

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, MAY 20, 2004  
8:15 A.M.**

Commissioners Present: Larry Hudkins, Vice Chair  
Bernie Heier  
Bob Workman  
Deb Schorr

Commissioners Absent: Ray Stevens, Chair

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

The Vice Chair opened the meeting at 8:20 a.m.

**AGENDA ITEM**

**1 APPROVAL OF THE STAFF MEETING MINUTES OF THURSDAY,  
MAY 13, 2004**

**MOTION:** Workman moved and Heier seconded approval of the Staff Meeting minutes of May 13, 2004. Workman, Heier and Hudkins voted aye. Schorr was absent from voting. Motion carried.

**2 ADDITIONS TO THE AGENDA**

- A. Microcomputer Request, C#2004-189, \$6,452.89 from County Treasurer for Six (6) HP EVO Pentium IV's, One (1) Monitor, and Software (Exhibit A)
- B. Letter of Appreciation for Rod Confer for His Service on the Lancaster County Indigent Defense Advisory Committee (Exhibit B)
- C. Tire Recycling Program (Exhibit C)

**MOTION:** Heier moved and Workman seconded approval of the additions to the agenda. Heier, Workman and Hudkins voted aye. Schorr was absent from voting. Motion carried.

### **ADMINISTRATIVE OFFICER REPORT**

- A. Mayor's Blue Ribbon Committee Regarding Group Home Regulations and Land Use

Gwen Thorpe, Deputy Chief Administrative Officer, said the Mayor has asked Dean Settle, Community Mental Health Center Director; and Kit Boesch, Human Services Administrator, to serve on the committee.

### **3 COMMISSIONER MEETING REPORTS**

- A. Information Services Policy Committee - Stevens

No report.

- B. Public Building Commission Chair/Vice Chair and Mayor - Hudkins

Hudkins said discussion focused on financing of the Lincoln-Lancaster County Health Department expansion.

Schorr arrived at 8:25 a.m.

- C. Community Learning Centers (Leadership Council) - Schorr

Schorr said discussion focused on Salvation Army's application for funds to create a multi-service community center and how the United Way of Lincoln-Lancaster County and the community might partner in that effort.

- D. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee - Heier, Workman

Heier reported budget discussion.

Workman said he suggested consideration of having the Lincoln-Lancaster Women's Commission become a 501c(3) (non-profit organization).

E. Nebraska Association of County Officials (NACO) Board and Executive Branch Committee Meetings - Workman

Workman said the Executive Branch discussed its representation to the National Association of County Officials (NACo). He said the Nebraska Association of County Officials (NACO) Board will meet later in the day.

**4 STATEMENT REGARDING INCIDENT AT ACTIVE COMMUNITY TREATMENT (ACT) GROUP HOME - Jessica and Chris Nelson**

Jessica and Chris Nelson expressed concerns regarding Active Community Treatment (ACT) group homes and asked the County to terminate its contract with ACT or impose severe financial sanctions for noncompliance (Exhibit D).

Also present was Jeanelle Lust from Knudsen, Berkheimer, Richardson & Endacott LLP.

**5 MICROCOMPUTER REQUEST C#2004-182, \$64,069.79, COUNTY ATTORNEY'S OFFICE, USING DRUG FORFEITURE FUNDS - Gary Lacey, County Attorney**

General discussion with Gary Lacey, County Attorney, regarding the request to purchase flat panel monitors.

**MOTION:** Heier moved and Schorr seconded approval of the request. Schorr, Heier, Hudkins and Workman voted aye. Motion carried.

**ADDITIONS TO THE AGENDA**

A. Microcomputer Request, C#2004-189, \$6,452.89 from County Treasurer for Six (6) HP EVO Pentium IV's, One (1) Monitor, and Software (Exhibit A)

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

B. Letter of Appreciation for Rod Confer for His Service on the Lancaster County Indigent Defense Advisory Committee (Exhibit B)

The Board requested minor revisions to the letter draft (see Exhibit E).

**MOTION:** Workman moved and Schorr seconded to approve the letter, with signature by all members of the Board. Workman, Hudkins, Heier and Schorr voted aye. Motion carried.

C. Tire Recycling Program (Exhibit C)

**MOTION:** Workman moved and Schorr seconded to consider Becky Vandenberg for recognition as Volunteer of the Month for her efforts with the Tire Recycling Program. Workman, Hudkins, Heier and Schorr voted aye. Motion carried.

**6 FAMILIES FIRST & FOREMOST (F<sup>3</sup>) CONTRACT AMENDMENTS -**  
Renee' Dozier, Families First & Foremost (F<sup>3</sup>) Associate Director

Renee' Dozier, Families First & Foremost (F<sup>3</sup>) Associate Director, informed the Board of the need to amend contracts with Cedars Youth Services, CF Star, Good Neighbor Center and Visinet to increase funding for mileage. Action will be scheduled on a Board of Commissioners Meeting agenda.

**ACTION ITEMS**

A. Letter of Support for Lincoln Airport Authority's Application for a Grant Under the Small Community Air Service Development Program

**MOTION:** Hudkins moved and Workman seconded to approve the letter of support, with signature by all members of the Board. Workman, Hudkins, Heier and Schorr voted aye. Motion carried.

C. Draft Letter of Termination of the Jail Interlocal Agreement (Exhibit F)

The Board requested the inclusion of statements indicating: 1) The intent is to adhere to state statues; 2) The County is anxious to enter into a new agreement.

**MOTION:** Schorr moved and Heier seconded to direct the Vice Chair to contact Mayor Seng, immediately following the meeting, and inform her that the Board has drafted a notice of termination.

Hudkins said he will do so in consultation with Kerry Eagan, Chief Administrative Officer, and the County Attorney's Office.

**ROLL CALL:** Schorr, Heier, Workman and Hudkins voted aye. Motion carried.

The Board will review the revised letter at the May 27, 2004 Staff Meeting.

#### D. City-County Common Agenda Items

Schorr informed the Board that the Planning Commission may be invited to participate and said the meeting may be moved to the City Council/Board of Commissioners Chambers, as a large attendance is anticipated.

The Board suggested that the following items be rescheduled: 1) Incident Management Systems Training for First Responders; 2) Parking Policies; and 3) Lot Availability.

#### F. United Way Endorsement Advertisement

Eagan asked whether the Board would like to be included in an advertisement in the Lincoln Journal Star Newspaper endorsing United Way.

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

- 7 TRABERT HALL BUILDING CONCERNS** - Sheryl Schrepf, Families First & Foremost (F<sup>3</sup>) Director; Renee' Dozier, Families First & Foremost (F<sup>3</sup>) Associate Director; Kim Etherton, Community Corrections Director; Don Killeen, County Property Manager

General discussion with Sheryl Schrepf, Families First & Foremost (F<sup>3</sup>) Director, Kim Etherton, Community Corrections Director, and Don Killeen, County Property Manager, regarding concerns relating to security at Trabert Hall.

- 8 PLACEMENT AGREEMENT FOR UNIVERSITY OF NEBRASKA AT OMAHA (UNO) STUDENT WITH COMMUNITY CORRECTIONS** - Kim Etherton, Community Corrections Director; Kristy Mundt, Deputy County Attorney

Kim Etherton, Community Corrections Director, said she would like to have a graduate student from the Department of Criminal Justice at the University of Nebraska Omaha (UNO) help develop an assessment instrument for Community Corrections but said Dr. Robbin Ogle, Assistant Professor of Criminal Justice at UNO, is unwilling to sign a placement agreement.

Kristy Mundt, Deputy County Attorney, explained that the placement agreement will set forth the relationship between the parties.

Etherton said one option would be to ask the student to sign a student volunteer placement agreement, such as the one utilized for practicum placements at the Community Mental Health Center (CMHC).

**MOTION:** Workman moved and Schorr seconded to allow a student volunteer placement agreement in this instance, subject to review by the County Attorney's Office.

Etherton said she will suggest that Dr. Ogle speak with Mundt about the placement agreement first.

**ROLL CALL:** Schorr, Heier, Hudkins and Workman voted aye. Motion carried.

**9 REPAIR OF ROOF ON FORMER COMMUNITY BLOOD BANK BUILDING, 2966 "O" STREET - Don Killeen, County Property Manager**

Don Killeen, County Property Manager, presented the following proposals from Weathercraft Co. of Lincoln (Exhibit G): 1) Roof repair work for immediate problems on the roof (\$3,311); and 2) Roof repair work for a five-year extension of the Carlisle warranty (\$16,990). He recommended that the County repair the immediate problems.

**MOTION:** Heier moved and Workman seconded to seek proposals for a new roof, with the assumption that the project will be paid through bonding.

Killeen agreed to get pricing for modified Bitumen and single membrane roofing.

**ROLL CALL:** Workman, Hudkins, Heier and Schorr voted aye. Motion carried.

**10 REPLACEMENT VAN FOR RECORDS CENTER**

Thorpe said the Records Center's vehicle was totaled in an accident (\$2,600 settlement). She said Brian Pillard, Records & Information Manager, has asked the Lincoln Police Department (LPD) Fleet Manager to look at two vans, a 1990 Chevy Astro from Information Services (\$1,000) and a 1999 Chevy Venture (\$5,000) from StarTran. He found the Chevy Venture to be in better condition and Pillard has requested authorization to proceed with purchase.

**MOTION:** Workman moved and Schorr seconded to authorize Brian Pillard, Records & Information Manager, to purchase the 1990 Chevy Astro van and to ask Dave Kroeker, Budget and Fiscal Officer, to determine the funding source. Schorr, Heier, Workman and Hudkins voted aye. Motion carried.

**ADMINISTRATIVE OFFICER REPORT**

**B. County Board Letterhead**

The Board viewed letterhead samples (Exhibit H).

**MOTION:** Schorr moved to approve Sample Number 1.

The motion died for the lack of a second.

**MOTION:** Heier moved and Workman seconded to request additional samples of letterhead with an embossed county seal.

Brief discussion followed with the following suggestions: 1) Use a smaller font; 2) Eliminate the names of the Chief Administrative Officer and Deputy Chief Administrative Officer; 3) Shorten Chief Administrative Officer and Deputy Administrative Officer to Chief Administrator and Deputy Chief Administrator; and 4) Have the text at the top and on the right side of the page.

**ROLL CALL:** Workman, Hudkins and Heier voted aye. Schorr voted no. Motion carried.

Workman exited the meeting at 10:12 a.m.

**11 DIVISION OF MAINTENANCE OF PERIMETER COUNTY ROADS  
PER CONTACT FROM MARLIN KLIEWER, GAGE COUNTY  
HIGHWAY SUPERINTENDENT; MAINTENANCE AGREEMENT FOR  
PRINTER PLOTTER - Don Thomas, County Engineer**

**Division of Maintenance of Perimeter County Roads**

Don Thomas, County Engineer, said the Gage County Highway Superintendent has indicated that the Nemaha Township Board is interested in swapping maintenance of perimeter county roads (see letter in agenda packet). He distributed maps of the area (Exhibit I) and said he does not support a change as it would cause some county residents to lose county maintenance.

**MOTION:** Workman moved and Schorr seconded to direct Kerry Eagan, Chief Administrative Officer, and Don Thomas, County Engineer, to draft a letter of response indicating that the Board sees no reason to change the status quo. Schorr, Heier, Workman and Hudkins voted aye. Motion carried.

**Maintenance Agreement for Printer Plotter**

Item held pending additional information.

**12 SUBMISSION OF PLAN FOR LB640 DOLLARS** - Kit Boesch, Human Services Administrator

Kit Boesch, Human Services Administrator, presented the Juvenile Justice Review Committee's (JJRC's) recommendations for disbursement of \$191,643 in LB 640 funds for juvenile justice activities, noting that no county match is required.

**MOTION:** Schorr moved and Heier seconded approval of the plan. Schorr, Heier and Hudkins voted aye. Workman was absent from voting. Motion carried.

**13 PENDING LITIGATION** - Kristy Mundt, Deputy County Attorney; Don Thomas, County Engineer

**MOTION:** Heier moved and Schorr seconded to enter Executive Session at 10:35 a.m. for discussion of pending litigation. Schorr, Heier and Hudkins voted aye. Workman was absent from voting. Motion carried.

**MOTION:** Heier moved and Schorr seconded to exit Executive Session at 10:47 a.m. Schorr, Heier and Hudkins voted aye. Workman was absent from voting. Motion carried.

**14 ADDITIONAL APPROPRIATIONS** - Dave Kroeker, Budget and Fiscal Officer

Dave Kroeker, Budget and Fiscal Officer, gave an overview of Lancaster County FY04 Additional Appropriations Requests (Exhibit J).

**15 ACTION ITEMS**

- A. Letter of Support for Lincoln Airport Authority's Application for a Grant Under the Small Community Air Service Development Program

Item moved forward on the agenda.

- B. County Representatives for Budget Monitoring Committee

The Board reviewed Budget Monitoring Committee Elected Officials/Directors Membership (Exhibit K).

**MOTION:** Heier moved and Schorr seconded to ask Terry Wagner, Lancaster County Sheriff, and Larry Van Hunnik, Lancaster Manor Administrator, to serve in 2004 on the Budget Monitoring Committee. Schorr, Heier and Hudkins voted aye. Workman was absent from voting. Motion carried.

- C. Draft Letter of Termination of the Jail Interlocal Agreement
- D. City-County Common Agenda Items

Items C & D were moved forward on the agenda.

- E. Release of Easement on North 84<sup>th</sup> Street

**MOTION:** Heier moved and Schorr seconded approval. Heier, Schorr and Hudkins voted aye. Workman was absent from voting. Motion carried.

- F. United Way Endorsement Advertisement

Item moved forward on the agenda.

## **16 ADMINISTRATIVE OFFICER REPORT**

- A. Mayor's Blue Ribbon Committee Regarding Group Home Regulations and Land Use
- B. County Board Letterhead

Items A & B were moved forward on the agenda.

## **17 ADJOURNMENT**

**MOTION:** Schorr moved and Heier seconded to adjourn the meeting at 11:17 a.m. Schorr, Heier and Hudkins voted aye. Workman was absent from voting. Motion carried.

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Bruce Medcalf  
Lancaster County Clerk