

MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 112
TUESDAY, DECEMBER 8, 2015
9:00 A.M.

Advance public notice of the Board of Commissioners meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, web site and emailed to the media on December 4, 2015.

Commissioners present: Roma Amundson, Chair; Bill Avery, Deb Schorr and Todd Wiltgen

Commissioner absent: Larry Hudkins, Vice-Chair

Others present: Kerry Eagan, Chief Administrative Officer; Gwen Thorpe, Deputy Chief Administrative Officer; David Derbin, Deputy County Attorney; Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk; and Kelly Lundgren, County Clerk's Office

The Chair called the meeting to order at 9:00 a.m., the pledge of allegiance was recited and the location of the Nebraska Open Meetings Act was announced.

1) MINUTES: Approval of the minutes of the Board of Commissioners meeting held on Tuesday, December 1, 2015.

MOTION: Schorr moved and Avery seconded approval of the minutes. Avery, Schorr, Wiltgen and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

2) CLAIMS: Approval of all claims process through December 8, 2015.

MOTION: Wiltgen moved and Schorr seconded approval of the claims. Schorr, Wiltgen, Avery and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

3) NEW BUSINESS:

A. Setting the salary of Jordan M. Talsma, Deputy County Attorney, at \$60,305.44 as an Attorney I in the Lancaster County Attorney's Office, effective December 7, 2015.

Doug Cyr, Chief Deputy County Attorney, introduced Jordan Talsma. He noted that Talsma has been with the County Attorney's Office for over two years serving in the capacity as a law clerk. Cyr said Talsma will be working with the Child Support Enforcement Division.

Talsma told the Board that he attended the University of Iowa for undergraduate studies and the University of Nebraska Law School. He said he recently took the Bar exam and was deputized on Friday, December 4, 2015.

MOTION: Wiltgen moved and Schorr seconded approval of the salary. Schorr, Wiltgen, Avery and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

NEW BUSINESS CONTINUED:

- B. Resolution authorizing the County Clerk to issue payments while the County Board is adjourned. (R-15-0066)**

MOTION: Schorr moved and Avery seconded approval of the resolution. Wiltgen, Avery, Schorr and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

- C. Resolution authorizing the installation of two Weight Limit Signs (R12-5) one for northbound traffic and one for southbound traffic on Bridge E-117 located on NW 84th Street approximately ¼ mile north of W. Bluff Road. (R-15-0067)**

Pam Dingman, County Engineer, told the Board they are weight limiting the bridge due to flood damage and concerns about the structural stability of the bridge. She explained that bridge weight rating is done through the State and the bridge is inspected more often.

Schorr inquired if this will affect school bus traffic. Dingman said that the three ton rating is the lowest rating.

Avery asked how the weight limit is enforced. Dingman stated that it is difficult to enforce. She noted that if an individual violates the weight limit and there is a catastrophe then the individual becomes liable for the bridge.

MOTION: Wiltgen moved and Schorr seconded approval of the resolution. Wiltgen, Schorr, Avery and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

- D. Recommendation from the Purchasing Department and the County Engineer to award a bid to Valley Corporation in the amount of \$92,394.49 for Bridge Structure D-88 bank scour repair; Project No-15-25 (Bid No. 15-242). (B-15-0047)**

Dingman informed the Board that the flooding caused the creek to change which caused substantial erosion. She said the County will be reimbursed 80% of the cost of repair.

Wiltgen asked about the reimbursement process. Dingman said since this is a federal aid route the Nebraska Department of Roads (NDOR) will reimburse the County once the work is completed. She said reimbursement would have been 100% if the work had been completed in the first 180 days but due to a shortage in steel that was not possible. Dingman stated that she would request a deadline extension, but at this point reimbursement would be 80%. She added that the bid did come in lower than initially planned.

MOTION: Schorr moved and Avery seconded approval of the recommendation. Schorr, Avery and Amundson voted aye. Wiltgen abstained. Hudkins was absent. Motion carried 3-0 with one abstention.

NEW BUSINESS CONTINUED:

- E. Request from the Human Resources Department to revise the County Records Specialist III classification and to change the pay grade from a C09 (\$40,990.56-\$52,509.60) to a C12 (\$45,579.04-\$58,383.52).**

Doug McDaniel, Human Resources Director, explained the grade reassignment from a C09 to C12 is due to the Board of Equalization Specialist classification being deleted (Item F) and those duties being redistributed to the Records Specialist III classification.

MOTION: Schorr moved and Wiltgen seconded approval of the request. Avery, Wiltgen, Schorr, and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

- F. Request from the Human Resources Department to delete the classification of Board of Equalization Specialist.**

MOTION: Wiltgen moved and Avery seconded approval of the request. Avery, Wiltgen, Schorr and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

- G. Request from the Human Resources Department to change the pay grade of the Operations Manager classification from an E19 (\$58,383.52-\$74,784.32) to an E20 (\$60,486.40-\$77,473.76).**

McDaniel said the County Attorney's Office asked Human Resources to review this classification. He stated that a salary study performed with four surrounding counties indicated the position should be elevated one pay grade.

Doug Cyr, Chief Deputy County Attorney, stated Eileen Lagrande has been the Operations Manager in the County Attorney's Office for more than thirty-five years. He said she performs a variety of duties and is a valuable asset to the office.

MOTION: Schorr moved and Wiltgen seconded approval of the request. Wiltgen, Avery, Schorr and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

- H. Agreement between Lancaster County and the Nebraska Department of Health and Human Services regarding the County Clerk's computer access and use of the State's Electronic Registration System (ERS II) for vital records. Term of the agreement is January 1, 2016 to December 31, 2020. There is no cost to the County. (C-15-0622)**

MOTION: Schorr moved and Wiltgen seconded approval of the agreement. Avery, Schorr, Wiltgen and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

- I. Agreement between Lancaster County and Cash Money 24/7, LLC, for providing automated teller machine (ATM) services. The term of the agreement is one year from the date of execution. (C-15-0623)**

MOTION: Wiltgen moved and Schorr seconded approval of the agreement. Wiltgen, Schorr, Avery and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

NEW BUSINESS CONTINUED:

- J. Contract with Hewlett Packard to convert software licenses from HP TRIM to HP Records Manager. (C-15-0624)**

MOTION: Wiltgen moved and Schorr seconded approval of the contract. Schorr, Avery, Wiltgen and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

- K. Amendment to County Contract C-13-0003 with Mr. Yards and More, LLC, for lawn mowing and maintenance services at the Community Mental Health Center facilities. The amendment renews the agreement for an additional one-year term from January 8, 2016 to January 7, 2017. (C-15-0625)**

Schorr questioned whether the County would still own/occupy the building during the entire renewal term. (Note: It is anticipated that the County Mental Health Crisis Center will be moving to 825 J Street in early 2016.)

Dave Derbin, Deputy County Attorney, said a termination clause would likely have been included in the original contract. He stated that he would review it to see if termination of services would be possible if the County no longer occupied the building. Schorr also asked him to see if the contract includes snow removal.

MOTION: Wiltgen moved and Schorr seconded to hold the item until further information can be provided. Avery, Schorr, Wiltgen and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

- L. Second addendum to the Lancaster County Visitors Improvement Fund Grant Contract between Lancaster County (sponsor) and the Lancaster County Agricultural Society (grantee) to amend County Contract C-13-0084 to extend the completion date of Phase 4 of the grant project from December 31, 2015 to December 31, 2016. (C-15-0626)**

Wiltgen noted that agenda items L and M reflect no additional cost to the taxpayer. He said they are extensions to the original contracts, as the projects are not yet completed.

MOTION: Wiltgen moved and Schorr seconded approval of the addendum. Schorr, Wiltgen, Avery and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

- M. Second addendum to the Lancaster County Visitors Improvement Fund Grant Contract between Lancaster County (sponsor) and the Abbott Sports Complex – Abbott Motocross Park (grantee) to amend County Contract C-15-0250 to extend the grant term from December 31, 2015 to May 31, 2016. (C-15-0627)**

MOTION: Avery moved and Wiltgen seconded approval of the addendum. Schorr, Wiltgen, Avery and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

NEW BUSINESS CONTINUED:

- N. Agreement between Lancaster County and Denovo Ventures, LLC, to provide EnterpriseOne consulting services related to the JD Edwards upgrade project. The project will begin as soon as possible after the date of execution and is estimated to be completed on or around June 30, 2016. The estimated cost to the County is \$237,752. (C-15-0628)**

Dennis Meyer, Chief Budget and Fiscal Officer, said this contract is related to the upgrade of the County's financial system, which has not been upgraded since 2011. He noted this vendor submitted the lowest bid and recently performed upgrades for the City of Lincoln. Meyer added that this upgrade should serve the County's financial needs over the next five years.

Schorr asked if there is a training component. Meyer said training is included for key staff.

Avery asked for an example of the upgrade in services. Meyer answered the upgrade will be more "behind the scenes" on the technical side.

MOTION: Schorr moved and Wiltgen seconded approval of the agreement. Wiltgen, Avery, Schorr and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

- O. Reappointment of Martha Shulski and appointment of Piyush Srivastav to the Lincoln-Lancaster County Air Pollution Advisory Board for terms to expire on September 1, 2018.**

Pam Dingman, County Engineer, appeared in support of Piyush Srivastav.

MOTION: Avery moved and Wiltgen seconded approval of the reappointment and appointment. Avery, Schorr, Wiltgen and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

- P. Request from Connie Deschaine for refund of real property tax.**

Scott Gaines, Deputy Assessor/Register of Deeds, said during the recent revaluation of the Deschaine's two adjoining properties it was discovered that an outbuilding had been inadvertently listed on the parcel with the home when it should have been included on the vacant lot parcel. He stated the outbuilding added no additional value to the parcel until 2015 at which time the value become inappropriately higher. Gaines said it was the County Assessor's recommendation to issue a credit on the Deschaine's 2015 taxes. He added there would be correlating items on the Board of Equalization agenda providing the property owners with notices of assessed valuation change to increase the vacant lot property value and decrease the value of the adjoining parcel.

Schorr asked if the credit is only for 2015. Gaines stated that the law limits refunds to the current year and three prior years. He said since there was no additional value applied to either parcel in 2012-2014, the credit would only apply to the 2015 property taxes for the parcel with the home.

Wiltgen inquired if this was a new building. Mr. Deschaine answered that it was built in 1987 and the two parcels are kept separate for a potential future building site.

NEW BUSINESS CONTINUED:

In response to Avery's inquiry, Mr. Deschaine said they are satisfied with the outcome as explained by the Assessor's Office.

MOTION: Schorr moved and Wiltgen seconded approval of the request based upon the Assessor's recommendation. Schorr, Wiltgen, Avery and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

Gaines clarified that the request would not be in the form of a refund but a credit on the 2015 tax statement for the parcel with the home. He estimated that amount to be \$150 to \$175.

- 4) **CONSENT ITEMS:** These are routine business items that are expected to be adopted without dissent. Any individual item may be removed for special discussion and consideration by a Commissioner or by any member of the public without prior notice. Unless there is an exception, these items will be approved as one with a single vote of the Board of Commissioners. These items are approval of:

A. Receive and place on file the following reports for November, 2015:

1. **Assessor/Register of Deeds**
2. **Clerk of the District Court**
3. **County Clerk**

MOTION: Wiltgen moved and Avery seconded approval of the consent items. Schorr, Wiltgen, Avery and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

- 5) **PUBLIC COMMENT:** Those wishing to speak on items relating to County business not on the agenda may do so at this time.

No one appeared for public comment.

6) **ANNOUNCEMENTS:**

- A. **The Lancaster County Board of Commissioners will not hold a staff meeting on Thursday, December 10, 2015 due to the Board's attendance at the Nebraska Association of County Officials' (NACO) Annual Conference in Kearney, NE. The next regularly scheduled staff meeting will be on Thursday, December 17, 2015 at 8:30 a.m. in the Bill Luxford Studio (Room 113) of the County-City Building (555 S. 10th Street, Lincoln).**
- B. **The Lancaster County Board of Commissioners will hold their next regular meeting on Tuesday, December 15, 2015 at 9:00 a.m., in Room 112 of the County-City Building (555 S. 10th Street, Lincoln) with the Board of Equalization immediately following.**
- C. **The County Commissioners can be reached at 402-441-7447 or commish@lancaster.ne.gov.**

- D. The Lancaster County Board of Commissioners meeting is broadcast live. It is rebroadcast on Tuesday and Saturday on 5 City-TV, Cable Channel 5. In addition, the meeting may be viewed on the internet at lancaster.ne.gov under 5 City-TV, Video on Demand or 5 City-TV on YouTube.

7) **ADJOURNMENT**

MOTION: Schorr moved and Wiltgen seconded to adjourn the Lancaster County Board of Commissioners meeting at 9:40 a.m. Wiltgen, Avery, Schorr and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

Dan Nolte



Dan Nolte, County Clerk

MINUTES
LANCASTER COUNTY BOARD OF EQUALIZATION
COUNTY-CITY BUILDING, ROOM 112
TUESDAY, DECEMBER 8, 2015
IMMEDIATELY FOLLOWING THE LANCASTER COUNTY
BOARD OF COMMISSIONERS MEETING

Advance public notice of the Board of Equalization meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, web site and emailed to the media on December 4, 2015.

Commissioners present: Roma Amundson, Chair; Bill Avery, Deb Schorr and Todd Wiltgen

Commissioner absent: Larry Hudkins, Vice-Chair

Others present: Scott Gaines, County Assessor/Register of Deeds Office; Kerry Eagan, Chief Administrative Officer; Gwen Thorpe, Deputy Chief Administrative Officer; David Derbin, Deputy County Attorney; Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk; and Kelly Lundgren, County Clerk's Office

The Chair called the meeting to order at 9:40 a.m., and the location of the Nebraska Open Meetings Act was announced.

1) MINUTES: Approval of the minutes of the Board of Equalization meeting held on Tuesday, December 1, 2015.

MOTION: Wiltgen moved and Schorr seconded approval of the minutes. Avery, Schorr, Wiltgen and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

2) PUBLIC HEARING:

A. Motor Vehicle Tax Exemption Applications

- 1. Christian Heritage Children's Homes**
- 2. Tabitha, Inc.**

The Chair opened the public hearing.

No one appeared to testify in support, opposition or in a neutral position.

The Chair closed the public hearing.

MOTION: Wiltgen moved and Schorr seconded approval of the exemptions. Schorr, Wiltgen, Avery and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

3) NOTICE OF ASSESSED VALUATION CHANGE FOR PROPERTY TAXATION PURPOSES:

A. Robert and Connie Deschaine (two notices)

Scott Gaines, Deputy Assessor/Register of Deeds, indicated that these are the two valuation change notices that he had referred to during the Board of Commissioners meeting.

MOTION: Schorr moved and Avery seconded approval of the valuation change. Schorr, Wiltgen, Avery and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

4) PUBLIC COMMENT: Those wishing to speak on items relating to County Board of Equalization business not on the agenda may do so at this time.

No one appeared for public comment.

5) ADJOURNMENT

MOTION: Schorr moved and Wiltgen seconded to adjourn the Lancaster County Board of Equalization meeting at 9:43 a.m. Wiltgen, Avery, Schorr and Amundson voted aye. Hudkins was absent. Motion carried 4-0.

Dan Nolte

Dan Nolte, County Clerk

