

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING, ROOM 113  
THURSDAY, JULY 10, 2008  
8:30 A.M.**

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

Commissioners Absent: Ray Stevens

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 8:40 a.m.

**AGENDA ITEM**

**1 APPROVAL OF THE STAFF MEETING MINUTES OF THURSDAY,  
JULY 3, 2008**

**MOTION:** Schorr moved and Heier seconded approval of the minutes of the July 3, 2008 Staff Meeting. Heier, Workman, Schorr and Hudkins voted aye. Motion carried.

**2 ADDITIONS TO AGENDA**

- A. Special Meeting with the Mayor
- B. Storage of Emergency Management Equipment
- C. Jail Bond Resolution Committee
- D. Committee Assignment Concern

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

### 3 BUDGET WORK SESSION - Dennis Meyer, Budget and Fiscal Officer

Dennis Meyer, Budget and Fiscal Officer, gave an overview of the following documents (Exhibit A):

- \* Lancaster County, Property Tax Funded Budgets, Fiscal Year 2009 Requested Compared to Fiscal Year 2008 Adopted
- \* Lancaster County, Budget Year 2009, List of Possible Reductions in Expenditures or Increases in Revenues

Meyer said Mike Thurber, Corrections Director, has prioritized his full-time equivalent (FTE) request: 1) System Programmer; 2) Correctional Officer; and 3) Assistant Maintenance Manager.

Gwen Thorpe, Deputy Chief Administrative Officer, suggested the Board hold off on hiring a system programmer for Corrections until a consultant is hired to assess the County's overall needs.

Board consensus was to hold off on the system programmer and to reassess the need for an additional correctional officer at mid-year.

In response to a question from Schorr, Meyer said the request from Kim Etherton, Community Corrections Director, for three part-time employees to work at night to screen individuals booked into the jail is not included in the list. He recommended the Board leave her budget where it is and reassess it at mid-year.

Board members concurred and decided to take the same approach with the request from the Community Mental Health Center (CMHC) for a Jail Diversion employee and the Public Defender for two-part time administrative positions.

Meyer said he is preparing the budget assuming the jail will be financed through the Public Building Commission (PBC) and is building a debt service payment into the budget. He said the budget can be amended up to October 15<sup>th</sup>.

In response to a question from Workman, Meyer estimated the total County levy at 29.2 cents, per \$100 of value, which includes any levy for jail debt.

Workman thought the figure was closer to 28.4 cents.

The Board asked Meyer to recalculate the amount and report back.

- \* Lancaster County, Fiscal Year 2008-09 Keno Fund Budget

Meyer said he will respond to a list of questions submitted by the Lincoln Independent Business Association (LIBA) and will convene the Budget Monitoring Committee.

## **ADMINISTRATIVE OFFICER REPORT**

### **A. Update on Rural Emergency Services Committee - Greg Hall, Committee Chair**

Greg Hall, Committee Chair, presented a letter from Danny Wright, Deputy Chief of Training, Lincoln Fire and Rescue (LFR), dated July 1, 2008, which states the City and LFR would agree to accept \$120,000 from the Committee for a one-year contract to provide ambulance service to the rural areas (Exhibit B). The letter went on to state the acceptance is offered dependent on the premise the City and LFR will not incur any additional expense. He said a decision was made Monday to move forward with the contract process. The Committee was informed Wednesday the Mayor's Office is requesting \$60,000 in addition to the negotiated amount.

Rick Hoppe, Administrative Assistant to the Mayor, appeared and said the Mayor's Office had informal discussions with some members of the Board regarding Mayor Beutler's concern that the City needs an additional \$60,000 to break even.

Schorr suggested it may be easier to determine the true costs after six months of experience.

Hoppe said the City had worked with the rural fire departments to come up with a formula that everyone agreed upon.

Heier expressed concern that billings had been based on responses, rather than incidences, and said he would want to see the incidences clearly documented.

Hoppe said the City is committed to working that out and changing the Computer Aided Dispatch (CAD) System in order to measure response more accurately.

Hall noted there has always been a question regarding the City's readiness cost.

Wright appeared and gave a brief explanation of the formula methodology.

It was suggested the City bring any request for additional funding to the Board at a Staff or regular Board of Commissioners meeting.

Hall said the rural fire districts are working on their budgets and the levy issue. They are also compiling a list of names of individuals they believe are qualified for appointment to the EMS, Inc. Board of Directors.

- 4 DEADLINE EXTENSION FOR HEARING REAL PROPERTY PROTESTS; AMENDMENT TO COUNTY RESOLUTION NO. R-00-147, FEES FOR SPECIAL DESIGNATED LICENSES; LIQUOR LICENSE FEES; AND BOARD OF EQUALIZATION (BOE) CALENDAR**  
- Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk

### **Deadline Extension for Hearing Real Property Protests**

Dan Nolte, County Clerk, suggested the Board adopt a resolution to extend the deadline for hearing real property protests from July 25, 2008 to August 10, 2008.

The Board scheduled action on the July 15, 2008 Board of Commissioner Meeting agenda.

### **Board of Equalization (BOE) Calendar**

Cori Beattie, Deputy County Clerk, said Tom Kubert, Referee Coordinator, estimates 60 property owners will appeal the recommended value of the referee to the Board of Equalization (BOE). She said Kubert recommends BOE hearings be held on July 24<sup>th</sup> and 29<sup>th</sup> and the 31<sup>st</sup> be reserved as a hearing date, if needed.

### **Liquor License Fees**

Beattie suggested the County charge an occupation tax for liquor licenses (the County is allowed to charge up to two times the amount of the fee). She said the City currently charges an occupation tax.

### **Amendment to County Resolution No. R-00-147, Fees for Special Designated Licenses (SDL's)**

Beattie proposed amendment of County Resolution No. R-00-147 to increase the fee for a special designated license (SDL) from \$45 to \$80 and assess the fee regardless of whether or not the applicant holds a catering license. She said the increase would help the County to better recover the cost involved in processing SDL's and would be consistent with the fee charged by the City. Beattie indicated she will work with the County Attorney's Office to prepare the necessary resolutions regarding both occupation tax and SDL changes.

- 5) LANCASTER MANOR PURCHASE CONTRACTS FOR WATER SOFTENER, ICE MAKERS AND STAIR STEPPER** - Ron Fetters, Lancaster Manor

Ron Fetters, Lancaster Manor, gave a brief explanation of his requests for a new water softener (\$5,886), five ice makers (\$14,351) and an additional NuStep Recumbent Cross Trainer (\$3,495).

Vince Mejer, Purchasing Agent, appeared and said Fetters did not follow the Purchasing Act for the cross trainer purchase.

Fetters said there is only one source for the equipment.

The Chair asked Fetters to work with the Purchasing Department on the purchase.

No action was needed.

**6) LANCASTER COUNTY FOOD BID** - Vince Mejer, Purchasing Agent; Bob Walla, Assistant Purchasing Agent

Item was dropped from the agenda.

**7) COUNTY-CITY BUILDING THIRD FLOOR** - John Kay, Sinclair Hille & Associates Inc.

John Kay, Sinclair Hille & Associates Inc., discussed options for finishing the County-City Building Third Floor to accommodate the growth of the courts in the Justice and Law Enforcement Center (Exhibit C):

- \* Option A
  - \* City Attorney (9,000 square feet)
  - \* Personnel (5,350 square feet)
  - \* Mayor (4,300 square feet)
  - Total: 18,650 square feet
- \* Option B
  - \* County Attorney including Child Support Division (22,800 square feet)
  - \* Personnel (5,350 square feet)
  - \* Mayor (4,300 square feet)
  - Total: 32,450 square feet

Kay also stated it is the City's intent to locate a Development Service Center on the second floor of the County-City Building (26,300 square feet).

Board members indicated a preference for Option A.

## 8) ACTION ITEMS

A. Paycheck Insert for July 24, 2008 (Wellness Newsletter)

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

B. Microcomputer Requests:

1. No. 48094, \$640.48 from Lancaster Manor Budget for Two (2) 19" Computer Monitors and Keyboard/Mouse Combos

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

2. No. 48273, Five (5) PC's and 20" Computer Monitors and Software, \$7,714.15 from County Engineer's Budget

Item was dropped from the agenda.

## 9) ADMINISTRATIVE OFFICER REPORT

A. Update on Rural Emergency Services Committee - Greg Hall, Committee Chair

Item was moved forward on the agenda.

B. Chair Purchase Committee

Board consensus was to appoint Gwen Thorpe, Deputy Chief Administrative Officer, and Kari Wiegert, Risk Management Specialist, to the committee.

C. Public Building Commission (PBC) Appointment

The Board scheduled reappointment of Commissioner Workman to the Public Building Commission (PBC) on the July 15, 2008 Board of Commissioners Meeting agenda.

D. Request from the Nebraska Department of Labor (Employee Loan)

Eagan said the Nebraska Department of Labor has asked the County to loan Heather Zessin, County Grants Coordinator, to their department for a few days to assist with an internal audit. **NOTE:** Zessin had previously worked for the Department of Labor.

Board consensus was to deny the request.

- E. Nebraska Association of County Officials (NACO) Candidate Forum Date

The Board scheduled the event on September 23<sup>rd</sup> at 7:30 a.m.

### **RETURNING TO ITEM 3**

Meyer said he has revised his estimate and now protects the total County levy at 29.5 cents, per \$100 of value. The figure includes any levy for jail debt.

### **ADDITIONS TO AGENDA**

- A. Special Meeting with the Mayor

Item was dropped from the agenda.

- B. Storage of Emergency Management Equipment

Eagan said the equipment has been stored in the County Engineer's lot and said a better solution may be to pave or rock one of the two adjacent County lots that are under power lines.

- C. Jail Bond Resolution Committee

**MOTION:** Hudkins moved and Schorr seconded to appoint Kerry Eagan, Chief Administrative Officer, to the Jail Bond Resolution Committee. Hudkins, Schorr, Workman and Heier voted aye. Motion carried.

- D. Committee Assignment Concern

Heier said a member of the City Council recently stated City Council members can vote any way they want on the committees they serve. He asked the other Board members whether they follow direction from the Board or act independently when serving as the Board's representative on committees.

Schorr and Hudkins indicated they would generally take direction from the County Board, particularly on financial issues.

Eagan noted that major projects generally require the cooperation of the City Council, Mayor and County Board.

## **10) DISCUSSION OF BOARD MEMBER MEETINGS**

- A. Meeting of Public Building Commission (PBC) Chair, Vice Chair and Mayor - Hudkins

No report.

- B. Public Building Commission (PBC) Meeting - Hudkins, Workman

Hudkins said one individual has expressed interest in providing food service in the County-City Building once the Main Street Deli ceases operation. He said another option is to install vending machines.

- C. Air Pollution Advisory Board - Hudkins

Hudkins said he was unable to attend the meeting.

- D. Board of Health - Schorr

Schorr said discussion focused on the budget.

- E. Meeting of County Board Chair, Vice Chair and Mayor - Workman, Heier

Workman and Heier reported on the discussion of rural emergency services funding, the Jail, Community Corrections and the Lancaster Event Center.

- F. Rural Emergency Services Committee - Heier

See Item 9A.

## **11) ADJOURNMENT**

**MOTION:** Schorr moved and Heier seconded to adjourn the meeting at 11:18 a.m. Hudkins, Schorr, Workman and Heier voted aye. Motion carried.

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Dan Nolte  
Lancaster County Clerk