

# Boone County Board Minutes



## BOONE COUNTY BOARD OF COMMISSIONERS PROCEEDINGS AUGUST 17, 2020 ALBION, NEBRASKA

The Boone County Board of Commissioners of Boone County, Nebraska, met in regular session at 9:00 A.M. on Monday, August 17, 2020 in the Commissioners Meeting Room of the Courthouse in Albion, Nebraska.

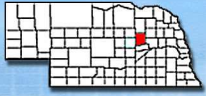
Chairman Rasmussen called the meeting to order and Commissioners present for roll call were Ben Rutten, Alan Rasmussen and Larry Temme. Notice of the meeting was given in advance by publication and the convened meeting was open to the public. Chairman Rasmussen acknowledged the agenda and noted that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

Commissioner Ben Rutten, Chairman of the Boone County Safety Committee, opened the safety meeting at 9:01 A.M. to discuss routine business. The following committee members were present for the quarterly meeting: Commissioners Ben Rutten, Larry Temme and Alan Rasmussen; Rod Nelson, Courthouse Maintenance; and Kathy Thorberg, County Clerk. Rod Nelson, Courthouse Safety Coordinator presented the old and new business. Old business that was addressed/reviewed: (1) A Courthouse fire drill was held on Friday, May 29, 2020 at 8:15 A.M.; (2) Copies of the County Safety Manual were distributed to Department Heads to give to their respective employees on June 2, 2020; (3) The courthouse door had been locked due to COVID-19 and re-opened to the public on Friday, June 12, 2020; (4) Nelson said that there is currently a good supply of masks, hand sanitizer and other disinfectant items on hand; and (5) The Road District #2 shop building has some safety issues that needs to be addressed. New business that was addressed/reviewed: (1) No incidents were reported by Boone County to NIRMA for the second quarter of 2020 and as of June 30, 2020 all prior claims have been closed; and (2) A county road department semi-truck tractor received damage due to hitting a deer crossing the road and was reported on July 2, 2020. The Safety Committee meeting was adjourned by Commissioner Ben Rutten, Chairman of the Boone County Safety Committee at 9:12 A.M. The next quarterly Safety Meeting is scheduled for November 16, 2020.

Motion made by Rutten, second by Rasmussen to approve the County Board Proceedings of August 10, 2020 as presented. Roll call vote: Yeas: Rutten and Rasmussen. Nays: None. Abstain: Temme. Motion carried.

Tina Landauer, Boone County Legion Commander/CFO, was unable to attend the Board meeting and has re-scheduled the information regarding County Legion Government Day and Oratorical Speech Contest to Wednesday, August 26, 2020.

The Board met with the County Elected Officials/Department Heads to discuss preparation for the 2020-2021 budget on July 20, 2020. The Board suggested spending cuts where possible due to the infrastructure damage from the March 2019 storms. The Board asked that there be none or very little increase for operating line codes from the prior year request. The infrastructure damage in 2019 to the County roads, bridges, etc. is not all repaired yet. The Board did approve a 38 cent per hour cost of living wage increase for full time employees for year 2021. The Board met with Richard Martinsen, CPA, Schmeits, Mueller & Martinsen, P. C., on July 27, 2020 and discussed the preliminary 2020-2021 budget requests submitted by the county departments. The preliminary property tax request for 2020-2021 fiscal year budget was \$9,553,397.00 which is a \$5,290,562.00 increase from last fiscal year budget request. The County Elected Officials/Department Heads were asked to review their 2020-2021 budget requests for possible reduction, before the August 17, 2020 Board meeting, due to a minimum of five million needs to be cut from the General Fund and Road Fund requests in order to be at or under the 3% lid.



# Boone County Board Minutes

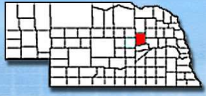


Martinsen provided answers to questions asked with regard to the proposed budget. The proposed property tax increase request is primarily in the County Road Fund. A portion of the Road Fund Highway Allocation revenue that is received each year is designated to pay the fiscal year bond/interest payments for the seven year Limited Tax County Road Bonds Series 2019. In addition, two million dollars of the County Inheritance Tax Fund has been designated for use by the Road Fund in order to lower the tax levy request. Martinsen and the Board received the 2020 Certification of Taxable Values from the Boone County Assessor. The Boone County Total Taxable Value for 2020 is \$2,307,751,527.00 which is \$102,227,280.00 less than 2019. The Road Fund expense request was cut \$5,061,460.00 and the General Fund was cut \$59,309.00 in order to be in compliance with the 3% lid. The County budget property tax request for 2018-2019 fiscal year was \$3,679,011.00 with a 2018 levy tax rate of 0.153638; the property tax request for 2019-2020 fiscal year was \$4,262,835.00 with a 2019 levy tax rate of 0.176883; and the property tax request for 2020-2021 fiscal year is \$4,432,628.00 with a 2020 levy tax rate of 0.192076. The Interlocal Agreement Report (LB 51) (2017) is to be filed with the State Auditor's office on or before September 20<sup>th</sup> and impacts the county budget hearing, audits and contracts. Motion made by Rasmussen, second by Rutten to accept the proposed budget requests for the Fiscal Year 2020-2021 County Budget hearing that is set for Monday, September 14, 2020 at 10:00 A.M. Roll call vote: Yeas: Rasmussen, Rutten and Temme. Nays: None. Motion carried.

On or before August 1<sup>st</sup>, all political subdivisions subject to county levy authority shall submit a preliminary request for levy allocation to the County Board. The preliminary request shall be in the form of a resolution. The Nebraska State Statutes provides that each County Board shall adopt a resolution which determines a final allocation of levy authority and forward a copy of such resolution to the chairperson of the governing body of each of its political subdivisions by September 1<sup>st</sup>. The Boone County Board of Commissioners received levy allocation requests from various political subdivisions for the 2020-2021 fiscal year. Motion made by Rasmussen, second by Rutten to approve Resolution No. 2020-23, authorizing the levy allocation requests for the 2020-2021 fiscal year for the Albion, Cedar Rapids, Petersburg, Primrose and St. Edward Rural Fire Districts (MFO levy of .020000), Boone County Agricultural Society, Inc. (\$125,000.00) and Boone County Historical Society, Inc. (\$15,000.00). Roll call vote: Yeas: Rasmussen, Rutten and Temme. Nays: None. Motion carried.

The County of Boone, State of Nebraska and the Boone County Historical Society, Inc. entered into a Lease Agreement on May 2, 1972. The County leased to the Historical Society real estate property being a fraction of the Northeast Quarter (NE1/4) of Section Twenty-eight (28), Township Twenty (20) North, Range Six (6) West of the 6th P.M., Boone County, Nebraska, for the construction of building(s) and use for Boone County Museum and Boone County Historical Society, Inc. purposes. The County Board approved surveying services of the County owned property in 2017 known as the Boone County Fairgrounds for property line ownership with complete legal descriptions. The Board approved the Fairgrounds 1<sup>st</sup> Subdivision in October of 2017 to correct the discrepancies with the metes and bounds legal descriptions and to clarify ownership of the real estate. The Annexation Plat for Fairgrounds 1<sup>st</sup> Subdivision, City of Albion, Boone County, Nebraska was filed in the Boone County Register of Deeds office on February 22, 2018. A research of records/documents says that the first building (museum) in 1970's was public donations; second building was by a 1988 Bond Election; other buildings, equipment, displays, etc. are donations; and a budget (levy allocation) for operating expenses. The transfer of the real estate with a Warranty Deed from the County of Boone, Nebraska to the Boone County Historical Society, Inc., terminates the 1972 Lease Agreement and all leases and agreements, written or verbal, between the parties that pertained to the Boone County Historical Society, Inc./Boone County Museum.

On June 24, 2020 the Board approved publishing a Notice of Intent to Transfer Real Estate from the County of Boone, Nebraska to the Boone County Historical Society, Inc. The county board shall print and publish in a legal county newspaper a notice stating the legal description and address of the real estate at least thirty days



# Boone County Board Minutes



prior to the transfer. The notice was published in the Albion News, a weekly newspaper on Wednesday, July 1, 2020.

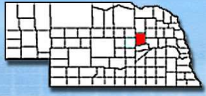
Motion made by Temme, second by Rasmussen to approve and authorize the Board Chairman to sign a Warranty Deed from the County of Boone, Nebraska, to the Boone County Historical Society, Inc. of Albion, Nebraska, the real estate being All of Lot One (1), Fairgrounds 1st Subdivision, located in part of the Northeast Quarter (NE1/4) of Section Twenty-eight (28), Township Twenty (20) North, Range Six (6) West of the 6th P.M., Boone County, Nebraska. Roll call vote: Yeas: Temme, Rasmussen and Rutten. Nays: None. Motion carried.

All County Officials and Department Heads must contact the County Board, as an agenda item, before buying, leasing or doing any major maintenance to equipment or furniture over \$800.00, per the January 2020 Board Reorganizational Meeting Proceedings. Jacqueline Wells, Boone County Veterans Service Officer, presented quotes from Eakes Office Solutions and OfficeNet, Inc. for purchase or lease of a new or refurbished color copy machine for the Board to review. The Veteran's Service office present copy machine lease is completed and either needs to do a buyout or new lease or a purchase. The quotes received for a color copy machine: OfficeNet, Inc.: Savin IMC300F - \$2,991.00 new purchase, maintenance rates for two years - \$32.00/month (1,500 black/white; 200/color) or \$55.91/month (\$.012 per black/white; \$.069 per color) and Eakes Office Solutions: Sharp MX-2651 - \$5,990.00 new purchase or 60 month lease \$6,840.00 (\$114.00/mo.), maintenance rate for two years - \$.0079 per black/white and \$.0395 per color page; Sharp MC-C402SC - 60 month lease at \$96.00 per month refurbished machine with a maintenance rate billed quarterly - \$.0164 per black/white and \$.0967 per color page. Motion made by Temme, second by Rutten to approve and authorize Jacqueline Wells, Veterans Service Officer, to purchase the Savin IMC300F color copy machine from OfficeNet, Inc. for approximately \$2,991.00 with a two year maintenance agreement as presented. Roll call vote: Yeas: Temme, Rutten and Rasmussen. Nays: None. Motion carried.

The Board reviewed a document received from the State of Nebraska, Nebraska Liquor Control Commission, submitted by Chuck Rolf, Boone County Agricultural Society, Inc., to add the new fairgrounds building "Boone County Agricultural Education Center" to their Liquor License # I-050811. The Boone County Agricultural Society, Inc. applied for a liquor license in February 2001 for use in the Casey Community Building. In August 2006 the Boone County Event Center was added as a location for the said liquor license and the request today is to add the Boone County Agricultural Education Center location to the liquor license. Motion made by Temme, second by Rasmussen to approve and authorize the Board Chairman to sign the Application for Addition form to allow the Boone County Agricultural Education Center building to be added to the Boone County Agricultural Society, Inc. Liquor License # I-050811 in order to sell alcohol at events held in said new building. Roll call vote: Yeas: Temme, Rasmussen and Rutten. Nays: None. Motion carried.

Motion made by Rasmussen, second by Rutten to approve Resolution No. 2020-24, authorizing a Petty Cash Fund for a Boone County Treasurer Cash Drawer that reconciles to \$25.00 and is used when needed to make change when receiving payments of fees/copies/postage/taxes as submitted. Roll call vote: Yeas: Rasmussen, Rutten and Temme. Nays: None. Motion carried.

Barb Hanson, Boone County Assessor, submitted a Maintenance Agreement from Stanard Appraisal Services, Inc. of Central City, Nebraska for the Board to review. The agreement is for providing 32 hours of appraisal service from July 1, 2020 through June 30, 2021 for pick up work of Boone County Commercial properties. The compensation for the basic agreement, including 32 hours of appraiser time will be \$3,296.00 and if the County requests more than 32 hours of appraiser time, the County will be billed at the rate of \$103.00 per hour for additional time on a monthly basis. Motion made by Rutten, second by Temme, to approve and authorize the Board Chairman to sign the Maintenance Agreement for pick up work of Boone County Commercial properties for fiscal year 2020-2021 by and between Stanard Appraisal Services, Inc. and County of Boone,



# Boone County Board Minutes



Nebraska for 32 hours of appraisal service as submitted. Roll call vote: Yeas: Rutten, Temme and Rasmussen. Nays: None. Motion carried.

Barb Hanson, Boone County Assessor, submitted a Statement of Work for Project: Oblique Imagery Capture for Ag Parcels with Improvements, from gWorks for the Board to review. gWorks has flown Geographic Information System (GIS) integrated rural structure photography for many Nebraska counties. The digital data is delivered ready to use in the client's GIS program and each location captured by picture shows up as a point on the WebGIS. Motion made by Rasmussen, second by Temme to approve and authorize the Board Chairman to sign the Digital Oblique Aerial Images cost of \$34,000.00 from gWorks for fly over images/pictures of the County rural properties in the fall of 2020 as submitted. Roll call vote: Yeas: Rasmussen, Temme and Rutten. Nays: None. Motion carried.

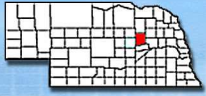
The Board; Hilary Maricle, UNL Engagement Zone 6 Coordinator; Steve Pritchard, UNL Extension Educator; Chuck Rolf, Boone County Agricultural Society, Inc.; and Roger Voichoski, Boone/Nance Extension Board representative, discussed UNL Extension Agreements via zoom with Dave Varner, Interim Dean and Director of UNL Extension. The two documents in discussion are the Interlocal Agreement for the Provisions of Cooperative Extension Services dated December 1997 and a Constitution dated December 1998, signed by and between Boone County, Nance County and UNL. The Interlocal Agreement for UNL Extension Services was effective July 1, 1997 and today the recitals, covenants, terms, etc. are not applicable with the changes of the UNL Extension organizational structure. Varner said that UNL is working on standardized language for said revised agreements. Varner said there are details that have to be worked out between individual counties and UNL and it varies from county to county. The Board asked several questions on the various UNL Extension expenses that are being paid by the County Budget and not by UNL. Some of the questions were utilities, postage, copy machine, internet fees, computer equipment, travel expenses, mileage reimbursement, UNL student summer internship and wages for an office support/clerical employee. The Board asked why a UNL Extension Educator is receiving mileage from the county budget to get to their other designated work office when counties are combined for Extension services. Additional discussion is planned upon receiving a copy of the revised/updated agreement language from UNL Extension.

The Constitution, with Extension Board Bylaws included, was adopted in December of 1998. Varner said the details for a revised Constitution would need to be worked out between the Boone/Nance Extension Board and County Commissioners/Supervisors. UNL would review the revised/updated Constitution for acceptance before being approved by the counties.

Also discussed was a Lease Agreement that provides use of the new office space for UNL Extension in the new fairgrounds building "Boone County Agricultural Education Center", by Hilary Maricle, UNL Engagement Zone 6 Coordinator. A monthly rental fee of \$225.00 for use of office space in the new fairgrounds building has been discussed. The Lease Agreement has not yet been finalized.

Varner explained the changes in the Extension services that provides for specialized staff. Extension Educators are divided into seven program areas. Extension Educators such as beef and crop specialists, are headquartered in certain counties, but provide their services to several counties.

The Board has allowed smaller surplus county office equipment/furniture that is valued under \$100.00 to be tagged for sale in the hallway of the courthouse in past years. The Board discussed disposal of smaller county office equipment/furniture that is in storage or no longer in use by the county offices. The Board said that it is time to dispose of some of the items in storage that are not presently located in the courthouse and are being moved from one storage location to a new storage location. Motion made by Temme, second by Rutten to allow smaller surplus county office equipment/furniture that is valued under \$100.00 to be tagged for sale by



# Boone County Board Minutes



said office with tags identifying the office selling and dollar amount, all payable to the County Treasurer, in the hallway of the courthouse from August 31, 2020 through September 11, 2020. Roll call vote: Yeas: Temme, Rutten and Rasmussen. Nays: None. Motion carried.

On August 10, 2020 the Board and Chuck Rolf, Boone County Agricultural Society, Inc., discussed the removal/disposal of the old former concrete fairgrounds office/restroom/floor building and the concrete floor of the former petting zoo building. The Board decided to obtain quotes for removal/disposal of the old former concrete fairground office/restroom/floor building and the concrete floor of the former petting zoo building from Byglund Dirt Contracting, Inc. and Seda Land Handling, LLC. Rolf was present for the opening of the quotes and informed the Board that the utility companies have been notified for disconnect of said facilities, the petting zoo building has been sold for \$500.00 and the party has been told to have said building removed by September 1, 2020. The quotes received: Seda Land Handling, LLC - \$2,800.00, bid assumes building is free of asbestos; and Byglund Dirt Contracting, Inc. - \$3,750.00, bid includes required asbestos inspection. Motion made by Rasmussen, second by Rutten to approve and accept the quote of \$2,800.00 from Seda Land Handling, LLC for the removal/disposal of the old former concrete fairgrounds office/restroom/floor building and the concrete floor of the former petting zoo building as soon as possible after September 1, 2020. Roll call vote: Yeas: Rasmussen, Rutten and Temme. Nays: None. Motion carried.

## Public Comments:

- Meetings: Boone County Agricultural Society, Inc. – August 17, 2020; BCDA, Inc. – August 18, 2020; Region 4 Behavioral Health System – August 19, 2020; Northeast Nebraska Juvenile Services, Inc. – August 21, 2020; and Northeast Nebraska Area Agency on Aging – no meeting in August.
- On Monday, August 24, 2020, Philip Cruz, HCA Asset Management, the firm contracted to perform property appraisals for NIRMA, will conduct appraisal of the county fairground buildings and the Road District #3 new shed.

Chairman Rasmussen declared the meeting adjourned at 12:46 P.M., with the next Board meeting scheduled for Wednesday, August 26, 2020.

Kathy Thorberg,  
Boone County Clerk