

January 21, 2020

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 January 21, 2020 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 January 21, 2020 at 9:00 a.m.

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

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 Paulsen and seconded by Vrbka to approve the minutes of January 14, 2020.
Affirmative Vote: Paulsen, Vrbka, Schmieding, Mundhenke, Culver Motion Carried

Moved by Paulsen and seconded by Schmieding to approve the claims through the period of January 12, 2002 as follows:

SEWARD COUNTY CLAIMS THROUGH JANUARY 12, 2020

| | | | | | |
|------------------------|----|-------------|--------------------------|----|--------------|
| ADVANCED CORR HLTHCARE | SE | \$349.41 | NE EMER SERV COMM ASSN | FE | \$150.00 |
| ADVANCED OFFICE AUTOM | SU | \$102.21 | NEBRASKA NOTARY ASSOC | FE | \$62.18 |
| AMERITAS LIFE INS CORP | FE | \$14,164.28 | NE PUBLIC POWER DISTRICT | UT | \$219.60 |
| CHARLES W CAMPBELL | FE | \$100.00 | NEBRASKA INTERACTIVE LLC | SE | \$4.00 |
| KENNETH PANKOKE | SE | \$172.53 | NMC, INC | SE | \$5,914.86 |
| BLACK HILLS ENERGY | UT | \$624.90 | NORRIS PUBLIC POWER DIST | UT | \$1,742.76 |
| BLUE RIVER ELECTRIC | UT | \$475.00 | OFFICENET | SU | \$21.22 |
| BLUE VALLEY BEHAV HLTH | SE | \$487.50 | OREILLY AUTOMOTIVE INC | SU | \$290.34 |
| BLUESTEM NETWORK | UT | \$110.00 | SEWARD GROCERY | SU | \$414.28 |
| CANDLEWOOD SUITES | TR | \$219.90 | PAPER TIGER SHREDDING | SE | \$30.00 |
| CHAPTERS BOOKS | SU | \$25.35 | PARAMOUNT LNDRY SERV | SE | \$53.67 |
| CITY OF SEWARD | UT | \$9,151.85 | C. JO PETERSEN | SE | \$98.00 |
| CLERK OF DIST CRT | FE | \$132.00 | PETTY CASH FUND | FE | \$80.00 |
| TOPPING OUT INC | SE | \$1,180.75 | PLATTE CO SHERIFF DEPT | FE | \$18.50 |
| GREGORY C. DAMMAN | FE | \$1,173.25 | PLATTE VALLEY COMM | UT | \$1,137.75 |
| CARR, DARREL | SE | \$98.00 | POMP'S TIRE SERVICE | SE | \$3,910.48 |
| EAKES OFFICE PLUS | SU | \$610.61 | POSTMASTER | SU | \$70.00 |
| ENCARTELE INC | SU | \$1,294.40 | PRECISION TOOL | SU | \$30.00 |
| ESRI | SU | \$3,400.00 | RDO TRUCK CENTERS | SE | \$1,621.23 |
| FARMERS COOP | SU | \$9,609.01 | REDIGER AUTOMOTIVE | SE | \$395.93 |
| FASTENAL COMPANY | SU | \$137.09 | REGION V SERVICES | FE | \$2,484.58 |
| FOUR CORNERS HLTH DEPT | SE | \$13.00 | REGION V SYSTEMS | FE | \$1,926.00 |
| G & P DEVEL LANDFILL | FE | \$30.64 | SEWARD AGING SERVICES | SE | \$1,991.80 |
| GEOCOMM INC | SE | \$116.00 | SEWARD COUNTY COURT | FE | \$628.00 |
| HAMPTON INN | TR | \$219.90 | SEW CO HLTH CLM FUND | FE | \$247,114.42 |
| HELMINK PRINTING | SE | \$50.00 | SEWARD CO INDEPENDENT | SE | \$175.52 |
| HERPOLSHEIMERS INC | SE | \$267.34 | SEWARD CO PUB TRANSIT | SE | \$102.00 |
| HOMETOWN LEASING | FE | \$567.28 | SEW CO SHERFF UNCOLL FEE | FE | \$324.00 |
| HUTCHISON TRANS | SE | \$2,361.22 | SEWARD LUMBER | SU | \$8.50 |

| | | | | | |
|-------------------------------|----|-------------|---------------------------------------|----|--------------|
| IMAGE INFLATORS | SE | \$264.00 | SPEECE LEWIS ENGINEERS | SE | \$19,274.41 |
| INDOFF INC | SU | \$149.89 | SPORTS EXPRESS INC | SU | \$240.00 |
| INLAND TRUCK PARTS | EQ | \$1,825.31 | ST OF NEBR DAS ST ACCT | FE | \$628.00 |
| JOHNSON SAND & GRAVEL | SU | \$24,579.42 | ST OF NE DAS COMM | FE | \$704.00 |
| JONES BANK (FICA) | FE | \$14,090.09 | SUMMIT FOOD SERVICE | SE | \$2,653.89 |
| KERFORD LIMESTONE CO | SU | \$13,097.48 | TIME WARNER CABLE | UT | \$344.19 |
| KIRBY ROTH INSURANCE INC | FE | \$50.00 | TRANSUNION RISK & ALT | FE | \$150.00 |
| KONICA MINOLTA BUS SOL | SU | \$26.02 | TRU-BUILT CONSTRUCTION | SE | \$8,697.15 |
| LANCASTER CO SHERIFF | FE | \$52.88 | TRUCK CENTER COMPANIES | SE | \$72.55 |
| LAUBER FUNERAL SERV | FE | \$1,590.00 | TWIN RIVERS HEALTH CARE | SE | \$50.00 |
| LOWER PLATTE WEED MGT | FE | \$200.00 | UPPER BIG BLUE NRD | UT | \$202.50 |
| MADISON CO SHERIFF | FE | \$28.37 | UTICA AGING SERVICE | FE | \$1,708.60 |
| MAILFINANCE | SE | \$81.98 | VERIZON CONNECT NWF | SU | \$186.95 |
| MCKESSON MED SURG | SU | \$255.14 | VERIZON WIRELESS SERV | UT | \$1,420.14 |
| MEMORIAL HLTH CR SYS CLIN | SE | \$110.70 | VILLAGE OF GARLAND | FE | \$50.57 |
| MEMORIAL HLTH CR SYS HOSP | SE | \$681.20 | VIRTUAL IMPRESSIONS | SE | \$30.00 |
| MIDWEST AUTO PARTS | SU | \$589.16 | VISA | FE | \$2,728.77 |
| MIDWEST OFFICE AUTOM | SU | \$65.15 | VOGTSCAPES, INC | SE | \$20,481.72 |
| MIDWEST SERV & SALES CO | SE | \$12,174.30 | WESTERN OIL II LLC | SU | \$362.73 |
| MILFORD AGING SERVICES | SE | \$1,830.80 | WINDSTREAM | UT | \$9,045.32 |
| MIPS INC | SE | \$1,326.91 | SALARIES | | \$207,655.32 |
| NANCE COUNTY SHERIFF | FE | \$6.00 | GROSS SALARIES INCLUDE DEDUCTIONS TO: | | |
| NATL EMERG NUMBER ASSN | FE | \$142.00 | COLONIAL SUPPLEMENTAL INSURANCE | | |
| DAWN NAVIS | SE | \$360.00 | MID AMERICAN CO WISCONSIN | | |
| NE ASSN OF CO CLERKS | FE | \$75.00 | DELTA DENTAL | | |
| NE ASSN OF CO OFF. PLAN & ZON | FE | \$40.00 | VSP VISION | | |
| NEBRASKA AUDITOR OF PUB ACCTS | SE | \$14,998.04 | WADDELL & REED | | |

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

Becky Paulsen, Weed and Zoning Administrator, reported there was a Planning and Zoning Meeting the past week. She also reported that the Channel 10/11 tower fell near Beaver Crossing.

Commissioner Reports:

Commissioner Mundhenke reported he checked on roads.

Commissioner Vrbka reported he has been working on details about county ownership some real estate property near Tamora.

Commissioner Culver reported he checked various road conditions, attended the Planning & Zoning meeting, and dealt with various correspondences.

Commissioner Schmieding reported he attended a kickoff for the Rivoli Theatre for their 100th anniversary. He also said he had seen on television a story about blades designed specifically for roads with ice.

Commissioner Paulsen reported she will be attending the Seward City Council meeting and will attend the Seward County Chamber & Development Partnership Banquet next Monday.

Moved by Mundhenke and seconded by Paulsen to adopt Resolution No. 3496 in regard to withdrawing pledged securities from Jones Bank.

Resolution No. 3496 of the Seward County Board of Commissioners

WHEREAS, the Jones Bank desires to withdraw the following pledged securities:

| DESCRIP | CUSIP# | AMNT PLEDGED |
|------------------------|-----------|--------------|
| Lancaster Sch Dist 16 | 514028GB9 | 200,000.00 |
| Red Willow Sch Dist | 757061CN4 | 200,000.00 |
| Douglas Co Sch Dist 54 | 259345PQ3 | 250,000.00 |
| Lancaster NE Sch Dist | 514035ET7 | 230,000.00 |
| Butler Co Sch 56 | 123540FS0 | 258,570.00 |

| | | |
|------------------------|-----------|------------|
| Gosper Co Sid Dist | 38339RAM4 | 200,000.00 |
| Nemaha Sch Dist 29 | 64044XCB5 | 265,000.00 |
| Sarpy Co Sid | 803760FD4 | 200,000.00 |
| Douglas Co Sid | 25929PDG1 | 250,000.00 |
| Douglas Co Sid | 25929MDD5 | 200,000.00 |
| Douglas Co Sid | 25933BDM3 | 255,000.00 |
| Sarpy Co Sid | 80378TEW8 | 250,000.00 |
| Central NE Com College | 153192BN8 | 200,000.00 |

Whereas: the remaining securities held by Jones Bank would more than cover Seward County deposits. Therefore, let it be resolved, the above withdrawal is approved by this County Board.

Dated this 21st day of January 2020.

Moved by: Mundhenke Seconded by: Paulsen
 Ayes: Robert Vrbka, Ken Schmieding, Becky Paulsen, Mike Mundhenke,
John K. Culver, Chair of the Board
 Attest: Sherry Schweitzer, Seward County Clerk

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

Moved by Vrbka and seconded by Mundhenke to approve the Surplus Property Request from the Detention Center.

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

Brea Ehmen, HR Director, was present to discuss the request for clarification of a recent policy that the Commissioners passed. The clarification deals with the work week period.

Moved by Vrbka and seconded by Schmieding to approve the correction of work hours in the Pay Period and Work Hours Policy.

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 12:00 a.m. – Friday at 11:59 p.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.

Amended on: _____

Chairman Signature: _____

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

The Commissioners recessed at 9:24 a.m.

The Commissioners re-convened at 9:30 a.m.

Moved by Paulsen and seconded by Vrbka to open the Public Hearing for the continuation of the election of the County Surveyor at 9:30 a.m.

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

No one was present at said hearing.

Moved by Paulsen and seconded by Vrbka to close the public hearing at 9:32 a.m.

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

Moved by Mundhenke and seconded by Vrbka to adopt Resolution No. 3497 in regard to keeping the office of County Surveyor as an elected position.

Resolution # 3497 of the Seward County Board of Commissioners

Whereas, Neb. Rev. Stat. §32-525 provides for the election of the county surveyor, beginning in 1990, in each county having a population of less than one hundred fifty thousand inhabitants, except as otherwise provided by statute or in counties which vote not to elect the county surveyor;

Whereas, Neb. Rev. Stat. §32-525(1) states that, except as provided in subsection (3) of that section, in each county having a population of less than one hundred fifty thousand inhabitants, the question of electing a county surveyor in the county shall be submitted to the registered voters of the county at the statewide general election in 2020, and

Whereas, Neb. Rev. Stat. §32-525(3) states if a county having a population of less than one hundred fifty thousand inhabitants had an elected county surveyor in office on January 1, 2020, the County Board may, prior to February 1, 2020, following a public hearing, adopt a resolution to continue to elect the county surveyor for the county and not to submit the question at the statewide general election in 2020, and

Whereas, an elected Seward County Surveyor was in office on January 1, 2020.

Now Therefore Be It Resolved, that Seward County Board of Commissioners desires to continue to elect the Seward County Surveyor for the county and not to submit the question of electing a county surveyor to the registered voters of Seward County at the statewide general election in 2020.

Dated this 21st day of January 2020.

Moved by: Mundhenke Seconded by: Vrbka
Ayes: Robert Vrbka, Becky Paulsen, Ken Schmieding, Mike Mundhenke,
John K. Culver, Chair of the Board
Attest: Sherry Schweitzer, Seward County Clerk

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

Known items on the agenda for Board of Equalization on January 28, 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 January 14, 2020
4. Discuss/Action – Assessor Information Update

Known items on the agenda for Board of Commissioners on January 28, 2020 are as follows:

9:00 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of January 21, 2020

Other Business Matters to Address When Time Allows

4. Discuss/Action - Public/Officials/Boards
5. Commissioners Reports
6. Discuss/Action – Agenda for February 4, 2020

Moved by Mundhenke and seconded by Vrbka to adjourn at 9:37 a.m.

Affirmative Vote: Mundhenke, Vrbka, Paulsen, Schmieding, 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 28th day of January 2020.

County Clerk

Chairperson