

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, APRIL 5, 2007  
8:30 A.M.**

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

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Dan Nolte, County Clerk  
John Glynn, Deputy County Clerk  
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:30 a.m.

**AGENDA ITEM**

**1 APPROVAL OF MINUTES OF THE STAFF MEETING MINUTES OF THURSDAY, MARCH 29, 2007**

**MOTION:** Stevens moved and Heier seconded approval of the Staff Meeting minutes dated March 29, 2007. Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

**2 ADDITIONS TO THE AGENDA**

A. Witness Per Diem (Exhibit A)

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

**3 LEGISLATIVE UPDATE - Gordon Kissel, Legislative Consultant; Kristin Crawford, Vice President of Legislative Services for Kissel/E&S Associates**

Gordon Kissel, Legislative Consultant, gave a legislative update (Exhibit B).

Brief discussion took place regarding LB 367 (Change motor vehicle and sales tax rates and check on the reimbursement process). It was noted that an amendment would create a cash fund which will be distributed to counties based on valuation and fund a property tax credit for all real property owners and Kissel was asked to check on the reimbursement process.

**4 DRUG-FREE COMMUNITIES GRANT APPLICATION, YEAR 6-10, \$500,000 - Kit Boesch, Human Services Administrator**

Kit Boesch, Human Services Administrator, requested: 1) Authorization to submit an application for a Drug-Free Communities Grant (\$100,000 for each of five years) to the Substance Abuse and Mental Health Services Administration (SAMHSA) (Exhibit C); and 2) A letter of support for the grant application (Exhibit D).

**MOTION:** Hudkins moved and Stevens seconded to: 1) Authorized Kit Boesch, Human Services Administrator, to prepare and submit the grant application; and 2) Authorize the Chair to sign the letter of support. Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

**ACTION ITEMS**

A. Letter of Support for Title V Grant Application 2007-08

**MOTION:** Stevens moved and Hudkins seconded to authorize signature by the Chair. Stevens, Heier, Workman, Schorr and Hudkins voted aye. Motion carried.

B. Microcomputer Requests:  
1. C#2007-121, \$1,994.03 from County Extension Budget for a Dell Inspiron 6400 Laptop Computer

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

2. C#2007-123, \$1,904.14 from Microcomputer Fund for PC, 17" Monitor, Printer, Software, Etc. for Grants Coordinator

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

**ADMINISTRATIVE OFFICER REPORT**

A. County Token of Appreciation

The following suggestions were offered: 1) Letter opener; 2) Key to the County; 3) Pen; 4) Paperweight; and 5) Coasters.

**MOTION:** Heier moved and Hudkins seconded to get pricing on those items. Hudkins, Schorr, Workman, Heier and Stevens. Motion carried.

B. Grants Coordinator Office

Discussion took place regarding office space options.

**MOTION:** Hudkins moved and Schorr seconded to assign the Grants Coordinator office space in the County Treasurer's Office. Stevens, Heier, Workman, Schorr and Hudkins voted aye. Motion carried.

C. County Board of Zoning Appeals Appointment

Board consensus was to schedule the item on the April 10, 2007 Board of Commissioners Meeting agenda.

D. United Way Pacesetter Campaign

**MOTION:** Hudkins moved and Stevens seconded to participate in the United Way Pacesetter Campaign. Stevens, Heier, Schorr, Workman and Hudkins voted aye. Motion carried.

E. Letter of Engagement with Cay Lacey, Great Plains Appraisal, Inc., for Appraisal of Lancaster Manor

Kerry Eagan, Chief Administrative Officer, noted that there had been a question as to whether to additionally appraise Lancaster Manor as a Medicare facility. He said Lacey advised against doing as it would complicate the process and increase the cost.

Hudkins asked Dennis Meyer, Budget and Fiscal Officer, whether taxpayer support has been required.

Meyer said not yet.

Schorr asked whether appraisals will be required for other county facilities.

Workman said it is possible.

Meyer said the values that are being used in the audit are ones that MAXIMUS Asset Management Services determined several years ago.

Hudkins asked whether MAXIMUS did an appraisal of Lancaster Manor at that time.

Meyer said he believes so and agreed to check on the value that was assigned. **NOTE:** Meyer later reported a value of \$6.4 million for the building and \$500,000 for the land.

Stevens suggested that the Board ask the Public Building Commission (PBC) to consider a master contract to update values on city and county facilities.

The Board scheduled the letter of engagement on the April 10, 2007 Board of Commissioners Meeting agenda.

**5 PURCHASE OF LAND (EXECUTIVE SESSION)** - Mike Thurber,  
Corrections Director

**MOTION:** Heier moved and Schorr seconded to enter Executive Session at 9:25 a.m. to discuss the purchase of land. Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

**MOTION:** Stevens moved and Hudkins seconded to exit Executive Session at 9:51 a.m. Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

**6 GREENBELT PROTEST PROCESS AND SCHEDULE** - Dan Nolte,  
County Clerk; John Glynn, Deputy County Clerk

Dan Nolte, County Clerk, reported that 20 protests of greenbelt disqualification have been filed, to date. He suggested that the Board of Equalization (BOE) begin to hold hearings on the protests the weeks of April 16<sup>th</sup> and 23<sup>rd</sup>.

Hudkins said he knows of at least two state senators that are working to clarify the law and make the greenbelt definition uniform.

There was general consensus to hear "test cases" at the April 10<sup>th</sup> Board of Equalization (BOE) Meeting. It was decided that once the BOE makes a decision, a letter of notification will be sent out under the County Clerk's signature.

The Board also asked that: 1) A training session be scheduled on the April 12<sup>th</sup> Staff Meeting and that it include a representative of Senator Raikes' Office; and 2) The County Assessor provide criteria and a written definition of agricultural land to the Board.

**7 AUDIT REQUEST FOR PROPOSALS (RFP) COMMITTEE** - Dennis Meyer,  
Budget and Fiscal Officer

Brief discussion took place with consensus to appoint the following to the Audit Request for Proposals (RFP) Committee:

- \* Dennis Meyer, Budget and Fiscal Officer
- \* Tim Genuchi, Accounting Operations Manager for the County Clerk's Office
- \* Terry Adams, Deputy County Treasurer; or Liz Thanel, Accountant in the County Treasurer's Office
- \* Bob Walla, Assistant Purchasing Agent
- \* Don Herz, City Finance Director; or Steve Hubka, City Budget Officer

**8 PURCHASE OF LAND (EXECUTIVE SESSION)** - Jim Shotkoski, County Engineering Right-of-Way Division Head; Kristy Bauer, Deputy County Attorney

**MOTION:** Schorr moved and Heier seconded to enter Executive Session at 10:20 a.m. to discuss the purchase of land and a personnel matter. Stevens, Heier, Workman, Schorr and Hudkins voted aye. Motion carried.

**MOTION:** Heier moved and Stevens seconded to exit Executive Session at 11:37 a.m. Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

**9 PERSONNEL MATTER (EXECUTIVE SESSION)**

See Item 8.

**ADDITIONS TO THE AGENDA**

**MOTION:** Heier moved and Hudkins seconded to add a position at Lancaster Manor as an emergency item to the agenda. Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

**10 ACTION ITEMS**

- A. Letter of Support for Title V Grant Application 2007-08
- B. Microcomputer Requests:
  - 1. C#2007-121, \$1,994.03 from County Extension Budget for a Dell Inspiron 6400 Laptop Computer
  - 2. C#2007-123, \$1,904.14 from Microcomputer Fund for PC, 17" Monitor, Printer, Software, Etc. for Grants Coordinator

Items A and B were moved forward on the agenda.

## **11 ADMINISTRATIVE OFFICER REPORT**

- A. County Token of Appreciation
- B. Grants Coordinator Office
- C. County Board of Zoning Appeals Appointment
- D. United Way Pacesetter Campaign
- E. Letter of Engagement with Cay Lacey, Great Plains Appraisal, Inc., for Appraisal of Lancaster Manor

Items A-E were moved forward on the agenda.

### **ADDITIONS TO THE AGENDA**

- A. Witness Per Diem (Exhibit A)

**MOTION:** Schorr moved and Hudkins seconded to allow a \$30 per diem in this instance. Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

## **12 DISCUSSION OF BOARD MEMBER MEETINGS**

- A. Lincoln Chamber of Commerce Coffee - Stevens

Stevens said the Lincoln Public Schools (LPS) representatives indicated plans to lower the levy. City representatives discussed development of Tax Incremental Financing (TIF) guidelines. They also reported that there were no qualified applicants for the internal auditor position. Stevens said he reported on the jail situation, the Motorsports Task Force and the proposed motocross facility at the Abbott Sports Complex in northeast Lincoln.

### **EMERGENCY ITEMS**

- A. Position at Lancaster Manor

**MOTION:** Schorr moved and Hudkins seconded to: 1) Issue a press release announcing the resignation/retirement of Larry Van Hunnik, Lancaster Manor Administrator; and 2) Direct Kerry Eagan, Chief Administrative Officer, to contact potential candidates for interim administrator. Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

There was also Board consensus to recognize Van Hunnik for his service and to present him with a plaque at a future Board of Commissioners Meeting.

**13 ADJOURNMENT**

**MOTION:** Schorr moved and Heier seconded to adjourn the meeting at 11:46 a.m. Stevens, Heier, Workman, Schorr and Hudkins voted aye. Motion carried.

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Dan Nolte  
Lancaster County Clerk