

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, DECEMBER 20, 2001  
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair  
Bob Workman, Vice Chair  
Larry Hudkins  
Bernie Heier  
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Dave Johnson, Deputy County Attorney  
Bruce Medcalf, County Clerk  
Trish Owen, Deputy County Clerk  
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:17 a.m.

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF TUESDAY,  
DECEMBER 11, 2001 AND THURSDAY, DECEMBER 13, 2001**

**MOTION:** Heier moved and Workman seconded approval of the Staff Meeting minutes dated December 11, 2001 and December 13, 2001. Heier, Workman, Hudkins, Stevens and Campbell voted aye. Motion carried.

**2 ADDITIONS TO THE AGENDA**

- A. Lincoln City-Lancaster County Comprehensive Plan
- B. Report on Nebraska Association of County Officials (NACO) Board Meeting
- C. Report on Meeting with Northern Lancaster County Landowners
- D. Scheduling of Meetings
- E. Report on Conversation with Mayor Wesely
- F. Joint Discussion with City Council on Space Needs
- G. Vacation Request from Kit Boesch, Human Services Administrator, for Friday, December 28, 2001; Monday, December 31, 2001; Thursday, January 3, 2002 and Friday, January 4, 2002 (Exhibit A) (Consent Item)

**MOTION:** Workman moved and Heier seconded approval of the additions to the agenda. Workman, Heier, Stevens, Hudkins and Campbell voted aye. Motion carried.

### **ADDITIONS TO THE AGENDA**

#### D. Scheduling of Meetings

The Board will hold a joint meeting with the City Council and Lincoln Public Schools Board of Education at 8 a.m. on January 25, 2001 at the Lancaster County Youth Services Center (Exhibit B). A tour of the facility will also be scheduled with school superintendents and village boards.

### **3 UPDATE ON GRAVEL ROAD REQUESTS - Don Thomas, County Engineer**

Don Thomas, County Engineer, reviewed *Summary of Present Dirt Road Projects* (Exhibit C):

- O Northwest 70<sup>th</sup> Street, Adams Street & Superior Street
- O North 134<sup>th</sup> Street (East "O" Street north to Holdrege Street)
- O North 176<sup>th</sup> Street south of Davey Road
- O Wittstruck Road east from Highway 43

Thomas said landowners will be asked to donate right-of-way and pay half the cost of the rock. A higher priority will be given to those projects that have a donation of right-of-way.

In response to a question from Workman, Thomas said the North 1<sup>st</sup> Street and Rock Creek Road Project and Northwest 12<sup>th</sup> and Davey Road Project have been combined into one project. He said he intends to budget for the project next year and estimated the cost at \$105,000.

Campbell noted receipt of a letter from Doug Rath, owner of property on Northwest 70<sup>th</sup> Street (Exhibit D) and asked Thomas to follow-up. She also asked him to contact Jim Chambers, an area landowner, regarding his concerns.

Thomas recommended that right-of-way acquisition on the Northwest 70<sup>th</sup> Street Project be delayed until 2002 to allow for further definition of the budget and coordination with the Lower Platte South Natural Resources District (NRD) on their road structure.

Hudkins said he would prefer to proceed with engineering, as the University of Nebraska has had to cancel some use of its Outdoor Education Training Center because the dirt roads were impassible. He said he believes that all of the County's roads need to be brought up to gravel or rock.

In response to a question from Workman, Thomas said he could not estimate that cost but said 60 miles of road would be impacted.

Stevens said sufficient right-of-way should be acquired to allow for future expansion to multiple lanes.

Thomas said the new Lincoln City-Lancaster County Comprehensive Plan will address right-of-way issues.

Hudkins suggested that Thomas contact City Public Works/Utilities to see whether it would be willing to contribute to the Northwest 70<sup>th</sup> Street Project and donate right-of-way, as it has a water tower and water line in that vicinity.

Thomas also distributed copies of *Rocking Dirt Road Policy* (Exhibit E).

**4 POTENTIAL AMENDMENT OF ONE AND SIX ROAD AND BRIDGE IMPROVEMENT PROGRAM TO INCLUDE MCKELVIE ROAD BETWEEN NORTH 1<sup>ST</sup> STREET AND NORTH 14<sup>TH</sup> STREET - Don Thomas, County Engineer; Dave Johnson, Deputy County Attorney; Don Pudenz, Lincoln Electric System (LES) Services Manager; Steve Hanks, Lincoln Electric System (LES) Land Management Coordinator; Charles Humble, Attorney Representing Lincoln Electric System (LES)**

Don Pudenz, Lincoln Electric System (LES) Services Manager, said LES is planning to construct a 115,000 volt transmission line from an existing substation on 19<sup>th</sup> & Alvo Road to a new substation at Northwest 12<sup>th</sup> & Arbor Road. He reviewed the following documents (Exhibit F):

- North Tier Electrical Transmission Line (Map)*
- 19<sup>th</sup> & Alvo Road to Northwest 12<sup>th</sup> & Arbor Road Project Timeline*
- 19<sup>th</sup> & Alvo Road to Northwest 12<sup>th</sup> & Arbor Road County Contacts Timeline*

Pudenz said LES and Don Thomas, County Engineer, have discussed joint acquisition of road right-of-way and easement right-of-way for the transmission line and proposed that the County and LES enter into an interlocal agreement for the project. He said LES is willing to assume the cost of surveying, property appraisals, legal descriptions, negotiations and proceeding through County Court, if condemnation is necessary. The County would be responsible for the cost of right-of-way dedicated for the roadway.

Hudkins said he would prefer to see the transmission line located on the north side of McKelvie Road.

Don Thomas, County Engineer, proposed that an amendment to the One and Six Year Road and Bridge Improvement Program be drafted, adding McKelvie Road from NW 12<sup>th</sup> Street to 14<sup>th</sup> Street.

Board consensus was to support development of an interlocal agreement with LES.

**5 FLEX FUNDING** - Sheryl Schrepf, Juvenile Mental Health Director; Dave Johnson, Deputy County Attorney

Dave Johnson, Deputy County Attorney, reviewed *Department of Juvenile Mental Health Petty Cash Procedures* (Exhibit G). He said the language meets statutory requirements for reimbursement and would require the Care Coordinator to exhaust other funding resources before requesting payment through flex funds. Johnson said his office has concerns that some items are not immediate emergencies and could be paid through the County Clerk's Office. He also cautioned that claims may exceed the amount of available funds.

Hudkins said he would prefer that a voucher system be utilized.

Sheryl Schrepf, Juvenile Mental Health Director, said it is crucial to be able to respond quickly to a family's needs.

Campbell suggested a monthly audit of the fund by the Finance Committee, with a report to the Board after a three month trial period.

**ADDITIONS TO THE AGENDA**

**A. Lincoln City-Lancaster County Comprehensive Plan**

Heier said he would like the Planning Department to look at the concept of a "building envelope" (conditional location of a dwelling within a parcel) within a 3 acre parcel to make it possible for the City to build through acreages.

Heier and Campbell will draft a letter to the Planning Department asking what is needed from property owners when the City annexes an area that contains acreages.

**B. Report on Nebraska Association of County Officials (NACO) Board Meeting**

Workman reported that a candidate for the position of Nebraska Association of County Officials (NACO) Executive Director has been offered the position.

**C. Report on Meeting with Northern Lancaster County Landowners**

Campbell and Stevens reported that they recently met with a group of northern Lancaster County landowners to discuss acreage policy.

**E. Report on Conversation with Mayor Wesely**

Hudkins reported that Mayor Wesely has made a non-binding offer for the Nash Finch building, 1340 West "O" Street.

## F. Joint Discussion with City Council on Space Needs

The Chair will represent the Board in the discussion scheduled for 9 a.m. on January 7, 2002.

### **6 LANCASTER COUNTY JUVENILE DETENTION FACILITY DAILY RATE** - Dennis Banks, Lancaster County Juvenile Detention Center Director; Judy Foote, Lancaster County Juvenile Detention Center; Dave Kroeker, Budget and Fiscal Officer

Dave Kroeker, Budget and Fiscal Officer, reviewed *Juvenile Detention Cost Per Day* (Exhibit H). He noted that the proposal from the Nebraska Department of Health and Human Services (HHS) to contract for 15-20 beds in the new Juvenile Detention Center was not considered when figuring the rate.

Heier suggested that a special rate be offered to counties willing to lock in a certain number of beds.

The Board asked Dave Kroeker, Budget and Fiscal Officer; Dennis Banks, Lancaster County Juvenile Detention Center Director; and Dave Johnson, Deputy County Attorney, to draft a letter to the contract counties notifying them that there will be new contracts and estimating the daily rate increase.

### **7 LANCASTER COUNTY AGRICULTURAL SOCIETY FINANCING** - Charles Willnerd, Lancaster County Agricultural Society President; Mike Thew, Chief Deputy County Attorney; Dave Johnson, Deputy County Attorney

Charles Willnerd, Lancaster County Agricultural Society President, said the Ag Society should be able to reimburse the capital account all but \$24,000 through the sale of equipment and a lease and said he believes the shortfall will be made up over the coming year.

Mike Thew, Chief Deputy County Attorney, said the Ag Society has statutory authority to dispose of capital assets for capital purposes, but said approval by a 4/5 majority of the Lancaster County Fairgrounds Joint Public Agency (JPA) is required.

## **ACTION ITEMS**

### **A. Funding for Requirement Study by Information Services for Personnel Applicant Tracking System (County Share Between \$2,240-\$2,800)**

Kerry Eagan, Chief Administrative Officer, said the County is being asked to fund 33% of the cost of the study (Exhibit I).

Gwen Thorpe, Deputy Chief Administrative Officer, said the County Clerk's new TRIM Electronic Recordkeeping System may be able to meet the Personnel Department's needs.

**MOTION:** Hudkins moved and Heier seconded to place the funding request on pending and to ask Information Services to assess whether the TRIM Electronic Recordkeeping System is compatible with the Personnel Department's Tesseract Payroll System. Hudkins, Heier, Stevens, Workman and Campbell voted aye. Motion carried.

- B. Resolution Directing Votes of the County Board Representatives on the Lancaster County Fairgrounds Joint Public Agency (JPA) Regarding Equipment Sale and Lease

Heier noted that Commissioners Hudkins and Stevens, the County Board's alternate representatives to the Lancaster County Fairgrounds Joint Public Agency (JPA), will be attending the JPA meeting on December 27, 2001 as he and Commissioner Workman, the County Board's representatives to that body, will be absent.

**MOTION:** Heier moved and Workman seconded to approve a resolution directing the County Board's alternate representatives to the Lancaster County Fairgrounds Joint Public Agency (JPA) to vote in favor of the equipment sale and lease. Heier, Workman, Hudkins, Stevens and Campbell voted aye. Motion carried.

- C. Resolution for Corporate Manager Liquor License Application of Rebecca P. Haskins in Connection with Class E and Class K Liquor License for Gas N Shop at 4003 West Highway 34

**MOTION:** Heier moved and Stevens seconded approval. Heier, Stevens, Hudkins, Workman and Campbell voted aye. Motion carried.

- D. Agenda Items for City-County Common Meeting, Tuesday, January 15, 2002 at 8:15 a.m.

The Board requested an update on the Comprehensive Plan process.

**8 INSURANCE FOR INDEPENDENT CONTRACTORS AND USE OF EMPLOYEE VEHICLES** - Dave Johnson, Deputy County Attorney; Sue Eckley, Workers' Compensation & Risk Management Manager

Insurance for Independent Contractors

Dave Johnson, Deputy County Attorney, reviewed proposed revisions to insurance requirements for human services consultants (Exhibit J).

Sue Eckley, Workers' Compensation & Risk Management Manager, said UNICO Group Inc. has advised her that Lancaster County cannot purchase insurance on behalf of independent contractors and recommended that the cost of insurance be added to the independent contractors' contracts.

## Use of Employee Vehicles

Johnson suggested that a reminder be sent to the directors and elected officials regarding the County's policy on employee use of personal vehicles for county business. He also suggested that an article be placed in the *County Connections* newsletter to remind employees of this policy.

Eckley said the issue of non-employee use of county vehicles also needs to be addressed.

Johnson said a memorandum addressing personal vehicle use for county business could be amended to address this issue.

**MOTION:** Workman moved and Stevens seconded to authorize a revised memorandum to be sent to the directors and elected officials, with signature by the Chair. Workman, Stevens, Hudkins and Campbell voted aye. Heier was absent from voting. Motion carried.

**9 RECOMMENDATION ON REQUEST FOR PROPOSALS (RFP) FOR CAPITAL ASSET VALUATION** - Dave Kroeker, Budget and Fiscal Officer; Kathy Smith, Assistant Purchasing Agent; Tim Genuchi, Accounting Operations Manager for the County Clerk's Office; Terry Adams, Deputy County Treasurer; Larry Worrell, County Surveyor

Dave Kroeker, Budget and Fiscal Officer, said two companies responded to the Requests for Proposals (RFP) for capital asset and infrastructure inventory and valuation services for Governmental Accounting Standards Board (GASB) 34 implementation.

Kathy Smith, Assistant Purchasing Agent, said a committee comprised of Kroeker; Tim Genuchi, Accounting Operations Manager for the County Clerk's Office; Terry Adams, Deputy County Treasurer; Larry Worrell, County Surveyor; Don Killeen, County Property Manager, and herself reviewed the proposals and conducted telephone interviews with the two firms. She said it is the committee's recommendation that the County contract with Maximus Asset Management Service Group of West Allis, Wisconsin for the service.

**MOTION:** Workman moved and Heier seconded to authorize the Purchasing Department to enter into contract negotiations with Maximus Asset Management Service Group. Workman, Heier, Hudkins, Stevens, and Campbell voted aye. Motion carried.

**10 PENDING LITIGATION** - Doug Cyr, Deputy County Attorney

**MOTION:** Stevens moved and Hudkins seconded to enter into Executive Session at 11:36 a.m. for discussion of pending litigation. Stevens, Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

**MOTION:** Heier moved and Hudkins seconded to exit Executive Session at 11:47 a.m. Heier, Hudkins, Workman, Stevens and Campbell voted aye. Motion carried.

**11 FINAL REPORT AND RECOMMENDATIONS FROM THE ELECTED OFFICIALS SALARY REVIEW COMMITTEE** - Georgia Glass, Personnel Director; Gerry Dimon and Jim Gordon, Elected Officials Salary Review Committee

Gerry Dimon and Jim Gordon, Elected Officials Salary Review Committee, reviewed *Final Report and Recommendations, Elected Officials Salary Review Committee, December 20, 2001* (see agenda packet).

Dennis Keefe, Public Defender, appeared and noted the Elected Officials Salary Review Committee's recommendation that the salaries for his office and the County Attorney be set at the same amount and that the salaries for both offices be increased to that of Nebraska District Court Judges, over a two year period. He proposed an alternative, increase the County Attorney's salary to that of the Nebraska District Court Judges the first year of the term and equalize the salaries for the two offices the second year of the term (Exhibit K).

Stevens expressed concern regarding the percentage increases in the elected officials salaries.

Eagan noted that one member of the committee was concerned about the difference in salaries for members of the City Council and the County Commissioners.

**MOTION:** Hudkins moved and Heier seconded to:

1. Accept the recommendations of the Elected Officials Salary Review Committee's, with the following changes:
  - a. Increase the salaries of the County Attorney and Public Defender to \$110,000 in 2003
  - b. Increase the salaries of the elected officials the higher of 2.5% or the increase in the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for all Urban Consumers for Mid-West Region, as published the November immediately preceding each January 1<sup>st</sup>, in years 2004-2006
2. Schedule a resolution setting the salaries of the elected officials on the January 8, 2001 County Board of Commissioners Meeting agenda

Hudkins, Heier, Workman and Campbell voted aye. Stevens voted no. Motion carried.

**NOTE:** The Board also received a salary recommendation from Don Thomas, County Engineer (Exhibit L).

## 12 ACTION ITEMS

- A. Funding for Requirement Study by Information Services for Personnel Applicant Tracking System (County Share Between \$2,240-\$2,800)
- B. Resolution Directing Votes of the County Board Representatives on the Lancaster County Fairgrounds Joint Public Agency (JPA) Regarding Equipment Sale and Lease
- C. Resolution for Corporate Manager Liquor License Application of Rebecca P. Haskins in Connection with Class E and Class K Liquor License for Gas N Shop at 4003 West Highway 34
- D. Agenda Items for City-County Common Meeting, Tuesday, January 15, 2002 at 8:15 a.m.

Items A-D were moved forward on the agenda.

## 13 CONSENT ITEMS

- A. Vacation Requests:
  - 1. Dave Kroeker, Budget and Fiscal Officer, for December 24, 2001 through January 1, 2002
  - 2. Larry Van Hunnik, Lancaster Manor Administrator, for December 24, 2001 through January 1, 2002
  - 3. Kerry Eagan, Chief Administrative Officer, for January 11-14, 2002
  - 4. Kit Boesch, Human Services Administrator, for Friday, December 28, 2001; Monday, December 31, 2001; Thursday, January 3, 2002 and Friday, January 4, 2002

**MOTION:** Stevens moved and Heier seconded approval of the Consent Items. Stevens, Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

## 14 ADMINISTRATIVE OFFICER REPORT

- A. Report from the County Board Office Space Committee

Gwen Thorpe, Deputy Chief Administrative Officer, gave an overview of the *County/City Master Plan 2002 Director Survey* (Exhibit M).

The Board requested that a separate survey be completed for the Human Services Department.

- B. 9<sup>th</sup> & "J" Street Building Plans Redraft

The Board viewed the revised plans for remodeling the 900 "J" Street Building for the Human Service Department and the Juvenile Drug Court (Exhibit N).

### C. Revised Homestead Trail Agreement

The Board reviewed the revised Homestead Trail Agreement (see agenda packet).

Hudkins asked the County Attorney's Office to check on whether the Nebraska Trails Foundation can legally own the trail property.

### D. LB 640 Grant Reductions

The Board received a recommendation from Kit Boesch, Human Services Administrator, on how to reallocate the funds (see agenda packet).

**MOTION:** Hudkins moved and Workman seconded to approve the recommendation on reallocation of LB 640 funds. Hudkins, Workman, Stevens, Heier and Campbell voted aye. Motion carried.

### E. Date for Joint Meeting with Lincoln Public Schools (LPS) Board of Education and City Council at Lancaster County Youth Services Center

See Item 2D.

## 15 BOARD MEMBER MEETINGS

### A. Officials Committee - Campbell, Workman

Campbell reported on action to include the beltway decision in the Area Transportation Plan.

### B. Monthly Meeting with Mayor Wesely - Campbell, Stevens

Campbell and Stevens reported that discussion took place on the following:

- Hotel industry's concern with how visitor promotion funds are being spent
- Maintaining Lincoln as the site for the State basketball tournaments
- Whether to purchase the Nash Finch building, 1340 West "O" Street
- Efforts to have Lincoln named as the site for a new Veterans Home

### C. Families First & Foremost (F<sup>3</sup>) Conveners - Heier, Stevens

Heier reported that action was taken to:

- Accept the Parent Aid Support Services (PASS) Program on an interim basis
- Accept the Families First & Foremost (F<sup>3</sup>) Stakeholders Statement of Principles
- Pursue the proposal for a Family Preservation Plan

D. Community Mental Health Center Advisory Committee - Stevens

Stevens reported that the Community Mental Health Center Executive Committee was disbanded. He said the Community Mental Health Center Advisory Committee will continue to meet.

**16 ADJOURNMENT**

By direction of the Chair, the meeting was adjourned.

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Bruce Medcalf  
County Clerk