

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
THURSDAY, SEPTEMBER 18, 2008
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
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,
SEPTEMBER 4, 2008**

MOTION: Stevens moved and seconded approval of the minutes of the September 4, 2008 Staff Meeting. Hudkins, Schorr, Workman, Stevens and Heier voted aye. Motion carried.

2 ADDITIONS TO AGENDA

- A. Management Team Agenda (Exhibit A)
- B. Request to Postpone a Public Hearing on a Request to Vacate a Portion of Southwest 86th Street Between West Saltillo Road and West Bennet Road and Vacation or Abandonment of a Portion of West Saltillo Road Between Southwest 84th Street and Southwest 86th Street
- C. Nebraska Innovation Zone Commission (NIZC)
- D. Grant Writing Workshop
- E. EMS, Inc. Appointment

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

ACTION ITEMS

B. Letter of Support for Horsetrack at 84th and Havelock Avenue (LR 345)

The following changes were requested (see agenda packet):

- * Change the first sentence in the first paragraph to read as follows: The Lancaster County Board of Commissioners wishes to express its strong support for the Nebraska Horse Park concept.
- * Change the third sentence in the second paragraph to read as follows: The Lancaster Event Center has just completed a new \$8 million expansion to its campus.
- * Change the fourth sentence in the second paragraph to read as follows: Leveraging the Lancaster Event Center's updated facilities and combining forces with new and additional equestrian and equine improvements has tremendous positive value.
- * Change the spelling of Commissioner Workman's name on the signature line from Workaman to Workman.

MOTION: Schorr moved and Hudkins seconded to sign the letter and submit it to the Legislature's General Affairs Committee. The General Affairs Committee is holding a hearing on LR345, an interim study to examine issues relating to the horseracing industry in Nebraska, at 1:30 p.m.

Stevens said he would prefer to hold approval until the Board has seen a final draft of the letter. He said he would also like further information on what is proposed.

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

3 INSURANCE RENEWALS - Sue Eckley, County Risk Manager; Tom Champoux, UNICO Group, Inc.

Tom Champoux, UNICO Group, Inc., presented an insurance coverage/cost comparison for the following (Exhibit B):

- * Law Enforcement/Public Officials/Excess Liability

Champoux noted the carrier agreed to a lower premium than initially quoted.

* Property/Inland Marine

NOTE: Inland Marine coverage includes contractors equipment, surveying equipment, portable radios, in-car cameras, in-car computers, radar units and generators.

MOTION: Heier moved and Hudkins seconded to self-insure the Inland Marine items and set aside \$6,000 a year as a reserve fund.

Schorr said she would like to see the loss history.

The maker of the motion and the seconder withdrew their motion.

Stevens said he believes an amount equal to the premium (\$12,000) should be set aside the first year to build the reserve fund. The amount could be adjusted in the future, if the experience is favorable.

* Business Auto

In response to a question from Heier, Sue Eckley, County Risk Manager, said the County has a \$1,000 deductible on comprehensive and collision.

* Crime

Heier asked to see the loss record.

* Excess Workers Compensation

Eckley recommended the County move to a \$800,000 retention.

MOTION: Hudkins moved and Stevens seconded to increase the retention level from \$750,000 to \$800,000. Heier, Stevens, Workman, Schorr and Hudkins voted aye. Motion carried.

* Boiler & Machinery

Champoux noted this is the second year of a three-year rate guarantee.

* General Liability and Professional Liability for the Community Mental Health Center

Champoux recommended the County retain the coverage.

Eckley concurred, noting the County has huge exposure in this area.

- * Commercial General Liability for the Public Building Commission

Champoux said the Board can decline the terrorism coverage, which will reduce the premium.

MOTION: Heier moved and Stevens seconded to accept the terrorism coverage. Stevens, Heier, Workman, Schorr and Hudkins voted aye. Motion carried.

The Board scheduled action on the Insurance Renewal Program on the September 23, 2008 Board of Commissioners Meeting agenda.

4 STERICYCLE, INC. NOTICE OF TERMINATION - Bob Walla, Assistant Purchasing Agent

Bob Walla, Assistant Purchasing Agent, said the Health Department would like to contract for bio waste pick up. He said the contract with Stericycle, Inc. for pick up of bio waste at Lancaster Manor and Corrections was reviewed and found to heavily favor the company in terms of pricing, service and liability so his department went out for bid. ENSERV, a full-service clinical waste disposal company, submitted a bid to provide the service. Walla recommended the County terminate the contract with Stericycle, Inc.

MOTION: Schorr moved and Stevens seconded to authorize the Chair to sign a notice of termination for Stericycle, Inc.. Hudkins, Schorr, Workman, Stevens and Heier voted aye. Motion carried.

NOTE: Action to award the bid to ENSERV will take place at a Board of Commissioners Meeting.

5 PRE-PROTEST REVALUATION MEETINGS - Norm Agena, County Assessor/Register of Deeds; Rob Ogden, Chief Field Deputy Assessor/Register of Deeds

Norm Agena, County Assessor/Register of Deeds, indicated plans for a complete revaluation of property in Lancaster County next year, which will involve approximately 105,000 parcels of real estate, and said he is willing to hold informal hearings in January and February for property owners who wish to discuss their valuations. He estimated the cost of printing notices at \$52,000 and said there will be additional costs for the hearing space and hook-ups for phones and computer equipment.

Rob Ogden, Chief Field Deputy Assessor/Register of Deeds, said scheduling of the hearings will be on a first-come, first serve basis.

Workman suggested that consideration be given to on-line scheduling.

MOTION: Hudkins moved and Stevens seconded to authorize Norm Avena, County Assessor/Register of Deeds, to proceed with the informal hearings, as outlined. Hudkins, Schorr, Workman, Stevens and Heier voted aye. Motion carried.

6 ADDITIONAL SHERIFF DEPUTY FOR THE CITY OF WAVERLY -
Terry Wagner, Lancaster County Sheriff; Bill Jarrett, Chief Deputy Sheriff

Terry Wagner, Lancaster County Sheriff, said he recently met with the Waverly City Administrator/Clerk and one of the Mayoral candidates to discuss the need to increase the number of dedicated deputies for the City of Waverly. There are currently 80 hours of dedicated coverage per week (2 deputies) and district patrol cars handle calls for service the remainder of the time. He said Waverly generates a lot of calls for service.

The following materials were disseminated (Exhibit C):

- * A comparison of officers per population with other cities in Nebraska that have a population under 5,000
- * Police departments' costs
- * 2007 statistics for Waverly
- * Information regarding costs for the contract deputies

Wagner said Waverly has agreed to add an additional deputy beginning April 1, 2009 and requested authorization to begin the hiring process. He said wages and the cost of the patrol car will be reimbursed by Waverly. Wagner said the cost of three months of training will be offset by salary savings from deputies who are on military deployment.

Bill Jarrett, Chief Deputy Sheriff, said a three-year contract is proposed.

MOTION: Heier moved and Stevens seconded to authorize Terry Wagner, Lancaster County Sheriff, to hire an additional deputy to serve the City of Waverly.

Stevens suggested the Sheriff's Office explore multi-year contracts with the other cities and villages in Lancaster County.

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

7 A) USE OF KENO FUNDS FOR COUNTY GOVERNMENT DAY; AND
B) RECONFIGURATION OF COUNTY CLERK'S FRONT OFFICE - Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk

A) Use of Keno Funds for County Government Day

Cori Beattie, Deputy County Clerk, said she is working with the American Legion to schedule County Government Day. She said activities have typically been condensed into the morning hours, followed by a luncheon at the County Extension Office (444 Cherrycreek Road). Beattie suggested that activities be expanded into the afternoon and the luncheon be moved to the Green Gateau Reception Centre at Windsor Stables (1024 L Street) which is within walking distance of the City-County Building. Beattie estimated the County's share of the cost at \$1,500 and asked whether Keno Funds could be used to fund the expense.

Kerry Eagan, Chief Administrative Officer, suggested the County Clerk's Office request a legal opinion on whether the use of Keno Funds would fit with the Miscellaneous Expenditures Act.

Board members suggested Beattie explore other options. One suggestion was to hold the luncheon on the third floor of the County-City Building and have Aramark Correctional Services, LLC provide the meals. **NOTE:** The County contracts with Aramark Correctional Services, LLC for correctional food services.

B) Reconfiguration of County Clerk's Front Office

Beattie said the County Clerk's Office would like consult someone with a design background on how to improve the layout of the front office.

Dan Nolte, County Clerk, said the space needs to be reconfigured to better serve the public.

MOTION: Hudkins moved and Stevens seconded to authorize the County Clerk to explore ways to improve the efficiencies of his office space, in consultation with Don Killeen, County Property Manager, and Sinclair Hille & Associates Inc., the architect of record for the Public Building Commission (PBC). Heier, Stevens, Workman, Schorr and Hudkins voted aye. Motion carried.

RETURNING TO ITEM 9B

Eagan presented a final draft of the letter with the requested revisions (Exhibit D).

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

NOTE: Roll call on the motion was taken earlier in the meeting.

8 PURCHASE OF CARPET EXTRACTOR - Ron Feters, Lancaster Manor Administrator

Ron Feters, Lancaster Manor Administrator, gave a brief explanation of the request to purchase a carpet extractor for Lancaster Manor (Exhibit E).

MOTION: Schorr moved and Stevens seconded approval of the request, with funding through Lancaster Manor's budget. Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

ADDITIONS TO AGENDA

A. Management Team Agenda (Exhibit A)

A briefing by Mike Lang, Administrative Assistant to the Mayor, on economic development, with an emphasis on County development, was requested.

B. Request to Postpone a Public Hearing on a Request to Vacate a Portion of Southwest 86th Street Between West Saltillo Road and West Bennet Road and Vacation or Abandonment of a Portion of West Saltillo Road Between Southwest 84th Street and Southwest 86th Street

Eagan reported a request from Marian Langan, Spring Creek Prairie Director, to postpone the public hearing until October 14th.

C. Nebraska Innovation Zone Commission (NIZC)

There was Board consensus to: 1) Forward notice of a planning session for City and County Administrators to the Planning Department; and 2) Schedule a presentation by NIZC on a Staff Meeting agenda.

D. Grant Writing Workshop

Informational only.

E. EMS, Inc. Appointment

Board consensus was to hold the item for two weeks.

9 ACTION ITEMS

- A. Microcomputer Request, C#49583, \$1,502.39 from Public Defender's Budget for a PC, 19" Computer Monitor and Software

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

- B. Letter of Support for Horsetrack at 84th and Havelock Avenue (LR 345)

Item was moved forward on the agenda.

10 ADMINISTRATIVE OFFICER REPORT

- A. Agenda Items for Joint Lincoln Public Schools (LPS) Board of Education/City Council/County Board Meeting (October 6, 2008)

A briefing on the status of two planned schools in north Lincoln (Kooser Elementary School and Schoo Middle School) and paving that will link the two schools was requested.

- B. Pension Update (Self-Directed Brokerage for 457 Deferred Compensation Program and Use of Logo/Seal)

Board consensus was to: 1) Not offer the option of self-directed brokerage for the 457 Deferred Compensation Program at this time; 2) Not provide a signatory; and 3) Allow use of the County logo on pension educational materials.

- C. Out-of-Class Appointment for Mary Meyer, County Board/City Council Clerk

Eagan said Mary Meyer, County Board/City Council Clerk, has had to assume additional duties since the Administrative Assistant resigned and recommended Meyer be given an out-of-class appointment.

MOTION: Heier moved and Stevens seconded to approve an out-of-class appointment for Mary Meyer, County Board/City Council Clerk, until a new Administrative Assistant is hired. Heier, Stevens, Workman, Schorr and Hudkins voted aye. Motion carried.

Schorr suggested that notification be given to the City Council at the next City-County Common. **NOTE:** Meyer is jointly employed by the County Board and City Council.

D. Tri-County Meeting Update

Eagan said it appears the International Quilt Study Center and Museum will not work as the site for the Tri-County Meeting. Board members suggested other sites: 1) Memorial Stadium Skybox; 2) Nebraska School Activities Association (NSAA) Building; 3) Mahoney State Park; and 4) Strategic Air and Space Museum.

E. Commissioners' Holiday Schedule

The Board decided to not hold Board of Commissioners or Staff Meetings the weeks of December 22nd and 28th.

ADDITIONS TO THE AGENDA

MOTION: Schorr moved and Hudkins seconded to add an emergency request from the Purchasing Department to the agenda. Heier, Stevens, Hudkins, Schorr and Workman voted aye. Motion carried.

Terry Adams, Deputy County Treasurer, appeared and explained the need to replace the security system at the Motor Vehicle Services Facility (625 North 46th Street). He estimated the cost at \$12,000 and said Dennis Meyer, Budget and Fiscal Officer, has indicated there are sufficient funds in the Building Fund to fund the expense.

Bob Walla, Assistant Purchasing Agent, appeared and said he would like to get a quote from Electrical Contracting. He said Diebold bought out the company that provided the existing equipment and has provided a bid. Walla recommended that the County select between the two bids and eliminate the award process to speed up the process.

MOTION: Hudkins moved and Schorr seconded to declare the item an emergency and authorize the Purchasing Department to proceed with informal bids for the security system, up to \$13,000. Heier, Stevens, Hudkins, Schorr and Workman voted aye. Motion carried.

11 DISCUSSION OF BOARD MEMBER MEETINGS

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

Schorr questioned the relevance of the subject matter to counties with a large population.

B. Juvenile Justice Review Committee - Heier

Heier submitted a copy of the meeting minutes (Exhibit F).

C. Region V Systems - Schorr

Schorr said Region V is having trouble recruiting mental health workers in rural areas and will offer a travel incentive to employees commuting greater than 50 miles per day. She also reported Region V was notified the State wants to eliminate funding for Emergency Protective Custody (EPC). Schorr said the State paid Lancaster County \$700,000 to \$1,000,000 last year for EPC care.

D. Lancaster County Correctional Facility Joint Public Agency (JPA) -
Workman, Heier

Heier reported on election of officers.

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

Stevens said the RTSD reversed an earlier decision and will now allocate \$200,000 in tax revenue from this year's budget to pay for preliminary engineering and cost estimates to move railroad tracks to make way for the proposed arena in the West Haymarket area.

Schorr said responsibility for paving 840 feet of Southwest 40th Street, between the viaduct and "O" Street, was also discussed. Further discussion will be scheduled on a City-County Common agenda.

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

Hudkins said the City Attorney will be moving to the third floor of the City-County Building. He also stated the Mayor wants to move forward with reorganizing the Personnel Department.

G. Public Building Commission (PBC) - Hudkins, Workman

Hudkins said the PBC will explore the cost of opening the third elevator shaft in the County-City Building.

H. Board of Health - Schorr

Schorr said Joan Anderson, Lancaster County Medical Society Executive Director, gave an update on the Access Medicaid Program. There was also a presentation on Animal Control operations.

I. Nebraska Association of County Officials (NACO) Southeast District Meeting - Hudkins, Heier, Workman

Heier said greenbelting (valuing Agricultural (AG) or Agricultural Residential (AGR) zoned property as to its use, not on the price it would bring on the open market) was discussed in the Commissioners Meeting.

Workman said Lancaster County is the only county in which the County Assessor did not agree with the County Board on greenbelting.

J. Information Services Policy Committee (ISPC) - Stevens

No report.

K. Parks & Recreation Advisory Board - Stevens

No report.

L. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee - Stevens

Stevens said the Lincoln Airport Authority's budget expenditures and air service to Lincoln were discussed. He said LIBA is also looking at whether the Lincoln Housing Authority is paying property taxes appropriately.

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

Heier said discussion focused on the Lancaster County Correctional Facility Joint Public Agency (JPA).

12 ADJOURNMENT

MOTION: Stevens moved and Schorr seconded to adjourn the meeting at 11:10 a.m. Hudkins, Schorr, Workman, Stevens and Heier voted aye. Motion carried.

Dan Nolte
Lancaster County Clerk