

December 23, 2019
Seward County Board of Equalization

State of Nebraska)
County of Seward) ss.

A regular meeting of the Seward County Board of Equalization was convened in open and public session at 8:30 a.m. on December 23, 2019 in the Commissioner's room at the Seward County Courthouse. Notice of the meeting was posted on the Courthouse bulletin board and on the Commissioner's Room door. The agenda for all meetings is kept continually current and is available for public inspection at the County Clerk's Office during normal business hours. The agenda is held open until one business day prior to the meeting for appearance before the Board. The Board of Equalization has the right to modify the agenda to include items of an emergency nature only at such public meeting.

The Seward County Board of Equalization convened on December 23, 2019 at 8:30 a.m.

Present: Chairperson: John Culver
Members: Mike Mundhenke, Bob Vrbka, Ken Schmieding, Becky Paulsen
County Clerk: Sherry Schweitzer
County Assessor: Marilyn Hladky

The Chairperson noted that the public meeting information is posted as required by law and available for public distribution if requested.

The Pledge of Allegiance was recited.

Moved by Vrbka and seconded by Paulsen to approve the minutes of December 10, 2019.
Affirmative Vote: Vrbka, Paulsen, Schmieding, Mundhenke, Culver Motion Carried

Moved by Paulsen and seconded by Vrbka to approve Tax List Correction 278-19R, 279-19R, 280-19R, 281-19R, 282-19R, 283-19R, 284-19R, 285-17R, 286-19R, 172-19P & 173-19P.
Affirmative Vote: Paulsen, Vrbka, Mundhenke, Schmieding, Culver Motion Carried

Hladky updated the Commissioners on activities of her office. Bob Dahms, Treasurer, was present to give information about computer problems he is incurring.

Known items on the agenda for Board of Equalization on January 14, 2020 are as follows:

8:30 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of December 23, 2019
4. Discuss/Action – Assessor Information Update

Moved by Vrbka and seconded by Mundhenke to adjourn at 9:10 a.m.

Affirmative Vote: Vrbka, Mundhenke, Schmieding, Paulsen, Culver Motion Carried

State of Nebraska)
County of Seward) ss.

I, Sherry Schweitzer, the undersigned County Clerk of Seward County, Nebraska do hereby certify the foregoing minutes are true and are part of the official records of this office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 14th day of January 2020.

County Clerk

Chairperson

CHAPTERS BOOKS & GIFTS	SU	\$52.34	OWENS EDUCATIONAL SERV	SE	\$152.80
CITY OF SEWARD	UT	\$9,267.57	SEWARD GROCERY	SU	\$361.13
CLEAN PRO CLEAN TECH	SE	\$1,600.00	PAPER TIGER SHREDDING	SE	\$135.00
CLERK OF THE DIST COURT	FE	\$486.00	PARAMOUNT LAUNDRY	SE	\$108.66
COLFAX COUNTY COURT	FE	\$2.00	PETTY CASH FUND	FE	\$4,947.91
COMFORT INN	TR	\$201.90	PIZZA KITCHEN	SU	\$121.25
CONNER PSYCH SERV	SE	\$365.00	PLATTE CO SHERIFF DEPT	FE	\$18.50
CONSULTANTS IN INFECT DIS	SE	\$67.78	POLK COUNTY SHERIFF	FE	\$91.20
CULLIGAN	SE	\$367.35	POMP'S TIRE SERVICE	SE	\$1,745.03
D & J REPAIR	SE	\$224.00	POSTMASTER	SU	\$310.00
JACK DANIEL	SE	\$90.00	POTTER REPAIR	SE	\$1,097.81
DELTA DENTAL OF NEBR	FE	\$58.34	POWERPLAN	SE	\$89.43
DHHS	SE	\$350.00	PRAETORIAN DIGITAL	SE	\$1,906.00
DEPT OF MOTOR VEHICLES	FE	\$14.00	PURFOODS LLC	SE	\$121.17
DON'S PIONEER UNIFORMS	SE	\$135.26	QUEST DIAGNOSTICS	SE	\$899.58
DUGAN PRINTING	SE	\$627.50	QUILL CORPORATION	SU	\$208.71
E 911	FE	\$35,685.58	JERRY ESHELMAN	SU	\$1,052.00
EAKES OFFICE PLUS	SU	\$856.20	KEARNEY LODGING LLC	TR	\$152.00
EGAN SUPPLY CO	SU	\$92.07	RDO TRUCK CENTERS	EQ	\$5,320.59
ENCARTELE INC	SE	\$960.39	REDIGER AUTOMOTIVE	SE	\$101.88
EQUIFAX WRKFRC/TALX	SE	\$192.00	REDWOOD TOXICLGY LAB	SE	\$26.43
FARMERS COOPERATIVE	SU	\$28,883.68	REMBOLT LUDTKE LLP	SE	\$14,480.00
FASTENAL COMPANY	SU	\$196.11	SEWARD AGING SERVICES	FE	\$310.80
FEDERAL SURPLUS PROP	EQ	\$22,900.00	SEWARD CO BRIDGES	FE	\$11,500.00
FEHLHAFERS INC	SE	\$55.00	SEWARD CO CHAMBER	FE	\$3,057.00
FREDS AUTO ELECTRIC	SU	\$182.04	SEWARD COUNTY COURT	FE	\$904.50
G & P DEVELOP LANDFILL	SE	\$30.64	SEWARD CO GENERAL FUND	FE	\$475,000.00
GALLS LLC	SE	\$523.89	SEW CO HTH CLM FUND	FE	\$263,597.74
GARCIA CLINICAL LAB	SE	\$152.00	SEWARD CO INDEPENDENT	SE	\$892.86
GENE STEFFY AUTO GRP	EQ	\$42,401.00	SEWARD CO PUB TRANSIT	SE	\$102.00
GENERAL FIRE & SAFETY	SE	\$430.15	SEW CO SHERIFF UNC FEES	FE	\$302.00
GEOCOMM INC	SE	\$1,127.00	SEW CO SINKING FUND	FE	\$2,000.00
GRAHAM TIRE	EQ	\$2,240.00	SEWARD CO TREASURER	FE	\$104.94
GREAT PLAINS COMM	UT	\$1,068.95	SEWARD LUMBER	SU	\$257.39
GUARDIAN RFID	SE	\$78.61	SHAFFER COMM	SE	\$199.00
KV ENTERPRISES	SE	\$53.92	SIGNALSCAPE, INC	SE	\$8,309.00
HAMPTON INN	TR	\$769.65	SMPC, LLC	SE	\$13,335.39
HELMINK PRINTING	SE	\$245.00	SOARIN GROUP, LLC	SE	\$7,346.50
HERPOLSHEIMERS INC	SE	\$1,932.75	ST OF NE STATE ACCTNG	FE	\$675.28
HOMETOWN LEASING	SE	\$715.98	ST OF NE COMMUN	FE	\$1,152.00
HOTSY EQUIPMENT CO	EQ	\$574.12	SUMMIT FOOD SERVICE	SE	\$8,837.13
HYDRAULIC EQUIP SERV	EQ	\$134.08	TIME WARNER CABLE	UT	\$344.19
INDOFF INC	SU	\$1,154.91	WILLIAM TOMES	SE	\$150.00
INLAND TRUCK PARTS CO	SU	\$790.67	TOP QUALITY GLOVES	SU	\$298.80
INTNTL ASSOC ASSESS OFFIC	FE	\$220.00	TRANSUNION RISK AND ALT	FE	\$150.00
JANA S WURM	SE	\$626.70	TRU-BUILT CONSTRUCTION	SE	\$8,567.67
JOHN DEERE FINANCIAL	FE	\$399.67	TRUAX PATIENT SERVICES	SE	\$3,450.00
JOHNSON SAND & GRAVEL	SU	\$28,581.19	TWIN RIVERS HEALTH CARE	SE	\$257.11
JONES AUTOMOTIVE	SE	\$12,153.56	US POST OFFICE	SU	\$44.00
JONES BANK (FICA)	FE	\$40,563.54	UPS	SE	\$23.22
KERFORD LIMESTONE CO	SU	\$27,214.25	UTICA AGING SERVICE	FE	\$228.20
KIESLER POLICE SUPPLY	SU	\$2,832.00	VANGUARD APPRAISALS	SE	\$7,057.50
DAVID KIMBLE	SE	\$607.50	VERIZON WIRELESS SERV	UT	\$4,020.85
KONICA MINOLTA BUS SOL	SU	\$37.44	VETERANS INFO SERVICE	SE	\$28.00
KONICA MINOLTA PREM FIN	SE	\$153.39	VILLAGE OF GARLAND	FE	\$49.71
LANCASTER CO SHERIFF	FE	\$14.44	VILLAGE OF UTICA	FE	\$160.80
LEE'S REFRIGERATION	SE	\$976.76	VIRTUAL IMPRESSIONS	SE	\$20.00
MAILFINANCE	SE	\$73.95	VISA	FE	\$4,937.81
MCHENRY, HASZARD, ROTH	SE	\$2,092.86	VISION SERVPLAN INS	FE	\$23.29
MCKESSON MED SURG	SU	\$204.94	VOGTSCAPES, INC	SE	\$179,205.02
MEDICAL ENTERPRISES INC	SU	\$315.00	VOSS ELECTRIC CO	SE	\$242.00
MEMORIAL HEALTH CLIN	SE	\$910.56	WALL, ROBERT	SE	\$150.00
MEYER AUTOMOTIVE INC	SE	\$90.90	WELLS FARGO FIN LEASING	SE	\$198.15
MID AMERICAN BENEFITS	FE	\$119.00	WESTERN OIL II LLC	SU	\$251.91
MID-AMERICAN INS	FE	\$38,154.70	WINDSTREAM	UT	\$10,442.15
MIDWEST AUTO PARTS	SU	\$92.70	CANDICE C WOOSTER LAW	SE	\$7,709.35
MIDWEST OFFICE AUTOM	SU	\$70.15	DOUG YODER	SE	\$60.32
MIDWEST SERVICE & SALES	SE	\$1,197.50	YORK COUNTY EMA	SE	\$6.40

MIDWEST SPECIAL SERV	SE	\$2,389.50	SALARIES	\$576,298.99
MILFORD AGING SERVICES	FE	\$177.10	GROSS SALARIES INCLUDE DEDUCTIONS TO:	
MILLS & REITER	SE	\$332.50	COLONIAL SUPPLEMENTAL INSURANCE	
MIPS INC	SE	\$1,326.91	MID AMERICAN CO WISCONSIN	
MODUFLEX LLC	DU	\$5,775.00	DELTA DENTAL	
MONUMENT INN & SUITES	TR	\$186.00	VSP VISION	
MOTIVATE 2 COMM	SE	\$550.00	WADDELL & REED	

Affirmative Vote: Vrbka, Mundhenke, Paulsen, Schmieding, Culver Motion Carried

Marilyn Hladky, Assessor, gave the Commissioners information regarding a meeting she had with the Nebraska Property Administrator's Office.

Commissioner Schmieding noted that Deputy County Treasurer Sherry Leising has worked many community-oriented events lately and commended her on doing so.

Brea Ehmen, HR Director, was present to discuss the changes needed in the personnel policy due to the Commissioners approval of *bi-weekly* pay. Currently, the county operates on a *monthly* pay period and this policy change would change information regarding monthly payroll.

Moved by Paulsen and seconded by Schmieding to approve the Modified 2020 Pay Period Work Hours Policy effective January 2020 as follows:

PAY PERIOD AND WORK HOURS

PAY DAY

Pay day for all County employees will occur biweekly, on alternating Fridays. If a holiday falls on a Friday pay day, the pay date will occur on the last working day prior to the holiday.

The County is required by federal law to make certain deductions from wages. Such deductions include Social Security taxes, as well as federal, state, and any local withholdings. These required deductions, as well as deductions for County retirement, child support, and garnishments will be prorated and deducted from all 26 (or 27) pay periods each year.

Additionally, any voluntary deductions authorized in writing will be made as directed by the employee. The county will deduct voluntary deductions, such as health, dental, vision, FSA, LTD (long term disability), and other such supplemental benefits, for 24 pay periods each year. In any month where three Friday pay dates occur, no voluntary benefit deductions will be deducted from the third payment.

ELECTRONIC PAY

Seward County processes payroll through an electronic Time and Attendance system, and direct deposit will be required of all full-time, part-time, or temporary employees. Updates can be made to payroll account information by contacting Human Resources.

WORK HOURS

A work week will run from Saturday at 12:01 a.m. – Friday at 12:00 a.m.

If an employee travels on days besides their normal work days (weekends, Holidays, etc.), then the time shall be treated as regular work hours. All such travel shall be work-related and preapproved by the employee's supervisor.

A full-time work week will consist of 40 hours per week. Certain positions consist of regular work weeks that consist of hours less than forty. An employee's weekly hour requirement will be total worked hours, supplemented by vacation, comp time, sick leave, holiday hours, bereavement leave, or any other leave approved under the Seward County employee manual. Unpaid time will only be allowed in circumstances where no paid benefits are available and shall be at the discretion of the Department Head. See Military

Leave of Absence policy for military unpaid leave guidelines, FMLA leave, and Leave of Absence Policy.

FLSA EXEMPT EMPLOYEES:

Exempt employees are paid on a salary basis, and do not receive additional pay for working more than forty hours per week. For exempt employees, the County will not make any deductions from salary for any work weeks in which the employee works, except as permitted by applicable law.

In addition, the County will make deductions for absence of **one or more full days** for and Exempt employee where:

- The employee is absent for personal reasons not related to sickness or disability;
- The employee is absent due to sickness or disability in accordance with the County sick leave policy;
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace infractions.
- During the week an exempt employee begins work for the County or the last week of employment, the employee will be paid for actual hours worked.
- In addition, the exempt employee may be paid for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

CLOSING OF A PAY PERIOD

Supervisors are required to notify Payroll/Human Resources via email that payroll is complete by 10:00 a.m. on the Monday following the Friday pay period end date. If the Monday following falls on a holiday, payroll shall be due on the next working day by 10:00 a.m.

Time card exceptions that only Human Resources can make must be emailed to Human Resources for tracking purposes.

It is highly recommended that supervisors check their employee's records (leave requests and time punches) on a not less than weekly to assure accuracy and efficiency.

SAFE HARBOR

Employees who believe their paycheck was calculated in error or did not receive credit for compensatory time earned according to this policy should follow these procedures:

1. Immediately contact their Department Head to report concern.
2. If an error has been made by Seward County, the following action will be taken (as applicable):
 - a) *Payroll Error:* A correction will be made on the next available paycheck.
 - b) *Compensatory Time Bank Error:* The employee's compensatory time bank will be adjusted accordingly.
3. If an employee believes an acceptable resolution was not reached by addressing his/her concern with the Department Head, then the employee is asked to immediately follow the "Grievance Procedures" as outlined in the Seward County Employee Personnel Manual.
4. If satisfactory resolution is not received through the Seward County Grievance Board, employees may contact the following enforcement agency: Nebraska Department of Labor.

Ehmen, along with Highway Supt. Terry Wicht, was present to discuss a new job description developed for an Assistant Highway Supt. position.

Moved by Vrbka and seconded by Mundhenke to approve the new job description for Assistant Highway Supt.

Affirmative Vote: Vrbka, Mundhenke, Paulsen, Schmieding, Culver Motion Carried

Wicht also gave information about a project road opening.

Commissioners Reports:

Commissioner Mundhenke had no report.

Commissioner Vrbka reported he visited a road shop and received some calls from constituents.

Commissioner Culver reported he researched county information and attended the Seward/Saline Solid Waste Agency meeting.

Commissioner Schmieding reported he followed up on some constituent concerns.

Commissioner Paulsen reported she attended the Seward City Council meeting and will have a BRIDGES meeting later today.

The Commissioners discussed the meeting the first week of January 2020. Because of the holiday and other conflicts, it was suggested to have it on Wednesday, January 8, 2020 rather than on Tuesday.

Moved by Schmieding and seconded by Paulsen to have the meeting for the first week in January 2020 on Wednesday, January 8, 2020 at 8:30 a.m.

Affirmative Vote: Schmieding, Paulsen, Mundhenke, Vrbka, Culver Motion Carried

Bob Dahms, Treasurer, and Sherry Leising, Deputy County Treasurer, were present for the discussion on naming Union Bank and Trust Short Term Federal Investment Trust (STFIT) as a depository.

Barb Armstead, Deputy County Attorney, said they did not have time to look over the agreement and would suggest waiting until next week to discuss it. Dahms said he felt the paperwork was given to the County Attorney's Office in plenty of time and did not want to wait another week. Paulsen stated that she felt with 3 attorneys in the County Attorney's Office, Seward County business should come first.

Moved by Schmieding and seconded by Vrbka to approve the County Treasurer to sign the Application and Agreement for Union Bank & Trust Short Term Federal Investment Trust. invest in Union Bank and Trust

Affirmative Vote: Schmieding, Vrbka, Mundhenke, Paulsen, Culver Motion Carried

Moved by Vrbka and seconded by Schmieding to adopt Resolution No. 3488 in regard to adding Union Bank and Trust's Short-Term Federal Investment Trust (STFIT) as a depository for Seward County.

Resolution No. 3488 Of the
Seward County Board of Commissioners

Whereas: the Seward County Treasurer liquidated the NPAIT (Nebraska Public Agency Investment Trust), formerly administered by Union Bank.

Whereas: it would be in the best interests of Seward County to invest its liquid idle funds in a financial investment which offers better rates than a checking and money market account.

Portable, electric space heating devices are not allowed. Exception: Approved, suspended unit heaters shall be permitted, in compliance with Nebraska fire code regulation, and life/safety code for jail standards. Candles and candle warmers are also not allowed.

Affirmative Vote: Vrbka, Paulsen, Mundhenke, Schmieding, Culver Motion Carried

Moved by Mundhenke and seconded by Vrbka to adopt Resolution No. 3490 in regard to certifying the Highway Supt. to the NE Dept. of Transportation from November 1, - December 9, 2019.

RESOLUTION No. 3490
SIGNING OF THE YEAR-END CERTIFICATION OF
COUNTY HIGHWAY SUPERINTENDENT FORM 2019

Whereas: State of Nebraska Statutes, sections 39-2302, and 39-2501 through 39-2505 details the requirements that must be met in order for a county to qualify for an annual Incentive Payment;

Whereas: The State of Nebraska Department of Transportation (NDOT) requires that each county must annually certify (by December 31st of each year) the appointment of the County Highway Superintendent to the NDO using the Year-End Certification of County Highway Superintendent form;

Whereas: The NDOT requires that such certification shall also include a copy of the meeting minutes showing the appointment of the County Highway Superintendent by their name as it appears on their License (if applicable), their License Number and Class of License (if applicable), the type of appointment, i.e., employed or under contract (consultant, or interlocal agreement with another county and/or incorporated municipality), and the beginning date of the appointment; and

Whereas: The NDOT also requires that such Year-End Certification of County Highway Superintendent form shall be signed by the County Board Chairperson and shall include a copy of a resolution of the County Board authorizing the signing of the Year-End Certification of County Highway Superintendent form by the County Board Chairperson.

Be it resolved that the County Board Chairperson of Seward County is hereby authorized to sign the attached Year-End Certification of County Highway Superintendent form.

Adopted this 23rd day of December, 2019 at Seward, Nebraska.

County Board Members:

Robert Vrbka Becky Paulsen
Ken Schmieding Mike Mundhenke
John K. Culver, Chair of the Board

County Board Member Mundhenke Moved the adoption of said resolution
Member Vrbka Seconded the Motion

Roll Call: 5 Yes 0 No 0 Abstained 0 Absent

Resolution adopted, signed and billed as adopted

Attest: Sherry Schweitzer, Seward County Clerk

Affirmative Vote: Mundhenke, Vrbka, Schmieding, Paulsen, Culver Motion Carried

Maria Hatfield, Detention Center Director, was present to ask permission for a 2nd credit card for the Detention Center. She stated that she would like to keep this card in the "Key Box" so that it is secure and Correctional Officers will check it out when taken from the box.

Moved by Vrbka and seconded by Mundhenke to approve a 2nd VISA Credit Card for the Detention Center.

Affirmative Vote: Vrbka, Mundhenke, Paulsen, Schmieding, Culver Motion Carried

Hatfield also led discussion on the Surplus Property Disposal of 2 desks and console of the Detention Center. Hatfield wanted to know what the Commissioners wanted to do with this furniture. A suggestion was to keep it to furnish an Emergency Operations Center.

Moved by Vrbka and seconded by Culver to place the console in the EOC Room of the Detention Center for possible future use.

Affirmative Vote: Vrbka, Schmieding, Paulsen, Mundhenke, Culver Motion Carried.

Moved by Vrbka and seconded by Paulsen to adjourn at 10:51 a.m.

Affirmative Vote: Vrbka, Paulsen, Schmieding, Mundhenke, Culver Motion Carried

Known items on the agenda for Board of Commissioners on December 31, 2019 are as follows:

9:00 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of December 23, 2019

Other Business Matters to Address When Time Allows

1. Discuss/Action – Public/Officials/Boards
2. Commissioners Reports
3. Discuss/Action – Agenda for January 8, 2020

State of Nebraska)

County of Seward) ss.

I, Sherry Schweitzer, the undersigned County Clerk of Seward County, Nebraska do hereby certify the foregoing minutes are true and are part of the official records of this office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 31st day of December 2019.

County Clerk

Chairman