

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
THURSDAY, AUGUST 23, 2022
IMMEDIATELY FOLLOWING THE REGULAR BOARD OF COMMISSIONERS MEETING
COUNTY CITY BUILDING, 555 S. 10TH STREET
ROOM 112 - CHAMBERS**

Commissioners Present: Deb Schorr, Chair; Christa Yoakum, Vice Chair; Rick Vest; Roma Amundson and Sean Flowerday

Others Present: David Derbin, Chief Administrative Officer; Kristy Bauer, Deputy Chief Administrative Officer; and Leslie Brestel, County Clerk's Office

Advanced public notice of the meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, website and emailed to the media on August 22, 2022. Notice was also published in the Lincoln Journal Star print and digital editions on August 19, 2022.

The Chair noted the location of the Open Meetings Act and opened the meeting at 9:45 a.m.

AGENDA ITEM

Vest requested a motion to add an emergency item to the agenda to discuss pending and potential litigation, to receive legal advice, noting the timing of the requested items cannot wait until the next regularly scheduled Board meeting.

MOTION: Vest moved and Yoakum seconded to add an emergency item to the agenda.

Schorr noted the item would be discussed prior to Item 6.

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

1. APPROVAL OF LEGISLATIVE RETREAT MINUTES FROM AUGUST 18, 2022

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

2. PLANNING DEPARTMENT FEES – David Cary, Director, Lincoln-Lancaster County Planning

Cary reviewed the fee proposals (Exhibit 1). He stated the proposed increases would be effective on October 1, 2022 and are based on the Midwest Region Consumer Price Index and approved by the City Council on August 22. Cary said the Planning Department collected approximately \$240,000 in fees in the 2020-2022 applications with 20% based on County applications. This revenue is applied to the County's General Fund.

The proposal will be on the Board's September 6 agenda.

3. PUBLIC SAFETY DAY AND NATIONAL PREPAREDNESS MONTH – Jim Davidsaver, Director, Emergency Management

Davidsaver gave a presentation on National Preparedness Month (see agenda packet). Social media will be used to make the information available to the public. He noted he serves on the New Americans Task Force and information will be available in various languages in addition to English.

4. BILLING AND ACCOUNT INFORMATION FORM – Kevin Nelson, Accounting Operations Manager, County Clerk's Office

Nelson reviewed the account information form (see agenda packet). Some prospective vendors require credit application checks, for which the departments are not authorized to complete. He was requested to create an official form to be used in lieu of a credit application which the Purchasing Department completed. He requested Board approval for the account form to be the official form used in lieu of a credit application.

MOTION: Flowerday moved and Amundson seconded approval of the requested billing and account information form. Vest, Amundson, Yoakum, Flowerday and Schorr voted yes. Motion carried 5-0.

5. CLAIM FOR REVIEW: Voucher 775858 on Batch 283876 to Benjamin Houchin, dated August 12, 2022, for a total of \$1,169.15. This claim includes payment for lodging reimbursements outside of the Travel Reimbursement policy R-21-0053. Included in the total there is a charge of \$79.60 without proper supporting documentation – Kevin Nelson, Accounting Operations Manager, County Clerk's Office

Nelson stated the claim for review includes a reimbursement for lodging outside of the travel policy and \$79.60 with no proper supporting documentation (see agenda packet). Terry Wagner, County Sheriff, explained Houchin checked into the hotel with his Purchasing Card (P-card); however, the credit limit for the P-card was exceeded which resulted in Houchin paying for the room as well as incidentals on his personal credit card. The credit limit on the P-card will be increased. Nelson added there are varying transaction credit limits and total credit limits on the P-cards. Credit limits can be changed by contacting Chris Lollar, P-card Administrator.

The Board was supportive of the Purchasing Department sending out a memo as a reminder to staff and additional training will be available for the CAPS group. Amundson felt this would be a good topic for the Management Team meetings.

Kim Etherton, Community Corrections, said there will be upcoming claims for review from her office concerning rental cars. She has found rental car companies are requiring individuals to have a credit card. Nelson stated individualized P-cards can be issued prior to travel and returned after travel.

Derbin noted the claim will appear on an upcoming agenda for Board action.

MOTION: Vest moved and Amundson seconded to approve the payment of \$1169.15, excluding the incidentals charge of \$79.60. Amundson, Yoakum, Flowerday, Vest and Schorr voted yes. Motion carried 5-0.

EMERGENCY ITEM

EXECUTIVE SESSION

MOTION: Vest moved and Amundson seconded to enter Executive Session at 10:14 a.m. for the purposes of pending and potential litigation, receiving legal advice, and to protect the public interest.

The Chair said it has been moved and seconded that the Board enter Executive Session.

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

The Chair restated the purpose for the Board entering Executive Session.

MOTION: Vest moved and Amundson seconded to exit Executive Session at 10:34 a.m. Vest, Amundson, Yoakum, Flowerday and Schorr voted yes. Motion carried 5-0.

6. ADMINISTRATIVE SERVICE DIRECTOR REPORT – David Derbin, Chief Administrative Officer, and Kristy Bauer, Deputy Chief Administrative Officer

Derbin and Bauer distributed and reviewed the report (Exhibit 2).

The Board expressed their appreciation for the report.

Schorr inquired as to an opportunity to reorganize the Board's office space.

The meeting was recessed at 11:00 a.m. and reconvened at 11:20 a.m.

7. CHIEF ADMINISTRATIVE OFFICER REPORT

A. NDOT District 1 Program Hearing/State Highway Commission Meeting, August 26, 2022, 8:30 a.m. at the Steinhart Lodge, 2700 Sylvan Road, Nebraska City

It was the consensus of the Board to offer a letter of testimony to be submitted at the meeting.

8. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Parks and Recreation Advisory Board – Vest

Vest stated he was not able to attend the meeting; however, based on the agenda, the Air Park Recreation Center beam topping is October 26 at 4:00 p.m. and the master plan for racquet courts is available for public comment.

B. Realtors Association Government Affairs Committee – Amundson/Flowerday

Amundson reported there were discussions on the Oxford House buying and renting properties to multiple individuals and the possibility of a new purchase agreement for the wholesaling of properties. Flowerday felt this is a consumer protection issue with possible legislation changes.

C. Mutual Aid Meeting – Flowerday/Schorr

Schorr said a training presentation to agencies on traffic management systems and animal byproduct waste cleanup.

D. Lincoln's Second Water Supply – Flowerday

Flowerday reported the meeting focused on establishing criteria for various water options. He added water sources to the west are not being considered.

E. Lancaster County Ag Society – Amundson/Vest

Amundson stated there was discussion on the Super Fair.

F. New Americans Task Force Meeting – Yoakum

Yoakum reported Lincoln Public Schools has enrolled 159 new refugee students. There were discussions about the federal program that connect Ukrainians to financial assistance supporters, housing concerns and scammers targeting Somalian refugees. Additionally, Welcoming Week is September 8-19.

G. LIBA Elected Officials Forum – Amundson/Yoakum

Amundson and Yoakum said they did not attend.

H. Other meetings attended since the last staff meeting

Tourism Grant Meeting

Vest stated there were presentations on tourism grants. Also, there is an upcoming interlocal agreement between the City and the County for payments to the Camp Creek Threshers and the Lincoln Children's Zoo.

RFK Juvenile Justice Meeting

Yoakum reported the Robert F Kennedy (RFK) Foundation gave their recommendations, including those on the Broad Step program which would assist with longer term youth residential care. Derbin noted this program could help get youth out of the Youth Services Center (YSC). There were also discussions on the 988 mental health line and its connections to various youth mental health services.

Mental Health Association

Yoakum said technical assistance was given concerning the Honu Home, a per-operated respite home.

9. SCHEDULE OF BOARD MEMBER MEETINGS

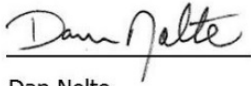
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10. EMERGENCY ITEMS

There were no emergency items.

11. ADJOURNMENT

MOTION: Flowerday moved and Yoakum seconded to adjourn at 11:44 a.m. Flowerday, Yoakum, Amundson, Vest and Schorr voted yes. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk

