

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
THURSDAY, APRIL 22, 2010
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
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, APRIL 15, 2010

MOTION: Stevens moved and Hudkins seconded approval of the April 15, 2010 Staff Meeting minutes. Hudkins, Workman, Stevens and Heier voted aye. Motion carried 4-0.

2 ADDITIONS TO THE AGENDA

A. Appointment to Hospital Authority No. 1 (Exhibit A)

MOTION: Stevens moved and Workman seconded approval of the addition to the agenda. Hudkins, Workman, Stevens and Heier voted aye. Motion carried 4-0.

3 COUNTY ASSESSOR/REGISTER OF DEEDS OFFICE

CONFIGURATION - Norm Agena, County Assessor/Register of Deeds; Rob Ogden, Chief Field Deputy Assessor/Register of Deeds; Don Killeen, County Property Manager; John Kay, Sinclair Hille & Associates Inc.

Norm Agena, County Assessor/Register of Deeds, estimated the County saved \$628,900 by allowing property taxpayers to have informal hearings with his staff last year to discuss their property valuations (Exhibit B). He said 7,103 informal hearings were held and 510 went on to file a formal protest. **NOTE:** The hearings were held in space that was vacant on the 2nd floor of the County-City Building. That space is now being used by another office. Agena said he would like to repeat the informal hearing process for a county-wide reappraisal in 2012 but said his office space will need to be reconfigured to create areas (large cubicles) to hold private conversations with taxpayers. Some walls would also be removed to create additional space for cubicles (see Exhibit B).

John Kay, Sinclair Hille & Associates Inc., presented plans to convert three offices currently used by the County Clerk into office space for the County Assessor, convert office/storage space that was previously used by the Personnel Department into offices for the County Clerk (Phase 2 of the County Clerk's remodel project) and convert the remaining space that was used by the Personnel Department into offices for City Finance and Human Services (Exhibit C).

Hudkins inquired about the impact to the County Clerk's budget.

Kay said it will be slight as the County Clerk will only gain a small amount of office space.

Don Killeen, County Property Manager, said some of the remodeling costs may be a Public Building Commission (PBC) expense.

Kay and Killeen were asked to bring back a cost estimate.

4 SENTENCING, MONITORING, APPREHENDING, REGISTERING AND TRACKING (SMART) GRANT APPLICATION - Terry Wagner, Lancaster County Sheriff; Bill Jarrett, Chief Deputy Sheriff

Terry Wagner, Lancaster County, said the State Patrol has asked his office to participate in their Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking (SMART) grant program. He said the Sheriff's Office would be required to move an existing deputy into the grant position and hire a new deputy to back-fill that position.

In response to a question from Heier, Wagner said they are not required to retain the position after the 18 month grant period but said the department is already short personnel because two deputies have accepted positions with the U.S. Marshals Service.

Bill Jarrett, Chief Deputy Sheriff, noted those vacancies will result in some salary savings.

Heier said he has difficulty approving a new position with the current budget crisis.

Wagner said the State Patrol needs tentative approval from the County before they can receive the grant from the federal government.

Jarrett added that they hope to have approval in time to enroll the new deputy in the next basic training class at the Nebraska Law Enforcement Training Center.

MOTION: Hudkins moved and Stevens seconded to allow the Sheriff's Office to pursue the grant and to authorize the Chair or Vice Chair to sign the grant application. Hudkins, Workman, Stevens and Heier voted aye. Motion carried 4-0.

Wagner also reported that compliance with the Sex Offender Registry Act has increased the workload in his department.

5 COMPREHENSIVE PLAN AMENDMENT NO. 10002, LITTLE SALT CREEK WATERSHED MASTER PLAN - Ben Higgins, Senior Engineer, Public Works & Utilities Watershed Management Division

Ben Higgins, Senior Engineer, Public Works & Utilities Watershed Management Division, gave an overview of Comprehensive Plan Amendment No. 10002, a proposed amendment of the Comprehensive Plan to correct mapping errors in the Little Salt Creek Watershed Master Plan that resulted in a gap in the floodway near the confluence of Salt Creek (Exhibit D). He said the affected land is farmland, with no buildings, and said the property owners were notified of the proposed amendment.

Stevens said the Board has received a request for authorization to build a home on a lot that is classified as non-buildable and said the majority of the lot is in a floodplain or floodprone area. He said the owner indicated an agreement was reached with the Federal Emergency Management Agency (FEMA) that there is sufficient land to build on, but asked Higgins whether it would be better for the Board to wait and see how the lot is shown in the revised floodplain maps.

Mike DeKalb, Planner, appeared and explained that if the lot is mapped back in, the owner will have to build within the limits of the floodplain designation it is in.

ADDITIONS TO THE AGENDA

- A. Appointment to Hospital Authority No. 1 (Exhibit A)

Hudkins suggested appointment of Elaine Hammer and agreed to contact her to see if she is interested in serving.

6 COMMUNITY CORRECTIONS OFFICE SPACE AND FURNISHINGS -
Kim Etherton, Community Corrections Director

Kim Etherton, Community Corrections Director, said she has been assessing furniture needs as the Drug Court, programming, treatment and training staff prepare to move to the 9th & J Street Building. She said they plan to utilize their existing furniture but will need furniture for the reception area. Etherton said various systems furniture parts were left in the new space and said she contacted All Makes Office Equipment to see if they could be assembled and utilized for the reception area. All Makes said they would be willing to look at the pieces, but indicated there will be a charge. She said she is concerned with the impact the move will have on her budget as the rent will be \$60,000 a year and Adult Probation has indicated it no longer plans to share in that cost. **NOTE:** Adult Probation had planned to share the drug testing area.

In response to a question from Heier, Etherton said she does not anticipate that the move will take place until June or July.

Heier cautioned that there may not be sufficient funds available to allow her to proceed with the move.

MOTION: Hudkins moved and Stevens seconded to authorize Kim Etherton, Community Corrections Director, in consultation with Don Killeen, County Property Manager, to request a preliminary estimate from All Makes Office Equipment, on what is needed to complete the move, stipulating that the cost is not to exceed \$500. Hudkins, Workman, Stevens and Heier voted aye. Motion carried 4-0.

7 ADDITIONAL APPROPRIATIONS LETTER - Dennis Meyer, Budget and Fiscal Officer

The Board reviewed a draft of a letter to county departments addressing additional appropriations for Fiscal Year 2010 and the year-end expenditure cut-off (see agenda packet).

In response to a question from Hudkins, Dennis Meyer, Budget and Fiscal Officer, said he does not feel extending the cut-off date for purchase orders will cause issues, as the Purchasing Department keeps him apprised of purchasing requests.

MOTION: Hudkins moved and Stevens seconded approval of the letter. Stevens, Workman, Hudkins and Heier voted aye. Motion carried 4-0.

8 ACTION ITEMS

- A. Microcomputer Request C#61937, \$1,117.76 from County Court Budget for Six (6) Microsoft Word 2010 Licenses

Meyer said the County Court has indicated it will pay for the licenses out of their budget but said it is his understanding they intend to submit an additional appropriation request.

Gwen Thorpe, Deputy Chief Administrative Officer, said some of the Microsoft Office and Office Pro licenses that were used at Lancaster Manor are still available, although they are older versions than those requested.

Stevens and Thorpe agreed to explore that option with Information Services and County Court and will report back.

9 CONSENT ITEMS

There were no consent items.

10 ADMINISTRATIVE OFFICER REPORT

- A. Lease of County-Owned Lot

Kerry Eagan, Chief Administrative Officer, said access to the lot is limited to a road that is on MBA Poultry's property (see Exhibit E).

In response to a question from Hudkins, Eagan said a driveway that provided access to the lot from 134th Street was eliminated when the road was realigned.

Board consensus was to seek permission from MBA Poultry to use their road.

Eagan said the County Engineer is still in the process of surveying the lot and is assessing how to address the drainage ditch.

- B. Personnel Policy Board Appointment

The Board scheduled appointment of Randall Goyette on the April 27th County Board of Commissioners Meeting agenda.

C. County Website Committee

Gwen Thorpe, Deputy Chief Administrative Officer, presented the list of names that have been nominated to serve on the committee (Exhibit F).

Board consensus was to appoint the following:

- Dan Nolte, County Clerk, or Cori Beattie, Deputy County Clerk
- Rob Ogden, Chief Field Deputy Assessor/Register of Deeds
- Sharon Penry, Systems Programmer, County Sheriff's Office
- Dave Shively, Election Commissioner
- Troy Hawk, Court Administrator, Lancaster County District Court
- Valerie Crook, Marketing & Public Relations Specialist, Aging Partners
- Missy Miner, Geographic Information System (GIS) Analyst, Lincoln-Lancaster County Planning Department

Thorpe will also serve on the committee, in an ex-officio capacity.

D. Deputy Chief Administrative Officer's Salary

Heier said it was his understanding that Thorpe returned to her position as Deputy Chief Administrative Officer from her duties as Interim Lancaster Manor Administrator Lancaster Manor at her original salary, plus the 1 percent increase that was given to directors and assistant directors.

Hudkins said that was also his understanding.

Heier said he recently learned that her salary was not reduced when she returned.

Stevens said that was not stipulated in the motion at the November 20, 2008 Staff Meeting to approve a \$2,000 a month pay increase for Thorpe in recognition of her additional duties.

Eagan presented information showing Thorpe's current salary (\$102,859.37) and what her salary would have been had she returned to her original salary, plus the 1 percent increase (\$78,617.71) (see Exhibit G). He also presented comparability information prepared by the Personnel Department (see Exhibit G).

Heier said he had a conversation with Eagan prior to Thorpe's return and he indicated to Eagan that he expected her salary to return to the original amount, plus the 1 percent increase. He said that apparently never went to the Board.

Eagan said the Board had a discussion at a Staff Meeting as to what the salary would be but did not reach consensus.

Workman noted that the comparability information shows a range, not specific salaries.

Mark Koller, Personnel Director, appeared and said his department receives a range when it conducts a salary survey. He said Lancaster County is about \$15,000 below the mid-point for the array. **NOTE:** The three counties that responded to the survey were Douglas County, Nebraska (includes Omaha), Polk County, Iowa (includes Des Moines) and Sedgwick County, Kansas (includes Wichita).

Board consensus was to request specific salary information for those counties and to reschedule the item when all Commissioners are present.

E. City-County Common Meeting Agenda (May 3, 2010)

Board consensus was to cancel the meeting, unless the City Council has items it wants to discuss.

F. Abbott Motocross Facility Bids

Informational only.

11 PENDING ITEMS

There were no pending items.

12 DISCUSSION OF BOARD MEMBER MEETINGS

A. Joint Budget Committee (JBC) - Stevens, Schorr

Stevens said they received information on the funding requests.

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

Stevens said there was an update on the Haymarket Arena project.

13 EMERGENCY ITEMS AND OTHER BUSINESS

There were no emergency items or other business.

14 ADJOURNMENT

MOTION: Stevens moved and Workman seconded to adjourn the meeting at 9:53 a.m. Stevens, Heier, Workman and Hudkins voted aye. Motion carried 4-0.

Dan Nolte
Lancaster County Clerk