

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, APRIL 26, 2018
8:30 A.M.**

Commissioners Present: Todd Wiltgen, Chair; Jennifer Brinkman, Vice Chair; Roma Amundson; and Bill Avery

Commissioners Absent: Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; Dan Nolte, County Clerk; and Ann Taylor, County Clerk's Office

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 April 25, 2018.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:30 a.m.

1. APPROVAL OF STAFF MEETING MINUTES AND VILLAGE MEETING MINUTES FOR APRIL 19, 2018

MOTION: Amundson moved and Brinkman seconded approval of the April 19, 2018 Staff Meeting minutes. Amundson, Brinkman, Avery and Wiltgen voted yes. Schorr was absent. Motion carried 4-0.

MOTION: Amundson moved and Avery seconded approval of the April 19, 2018 Village Meeting minutes. Brinkman, Avery, Amundson and Wiltgen voted yes. Schorr was absent. Motion carried 4-0.

2. POST EMPLOYMENT HEALTH PLAN (PEHP) PRESENTATION – Matt Ring and Burt Burrows, Nationwide Retirement Solutions (NRS)

NOTE: Nationwide Retirement Solutions (NRS) administers the Post Employment Health Plan (PEHP) for the American Federation of State, County & Municipal Employees (AFSCME) group.

Rick DeBoer, AFSCME Local 2468 President, appeared and said he would like to see reinstatement of the PEHP benefit for AFSCME employees and plans to raise the issue again during labor negotiations.

Burt Burrows, NRS, said PEHP contributions, accumulation and distributions to retired or separated employees are tax-free. He noted PEHP is specific to health insurance premiums, co-pays and deductibles.

Matt Ring, NRS, said there is no cost to the County for making the plan available to employees or having contributions added on behalf of the employee.

Wiltgen noted the Commission of Industrial Relations (CIR) has determined that this type of benefit is not subject to comparability. Kerry Eagan, Chief Administrative Officer, added nothing prevents the County from offering the benefit.

Avery asked DeBoer what AFSCME would be willing to “give up” to have the benefit reinstated. DeBoer said it offered to give up a portion of the cost of living increase last year to “buy back” the benefit.

In response to a question from DeBoer, Eagan said the Pension Review Committee (PRC) has not looked at the NRS account for several years.

3. VISITORS IMPROVEMENT FUND GRANT APPLICATION FROM LINCOLN PRO BASEBALL, INC. D/B/A LINCOLN SALTDogs FOR HAYMARKET PARK ELECTRIC SIGN – Charles Meyer, Saltdogs President/General Manager; Jeff Maul, Lincoln Convention & Visitors Bureau (CVB) Executive Director

Charles Meyer, Saltdogs President/General Manager, discussed the Visitors Improvement Fund grant request from Lincoln Pro Baseball, Inc. d/b/a Lincoln Saltdogs, for \$76,548 for a freestanding electronic sign on Sun Valley Boulevard for Haymarket Park (baseball and softball complex) to help direct traffic to the entrance and promote specific activities (Exhibit A).

Jeff Maul, Lincoln Convention & Visitors Bureau (CVB) Executive Director, said the sign could potentially benefit others in that district. He said the Visitors Promotion Committee (VPC) reviewed the request and recommended funding in the amount of \$24,000, based on the potential for other funding sources. Their recommendation was presented to the County Board at the February 22, 2018 Staff Meeting. The Board had indicated they were supportive of the request but posed several questions:

- Does the City (West Haymarket Joint Public Agency (JPA) or Pinnacle Bank Arena) plan to contribute funds to the project?

Meyer said the cost will likely be more in the \$90,000 to \$100,000 range. He said he has met with the other potential partners (University of Nebraska-Lincoln (UNL) Athletic Department, Nebraska Coaches Association, Nebraska High School Sports Hall of Fame, Nebraska School Activities Association (NSAA), Breslow Ice Hockey Center, Pinnacle Bank Arena) and said they will work through the allocation of the costs.

- Who would manage the sign content and would Lincoln Pro Baseball be willing to share the advertising content with other nearby event spaces?

Meyer said the UNL Athletic Department controls the content for the Nebraska Innovation Campus and will handle the content for this sign as well. He said the sign will be multi-purpose and can

provide information for other events in the district. Meyer noted a sign district was created for the Haymarket which has certain restrictions.

- Why did the bid the Lincoln Pro Baseball provided show sales tax being assessed?

Meyer said Lincoln Pro Baseball is willing to work with the Purchasing Department to solicit additional bids. The property is leased from the City of Lincoln and the City is exempt from sales tax.

Avery inquired about the impact to room nights. Meyer said there are several events held at the ballpark that generate room nights. Maul added that the sign will raise awareness within the community of upcoming events which should increase attendance.

Brinkman asked whether the location of the sign would change when a second bridge out of Haymarket Park is constructed. Meyer indicated the sign could be moved, if necessary.

Eagan noted the County can only give grants to governmental or non-profit entities. The West Haymarket JPA was suggested as an option. A contract will be drafted and scheduled on a regular County Board of Commissioners Meeting agenda.

4. STATEWIDE TORNADO DRILL REPORT – Jim Davidsaver, Emergency Management Director

Jim Davidsaver, Emergency Management Director, discussed participation in the March 28th statewide tornado drill, citing major strengths, primary areas for improvement, and participation results. He indicated he is still solicitating feedback from participants.

Wiltgen asked whether Emergency Management will receive additional funding from the Federal Emergency Management Agency (FEMA) or Nebraska Emergency Management Agency (NEMA) because of having the exercise. Davidsaver said not directly but planning exercises and training are referenced when applying for Emergency Management Performance Grants.

Amundson inquired about participation in the 605 Building. Davidsaver agreed to forward her the list of participation by department.

In response to an inquiry at the April 24, 2018 Department Budget Hearing, Davidsaver said Emergency Management's volunteers do not qualify for income tax credits under Legislative Bill (LB)760 (Change the Volunteer Emergency Responders Incentive Act).

Amundson exited the meeting at 9:19 a.m.

5. YOUTH SERVICES CENTER (YSC) SECURITY SYSTEM UPGRADE – Shelli Schindler, Youth Services Center (YSC) Director

Shelli Schindler, Youth Services Center (YSC) Director, presented a security system upgrade proposal which has six components. She said the expenditures are projected to be underspent by \$200,000 and suggested those funds be used to fund implementation of the upgrade, which is estimated to

cost a total of \$136,000. Schindler said the estimate is from the current vendor (sole source provider) and said she will consult Bob Walla, Purchasing Agent, on whether to go out for a request for information (RFI) or to continue with the current vendor. She noted the wiring is set up to work with the current vendor and may require modifications if a different vendor is selected which could increase costs.

Meyer said he could move \$136,000 into the Building Fund for the upgrade if it has not been completed by the end of the fiscal year.

There was general consensus to proceed as outlined.

- 6. AMENDMENT TO COUNTY CONTRACT C-10-0317 WITH CORRECTIONAL HEALTHCARE COMPANIES (CHC) FOR MEDICAL SERVICES FOR YOUTH SERVICES CENTER, BID NO. 09-275. THE AMENDMENT EXTENDS THE CONTRACT FROM MAY 1, 2018 THROUGH MAY 31, 2018. THE COST FOR PRODUCTS/SERVICES TO THE COUNTY IS NOT TO EXCEED \$20,000.00 (ACTION REQUIRED) – Shelli Schindler, Youth Services Center (YSC) Director; Jen Holloway, Deputy County Attorney**

Jen Holloway, Deputy County Attorney, explained the need to extend County Contract No. C-10-0317 through May 31, 2018 to allow more time for Correctional Healthcare Companies (CHC) to review proposed revisions to the new contract.

MOTION: Brinkman moved and Avery seconded approval of the contract amendment. Avery, Brinkman and Wiltgen voted yes. Amundson and Schorr were absent. Motion carried 3-0.

CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Appointment of Dan King to County Extension Board

Eagan said Karen Wobig, County Extension Educator, Unit Leader, has informed him that Dan King's name has been withdrawn from consideration (Exhibit B).

Brinkman said she would like to see more information about applicants for appointment in the future.

12. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Website Update

Ann Ames, Deputy Chief Administrative Officer, said Nebraska Interactive has made a few of the changes the County had requested to a proposed contract to redesign the County's website and has also signed the memorandum of understanding (MOU), although the statement of work (SoW) takes precedence over the MOU. She said David Derbin, Deputy County Attorney, still has concerns regarding the contract including being part of State's portal. Derbin also indicated there is a master contract that he hasn't reviewed. There was consensus to have Derbin review the master contract.

Ames said Derbin would also like to negotiate a termination provision for the County's four payment processing contracts with Nebraska Interactive. Those involve the County Clerk's Office, County Sheriff's Office, Community Corrections and County Engineering. She said the website redesign is a separate issue from payment processing but Nebraska Interactive wants to provide payment processing to the County and Derbin feels this would provide an opportunity to have those discussions with Nebraska Interactive. Brinkman suggested looking at the departments under the purview of the Board to see if there is additional payment processing that might incent Nebraska Interactive to reduce the cost of updating the website. Ames said Nebraska Interactive has indicated it would do the website portion for little or no cost if the County brought payment processing back to them. She said she would be hesitant to do so, in part because Nebraska Interactive is not Payment Card Industry (PCI) compliant.

Candace Meredith, Deputy County Treasurer, appeared and said Nebraska Interactive couldn't meet the County Treasurer's Office's needs so they have contracted with Lexus/Nexus for payment processing instead. There were also issues involving delayed access to funds, service fees and reporting. She said other departments are using Lexus/Nexus for point of sale (POS) services and said the ultimate plan was to get all county departments under one universal program.

7. NATIONAL ASSOCIATION OF COUNTY COLLECTORS, TREASURERS & FINANCE OFFICERS (NACCTFO) ANNUAL CONFERENCE (JULY 10-12, 2018) –
Candace Meredith, Deputy County Treasurer

Candace Meredith, Deputy County Treasurer, requested authorization to attend the National Association of County Collectors, Treasurers and Finance Officers (NACCTFO) Annual Conference in Nashville, Tennessee, July 10-12, 2018.

MOTION: Brinkman moved and Avery seconded approval of the request. Brinkman, Avery and Wiltgen voted yes. Amundson and Schorr were absent. Motion carried 3-0.

CHIEF DEPUTY ADMINISTRATIVE OFFICER REPORT

C. Management Team

Ames said she received 26 responses to a survey of members of the Management Team to get input on what changes would make the meetings more valuable to them. Seventy-three percent of the respondents indicated they attend the meetings regularly. Satisfaction was rated 2.7 out of 10. Respondents also indicated they would prefer bi-monthly meetings, are open to meeting at other facilities, and would like increased opportunities for training. Some also suggested that the meeting day and time be changed.

Ames felt there should be a consistent format to include introductions of new staff, a presentation by a "department of the month", policy updates or changes, and the remainder of the meeting spent on training. Suggestions include Human Resources (HR) issues, budget preparation, disaster recovery, cybersecurity and strategic planning.

There was consensus to move the meetings to a bi-monthly schedule, beginning in May, and to move the meetings to Tuesdays with a starting time of 8:00 a.m. Board members indicated they were open to moving some meetings off-site but would limit it to the government campus.

B. Updated Electronic Device Policy

Ames said the proposed policy is adapted from the original policy and only reflects County-owned cellular phones. She said it will likely be amended to include personal cellular phones when appropriate mobile device management is identified.

Brinkman asked that the updated policy be sent to all county departments for further review after clarification of the following language within the definitions: *For purposes of this policy, the Agency Head for department heads, directors, or elected officials shall mean the County's Chief Administrative Officer or designee.*

Ames also addressed the issue of preserving text messages, noting the County Attorney's Office has asked that cellular phones be sent to the County Clerk's Office so that information can be downloaded. Two-year retention is required. Kelly Lundgren, Records Administrator, appeared and said the County Clerk's Office is researching software programs that can extract the data.

8. BREAK

The meeting was recessed at 10:07 a.m. and reconvened at 10:21 a.m.

9. ADDITIONAL APPROPRIATIONS – Dennis Meyer, Budget & Fiscal Officer

Dennis Meyer, Budget & Fiscal Officer, noted there are three funds that will likely need to be amended: Mental Health Crisis Center, Property Management, and Workers' Compensation.

There was consensus to authorize the Chair to initial and send out the additional appropriations and year-end expenditure cut-off memorandum to all county departments.

Amundson returned to the meeting at 10:29 a.m.

10. DEPARTMENT BUDGET HEARINGS – Dennis Meyer, Budget & Fiscal Officer

Records & Information Management – Brian Pillard, Records & Information Manager

Dennis Meyer, Budget & Fiscal Officer, said Records & Information Management has an overall increase of 4.6% on the expenditure side. The operating expense and capital outlay is slightly less than last year (-0.8%).

Brian Pillard, Records & Information Manager, gave an overview of the budget noting a payout of benefits for a long-term employee who is retiring increased the Post-Employment Health Program line item significantly. He requested authorization to hire a replacement with a one week overlap to allow for training. Meyer said the cost would be less than \$2,000. There was no objection to the request.

Pillard said he would like to replace their large document scanner, noting the equipment is over 12 years old and repairs are costly. The replacement cost is approximately \$7,200. He said they do not have a phase-out plan for equipment in place. Meyer said there are sufficient funds in the Technology Fund to cover that expense. There was consensus to authorize the purchase. Pillard said he is also requesting replacement of an aging desktop scanner at a cost of \$4,553.07.

Pillard also stated there have been not changes to the services and categories in the service based budget.

Weed Control – Brent Meyer, Weed Control Superintendent

Dennis Meyer, Budget & Fiscal Officer, reminded the Board that Weed Control is a separate fund and costs are split equally with the City of Lincoln.

Brent Meyer, Weed Control Superintendent, said Weed Control's total budget request is less than last year (-9.1%) and services and categories in the service based budget have not changed since last year. He said he included \$7,500 in the budget to create a sinking fund for the purchase of a new pickup. D. Meyer recommended that the funds be placed in the Cash Reserve Fund. B. Meyer said he is also requesting authorization to attend the North American Invasive Species Management Association (NAISMA) Conference in Rochester, Minnesota, noting NAISMA will pay for his travel expenses.

County Treasurer – Andy Stebbing, County Treasurer; Candace Meredith, Chief Deputy Treasurer

Dennis Meyer, Budget & Fiscal Officer, said expenditures have decreased -3.25% and projected revenues are 9.8% above the previous year's budget.

Andy Stebbing, County Treasurer, read a prepared statement about the Fiscal Year (FY) 2018-2019 budget into the record (see agenda packet). He said 23 banks in Lancaster County are available to accept deposits which has resulted in a better interest rate.

Discussion took place on proposed personnel matters/changes: 1) Filling a Technology Support Technician vacancy; 2) Rewriting the duties and responsibilities of the Accountant I position and reducing the classification from a C21 to a C9; and 3) Reclassifying an Account Clerk II as a Motor Vehicle Clerk.

Wiltgen inquired about the number of vacant positions. Stebbing said there are two. It was noted all motor vehicle positions are filled at present.

Meyer referenced the capital outlay items and suggested they might be more appropriate for the Building Fund. Candace Meredith, Chief Deputy Treasurer, said Kerin Peterson, Facilities & Properties

Director, reviewed the list and felt it would be more appropriate to include them in the County Treasurer's budget. Meyer said he will discuss them with Peterson, as well.

Meyer then inquired about technology needs. Meredith said she would like to see the Department move from QuickBooks (accounting software) to JD Edwards EnterpriseOne (financial system) for reconciliation. Stebbing said they have requested \$4,000 from the Technology Fund to replace four computers as part of their three-year cycle for computer replacement. Meredith said they have also started the process to switch over to Microsoft Office 365 (provides access to Office applications and productivity services that are enabled over the Internet). She said they would also like to have a reconciliation application that is compatible with current banking portals and the accounting system. It will be a large project and the Treasurer's Office will likely exceed their resource hours with Information Services (IS).

Meyer asked whether there have been any changes to services in the service based budget. Meredith said no, they are the same.

11. CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Appointment of Dan King to County Extension Board

Item was moved forward on the agenda.

12. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Website Update
- B. Updated Electronic Device Policy
- C. Management Team

Items A-C were moved forward on the agenda.

13. DISCUSSION OF BOARD MEMBER MEETINGS

- A. Emergency Medical Services Oversight Authority (EMSOA) – Brinkman

Brinkman said they continue to provide training for the rural fire departments, including airway management, bleeding control, and NARCAN, a medication used to block the effects of opioids, especially in overdoses. She also reported the Lincoln Fire & Rescue (LFR) is changing equipment that they use for airway management and will donate current equipment to the rural fire departments.

- B. Lancaster County Board Chair & Vice Chair Meeting with Planning Department – Wiltgen/Brinkman

Wiltgen said there was follow-up discussion to the presentations on historic property designations and accessory dwelling units at the April 19th meeting with village representatives.

14. SCHEDULE OF BOARD MEMBER MEETINGS

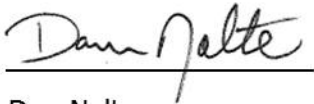
Informational only.

15. EMERGENCY ITEMS

There were no emergency items.

16. ADJOURNMENT

MOTION: Avery moved and Brinkman seconded to adjourn the meeting at 11:31 a.m. Amundson, Brinkman, Avery and Wiltgen voted yes. Schorr was absent. Motion carried 4-0.

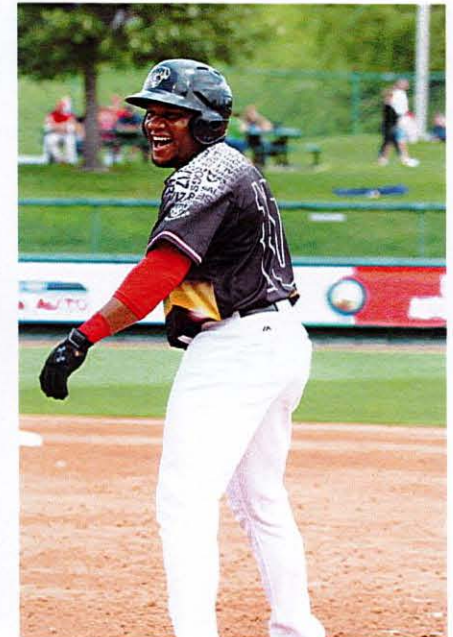


Dan Nolte
Lancaster County Clerk





Husker Legends Night



Haymarket Park Events





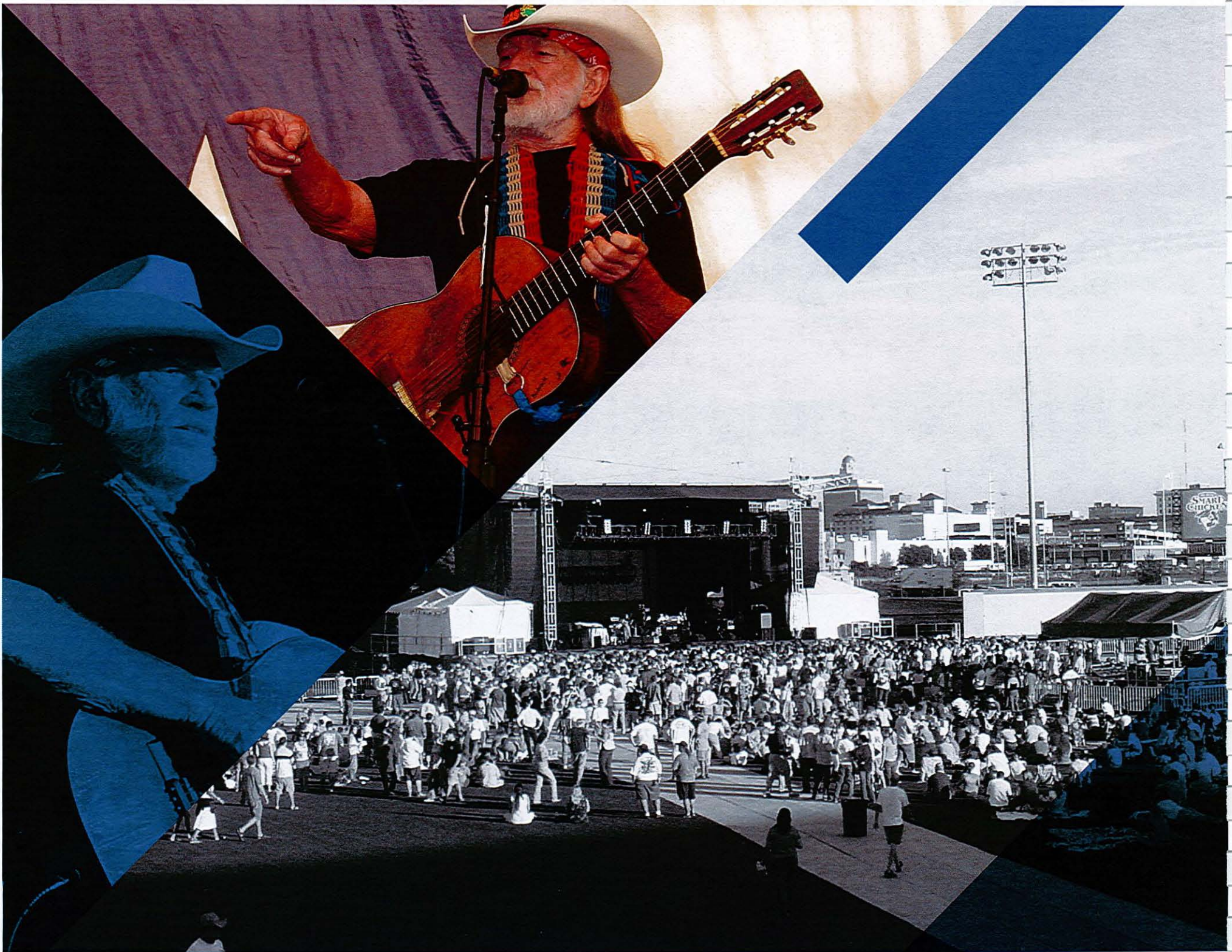


Allman Brothers Band



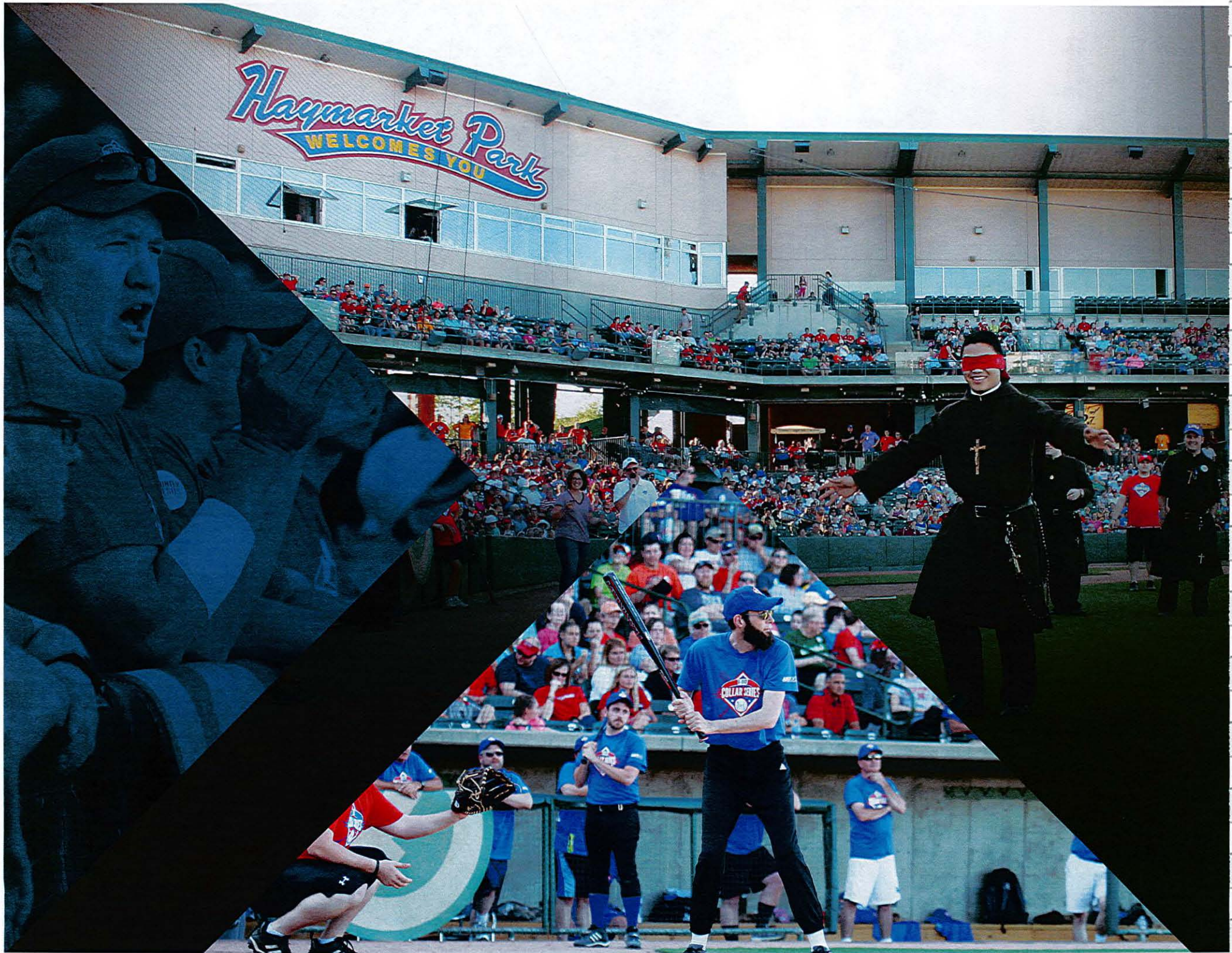








Haymarket Park
WELCOMES YOU



HAYMARKET

JDRF | **ONE WALK**
FOR A WORLD WITHOUT TYPE 1 DIABETES **T1D**

walk.jdrf.org

walk.jdrf.org

THANK YOU

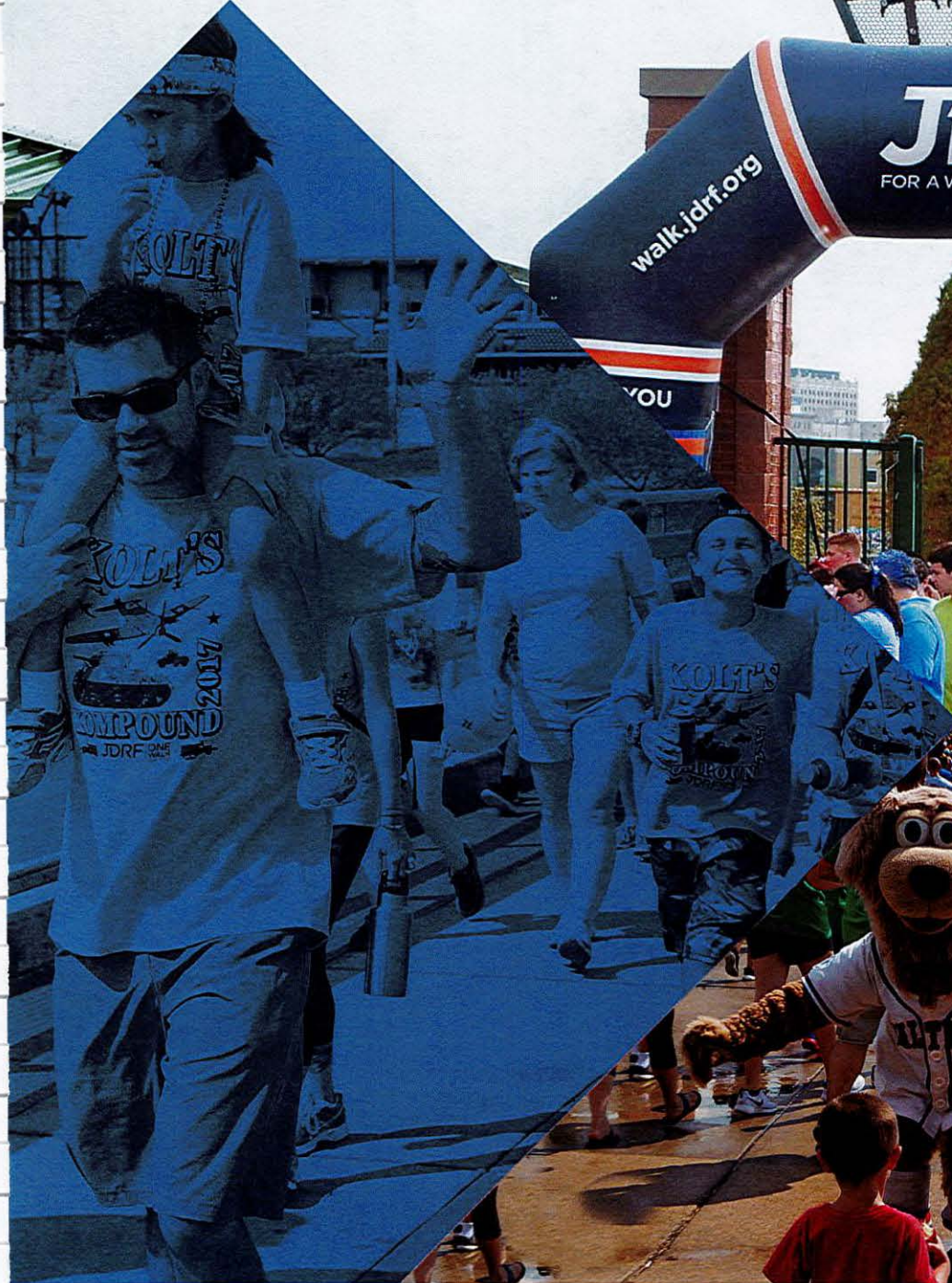
LOCAL SPONSORS

NBC

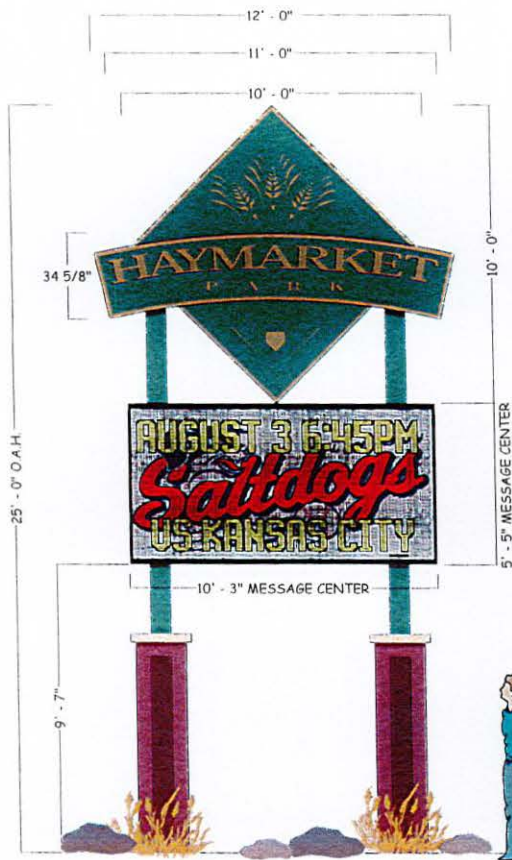
The Local & Greater Dayton
Community Foundation

ExLibris

Wilson







ELEVATION _____ NO SCALE

CLIENT INFO
 CUSTOMER: HAYMARKET PARK
 ADDRESS: 403 LINE DRIVE CIRCLE #A
 CITY/STATE: LINCOLN, NE
 DWG. #: _____ JOB #: _____
 SALES REP: GRAHAM
 DESIGNER: SCHOENECK

SCALE: 1/4" = 1' - 0"
 DATE: 7/28/17
 PAGE: 1 OF 1
 REVISED: 1/16/18
 ALL GRAPHIC REPRODUCTIONS ARE SUBJECTED BY APPROVAL OF AUTHORIZED CLIENT AS OF APPROVAL BY THE UNDERSIGNED AND DATED PRIOR TO ANY FABRICATION OF PRODUCT. NEBRASKA NEON SIGN COMPANY HOLDS ALL ACRES/RIGHTS/TITLES AND NO CLIENT APPROVAL. CUSTOMER: _____ DATE: _____

- DESIGN TYPE**
- INTERIOR
 - NEON DISPLAYS
 - NON-ILLUM SIGNAGE
 - SINGLE-FACED
 - POLE SIGN
 - CHANGEABLE READER BOARD/ ELEC. MSG. BRODS.
 - ILLUM. AVENING
 - FACE CHANGE
 - EXTERIOR
 - CHANNEL LETTERS
 - BACK LIT FRONT LIT
 - THREE-SIDED
 - DIRECTIONAL

NOTE: COMPUTER GENERATED DRAWING IS INTENDED TO BE AN APPROXIMATE REPRESENTATION OF ACTUAL COLORS AND IMAGES
 This proposed advertising display has been created from a survey and analysis by our qualified representatives and designers. It is an original drawing created by Nebraska Neon Sign Company. All persons are advised that this design is the exclusive property of Nebraska Neon Sign Company and that any use of the same without written permission is strictly prohibited.



NEBRASKASIGN

1140 North 21st Street FAX (402) 476-3301
 Lincoln, Nebraska 68503 Ph: (402) 476-6663
www.nebraskasign.com



ELEVATION _____ NO SCALE

CLIENT INFO

CUSTOMER: HAYMARKET PARK
 ADDRESS: 403 LINE DRIVE CIRCLE #A
 CITY/STATE: LINCOLN, NE
 DWG. #: RS4203-1 JOB #:
 SALES REP: GRAHAM
 DESIGNER: SCHOENECK

SCALE: 1/4" = 1'-0"
 DATE: 7/28/17
 PAGE: 1 OF 1
 REVISED: 1/16/17
 ALL GRAPHIC REPRODUCTIONS ARE SUBJECT TO APPROVAL OF AUTHORIZED CLIENT. AS OF APPROVAL BY THE UNDERSIGNED AND DATED PRIOR TO ANY FABRICATION OF PRODUCT. NEBRASKA NEON SIGN COMPANY HOLDS ALL AGREEMENTS FINAL AND TO CLIENT APPROVAL.
 CUSTOMER:
 DATE:

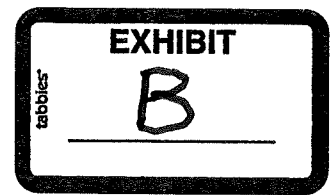
- DESIGN TYPE
- INTERIOR
 - NEON DISPLAYS
 - NON-ILLUM SIGNAGE
 - SINGLE-FACED
 - POLE SIGN
 - CHANGEABLE READER BOARD/ ELEC. MSG. BRDS.
 - ILLUM AWNING
 - EXTERIOR
 - CHANNEL LETTERS
 - BACK LIT FRONT LIT
 - THREE-SIDED
 - DIRECTIONAL
 - FACE CHANGE

NOTE: COMPUTER GENERATED DRAWING IS INTENDED TO BE AN APPROXIMATE REPRESENTATION OF ACTUAL COLORS AND IMAGES.
 This proposed advertising display has been created from a survey and analysis by our qualified representatives and designers. It is an original drawing created by Nebraska Neon Sign Company. All persons are advised that this design is the exclusive property of Nebraska Neon Sign Company and that any use of the same without written permission is strictly forbidden.



NEBRASKASIGN

1140 North 21st Street FAX (402) 476-3441
 Lincoln, Nebraska 68503 Ph (402) 476-6663
www.nebraskasign.com



April 17, 2018

To: Kerry P. Eagan, Chief Administrative Officer

From: Karen Wobig, Unit Leader/Department Head, Nebraska Extension in Lancaster County

Re: Extension Board appointment

Due to the resignation of Shar Sieck, effective April 13, 2018, the Lancaster County Extension Board would like to recommend the appointment of the following individual for a three-year term beginning in May 2018 and ending in December 2020 (this person will complete Shar's appointed term that began in January 2018):

3-year term appointment (May 2018 – December 2020)

**Dan King (serving 1st term)
4045 Mohawk St.
Lincoln, NE 68510**

The recommended applicant is a registered voter of Lancaster County and has pledged to fulfill the duties and responsibilities of the appointment.

On behalf of the Extension Board, I am pleased to submit this name and respectfully request the County Board appoint the recommended applicant to the Lancaster County Extension Board.