

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, JUNE 17, 2004  
8:15 A.M.**

Commissioners Present: Ray Stevens, Chair  
Bernie Heier  
Bob Workman  
Deb Schorr

Commissioners Absent: Larry Hudkins, Vice 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 Chair opened the meeting at 8:15 a.m.

**AGENDA ITEM**

**1 APPROVAL OF THE STAFF MEETING MINUTES OF JUNE 10, 2004  
AND DEPARTMENTAL BUDGET HEARINGS OF JUNE 3, 2004**

**MOTION:** Workman moved and Heier seconded approval of the Staff Meeting minutes of June 10, 2004 and Departmental Budget Hearings of June 3, 2004. Heier, Workman, Stevens and Schorr voted aye. Motion carried.

**2 ADDITIONS TO THE AGENDA**

- A. Agreement with Sue E. Schlictemeier-Nutzman, Ph.D. to Provide Training at the Community Mental Health Center (CMHC) and Crisis Center
- B. Community Assessment Meeting
- C. Federal Emergency Management Agency (FEMA) Grant for Mental Health
- D. Hallam Cleanup

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

### **3 COMMISSIONER MEETING REPORTS**

A. Information Services Policy Committee (ISPC) - Stevens

No meeting.

B. Railroad Transportation Safety District (RTSD) - Workman, Stevens, Schorr

Schorr said the budget was approved (a levy of 0.02600 cents, per \$100 of value, is requested). A list of tentative projects was also presented.

C. Region V Governing Board - Schorr

No report.

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

Stevens said discussion focused on the City's budget.

E. Joint Public Hearing Procedure Meeting - Schorr

No report.

### **ADDITIONS TO THE AGENDA**

B. Community Assessment Meeting

Schorr said the meeting was convened to discuss the need for community assessment and location and process.

C. Federal Emergency Management Agency (FEMA) Grant for Mental Health

Kerry Eagan, Chief Administrative Officer, said Region V applied for a grant from FEMA to provide mental health counseling to the 23 counties affected by the recent storm/tornado. He said the Community Mental Health Center (CMHC) will be the primary service provider and said the Board should have been apprised, as it is a use of

county resources and may impact normal operations.

Gwen Thorpe, Deputy Chief Administrative Officer, said she is reviewing the grant document and has questions regarding reimbursement.

Schorr will seek clarification from C. J. Johnson, Program Administrator for the Region V Mental Health, Alcoholism & Drug Abuse Program.

**4 BUDGET WORKING SESSION** - Dave Kroeker, Budget and Fiscal Officer

Dave Kroeker, Budget and Fiscal Officer, reviewed Lancaster County Allocation of Levy 2003-04 (Exhibit A). He requested authorization to send a letter to the Lancaster County Fire Districts stating: *At this time, it appears that the County Board will be able to allocate up to .094430 of the .150000 cents to the fire districts* (see Exhibit A) .

In response to a question from Heier, Thorpe said the Federal Emergency Management Agency (FEMA) wants to make the Hallam Rural Fire District whole, to the extent possible.

Kroeker said debt service is also an option.

**MOTION:** Heier moved and Workman seconded to allocate up to .094052 of the .150000 cents to the Lancaster Fire Districts.

Stevens said he would be prefer an allocation of .093500.

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

Brief discussion took place regarding Lancaster County Agricultural Society Capital Projects for the Fiscal Year Ended November 30, 2005 (see Exhibit A).

Kroeker said it appears that the thermal well field will qualify as an exclusion for capital outlay.

The Board asked Kroeker to inform the Ag Society that the Board questions whether the portable PA system and concession stand for the Lincoln Room are capital items.

Kroeker reported on a request from Emergency Management to purchase a Ford Expedition vehicle with funds remaining in this fiscal year's budget. He said Purchasing has recommended that the purchase be delayed until the new State bid goes into effect.

Eagan said the Board cannot encumber the funds without an invoice or purchase order and said the County must follow the bidding requirements of the County Purchasing Act unless there is a determination that a waiver is necessary to meet an emergency (see Nebraska Revised Statute §23-3109).

The Board concurred with the recommendation from the Purchasing Department.

Kroeker suggested that the County credit the City for half of the unspent funds in this fiscal year's budget for Emergency Management.

Kroeker gave an overview of Lincoln-Lancaster County Health Department Budget for General Assistance: Primary Care Program; July 1, 2004 through June 30, 2005 (see Exhibit A).

The Board requested review by the General Assistance (GA) Monitoring Committee.

Kroeker distributed copies of Public Building Commission FY05 and Parking by Department (Exhibit B). He indicated that he will make reductions to the budget based on the Board's direction at the June 10, 2004 Staff Meeting to hold the number of paid parking spaces to last year's allocation.

Kroeker also stated that he thought the Community Mental Health Services (CMHC) would be submitting a new budget because Dean Settle, Community Mental Health Center Director, had indicated that additional funding would be coming through Region V as a result of LB 1083.

Schorr said the timeline for funding has been revised.

Kroeker noted that CMHC's budget reflects a significant property tax dollar increase.

Board consensus was to schedule further review of the CMHC's budget on the June 24, 2004 Staff Meeting agenda and to request current year actuals.

**5 REQUEST FOR PROPOSALS (RFP) FOR CONTRACTOR TO EVALUATE JUVENILE JUSTICE PROGRAMS** - Kit Boesch, Human Services Administrator

Kit Boesch, Human Services Administrator, said Ann Hobbs, Juvenile Justice Coordinator, has resigned her position, effective June 30, 2004. Copies of Juvenile Justice Coordinator Activities 2003-04 were distributed (Exhibit C).

Board consensus was to proceed with an informal Request for Proposals (RFP) to fill the vacancy.

**6 PER DIEM CALCULATION UNDER MISCELLANEOUS EXPENDITURES POLICY** - Tim Genuchi, Accounting Operations Manager for the County Clerk's Office; Kristy Mundt, Deputy County Attorney

Eagan presented an excerpt of County Resolution R-02-0053 (In the Matter of Adopting a Policy Governing the Expenditure of Public Funds for Payment or Reimbursement of Actual and Necessary Expenses Incurred by County Elected Officials, Appointed Officials, Employees and Volunteers) which established the daily per diem rate and procedures (Exhibit D).

Tim Genuchi, Accounting Operations Manager for the County Clerk's Office, presented the following information (Exhibit E):

- The current meal per diem rates are \$38 for high cost localities and \$30 for low cost localities. The high cost localities are identified in the Internal Revenue Service (IRS) publication 1542 (see Exhibit E).
- Effective November 1, 2003, the Federal High/Low Reimbursement Rates are \$45 for high cost localities and \$36 for low cost localities.
- Any amount over the Federal per diem rate is considered taxable income.
- The Federal per diem reimbursement rates are typically released in October and can go into effect immediately or be implemented on January 1<sup>st</sup>. If the new rates are implemented early, they must be used for reimbursement of all employees for the remainder of the year.

In response to a question from Stevens, Genuchi said in-kind meals are deducted from the per diem, if reported on the Lancaster County Claim for Travel Expenditures form.

**MOTION:** Heier moved and Schorr seconded to: 1) Change the County's meal per diem rates to the Federal High/Low Reimbursement Rates, effective immediately; and 2) Continue the current policy of deducting in-kind meals.

Heier suggested that the County stay current with the Federal High/Low Reimbursement Rates.

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

The Board asked that a resolution revising the daily per diem rate, with an effective date of June 17, 2004, be scheduled on the June 22, 2004 Board of Commissioners

Meeting agenda.

**7 COUNTY SPECIAL PERMIT NO. 25B, EXPANSION OF PRAIRIE HILLS LEARNING CENTER AT 17805 SOUTH 12<sup>TH</sup> STREET/HIGHWAY 77 - Mike DeKalb, Planning Department**

Mike DeKalb, Planning Department, gave an overview of County Special Permit No. 25B, a request for amendment of an existing special permit for the Prairie Hills Learning Center to expand the private school by 3,000 square feet, add additional parking spaces, provide two new classrooms and provide for twenty-three new students (Exhibit F). He reported recommendations of conditional approval from Planning Staff and the Planning Commission.

**RETURNING TO ITEM 2**

- A. Agreement with Sue E. Schlictemeier-Nutzman, Ph.D. to Provide Training at the Community Mental Health Center (CMHC) and Crisis Center

Kristy Mundt, Deputy County Attorney, informed the Board that general liability insurance coverage is set at \$500,000.

The Board scheduled the agreement on the June 22, 2004 Board of Commissioners Meeting agenda.

- D. Hallam Cleanup

The Board scheduled an update on removal of storm debris on the June 22, 2004 Board of Commissioners Meeting agenda.

**RETURNING TO ITEM 6**

Norm Agena, County Assessor/Register of Deeds, appeared and indicated plans to hold his employees to a per diem rate of \$30 and said he would revise his budget if required to meet the new guidelines.

**8 CONTRACT WITH CHILD GUIDANCE - Sheryl Schrepf, Families First & Foremost (F<sup>3</sup>) Director; Renee' Dozier, F<sup>3</sup> Associate Director**

Sheryl Schrepf, Families First & Foremost (F<sup>3</sup>) Director, and Renee' Dozier, F<sup>3</sup> Associate Director, presented information relating to the Child Guidance Center contract (Exhibit

G).

**9 BOND ISSUE FOR COMMUNITY BLOOD BANK BUILDING** - Dave Kroeker, Budget and Fiscal Officer; Scott Keene, Ameritas Investment Corporation; Lauren Wismer and David Lucas, Gilmore & Bell PC; Don Killeen, County Property Manager

Don Killeen, County Property Manager, reported pricing of roofing options for the former Community Blood Bank Building (2966 "O" Street):

- Single membrane - \$40,000 (10 year roof)
- Modified Bitumen roofing - \$65,000 to \$70,000 (30 year roof)

He recommended selection of the modified Bitumen roofing.

**MOTION:** Workman moved and Schorr seconded to: 1) Proceed with modified Bitumen roofing for the building; and 2) Include the roofing cost in the bond issue. Heier, Schorr, Stevens and Workman voted aye. Motion carried.

Scott Keene, Ameritas Investment Corporation, presented the following (Exhibits H & I):

- Lancaster County, Nebraska, General Obligation Bonds, Series 2004, Preliminary Rated Interest Rates as of 6-14-04
- Lancaster County, Nebraska, General Obligation Bonds, Series 2004 (Financing Includes Additional \$100,000 for Roof Project), Preliminary Rated Interest Rates as of 6-14-04

Keene provided Mundt with a draft resolution authorizing the issuance, sale and delivery of not to exceed \$5 million aggregate principal amount of the County's Limited Tax General Obligation Bonds, Series, 2004 and a draft preliminary officials' statement.

**10 ADMINISTRATIVE OFFICER REPORT**

A. Special Trade License Update

The Board reviewed Special Trade Registration for Lancaster County (see draft document in the agenda packet).

B. Questionable Claims from the Community Mental Health Center:

1. PV 784-9211, dated June 4, 2004, payable to John D. Baldwin in the amount of \$50. Payment is for registration fee of a workshop he attended in October, 2003. Claim is beyond the 90 day time period.

2. PV 784-9212, dated June 4, 2004, payable to Jeffery H. Bowers in the amount of \$15. Payment is for registration fee of a seminar he attended in January, 2004. Claim is beyond the 90 day time period.

The Board scheduled the claims on the June 22, 2004 Board of Commissioners Meeting agenda.

C. Letter to Governor Johanns Regarding Slow State Payments

Eagan said he is waiting for Commissioner Hudkins' return to draft the letter.

Schorr asked that the Lancaster County Senators be copied on the letter.

Eagan said he researched questions relating to payments to Corrections and reported the following:

- Payments are not calculated until after the quarter
- The final submission date is 45 days after the end of the quarter
- Payment is based on availability of appropriated funds
- The County lost \$39,000 in previous years but will be reimbursed under provisions in LB 11, which was passed in the 2002 Special Session
- The County will not be reimbursed for subsequent years
- The County lost \$507,000 last year and is estimated to lose \$724,000 this year

D. Alcohol Sale Hours on July 4<sup>th</sup>

Eagan said the County has received a request from a retailer for special dispensation from County Resolution No. 4870 (In the Matter of Establishing Hours of Operation for the Sale of Alcoholic Liquors in Lancaster County, Nebraska) to move off sale from 9 a.m. to 6 a.m. on July 4<sup>th</sup>.

There was no consensus to change the policy.

E. Letter from Nebraska State Fair Regarding LR209CA (Constitutional Amendment to Require Appropriation of State Lottery Proceeds for Specified Uses)

Board consensus was to not take a position at this time.

F. Appointment of John M. McHenry and Karen R. Westover to Lancaster Manor Advisory Committee

The Board scheduled the appointments on the June 22, 2004 Board of Commissioners Meeting agenda.

**11 ADJOURNMENT**

**MOTION:** Schorr moved and Heier seconded to adjourn the meeting at 10:59 a.m. Workman, Stevens, Schorr and Heier voted aye. Motion carried.

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Bruce Medcalf  
Lancaster County Clerk