

May 7, 2019
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 May 7, 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 Commissioners convened on May 7, 2019 at 8:30 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.

Those officials present for their monthly discussion with the Commissioners were Gary Petersen, Mike Janssen, Maria Hatfield, Denise Janssen, Barb Liska, Brea Ehmen, Jeff Baker, Casey Keim, Marilyn Hladky, Sherry Schweitzer and Ann Dobesh.

Jonathan Jank, Executive Director of Seward County Community Development Partnership, updated the Commissioners on information of his organization.

Moved by Vrbka and seconded by Schmieding to approve the minutes of April 30, 2019.
Affirmative Vote: Vrbka, Schmieding, Mundhenke, Paulsen, Culver Motion Carried

Commissioners Reports:

Commissioner Mundhenke reported he checked on a few roads and dealt with correspondences.

Commissioner Vrbka reported he also checked on roads and dealt with correspondences.

Commissioner Culver reported he checked roads, checked abandoned cemeteries, received calls, and visited Dept. Heads.

Commissioner Schmieding reported he met with some Dept. Heads.

Commissioner Paulsen reported she talked with Mark Kolterman about the Seward Statute project and worked with landowners about road projects.

Tom Nielsen of Soarin' Group was present to give an IT update. He said he is spending quite a bit of time with the E911/Justice Center Project with Zuercher, Inc. along with monthly IT work for the County.

Moved by Mundhenke and seconded by Vrbka to open the Public Hearing at 9:20 a.m. for amending the Seward County 2018-2019 Budget.
Affirmative Vote: Mundhenke, Vrbka, Paulsen, Schmieding, Culver Motion Carried

Schweitzer spoke about amending the budget for the Sheriff Drug Treasury Fund.

Moved by Vrbka and seconded by Paulsen to close the public hearing at 9:22 a.m.
Affirmative Vote: Vrbka, Paulsen, Schmieding, Mundhenke, Culver Motion Carried

Moved by Vrbka and seconded by Mundhenke to adopt Resolution No. 3447 in regard to amending the Seward County 2018-2019 budget.

RESOLUTION No. 3447 OF THE SEWARD COUNTY BOARD OF COMMISSIONERS

WHEREAS, the proposed County Budget for the Fiscal Year July 1, 2018 to June 30, 2019 as prepared by Sherry Schweitzer, Budget Making Authority, was adopted on September 11, 2018 by Resolution # 3395, and

WHEREAS, the Sheriff Treasury Fund has received monies in excess of what was originally budgeted. In order to utilize the monies, the budget must be amended.

WHEREAS, the Seward County Board of Commissioners desire to amend the budget to increase the Sheriff Drug Treasury Fund in the sum of \$200,000.00 with the income needed to fund this Amended Budget to be paid out of funds from the Sheriff Drug Treasury Fund. No additional tax monies are needed.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of Seward, County, Nebraska as follows: That the budget for the Fiscal Year July 1, 2018 to June 30, 2019, is amended to increase the Sheriff Drug Treasury Fund in the sum of \$200,000 with the income needed to fund this amendment to be paid out of funds from the Sheriff Drug Treasury Fund. A copy of the relevant papers of the Amended Budget is attached hereto as Exhibit 1 and incorporated herein as if fully set forth and is adopted as the Amended Budget for Seward County for said fiscal year.

Moved by: Vrbka Seconded by: Mundhenke 05/07/2019
Ayes: Robert Vrbka, Ken Schmieding, Becky Paulsen, Mike Mundhenke, John K. Culver, Chair of the Board Attest: Sherry Schweitzer, Seward County Clerk

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

Moved by Vrbka and seconded by Schmieding to adopt Resolution No. 3448 in regard to allowing Jones National Bank & Trust to pledge additional securities.

Resolution No. 3448 of the Seward County Board of Commissioners

WHEREAS, the Jones Bank and Trust Co. desires to make additional pledging of securities as follows:

PONCA NE BOND—CUSIP #73232PER8	75,000.00-
CEDAR BLUFFS NE OBLIG-CUSIP# 15005WAF9	190,000.00-
VERDIGRE NE OBLIG-CUSIP# 923393AW2	180,000.00-
BUTLER COUNTY SCH #56-CUSIP# 123540FSO	258,570.00-
SARPY CNTY OBLIG-CUSIP# 803760FD4	200,000.00-
FAIRBURY OBLIG-CUSIP 303665GL1	195,000.00-
OTOE CNTY OBLIG-CUSIP# 68905FGL7	200,000.00-
VLY CNTY SCH #5-CUSIP# 919563CUB	197,421.90-
TOTAL PLEDGED	1,495,991.90

Whereas: County deposits need to be fully insured. Therefore, let it be resolved, the above additional pledging, as of 4/29/2019, by the Jones Bank & Trust Co. is approved by this County Board.

Moved by: Vrbka Seconded by: Schmieding 05/07/2019
Ayes: Robert Vrbka, Ken Schmieding, Mike Mundhenke, Becky Paulsen, John K. Culver, Chair of the Board Attest: Sherry Schweitzer, Seward County Clerk

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

Moved by Schmieding and seconded by Vrbka to adopt Resolution No. 3449 in regard to allowing Cattle Bank & Trust to pledge additional securities.

**Resolution No. 3449 of the
Seward County Board of Commissioners**

WHEREAS, the Cattle Bank and Trust Co. desires to make additional pledging of securities as follows:

DOUGLAS CO SID559--CUSIP #25933VBR0	175,000.00
FHLMC REMC SERIES 4243-CUSIP# 3137B45V4	254,734.34
TOTAL PLEDGED	429,734.34

Whereas: County deposits need to be fully insured. Therefore, let it be resolved, the above additional pledging, as of 4/30/2019, by the Cattle Bank & Trust Co. is approved by this County Board.

Moved by: Schmieding Seconded by: Vrbka 05/07/2019
Ayes: Robert Vrbka, Ken Schmieding, Mike Mundhenke, Becky Paulsen, John K. Culver, Chair of the Board Attest: Sherry Schweitzer, Seward County Clerk

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

Bob Dahms, County Treasurer, and Candi Sanders from NPAIT were present to explain the concept of NPAIT and how it works. They stated it is an additional tool for investing for public entities such as Seward County.

Moved by Vrbka and seconded by Schmieding to adopt Resolution No. 3450 in regard to the Nebraska Public Agency Investment Trust as a Seward County Designated Depository.

This resolution revises resolution #3361 which was dated 3/20/2018.



ENABLING RESOLUTION

Form A – Minutes of Meeting

Please mail the ORIGINAL to:
Nebraska Public Agency Investment Trust
PO Box 82529
Lincoln NE 68501-2529

Res 3450

A **REGULAR** [regular or special] meeting of the Board/Council of **SEWARD COUNTY** (name of public agency) was held at **529 SEWARD ST** (street address and city) on the **7TH** day of **MAY, 2019**, at **8:30 a.m.**

The meeting was called to order by the Presiding Officer. Members present were: *John K. Culver, Chairperson, Mike Mundhenke, Bob Vrbka, Ken Schmieding, Becky Paulsen*
Members absent were: *N/A*

Notice of said meeting was given in advance thereof by reasonable advanced publicized notice. Notice of this meeting was also given in advance to all members of the governing body and a copy of their acknowledgment of receipt of notice of meeting and the agenda is attached to these minutes. Availability of the agenda was communicated in the advanced notice and in the notice to the members of this meeting. All proceedings of the governing body were taken while the convened meeting was open to the attendance of the public.

A discussion was held with regard to becoming a participant in the Nebraska Public Agency Investment Trust. After discussion member *Vrbka* offered the following Resolution and moved for its passage and adoption, and the same was seconded by member *Schmieding*

WHEREAS, Nebraska law expressly allows public agencies to invest surplus or excess funds; and

WHEREAS, the Interlocal Cooperative Act, § 13-801 et seq. Neb. Rev. Stat. (Reissue 1991) provides that two or more public agencies may jointly cooperate in the exercise or in the performance of their respective governmental functions, powers or responsibilities and may enter into joint agreements as may be deemed appropriate for such purposes when such agreements have been adopted by appropriate action by the governing bodies of the participating public agencies; and

WHEREAS, the Declaration of Trust (Interlocal Agreement) and an Information Statement relating to the Nebraska Public Agency Investment Trust have been presented to this Governing Body; and

WHEREAS, the Declaration of Trust authorizes public agencies to adopt and enter into the Declaration of Trust and become participants of such trust; and

WHEREAS, this Governing Body deems it advisable for this Public Agency to adopt and enter into the Declaration of Trust and become a participant of the Nebraska Public Agency Investment Trust for the purpose of the joint investment of this Public Agency's money with those other public agencies so as to enhance the investment earnings accruing to each such public agency.

NOW, THEREFORE, be it resolved as follows:

1. This Public Agency shall and does hereby join with other Nebraska public agencies in accordance with the provisions of Nebraska law and in accordance with the Interlocal Cooperative Act, as applicable, by becoming a participant of the Nebraska Public Agency Investment Trust, and the Declaration of Trust and Interlocal Agreement is hereby adopted by this reference with the same effect as if it had been set out verbatim in this Resolution. A copy of the Declaration of Trust is attached hereto and incorporated herein by this reference and shall be filed with the minutes of the meeting at which this Resolution was adopted.
- 2a. This Public Agency hereby delegates all authority and duties which the law otherwise authorizes it to delegate in accordance with the Declaration of Trust. The following officers and officials of this Public Agency and the respective successors in office each are hereby designated as "Authorized Officials" and are authorized to take actions and execute any and all such documents as they deem necessary and appropriate to effectuate the entry by this Public Agency into the Declaration of Trust and to effectuate the investment and withdrawal of monies of the Public Agency from time to time in accordance with the Declaration of Trust:

Name: MIKE MUNDHENKE	Title: COUNTY COMMISSIONER	Signature: 
Name: BOB VRBKA	Title: COUNTY COMMISSIONER	Signature: 
Name: BECKY PAULSEN	Title: COUNTY COMMISSIONER	Signature: 
Name: KEN SCHMIEDING	Title: COUNTY COMMISSIONER	Signature: 
Name: JOHN CULVER	Title: COUNTY COMMISSIONER	Signature: 
Name: BOB DAHMS	Title: COUNTY TREASURER	Signature: 

- 2b. The Authorized Officials of this Public Agency hereby authorize the following "Authorized Signers" to invest the Public Agency's available funds from time to time and to withdrawal such funds from time to time in accordance with the provisions of the Declaration of Trust:

Name: BOB DAHMS	Title: COUNTY TREASURER	Date of Birth 09/17/1943	Signature: 
Name: SHERRY LEISING	Title: DEPUTY CO TREASURER	Date of Birth 1-6-58	Signature: 
Name:	Title:	Date of Birth	Signature:
Name:	Title:	Date of Birth	Signature:
Name:	Title:	Date of Birth	Signature:
Name:	Title:	Date of Birth	Signature:

An Authorized Official of this Public Agency shall advise the Nebraska Public Agency Investment Trust of any changes in the Authorized Signers in accordance the procedures established by the trust.

3. The Trustees of the Nebraska Public Agency Investment Trust are hereby designated as having official custody of this Public Agency's monies which are invested in accordance with the Declaration of Trust.
4. Authorization is hereby given for members of this Governing Body and officials of this Public Agency to serve as Trustees of the Nebraska Public Agency Investment Trust from time to time if elected as such pursuant to the Declaration of Trust.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution being the same are hereby rescinded.

The foregoing Resolution having been read in its entirety, and a motion having been duly made and seconded for its passage and adoption, the roll was called thereon and the following members voted in favor of passage and adoption of said Resolution:
 † 3450


The following voted against the same: Bob Vrbka, Ken Schmieding, Mike Mundhenke, Becky Paulsen, John K. Culver
 Chair of the Board

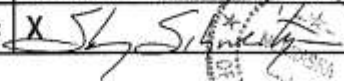
The following were absent or not voting: N/A

The above Resolution having been consented to by the required number of members of the Governing Body was declared, passed, and adopted by the Presiding Officer.

DATED this 7TH day of MAY, 2019.

Name of Public Agency:	SEWARD COUNTY
Street Address:	529 SEWARD ST
City, State and Zip Code:	SEWARD NE 68434
Telephone Number:	(402) 643-4574
Tax Identification Number:	47-6006507

By:	
Presiding Officer,	JOHN CULVER
SIGNATURE:	X 

Attest:	
Recording Officer,	SHERRY SCHWEITZER
SIGNATURE:	X 



NPAIT Office use only:	Marketing	Administration	Imaging
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Enabling Resolution | Reviewed: 02/2019

Investment products: Not FDIC Insured - No Bank Guarantee - May Lose Value.

Moved by: Vrbka Seconded by: Schmieding 05/07/2019
 Ayes: Mike Mundhenke, Robert Vrbka, Becky Paulsen, Ken Schmieding, John K. Culver, Chair of the Board Attest: Sherry Schweitzer, Seward County Clerk

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

Moved by Paulsen and seconded by Vrbka to accept Clerk for the District Court Fee Report for April, 2019 in the amount of \$8,957.25.

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

Moved by Vrbka and seconded by Schmieding to accept the County Clerk Fee Report for April, 2019 in the amount of \$20,846.00.

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

Kelly Danielson & Scott Ruether of Waste Connections were present to discuss the request to expand the area for the collection of waste for the G & P Landfill. The current area allowed under the Conditional Use Permit includes the counties of Seward, Saline, Jefferson, Polk, York, Fillmore, Thayer, Clay, Nuckolls, Saunders, Lancaster, Cass, Otoe & Nemaha. They are requesting to include Johnson, Pawnee, Richardson & Webster Counties.

Moved by Mundhenke and seconded by Schmieding to expand the area for the collection of waste for the G & P Landfill to include the counties of Johnson, Pawnee, Richardson & Webster.

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

The Commissioners recessed at 9:55 a.m.
 The Commissioners re-convened at 10:00 a.m.

Maria Hatfield, representing those planning for the Appreciation Party, spoke to the Board about their plans. She stated the committee wants to know the amount the Board will allow for the Appreciation party so that the committee can make plans.

Moved by Schmieding and seconded by Paulsen to allow up to \$40 per employee for the Seward County Appreciation Party.

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

The Commissioners recessed at 10:08 a.m.

The Commissioners re-convened at 10:15 a.m.

Brea Ehmen, HR Director, brought a revised Credit Card Policy to the Board for their consideration. The State Auditor had made suggestions in the 2 previous audits about the amount of cards Seward County has and the amount *charged* on the cards. The revisions have taken the suggestions into consideration and had been given to the Dept. Heads and the County Attorney for their review.

Moved by Vrbka and seconded by Paulsen to approve the revised credit card policy with a card limit of \$2,000.

SEWARD COUNTY CARDHOLDER POLICY

PURPOSE: The purpose of this policy is to allow county employees access to efficient and alternative means of payment for approved expenses when monthly invoicing is not practicable, specifically expenses related to Seward County business expenses. In addition, this policy is designed to provide managerial reporting related to credit card purchases, accountability, and minimize any misuse or fraud.

DEFINITIONS:

1. "Credit card" shall mean a payment card issued to users as a system of payment. It allows the cardholder to pay for goods and services based on the holder's promise to pay for them. The issuer of the card creates a revolving account and grants a line of credit to the consumer (or the user) from which the user can borrow money for payment to a merchant or as a cash advance to the user. This includes, but is not limited to, any card issued to Seward County in general; a Department Head for any Seward County office, for which statements will be paid by Seward County; or, any other card consistent with this definition to be paid by Seward County.

CARD MANAGEMENT:

1. The Seward County Clerk's Office will oversee under the direction of the Seward County Board, the requisition, monitoring and payment of the County issued credit cards obtained from the County approved card vendor.

2. "Gas Purchase Card" shall mean a card that provides a payment method enabling the cardholder to make purchases which are paid for by the card issuer, to whom the cardholder becomes indebted. The cardholder is obligated to repay the debt to the card issuer in full by the due date, usually on a monthly basis, or be subject to late fees and restrictions on further card use.

PROCEDURES:

1. Upon approval of the Department Head, one credit card will be issued per "office." For example, one card will be issued for the County Assessor's Office, the County Attorney's Office, the County Clerk's Office, the Road Dept., etc.

2. The Department Head shall notify the Clerk's Office in writing of the authorization for a card.

3. Credit cards will have a maximum limit as necessitated by the needs of the office, but in no event more than 3,000.00. If a temporary additional amount is needed, notification of the request shall be given in writing to the County Clerk, after which a new limit shall be requested of the Credit Card Company within 24 – 48 hours. A permanent increase for a card limit must be approved by the Board of Commissioners.

4. The only person authorized to use a Seward County credit card is the person whose name it was issued to. This could be the Dept. head or their designee.
5. The card shall not be lent to another office for use.
6. Gas Purchase Cards sole use will be to fuel county-owned vehicles/equipment. Any operator of a county-owned vehicle/equipment, in which a Gas Purchase Card is present within the vehicle, or in the possession of the operator, shall be required to have a CARDHOLDER AGREEMENT signed, and on file with the County Clerk's office. A copy will be provided to Human Resources for their personnel file. The CARDHOLDER AGREEMENT shall include a statement that the cardholder accepts the terms of this policy. Failure to sign the agreement will result in revocation of the credit card privilege.
7. In instances where a new card is required to be issued, the Clerk's Office shall work with the Department Head to obtain the card if something other than the Clerk's approval is required.
8. Once the credit card is issued to the Department Head, the cardholder shall sign a CARDHOLDER AGREEMENT to be maintained by the Seward County Clerk. A copy of which will be provided to Human Resources for record-keeping purposes. The CARDHOLDER AGREEMENT shall include a statement that the cardholder accepts the terms of this policy. Failure to sign the agreement will result in revocation of the credit card privilege.
9. The card balance shall be reconciled each month against the statement by the Department Head or their designated employee.
10. All monthly statements submitted for payment must include the initials of the cardholder, the signature of the approving Department Head and the date of approval. If the Department Head is the cardholder, then the signature of the Department Head is sufficient.
11. The card statement shall be forwarded to the Clerk's Office in a timely manner to avoid being assessed late fees, finance charges, interest, or other penalties. The card statement shall be provided to the Clerk's Office by the claims deadline. Once a statement is forwarded to the Clerk's Office, only charges showing on the statement will be paid at that time.
12. The card statement filed with the Clerk's Office shall include original (unless impossible) itemized receipts/invoices and be coded in such a manner that the Clerk can process the claim.
13. In the event disputed charges appear on the card statement, each Department Head is responsible for handling the questionable credit card charge(s).
14. The cardholder shall maintain the card in a protected manner to avoid theft, fraud, or misuse. This includes in a locked area if practicable when not in use.
15. By August 31st of each year, the employee shall verify with the Clerk's Office the possession of the card by completing a Cardholder Inventory.
16. Upon termination of employment, the cardholder shall return physical possession of the credit card to the Clerk's Office. If an employee has personal possession of a Gas Purchase Card, the Department Head must obtain the Gas Purchase Card and notify the Clerk's Office of the re-assignment within 48 hours.

17. The Clerk's Office shall take all steps to deactivate the card and document the deactivation. The new Gas Purchase Cardholder will be required to sign a new CARDHOLDER AGREEMENT.

GUIDELINES FOR CARD USE:

The card shall be used for business purposes only. The following purchases are NOT allowed:

- Alcoholic beverages/tobacco products
- Hotels stays within Nebraska unless unable to have a "direct billing" account
- Cash advances
- Controlled substances deemed illegal in the State of Nebraska
- Items or services on term contracts
- Maintenance agreements
- Personal items or loans
- Purchases involving trade-in of county property
- Rentals (other than short-term autos)
- Any other items deemed inconsistent with County Policy.

CARDHOLDER RESPONSIBILITIES:

1. Cardholder shall sign the CARDHOLDER AGREEMENT.
2. Cardholder shall ensure that sales tax is not assessed. If tax is assessed, the cardholder shall ensure that sales tax and any Late/Finance charges are removed, if applicable.
3. Cardholder shall RETAIN AND REMIT ALL ITEMIZED SALES SLIPS/REGISTER RECEIPTS.
4. Cardholder shall ensure that itemized receipts and/or invoices reflect the exact dollar amount charged.
5. Cardholder shall only use the card in a manner consistent with this policy.
6. Failure to submit a receipt may result in the inability to process the claim. The purchaser is responsible to obtain a duplicate receipt and may be personally liable for costs to the County.

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

Mike Janssen, Building and Grounds Supt., visited with the Board about a Contract for Water Treatment for the Courthouse.

Moved by Mundhenke and seconded by Vrbka to authorize the Chairman to sign the contract with Water Engineering, Inc. in the annual amount of \$1,260.00.

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

Known items on the agenda for Board of Equalization on May 14, 2019 are as follows:

8:30 a.m.

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

Known items on the agenda for Board of Commissioners on May 14, 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 May 7, 2019

Other Business Matters to Address When Time Allows

- 4. Discuss/Action - Public/Officials/Boards
- 5. Commissioners Reports
- 6. Discuss/Action – Agenda for May 21, 2019

9:15 a.m. Discuss/Action – Update Local Emergency Operations Plan (LEOP)

9:30 a.m. Discuss/Action – Carol Albrecht/Farmers Market – Request use of the Courthouse lawn for Farmers Market

Moved by Vrbka and seconded by Paulsen to adjourn 10:36 a.m.

Affirmative Vote: Vrbka, Paulsen, Mundhenke, 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 14th day of May 2019.

County Clerk

Chairperson