

# BOARD OF EQUALIZATION

Madison, Nebraska

November 23, 2009

The Board of Equalization of Madison County, Nebraska met at 2:00 P.M.

Advance notice of meeting was published in the Wednesday, November 18, 2009 edition of The Norfolk Daily News. A copy of said notice was mailed to each Board member. An affidavit of acknowledgment of receipt of notice of meeting as published was executed. Chairman Lee Klein called the meeting to order and notified the public of the location of the information regarding the Open Meeting Act posted in the meeting room.

Present: Commissioners Jerry McCallum, Rick Uhlir, and Lee Klein, Deputy County Assessor Judy Bickley, County Treasurer Donna Primrose, and County Clerk Nancy Scheer.

Motion made by Uhlir and seconded by McCallum to approve the agenda for the meeting. Roll call vote: Ayes, McCallum, Uhlir, and Klein. Nays, none. Motion carried.

Motion made by McCallum and seconded by Uhlir to approve the minutes of the November 10, 2009 meeting. Roll call vote: Ayes, McCallum, Uhlir, and Klein. Nays, none. Motion carried.

Chairman Klein opened a public hearing at 2:05 P.M. regarding the following motor vehicle exemption applications:

Missionary Benedictine Sisters, 300 North 18th Street, Norfolk	2010 Ford Fusion 4 Door
The Salvation Army, 112 North 7th Street, Norfolk	2006 Dodge Grand Caravan

County Treasurer Donna Primrose reported that both organizations previously had exemption applications approved. No public comments were received. Chairman Klein closed the hearing at 2:07 P.M.

After discussion, it was moved by McCallum and seconded by Uhlir to approve the motor vehicle exemption applications as submitted. Roll call vote: Ayes, McCallum, Uhlir, and Klein. Nays, none. Motion carried.

Deputy County Assessor Judy Bickley submitted the following tax list corrections:

- #2535: Owens Mobile Home Court, LLC, Sherry Raymond, 802 North 61st Street, Norfolk  
Addition to the tax rolls in the amount of \$463.16 for correction to Tax List Correction #2482 on March 16, 2009 by adding a mobile home value back to the 2008 tax rolls
- #2536: Shane or Jamie Taylor, 404 East Highway 275, Tilden  
Deduction from the tax rolls in the amount of \$96.94 for correction to the 2009 real estate taxes for a mobile home sale and removal that did not occur as planned

#2537: Keith and Mary Lenser, 55017 837th Road, Norfolk  
Addition to the tax rolls in the amount of \$753.68 for correction to 2008 real estate taxes after receipt of a letter from the State of Nebraska on November 10, 2009 lowering the 2008 homestead exemption to 55% approval instead of 100% approval  
After discussion, it was moved by Uhlir and seconded by McCallum to approve the tax list correction as submitted. Roll call vote: Ayes, McCallum, Uhlir, and Klein. Nays, none. Motion carried.

The Board of Equalization adjourned at 2:14 P.M.

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County Clerk

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Chairman

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## COMMISSIONERS PROCEEDINGS

Madison, Nebraska

November 23, 2009

The Board of County Commissioners of Madison County, Nebraska met in regular session at 2:30 P.M.

Advance notice of meeting was published in the Wednesday, November 18, 2009 edition of The Norfolk Daily News. A copy of said notice was mailed to each Board member. An affidavit of acknowledgment of receipt of notice of meeting as published was executed. Chairman McCallum called the meeting to order and notified the public of the location of the information regarding the Open Meeting Act posted in the meeting room.

Present: Commissioners Jerry McCallum, Rick Uhlir, and Lee Klein, County Highway Superintendent Richard Johnson, County Sheriff Vern Hjorth, and County Clerk Nancy Scheer.

County Highway Superintendent Richard Johnson reported that ratification of the cancellation of the bids for the Courthouse ADA and security improvements project was omitted from the agenda and he requested that this item be added to the emergency agenda.

Motion was made by Klein and seconded by Uhlir to add ratification of the cancellation of the bids for the Courthouse ADA and security improvements project to the emergency agenda. Roll call vote: Ayes, McCallum, Uhlir, and Klein. Nays, none. Motion carried.

Motion was made by Klein and seconded by Uhlir to ratify cancellation of the bids for the Courthouse ADA and security improvements project. Roll call vote: Ayes, McCallum, Uhlir, and Klein. Nays, none. Motion carried.

Chairman McCallum read the following consent agenda item into the record:

- 1) Approval of minutes of the November 10, 2009 meeting

Motion was made by Klein and seconded by Uhlir to approve the consent agenda. Roll call vote: Ayes, McCallum, Uhlir, and Klein. Nays, none. Motion carried.

Motion was made by Uhlir and seconded by Klein to approve the regular agenda. Roll call vote: Ayes, McCallum, Uhlir, and Klein. Nays, none. Motion carried.

The Board reviewed the following reports and correspondence:

- 1) County Clerk October fee report
- 2) County Treasurer fund balance report
- 3) Letter of thanks from Northeast Community College Drafting Club
- 4) Letter of thanks from the Madison County Historical Society
- 5) Summons and Complaint filed by Larry Blaser, etal vs. Madison County

The Board met with Jill Brodersen from Homestead Homes in Wayne regarding Courthouse ADA and security improvements. Chairman McCallum reported that the county retained a consultant to prepare plans and specifications for Courthouse ADA upgrades; however, the consultant has been dismissed because he was not state certified and subsequently the bid process for the project was cancelled. He stated that if there were questions about security issues, Sheriff Vern Hjorth should be consulted. He explained that the original plans prepared by the previous consultant could be used; however, the Clerk of the District Court does not want any revisions made to the restroom in the jury room area. He explained that if the need arises, a juror in a wheelchair could use the public restrooms in the main hallway that will be ADA accessible.

Chairman McCallum stated that when the new plans for ADA upgrades and security are complete, a meeting should be held with the courthouse officials to explain what changes are planned for each office. He reported that the upgrades would include emergency lighting, automatic doors at the north and south courthouse entrances, installation of security glass at the counters in the rotunda area, and wider handicap stalls in the public restrooms.

After discussion, it was moved by Klein and seconded by Uhler to hire Jill Brodersen of Homestead Homes to provide architectural services for the Courthouse ADA and security improvements project. Roll call vote: Ayes, McCallum, Uhler, and Klein. Nays, none. Motion carried.

County Sheriff Vern Hjorth reported on a proposal for a staff programmer. He explained that Dick Day approached him two years ago and advised that he had an interest in working as a staff programmer for the county on a full-time basis. He reported that Dick Day submitted a letter to Nancy Scheer citing the benefits of working in a full-time capacity for the county. He explained that Dick Day comes to the courthouse three to four times each week to work on programming issues for the offices and each time he makes a trip to the courthouse he charges mileage plus \$40 per hour for his services. He stated that sometimes Dick Day makes several trips to the courthouse in one day and charges the county mileage for each trip. Sheriff Hjorth explained that the total costs to the county during 2009 for services rendered by Dick Day would be approximately \$46,000. He stated that the county would benefit by having Dick Day on staff all the time. In addition, he explained that the county would also benefit by having someone who could coordinate equipment purchases, especially computers and printers.

Commissioner Uhler questioned if the proposal includes the duties of purchasing agent for all equipment and supplies. Sheriff Hjorth responded that the job description could include both a computer programmer and purchasing agent. Commissioner Uhler agreed that a county purchasing agent would be beneficial because each office buys their own supplies and sometimes purchases more items than they need. Chairman McCallum stated that if the county buys in volume, the prices would be lower. Sheriff Hjorth explained that some of the current office functions could be tied together electronically with computer programs so that information is shared electronically, such as sharing distress warrant information between the Sheriff's Office and Treasurer's Office. He reported that the courthouse officials met to discuss the proposal for a staff programmer and there was no resistance from the officials in attendance; however, Marjorie Shaffer and Joe Smith did not attend the meeting.

Commissioner Klein reported that Lancaster County and the City of Lincoln share a purchasing agent and these two entities have a very good track record. Chairman McCallum stated that the county has previously discussed a purchasing agent; however, no agreement was reached. Commissioner Klein stated that the proposal sounds like the county probably won't be spending any more money by creating a staff programmer position. He questioned how Dick Day would handle current software programs that he has installed in other counties and Sheriff Hjorth responded that any software that Dick Day developed for Madison County is owned by Madison County. He further explained that if the county hires Dick Day as a county employee, any software that he developed and supports for other organizations prior to his date of hire could be negotiated.

Chairman McCallum questioned what the wages for a staff programmer would be and Sheriff Hjorth recommended that the wage not exceed amounts paid to full-time elected officials or the 2009 annual estimate of \$46,000 paid to Dick Day under his current contract. He clarified that if Dick Day would be hired as a county employee he would also be eligible for county benefits, including health insurance and retirement.

County Clerk Nancy Scheer explained that Dick Day sees computer equipment purchases in the courthouse as an issue. She explained that if an office needs a computer, the officials usually doesn't know what to buy. She stated that the county contracts with Connecting Point to service the computer equipment, so one of the things that would benefit the county would be to have Dick Day advise departments on equipment and printer purchases by putting together a list of equipment that would be compatible with existing equipment and could be serviced by Connecting Point. Sheriff Hjorth reported that when a printer quit in the Jail Office, an employee went to Office Max and purchased a new printer, so if there is a problem with it, Connecting Point couldn't service the printer.

Chairman McCallum questioned if the county would need to provide a storage area if Dick Day agreed to serve as a county purchasing agent. Sheriff Hjorth explained that the county could take annual bids for office supplies and the vendors would probably agree to deliver the products as needed by the county. County Clerk Nancy Scheer stated that if the county decides that all purchases must be made by a purchasing agent, each official must submit a list of supplies required for the entire year and then bids could be solicited. Chairman McCallum stated that some counties have a supply room where each office checks out supplies. He stated that a purchasing agent should be able to save the county some money.

County Clerk Nancy Scheer explained that the initial goal of the officials is software programming. She reported that Dick Day has five programs installed in the County Attorney's Office including Case Tracker, Bad Check, Client Tracker, Victim Assistance, and Budget Tracker. She reported that the Sheriff's Office is using Civil Process, and a Cash and Fees Accounting System. In addition, she reported that the District Court Office is using Budget Tracker, County Court is using Budget Tracker, and all the offices in the Courthouse are using the Time Tracker program. She further reported that Dick Day's future goals include installing Time Tracker in all other offices outside the courthouse, including Extension, Weed Control, and the three Road Departments and to re-write antiquated programs in both the District Court and Treasurer's Office. Chairman McCallum questioned if developing these software programs would be a full-time job and both County Sheriff Vern Hjorth and County Clerk Nancy Scheer responded that this list of future goals would take several years to accomplish. County Clerk Nancy Scheer explained that Dick Day could also assist with network issues and develop software that would allow information to be shared between offices.

Chairman McCallum questioned if a separate budget would be established and County Clerk Nancy Scheer recommended that a separate office function be established in the General Fund for the staff programmer salary and associated expenses. Office space needs were discussed and County Sheriff Vern Hjorth explained that a Drug Court office in the courthouse is used only three hours each week and the Probation Office has a new building with a separate office space for the Drug Court Coordinator and he didn't see any need for office space to be set aside in the courthouse for use only three hours per week. He stated that this office space would be adequate for a Staff Programmer. He stated that Jon Downey has saved the county thousands of dollars with his computer skills and he could have reported on many other items that would benefit the county by having a full-time staff programmer.

After discussion, the Board members requested that the County's consultant programmer, Dick Day, attend the December 8, 2009 Board meeting to discuss duties and a job description.

The following claims were audited:

		GENERAL FUND	
Payroll			110,248.21
Advantage Laser Products	Supplies		250.00
Mark Albin	Legal Services		1,202.98
Ronald Albin	Legal Services		1,081.61
American Express	Lodging		119.35
AFLAC	Insurance		558.95
Ameritas Life Insurance	Insurance, Retirement		17,742.97
AS Central Services	Data Processing Costs		32.00
John Beck	Investigative Services		164.45
Beyer Funeral Home	Transportation Costs		300.00
BI Inc.	Monitoring Services		1,588.85
Biglins Mortuary	Burial		1,821.00
BCBS	Insurance		105,959.33
Bomgaars Supply	Supplies		69.99
Bessie Bove	Prior Service		12.00
Brogan & Gray	Legal Services		999.65
Joanie Brugger	Mileage, Lodging, Meals		318.31
BTS	Phone Repair		296.50
Buck's Specialty	Uniforms		42.14
Carney Law	Legal Services		1,435.50
Central United Life Insurance	Insurance		37.20
City of Madison	Utilities		3,038.90
Colonial Life & Accident Insurance	Insurance		154.67
Complete Pest Elimination	Services		125.00
Connecting Point	Equipment		1,257.98
Constellation Energy	Gas Service		65.34
Copple, Rockey & McKeever	Legal Services		2,052.63
Credit Bureau Services	Garnish of Wages		132.05
Credit Management Services	Garnish of Wages		126.09
Creighton University Medical Center	Forensic Services		287.00

Culligan	Drinking Water Services	115.15
Darling Int'l	Repairs	5.81
DDSS	Software Services	2,315.72
Dell Marketing	Equipment	1,139.00
Don's Auto Repair	Repairs	30.59
Richard Drummond	Uniforms	157.21
Eakes	Supplies	854.63
Jan Einspahr	Legal Services	1,979.80
Elite Office	Copier Maintenance	91.54
Elkhorn Valley Economic Dev.	Annual Appropriation	100,000.00
Enviromaster	Supplies	42.00
First Concord	Flex Plan	2,198.31
Fitzgerald, Vetter & Temple	Legal Services	108.00
Floor Maintenance & Paper Supply	Supplies	54.45
Frontier	Phone Services	1,375.83
Futureware	Supplies	42.00
Gall's	Equipment, Uniforms	386.16
Goodwater Heating & Air Conditioning	Services	145.67
Vickie Green	Postage	31.15
Kayla Grone	Services	100.00
Group Link	Insurance	262.50
Hartford	Deferred Comp	175.00
Holiday Inn	Lodging	218.00
HyVee Pharmacy	Prescriptions	192.99
Jack's Uniforms	Uniforms, Supplies	622.37
John's Disposal	Garbage Services	77.00
Johnson Engineering	Services	1,260.00
Johnson, Morland, Easland & Lohrberg	Legal Services	882.00
John Johnson	Meals	5.23
Lancaster Co. Sheriff	Services Fees	19.74
Lawler Fixture	Repairs	618.44
Louderback Drug	Prescriptions	3,756.02
Kensie Lyon	Witness Fees	37.60
Madison Co. Clerk	Tax Deposit	37,373.93
Madison Co. Court	Transcripts	338.75
Madison Co. Sheriff	Supplies, Fees	660.60
Madison Co. Treasurer	Insurance Reimbursement	25.00

Madison Co. Vet. Clinic	Impound Fees	35.00
Madison Nat'l Life	Insurance	127.23
Christal McDonald	Transcripts	365.60
Microfilm Imaging	Equipment Rent	227.00
Midwest Plumbing & Heating	Repairs	2,596.14
Moyer & Moyer	Legal Services	481.25
Nebr. Child Support Payment Center	Garnish of Wages	759.69
Nebr. HHS	State Institutions Funding	1,218.00
NPPD	Utilities	503.34
Nebr. Real Property Appraiser Board	Registration	200.00
Robert Nickel	Investigative Services	500.00
Norfolk Daily News	Publication Costs	214.59
NNJS	Board of Juveniles	22,706.25
Valorie Olson	Court Reporting	150.00
Omaha World Herald	Subscription	197.60
Phillips 66	Fuel	72.48
Pierce Co. Sheriff	Service Fees	6.00
Pioneer Telephone	Phone Services	259.69
Qwest	Phone Services	271.70
RAD	Equipment	216.00
Regency Family Dental	Dental Services	167.00
Shell	Fuel	457.56
Shoppers Express	Fuel	10.00
Mike Smith	Meals, Mileage	128.05
Stratton Law	Legal Services	2,020.08
T.O. Haas Tire	Repairs	74.65
J.A. Thomsen, M.D.	Autopsy Costs	1,800.00
Tilden Citizen/Meadow Grove News	Publication Costs	35.40
United Bank	Equipment Rental	422.40
University of Nebr. Med Center	Pathology Services	150.00
U.S. Bank	Car Washes, Fuel, Lodging	133.39
Verizon Wireless	Phone Services	56.98
WalMart	Supplies	104.14
West Payment Center	Subscription, Publications	401.50
Western Office	Supplies	619.05
Western Roofing	Repairs	321.75
Zodiac Properties	Rent	7,876.67

## ROAD/BRIDGE FUND

Payroll		27,259.76
American First Aid	Supplies	43.90
AFLAC	Insurance	318.88
Ameritas Life Insurance	Insurance, Retirement	4,149.75
B's Enterprises	Signs, Culverts, Blades	1,168.75
Black Hills Energy	Gas Service	172.00
BCBS	Insurance	30,519.39
Bomgaars	Supplies	324.06
Colonial Life & Accident Insurance	Insurance	121.80
Constellation Energy	Gas Service	788.05
Fastenal	Parts	7.86
First Concord	Flex Plan	535.60
Frontier	Phone Services	232.99
Green Line Equip.	Equipment Rental	656.00
Group Link	Insurance	12.42
Heartland Fire Protection	Maintenance	70.00
Bruce Huntley	CDL	57.50
J & A Traffic Products	Services	66.20
Johnson Engineering	Engineering, Bookkeeping Services	950.00
Ken's Trailer Sales	Parts	13.60
Kenz & Leslie Distributing	Shop Supplies	362.25
Kimball Midwest	Shop Supplies	255.08
Linweld	Supplies	92.82
Loup Power	Electrical Services	95.37
M & M Farm Supply	Shop Supplies	54.40
Madison Co. Clerk	Tax Deposit	8,474.60
Madison Food Pride	Supplies	9.00
Madison Nat'l Life	Insurance	37.02
Matteo Sand & Gravel	Gravel	9,300.98
Meisinger Oil	Fuel, Supplies	11,713.03
Nebr. Harvestore	Parts	385.78
NPPD	Utilities	106.82
NMC Exchange	Repairs	2,948.53
Norfolk Auto Center	Repairs	33.29
Pioneer Telephone	Phone Services	54.88
Red Bud Hardware	Supplies	171.65

Telebeep	Supplies	20.00
Transamerica Life Insurance	Insurance	49.28
Truck Bodies & Equip. Int'l	Parts	75.08
Verizon Wireless	Phone Services	54.99

FEDERAL AID SECONDARY FUND

Johnson Engineering	Engineering Services	1,910.00
Mainelli, Wagner & Associates	Engineering Services	3,418.75

LAW ENFORCEMENT OPERATING FUND

Madison Co. Sheriff	Supplies	209.13
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DRUG COURT FUND

On-Call Employee Health	Drug Testing	128.00
Ponca Tribe of Nebr.	Incentives	36.00
Redwood Toxicology Lab	Drug Testing	39.90
Pam Wells	Supplies, Incentives	299.53

NOXIOUS WEED FUND

Payroll		1,166.58
Ameritas Life Insurance	Retirement	190.68
AS Central Finance	Phone Service	84.43
BCBS	Insurance	1,269.34
Cableone	Internet Services	49.00
Clausen Air	Repairs	29.00
Eudell Feldmann	Mileage	26.95
Gempler's	Supplies	129.95
John's Disposal	Garbage Service	26.00
August Klug	Mileage	6.60
Madison Co. Clerk	Tax Deposit	389.75

Myron Nelson	Mileage	42.90
Nebr. Child Support Payment Center	Garnish of Wages	245.70
Norfolk Daily News	Publication Costs	7.20
Earl Reeves	Mileage	16.50
Orin Rinkel	Mileage	11.00
Target Bank	Supplies	5.78

Motion was made by Klein and seconded by Uhlir to approve the claims as audited and authorize the County Clerk to issue checks for payment of said claims. Roll call vote: Ayes, McCallum, Uhlir, and Klein. Nays, none. Motion carried.

The Board adjourned at 3:03 P.M. to Tuesday, December 8, 2009 at 9:30 A.M.

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County Clerk

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Chairman