

Boone County Board Minutes



2017 REORGANIZATIONAL MEETING BOONE COUNTY BOARD OF COMMISSIONERS ALBION, NEBRASKA

The Boone County Board of Commissioners of Boone County, Nebraska convened at 9:00 A.M. on Thursday, January 5, 2017, in the Commissioners Meeting Room of the Courthouse in Albion, Nebraska.

Chairman Luettel called the Reorganizational Meeting to order as required by Nebraska State Statute. Commissioners present for roll call were Ken Luettel, Hilary K. Maricle and Alan Rasmussen. Notice of the meeting was given in advance by publication and the convened meeting was open to the public. Chairman Luettel noted that the Open Meeting Laws are posted and available to the public.

Motion made by Luettel, second by Rasmussen to appoint Hilary K. Maricle as Chairman of the Boone County Board of Commissioners for the year, 2017. Roll call vote: Yeas: Luettel and Rasmussen. Abstain: Maricle. Nays: None. Motion carried.

Motion made by Rasmussen, second by Maricle to appoint Ken Luettel as Vice Chairman of the Boone County Board of Commissioners for the year, 2017. Roll call vote: Yeas: Rasmussen and Maricle. Abstain: Luettel. Nays: None. Motion carried.

Motion made by Luettel, second by Maricle to appoint the following to be on the Health Board for Boone County as required by State Statute: County Sheriff, County Clerk and Boone County Health Center Chief of Staff for 2017.

Motion made by Luettel, second by Rasmussen that the budget committee for the ensuing 2017-2018 budget year is the Boone County Board of Commissioners, Boone County Clerk and Boone County Treasurer.

Motion made by Maricle, second by Luettel to reappoint Richard D. Martinsen, Certified Public Accountant, Albion, Nebraska, to prepare the County Budget for the 2017-2018 budget year, to be paid from the County General fund.

Motion made by Luettel, second by Maricle to appoint Stacey L. Robinson, Fullerton, Nebraska, as full time County Highway Superintendent under the supervision of the County Board for 2017.

Motion made by Luettel, second by Maricle to reappoint Christopher C. Hays, of Osceola, Nebraska, as Boone County Surveyor for a four year term commencing January 8, 2015 through December 31, 2018, per contract for services as provided in State Statute Section 23-1901.01.

Motion made by Maricle, second by Rasmussen to reappoint Jacqueline Lynne Wells as full time Boone County Veteran Service Officer under the supervision of the County Board for 2017. Office hours are 8:00 A.M. to 12:00 P.M. and 1:00 P.M. to 5:00 P.M., Monday through Friday and a part-time employee at less than 20 hours per week. In addition, there is a signed agreement with Greeley County for Boone County Veteran Service Officer to provide services for Greeley County.

Motion made by Luettel, second by Maricle to continue the contract for the services of Public Defender for Boone County with Jeffrey C. Jarecki of Jarecki Yosten PC LLO, Albion, Nebraska, pursuant to the terms of an Agreement that shall commence on January 1, 2016 and continue until January 1, 2018.



Boone County Board Minutes



Motion made by Rasmussen, second by Luettel to reappoint Randall Bruland as the Administrator and Maintenance Director of the Boone County Ambulance Service under the supervision of the County Board for 2017.

Motion made by Luettel, second by Rasmussen to continue the agreement for patient billing and collection services for the Boone County Ambulance Service with EMS Billing Services, Inc. of Omaha, Nebraska pursuant to an Agreement effective March 1, 2014 that continues to termination by one of the parties. Nicole Levander, Boone County Health Center, to serve as liaison for the Boone County Ambulance Service/EMS Billing Services for 2017.

Motion made by Maricle, second by Rasmussen to reappoint Mary Ziemba as County Planning and Zoning Administrator, Regulatory Zoning Investigator and Floodplain Manager under the supervision of the County Board for 2017. The road clerical duties for the County Highway Superintendent's office are also included as part of the County Planning and Zoning Administrator duties.

Motion made by Luettel, second by Maricle to reappoint the Boone County Clerk as the Title VI representative for 2017.

Motion made by Maricle, second by Rasmussen to reappoint the Boone County Veteran Service Officer as the American with Disabilities Act (ADA) Coordinator for 2017.

Motion made by Luettel, second by Maricle to appoint the Boone County Sheriff and his staff to be the E911 Coordinator for 2017.

Motion made by Luettel, second by Maricle to appoint Alan Rasmussen as Courthouse Custodian Supervisor for 2017.

Motion made by Luettel, second by Maricle to appoint the Board of Commissioners Chairman as Chairperson of the County General Assistance Program with the emergencies being handled by a Commissioner. The County Clerk or Deputy County Clerk shall contact the assistance program chairperson or a Commissioner when there is a request on a day there is no scheduled Board meeting.

Motion made by Luettel, second by Maricle to appoint the Boone County Clerk as the contact person for Boone County for the NIRMA Insurance for 2017.

Motion made by Maricle, second by Rasmussen to give the County Clerk's office the authority to sign any documents that pertain to the office of the County Superintendent of Schools after June 30, 2000 under the supervision of the County Board for 2017.

Motion made by Maricle, second by Luettel that the depository for the Boone County Clerk account will be the Boone County Bank, A Division of Madison County Bank, Albion with Kathy Thorberg, Lorrie Nicklasson and Sarah Robinson as signees authorized to exercise the powers for said account; and depository for the Boone County Imprest Vendor account will be the Boone County Bank, A Division of Madison County Bank, Albion with Commissioners Ken Luettel, Hilary K. Maricle, Alan Rasmussen and County Clerk's office Kathy Thorberg, Lorrie Nicklasson and Sarah Robinson as signees authorized to exercise the powers for said account.

Motion made by Rasmussen, second by Maricle that the depository for the Clerk of the District Court will be the Cornerstone Bank of York, Albion Branch with Kathy Thorberg, Lorrie Nicklasson and Sarah Robinson as signees authorized to exercise the powers for said account.



Boone County Board Minutes



Motion made by Luettel, second by Maricle that the depository for the Boone County Imprest Payroll account will be the Cornerstone Bank of York, Albion Branch, with Commissioners Ken Luettel, Hilary K. Maricle, Alan Rasmussen and County Clerk's office Kathy Thorberg, Lorrie Nicklasson and Sarah Robinson as signees authorized to exercise the powers for said account.

Motion made by Maricle, second by Rasmussen that the depositories for the County Treasurer are as follows: Boone County Bank, A Division of Madison County Bank, Albion, NE; Cedar Rapids State Bank, Cedar Rapids, NE; Cornerstone Bank (Albion Branch and St. Edward Branch), York, NE; First Bank & Trust of Fullerton (St. Edward Branch), Fullerton, NE; Great Plains State Bank, Petersburg, NE; Homestead Bank (Albion Branch), Cozad, NE; and Alternate Investment is Nebraska Public Agency Investment Trust (NPAIT), Lincoln, NE. The County Board authorizes and empowers the Boone County Treasurer to invest any surplus funds in the custody of the office. Any surplus funds shall be invested to assure a beneficial rate of return to the County and confirmation of all pledged securities are on file.

Motion made by Luettel, second by Rasmussen that all County Officials and Department Heads must contact the County Board, as an agenda item, before buying or doing any major maintenance to equipment or furniture over \$800.00.

Motion made by Luettel, second by Maricle that the courthouse hours shall be 8:00 AM to 5:00 PM with a one-hour unpaid break, and that all offices will post their hours, including the lunch break; and notice shall be posted on the respective office door only if an office is to be closed when it otherwise would be open.

Motion made by Maricle, second by Luettel that the Boone County full time employees are to receive twelve paid holidays which include the observed nine holidays as set forth in the NIRMA Guide to Creating a Personnel System for Nebraska Counties Handbook together with Martin Luther King, Jr. Day and Columbus Day. In addition, Arbor Day shall be a floating holiday to be used in 2017 by the employee beginning the last Friday in April up to December 21st of the current year. The Courthouse "Closed" notices will be posted by Board directive on the north and west outside entrance courthouse doors.

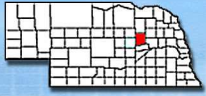
Motion made by Luettel, second by Rasmussen that full time employees are to receive vacation and sick leave as set forth in the Boone County Employee Handbook. The employee's vacation and sick leave records are recorded with the time clock/attendance system effective January 2014.

Motion made by Maricle, second by Rasmussen to approve the IRS mileage reimbursement rate of 53.5 cents per mile, effective January 1, 2017 as referenced in the Boone County Employee Handbook.

Motion made by Maricle, second by Luettel to approve County meal reimbursable dollar amount, as referenced in the Boone County Employee Handbook, for 2017 overnight travel policy: (1) Includes reimbursement by submitting an itemized receipt for actual expense up to \$11.00 for breakfast, \$12.00 for lunch and \$23.00 for supper; (2) No reimbursement of meals for one day travel; (3) If an unforeseen situation occurs for one day travel and return is after 7:00 P.M., the meal may be reimbursed and will be taxed and added to the employee W-2; (4) Itemized receipts are required for all travel expenses.

Motion made by Maricle, second by Luettel that agenda items must be provided to the Boone County Clerk's Office no later than noon on the Friday preceding a Board meeting in order to be considered for said Board meeting.

Motion made by Maricle, second by Rasmussen that the Boone County Board of Commissioners will hold their Board meetings on every Monday except for the first Monday of each month in the year, 2017, commencing at 9:00 A.M. Meeting dates/times are subject to change due to state statute regulations. Monday meetings that are



Boone County Board Minutes



on holidays will be held on Tuesday. The Accounts Payable Vendor meeting will be on the second Monday of the month and other Mondays will be regular public meetings. The Payroll meetings are subject to change from Monday to a different day for approval by the Board with the implementation of the time clock/attendance system and the 22/21 pay period. The Board meeting dates for payroll approval are as follows: January 25, February 24, March 27, April 26, May 24, June 28, July 26, August 28, September 27, October 25, November 28 and December 27, 2017. The County Clerk's office has charge and authority of the agenda for all meetings. The agenda will be made available for all meetings on the Boone County Website and the bulletin board located in the north courthouse entrance. Also, the following will be used to post notices in advance for emergency meetings and meetings that cannot be published in the legal newspaper(s): Boone County Website; Boone County Courthouse; lobbies of the Boone County Bank; Cornerstone Bank; Homestead Bank; and Albion News Office, all located in Albion, NE. In addition, the Cedar Rapids State Bank, Cedar Rapids, NE, Cornerstone Bank, St. Edward, NE and Great Plains State, Petersburg, NE.

As required by law (Neb. Rev. Stat. §48-443), each Nebraska county must have a working safety committee. Motion made by Luettel, second by Rasmussen that (1) the following will serve on the Safety Committee for 2017: Region 44 Emergency Management Director; County Sheriff; Board of Commissioners; County Highway Superintendent; County Treasurer; County ADA Coordinator; Custodial Maintenance Supervisor; and (2) the Safety Committee meetings are tentatively scheduled for February 24, 2017, May 15, 2017, August 14, 2017 and November 20, 2017, commencing at 9:00 A.M.

The Grievance Procedure in the Employee Handbook says the County will use a Grievance Board consisting of five people. The Commissioners shall create the pre-designated list of ten impartial members to serve on the Grievance Board. The Board visited with county residents to create a pre-designated list. The Board adopted and approved the 2013 and 2014 pre-designated list on December 16, 2013 at their Board of Commissioners meeting and are as follows: Elva Bartels, Albion; Jodie Borer, Albion; Kevin Cruise, St. Edward; Mark Jensen, St. Edward; Charles Krohn, Albion; Steve Lordemann, Petersburg; Mike Morgan, Cedar Rapids; Bill Schriver, Albion; Lonnie Smith, Albion; and Dennis Tyson, Albion. Motion made by Luettel, second by Maricle to make no changes in 2017 to the above adopted pre-designated list approved in December, 2013.

Motion made by Maricle, second by Luettel to approve all motions for the respective appointments above as presented unless specifically noted. Roll call vote: Maricle, Luettel and Rasmussen. Nays: None. Motion carried.

Motion made by Luettel, second by Rasmussen, that the following be appointed to the various boards that Boone County is associated with for 2017:

Americans with Disabilities Act Board:

- (1) Third Member of the Boone County Board of Commissioners
- (2) Jeff Noble, Albion, NE, Representative for the disabled community
- (3) Boone County Highway Superintendent
- (4) County Attorney, as the legal advisor for the committee

BCDA, Inc.

Alan Rasmussen
Hilary K. Maricle

Central Nebraska Joint Housing Authority, Loup City

Hilary K. Maricle
Ken Luettel - Alternate



Boone County Board Minutes



East-Central District Health Department, Columbus

Alan Rasmussen
Hilary K. Maricle - Alternate

Northeast Nebraska Area Agency on Aging, Norfolk

Ken Luettel
Hilary K. Maricle - Alternate

Northeast Nebraska Economic Development District

Ken Luettel - Elected Official

Northeast Nebraska Juvenile Services, Inc., Madison

Ken Luettel
Hilary K. Maricle - Alternate

Region 4 Behavioral Health System, Norfolk

Alan Rasmussen
Ken Luettel - Alternate

Region IV, Inc. / NorthStar Services, Wayne

Hilary K. Maricle
Alan Rasmussen – Alternate

Region 44 Emergency Services Supervisory Committee

Hilary K. Maricle
Ken Luettel – Alternate

Motion made by Luettel, second by Maricle to continue the Interlocal Agreement for Emergency Management Services, known as Region 44 Emergency Management, is between the County of Boone, Nance and Merrick beginning on July 1, 2014 through June 30, 2018.

Motion made by Maricle, second by Rasmussen to name the following people to serve on the Boone County Extension Board as recommended by Steve Pritchard, Boone/Nance County Extension Educator. This board is in accordance with an Interlocal Agreement with the University of Nebraska for Cooperative Extension Services signed on December 14, 1998. A term is three years with a maximum of six years. The terms are as follows:

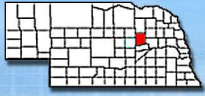
- Mark Grundmayer (2015-2017) – 2nd term
- Ken Schriver (2015-2017) – 1st term
- Amanda Berg (2017-2018) – 1st term (complete the term of B. Andreasen)
- Roger Voichoski (2017-2019) – 1st term

Motion made by Luettel, second by Maricle that the following Boone County Planning and Zoning Board members are appointed to the following terms of office to represent the Boone County Joint Planning Commission, effective January 1, 2017:

- Paul Groeteke, Brad Stephens and Clyde Stuhr (2017)
- Justin Frey, Mark Jensen and Morgan Mogensen (2017-2018)
- Chris Baum, Mark Wagner and Shelley Towey (2017-2019)

Motion made by Luettel, second by Rasmussen that the following members of the Boone County Board of Adjustment are appointed to the following terms of office, effective January 1, 2017:

- Paul Kettelson and Mark Jensen (2017)
- Ray Merrell (2017-2018)
- H. Thomas Fick and Deb Mitchell (2017-2019)



Boone County Board Minutes



Vacancy

Alternate

Motion made by Rasmussen, second by Luettel that the following members of the Boone County Visitors Committee are appointed to four-year terms per Nebraska State Statute with each term to start January 1st each year. The terms are as follows:

Irene Dresch	(2015-2018)
Marcus Johnson	(2017-2018) (complete term of W. Hoefer)
Brian Yosten	(2015-2018)
Mary Jeanne Stokes	(2017-2020)
Connie Sugden	(2017-2020)

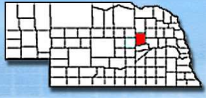
Nebraska State Statute 28-1439.03 requires the continuation of a County Drug Law Enforcement and Education Fund Board. The Resolution No. 2012-35, dated August 20, 2012 was the last appointment of a County Drug Law Enforcement and Education Fund Board. On January 6, 2014 the County Attorney at that time said that the drug board may be appointed at the County Board's reorganizational meeting each year in order to be kept current. Motion made by Luettel, second by Maricle that the following be appointed to serve on the County Drug Law Enforcement and Education Fund Board:

Boone County Attorney, shall serve as Chairperson	
Investigator Tim Stopak, Nebraska State Patrol, shall serve two years	(2017-2018)
Boone County Sheriff's Department, shall serve two years	(2017-2018)
Albion Chief of Police, shall serve one year	(2017)

Motion made by Maricle, second by Luettel that the following are appointed to the Local Emergency Planning Committee for 2017:

- Region 44 Emergency Manager
- Rich Good – St. Edward Fire Department
- Jenice Stevenson – Albion Rescue
- Amy Zaruba – Boone County Health Center/Albion Rescue
- Sarah Moeller – Private Industry-Valero
- Denny Johnson – Boone County Sheriff
- Bruce Benne – Albion Fire Department
- Jim Dickerson – Albion News
- Dr. Anthony Kusek – Boone County Health Center
- Hilary K. Maricle – Boone County Board of Commissioners
- Stacey L. Robinson – Boone County Highway Superintendent
- Justin Ranslem – Private Industry/Helena Chemical
- Val Snyder – Private Industry/Tallgrass
- Joan Carraher – Riverside Public Schools
- Sachin Bagade – East-Central District Health Department
- Lowell Imus – Boone Central Schools
- Jon Lindgren – State of Nebraska, Department of Roads, Albion Yard

Motion made by Maricle, second by Luettel to approve the Boone County Weed Superintendent position as a vacancy at this time. Roll call vote: Yeas: Maricle, Luettel and Rasmussen. Nays: None. Motion carried.



Boone County Board Minutes



All motions for the respective appointments at the Reorganizational Meeting approved as presented unless specifically noted. Roll call vote: Yeas: Maricle, Luettel and Rasmussen. Nays: None. Motion carried.

The Board and Stacey L. Robinson, County Highway Superintendent, conducted applicant interviews for the advertised General Road Foreman/Weed Superintendent position. No action was taken at the Reorganizational Meeting. The County Board and Highway Superintendent plan to discuss the advertised position/interviews at the Board meeting scheduled for Monday, January 9, 2017.

Chairman Maricle declared the Boone County Board of Commissioners Reorganizational meeting adjourned at 11:34 A.M.

Kathy Thorberg,
Boone County Clerk