

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, APRIL 26, 2007
8:00 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 8:01 a.m.

AGENDA ITEM

1 APPROVAL OF MINUTES OF THE STAFF MEETING MINUTES OF TUESDAY, APRIL 24, 2007

MOTION: Stevens moved and Heier seconded approval of the Staff Meeting minutes dated April 24, 2007. Hudkins, Heier, Stevens, Workman and Schorr voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Scheduling Conflict Between a Lincoln Independent Business Association (LIBA) Meeting and the Employee Recognition Breakfast (May 15, 2007)
- B. Salary for Ron Fetters, Interim Lancaster Manor Administrator

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

3 PURCHASE OF LAND (EXECUTIVE SESSION) - Don Killeen, County Property Manager; Mike Thurber, Corrections Director

MOTION: Heier moved and Hudkins seconded to enter Executive Session at 8:03 a.m. to discuss the purchase of real estate. Hudkins, Heier, Stevens, Workman and Schorr voted aye. Motion carried.

MOTION: Stevens moved and Hudkins seconded to exit Executive Session at 8:37 a.m. Hudkins, Heier, Stevens, Workman and Schorr voted aye. Motion carried.

4 LEGISLATIVE UPDATE - Gordon Kissel, Legislative Consultant

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

Kerry Eagan, Chief Administrative Officer, asked about LB 693 (Require use of driver's license numbers for preparation of juror lists).

Kissel said he does not anticipate that the bill will go anywhere this legislative session.

Schorr exited the meeting at 8:44 a.m.

PENDING LITIGATION - Tom Fox, Deputy County Attorney

MOTION: Hudkins moved and Heier seconded to enter Executive Session at 8:45 a.m. for the purpose of pending litigation. Heier, Hudkins, Stevens and Workman voted aye. Schorr was absent from voting. Motion carried.

MOTION: Stevens moved and Hudkins seconded to exit Executive Session at 8:48 a.m. Hudkins, Stevens, Workman and Heier voted aye. Schorr was absent from voting. Motion carried.

Schorr returned to the meeting at 8:49 a.m.

5 A) COUNTY CHANGE OF ZONE NO. 07012, TEXT AMENDMENT (ENLARGEMENT AND ALTERNATION OF LOTS); AND B) COUNTY CHANGE OF ZONE NO. 07014, AGRICULTURAL (AG) TO AGRICULTURAL RESIDENTIAL (AGR), SOUTH 68TH STREET AND WITTSTRUCK ROAD - Mike DeKalb, Planner

A) County Change of Zone No. 07012

Mike DeKalb, Planner, gave an overview of County Change of Zone No. 07012, a request from the City Building and Safety Department Director to amend Article 17.029, Enlargement and Alterations of Lots. The amendment will cleanup an unintended conflict occurring with "grandfathered" language. Planning staff and the Planning Commission have recommended approval. **NOTE:** The same correction is being made to the City Code.

B) County Change of Zone No. 07014

DeKalb gave an overview of County Change of Zone No. 07014, a request for a change from Agricultural (AG) to Agricultural Residential (AGR) on property generally located at South 68th Street and Wittstruck Road (Exhibit B). The change of zone is requested to enable a land transfer between this parcel and the abutting land to the north. The existing lot is a "grandfathered" buildable lot but cannot be reduced in size without a change of zone. No new lots are being proposed. Planning staff and the Planning Commission have recommended approval.

ADDITIONS TO THE AGENDA

- A. Scheduling Conflict Between a Lincoln Independent Business Association (LIBA) Meeting and the Employee Recognition Breakfast (May 15, 2007)

Stevens said the LIBA Budget Monitoring Committee wanted to discuss the potential sale of Lancaster Manor. He said he informed Coby Mach, LIBA Executive Director, that the discussion would be premature.

- B. Salary for Ron Fetters, Interim Lancaster Manor Administrator

Eagan said Fetters has requested an additional \$2,000 per month in salary to cover his housing and per diem, after withholding. **NOTE:** Fetters initially requested \$10,000 per month in salary, a daily per diem of \$25, and a housing allowance.

MOTION: Schorr moved to offer Ron Fetters, Interim Lancaster Manor Administrator, an additional \$1,500 per month in salary compensation to cover his housing and per diem.

There was no second and the maker of the motion withdrew her motion.

MOTION: Hudkins moved and Heier seconded to offer Ron Fetters, Interim Lancaster Manor Administrator, \$12,000 per month, up to six months, to assume the directorship of Lancaster Manor. Heier, Hudkins, Stevens, Workman and Schorr voted aye. Motion carried.

The Board will formally set Fetters' salary at a regular Board of Commissioners Meeting.

ACTION ITEMS

- A. Car Litter Bags for Anti-Dumping Program (\$1,626 for 10,000 Bags)

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

ADMINISTRATIVE OFFICER REPORT

- A. Additional Appropriations Letter (See Agenda Packet)

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

- B. Women's Commission Interlocal Agreement

There was general consensus to hold the item.

- C. Lancaster Manor Computer Expenses

Hudkins said the expenses totaled approximately \$50,000 (\$37,000 was budgeted). He said there were some "glitches" initially but said Larry Van Hunnik, Lancaster Manor Administrator, has been very satisfied since the new fiber communications were installed.

- D. Guardian Ad Litem Letter from Dennis Keefe, Public Defender

There was no objection to the proposed letter (see agenda packet).

- E. Family Day Proclamation Request

The Board agreed to issue a proclamation at a future meeting.

- F. Participation in Oil Collection Program (Keep Nebraska Beautiful)

The Board agreed to participate in the program.

DISCUSSION OF BOARD MEMBER MEETINGS

- A. Officials Committee Meeting - Heier, Hudkins

Heier said the meeting was routine in nature.

B. Joint Budget Committee (JBC) - Stevens, Schorr

Schorr said there was a decision to no longer fund the Communities Helping Immigrants and Refugees Progress (CHIRP) line.

Stevens reported on a pilot project through United Way in which accountants will assist low income individuals in filing their income taxes so they can receive their earned income tax credit.

C. Lincoln Independent Business Association (LIBA) Monthly Meeting - Hudkins, Heier

Hudkins said the proposal to build a new jail was discussed.

D. Community Mental Health Center Advisory Committee - Stevens

Stevens said discussion focused on records management. He also reported on reorganization of the Community Mental Health Center Foundation.

6 MEAL REIMBURSEMENT POLICY FOR EMPLOYEES AND WITNESSES - Tim Genuchi, Accounting Operations Manager for the County Clerk's Office; Tom Fox, Deputy County Attorney; Bill Jarrett, Chief Deputy Sheriff

Discussion took place regarding the 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 (County Resolution No. 07-0004). Suggestions included: 1) A two-tiered system in which those claiming the higher rate would be required to provide receipts; and 2) Leaving it to the department head to determine the validity of receipts.

MOTION: Schorr moved and Heier seconded to stay at the daily maximum reimbursement of \$40 for low cost cities and \$50 for high cost cities and to not require receipts unless so required by the department director or elected official.

It was noted that there will be a deduction if a meal is provided as part of a conference.

The maker of the motion clarified the motion as follows: the maximum daily per diem of \$40 for low cost cities and \$50 for high cost cities will be broken down by meal (\$10/\$10/\$20 for low cost cities and \$10/\$15/\$25 for high cost cities) but no receipts will be required unless requested by the department director or elected official.

The seconder concurred.

Bill Jarrett, Chief Deputy Sheriff, requested inclusion of the tip differentiation.

The maker of the motion and the seconder agreed.

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

The per diem for witnesses was also discussed with consensus to allow \$30 per day. No receipts will be required.

7 MOTOR VEHICLE FOR COMMUNITY CORRECTIONS - Kim Etherton,
Community Corrections Director

Kim Etherton, Community Corrections Director, said one of her department's vehicles was involved in an accident. She said the cost of repair was estimated between \$3,800 and \$4,700. An insurance settlement of \$1,500 was subsequently received. Etherton requested authorization to purchase a surplus vehicle from the University of Nebraska at Lincoln (UNL) as a replacement, at a cost of \$4,700. She said the insurance settlement and her department's budget will fund the expense.

Hudkins asked Etherton to check whether there are any County surplus vehicles available.

MOTION: Stevens moved and Hudkins seconded to authorize Community Corrections to spend up to \$4,000, plus the \$1,500 insurance settlement, to purchase a surplus vehicle.

Etherton was asked to work with the Purchasing Department in securing a vehicle.

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

8 ISOLATION AND QUARANTINE POLICIES - Bruce Dart, Lincoln-Lancaster County Health Department Director; Stephen Fredericks, Health Data and Evaluation Division Head; Tim Timmons, Communicable Disease Program Director; Kristy Bauer, Deputy County Attorney

Brief discussion took place regarding proposed revisions to the isolation and quarantine policies (see agenda packet).

It was noted that the Health Department will be working with Emergency Management to identify possible isolation sites. It was also noted that the regulations will not apply within the incorporated cities or villages.

Schorr suggested that this would be an appropriate topic for discussion at the next Meeting with Village Representatives.

ADDITIONS TO THE AGENDA

MOTION: Hudkins moved and Heier seconded to add scheduling of greenbelt disqualification protests to the agenda. Heier, Hudkins, Stevens, Workman and Schorr voted aye. Motion carried.

Board members discussed their availability in terms of hearing dates, with general consensus to hold hearings all day on Tuesday, May 1st. **NOTE:** The regular Board of Commissioners Meeting will also be held on that date.

- 9 COUNTY AUDIT REQUEST FOR PROPOSALS (RFP)** - Dennis Meyer, Budget and Fiscal Officer; Tim Genuchi, Accounting Operations Manager for the County Clerk's Office; Terry Adams, Chief Deputy County Treasurer

Dennis Meyer, Budget and Fiscal Officer, said the County Audit RFP Review Committee interviewed three firms and recommends that the bid be awarded to Bland & Associates P.C. of Omaha, Nebraska. He said the cost is projected at \$57,000, although that amount could be reduced if the County does its own financials.

Heier asked whether there will be penalty provisions.

Meyer said a performance bond will be required.

Hudkins reported that the County has received a draft of the audit from Dana F. Cole and Company (auditors).

- 10 PENDING LITIGATION** - Tom Fox, Deputy County Attorney

Item was moved forward on the agenda.

Stevens exited the meeting at 11:51 a.m.

- 11 SUBSTANCE ABUSE PREVENTION BLOCK GRANT FROM REGION V**

Eagan said Kit Boesch, Human Services Administrator, would prefer that Lancaster County serve as the fiscal agent for the grant, rather than the Lincoln Council on Alcoholism and Drugs (LCAD).

MOTION: Heier moved and Hudkins seconded to authorize the Chair to sign the grant application after review and verification that matching funds are not required. Heier, Hudkins, Workman and Schorr voted aye. Stevens was absent from voting. Motion carried.

12 ACTION ITEMS

- A. Car Litter Bags for Anti-Dumping Program (\$1,626 for 10,000 Bags)

Item was moved forward on the agenda.

13 ADMINISTRATIVE OFFICER REPORT

- A. Additional Appropriations Letter
- B. Women's Commission Interlocal Agreement
- C. Lancaster Manor Computer Expenses
- D. Guardian Ad Litem Letter from Dennis Keefe, Public Defender
- E. Family Day Proclamation Request
- F. Participation in Oil Collection Program (Keep Nebraska Beautiful)

Items A-F were moved forward on the agenda.

14 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Officials Committee Meeting - Workman, Heier
- B. Joint Budget Committee (JBC) - Stevens, Schorr
- C. Lincoln Independent Business Association (LIBA) Monthly Meeting - Hudkins, Heier
- D. Community Mental Health Center (CMHC) Advisory Committee - Stevens

Items A-D were moved forward on the agenda.

15 ADJOURNMENT

MOTION: Heier moved and Schorr seconded to adjourn the meeting at 10:58 a.m. Heier, Hudkins, Workman and Schorr voted aye. Stevens was absent from voting. Motion carried.

Dan Nolte
Lancaster County Clerk