



Boone County Board Minutes



2018 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 Wednesday, January 3, 2018, in the Commissioners Meeting Room of the Courthouse in Albion, Nebraska.

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

Motion made by Rasmussen, second by Maricle to appoint Ken Luettel as Chairman of the Boone County Board of Commissioners for the year 2018. Roll call vote: Yeas: Rasmussen and Maricle. Abstain: Luettel. Nays: None. Motion carried.

Motion made by Luettel, second by Maricle to appoint Alan Rasmussen as Vice Chairman of the Boone County Board of Commissioners for the year 2018. Roll call vote: Yeas: Luettel and Maricle. Abstain: Rasmussen. Nays: None. Motion carried.

Motion made by Maricle, second by Luettel 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 2018.

Motion made by Luettel, second by Maricle that the budget committee for the ensuing 2018-2019 budget year is the Boone County Board of Commissioners, Boone County Clerk and Boone County Treasurer.

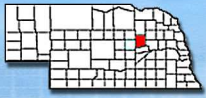
Motion made by Rasmussen, second by Luettel to reappoint Schmeits, Mueller & Martinsen, P.C., Richard Martinsen, CPA, Albion, Nebraska, to prepare the County Budget for the 2018-2019 budget year, to be paid from the County General fund.

Motion made by Maricle, second by Rasmussen to appoint Stacey L. Robinson, Fullerton, Nebraska, as full time County Highway Superintendent under the supervision of the County Board for 2018.

Motion made by Luettel, second by Maricle to reappoint Christopher C. Hays, 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 Luettel to reappoint Jacqueline Lynne Wells as full time Boone County Veteran Service Officer under the supervision of the County Board for 2018. In addition, the office may employ an As-Needed 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 Rasmussen to continue the contract for the services of Public Defender for Boone County with Jeffrey C. Jarecki of Jarecki Yosten Maul PC LLO, Albion, Nebraska, pursuant to the terms of an Agreement that shall commence on January 1, 2018 and continue until January 1, 2020.



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Motion made by Maricle, 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 2018.

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 2018.

Motion made by Rasmussen, second by Maricle to reappoint Mary Ziemba as County Planning and Zoning Administrator, Regulatory Zoning Investigator and Floodplain Manager under the supervision of the County Board for 2018. 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 Rasmussen to reappoint Jack Nordeen as a full time Boone County Weed Superintendent/Signage Technician under the supervision of the County Board for Weed Superintendent and under the supervision of the County Highway Superintendent for Signage Technician for 2018.

Motion made by Maricle, second by Luettel to reappoint the Boone County Clerk as the Title VI representative for 2018.

Motion made by Luettel, second by Rasmussen to reappoint the Boone County Veteran Service Officer as the American with Disabilities Act (ADA) Coordinator for 2018.

Motion made by Luettel, second by Maricle to appoint the Boone County Sheriff and his staff to be the E911 Coordinator for 2018.

Motion made by Luettel, second by Maricle to appoint Alan Rasmussen as Courthouse Custodian supervisor for 2018.

Motion made by Maricle, second by Rasmussen to appoint Ken Luettel as County Weed Superintendent supervisor.

Motion made by Maricle, second by Rasmussen 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 Maricle, second by Rasmussen to appoint the Boone County Clerk as the contact person for Boone County for the NIRMA Insurance for 2018.

Motion made by Luettel, second by Maricle 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 2018.

Motion made by Rasmussen, 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, Nebraska with Kathy Thorberg, Lorrie Nicklasson and Sarah Robinson as signees authorized to exercise the powers for said account; and depository



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for the Boone County Imprest Vendor account will be the Boone County Bank, A Division of Madison County Bank, Albion, Nebraska 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 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.

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 Luettel, 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 Maricle, 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.

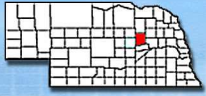
Motion made by Rasmussen, second by Luettel that the courthouse hours shall be 8:00 AM to 4:30 PM with a one-half hour unpaid break, and that all offices will post their hours, including the lunch break; and notice shall be posted on the respective office door only if an office is to be closed when it otherwise would be open.

Motion made by Maricle, second by Rasmussen 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 and is designated for Monday, December 24, 2018. 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 Maricle 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 54.5 cents per mile, effective January 1, 2018 as referenced in the Boone County Employee Handbook.

Motion made by Luettel, second by Maricle to approve County meal reimbursable dollar amount, as referenced in the Boone County Employee Handbook, for 2018 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



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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 Rasmussen 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 Luettel 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, 2018, commencing at 9:00 A.M. Meeting dates/times are subject to change due to state statute regulations. Monday meetings that are 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. In addition, the Accounts Payable Vendor meeting will be held on Wednesday, January 10, 2018, due to conflicts with Monday, January 8, 2018. 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 29, February 26, March 26, April 25, May 29, June 27, July 25, August 27, September 26, October 29, November 28 and December 27, 2018. 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 Maricle, second by Luettel that (1) the following will serve on the Safety Committee for 2018: 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 26, 2018, May 14, 2018, August 13, 2018 and November 19, 2018, 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 Maricle, second by Luettel to make no changes in 2018 to the above adopted pre-designated list approved in December 2013.

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

Appointment to the various boards that the County of Boone, Nebraska is associated with for 2018:

Americans with Disabilities Act Board:

(1) Third Member of the Boone County Board of Commissioners



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- (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

Agricultural and Educational Activities Building Committee Member	Board Chairman
Boone County Recreational Trails System Project	Hilary Maricle
BCDA, Inc.	Alan Rasmussen Hilary K. Maricle
Central Nebraska Joint Housing Authority, Loup City	Hilary K. Maricle Ken Luettel - Alternate
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 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
Quarterly Attendance by the Board of Commissioners (Non-Voting):	
Boone County Agricultural Society, Inc.	Hilary K. Maricle
Boone County Fitness Center, Inc.	Alan Rasmussen
Boone County Health Center	Ken Luettel

Motion made by Maricle, second by Luettel 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 Luettel, 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



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Services signed on December 14, 1998. A term is three years with a maximum of six years. The terms are as follows:

- Amanda Berg (2017-2018) – 1st term (complete the term of B. Andreasen)
- Roger Voichoski (2017-2019) – 1st term
- Jeri Wies (2018-2020) – 1st term
- Ken Schriver (2018-2020) – 2nd term

Motion made by Maricle, second by Luettel 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, 2018:

- Justin Frey, Mark Jensen and Morgan Mogensen (2018)
- Chris Baum, Mark Wagner and Shelley Towey (2018-2019)
- Paul Groeteke, Brad Stephens and Clyde Stuhr (2018-2020)

Motion made by Luettel, second by Maricle that the following members of the Boone County Board of Adjustment are appointed to the following terms of office, effective January 1, 2018:

- Vacancy (2018)
- H. Thomas Fick and Deb Mitchell (2018-2019)
- Paul Kettelson and Mark Jensen (2018-2020)
- Vacancy Alternate

Motion made by Luettel, second by Rasmussen 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 Maricle, second by Luettel 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 (2018-2019)
- Boone County Sheriff’s Department, shall serve two years (2018-2019)
- Albion Chief of Police, shall serve one year (2018)

Motion made by Luettel, second by Rasmussen that the following are appointed to the Local Emergency Planning Committee for 2018:

Region 44 Emergency Manager



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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
Josh Thayer – Private Industry/Tallgrass
Joan Carraher – Riverside Public Schools
Rob Hotovy – East-Central District Health Department
Lowell Imus – Boone Central Schools
Jon Lindgren – State of Nebraska, Department of Roads, Albion Yard

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

Motion made by Luettel, second by Maricle to approve all motions for the respective appointments at the 2018 Boone County Board of Commissioners Reorganizational Meeting as noted. Roll call vote: Yeas: Luettel, Maricle and Rasmussen. Nays: None. Motion carried.

Acknowledgement of Boone County Board of Commissioners serving on County/State Boards:

- Environmental Quality Council/Department of Environmental Quality (EQC/DEQ) – Hilary K. Maricle - (2016-2019)
- Greater Nebraska Workforce Development Board/Chief Elected Officials Board (GNWDB/CEOB) – Hilary K. Maricle - (2015-2018)
- Nebraska Intergovernmental Risk Management Association (NIRMA) – Ken Luettel - (2018-2020)

Chairman Luettel declared the 2018 Boone County Board of Commissioners Reorganizational meeting adjourned at 10:35 A.M.

Kathy Thorberg
Boone County Clerk