

June 6, 2023

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 8:30 a.m. on June 6, 2023 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 June 6, 2023 at 8:30 a.m.

Present: Chairperson: John Culver

Members: Misty Ahmic, Raegan Hain, Ken Schmieding, Darrell Zabrocki

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.

Jonathan Jank, Executive Director of Seward County Chamber & Development Partnership, updated the Commissioners on activities of his organization.

Those officials present for the first meeting of the month with the Commissioners were Gary Petersen, Emily Manning, Marilyn Hladky, Terry Wicht and Sherry Schweitzer.

Moved by Zabrocki and seconded by Hain to approve the minutes of May 30, 2023.

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

Moved by Hain and seconded by Schmieding to approve the claims for the period through May 26, 2023.

SEWARD COUNTY CLAIMS THROUGH MAY 26, 2023

ABANTE MARKETING	SU	\$194.00	SEWARD CO INDEPENDENT	SE	\$5.24
ADVANCED CORR HLTHCR	SE	\$14.58	SEWARD SMILES	SE	\$380.00
ADVANCED OFFICE AUTOM	SU	\$469.53	JOY SHIFFERMILLER	SE	\$826.50
ALLO COMMUNICATIONS	UT	\$238.00	SOCIETY HUMAN RES MGMT	FE	\$244.00
AMAZON CAPITAL SERV	SU	\$925.04	SMPC, LLC	SE	\$7,920.00
AMERITAS LIFE INS CORP	FE	\$19,476.81	SPARETIME	SE	\$259.53
AUTOMON LLC	EQ	\$3,058.46	ST OF NE DAS COMM	SE	\$1,152.00
CAMPBELL CLEANING	SE	\$4,425.00	SHARILYN K STEUBE	SE	\$380.00
CAPITAL BUSINESS SYS	SU	\$33.99	SUMMIT FOOD SERV	SE	\$5,453.98
COAST TO COAST COMPUTER	EQ	\$509.97	THOMAS & THOMAS CRT REP	SE	\$56.30
E 911	FE	\$37,100.67	US BANK EQUIP FINANCE	EQ	\$335.98
EAKES OFFICE PLUS	SU	\$1,978.23	DR CARROLL VERHAGE	SE	\$475.00
EHLERS ELECTRONICS	SE	\$370.00	VERIZON WIRELESS SERV	UT	\$2,699.99
ELECTRONIC CONTRACTING CO	SE	\$65.00	VISA	FE	\$2,559.92
KEARNEY HOSPITALITY INC	TR	\$439.80	WINDSTREAM	UT	\$891.99
BRIAN FORAL	SE	\$5,282.44	WYTHERS LAW	SE	\$8,024.00
GALLS LLC	SE	\$1,319.94	ACE IRRIGATION & MFG	EQ	\$29,077.70
GARCIA CLINICAL LAB	SE	\$33.00	BLACK HILLS ENERGY	UT	\$370.69
GREAT PLAINS COMM	UT	\$2,559.66	HYDRAULIC EQUIP SERV	EQ	\$109.51
GREAT PLAINS REPORTING	SE	\$178.60	MILLER SEED	SU	\$1,000.00
GREAT PLAINS UNIFORMS	SE	\$1,588.24	R W RICHARDS SERVICE	SE	\$515.00
GWORKS	SE	\$8,270.00	SAPP BROS PETROLEUM	SU	\$22,307.80
HALL COUNTY SHERIFF	SE	\$11.48	TRUCK EQUIP SERVICE	SE	\$265.46
HELMINK PRINTING	SU	\$447.50	VILLAGE OF UTICA	UT	\$59.84
HERPOLSHEIMERS INC	SE	\$130.48	PAT COLDIRON	SE	\$325.00

KEARNEY EXPRESS INC	TR	\$519.80	KOLTERMAN, CLARK	SE	\$257.42
HOMETOWN LEASING	EQ	\$411.07	NE NATL GUARD MUSEUM	SE	\$75.95
HOPE CRISIS CENTER	FE	\$20,000.00	SEWARD CO HLTH CLM FND	FE	\$119,585.20
INDOFF INC	SU	\$672.17	AGING PARTNERS	SE	\$415.31
INPATIENT PHYSICIAN ASSOC	SE	\$341.88	MILFORD AGING SERV	SE	\$291.90
INSIGHT PUBLIC SECTOR SLED	SE	\$2,854.35	SEWARD AGING SERV	SE	\$460.60
JONES AUTOMOTIVE	SE	\$5,991.54	US POST OFFICE	SU	\$100.80
JONES BANK (FICA)	FE	\$19,888.54	UTICA AGING SERVICE	SE	\$215.60
KIRBY ROTH INSURANCE	FE	\$50.00	INTOXIMETERS	EQ	\$1,389.70
LEE'S REFRIGERATION	SE	\$511.77	LA QUINTA INN & SUITES	TR	\$1,137.60
MEMORIAL CLINIC	SE	\$645.28	STALKER RA	SE	\$3,250.00
MY CENTRAL SUPPLY	SU	\$290.85	HOBSON AUTO AND TIRE	SE	\$461.65
NIRMA	FE	\$333,096.00	MOTOROLA	EQ	\$66,246.00
NE COUNTY ATTYS ASSN	FE	\$2,113.00	NORRIS PUB POWER DIST	UT	\$235.64
NE HEALTH & HUMAN SERV	SE	\$132.50	SOARIN GROUP	SE	\$1,097.00
NEBR PUB HLTH ENVIR LB	SE	\$105.00	HUMAN RELATIONS MEDIA	SE	\$1,735.83
NEBRASKA SNOW EQUIP	EQ	\$1,604.03	MOTIVATE 2 COMMUNICATE	SE	\$150.00
OFFICE SYSTEMS DIVISION	EQ	\$179.99	POLICE LEGAL SCIENCES	SE	\$1,200.00
OREILLY AUTOMOTIVE	SU	\$49.98	SALARIES		\$286,079.24
PEREZ INTERPRETING	SE	\$400.00	GROSS SALARIES INCLUDE DEDUCTIONS TO:		
PETTY CASH FUND	FE	\$2,146.96	COLONIAL SUPPLEMENTAL INSURANCE		
POTTER REPAIR	SE	\$340.72	MID AMERICAN CO WISCONSIN		
QUILL CORPORATION	SU	\$208.97	DELTA DENTAL		
REDIGER AUTOMOTIVE	SE	\$151.29	VSP VISION		
KEVIN SCHLENDER	SE	\$380.00	WADDELL & REED		
SEWARD CO COURT	SE	\$1,270.75			

Affirmative Vote: Hain, Schmieding, Ahmic, Zabrocki, Culver

Motion Carried

Commissioners Reports:

Commissioner Ahmic reported she checked into a road issue, talked to someone about a new "Creative District", participated in HR Interviews, completed the Allo paperwork for internet for county buildings, received data from the Road Dept. for grant work and looked for a new vehicle for the Seward County fleet.

Commissioner Hain met with HR Dept. and Road Dept. employees on various matters. She participated in a CPR training and met with Middle Creek Printers. Participated in a Nebraska Intergovernmental Risk Management Association (NIRMA) online training via Zoom, attended a Milford Senior Center meeting, worked on an employee evaluation, on abandoned cemetery information with the Extension Office, attended a Road Dept. meeting, going to work on meeting with Sheriff involving notification of accidents, and received a call about the Goehner Exit construction.

Commissioner Culver reported he has been contacted by a constituent about a road issue, participated in HR interviews, met with two dept. heads on wages and will go to Board of Equalization and Commissioners Workshops.

Commissioner Schmieding reported he will be attending an Extension Board meeting and Region V Board meeting in the coming weeks.

Commissioner Zabrocki reported he had a 4th of July meeting, a SouthEast Nebraska Development District meeting, received comments about valuation letters sent out.

The Commissioners recessed at 9:13 a.m.

The Commissioners re-conveyed at 9:15 a.m.

Marci Fehlhafer, Executive Director of the Court Appointed Special Advocate (CASA) organization, and Lisa Lindau presented their annual report and request for funding for the next fiscal year. Fehlhafer also noted that she is resigning effective the end of June but will still be active in the State CASA activities.

Laurie Sherman, Executive Director of BRIDGES, presented the organization's annual report and request for funding for the next fiscal year.

The Commissioners discussed the date of the meeting that will need to be changed since the 4th of July is on a Tuesday. It was decided that a meeting to approve claims only will be held on July 3, 2023 at 8 a.m.

Terry Wicht, Highway Supt., and Jon Regnier, Assistant Highway Supt., were present to discuss the dust control test on McKelvie Road between 196th Road and Highway 34. Wicht stated that after some issue with culverts, etc., there is not funding in his Road Dept. budget. Cost for the test is through a grant and Seward County's share is \$6,000. Environmental Dust Control is the name of the company and Dust Lock is the product that is being contemplated for the test. Commissioners each stated their thoughts on the issue. It was decided that a representative of the company would be asked to come to a meeting and answer questions that came up during discussion.

Moved by Zabrocki and seconded by Ahmic to adopt Resolution No. 3758 to remove Project C-80(695) and C-80(501) from the 1- & 6-Year Road Plan.

RESOLUTION NUMBER 3758

SEWARD COUNTY BOARD OF COMMISSIONERS

WHEREAS, a One- and Six-Year Plan was approved by the Board of Commissioners of Seward County on April 11th, 2023.

WHEREAS, it has been determined by said Commissioners, that projects C-80(695) and C-80(501) should now be removed from the previously mentioned One-and-Six-Year Plan.

THEREFORE, BE IT RESOLVED by the Board of Commissioners of Seward County, Nebraska, that the aforementioned approved One- and Six-Year Plan is hereby amended with removal of these two projects.

Adopted this 6th day of June 2023 at Seward, Nebraska.

Moved by: Zabrocki Seconded by: Ahmic

Ayes: Darrell J. Zabrocki, Ken Schmieding, Misty Ahmic, Raegan Hain,
John K. Culver, Chair of the Board

Attest: Sherry Schweitzer, Seward County Clerk

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

Matt Starkey, Veteran's Service Manager/Public Transport Director, was present to discuss the fleet cars for Seward County, which he also manages. Fleet cars for Seward County can be used by all the various offices for transportation to conferences, etc. Currently, there are two Chevrolet Impalas that Seward County owns that are only 2-wheel drive. A van that was also used was totaled during a hailstorm in June of last year. Starkey said he and Commissioner Ahmic went and looked for another vehicle that is 4-wheel drive that can also be used by the Public Transit Dept. and other offices. After viewing many vehicles, it was recommended that an Impala be traded in for a 4-wheel drive vehicle with funding to come out of American Rescue Plan Act (ARPA) funds.

Moved by Zabrocki to approve the purchase a Chevrolet Equinox by the Public Transit Dept. for County use funding to be found with our ARPA money based on the trade-in amount and whatnot and gets us to the appropriate purchase agreement.

The motion died for lack of a second.

Moved by Zabrocki and seconded by Ahmic to authorize Public Transit to deal with Duteau Chevrolet for the purchase of a Chevrolet Equinox and return to the board with a purchase agreement.

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

The Commissioners discussed the internet provider for the Assessor and Treasurer and a potential contract buyout for their current provider. Assessor, Marilyn Hladky and Treasurer, Jake Zlatkovsky were present to discuss the change. Recently, it was decided that Allo would be the internet provider for the courthouse. Currently, these

two offices have a separate internet line with Great Plains. Seward County would have to buy out their contract in order for Allo to be their internet provider. Allo has indicated they would not charge Seward County a fee or the term of the Great Plains Contract. Hladky said she would still like this line to be separate from the rest of the courthouse, which fee after the contract deadline would be an additional \$95 for a separate line.

Moved by Hain to approve buying out the contract for the Assessor and the Treasurer for internet services with Great Plains.

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

Maria Hatfield, Detention Center Director, presented an amendment to the contract for food service for the Detention Center. She stated the company that services the inmate meals has requested a large increase due to staffing issue and cost of food. Barb Armstead, Deputy County Attorney, stated this was in violation of the original contract, but if we wouldn't agree to this amendment, there isn't any recourse since other companies are experiencing the same problems. There are two options on the amendment and Hatfield recommended Box B which is the "Fee Per Meal Period" option on the amendment.

Moved by Hain and seconded by Ahmic to authorize the Chairman to sign Amendment # 7 to the food service contract for the Detention Center, Box B, "Fees Per Meal Period" option.

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

Roxanne Knutson, Interim HR Director for Seward County, presented two personnel policy changes for the Commissioners consideration.

Moved by Schmieding and seconded by Hain to adopt the personnel policy and dates and the Hiring Policy for the Employees Referral Bonus.

Affirmative Vote: Schmieding, Hain

Voting No: Ahmic, Zabrocki, Culver Motion Failed

Moved by Ahmic and seconded by Hain to approve the Seward County Employee Referral Policy.

EMPLOYEE REFERRAL BONUS POLICY

Created: 06/2023

Seward County recognizes that employees are considered one of the most reliable sources of recruiting new talents. Seward County employees are eligible to refer candidates who, if hired, can result in a referral monetary award.

The Board of Commissioners will determine the amount of each referral monetary award and the monetary award schedule before the start of every budget year. The monetary award will be paid to employees from the Human Resources Department budget.

ELIGIBILITY

Seward County employees, other than elected officials, are eligible to receive a referral monetary award for referral of an applicant who is subsequently hired. Employees that are part of the hiring process cannot receive a monetary award for referral of an applicant to a position for which the referring employee is directly or indirectly responsible. They can refer someone for a position in a different department.

RULES/REQUIREMENTS

- Referral does not guarantee that every applicant will go through the hiring process. There must be a vacant position and the applicant must meet the minimum qualifications of the position.

- To be eligible for the referral monetary award, the name of the referring Seward County employee must be given by the candidate during the interview process.
- The referred employee must be a new hire, meaning an employee who has not been employed by Seward County within the previous 12 months.
- Seward County will select the best candidate for the vacant position, whether a referral has been made for one or more candidates. All candidates will be evaluated for employment consistent with Seward County's policies and procedures. All information regarding the hiring decision will remain strictly confidential.
- The referral monetary award will be paid through payroll using the appropriate IRS tax rate for bonuses.
- The monetary award will only be paid if both the referring Seward County employee and the referred employee are active employees at the time of pay out. A referred employee's resignation notice period does not count towards total days of employment.
- All referral monetary rewards are subject to approval by the Board of Commissioners to ensure compliance with this policy.

John K. Culver, Board Chairperson

June 6, 2023

Affirmative Vote: Ahmic, Hain, Zabrocki, Schmieding, Culver

Motion Carried

Moved by Hain and seconded by Ahmic to approve the Seward County Employee Hiring Bonus Policy with the addition of the sentence in the paragraph under implementation "All hiring bonuses must be approved by the Board."

HIRING BONUS POLICY

Effective Date: 06/2023

PURPOSE

The purpose of this policy is to establish guidelines for the implementation and payment of the hiring bonus. The hiring bonus is a one-time incentive provided to encourage qualified candidates to accept employment with Seward County. The policy outlines the eligibility criteria, payment schedule, and factors considered for approving hiring bonuses.

IMPLEMENTATION

If a department fails to receive qualified applications within 30 days of posting a position, the department head may request a hiring bonus. The Department Head will evaluate factors such as the duration of the position being open, budget availability, and the amount of the hiring bonus before requesting approval from the Board of Commissioners. All Hiring Bonuses must be approved by the Board.

TIERS AND PAYMENT STRUCTURE

Human Resources will be responsible for tracking tiers and corresponding payments. All hiring bonuses start at Tier 1. If the vacant position remains unfilled after 6 consecutive months, the Department Head may request approval from the Board of Commissioners to proceed to Tier 2. If the vacant position remains unfilled after 12 consecutive months, the Department Head may request approval from the Board of Commissioners to proceed to Tier 3.

The associated payment structure is as follows. All bonus payments are dependent upon the employee demonstrating satisfactory performance. In the event of unsatisfactory performance, the unpaid portion of the hiring bonus is forfeited.

- Tier 1: \$2,000
 - o \$500 payable after the employee completes 90 days of employment
 - o \$500 payable after the employee completes 6 months of employment
 - o \$1,000 payable after the employee completes 1 year of employment
- Tier 2: \$3,500
 - o \$500 payable after the employee completes 90 days of employment
 - o \$1,000 payable after the employee completes 6 months of employment
 - o \$2,000 payable after the employee completes 1 year of employment
- Tier 3: \$5,000
 - o \$500 payable after the employee completes 90 days of employment
 - o \$1,000 payable after the employee completes 6 months of employment
 - o \$2,000 payable after the employee completes 1 year of employment
 - o \$2,500 payable after the employee completes 2 years of employment

ELIGIBILITY

All new Seward County employees hired for positions approved for a hiring bonus are eligible to receive it. Rehires, including those previously employed as temporary or part-time employees, are not eligible unless three years have passed since their termination date and approval is granted by the Board of Commissioners. Temporary and internship positions are not eligible for hiring bonuses.

REQUIREMENTS

Upon completion of specified periods of employment and satisfactory performance, employees will receive payment of the hiring bonus in their next applicable payroll cycle. The employee must be a Seward County employee at the time of payment. Resignation notice periods are not considered when calculating the employment period, and employees giving notice are not eligible for further bonus payments. An acknowledgement form specifying the payment amounts and dates will be provided and signed by the employee during new hire orientation.

POLICY ADJUSTMENTS

The hiring bonus policy is subject to change or discontinuation at any time, as determined by the Board of Commissioners.

John K. Culver, Board Chairperson

June 6, 2023

Affirmative Vote: Hain, Ahmic, Schmieding, Zabrocki, Culver

Motion Carried

The Commissioners recessed at 11:16 a.m.

The Commissioners re-convened at 11:20 a.m.

Moved by Ahmic and seconded by Zabrocki to go into Executive Session at 11:20 a.m. to discuss personnel, it being necessary to protect the reputation of the individual(s).

Affirmative Vote: Ahmic, Zabrocki, Hain, Schmieding, Culver

Motion Carried

The Chairman stated the Executive Session was for Personnel.

Moved by Hain and seconded by Schmieding to go out of Executive Session at 12:09 p.m.

Affirmative Vote: Hain, Schmieding, Ahmic, Zabrocki, Culver

Motion Carried

The Chairman stated that while in Executive Session, personnel was discussed, and no decisions were made.

The next item on the agenda was Offer Employment for Human Resource Director.

The Chairman stated that after coming to a consensus during the Executive Session, to offer employment for Human Resource Director to Roxanne Knutson with a salary of \$68,161.00.

Moved by Ahmic and seconded by Hain to offer the Human Resources Director to Roxanne Knutson with a salary of \$68,161.00.

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

The Offer of Employment for Assistant Human Resources Director item on the agenda was not considered.

Moved by Ahmic and seconded by Hain to go into Executive Session at 12:11 p.m. to discuss personnel, it being necessary to protect the reputation of the individual(s).

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

The Chairman stated that Executive Session is for Personnel.

Moved by Hain and seconded by Zabrocki to come out of Executive Session at 12:53 p.m.

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

The Chairman stated that personnel was discussed and no decisions were made.

Moved by Hain and seconded by Ahmic to go into Executive Session to discuss personnel at 12:54 p.m., it being necessary to protect the reputation of the individual(s).

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

The Chairman stated that Executive Session is for Personnel.

Moved by Zabrocki and seconded by Schmieding to come out of Executive Session at 1:53 p.m.

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

The Chairman stated personnel was discussed and no decisions were made.

The Commissioners discussed the audit proposal for the 2023-2024 fiscal year. It was decided that the proposal should be sent out as soon as possible. Zabrocki will work with the County Clerk to send it out to various CPA firms.

Moved by Zabrocki and seconded by Ahmic to authorize the Chairman to sign the Surplus Property Disposal Request from the County Attorney's Office.

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

In regard to the Infrastructure Related Grants item on the agenda, Commissioner Ahmic stated she received the data from the Road Dept. and is working on completing the grant.

Known items on the agenda for Board of Equalization on June 13, 2023 are as follows:

8:30 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of May 23, 2023
4. Discuss/Action – Assessor Information Update

Known items on the agenda for Board of Commissioners on June 13, 2023 are as follows:

9:00 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of June 6, 2023

Other Business Matters to Address When Time Allows

1. Discuss/Action - Public/Officials/Boards
2. Commissioners Reports
3. Discuss/Action – Infrastructure Related Grants
4. Discuss/Action – Agenda for June 20, 2023

9:15 a.m. Discuss/Action – Building & Grounds Budget Overage for FY 2023-2024

9:30 a.m. Discuss/Action – Shari Weber/Blue Valley Community Action - Annual Report and Request for Ongoing Financial Support

9:45 a.m. Discuss/Action – Carman Hinman/Hope Crisis Center - Annual Report and Request for Ongoing Financial Support

Moved by Zabrocki adjourn the Board of Commissioners meeting at 2:06 p.m.

Affirmative Vote: Zabrocki, Hain, Schmieding, Ahmic, 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 13th day of June 2023.

County Clerk

Chairperson