Moved; Alisha Suzette Reyes – S. ½, Lot 8, Block 83, OT – Homestead – Moved; Shirley Curry – S. ½, Lots 3 & 4, Block 84, OT – Homestead & Military –

Transferred; Mary E. DeGroote Estate – Lot 6, Block 8, Lathrop’s Addn. – Homestead – Deceased; Emily K. Cavanaugh – Lot 2, Block 9, Lathrop’s Addn. – Homestead – Moved; Kenneth D. Perin – W. 142.5’, Lot 5, Block 11, Lathrop’s Addn. – Military – Transferred; Pauline Grebner Bowman Estate – Com. pt. 17 rds. S. of NW. cor. LL. 2, 371.25’ E. & W. by 60’ N. & S., Lathrop’s Addn. – Homestead – Transferred; Kenneth Hutchinson – Beg SE. cor. LL 14, 82.5’ N. & S. x 165’ E. & W., Lathrop’s Addn. – Homestead – Moved; Carol M. Schiltz – Com. SE. cor. LL 14, W. 165’ to beg, 165’ N. & S. by 82.5’ E. & W., Lathrop’s Addn. – Homestead – Transferred; Adam Tjaden – Lot 7, Block 10, 1st College Addn. – Homestead – Transferred; W. Earl Barmore – E. 12.5’, Lot 4, & W. 57’, Lot 5, Block 11, 1st College Addn. – Homestead & Military – Deceased; Richard F. Blomker – E. 25.5’, Lot 5, W. 91.5’ Lot 6 & S. 67.5’ of W. 91.5’ Lot 7, Block 11, 1st College Addn. – Homestead – Moved; James D. & Lori L. Myers – Lot 4, Block 13, 1st College Addn. – Homestead – Transferred; Estate of Miles Holden – N 1/2 Lot 8, Block 14, 1st College Addn. – Homestead & Military – Transferred; Adam D. Dunphy – Part Lot 3 & 4, Block 15, 1st College Addn. – Homestead – Transferred; Marian E. Olson Estate - S. 105’, Lot 5, Block 15, 1st College Addn. – Homestead – Deceased; Norma J. Carver LE – Lot 6, Block 15, 1st College Addn. – Homestead & Military – Transferred; Robert J. Myers – S. 1/2, Lots 3 & 4, Block 62, 2nd College Addn. – Homestead – Moved; Michael J. & Michelle M. Lindemann – S.1/2, Lots 1 & 2, Block 71, 2nd College Addn. – Homestead – Sold; Andrew Trunkhill – N.1/2, Lot 1, Block 79, 2nd College Addn. – Homestead – Sold; Mike & Brenda Trevis – Lot 3, Block 81, 2nd College Addn. – Homestead – Moved; Robert L. & Sara L. Hanna LE – Part Block 82 & 7th Ave N. & 15th St. N., 2nd College Addn. – Homestead & Military – Deceased; Jill M. Newton – Lot 1, Block 31, Collee Heights Addn. – Homestead – Sold; Gregory P. & Rebecca A. Schuller – Lot 21, Keller-Sande Addn. – Homestead & Military – Moved; Jerry K. & Barbara K. Raether – Lot 15, Block 2, Riverview Addn. – Homestead – Moved; Jane E. Tubbs Estate – Lot 4, Block 1, Coon’s Addn. Homestead – Deceased; James D. & Robin D. Downing – Lot 10, Block 69, Coon’s Addn. – Homestead – Sold; Virginia Rose Kirkpatrick – W. 55’, Lot 1, Block 5, Coon’s Addn. – Homestead – Sold; David L. Brock – Lot 3, Sunnydale Addn. – Homestead – Moved; Lucy McKibban & Theresa M. McKibban – Lot 1, Block 1, Wheatland’s Addn. – Homestead – New Credit; Helen C. Stoddard LE – Lot 7, Block 1, exc N. 17’, Wheatland’s Addn. – Homestead – Deceased; Kenneth D. Kunert Property – Lot 9, Hickory Lane Addn. – Homestead – Transferred; Arthur R. & Margaret E. Weiss – Lot 1, Springvale Heights Addn. – Homestead – Moved; Kirk C. Whittlesey – Lot 3, Timberlane Addn. – Homestead – Sold; Gary L. & Kathleen L. Gonnerman – Lot 4, Oak Hill 1st Addn. – Homestead & Military – Sold; Roger & Patricia E. Mickelson ½ etal – Lot 6, Oak Hill 1st Addn. – Homestead & Military – Deceased; Mabel Erickson Rev Trust Agreement ½ & Adrian Erickson Trust ½ - Lot 10, Oak Hill 1st Addn. – Homestead – Sold; Charlotte M. Olson – Lot 15, Oak Hill 2nd Addn. – Homestead & Military – Sold; Ruth E. Troxel LE - Lot 2, Anderson’s Addn. – Homestead – Moved; Christopher & Susan Tomlinson – Lot 22, Anderson’s Addn. – Homestead – Moved; Patricia Sleiter LE – Lot 39, Anderson’s Addn. – Homestead – Sold; Molly Grunhovd-Burch – Lot 42, Anderson’s Addn. – Homestead – Sold; Irma E. Wigans – Lot 43, Anderson’s Addn. Homestead – Moved; Cynthia S. Anderson – Lot 58, Anderson’s Addn. – Homestead – Moved; Esther I Thompson – Lot 5, Brookview Addn. – Homestead – Sold; JoAnn Neppel – Lot 7, Brookview Addn. – Homestead – Sold; Frank B. & Lillian M. Hemmelrick - Lot 5, Riverside Addn. – Homestead & Military – Sold; Ryan & Heidi Gidel – Lot 7, Riverview Heights 2nd Addn. – Homestead – Sold; Brian R. Nokleby & Katherine M. Aus-Nokleby – Lot 18, Riverview Heights 2nd Addn. – Homestead – Sold; Chad A. & Allyson L. Hansen - Com. at the corner where E. line of 2nd St. inter. N. line 4th Ave. N. ext. thence S. 78’, E.132’, N.78’, W.132’ to POB., Section 1-91-29 – Homestead – Sold; Kristi A. Poutre – Com. at W. side of Morrison St. & N. line of Dallano St. ext., N. 49 rods 17... - Homestead – Sold; Ralph L. Olson – Beg. 49 rods & 17 links N. of 10th Ave. N. & 15th St., W.165’, N.82.5’, E.165’, S.82.5’ to beg., Section 35-92-29 – Homestead - Deceased;

(Livermore)

Theresa McKibban – Lots 9 & 10, Block 1, OT – Military – New Military; Donald & Melinda Zeimet – Lot 7, Block 10, OT – Homestead & Military – Sold; Tammy Sorenson – Lot 11 Block 11, OT – Homestead – Moved; David L. & Carolyn F. Clem – E.1/2, Lots 2 & 3, Block 17, OT – Homestead – Moved; Brian Zeman – Lots 1 & 2, Block 22, OT – Homestead – Moved; Linda K. Bahr – Lot 5, Block 7, McCauley’s 2nd Addn. – Homestead & Military – Transferred; Steven B. Sawyer – Portion of SW NW Com. at pt. 129’ N. of inter. of N. line of 3rd Ave. with E. line of 4th St., N. 79’, E. 140’, S. 66’, W. 99’, S. 13’, W. 41’ to POB., Section 17-93-28 – Homestead – Deceased; Joshua D. & Ayla R. Naatjes – Com. 200’ E. of NE corner of Block 22, E. 93.9’, S. 257’, W. 93.9’, N. 256.5’ to beg. Section 17-93-28 – Homestead – Ayla’s Military – Moved;

(Ottosen)

Metzula J. & Charles A. Ford – Lot 2, Block 10 – Homestead & Military – Moved;

(Renwick)

Stephen K. Packard Estate – Beg. 150’ E. of NW corner of O.L. 1, E. 100’, S. 187’, W. 100’, N. 187’ – Homestead & Military – Deceased; Jeff M. Dishman – 100’ x 140’ in SW corner of O.L. 2 – Homestead – Transferred; Adam R. Foertsch – S. ½ SE NE SW Section 36 –93-27 Homestead & Military – Notice of Transfer;

(Rutland)

John F. Smeltzer Estate – Beg 66’ S. of SW corner of Block 22; E. 60’, S. 122’, W. 60’, N. 122’ to beg. & beg 120’ N. of SW corner of Block 25; N. 80’, E. 100’, S. 80’, W. 100’ to beg. – Homestead & Military – Deceased;

(Thor)

Roger & Lois Holtan Estates – Lots 13 & 14, Block 6, OT – Homestead & Military – Deceased; Naomi Torkelson – Lots 10 & 11 & S. 10' Lot 12, Block 2, Williksen's Addn. – Homestead – Sold.

All voting aye.

Moved by Reimers and seconded by Mattes to approve Resolution #2016-13, a Resolution concerning a Code of Conduct for federal grant funds as follows:

RESOLUTION #2016-13
CODE OF CONDUCT

PURPOSE

The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 2 CFR, Part 200 Subpart D, section 200.318 through section 200.326 and other applicable federal and state standards, regulations, and laws.

APPLICATION

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

REQUIREMENTS

No officer, employee, or agent of Humboldt County 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.

Humboldt County officers, employees, or agents 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 Humboldt County officers, employees, or agents, or the contractors, potential contractors, subcontractors, or their agents.

Passed and adopted this 19th day of September, 2016.

/s/Jerry R. Haverly

Jerry R. Haverly, Chairman, Board of Supervisors

ATTEST

/s/Peggy J. Rice

Peggy J. Rice, Auditor

All voting aye.

Moved by Mattes and seconded by Pedersen to approve Resolution #2016-14, a Resolution concerning an Equal Opportunity Policy Statement as follows:

RESOLUTION #2016-14
EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy Humboldt County to provide equal opportunity to all employees, applicants and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the handicapped and to administer its programs in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, disability, age, familial status, political affiliation, citizenship or sexual orientation.

The Chair of the Board of Supervisors has ultimate responsibility for the overall administration of the affirmative action/equal opportunity program. The total integration of equal opportunity into all parts of personnel and program management is the responsibility of the *Chair of the Board of Supervisors*. The *Chair* will review all policies and procedures as they affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes.

The right of appeal and recourse is guaranteed by Humboldt County. Any person who feels that he or she has been denied employment, participation, representation, or services in any program administered by Humboldt County because of race, creed, color, religion, sex, national origin, age, disability, political affiliation, sexual orientation, or citizenship has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided by the County Auditor, who can be contacted at (515) 332-1571.

This Equal Opportunity Policy of Humboldt County shall be posted in conspicuous places within the facility, distributed to all employees, contractors and to the persons of all advisory and policy-making groups.

Passed and adopted this 19th day of September, 2016

/s/Jerry R. Haverly

Jerry R. Haverly, Chairman, Board of Supervisors

ATTEST

/s/Peggy J. Rice

Peggy J. Rice, Auditor

All voting aye.

Moved by Pedersen and seconded by Christianson to approve Resolution #2016-15, a Resolution concerning a Procurement Policy for federal awarded projects as follows:

RESOLUTION #2016-15
PROCUREMENT POLICY

PURPOSE

The purpose of this Procurement Policy is to ensure that sound business judgment 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 and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition.

APPLICATION

This policy applies to the procurement of all supplies, equipment, construction, and services of and for Humboldt County related to the implementation and administration of the Federal Award. All procurement will be done in accordance 2 CFR, Part 200 Subpart D, section 200.318 through section 200.326 including Appendix II.

POLICY

METHODS OF PROCUREMENT

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

A. Small purchase procedures are relatively simple and informal procurement methods that are sound and appropriate for the procurement of services, supplies, or other property, costing in aggregate not more than \$100,000. If small purchase procedures are used for a procurement under a grant, price or rate quotations shall be obtained from an adequate number of qualified sources.

B. In 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 the lowest in price. The sealed bids method is the preferred method for procuring construction.

1. In order for formal advertising to be feasible, appropriate conditions must be present, including, at a minimum, the following:
 - (a) A complete, adequate and realistic specification or purchase description is available.
 - (b) Two or more responsible bidders are willing and able to compete effectively for the Humboldt County business; and
 - (c) The procurement lends itself to a firm-fixed-price contract, and the selection of the successful bidder can be made principally on the basis of price.
2. When sealed bids are used for a procurement under a grant, the following requirements apply:
 - (a) A sufficient time prior to the date set for opening of bids, bids shall be solicited (publicly advertised) from an adequate number of known suppliers.
 - (b) The invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the invitation for bids.
 - (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 responsible 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 the prior experience of Humboldt County indicates that such discounts are generally taken.
 - (e) Any or all bids may be rejected if there are sound documented business reasons in the best interest of the program.
- C. Procurement by competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids. If the competitive proposals method is used for a procurement under a grant, the following requirements apply:
 1. Requests for Proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical.
 2. Requests for Proposals shall be solicited from an adequate number of qualified sources.
 3. Humboldt County shall have a method for conducting evaluations of the proposals received and for selecting awardees.
 4. Awards will be made to the responsible offeror whose proposal will be most advantageous to the procuring party, with price (other than architectural/engineering) and other factors considered. Unsuccessful offerors will be promptly notified in writing.
 5. Humboldt County may use competitive proposal procedures for qualification-based procurement of architectural/engineering (A/E) professional services whereby competitor's qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in the procurement of A/E professional services. It cannot be used to procure other types of services (e.g., administration professional services) even though A/E firms are a potential source to perform the proposed effort.
- D. Noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation from a number of sources, competition is determined inadequate. Noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids (formal advertising), or competitive proposals. Circumstances under which a contract may be awarded by noncompetitive proposals 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. A public exigency or emergency exists when the urgency for the requirement will not permit a delay incident to competitive solicitation; and
 4. The awarding agency (IDED) authorizes noncompetitive proposals. (Sole source procurement for supplies, equipment, construction, and services valued at \$25,000 or more must have prior approval of the Iowa Department of Economic Development).
- E. Humboldt County will provide, to the greatest extent possible, that contracts be awarded to qualified small and minority firms, women business enterprises, and labor surplus area firms whenever they are potential sources.
- F. Any other method of procurement must have prior approval of the Iowa Department of Economic Development.

CONTRACT PRICING

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

PROCUREMENT RECORDS

Humboldt County shall maintain records sufficient to detail the significant history of a procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Passed and adopted this 19th day of September, 2016.

Passed and adopted this 19th day of September, 2016.

/s/Jerry R. Haverly
 Jerry R. Haverly, Chairman, Board of Supervisors

ATTEST

/s/Peggy J. Rice
 Peggy J. Rice, Auditor

All voting aye.

Moved by Reimers and seconded by Mattes to recess as the Board of Supervisors and convene as the Board of Canvassers for the purpose of canvassing the votes cast at the September 13, 2016 Special School Election. All voting aye.

After canvassing the votes, it was moved by Reimers and seconded by Christianson to determine the votes cast as follows:

Public Measure A:

Shall the Board of Directors of the Humboldt Community School District in Humboldt, Webster and Wright Counties, State of Iowa, be authorized for a period of ten years, to continue to levy annually, as determined by the Board, a voter-approved physical plant and equipment property tax not to exceed sixty-seven cents (.67) per One Thousand Dollars (\$1,000) of the assessed valuation of the taxable property within the school district commencing with the levy for collection in the fiscal year ending June 30, 2019, to be used for any purpose currently or hereafter statutorily authorized, those purposes currently including the following: the purchase and improvement of grounds; the construction or schoolhouses or buildings and opening roads to schoolhouses or buildings; the purchase, lease or lease-purchase of a single unit of equipment or technology exceeding five hundred dollars (\$500) in value per unit; the payment of debts contracted for the erection or construction of schoolhouses or buildings, not including interest on bonds; procuring or acquisition of library facilities; repairing, remodeling, reconstructing, improving, or expanding schoolhouses or buildings and additions to existing schoolhouses; expenditures for energy conservation; the rental of facilities under Chapter 28E; the purchase of transportation equipment for transporting students; the purchase of buildings or lease purchase option agreements for school buildings; equipment purchases for recreational purposes or payments to a municipality or other entity as required under section 403.19(2), Code of Iowa?

YES 66 NO 10

All voting aye.

Moved by Christianson and seconded by Pedersen to adjourn as the Board of Canvassers and reconvene as the Board of Supervisors. Ayes: Pedersen, Christianson, Reimers, Haverly. Nays: None. Absent: Mattes.

Moved by Christianson and seconded by Reimers to adjourn as the Board of Supervisors and convene as the Board of Trustees for DD#33, Branch D. All voting aye.

Moved by Reimers and seconded by Mattes to adjourn as the Board of Trustees for Drainage and reconvene as the Board of Supervisors. All voting aye.

The Chairman declared a brief recess.

The Chairman reconvened the meeting.

Moved by Mattes and seconded by Reimers to deny a request for construction on county right-of-way to construct a block landscaped sign base in the county right-of-way from Jess Welter at 110th Street and Colorado Avenue. All voting aye.

Moved by Mattes and seconded by Christianson to approve the first reading of Humboldt County Ordinance #65, an Ordinance establishing a public record database for livestock confinement operations. All voting aye.

The Board discussed waiving the second and third readings and decided to send a copy of the Ordinance to the County Attorney and to put the second reading on next week's agenda.

Moved by Pedersen and seconded by Mattes to approve the first reading of Humboldt County Ordinance #66, an Ordinance establishing periodic requirements by the Board of Adjustment for Humboldt County as to Information on Building Permits for livestock confinement facilities. All voting aye.

The Board discussed waiving the second and third readings and decided to send a copy of the Ordinance to the County Attorney and to put the second reading on next week's agenda.

Committee Reports:

Pedersen	8/16	Humboldt County Economic Development
Haverly	9/15	Humboldt County Board of Health
	9/16	Homeward Housing, Clarion

Moved by Pedersen and seconded by Reimers to adjourn at 10:38 a.m. All voting aye.

Peggy J. Rice

Auditor

Jerry R. Haverly

Chairman