

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING, ROOM 113  
THURSDAY, JANUARY 3, 2008  
8:30 A.M.**

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

Commissioners Absent: Bernie Heier, Vice Chair

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

The Chair opened the meeting at 8:32 a.m.

**AGENDA ITEM**

**1 APPROVAL OF THE STAFF MEETING MINUTES OF THURSDAY, DECEMBER 20, 2007**

**MOTION:** Stevens moved and Hudkins seconded approval of the Staff Meeting minutes dated December 20, 2007. Hudkins, Schorr, Workman and Stevens voted aye. Motion carried.

**2 ADDITIONS TO THE AGENDA**

A. Additional ½% Lodging Tax Request from the Lincoln Convention and Visitors Bureau (CVB) (Exhibit A)

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

**3 BUILDERS RISK INSURANCE FOR NEW JAIL-** Sue Eckley, County Risk Manager; Tom Champoux, UNICO Group, Inc.; Vince Mejer, Purchasing Agent

Tom Champoux, UNICO Group, Inc., said builder's risk coverage is property coverage for the construction phase of a project. It covers everyone involved with the project that has insurable interest or ownership interest in any of the property that is going into the finished building. He said the insurance can be purchased by either the general contractor or the property owner. Champoux estimated the annual cost of coverage at \$70,000, noting the cost will be dependent on whether the County elects to also purchase equipment breakdown coverage.

Vince Mejer, Purchasing Agent, noted that contractors can sometimes get coverage for less. That option will be explored.

Sue Eckley, County Risk Manager, said to her knowledge, the County has never purchased this type of coverage in the past.

**4 UNCLASSIFIED EMPLOYEE SALARIES** - Don Taute, Personnel Director; John Cripe, Classification and Pay Manager

John Cripe, Classification and Pay Manager, noted that he had been asked to provide figures for increases ranging from 3.25% to 4.50% (see agenda packet). He said a salary survey indicated that three positions are significantly below market: Chief Administrative Officer, Deputy Chief Administrative Officer and Youth Services Center Director. Cripe recommended that the Board make incremental adjustments, in addition to the percentage adjustment, for those positions to begin to bring them closer to comparability. **NOTE:** Counties surveyed were Douglas County, Nebraska (includes Omaha), Linn County, Iowa (includes Cedar Rapids), Polk County, Iowa (includes Des Moines), Scott County, Iowa (includes Davenport), Sedgwick County, Kansas (includes Wichita) and Shawnee County, Kansas (includes Topeka).

There was general consensus to move forward with 3.5% increases for the Directors, Bailiff I's and Psychiatrists and an additional adjustment of \$2,500 for the Chief Administrative Officer, Deputy Chief Administrative Officer and Youth Services Center Director.

Stevens suggested the following increases, as an alternative: Chief Administrative Officer (5%), Deputy Chief Administrative Officer (5%), Youth Services Center Director (7%), Budget and Fiscal Officer (5%), Corrections Director (5%), Veterans Service Officer/General Assistance Director (5%), Assistant Veterans Service Officer/Assistant General Assistance Director (5%) and Community Corrections Director (5%-7%).

Further discussion took place with general consensus to stay with a 3.5% increase for the Directors, Bailiff I's and Psychiatrists and to increase the additional adjustment for the Chief Administrative Officer; Deputy Chief Administrative Officer; and Youth Services Center Director to \$3,000.

The Board reviewed salary recommendations for the Bailiff II's, Deputy County Attorneys, Deputy Public Defenders and Sheriff Captains (see agenda packet) with consensus to: 1) Move forward with 4.5% increases for the Bailiff II's; and 2) Move forward with a 4% total increase for the Deputy County Attorneys, Deputy Public Defenders and Sheriff Captains. **NOTE:** The County Attorney, Public Defender and County Sheriff will determine the distribution within their respective departments.

- 5 GRANT SUBMISSION REQUESTS:**
  - A) UNITED STATES DEPARTMENT OF JUSTICE ARREST GRANT (\$400,000 OVER 2 YEARS)**
  - B) STOP VIOLENCE AGAINST WOMEN GRANT (\$220,000)**

Kit Boesch, Human Services Administrator, appeared and gave an overview of the grants.

**MOTION:** Hudkins moved and Stevens seconded to authorize Kit Boesch, Human Services Administrator, to proceed with the grants. Hudkins, Schorr, Workman and Stevens voted aye. Motion carried.

- 6 A) PROPOSED INFORMAL VALUATION HEARINGS**
  - B) 2008 AGRICULTURAL VALUES**
  - C) PERMISSIVE EXEMPTIONS**

**A) Proposed Informal Valuation Hearings**

Norm Agena, County Assessor/Register of Deeds, appeared and said his office will be sending out preliminary increase notices and proposed that the 9<sup>th</sup> & J Street Building (555 South 9<sup>th</sup> Street) be utilized for informal valuation hearings.

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

**B) 2008 Agricultural Values**

Rob Ogden, Chief Field Deputy Assessor/Register of Deeds, appeared and reported receipt of the preliminary report on special agricultural values. He said the following values will need to be increased in order to be in compliance: 1) Grass Land (35%); 2) Dry Land (19%); and Irrigated Land (10%). Ogden noted that the vast majority of land in Lancaster County is dry land.

## **C) Permissive Exemptions**

Scott Gaines, Chief Administrative Deputy Assessor/Register of Deeds, appeared and said educational, charitable and religious organizations must reapply for permissive exemptions this year, since the year is divisible by four. He noted that questions have been raised regarding the way residences are treated and said information will be gathered to clarify their use.

### **7 OFFICE FURNITURE FOR COMMUNITY CORRECTIONS AT COURTHOUSE PLAZA** - Kim Etherton, Community Corrections Director; Bob Walla, Assistant Purchasing Agent

Kim Etherton, Community Corrections Director, reported on a bid from All Makes Office Equipment Company for systems furniture for eight offices in the amount of \$28,343. She said the Purchasing Department explored other options and received a bid from Office Interiors & Design (OID) in the amount of \$17,526.90.

Bob Walla, Assistant Purchasing Agent, said OID used General Services Administration (GSA) pricing.

Etherton recommended that the Board accept the bid from OID.

**MOTION:** Hudkins moved and Stevens seconded to authorize the purchase of systems furniture for Community Corrections from Office Interiors & Design (OID). Funding will be through the Community Corrections budget with the understanding that it may require the budget to be supplemented at the end of the fiscal year. Hudkins, Schorr, Workman and Stevens voted aye. Motion carried.

### **8 ACTION ITEMS**

- A. Letter to Gage County Board Regarding Gage Road (See Agenda Packet)

The Board authorized the letter with the stipulation that the last paragraph be revised to state that Lancaster County will assume maintenance of the road, from 98<sup>th</sup> Street to 110<sup>th</sup> Street, once the road has been brought to standard in consultation with the Lancaster County Engineer. It was noted that the details will need to be worked out in a formal agreement.

## 9 ADMINISTRATIVE OFFICER REPORT

- A. Claim for Review: PV#148732 from Public Defender, \$11.16 for Mileage (More Than 90 Days)

**MOTION:** Stevens moved and Schorr seconded to handle the claim through the regular claims process at the January 8, 2008 Board of Commissioners Meeting. Stevens, Workman, Schorr and Hudkins voted aye. Motion carried.

- B. Request for Temporary and Permanent Easements from the City of Waverly for Sewer Main

Eagan said there was an error in the legal description and the County Attorney's Office and County Engineering are working with the City of Waverly to resolve the issue.

- C. County Prisoner Work Requirements (Legal Opinion Request)

Eagan said he submitted the legal opinion request, at Commissioner Heier's request, to the County Attorney with a copy to Mike Thurber, Corrections Director.

- D. Records Disposal Notice Requests for Extension from:
  - 1. Railroad Transportation Safety District (RTSD)
  - 2. City Finance
  - 3. Clerk of the District Court

**MOTION:** Stevens moved and Hudkins seconded to: 1) Extend retention of the Railroad Transportation Safety District's (RTSD's) documents to March, 2008; 2) Extend retention of City Finance's documents to August, 2008; and 3) Extend retention of the Clerk of the District Court's records to December, 2008. Stevens, Workman, Schorr and Hudkins voted aye. Motion carried.

- E. Introduction of Greg MacLean, City Public Works/Utilities Director (January 17, 2008 Staff Meeting)

Informational only.

- F. Nebraska Association of County Officials (NACO) Institute of Excellence

Board consensus was to register Schorr for the first class and to ask that Stevens be considered if there are additional class openings.

- G. Correspondence from Marvin Krout, Planning Director, Regarding Comprehensive Plan Annual Review

The Board scheduled discussion with Marvin Krout, Planning Director, on the January 10, 2008 Staff Meeting agenda.

- H. Appointments to Air Pollution Advisory Board (Jeffrey Jenkins and Joseph Skopp)

The Board scheduled the item on the January 8, 2008 Board of Commissioners Meeting agenda.

- I. Update on Southwest 40<sup>th</sup> Street Farm Tenant

Don Killeen, County Property Manager, appeared and said the tenant would like to continue to farm whatever he can.

#### **ADDITIONS TO THE AGENDA**

- A. Additional ½% Lodging Tax Request from the Lincoln Convention and Visitors Bureau (CVB) (Exhibit A)

Board consensus was to authorize Dennis Meyer, Budget and Fiscal Officer, to proceed with payment.

#### **10 ADJOURNMENT**

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

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Dan Nolte  
Lancaster County Clerk