

May 9, 2017  
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 May 9, 2017 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 May 9, 2017 at 8:30 a.m.

|          |                  |   |
|----------|------------------|---|
| Present: | Chairperson:     | Whitney Fleischman  |
|          | Members:         | John Culver, Eugene Gausman, Diana Garske, Roger E. Glawatz |
|          | County Clerk:    | Sherry Schweitzer   |
|          | County Assessor: | Marilyn Hladky  |

The Chairman 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 Gausman and seconded by Glawatz to approve the minutes of the April 25, 2017 meeting.

Affirmative Vote: Gausman, Glawatz, Garske, Culver, Fleischman      Motion Carried

Hladky updated the Commissioners on activities of her office.

Known items on the agenda for May 30, 2017 at 8:30 a.m. are as follows:

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve Minutes of May 9, 2017
4. Discuss/Action - Assessor Information Update

Moved by Glawatz and seconded by Culver to adjourn at 8:46 a.m.

Affirmative Vote: Glawatz, Culver, Garske, Gausman, Fleischman      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 30<sup>th</sup> day of May 2017.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Chairman

**May 9, 2017**  
**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 May 9, 2017 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 May 9, 2017 at 9:00 a.m.

|          |               |   |
|----------|---------------|---|
| Present: | Chairman:     | Roger E. Glawatz  |
|          | Members:      | John Culver, Whitney Fleischman, Eugene Gausman,<br>Diana Garske, |
|          | County Clerk: | Sherry Schweitzer   |

The Chairman 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 Fleischman and seconded by Culver to approve the minutes of the May 2, 2017 meeting.

Affirmative Vote: Fleischman, Culver, Garske, Gausman, Glawatz    Motion Carried

Mike Janssen, Building & Grounds Superintendent reported that the flag pole on top of the courthouse was repaired. The flag poles at the Justice Center are too close together and will need to be addressed.

Joe Yocum, Sheriff reported there are some issues with their equipment since a recent storm and also reported on other activities of his office.

**Commissioner Reports:**

Commissioner Culver reported he met with constituents regarding road issues, met with Road Department personnel about the old jail generator, and the issue concerning fencing around the silo at the Missile Base shop. He attended a NACO Institute of Excellence and a Wireless Advisory Board Meeting.

Commissioner Fleischman reported she worked on Justice Center items and attended to various correspondences

Carol Albrecht was present to ask permission to use the courthouse lawn for the Farmer's Market.

Moved by Garske and seconded by Fleischman to give permission for Farmer's Market to use the Courthouse Lawn.

Affirmative Vote: Garske, Fleischman, Culver, Gausman, Glawatz    Motion Carried

## **Commissioner Reports: (Cont.)**

Commissioner Gausman reported he met with constituents, met with the County Clerk and looked at road conditions.

Commissioner Garske reported she dealt with various correspondences, worked with the Seward County Chamber Development & Partnership, met with various departments regarding relocating.

Commissioner Glawatz reported he dealt with various correspondences and attended Region V meetings.

Moved by Fleischman and seconded by Gausman to accept the Sheriff's Fee & Mileage Report for March 2017 in the amounts of \$1,529.00 & \$987.05 respectively.

Affirmative Vote: Fleischman, Gausman, Culver, Garske, Glawatz Motion Carried

Moved by Fleischman and seconded by Gausman to accept the Clerk of the District Court's fee Report for April 2017 in the amount of \$3,527.57.

Affirmative Vote: Fleischman, Gausman, Garske, Culver, Glawatz Motion Carried

Moved by Fleischman and seconded by Gausman to accept County Clerk's Fee Report for April 2017 in the amount of \$72,661.50.

Affirmative Vote: Fleischman, Gausman, Culver, Garske, Glawatz Motion Carried

Moved by Fleischman and seconded by Gausman to authorize Chairman to sign letter to Public Service Commission in regard to TransCanada Keystone Pipeline.

Affirmative Vote: Fleischman, Gausman, Culver, Garske, Glawatz Motion Carried

Moved by Fleischman and seconded by Culver to authorize Chairman to sign Surplus Property Disposal Request from Public Defender.

Affirmative Vote: Fleischman, Culver, Gausman, Garske, Glawatz Motion Carried

Moved by Fleischman and seconded by Gausman to authorize purchase of X-ray Machine from Smiths Detection for the Justice Center in the amount of \$21,177.82.

Affirmative Vote: Fleischman, Gausman, Garske, Culver, Glawatz Motion Carried

Casey Tiemann of the County Attorney's Office presented a grant document for the Commissioners' consideration.

Moved by Fleischman and seconded by Gausman to authorize the Chairman to sign Revised Budget for 17-CB-509 2017 Community Based Juvenile Service Aid Grant.

Affirmative Vote: Fleischman, Gausman, Culver, Garske, Glawatz Motion Carried

During the Justice Center Update item on the agenda, Commissioner Fleischman stated that the Nebraska Fire marshal has given verbal approval for occupancy, but waiting on the City of Seward occupancy approval. She stated they are waiting to get other final details finished. Sheriff Yocum stated his office does not want to be responsible for Certified Mail being delivered to the Justice Center.

Georgia Stockley, Interim Highway Superintendent presented several documents for the Commissioners consideration.

Moved by Fleischman and seconded by Gausman to approve the Right of Way Request for Todd Johnson in N ½ NE ¼ Section 7, Township 11 North Range 3 East of the 6th p.m.

Affirmative Vote: Fleischman, Gausman, Culver, Garske, Glawatz Motion Carried

Moved by Gausman and seconded by Culver to approve Right of Way Request for Rodney Koranda in East ½ of Section 23, Township 12 North Range 4 East of the 6th p.m.

Affirmative Vote: Gausman, Culver, Fleischman, Garske, Glawatz Motion Carried

Moved by Fleischman and seconded by Gausman to approve Right of Way Request for Charter Communications in the South ½ of Section 13, Township 10 North Range 4 East of the 6th p.m.

Affirmative Vote: Fleischman, Gausman, Garske, Culver, Glawatz Motion Carried

Moved by Fleischman and seconded by Gausman to award Supplying and Hauling of Gravel Bids as follows per the recommendation of the Interim Highway Superintendent:

| <b>BIDDERS</b>      | <b>Johnson Sand &amp; Gravel</b> | <b>Central Sand &amp; Gravel</b> |
|---------------------|----------------------------------|----------------------------------|
| <b>PIT PRICE</b>    | \$ 12.00                         | \$ 11.70                         |
| <b>DELIVERED</b>    |                                  |                                  |
| A                   | \$ 21.92                         |                                  |
| B                   |                                  | \$ 19.97                         |
| C                   | \$ 20.50                         |                                  |
| D                   |                                  | \$ 19.72                         |
| E                   | \$ 19.94                         |                                  |
| F                   | \$ 21.70                         |                                  |
| G                   | \$ 21.10                         |                                  |
| H                   | \$ 22.23                         |                                  |
| I                   | \$ 23.39                         |                                  |
| J                   |                                  | \$ 22.36                         |
| K                   | \$ 22.96                         |                                  |
| L                   | \$ 22.07                         |                                  |
| M                   | \$ 23.09                         |                                  |
| N                   | \$ 24.31                         |                                  |
| O                   | \$ 23.41                         |                                  |
| P                   | \$ 25.00                         |                                  |
| <b>PIT LOCATION</b> | 10 miles N, 2 W of Shelby        | 4171 F Road Bellwood             |

**Road Gravel Delivered**

|                   |  |          |
|-------------------|--|----------|
| GARLAND Shop      |  | \$ 22.36 |
| MISSILE BASE Shop |  | \$ 21.75 |

**3A Delivered**

|              |         |         |
|--------------|---------|---------|
| MISSILE BASE | NO BIDS | NO BIDS |
|--------------|---------|---------|

Affirmative Vote: Fleischman, Gausman, Culver, Garske, Glawatz Motion Carried

Moved by Fleischman and seconded by Gausman to award Partial Rock Bids as follows per the recommendation of the Interim Highway Superintendent:

| Item No.                      | Item              | Price Per Ton         | Price Per Ton |
|-------------------------------|-------------------|-----------------------|---------------|
| Screened Rock for Base Course |                   |                       |               |
| 1                             | 47B               | NO BID                | NO BID        |
| 2                             | 1" Screened       | *3/4 Screened \$15.50 | NO BID        |
| 3                             | 1-1/2" Screened   | \$15.50               | NO BID        |
| 4                             | 3" Screened       | \$15.50               | NO BID        |
| Rip Rap                       |                   |                       |               |
| 1                             | Nebraska Type "A" | NO BID                | NO BID        |
| 2                             | Nebraska Type "B" | NO BID                | NO BID        |
| 3                             | Nebraska Type "C" | NO BID                | NO BID        |
| Other                         |                   |                       |               |
| 1                             | 3/4" x 1/4"       | NO BID                | NO BID        |
| 2                             | 3/8" Chips        | NO BID                | NO BID        |

Affirmative Vote: Fleischman, Gausman, Garske, Culver, Glawatz Motion Carried

Michaela Tuttle, Human Resources Director was present for discussion with the Commissioners on the Annual Review Process for Appointed Officials item on the agenda. She stated that Appointed Officials will do their own self-evaluation as well as having reviews from boards outside of the County Board that those officials serve on. The Board of Commissioners will then receive the reviews from the department heads and the chairperson of the outside boards for review and evaluation.

Jeff Baker, Public Transit Director and Stockley were present to request authorization of an extension of a Public Transit Intern position and re-classify that position to a Temporary Full-Time Position from May through July 31st. Baker asked the Board to waive posting the position since the candidate will be continuing work started during the internship. The wages will be determined based on the grade & step plan upon the recommendation of the HR Department.

Moved by Fleischman and seconded by Gausman to authorize the extension of Public Transit intern position and reclassify to a Temporary Full-Time Position until July 31<sup>st</sup>, 2017 according to the recruitment and selection policy.

Affirmative Vote: Fleischman, Gausman, Culver, Garske, Glawatz Motion Carried

Linda Luebbe, Seward County Resident, was present to discuss the relocation and renovation of the Seward County Extension Office. She questioned moving the Extension Office to the West Wing without some renovations being done first. She stated she does not feel that there is enough space in the West Wing for the office and expressed her concerns about there being a lack of a kitchen and other amenities. Nancy Greckel, former Extension Office employee, spoke about what the Extension Office does and the importance of having proper facilities. Commissioner Fleischman stated that the timing of offices moving is out of the Board's control, based on factors such as Fire Marshal approval. Commissioner Garske said that once they're in the location for a while, they can let the Commissioners know what their needs are. Carrie Gottschalk, Extension Educator stated that their office will make short term and long term plans in the future. Glawatz stated they will try to work with updating the area, for instance the bathrooms, in the future. The cubicles and other county property from the Extension Office and where they will be stored were discussed. Gottschalk stated that they are exploring a variety of funding options for

renovations before they make a proposal to the Board. Jeff Baker stated that the Public Transit bus could be parked outside if the surplus items need to be stored in the Road Department shed. Gottschalk stated that she will contact Dan Eschliman from OfficeNet to see if he would be willing to disassemble the cubicles and move them to that location.

Chairman Glawatz led discussion on the Courthouse Relocation Plans. Fleischman said she was disappointed that HR was not included in the making of the plans. Marilyn Hladky and Schweitzer both stated that they weren't aware that she was to be included in the meetings. Tuttle said she has no problem moving to Probation but her issue is that she will need furniture. Sheila Beins stated that they will be leaving furniture behind that HR can use. Joe Yocum said that there are two desks available in the Sheriff's satellite office in the Courthouse. He encouraged the offices that will be within the courthouse to meet regularly and to appoint a Facility Management Person to coordinate a safety plan.

Moved by Fleischman and seconded by Culver to go forward with the proposed courthouse office relocation plans per the recommendation of the committee.  
Affirmative Vote: Fleischman, Culver, Garske, Gausman, Glawatz Motion Carried

Sherry Schweitzer presented the Commissioners with information about Accounts Payable Program with MIPS. She stated that both payroll and accounts payable have to tie together. She stated that if Seward County went with ADP Payroll, it would cost approximately two to four times more than the present system. She also indicated that the extra time her office would be mandated to complete monthly accounting would be a setback.

Tuttle presented the Commissioners with information on ADP. Several department heads spoke in favor of ADP. Glawatz stated that he feels the most important thing is accuracy and time management. Tuttle said that MIPS is not working. Garske stated that she is concerned about the legality of paper time keeping. Glawatz stated that he thinks the program will save time and make things run more efficiently. Garske stated that one thing that has not been talked about yet is the budget and it needs to be looked at. Wendy Elston, County Attorney said that either option they go with is going to take some work to make happen. Culver stated he thinks that going to this kind of time tracking, it will make it more accurate which will be beneficial in savings over time. Fleischman stated she felt that time keeping is important. Garske stated that it would make sense if we are going to go with a time keeping system to go with one system that does everything.

Moved by Fleischman and seconded by Culver to Authorize Chairman to sign ADP Agreement Option #1 – Payroll, Time and Attendance and HRMS System in the amount of \$19,997.50 annually for 4 years.  
Affirmative Vote: Fleischman, Culver, Gausman, Garske, Glawatz Motion Carried

The Commissioners recessed at 12:35 p.m.  
The Commissioners returned at 12:40 p.m.

Commissioner Gausman is absent at 12:40 p.m.

Moved by Fleischman and seconded by Culver to authorize the Chairman to sign Mid-America Health Insurance Documents.  
Affirmative Vote: Fleischman, Culver, Garske, Glawatz Motion Carried

Moved by Fleischman and seconded by Culver to go into Executive Session at 12:45 p.m. to discuss personnel, it being necessary to protect the reputation of the individual(s).

Affirmative Vote: Fleischman, Culver, Garske, Glawatz

Motion Carried

The Chairman stated the Executive Session was for personnel.

Moved by Fleischman and seconded by Culver to go out of Executive Session at 12:57 p.m.

Affirmative Vote: Fleischman, Culver, Garske, Glawatz

Motion Carried

The Chairman reiterated that the Executive Session was for personnel.

Known items on the agenda for Board of Commissioners on May 16, 2017 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 9, 2017

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

4. Discuss/Action - Public/Officials/Boards
5. Commissioners Reports
6. Discuss/Action – Res. – Allow Jones National Bank to withdraw Pledged Securities
7. Discuss/Action - Justice Center Update

9:30 a.m. Discuss/Action – Food Bank of Lincoln – Share Information about Food Insecurity of Seward County and area partners involved to address Hunger

10:00 a.m. Hearing – Rezone from A-1 to TA-1 Real Estate in N ½ SE ¼ of Section 35 T9N R4E

Discuss/Action - Rezone from A-1 to TA-1 Real Estate in N ½ SE ¼ of Section 35 T9N R4E

Moved by Fleischman and seconded by Culver to adjourn at 1:03 p.m.

Affirmative Vote: Fleischman, Culver, Garske, Glawatz

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 16<sup>th</sup> day of May 2017.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Chairman