

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
THURSDAY, MARCH 5, 2009
8:30 A.M.**

Commissioners Present: Bernie Heier, Chair
Ray Stevens, Vice Chair
Larry Hudkins
Bob Workman

Commissioners Absent: Deb Schorr

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

The Chair opened the meeting at 8:30 a.m.

AGENDA ITEM

1 APPROVAL OF THE STAFF MEETING MINUTES, THURSDAY, FEBRUARY 26, 2009

MOTION: Workman moved and Hudkins seconded approval of the February 26, 2009 Staff Meeting minutes. Hudkins, Workman and Heier voted aye. Stevens abstained from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Microcomputer Request from Lancaster Manor (Exhibit A)
- B. Bids for Remodel of County Clerk's Office
- C. Washington D.C. Update
- D. Letter from Urban Development Regarding Economic Development Coordinator Position (Exhibit B)

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

3 LEGISLATIVE UPDATE - Gordon Kissel and Kristin Crawford, Kissel/E&S Associates (Legislative Consultants)

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

ACTION ITEMS

A. Microcomputer Requests:

1. C#52776, \$1,686.67 from Community Mental Health Center (CMHC) for One (1) Desk Top Computer (No Monitor), Software - Microsoft Office Pro, Word Perfect and Other Software Necessary to Connect with Network. Paid for with Grant Money from Region V.

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

ADMINISTRATIVE OFFICER REPORT

- A. Request from Waverly City Administrator to Place Recycling Center on County Property (District 1 County Shop)

Item was held.

- B. Letter of Support for East Beltway

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

- C. Letter from Mayor Beutler Regarding 5 City-TV

Board consensus was to hold the request for budget discussions.

ADDITIONS TO THE AGENDA

- A. Microcomputer Request from Lancaster Manor (Exhibit A)

Gwen Thorpe, Interim Lancaster Manor Administrator, gave an overview of the request.

Hudkins asked whether the software will interface with Personal Digital Assistants (PDA's), which may be used in the future.

Thorpe said she is not sure but said it will help staff to become more efficient.

MOTION: Stevens moved and Workman seconded approval of the request. Workman, Heier and Stevens voted aye. Hudkins voted no. Motion carried.

B. Bids for Remodel of County Clerk's Office

Cori Beattie, Deputy County Clerk, said two vendors submitted quotes to prepare a layout of the reconfiguration, conduct an inventory and move existing systems furniture: 1) All Makes Office Equipment (\$2,900) and Office Innovations (\$2,300). She said efforts will be made to utilize surplus furniture, if additional furniture is needed.

Hudkins said the Board needs to inquire about what happened to the surplus furniture from the Public Defender's move.

Beattie said Don Killeen, County Property Manager, could probably provide that information.

Workman asked whether the work could be done by Property Management.

Beattie said evidently not, since the Purchasing Department went out for quotes.

The Board moved the item to the March 10, 2009 Board of Commissioners Meeting agenda for action.

C. Washington D.C. Update

Hudkins gave a brief report on his recent trip to Washington D.C.

4 LANCASTER MANOR UPDATE - Gwen Thorpe, Interim Lancaster Manor Administrator

Gwen Thorpe, Interim Lancaster Manor Administrator, reported the following:

- The County needs to reimburse Medicaid \$19,947 for 2007.
- Overtime costs are down to \$7,600.
- Elevator locks have been installed.
- Work on the electrical system has been completed.
- A refrigerator compressor needs to be replaced (\$1,300).
- The Resident Executive Council has selected new bedside tables.

Thorpe said the Advisory Committee would like something done about smoking outside on the north side of the building. She said staff smoking in the courtyard area is also a concern.

Vince Mejer, Purchasing Agent, appeared and said the Request for Qualifications (RFQ) will be released tomorrow morning on the County's website and in the Lincoln Journal Star Newspaper.

Thorpe said Pat Snyder, Executive Director of Nebraska Health Care Association, Inc., will also send the information to her membership.

Hudkins asked whether the Board has reviewed the RFQ.

Mejer said no, but he did provide a rough draft to Commissioner Schorr, the Board's representative to the Lancaster Manor Advisory Committee.

Heier asked whether there is language that indicates the Board's desire to allow the present population to remain in the facility.

Mejer said there are two statements in the RFQ that address the issue:

- *The Lancaster County Board has a special interest in maintaining a high percentage of Medicaid beds.*
- *The Lancaster County Board desires the present residents will be allowed to remain at the Manor under the same agreements they are currently under.*

Hudkins asked how to guarantee those provisions if the facility is sold.

Mejer said it would be part of the negotiations.

Brief discussion took place regarding selection of the RFQ Evaluation Committee members. Mejer stated he will ask committee members to sign confidentiality statements. He also stressed that members need to be open to any of the options and said he believes the American Federation of State, County & Municipal Employees (AFSCME) should not have representation, due to their public stance on the matter.

Stevens concurred. He noted the Lancaster Manor Advisory Committee also stated their position in a letter to the Board and said any of the individuals who signed the letter should be disqualified from serving on the RFQ Evaluation Committee.

Hudkins disagreed, stating there are now additional options "on the table" and said they should have an opportunity to respond to those.

Mark Koller, Personnel Director, appeared and suggested the County may attract more licensed administrators through an executive search. He said the Personnel Department could place an advertisement on its webpage to collect resumes, which could be included in the analysis.

Discussion followed with consensus to add the following language to the RFQ: *If you submit as a Licensed Administrator you may be required to reapply at a later date through the County Personnel Department.*

5 JUVENILE COURT ATTORNEY CONTRACTS - Juvenile Court Judge Roger Heideman; Dennis Keefe, Public Defender; Brad Roth, Lancaster County Indigent Defense Advisory Committee; Jon Bratten, Anderson, Creager & Wittstruck, P.C.

Dennis Keefe, Public Defender, presented a recommendation from the Lancaster County Indigent Defense Advisory Committee to increase the Juvenile Court contract rates 3.3% for each of the next three fiscal years, beginning in Fiscal Year 2010 (Exhibit D). He noted there has been no general adjustment of the compensation paid the contractors since 2001.

Juvenile Court Judge Roger Heideman, Brad Roth, Lancaster County Indigent Defense Advisory Committee, Jon Bratten, Anderson, Creager & Wittstruck, P.C., discussed changes that have increased the amount of attorney time required (see Exhibit D).

Board consensus was to hold the request for budget discussions.

6 JUSTICE AND MENTAL HEALTH COLLABORATION PROGRAM GRANT - Sara Hoyle, Juvenile Justice Coordinator; Michelle Schindler, Youth Services Center (YSC) Director

Sara Hoyle, Juvenile Justice Coordinator, and Michelle Schindler, Youth Services Center (YSC) Director, gave an brief overview of the grant (Exhibit E). Schindler stressed this is not a new service, rather a brokerage of mental health services for youth. Once the referral service is pulled together, the coordinator will no longer be needed.

MOTION: Hudkins moved and Stevens seconded to authorize submission of the grant application, with signature by the Chair. Stevens, Heier, Workman and Hudkins voted aye. Motion carried.

Hoyle explained the grant will need to be submitted electronically.

MOTION: Workman moved to allow the grant to be submitted electronically.

The motion died for the lack of a second.

FRIENDLY AMENDMENT: The maker of the motion and the seconder agreed to include the provision to allow the grant to be submitted electronically in their motion.

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

ACTION ITEMS

A. Microcomputer Requests:

2. C#52841, \$4,982.37 from Human Services, Four (4) Dell Vestry Laptop Computers, Accessories and Software. Four (4) Licenses Only. Paid for from County Aid Enhancement Grant.

Hoyle said the laptop computers will be owned by the County but located at the Assessment Center, Cedars Youth Services and The HUB (a group that helps young people with housing, employment, education, health care and mental health). She said the computers will not be hooked to any network but will allow youth to respond to the Diagnostic Predictive Scales (DPS), a computerized tool that identifies possible mental health disorders.

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

7 JOINT MEETING OF THE LANCASTER AND GAGE COUNTY BOARDS - Tom Fox, Deputy County Attorney

Tom Fox, Deputy County Attorney, said the Village of Hallam would like to be included in the Hallam Rural Fire Protection District. He said the Lancaster and Gage County Boards must approve the change, at a joint meeting, since the Hallam Rural Fire District is situated in both counties.

The Board suggested the meeting be held at 11:30 a.m. on April 7th in the Village of Hallam.

8 LANCASTER COUNTY AGRICULTURAL SOCIETY COMMERCIAL DEVELOPMENT PLANS AT 84TH STREET AND HAVELOCK AVENUE -
Ron Snover, Managing Director, Lancaster Event Center; Alan Wood, Legal Counsel for Lancaster County Agricultural Society; Bob Caldwell, President/CEO, Hampton Enterprises, Inc.

Ron Snover, Managing Director, Lancaster Event Center, presented a financial summary for the following periods (Exhibit F and G):

- December, 2006 - November, 2007
- December, 2007 - November, 2008
- December, 2007 - January, 2008
- December, 2008 - January, 2009

In response to a question from Stevens, Snover said the numbers do not include depreciation.

Snover also presented a schedule of events for 2009 (Exhibit H).

Discussion moved to the Ag Society's commercial development plans for 14.4 acres at 84th Street and Havelock Avenue.

Bob Caldwell, President/CEO, Hampton Enterprises, Inc., said the Ag Society has indicated that a hotel is their priority and said the focus has been on regional hotel groups, with four or five hotels indicating interest. **NOTE:** Hampton Enterprises is the exclusive commercial listing broker. He said they are still in the initial stages of putting together an estimate of what it will take to make the 14.4 acres a buildable site. Caldwell noted specific improvements are required in the Memorandum of Understanding with the City, particularly street improvements along 84th Street and Havelock Avenue. He said it probably makes sense to do the improvements on 84th Street but suggested a delay of the improvements to Havelock Avenue until a decision is made on the proposed Horse Park development north of Havelock Avenue.

Alan Wood, Legal Counsel for the Ag Society, said it is his understanding that the City is willing to accept a bond, that the Ag Society would post, to cover the Havelock Avenue street improvement costs if the Horse Park doesn't develop. He said the 14.4 acres would be used as collateral on a mortgage loan. Wood noted the Facilities Agreement has a provision that says the Ag Society cannot transfer or encumber the fairgrounds without a super majority approval vote from the Lancaster County Fairgrounds Joint Public Agency (JPA) Board. He said one County Board member must cast their vote per direction of the County Board. Wood added he will not recommend an encumbrance to the Ag Society until there are more details regarding how much revenue will flow back to the Ag Society to cover those costs and provide an endowment to the Ag Society for the County Fair.

In response to a question from Heier, Wood said the Facilities Agreement and the bond stipulate that once the Ag Society accumulates 50 percent of its operating budget (other than capital improvements) in a reserve fund, it must turn any additional income over to the bond fund.

The Board also viewed an engineering estimate (the document was not provided to the County Clerk's Office).

9 COST OF REPAIRS TO MOBILE COMMAND POST - Doug Ahlberg,
Emergency Management Director

Doug Ahlberg, Emergency Management Director, discussed recent damage to the mobile command post. He said the cost of repairs, which total \$4,496.09, will be paid with Emergency Management Program Grant (EMPG) funds.

MOTION: Workman moved and Stevens seconded to authorize the repairs, as outlined. Stevens, Heier, Workman and Hudkins voted aye. Motion carried.

10 ACTION ITEMS

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2. C#52841, \$4,982.37 from Human Services, Four (4) Dell Vestry Laptop Computers, Accessories and Software. Four (4) Licenses Only. Paid for from County Aid Enhancement Grant.

Items A1 and A2 were moved forward on the agenda.

11 CONSENT ITEMS

There were no consent items.

12 ADMINISTRATIVE OFFICER REPORT

- A. Request from Waverly City Administrator to Place Recycling Center on County Property (District 1 County Shop)
- B. Letter of Support for East Beltway
- C. Letter from Mayor Beutler Regarding 5 City-TV

Items A, B and C were moved forward on the agenda.

13 PENDING

There were no pending items.

14 DISCUSSION OF BOARD MEMBER MEETINGS

A. Lincoln-Lancaster County Ecological Advisory Committee (EAC) - Heier

Heier indicated plans for a new power line through Wilderness Park

B. City/County Chamber Coffee - Stevens

Stevens said the stimulus package was discussed.

ADDITIONS TO THE AGENDA

MOTION: Stevens moved and Hudkins seconded to add a report on the Downtown Lincoln Association (DLA) meeting to the agenda. Stevens, Heier, Workman and Hudkins voted aye. Motion carried.

E. Report on Downtown Lincoln Association (DLA) Meeting

Hudkins said a parking study was discussed.

D. Letter from Urban Development Regarding Economic Development Coordinator Position (Exhibit B)

Heier noted the City does not intend to fill the position.

Hudkins reported that the County has approximately \$485,000 in Community Development Block Grant (CDBG) funds.

MOTION: Workman moved and Hudkins seconded to: 1) Investigate the possibility of using the balance of the Community Development Block Grant (CDBG) funds for the 84th Street and Havelock Avenue project; and 2) Review the interlocal agreement with the City for the Economic Development Coordinator Position. Hudkins, Workman and Heier voted aye. Stevens voted no. Motion carried.

15 ADJOURNMENT

MOTION: Stevens moved and Hudkins seconded to adjourn the meeting at 11:23 a.m. Stevens, Heier, Workman and Hudkins voted aye. Motion carried.

Dan Nolte
Lancaster County Clerk