

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, DECEMBER 4, 2014
8:30 A.M.**

Commissioners Present: Larry Hudkins, Chair
Brent Smoyer, Vice Chair
Deb Schorr
Jane Raybould
Roma Amundson

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dan Nolte, County Clerk
Ann Taylor, County Clerk's Office
Bill Avery, Commissioner-Elect, District 1
Todd Wiltgen, Commissioner-Elect, District 5

Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, web site and provided to the media on December 3, 2014.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:31 a.m.

AGENDA ITEM

1 APPROVAL OF THE MINUTES OF THE NOVEMBER 13, 2014 STAFF MEETING

MOTION: Schorr moved and Raybould seconded approval of the minutes of the November 20, 2014 Staff Meeting. Raybould, Amundson, Schorr and Hudkins voted aye. Smoyer was absent from voting. Motion carried 4-0.

2 ADDITIONS TO AGENDA

None were stated.

3 TELEPHONE ANSWERING SERVICES AND DIRECTORIES - Bob Walla, Assistant Purchasing Agent

Bob Walla, Assistant Purchasing Agent, said noted the Board approved a contract with Executive Answering Service for telephone answering services for County Engineering. He said it replaces services that had been provided by the University of Nebraska-Lincoln (UNL) switchboard. The Board determined that those services are no longer needed by the County. Walla said the Board will need to decide what to do with the switchboard number listed in the telephone directory when the arrangement with UNL ends on January 1, 2015. He said the number could be removed from the telephone book or ring into a Voice over Internet Protocol (VoIP) telephone with an electronic message offering a limited number of selections and directing callers to search for a specific office in the "Blue Pages" of the telephone book or on the County's website.

There was consensus to remove the switchboard number from the telephone book. Walla said the County has missed the deadline to do so but indicated he has contacted Windstream Communications (telephone company) to see what options are available.

Raybould asked that County departments that were using the switchboard be notified of the change.

Walla also reported that the listings in the "Blue Pages" and the charges will be reviewed over the next year.

Smoyer arrived at the meeting at 8:39 a.m.

Amundson recognized Walla for his work in assisting the Lancaster Event Center with purchasing matters.

ADMINISTRATIVE OFFICER REPORT

A. Lancaster Manor Veterans Administration Billing Update

Dennis Meyer, Budget and Fiscal Officer, reported on issues with the Internal Revenue Service (IRS) withholding \$23,600 in federal funds from the County because of debts owed by the Lancaster Rehabilitation Center. **NOTE:** The County sold the facility, which was formerly known as Lancaster Manor, to Hunter Management (Altitude Health Services) in 2010. He said the charges are related to monies the facility owes to the U.S. Department of Veteran Affairs (VA) and said the agency still associates the County's federal tax identification number with the facility. The IRS has withheld federal funds from the County three times under the Treasury Offset Program (TOP) which collects delinquent debts owed to federal agencies. Meyer said Lancaster

Rehabilitation Center reimbursed the County for the first two charges but is questioning whether it actually owes the VA the last amount withheld (\$3,000). He asked the Board send a letter to Lancaster Rehabilitation Center asking for reimbursement.

Hudkins asked Meyer whether he knows the nature and date of the debt. Meyer responded he has not been able to obtain that information.

Hudkins felt the Board should ask the County Attorney's Office to assist with letters to Lancaster Rehabilitation Center requesting reimbursement and the IRS requesting documentation regarding the claim.

Raybould suggested Allen, Gibbs & Houlik, L.C. (AGH), which provides auditing services to the County, may be able to suggest a new approach to take with the IRS.

Todd Wiltgen, Commissioner-Elect, District 5, who served as U.S. Representative Jeff Fortenberry's District Director, indicated it is a common problem and said the County needs to work with the VA, which is the source of the problem, to resolve the issue.

Kerry Eagan, Chief Administrative Officer, said the novation of parties agreement between Lancaster County and Lancaster Manor Rehabilitation Center, LLC, should give the County a contractual right against Lancaster Rehabilitation Center for any obligation by the County.

MOTION: Schorr moved and Amundson seconded to: 1) Direct the County Attorney's Office to prepare a letter to Avi Rothner, Lancaster Manor Rehabilitation Center, LLC, with signature by either the County Board Chair or County Attorney, attaching a copy of the novation of parties agreement; 2) Ask U.S. Representative Jeff Fortenberry to help resolve the issue with the U.S. Department of Veteran Affairs (VA). Amundson, Smoyer, Schorr, Raybould and Hudkins voted aye. Motion carried 5-0.

4 PROPOSED UPDATES TO LINCOLN-LANCASTER COUNTY AIR POLLUTION CONTROL REGULATIONS AND STANDARDS - Scott Holmes, Environmental Public Health Division Manager, Lincoln-Lancaster County Health Department (LLCHD); Chris Schroeder, Environmental Health Supervisor, LLCHD; Brittany Behrens, Deputy County Attorney

Chris Schroeder, Environmental Health Supervisor, Lincoln-Lancaster County Health Department (LLCHD), gave an overview of proposed updates to the Lincoln-Lancaster County Air Pollution Control Program Regulation and Standards (LLCAPCPRS) to address the following:

- Minor typographic revisions and formatting changes, expand on abbreviated terms, correct references, and spell out some numeric quantities
- Incorporate updated ambient air quality standards to maintain consistency with the Nebraska Department of Environmental Quality (NDEQ) air regulations set forth in Title 129 of the Nebraska Administrative Code
- Update the effective date of Federal Regulations that were adopted into the LLCAPCPRS to July 1, 2014, which is the most recent date of publication of Title 40 of the Code of Federal Regulations
- Revise some particulate emission standard requirements to harmonize the LLCAPCPRS with the NDEQ's Title 129 regulations
- Revise construction permitting requirements for electrical generators to harmonize requirements with federal requirements

Scott Holmes, Environmental Public Health Division Manager, LLCHD said no changes are proposed to fees at this time.

NOTE: The County Board will hold a public hearing on the proposed updates at the December 9, 2014 County Board of Commissioners Meeting.

ADMINISTRATIVE OFFICER REPORT

B. Swearing-in Ceremony

There was consensus to hold the swearing-in ceremony on January 6th.

5 VISITORS PROMOTION COMMITTEE (VPC)

RECOMMENDATIONS:

A) VISITORS IMPROVEMENT FUND GRANT REQUESTS:

- 1) LINCOLN CHILDREN'S MUSEUM (\$9,821.33)**
- 2) LINCOLN FENCING CLUB (\$5,758)**
- 3) THE STAGE THEATER (\$10,000)**
- 4) STAR CITY BMX (\$10,000)**

B) USE OF VISITORS IMPROVEMENT FUND FOR PROMOTION (\$183,000)

A) Visitors Improvement Fund Grant Requests

1) Lincoln Children's Museum (\$9,821.33)

Julie Lattimer, Visitors Promotion Committee (VPC) Chair, gave an overview of the grant request for \$9,821.33 to provide education outside the museum through an interactive traveling exhibit for the Lincoln Children's Museum. She said the VPC believes it is great way to "get the word out" regarding the museum but did not see that it would necessarily bring in visitors from outside the County. Lattimer said the VPC recommends denial of the request.

Eagan noted there is nothing in State Statutes that requires a direct relationship between improvements and the lodging tax, although it is good to look at.

MOTION: Smoyer moved and Amundson seconded to follow the recommendation of the Visitors Promotion Committee (VPC) and deny the grant request from the Lincoln Children's Museum. Smoyer, Schorr, Raybould, Amundson and Hudkins voted aye. Motion carried 5-0.

2) Lincoln Fencing Club (\$5,758)

Lattimer reviewed the grant request from the Lincoln Fencing Club for \$5,758 to host a two-day fencing clinic in conjunction with the 2015 State Games of America that will be held in Lincoln. She said the Club wants to attract two national level coaches to give foil and epee lessons. The Club estimates they would attract about 10% of the 450 fencers that competed in the 2014 Cornhusker State Games. It is expected that they would come in for two days prior to the 2015 State Games of America and would require lodging. Unfortunately, most of the request is related to expenses that aren't allowed with these funds. Lattimer said the VPC recommends funding in the amount of \$2,500 to support their marketing efforts.

MOTION: Amundson moved and Smoyer seconded to follow the recommendation of the Visitors Promotion Committee (VPC) to provide funding in the amount \$2,500 for the Lincoln Fencing Club. Schorr, Raybould, Amundson, Smoyer and Hudkins voted aye. Motion carried 5-0.

3) The Stage Theater (\$10,000)

Lattimer said the Stage Theater, is a non-profit community theater located in Hickman, Nebraska. Since opening, the theater has presented six productions and attracted over 7,500 people from 36 Nebraska counties, 17 states and 6 foreign countries. She said their \$10,000 grant request is to support additional marketing and facility

upgrades. Lattimer said while the VPC does not believe the theater currently has the potential to increase lodging numbers, it does view it as an exciting new entertainment asset to Lancaster County. The VPC recommends approval of the \$6,057 portion for facility upgrades.

MOTION: Smoyer moved and Raybould seconded to approve the recommendation of the Visitors Promotion Committee (VPC) to provide funding in the amount of \$6,057 for the Stage Theater. Raybould, Amundson, Smoyer, Schorr and Hudkins voted aye. Motion carried 5-0.

4) Star City BMX (\$10,000)

Lattimer said Star City BMX is requesting \$10,000 for improvements to their facility which will increase their potential to attract the annual State Championship Finals and Gold Cup Qualifier event. The total cost of the total project is \$20,000 and Star City BMX is taking on half of the cost themselves. The VPC recommends approval of the funding request.

MOTION: Smoyer moved and Raybould seconded to approve the recommendation of the Visitors Promotion Committee (VPC) to provide a \$10,000 grant to Star City BMX. Amundson, Smoyer, Schorr, Raybould and Hudkins voted aye. Motion carried 5-0.

B) Use of Visitors Improvement Fund for Promotion

Jeff Maul, Lincoln Convention and Visitors Bureau (CVB) Executive Director, presented a request for ½% of the lodging tax paid to the County Visitors Improvement Fund from the July, 2014-October, 2014 be released to the CVB to be used for promotion (Exhibit A). He noted the VPC has made a determination that tourism facilities are adequate and recommends that the funds be released to the CVB.

NOTE: The Board will take action on the request to authorize use of County Visitors Improvement Fund for visitor promotion.

ADMINISTRATIVE OFFICER REPORT

E. Visitors Improvement Fund Grant Request from the City of Waverly (\$150,000)

Eagan stressed the need to establish a schedule for funding requests that come in on an ad hoc basis so they can be measured against each other to determine the best projects for funding.

MOTION: Schorr moved and Raybould seconded to: 1) Refer the funding request from the City of Waverly to the Visitors Promotion Committee (VPC) for review and recommendation; and 2) Ask the VPC to provide input on a schedule to analyze such requests.

Maul noted the VPC meets quarterly and said he believes the ad hoc requests should come forward at that time rather than holding special meetings.

Eagan noted they have been working on a master plan for facilities which will help determine needs.

ROLL CALL: Smoyer, Schorr, Raybould, Amundson and Hudkins voted aye. Motion carried 5-0.

D. Payment of National Association of Government Defined Contribution Administrators (NAGDCA) Dues (\$300 from Retirement Expense Account)

MOTION: Amundson moved and Raybould seconded approval. Raybould, Amundson, Smoyer, Schorr and Hudkins voted aye. Motion carried 5-0.

F. Human Services Administrator Updates

Eagan reported 46 applications were received for the Human Services Administrator position and said Human Resources has indicated it will rate the applications as quickly as possible. There was consensus to: 1) Follow the same procedure the Board utilized to rank and interview applicants for the Emergency Management Director opening; and 2) Share information regarding the applicants with Commissioners-elect Avery and Wiltgen and seek their input as they will be involved in selection of the new Administrator.

DISCUSSION OF BOARD MEMBER MEETINGS

A. Lincoln Metropolitan Planning Organization (MPO) Officials Meeting- Hudkins, Smoyer

Hudkins said the meeting was routine in nature.

B. Lancaster County Fairgrounds Joint Public Agency (JPA) - Amundson, Hudkins

Amundson said they paid claims.

C. District Energy Corporation (DEC) - Hudkins, Schorr

Hudkins said the DEC reaffirmed its decision to send a letter to the U.S. Securities and Exchange Commission (SEC) explaining why the DEC was not in compliance with the SEC's recent rule changes (see November 6, 2014 Staff Meeting minutes).

D. Emergency Medical Services Oversight Authority (EMSOA) - Schorr

Schorr said they approved a mission statement and authorized a study of the fees and rate structure.

E. Lincoln Independent Business Association (LIBA) Monthly Meeting - Raybould

Raybould said they discussed a variety of topics including election results, public service, the Railroad Transportation Safety District (RTSD) levy, Lancaster Event Center, and possible County intervention regarding the Southeast Rural Fire District's refusal to share a fire station with the City.

6 VACATION AND SICK LEAVE FOR CLASSIFIED EMPLOYEES WHO BECOME ELECTED OFFICIALS - Doug McDaniel, Human Resources Director

Doug McDaniel, Human Resources Director, said his department is bringing forward a resolution to address the disposition of accrued vacation and sick leave for any classified county employee who is appointed or elected to an elected county position. He said they are proposing that vacation accrual be paid out and sick leave maintained "on the books" until such time as rules regarding a payout would apply due to death, retirement or a return to their classified position.

Raybould asked why the proposed effective date is the pay period beginning January 6, 2011. McDaniel said it is intended to protect the interests of Joe Kelly, County Attorney, who was elected to his office after serving as Deputy County Attorney, and Joe Nigro, Deputy Public Defender, who will assume the office of Public Defender in January.

NOTE: The Board will take action on the proposed resolution at the December 9, 2014 County Board of Commissioners Meeting agenda.

DISCUSSION OF BOARD MEMBER MEETINGS

F. Lancaster County Correctional Facility Joint Public Agency (JPA) - Hudkins, Smoyer

Smoyer said they paid claims totaling \$61,038.00 from Dickey-Hinds-Muir, Inc. and Farris Engineering for jail warehouse improvements; and Garber's for a utility vehicle. There was also a \$3,775,052.50 principal and interest payment on the bonds to Wells Fargo. He noted the JPA will be moving to a quarterly meeting schedule.

H. Keno Prevention Advisory Board - Schorr

Schorr said this is the second year of a two-year grant funding cycle and funds were allocated to 21 different agencies. She noted funds were set aside for a pilot program at the Lancaster County Adult Detention Facility (LCADF) and said they have provided food handler training and are planning to offer parenting classes after the first of the year.

I. Chamber Coffee - Amundson, Smoyer

Amundson said the Lincoln Chamber of Commerce has 1,657 members and has earned a 5-Star Accreditation, which is the highest level of accreditation made by the U.S. Chamber of Commerce. Smoyer said only 72 of the 7,000 Chambers across the nation have received that accreditation.

ADMINISTRATIVE OFFICER REPORT

C. Claim for Review - Payment Voucher (PV) No. 466359-60 from the Crisis Center in the Amount of \$266.00 to the American Red Cross. The Claim is Beyond the 90 Day Time Period.

Gwen Thorpe, Deputy Chief Administrative Officer, relayed information she received from Jareth Kaup, Account Clerk III, Crisis Center, regarding the claim.

MOTION: Amundson moved and Raybould seconded to handle the claim through the regular claims process. Schorr, Raybould, Amundson, Smoyer and Hudkins voted aye. Motion carried 5-0.

7 PROJECTS UNDER NEBRASKA REVISED STATUTE §23-120(3)(b)
- Dennis Meyer, Budget and Fiscal Officer

Dennis Meyer, Budget and Fiscal Officer, explained the County can levy up to 5.2 cents for various projects that meet the purposes specified in under Nebraska Revised Statute §23-120(3)(b). He noted the 2004 bond for various projects (St. Mary's Building Project, Health Facilities Project, County Engineering, Motor Vehicles Facilities Project, Juvenile Detention Facility Project and Miscellaneous County Projects) was paid off in November. The County is currently levying for its share of the bonds the Public Building Commission (PBC) issued for the "Expand and Improve Health Facilities Project" (Lincoln-Lancaster County Health Department facility) and the City issued for the Voice over Internet Protocol (VoIP) System; and the Building Fund for a total of .5662 cents.

NOTE: The Board will take action on a resolution in the matter of declaring projects under Neb.Rev.Stat. §23-120, as amended, and imposing a levy for the costs and indebtedness for such projects at the December 9, 2014 County Board of Commissioners Meeting.

8 REQUEST FOR CULVERT SIZE VARIANCE AT 8031 DAVID DRIVE, WILLNERD ACRES, FIRTH, NEBRASKA - Charles Willnerd, Developer of Willnerd Acres; Pam Dingman, County Engineer; Ken Schroeder, County Surveyor

Charles Willnerd, Developer of Willnerd Acres, discussed his request for the County to take over maintenance of roads in the development, having met the 60% occupancy requirement (see Exhibit B). He said County Engineering provided him a list of items that would need to be done to bring the roads up to County standards. Willnerd said one of the issues involves Lot 3. He said the owners applied for a driveway permit when they built their house in 2007 and installed a 15 inch culvert, rather than the 18 inch culvert which was required. Willnerd requested a variance, explaining the owners are not in a position to replace it. He said the culvert is located near the top of the hill and little water runs through it.

Hudkins noted another lot also did not meet the size requirement for a culvert. Willnerd said that issue has been addressed. He said the owners did not realize they had to have a driveway permit and have replaced the culvert they had installed with one of the proper size.

Hudkins noted it was indicated permanent easements are required from the landowners because a portion of the cul-de-sac pavement lies outside the platted right-of-way and asked whether that has been done. Willnerd said he spoke with the landowners and they will sign the easements.

Pam Dingman, County Engineer, reported that she and Ken Schroeder, County Surveyor, met yesterday with the developer of another subdivision that also has 15 inch culverts. She said there is potential for leaves, debris, animals to clog smaller pipes, particularly in rural conditions, and asked the Board to adhere to the minimum size standards that have been set forth.

Raybould asked the cost to replace the culvert. Willnerd estimated it at \$1,200 to \$1,500, which includes the cost of the pipe. Dingman added the cost difference between 15 inch and 18 inch pipes, when the culvert was originally installed, was minimal.

Raybould asked whether owners of the lot are the original owners. Willnerd said they are.

Hudkins asked what authority the County has to require the owners to replace the culvert. Dingman said the County can refuse to take over maintenance of roads in the development. Raybould noted it might be in the interest of the owners in the subdivision to assist the owners in the cost. Amundson said the Homeowners Association could replace the culvert then place a lien on the property. Willnerd said the Homeowners Association hasn't had anything to do with the roads. Schroeder said the developer may be able to upgrade the culvert to meet standards if the landowner agrees.

There was consensus to deny the variance request.

9 JUVENILE JUSTICE PROGRAM GRANT APPLICATIONS - Sara Hoyle, Juvenile Justice Coordinator

Sara Hoyle, Juvenile Justice Coordinator, discussed 2015-2016 Juvenile Justice Review Committee (JJRC) Funding (see agenda packet) and requested authorization to submit applications for funding to the Nebraska Crime Commission. It was noted the Chair must sign the grant applications by January 8th and it was suggested the Board wait and have the new Chair sign. **NOTE:** The Board will appoint a new Chair and Vice Chair at the January 8th County Board Staff Meeting when the new Commissioners take office.

MOTION: Smoyer moved and Raybould seconded to authorize submission of the grant applications, with signature by the Commissioner who is appointed Chair on January 8, 2015. Amundson, Smoyer, Schorr, Raybould and Hudkins voted aye. Motion carried 5-0.

10 ACTION ITEMS

There were no action items.

11 CONSENT ITEMS

There were no consent items.

12 ADMINISTRATIVE OFFICER REPORT

- A. Lancaster Manor Veterans Administration Billing Update
- B. Swearing-in Ceremony
- C. Claim for Review - Payment Voucher (PV) No. 466359-60 from the Crisis Center in the Amount of \$266.00 to the American Red Cross. The Claim is Beyond the 90 Day Time Period.
- D. Payment of National Association of Government Defined Contribution Administrators (NAGDCA) Dues (\$300 from Retirement Expense Account)
- E. Visitors Improvement Fund Grant Request from the City of Waverly (\$150,000)
- F. Human Services Administrator Update

Items A-F were moved forward on the agenda.

13 PENDING

There were no pending items.

14 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Lincoln Metropolitan Planning Organization (MPO) Officials Meeting- Hudkins, Smoyer
- B. Lancaster County Fairgrounds Joint Public Agency (JPA) - Amundson, Hudkins
- C. District Energy Corporation (DEC) - Hudkins, Schorr
- D. Emergency Medical Services Oversight Authority (EMSOA) - Schorr
- E. Lincoln Independent Business Association (LIBA) Monthly Meeting - Raybould
- F. Lancaster County Correctional Facility Joint Public Agency (JPA) - Hudkins, Smoyer

Items A-F were moved forward on the agenda.

G. Meeting with Planning Department - Hudkins, Smoyer

Meeting was cancelled.

H. Keno Prevention Advisory Board - Schorr

I. Chamber Coffee - Amundson, Smoyer

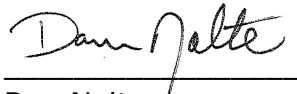
Items H and I were moved forward on the agenda.

15 EMERGENCY ITEMS AND OTHER BUSINESS

There were no emergency items or other business.

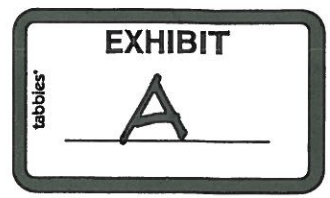
16 ADJOURNMENT

MOTION: Raybould moved and Smoyer seconded to adjourn the meeting at 10:15 a.m. Amundson, Smoyer, Schorr, Raybould and Hudkins voted aye. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk





December 4, 2014

TO: Lancaster County Board of Commissioners

FR: Jeff Maul, Executive Director
Lincoln Convention and Visitors Bureau

RE: Additional ½% Lodging Tax request

Formal Action was taken by the VPC on November 12th, 2014, in which they deemed the facilities as adequate. The following represents the VPC recommendation (11-12-14) that the funds for July 2014– October 2014 be released to the CVB.

½% CVB Bid Fee Lodging Tax Request, per VPC minutes (11-12-14)

½% CVB/Event Promotion Lodging Tax Request: Maul said this ½% comes from the improvement fund dollars for promotion of events. He said the CVB goes after groups, allocates the dollars needed, and then requests it through the VPC, with formal approval of the Lancaster County Board. A request in the amount of \$183,000.00 was presented. Lattimer made the motion to deem the facilities adequate and to allow improvement fund dollars be used for promotion as presented. Morgan seconded the motion. Motion carried.

The VPC has made a determination that the facilities in Lincoln are adequate in order to request these lodging tax funds. In order for us to continue our bid process in attracting new events and securing existing relationships with organizers, we ask that the approved funds be released to the CVB. We have past and existing fees that will need to be paid.

NEW request for ½% lodging tax (July 2014-October 2014 collection)

- a. \$180,000.00 (USA Rollersports)
- b. \$2,000.00 (Kick It 3V3 Soccer)
- c. \$1,000.00 (USA BMX-Cornhusker Nationals)

Total Request: \$183,000.00

LANCASTER

COUNTY

ENGINEERING

DEPARTMENT

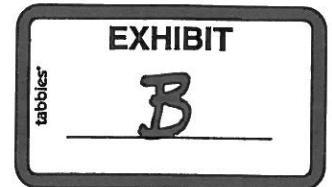
Pamela L. Dingman, P.E.

County Engineer

Kenneth D. Schroeder, R.L.S.

Deputy County Surveyor

October 21, 2014



Mr. Charles Willnerd
17955 South 148th Street
Bennet, NE 68317

RE: REQUEST FOR COUNTY MAINTENANCE
WILLNERD ACRES, (SECTION 27, T7N, R7E)
FIRTH ROAD AND SOUTH 82ND STREET

Dear Mr. Willnerd:

I wish to apologize for not responding in a more timely fashion to your September 4, 2014 letter requesting County maintenance for the roadways in your development, but the last couple of months have been extremely busy.

Our office recently made an inspection of Willnerd Acres and found that the subdivision meets the 60% occupancy requirement now that the amended preliminary plat has been approved. From our research and inspections the following list of items would need to be completed before I can proceed with the maintenance approval process.

NOTE: Reference enclosed maps (David Drive and Sarah Circle) for item number approximate location.

1. Clean and seal all transverse cracks in pavement and all longitudinal cracks 12 inches or more from pavement edge. Cracks 1/4" wide or more shall be cleaned and sealed. Extremely wide cracks may need to be filled prior to sealing.
2. Remove the field drive along Firth Road located just west of Sarah Circle and restore a typical ditch cross section to accommodate proper drainage. Access from Lots 9 and 10 to Firth Road was relinquished in Final Plat Instrument Number 2004-033630.
3. Area of required pavement repair. Please contact our office regarding proposed method of acceptable pavement repair and for marking repair limits.
4. Street signs for Firth Road and Sarah Circle are missing. Lancaster County Engineering Department can make and install the needed signs on the existing sign post. For County sign installation, a payment of \$100.00 (\$50.00 per sign) to Lancaster County Engineering Department will be required to satisfy item #4.

RE: REQUEST FOR COUNTY MAINTENANCE
WILLNERD ACRES, (SECTION 27, T7N, R7E)
FIRTH ROAD AND SOUTH 82ND STREET

5. Street centerline survey control monuments appear missing. Install survey monument boxes per City of Lincoln standards in the pavement and have survey pins set at all centerline control points.
6. Landowner to make access permit application for the existing driveways with Lancaster County Engineering Department at 444 Cherrycreek Road, Bldg. "C". (There is no charge for this permit).

Existing drives to Lots 8, 9 Willnerd Acres and Outlot "B" Willnerd Acres 2nd Addition do not have access permits recorded.

7. Saw straight edge and remove area of badly broken asphalt at the intersection of South 82nd Street and David Drive. Please contact our office to mark pavement removal area.
8. Remove sign post in right-of-way at 8101 David Drive.
9. The 15" CMP driveway culvert at 8031 David Drive needs to be replaced with an 18"x24' CMP culvert as per access permit #6332 dated 7/31/2007.
10. Remove dirt pile in road right-of-way near the south line of 8031 David Drive.
11. Remove boulder in right-of way next to the driveway at 27900 Sarah Circle. Boulders and other such landscaping is not allowed in County road right-of-way.
12. The 12" CMP driveway culvert at 27900 Sarah Circle does not meet County standards.
13. As shown on the Final Plat of Willnerd Acres recorded in Instrument #2004-033630, the 10' strip of land just south of the described subdivision boundary was to be dedicated to the County for right-of-way. No record could be found for this dedication therefore, Lancaster County would require the 10' wide strip mentioned above be deeded to Lancaster County making a total right-of-way width of 50' from section line in this area as intended on said plat.
14. As shown on the aerial view of Sarah Circle, it appears that the paved improvements for the Cul-de-sac does not match the platted Cul-de-sac right-of-way.

Lancaster County requires 19' from pavement edge to the right-of-way line for maintenance.

Since it is apparent that a portion of the Cul-de-sac pavement lies outside the platted right-of-way, Lancaster County will require permanent easements from the existing landowners for the areas shown.

Page Three

RE: REQUEST FOR COUNTY MAINTENANCE
WILLNERD ACRES, (SECTION 27, T7N, R7E)
FIRTH ROAD AND SOUTH 82ND STREET

It should be noted that any lawn sprinklers located within the road right-of-way shall either be removed or abandoned. Lancaster County will not be responsible for any damage to sprinkler systems due to line located within the County road right-of-way.

Please notify this office when the above items have been completed so another inspection can be made. Also, should you have any questions or would like to meet on site to go over any of the above items, feel free to contact this office.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth D. Schroeder". The signature is fluid and cursive, with the first name "Kenneth" being more prominent.

Kenneth D. Schroeder
County Surveyor

Enclosure

Cc: Pam Dingman, County Engineer
Bob Jacobs, Road Maint. Supervisor
Jeff Manske, District Supervisor

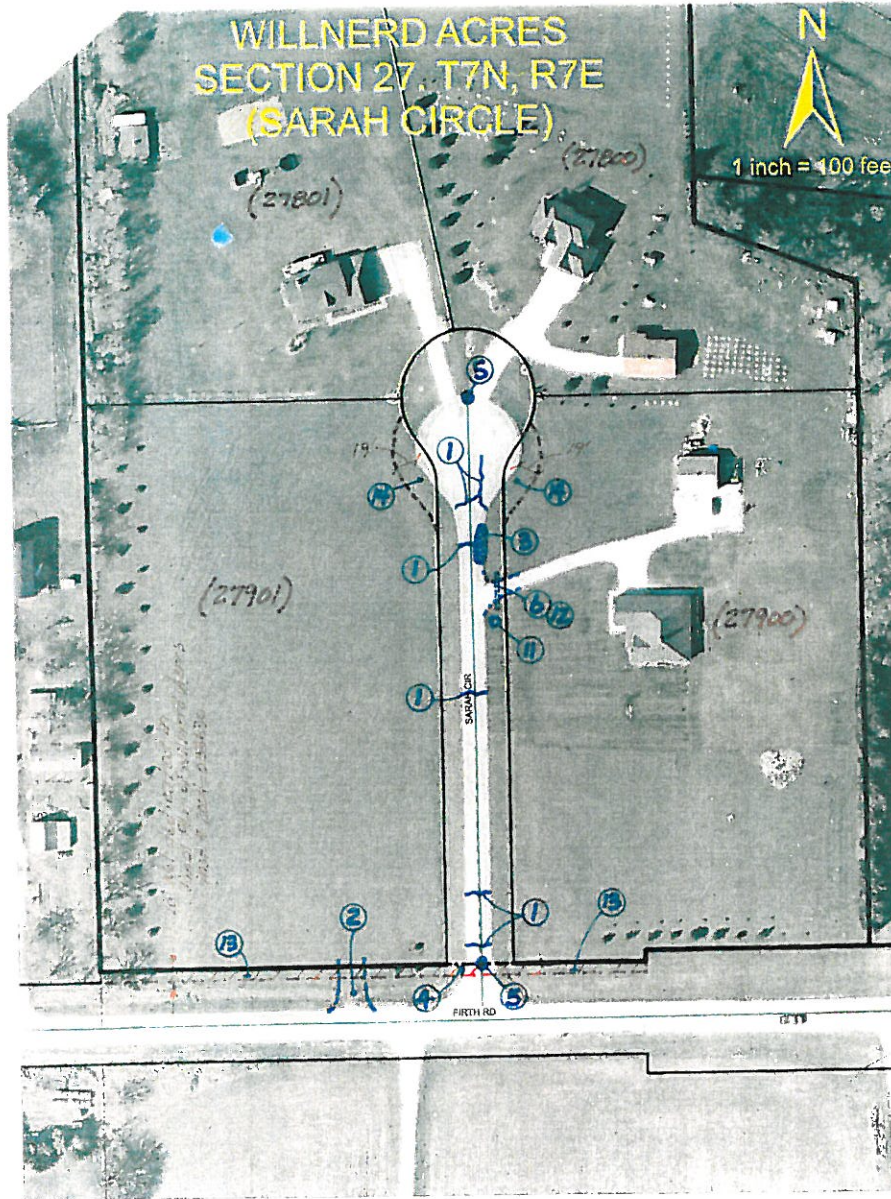
VD/bml

Barbi/Suddiv.Wk/Willnerd Acres/Request for Maintenance.Ltr.docx

WILLNERD ACRES
SECTION 27, T7N, R7E
(SARAH CIRCLE)



1 inch = 100 feet



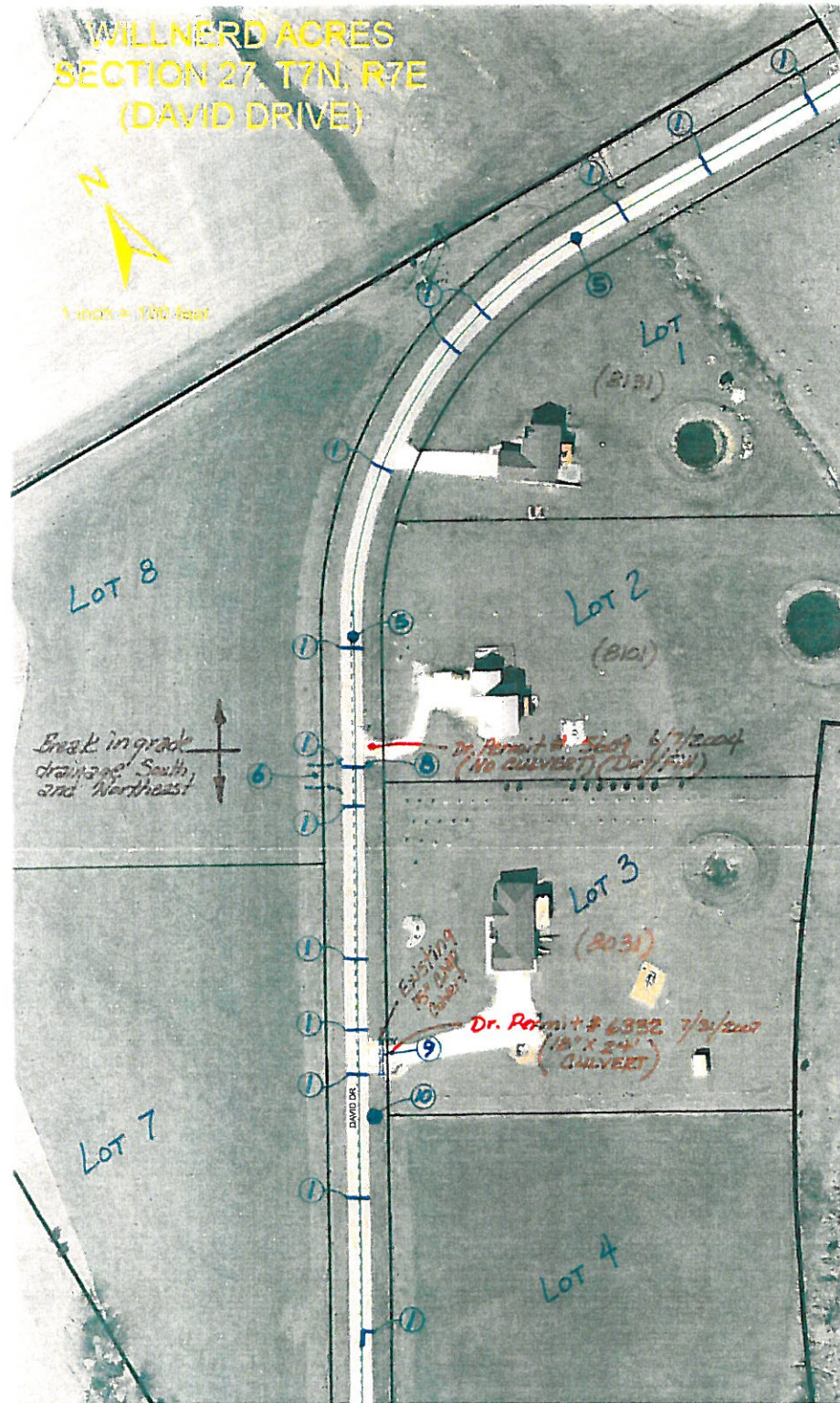
WILLNERD ACRES
SECTION 27, T7N, R7E
(DAVID DRIVE)

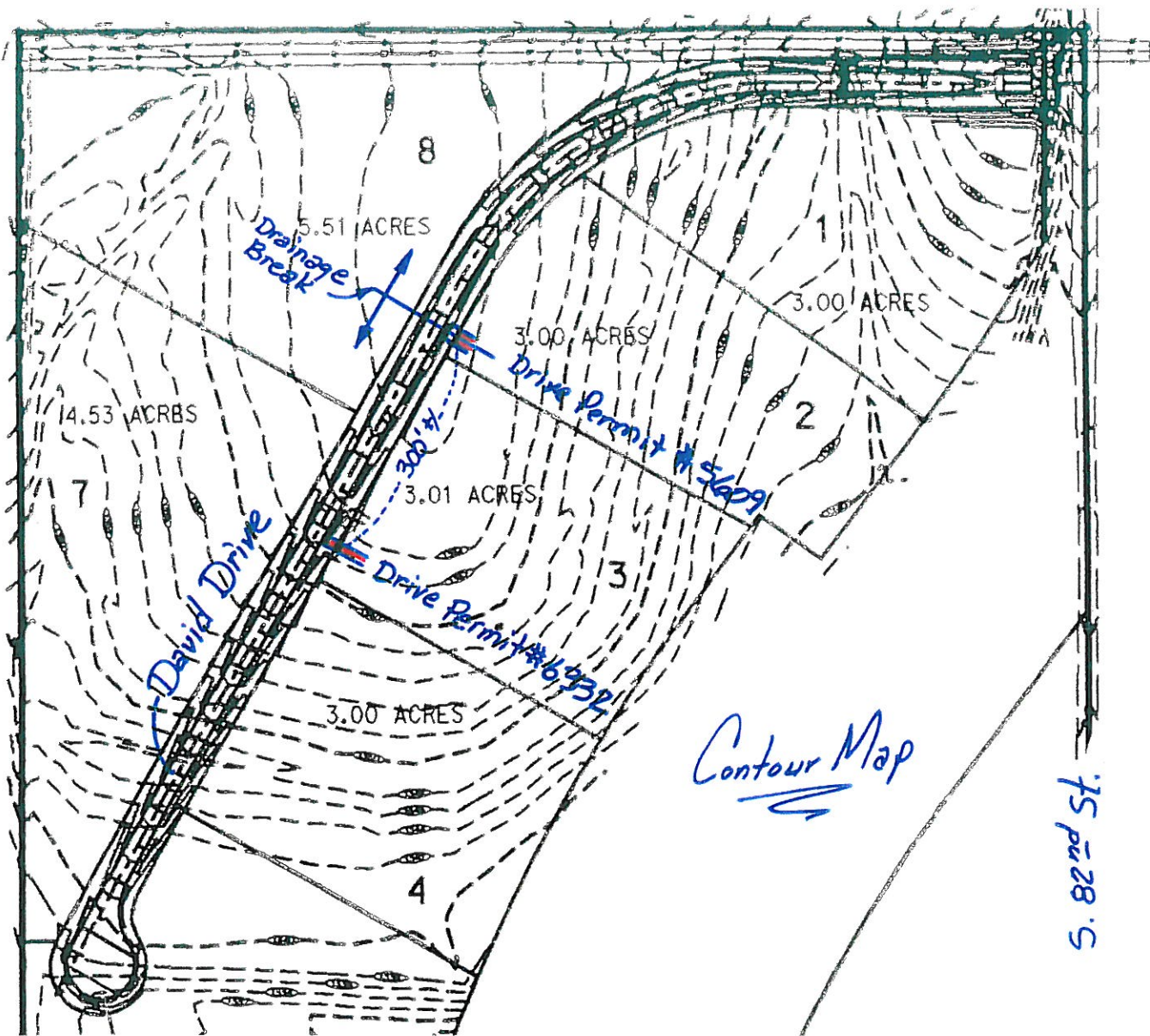


WILLNERD ACRES
SECTION 27, T7N, R7E
(DAVID DRIVE)



1 inch = 700 feet





Contour Map

S. 82nd St.

