



Boone County Board Minutes



BOONE COUNTY BOARD OF COMMISSIONERS PROCEEDINGS MAY 15, 2017 ALBION, NEBRASKA

The Boone County Board of Commissioners of Boone County, Nebraska, met in regular session at 9:00 A.M. on Monday, May 15, 2017, in the Commissioners Meeting Room of the Courthouse in Albion, Nebraska.

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

The County Safety Committee met at 9:00 A.M. to discuss routine business. The following committee members were present for the quarterly meeting: Commissioners Alan Rasmussen, Hilary K. Maricle, and Ken Luettel, Denny Johnson, Laurie Krohn, Rod Nelson, Stacey Robinson, Tom Smith, Kathy Thorberg and Jacqueline Wells. Nelson addressed old business regarding how to handle accident reports, NIRMA safety walk through, fire drills, phone notifications and review of an emergency action plan draft. New business was discussed: (1) Smith presented a Boone County Emergency Action Plan for the group to review and discuss; (2) Smith contacted NIRMA for the courthouse safety walk through and NIRMA plans to conduct the walk through on Tuesday, May 23, 2017 at 1:00 P.M.; (3) During the March 29, 2017 Tornado Drill test there were siren issues that need to be fixed; (4) Johnson informed the group that the telephone notification system has been installed in the County Sheriff's office; (5) Nelson plans to have a quote for the Board to review for repair of the sidewalk that is sinking in places around the courthouse; and (6) The county offices are asked to check their weather radios after a power loss to make sure they are working. Boone County had no accidents reported for first quarter 2017. The next safety committee meeting is scheduled for 9:00 A.M. on Monday, August 14, 2017. The Safety Committee meeting was adjourned by Alan Rasmussen at 9:14 A.M.

Adrian Mayer, Bader's Highway & Street of Norfolk, Nebraska, and Stacey Robinson, County Highway Superintendent, presented estimates for crack sealing for several county asphalt roads. The Estimate #229 for \$10,962.00 includes part of 255th Avenue from 250th Street North to gravel; Cargill Road from Highway 14 to gravel; and Old Mill Road from Albion West to gravel. Bader's Highway will remove all weeds, blow out all cracks, clean, seal and squeegee all cracks. Motion made by Luettel, second by Rasmussen to approve the Estimate #229 for \$10,962.00 from Bader's Highway & Street as presented. Roll call vote: Yeas: Luettel, Rasmussen and Maricle. Nays: None. Motion carried.

The Board held a meeting with the department heads:

- Commissioner Maricle asked all present to join in the Pledge of Allegiance.
- County officials/department heads reported on activities with regard to their respective office.
- Sheriff Johnson informed the group that Applied Connective Technologies has installed a telephone intercom system for emergencies.
- The Board addressed overtime/compensatory time accumulation that has been noticed on payroll edits. The employee handbook describes a full time employee as working 40 hours per week. The Board felt there should be no employee working beyond the 40 hours per week the majority of the year. The Board said overtime/compensatory hours may be required for some departments at certain times to meet increased work load due to certain deadlines/events or inclement weather. The Board reminded department heads to log overtime notation on the signed employee payroll sheets as to why there is overtime.



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- The department heads were asked to file their employees Leave of Absence Sheets in a timely or advanced manner for payroll purposes.
- The County Employee Handbook addresses travel expenses and meal reimbursements. The group discussed looking into possible changes regarding noon meal reimbursements for unforeseen circumstances. No decisions were made.
- The group discussed the pros and cons of meeting mileage reimbursement for department heads/employees and/or use of the county vehicles for meetings. The Board plans to review the present policy for possible changes. No decisions were made.
- Commissioner Maricle said the Board is asking department heads to conduct employee performance reviews during the coming months.
- The Board and group discussed meeting agenda attachments for reimbursement claims. The consensus of the Board that “All” Accounts Payable Vendor Claims submitted for payment regarding meal/mileage reimbursements and payment of motel claims are to have an attached meeting agenda to help the Board verify if they attended a meeting beneficial for the County.

Laurie Krohn, County Treasurer, presented a bond payment, per Nebraska State Statute, for the Board to review. The Boone County School District 0001 (Boone Central Schools) General Obligation Bonds were issued in 2015 and 2016. The Boone Central Schools General Obligation Bonds, Series 2015 third payment is due June 15, 2017 for \$156,438.13 and Series 2016 third payment is due June 15, 2017 for \$25,150.00. Motion made by Maricle, second by Rasmussen to authorize Laurie Krohn, County Treasurer, to process the bond payments when due to BOK Financial as presented. Roll call vote: Yeas: Maricle, Rasmussen and Luettel. Nays: None. Motion carried.

Chuck Rolf, Boone County Agricultural Society, Inc. representative, submitted an application to the Board for permission for a Special Designated License (SDL) to serve alcohol at the Boone County Fair for July 8, 2017. Chuck Rolf informed the Board that the July 8, 2017 SDL request is for 4:00 p.m. to 1:00 a.m. on July 9th for under the grandstand and includes an additional fenced off area outside the grandstand during the concert. He also indicated that individual security people had been hired in addition to law enforcement coverage provided by the Boone County Sheriff's Department and that IDs will be checked and arm bands issued at the point of purchase. Motion made by Luettel, second by Rasmussen to approve, as presented, the Application for a Special Designated Liquor License request from the Boone County Agricultural Society, Inc. for the concert at the Boone County Fair. Roll call vote: Yeas: Luettel, Rasmussen and Maricle. Nays: None. Motion carried.

Chuck Rolf, Boone County Agricultural Society, Inc. representative, submitted an application to the Board for permission for a Special Designated License (SDL) to serve alcohol at the Boone County Fair from July 9-12, 2017. Chuck Rolf informed the Board that the July 9-12, 2017 SDL request is for under the grandstand for Boone County Fair events. The Nebraska Liquor Control Division has new forms and procedure as of January 2017 regarding SDL requests. The Board of Commissioners will no longer request a statement from the Boone County Sheriff's office regarding adequate security. The security coverage for events is completed on the SDL forms that are submitted by the requestor to the Nebraska Liquor Control Commission. Motion made by Luettel, second by Rasmussen to approve, as presented, the Application for a Special Designated Liquor License request from the Boone County Agricultural Society, Inc. for the 2017 Boone County Fair. Roll call vote: Yeas: Luettel, Rasmussen and Maricle. Nays: None. Motion carried.

Stacey Robinson, County Highway Superintendent, presented an extra work change order for County Road Project No. 383 from Theisen Construction, Inc. The extra labor and equipment for work on beams and broken welds was discovered after the concrete deck was removed from the bridge. Motion made by Rasmussen, second by Maricle to approve the additional work estimate of \$4,500.00 for the County Road Project No. 383 as presented. Roll call vote: Yeas: Rasmussen, Maricle and Luettel. Nays: None. Motion carried.



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Stacey Robinson, County Highway Superintendent, updated the Board regarding road/bridge maintenance, materials and projects. . In addition, the following topics were discussed:

- Robinson and the Board discussed possible building repairs needed at the Cedar Rapids District #1 Shop and the Petersburg District #3 Shop due to water damage.
- Robinson and the Board discussed the planting of crops in the county road right-of-way and irrigation pivots watering the county roads. The consensus of the Board to focus on rectifying these situations if there are safety and visibility issues.

Stacey Robinson, County Highway Superintendent, and the Board of Commissioners have reviewed previously adopted resolutions and Board of Commissioners Proceedings. The Board determined that it is necessary to update and establish a standard policy for ingress and egress from County Roads. The resolution addresses new residence driveways, widening of existing driveways and additional driveway requests. This resolution and its contents supersedes/replaces all prior resolutions, and all written and unwritten versions of ingress and egress policies in Boone County, Nebraska. Motion made by Maricle, second by Rasmussen to approve Resolution No. 2017-11, establishing a standard policy for ingress and egress from County Roads effective May 15, 2017 as presented. Roll call vote: Yeas: Maricle, Rasmussen and Luettel. Nays: None. Motion carried.

The County of Boone, NE has made monthly lease payments since April 1997 for building space to house one of the county motor graders. It has come to the attention of the County Highway Superintendent that the newer motor grader has been sitting outside the building the last few years instead of inside. The question is do we need to continue to rent a building that the motor grader has not been housed in for some time and/or would it be more justifiable to house the motor grader inside the County Road District 2 or 3 shop buildings and no longer pay rent and electrical bills on a non-owned county building? The Board suggested to the Highway Superintendent that the General Road Foreman be involved to review the status of the situation and report to the Board the pros/cons before a decision is made regarding the building rent for a motor grader.

Rod Nelson, Maintenance, submitted quotes for the Board to review from NMC regarding maintenance agreements for the Winco generator at the Sheriff's office and the Olympian generator located at the County Communications Tower. The Winco generator would be inspected once a year. The Olympian generator will automatically run for 53 minutes every two weeks and be inspected twice a year. The quotes included a list of the maintenance procedures. Both generators are necessary for the operation of the emergency equipment and notification systems for inclement weather and disasters. Motion made by Luettel, second by Maricle to approve and authorize the Board Chairman to sign the 2017 maintenance agreement quote for the Winco and Olympian generators from NMC for \$1,696.00 as presented. Roll call vote: Yeas: Luettel, Maricle and Rasmussen. Nays: None. Motion carried.

The primary use of the Boone County Visitors Promotion Fund is to promote, encourage and attract visitors to come to the county through advertisement of the event. The Boone County Visitors Promotion Committee received a request for advertisement funding. The Cedar Rapids Community Club requested assistance to advertise the Cedar Rapids Community Picnic event scheduled for July 15, 2017. Motion made by Maricle, second by Rasmussen to approve the application requesting funding assistance for advertisement from the Visitor's Promotion Fund as presented. Roll call vote: Yeas: Maricle, Rasmussen and Luettel. Nays: None. Motion carried.

Motion made by Maricle, second by Luettel to approve the County Board Proceedings of May 8, 2017 as presented. Roll call vote: Yeas: Maricle, Luettel and Rasmussen. Nays: None. Motion carried.



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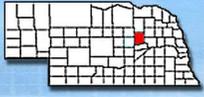


The County of Boone and the City of Albion Police Department has had an Interlocal Agreement for several years with regard to a one-mile radius jurisdiction of the city limits of the City of Albion. It is a joint jurisdiction of the two law enforcement agencies for the one-mile radius outside the City of Albion. This agreement is reviewed on an annual basis. Motion made by Luettel, second by Rasmussen to approve and authorize the Board Chairman to sign Resolution No. 2017-12, an Interlocal Agreement between the County of Boone and City of Albion for law enforcement purposes commencing on April 1, 2017 as presented. Roll call vote: Yeas: Luettel, Rasmussen and Maricle. Nays: None. Motion carried.

The Boone County Board of Commissioners have reviewed previously adopted resolutions, County General and Medical Assistance Programs and Board of Commissioners Proceedings. The Board determined that it is necessary to update the County General and Medical Assistance Program policy. This resolution supersedes all prior resolutions, adopted General Assistance programs, agreements and Board proceedings pertaining to all County General and Medical Assistance Programs in Boone County, Nebraska. Motion made by Rasmussen, second by Luettel to approve Resolution No. 2017-13, revised and updated County General and Medical Assistance Program and General Assistance Application Form effective May 15, 2017 as presented. Roll call vote: Yeas: Rasmussen, Luettel and Maricle. Nays: None. Motion carried.

The Board reviewed the information provided by NACO BCBS regarding the employee health/dental insurance. The NACO BCBS overall rates for the group health insurance will increase by 14% for fiscal year 2017-2018 and there is no change to the dental plans. The sub-group application/coverage election form needs to be received at BC/BS Nebraska no later than May 31, 2017. The County Clerk's office plans to distribute a copy of the premium rate changes with the employees' May payroll. The County of Boone pays all of the health insurance premiums and employee only dental premium. An employee has the option to pay dental coverage for their spouse/children. Motion made by Luettel, second by Rasmussen to approve the NACO BCBS Blue Preferred PPO Health Plan with \$1,500.00 individual deductible and Dental PPO Plan (Premier Option 3) for the period of July 1, 2017 through June 30, 2018 and authorize Hilary K. Maricle, Board Chairman, to sign the 2017 NACO Subgroup Application Coverage Election Form. Roll call vote: Yeas: Luettel, Rasmussen and Maricle. Nays: None. Motion carried.

Denny Johnson, County Sheriff, and Brent Lipker, Albion City Police, presented Taser quotes for their respective departments for the Board to review. The quote from Axon Enterprises, Inc. for X2 Basic Tasers includes five for Boone County Sheriff and three for City of Albion Police. Lipker said that the Dataport Download Kit is not included in the quote at this time. The County and City are discussing sharing one Dataport and having it located at the County Sheriff's office due to the County Law Enforcement building being accessible 24/7. Johnson and Lipker are asking the Board for permission to use the Diversion/Stop Program funds for the purchase of the eight Tasers, respective cartridges and Dataport Download Kit with payment over a period of five years. The Stop Program Funds may be used by any law enforcement within Boone County to purchase safety equipment. The entity requesting the use of Diversion/Stop Program funds are to receive approval from the County Attorney approval before purchasing equipment. James Ely, Boone County Attorney, was present at the Board meeting and approved the requested equipment to be paid from the Diversion/Stop Program funds over a period of five years. Motion made by Rasmussen, second by Luettel to approve the purchase of eight Tasers and accessories from Axon Enterprises, Inc. for the Boone County and Albion City law enforcements payable one time a year for five years with an approximate combined total of \$13,193.98. Roll call vote: Yeas: Rasmussen, Luettel and Maricle. Nays: None. Motion carried.



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Open discussion and miscellaneous public comments:

- The Board discussed who would attend the various meetings scheduled this week.
- The Board asked the Clerk's office to send an email to department heads asking them to review the County Employee Handbook Dress Code on page 38 with their employees. The Board would like to remind all employees to dress in a professional image as you are representing the County.
- A Lease Agreement with the Fitness Center that was effective January 1, 2017 has not been drafted to date for review. The consensus of the Board is to contact NIRMA for assistance in preparing the necessary documents between the County of Boone and Boone County Fitness Center, Inc.
- Barb Hanson, County Assessor, and the Board discussed re-valuations for commercial property and hog confinements. Hanson informed the Board that all parcels except commercial property and hog confinements have been updated and re-valued. The consensus of the Board was for Hanson to obtain a proposal for re-valuation of commercial property and hog confinements to present at a future Board meeting.

Chairman Maricle declared the meeting adjourned at 12:50 P.M., with the next Board meeting scheduled for Wednesday, May 24, 2017.

Kathy Thorberg,
Boone County Clerk