

# February 16, 2021

## Seward County Board of Commissioners

State of Nebraska)  
County of Seward) ss.

A regular meeting of the Seward County Board of Commissioners was convened in open and public session at 9:00 a.m. on February 16, 2021 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 Commissioners has the right to modify the agenda to include items of an emergency nature only at such public meeting.

The Seward County Board of Commissioners convened on February 16, 2021 at 9:00 a.m.

Present: Chairperson: John Culver  
Members: Misty Ahmic, Bob Vrbka, Ken Schmieding,  
Darrell Zabrocki  
Deputy County Clerk: Brandy Johnson

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 Zabrocki to approve the minutes of February 9, 2021.  
Affirmative Vote: Vrbka, Zabrocki, Schmieding, Ahmic, Culver      Motion Carried

Moved by Schmieding and seconded by Ahmic to approve the claims for the period through February 5, 2021.

### SEWARD COUNTY CLAIMS THROUGH FEBRUARY 5, 2021

NAME	TOTCLAIMS	SUMMIT FOOD SERV	SE	\$4,619.36
ADP LLC	SE \$2,505.30	THOMSON REUTERS-WEST	SE	\$667.80
ADVANCED CORR HLTHCR	SE \$4,439.57	UPS	SE	\$22.46
ADVANCED OFFICE AUTOM	SU \$112.21	VERIZON WIRELESS	UT	\$1,788.29
AMERITAS LIFE INS	FE \$17,343.81	VISA	FE	\$1,056.84
BLACK HILLS ENERGY	UT \$1,630.72	WELLS FARGO	SE	\$198.15
BLUE VALLEY BEHAV HLTH	SE \$292.50	WINDSTREAM	UT	\$1,094.82
BUFFALO CO SHERIFFS OFF	SE \$6.00	WYTHERS LAW	SE	\$990.00
CATTLE BANK & TRUST	FE \$203.73	3RD MILLENNIUM CLASS	SE	\$120.00
CITY OF SEWARD	UT \$9,342.66	AFFORDABLE INT SOL	SU	\$74.99
CLERK DIST COURT	SE \$25.00	KEN PANKOKE	SE	\$629.49
CLERK DIST COURT	SE \$597.00	CATERPILLAR FIN SERV	FE	\$6,300.00
CONTINUUM	SE \$3,250.00	DALE JOHNSON ENT	SE	\$8,359.51
CORI J STAVA	SE \$1,023.00	GENERAL FIRE & SFT EQUIP	SE	\$1,148.55
CULLIGAN	SE \$62.75	HYDRAULIC EQUIP SERV	SE	\$253.48
GREG DAMMAN	SE \$1,729.10	JOHN DEERE FINANCIAL	SE	\$195.33
EAKES OFFICE PLUS	SU \$1,365.84	MEDICAL ENTERPRISES	SU	\$35.00
EGAN SUPPLY CO	SU \$91.69	MIDWEST SERV & SALES	SE	\$1,962.53
FARMERS COOP	SU \$7,621.55	NE EQUIPMENT INC	SE	\$54.50
FIRST WIRELESS	UT \$1,016.00	NE PUB POW DIST	UT	\$179.32
GALLS LLC	SE \$51.71	NMC, INC	SE	\$820.37
GUARDIAN RFID	EQ \$500.00	NORRIS PUB POW DIST	UT	\$1,736.29
HELMINK PRINTING	SU \$26.00	PENNER'S TIRE & AUTO	SE	\$2,087.74
HERPOLSHEIMERS INC	SE \$40.66	RDO TRUCK CENTERS	SE	\$382.13
HOMETOWN LEASING	FE \$464.52	ROCKMOUNT RESEARCH	SE	\$421.07
IDEMIA IDENTITY	SE \$480.17	SACK LUMBER	SU	\$180.00
JONES BANK (FICA)	FE \$17,739.73	UTICA PARTS & SERV	SE	\$44.17
KONICA MINOLTA	SE \$274.60	VILLAGE OF GARLAND	FE	\$50.61
LANCASTER CO SHERIFF	SE \$127.21	VILLAGE OF UTICA	FE	\$54.20

LEE'S REFRIGERATION	SE	\$590.86	WALNUT CREEK REPAIR	SE	\$170.00
MID AMERICAN BENEFITS	FE	\$123.25	MILES PARTNERSHIP	FE	\$3,000.00
MIDWEST AUTO PARTS	SU	\$561.52	VANGUARD APPRAISALS	FE	\$2,800.00
MIDWEST OFFICE AUTOM	SU	\$61.99	DELTA DENTAL OF NEBR	SE	\$29.97
MIDWEST SPECIAL SERV	SE	\$876.00	SEWARD CO HLTH CLM FND	FE	\$132,625.77
MIPS INC	SE	\$2,241.29	MILFORD AGING SERVICES	FE	\$1,913.40
NE ASSN OF CO OFFICIALS	FE	\$360.00	MOMS MEALS	SE	\$126.21
OFFICENET	SE	\$379.66	QUILL CORPORATION	SU	\$33.98
ONESOURCE	SU	\$113.00	SEWARD AGING SERV	SE	\$2,508.05
OREILLY AUTOMOTIVE	SE	\$519.41	UTICA AGING SERVICE	SE	\$3,444.65
ORKIN LLC	SE	\$111.78	MOTOROLA	EQ	\$11,994.24
OWENS EDUCATION SERV	SE	\$221.85	CORNHUSKER STATE IND	SE	\$1,616.00
PAC N SAVE	SU	\$432.54	AWARDS UNLIMITED	SU	\$42.00
PAPER TIGER SHREDDING	SE	\$115.00	CREATIVE PRODUCT SRC	SU	\$251.74
PETTY CASH FUND	FE	\$147.02	CROSS AND SONS	SE	\$2,129.16
POLLACK AND BALL	SE	\$404.00	C&S SALES LLC	SE	\$5,495.00
POTTER REPAIR	SE	\$104.71	EMBLEM ENTERPR	SE	\$338.86
QUADIANT LEASING	FE	\$81.98	LINCOLN POLICE GARAGE	SE	\$462.28
QUADIANT, INC	SE	\$250.94	MEYER AUTOMOTIVE	SE	\$220.95
REGION V SERVICES	SE	\$2,484.58	SHERWIN WILLIAMS	SU	\$162.00
RUMERY LANDSCAPE	SE	\$79.99	STOP STICK LTD	SU	\$548.00
SEC OF ST - ELECTIONS	SU	\$10.00	TRANSUNION RISK	FE	\$160.00
SEW CO ASSESSOR REAP FND	FE	\$20,000.00	WATCH GUARD VIDEO	SE	\$5,050.00
SEWARD COUNTY COURT	SE	\$768.00	WESTERN OIL II LLC	SU	\$826.44
SEWARD CO INDEPENDENT	SE	\$661.64	WINDSTREAM COMM	UT	\$220.00
SEWARD CO PUB TRANSIT	SE	\$54.00	SALARIES		\$253,169.11
SEW CO SHERIFF UNCOLL FEES	FE	\$116.00	GORSS SALARIES INCLUDE DEDUCTIONS TO:		
SEWARD LUMBER	SU	\$10.44	COLONIAL SUPPLEMENTAL INSURANCE		
SOC HUMAN RES MGMT	FE	\$219.00	MID AMERICAN CO WISCONSIN		
SOARIN GROUP	SE	\$6,197.94	DELTA DENTAL OF NEBR		
SPORTS EXPRESS	SU	\$323.73	VSP VISION		
ST OF NE DAS ST ACCTING	SE	\$22.00	WADDELL & REED		
ST OF NE DAS COMM	SE	\$448.00			

Affirmative Vote: Schmieding, Ahmic, Vrbka, Zabrocki, Culver Motion Carried

Gary Petersen, Emergency Manager, updated the Commissioners on activities of his office during the Public/Officials/Boards item on the agenda.

### **Commissioner Reports:**

Commissioner Ahmic reported she visited with the Veterans Service Officer, received a call from a constituent, attended a Seward County Chamber & Development Partnership Board Meeting and the Planning Commission Meeting.

Commissioner Vrbka reported he received compliments on the snow removal on the roads.

Commissioner Culver reported he checked road conditions, dealt with some personnel issues and participated in the Human Resources Director position interviews.

Commissioner Schmieding reported he attended the Extension Board Meeting.

Commissioner Zabrocki reported he met with the Zoning Administrator and Highway Superintendent on a road issue, attended a Nebraska Association of County Officials training and attended the Planning Commission Meeting.

Moved by Zabrocki and seconded by Ahmic to approve the Fee Schedules for the County Clerk, Human Resources, Clerk of the District Court, Road Department, County Attorney, Sheriff and Jail.

#### **COUNTY CLERK**

##### CLERK

Plat Books	\$25.00
Marriage License	\$25.00
Certified Copy of Marriage License	\$9.00
Photocopies	\$0.25 per page

Photocopies Mailed	\$0.50 per page; \$1.00 postage
Photocopies Faxed	\$1.50 per page
Photocopies Emailed	\$1.50 per document
Written UCC & EFS Lien Searches	\$4.50

**ELECTION COMMISSIONER**

Certified Voter Cad	\$3.00
List of Registered Voters-Hard Copy	\$0.01 per name
List of Registered Voters-Digitally	\$5.00 per 500 names or part thereof
List of Registered Voters-Labels	\$7.50 per 500 names or part thereof in addition to list cost

**REGISTER OF DEEDS**

Documentary Stamp Tax	\$2.25 per Thousand fo Consideration
Instrument Filing Fee	\$10.00 1st page; \$6.00 additional page
Certified Copy of Instrument	\$1.50 per page
Certificate of Discharge (DD214)	No Fee
UCC and EFS	\$10.00 for 1st page; \$0.50 per additional page
UCC Continuation and Amendment	\$10.00 for 1st page; \$0.50 per additional page
UCC Terminations	No Fee for 1st page; \$0.50 per additional page
Federal Tax Lien	\$20.00
State Tax Lien	\$20.00
CD of Filed Documents	\$200.00 per month

**HUMAN RESOURCES**

**Fee Schedule for Public Records Requests**

Black & White Copies up to 8.5"x11"	\$0.25 per page
Compact Disc/DVD	\$5.00 per disc
Email	\$1.50 per document
Fax	\$1.50 per page

\*\*the records official shall determine what is considered an individual document

**CLERK OF THE DISTRICT COURT**

Photocopies	\$0.25 per page
Certified Copy	\$1.00 per seal

**ATTORNEY'S OFFICE**

**Fee Schedule for Public Records Requests**

Black & White Copies up to 8.5"x11"	\$0.25 per page
Compact Disc/DVD	\$5.00 per disc
Email	\$1.50 per document
Fax	\$1.50 per page

\*\*the records official shall determine what is considered an individual document

**SHERIFF & DETENTION CENTER**

Copies	\$0.25 per page
Copies Emailed	\$1.50
Accident Report Copies (insurance co req)	\$2.00
Fingerprints	\$15.00
Title Inspection	\$10.00
Offsite Title Inspection	\$15.00
Gun Permit	\$5.00
Copies with Disk	\$10.00
Accident Report (those involved in accident)	No Charge
Postage	Paid by Requestor

**ROAD DEPARTMENT USED CULVERT PRICING**

Spiral Culvert	50% off price per foot	25% off price per foot
18"	\$5.63	\$2.82
24"	\$7.25	\$3.63
30"	\$11.25	\$5.63
36"	\$13.70	\$6.85
42"	\$21.38	\$10.69
48"	\$24.38	\$12.19
54"	\$25.60	\$12.80
60"	\$33.48	\$16.74
72"	\$39.98	\$19.99

Riveted Culvert	50% off price per foot	25% off price per foot
18"	\$6.62	\$3.31
24"	\$8.85	\$4.43
30"	\$13.48	\$6.74
36"	\$16.07	\$8.04
42"	\$23.94	\$11.97
48"	\$29.75	\$14.88
54"	\$33.90	\$16.95
60"	\$46.35	\$23.18
72"	\$56.40	\$28.20

Affirmative Vote: Zabrocki, Ahmic, Schmieding, Vrbka, Culver                      Motion Carried

Carrie Rodriguez, District 5 Probation, was not present for the Fund or Line Item for Problem Solving Court discussion due to the weather. Brandy Johnson, Deputy County Clerk, stated that she spoke with County Clerks from Colfax, Butler, Hamilton, Merrick, Saunders and York Counties regarding how they handle the funds for Problem Solving Court. The consensus from the majority of the counties was that they created a separate fund for Problem Solving Court. Commissioner Zabrocki suggested talking to Rodriguez to have her come up with a plan of how the claims will be paid out of this fund and put this item back on the agenda at a later date before budget time.

Moved by Vrbka and seconded by Zabrocki to authorize the Chairman to sign the Surplus Property Disposal Request for the Detention Center for a broken television.  
Affirmative Vote: Vrbka, Zabrocki, Ahmic, Schmieding, Culver                      Motion Carried

Moved by Schmieding and seconded by Vrbka to approve the Sheriff Fee & Mileage Report for December 2020, in the amounts of \$1,294.00 and \$916.40 respectively.  
Affirmative Vote: Schmieding, Vrbka, Zabrocki, Ahmic, Culver                      Motion Carried

Moved by Vrbka and seconded by Zabrocki to open the sealed bids at 9:30 a.m. for preparation and painting of the exterior of the Courthouse dome, corner domes, and clocktower.  
Affirmative Vote: Vrbka, Zabrocki, Schmieding, Ahmic, Culver                      Motion Carried

One bid was received from Lindner Painting, Inc.

Recessed at 9:37 a.m.  
Reconvened at 9:45 a.m.

Commissioner Vrbka led discussion on the Human Resources Director Interview Committee recommendation, as he is liaison to that department. The Interview Committee was made up of himself, Chairman Culver and Brandy Johnson, Deputy County Clerk. Commissioner Vrbka told the Board that interviews were conducted last Tuesday afternoon, and after interviewing all prospective candidates, the committee recommends offering the position to Carina Sanchez.

Moved by Zabrocki and seconded by Schmieding to approve the Human Resources Director Interview Committee's recommendation of Carina Sanchez.

Affirmative Vote: Zabrocki, Schmieding, Ahmic, Vrbka, Culver          Motion Carried

Commissioner Vrbka led the discussion regarding the terms of employment for the Human Resources Director. He told the Board that he recommends backdating Carina Sanchez's first day of employment as Human Resources director to January 1, 2021, as she was performing the duties of the job at that time. He proposed a starting salary of \$61,000/year with a six-month probation period, followed by an evaluation and a raise of \$3,000 after the probation period ends.

Moved by Zabrocki and seconded by Schmieding to accept the recommended terms of employment for the Human Resources Director and to authorize the Human Resources Liaison to offer the Human Resources Director position to Carina Sanchez.

Affirmative Vote: Zabrocki, Schmieding, Ahmic, Vrbka, Culver          Motion Carried

Barb Armstead, Deputy County Attorney, advised that the Board should decide how the back pay to January 1<sup>st</sup> should be paid if Carina Sanchez accepts the Human Resources Director position. Commissioner Zabrocki stated that he felt paying it as one lump sum is best.

Moved by Zabrocki and seconded by Ahmic to pay the retroactive pay to Carina Sanchez in one lump payment, should she accept the position of Human Resources Director.

Affirmative Vote: Zabrocki, Ahmic, Vrbka, Schmieding, Culver          Motion Carried

Recessed at 9:55 a.m.

Reconvened at 10:00 a.m.

Sharon Hambek, Seward 4<sup>th</sup> of July Committee, was present to request the use of the Courthouse Lawn for the 2021 Seward 4<sup>th</sup> of July Craft Show, and the use of the Courthouse restrooms for the day. She stated that they are planning the celebration as usual, but they will be following health regulations pertaining to Covid. Commissioner Ahmic asked if there is a plan for cleaning and sanitizing the restrooms throughout the day. Eric Hofer, Building & Grounds Superintendent, said that he would hire someone to sanitize regularly, depending on the requirements at the time.

Moved by Vrbka and seconded by Schmieding to allow the use of the Courthouse lawn for the 2021 Seward 4<sup>th</sup> of July Craft Show, as well as the use of the Courthouse restrooms to the public during the 4<sup>th</sup> of July Celebration.

Affirmative Vote: Vrbka, Schmieding, Zabrocki, Ahmic, Culver          Motion Carried

Recessed at 10:10 a.m.

Reconvened at 10:15 a.m.

Carina Sanchez, Human Resources Assistant Director, was present to request the usage of 80 hours of donated leave from the catastrophic illness leave bank for employee number 0117. She stated that employees can donate time off to this leave bank after one year of employment, along with other conditions, as stated in the personnel manual. Employees are entitled to catastrophic care after they've exhausted all of their time off. This particular employee meets the requirements to receive the donated leave. The time can be requested in two-week increments, three different times, for a total of six weeks.

Moved by Zabrocki and seconded by Vrbka to approve the request for usage of donated leave from the Catastrophic Illness Leave Bank for Employee No. 0117.

Affirmative Vote: Zabrocki, Vrbka, Ahmic, Schmieding, Culver          Motion Carried

**Known items on the agenda for Board of Equalization on February 23, 2021 are as follows:**

8:30 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of February 9, 2021
4. Discuss/Action – Assessor Information Update

**Known items on the agenda for Board of Commissioners on February 23, 2021 are as follows:**

9:00 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of February 16, 2021

**Other Business Matters to Address When Time Allows**

4. Discuss/Action - Public/Officials/Boards
5. Commissioners Reports
6. Discuss/Action – Agenda for March 2, 2021

9:30 a.m. Discuss/Action – Award Bid for Preparation and Painting of the Exterior of the Courthouse Dome, Corner Domes, and Clocktower

Moved by Vrbka and seconded by Zabrocki to adjourn at 10:21 a.m.

Affirmative Vote: Vrbka, Zabrocki, Schmieding, Ahmic, Culver                      Motion Carried

State of Nebraska)

County of Seward) ss.

I, Brandy Johnson, the undersigned Deputy 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 23<sup>rd</sup> day of February 2021.

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Deputy County Clerk

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Chairperson