

**MINUTES**  
**LANCASTER COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, JANUARY 17, 2023 AT 9:00 AM**  
**COUNTY-CITY BUILDING, ROOM 112**

**COMMISSIONERS: Christa Yoakum, Chair; Sean Flowerday, Vice Chair;**  
**Roma Amundson, Matt Schulte and Rick Vest**

*Advance public notice of the Board of Commissioners meeting was posted on the County-City Building bulletin board and the Lancaster County Nebraska website, emailed to the media and published in the Lincoln Journal Star print and digital editions on January 13, 2023.*

Commissioners present: Christa Yoakum, Chair; Sean Flowerday, Vice Chair; Roma Amundson, Matt Schulte and Rick Vest

Others present: Dave Derbin, Chief Administrative Officer; Kristy Bauer, Deputy Chief Administrative Officer; John Ward, Deputy County Attorney; Matt Hansen, County Clerk; Courtney Lyons, Deputy County Clerk; and Leslie Brestel and Meggan Reppert-Funke, County Clerk's Office

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

**1) MINUTES**

**A.** Approval of the minutes of the Board of Commissioners meeting held on January 10, 2023.

**MOTION:** Flowerday moved and Amundson seconded approval of the minutes. Vest, Amundson, Schulte, Flowerday and Yoakum voted yes. Motion carried 5-0.

**2) CLAIMS**

**A.** Approval to the claims processed through January 17, 2023.

A payroll amendment for the payroll ending January 5, 2023 was distributed prior to the meeting (Exhibit 1).

**MOTION:** Vest moved and Flowerday seconded approval of the claims as amended. Flowerday, Vest, Amundson, Schulte and Yoakum voted yes. Motion carried 5-0.

**B.** Approval of a claim to El Centro de las Americas in the amount of \$15,027.09. (Batch No. 289432, Document No. 790939-940)

**MOTION:** Amundson moved and Flowerday seconded approval of the claim. Schulte, Flowerday, Vest and Amundson voted yes. Yoakum abstained. Motion carried 4-0 with one abstention.

**C.** Approval of a claim to Rabble Mill in the amount of \$10,943.58. (Batch No. 289419, Document No. 790929)

**MOTION:** Amundson moved and Vest seconded approval of the claim. Amundson, Schulte, Vest and Yoakum voted yes. Flowerday abstained. Motion carried 4-0 with one abstention.

**D.** Approval of a claim to The Mediation Center in the amount of \$18,142.50. (Batch No. 289431, Document No. 790937-938)

**MOTION:** Flowerday moved and Amundson seconded approval of the claim. Amundson, Schulte, Flowerday and Yoakum voted yes. Vest abstained. Motion carried 4-0 with one abstention.

E. Approval of a claim to Rick Vest in the amount of \$161.26. (Batch No. 289408, Document No. 790919)

**MOTION:** Amundson moved and Flowerday seconded approval of the claim. Flowerday, Amundson, Schulte and Yoakum voted yes. Vest abstained. Motion carried 4-0 with one abstention.

3) **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. Amendments to the following County contracts:

1. C-20-0132 with Haworth, Inc for furniture, installation and related products and services. (MOU068. The amendment renews the contract from January 1, 2023 through December 31, 2023. The estimated cost to the County is not to exceed \$20,000.) (C-23-0030)
2. C-22-0076 with Hood Masters, Inc for kitchen exhaust hood and equipment cleaning. (Quote No. 6467. The amendment renews the contract from January 24, 2023 through January 23, 2024. The cost to the County is not to exceed \$6,000.) (C-23-0033)
3. C-20-0202 with Teknion, LLC for furniture, installation and related products and services. (Agreement No. 2020000606 MOU078. The amendment renews the contract from January 1, 2023 through December 31, 2023. The estimated cost to the County is not to exceed \$100,000.) (C-23-0032)
4. C-21-0813 with Eleanor Creative LLC for implementing marketing and hiring campaigns for Corrections, Youth Services Center and Mental Health Crisis Center. (The second amendment includes additional services in support of strategic planning in an amount not to exceed \$7,000.) (C-23-0039)

B. Amendment to Grant Contract C-21-0665 with Mentoring Plus for the StrengthFinder Training program funded by the Juvenile Justice Prevention Funds, for the extended period of July 1, 2022 through June 30, 2023. (C-23-0026)

C. Grant contracts with the following with (funding is from the Juvenile Justice Prevention Funds for the term of July 1, 2022 through June 30, 2023.):

1. Mentoring Plus for the StrengthsFinder Training program in the amount of \$5,000. (C-23-0027)
2. Mentoring Plus for the Truancy Intervention Support program in the amount of \$10,000. (C-23-0028)

D. Utility permit No. 2314 allowing Windstream Nebraska, LLC to install new buried fiber lines inside of new conduit on West Hallam Road from the City of Hallam limits to Southwest 86th Street. There is no cost to the County. (C-23-0023)

E. Received and placed on file the following quarterly reports (October-December 2022):

1. County Engineer
2. County Attorney

**MOTION:** Amundson moved and Flowerday seconded approval of the consent items. Schulte, Flowerday, Vest, Amundson and Yoakum voted yes. Motion carried 5-0.

#### 4) SPECIAL PRESENTATION

- A. Commissioners' Award of Excellence for November 2022 to Margaret Ritt, Building Cleaner, Corrections, in the category of productivity.

The Clerk read the nomination into the record (Exhibit 2).

Brad Johnson, Corrections Director, thanked Ritt for taking on extra duties and helping Corrections meet their mission statement. Additionally, The Board thanked Ritt for her dedication and presented her with a plaque.

Ritt said a whole team helps keep Corrections clean and she is grateful for her supervisor.

#### 5) NEW BUSINESS

- A. Resolution to amend the Lancaster County Purchasing Manual to allow county departments to obtain professional services, subject to the approval of the County Board. (R-23-0008)

John Ward, Deputy County Attorney, stated the resolution formalizes the current practice regarding professional service contracts.

**MOTION:** Flowerday moved and Vest seconded approval of the resolution. Amundson, Schulte, Flowerday, Vest and Yoakum voted yes. Motion carried 5-0.

- B. Resolution in the matter of authorizing the County Board Chair or Vice Chair to sign the Professional Services Supplemental Agreement BK2234-001 with the Nebraska Department of Transportation for the County to provide Preliminary Engineering Services. (Project LCED 22-03 LCLC-5287(1) CN 13494 BK2234-001 Northwest 56th Street, I-80 to West Holdrege Street.) (R-23-0007)

Pam Dingman, County Engineer, noted the resolution authorizes the signing of Item 5C, a project that is associated with federal funding to pave a gravel road on Northwest 56<sup>th</sup> Street.

**MOTION:** Amundson moved and Schulte seconded approval of the resolution. Vest, Amundson, Schulte, Flowerday and Yoakum voted yes. Motion carried 5-0.

- C. Professional Services Supplemental Agreement BK2234-001 with the Nebraska Department of Transportation for the County to perform Preliminary Engineering Services. The estimated cost to the County is \$13,331.28. (The total Agreement amount is \$66,661.42, of which \$53,329.14 is the federal funded Project LCED 22-03 LCLC-5287(1) CN 13494 BK2234-001 Northwest 56th Street, I-80 to West Holdrege Street.) (C-23-0034)

**MOTION:** Vest moved and Amundson seconded approval of the agreement. Flowerday, Vest, Amundson, Schulte and Yoakum voted yes. Motion carried 5-0.

- D. Agreement with Mitchell Repair Information Company LLC for truck repair and maintenance software for the Lancaster County Engineering Department. The cost to the County is \$4,860. (C-23-0025)

Ed Lahmann, County Engineer Facilities Manager, stated the new software helps the department stay updated with vehicle repairs.

**MOTION:** Vest moved and Amundson seconded approval of the agreement.

Schulte inquired if the software was used for tracking repaired vehicles. Lahmann answered the software is for diagnostic use which assists with repair technology.

**ROLL CALL:** Schulte, Flowerday, Vest, Amundson and Yoakum voted yes. Motion carried 5-0.

- E. Acceptance of two Grant Sub-Awards and Special Conditions from the Nebraska Crime Commission for Grant Number 23-EB-0630 for the total amount of \$265,509. (C-23-0037) (C-23-0038)

Sara Hoyle, Human Services Administrator, stated the Nebraska Crime Commission grant is supplemental funding from the community-based aid funds for the high school Juvenile Truancy Diversion Program. There has been an increase in truancy referrals. The funds would be applied to a part-time employee position who would provide in home therapy for families and also develop a statewide assessment tool for all counties to use for their diversion programs. Additionally, the funds would be used for a full-time equivalent quality assurance position dedicated to data submission to UNL.

**MOTION:** Vest moved and Amundson seconded approval of the grant sub-awards and special conditions.

Schulte inquired as to the reasons for the increase in truancy referrals and how this program might help. Hoyle answered getting families reengaged in school after the pandemic has caused the increase.

Schulte asked about the long-term prospect for funding the quality assurance position. Hoyle said the funding is rolled into the following year's grant.

**ROLL CALL:** Amundson, Schulte, Flowerday, Vest and Yoakum voted yes. Motion carried 5-0.

- F. Acceptance of Grant Awards and Special Conditions from the Nebraska Crime Commission grant award (23-EB-0630) to support community-based juvenile services to the following:

1. The Asian Community & Cultural Center in the amount of \$19,501. (C-23-0036)

Hoyle stated the grant will fund three additional youth coordinators at the Asian Center to continue their refugee services through June 30, 2023

**MOTION:** Vest moved and Amundson seconded approval of the grant sub-award to the Asian Community and Cultural Center. Vest, Amundson, Schulte, Flowerday and Yoakum voted yes. Motion carried 5-0.

2. Rabble Mill in the amount of \$55,249. (C-23-0035)

Hoyle explained the grant will expand the current program to provide staff supervision and supplies for the skate park.

**MOTION:** Amundson moved and Vest seconded approval of the grant sub-award to Rabble Mill. Vest, Amundson, Schulte and Yoakum voted yes. Flowerday abstained. Motion carried 4-0 with one abstention.

- G. Memorandum of Understanding with the Board of Regents of the University of Nebraska regarding data and information sharing in support of the University of Nebraska Public Policy Center's National Institute of Justice-funded research. (The agreement with the Board of Regents regarding access to protected health information at the Mental Health Crisis Center for research purposes.) (C-23-0021)

**MOTION:** Amundson moved and Flowerday seconded approval of the memorandum of understanding. Schulte, Flowerday, Vest, Amundson and Yoakum voted yes. Motion carried 5-0.

- H. Memorandum of Understanding with WatchGuard Video Inc. (Motorola) for public safety video systems. The estimated cost to the County is not to exceed \$40,000. (NASPO/ValuePoint contract No. OK-MA-145-010 MOU146. The MOU will be effective upon execution through January 30, 2023.) (C-23-0029)

Ben Houchin, Chief Deputy Sheriff, expressed his concerns on the timeliness of the renewal purchasing process. This year the Sheriff's Office has been unable to replace older vehicles due to the length of time the

equipment replacement process has taken. He recommended the vender and City-County Purchasing Department work together on a faster process.

**MOTION:** Vest moved and Schulte seconded approval of the Memorandum of Understanding. Amundson, Schulte, Flowerday, Vest and Yoakum voted yes. Motion carried 5-0.

- I. Memorandum of Understanding with ODP Business Solutions LLC for office supplies and products. The estimated cost to the County is not to exceed \$225,000. (OMNIA-City of Tamarac Contract No. 19-21R MOU143. The initial term of the MOU is upon execution through October 13, 2023.) (C-23-0031)

**MOTION:** Amundson moved and Vest seconded approval of the memorandum of understanding. Vest, Amundson, Schulte, Flowerday and Yoakum voted yes. Motion carried 5-0.

- J. Agreement with Graduate Hotel to provide food, meeting space, and reserve room blocks for the Nebraska Community Aid and Juvenile Justice Conference. The cost to the County will be \$99 per room, \$6,000 for food, and \$1,300 for meeting space. (The costs will be paid using Community Aid funds from the Nebraska Crime Commission with a term beginning June 14, 2023 and ending June 18, 2023.) (C-23-0024)

Hoyle stated the County will host the Nebraska Community Aid and Juvenile Justice Conference. She added that recipients of community-based aid may attend the conference.

**MOTION:** Amundson moved and Vest seconded approval of the contract. Flowerday, Vest, Amundson, Schulte and Yoakum voted yes. Motion carried 5-0.

- K. Contract with Embassy Suites to host the annual delinquent real property tax sale conducted by the County Treasurer on March 6, 2023. The cost to the County is \$3,750. (C-23-0040)

**MOTION:** Vest moved and Amundson seconded approval of the contract. Schulte, Flowerday, Vest, Amundson and Yoakum voted yes. Motion carried 5-0.

- L. Contract with Kubert Appraisal Group for the appraisal regarding the real property valuations of Section 42 housing located in Lancaster County, Nebraska, for tax year 2023. The cost to the County is not to exceed \$10,000. (C-23-0022)

**MOTION:** Amundson moved and Flowerday seconded approval of the contract. Amundson, Schulte, Flowerday, Vest and Yoakum voted yes. Motion carried 5-0.

**6) 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.

## **7) ANNOUNCEMENTS**

- A. The Lancaster County Board of Commissioners will hold a staff meeting on Thursday, January 19, 2023, at 8:30 a.m., in Room 112 of the County-City Building (555 S. 10th Street, Lincoln).
- B. The Lancaster County Board of Commissioners will attend the Tri-County Legislative Breakfast on Friday, January 20, 2023, at 7:30 a.m. at Hruska Law Center (635 S. 14th Street, Lincoln).
- C. The Lancaster County Board of Commissioners will hold its next regular meeting on Tuesday, January 24, 2023, at 9:00 a.m., in Room 112 of the County-City Building (555 S. 10<sup>th</sup> Street, Lincoln).

D. County Commissioners can be reached at 402-441-7447 or [commish@lancaster.ne.gov](mailto:commish@lancaster.ne.gov).

E. The Lancaster County Board of Commissioners meeting is broadcast live on LNKTv (LNKTv.lincoln.ne.gov). LNKTv is available on Allo channel 2 and Spectrum channel 1300. For the rebroadcast schedule visit lincoln.ne.gov (keyword: LNKTv). Meetings are also streamed live on YouTube and Facebook (YouTube.com/LNKTvcity and Facebook.com/lancasterne). LNKTv apps are also available on Roku, Apple TV and Amazon Fire TV.

8) **ADJOURNMENT**

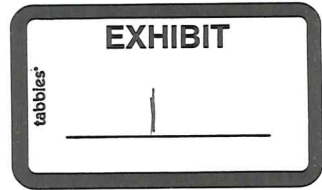
**MOTION:** Amundson moved and Vest seconded to adjourn at 9:36 a.m. Vest, Amundson, Schulte, Flowerday and Yoakum voted yes. Motion carried 5-0.



Matt Hansen  
Lancaster County Clerk



LANCASTER COUNTY PAYROLL DISBURSEMENTS  
For the Pay Period December 29, 2022 thru January 11, 2023  
Pay Date: January 19, 2023



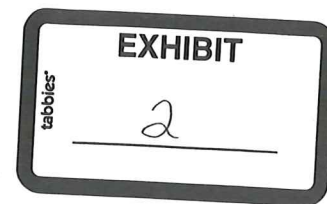
Gross Pay	\$ 2,590,821.04
Employer FICA	\$ 190,086.67
Pension Contribution	\$ 176,858.35
PEHP Contribution	\$ 12,975.00
PEHP Payout	\$ 571.51
Workers Compensation	\$ 475.92
Group Insurance	\$ 501,616.80
Employee Reimbursements	\$ 120.00

LANCASTER COUNTY EMPLOYEE EXPENSE REIMBURSEMENT  
For the Pay Period December 29, 2022 thru January 11, 2023  
Pay Date: January 19, 2023

ATTACHMENT 1

<b>Employee Name</b>	<b>Department</b>	<b>Reimbursement Description</b>	<b>Amount</b>
Booth, Mark	Sheriff	12/28/2022 Extradition Meals	\$ 20.00
Booth, Mark	Sheriff	12/30/2022 Extradition Meals	\$ 20.00
Boden, Ronald R	Sheriff	12/28/2022 Extradition Meals	\$ 20.00
Boden, Ronald R	Sheriff	01/05/2023 Extradition Meals	\$ 20.00
Hoffman, Julie L	Sheriff	12/30/2022 Extradition Meals	\$ 20.00
Hoffman, Julie L	Sheriff	01/05/2023 Extradition Meals	\$ 20.00
			<u>\$ 120.00</u>





**Margaret Ritt**

**Commissioners' Award of Excellence**

**November 2022**

Margaret Ritt, Building Cleaner at Lancaster County Corrections, has been selected as the Commissioners' Award of Excellence winner for November 2022. Ritt has worked for Lancaster County for 9 years. She was nominated by Melissa Allen, in the category of Productivity.

In her nomination, Allen states, "I am nominating Margaret Ritt for this award because of her work ethic and dedication. Typically, there are 4 building cleaners, 2 for the day time shift and 2 for the evening shift. Since the end of February/ beginning of March of 2022, Margaret has been the only evening building cleaner. Her morning co-workers have helped her out as best as they can but, come evening, Margaret has been the only building cleaner taking care of what needs to be done. For the past 6 months, she has had no other evening co-workers to help her, carrying the workload for the evening by herself. She is responsible for cleaning up staff areas, offices, and areas that the public have access to. There are some days where a lot of people have trafficked through an area that she is responsible for, causing more of a possible workload. We all know what it is like to be short staffed and have to pick up extra slack sometimes but, this is something that Margaret has been doing for the past 6 months, without having an extra person to help her. She has a positive attitude and is great at her job, and certainly deserves recognition for her hard work during this time. I cannot think of a more deserving person of this award, given the patience she has to continue her workload until she gets a new co-worker."

For these reasons we are pleased to award Ritt with the Commissioners' Award of Excellence for the month of November 2022.