

The York County Board of Commissioners met according to law on March 9, 2010 at 9:35 a.m. as per notice in the York News Times on March 4, 2010, with Augustus M. Brown, Jr. presiding, with Steve Neujahr, Eugene Bergen, Kurt Bulgrin and Patricia Bredenkamp. Also present were Melanie Wilkinson, correspondent for the York News Times and Paul Buller.

The agenda of the meeting was posted on the bulletin board in the County Clerk's office and a copy of the agenda was made available to each Commissioner.

Brown announced that the Open Meetings Law was posted outside the door along with a copy in the back of the Board room. Proof of publication was also available.

The Board met with Elected Officials and Department heads prior to the regular meeting. No action was taken.

Moved by Bergen, seconded by Bulgrin to approve the minutes for February 23, 2010 Board of Commissioners meeting as presented; roll call: yeas, Bergen, Bulgrin, Bredenkamp, Neujahr, and Brown; nays, none; motion carried.

Moved by Neujahr, seconded by Bredenkamp to adopt the agenda for the Board of Commissioners for Tuesday, March 9, 2010 as presented; roll call: yeas, Neujahr, Bredenkamp, Bergen, Bulgrin, and Brown; nays, none; motion carried.

The Board reviewed a General Assistance claim:

Moved by Bredenkamp, seconded by Bulgrin to approve General Assistance Case #10-11 for rent payable to Gary Groteluschen (landlord) in the amount of \$290.00; roll call: yeas, Bredenkamp, Bulgrin, Bergen, Neujahr and Brown; nays, none; motion carried.

The Board reviewed the payroll and vendor claims.

Moved by Bredenkamp, seconded by Neujahr to approve payroll in the amount of \$111,937.51 and vendor claims along with the claim for the Snow Blower in the amount of \$132,000.00 payable out of the Inheritance Tax Fund as presented; roll call: yeas, Bredenkamp, Neujahr, Bergen, Bulgrin, and Brown; nays, none; motion carried.

<u>Fund</u>	<u>Name</u>	<u>Description</u>	<u>Total</u>
Rd	Ace Machine Shop and Sales Inc.	Repair Parts	1,401.44
Rd	Applied Controls	Repair Parts	265.20
Visitors Prom	Avery Outdoor	Billboard Rental	240.00
Gen	Bob Barker Company, Inc.	Equipment	529.98
Gen	Beaver Bearing Co. of York, LLC	Building Maintenance	24.16
Gen, Rd	Black Hills Energy	Heating Fuels	1,374.09
Aging	Lori Byers	Mileage	59.50
Rd	Car Parts Inc.	Repair Parts	389.07
Weed	Central Community College	Registration	105.00
Gen	Charlie's U Save Pharmacy	Medical-Prisoners	26.99
Ambulance	City of Henderson	Budget 2009-2010	5,000.00
Gen	Civil Clinical Law Program	Attorney Fees	16.00
Rd	Constellation NewEnergy Gas Div	Heating Fuels	1,553.73
Gen	Teresa Contatore	Mileage	9.08
Rd	Continental Research Corp	Janitorial Supplies	318.48
Rd	Cross-Dillon Tire	Tire Repair	4,846.00
Gen	County Veterans Serv Officer Assoc.	Registration	135.00
Gen	Dell Marketing L.P.	Office Supplies	104.99
Gen	Candace Bottorf Dick	Attorney Fees	52.50
Aging	Karen Doran	Mileage	31.35
Gen	Douglas County Court	Court Costs	2.75
Gen	Douglas County Treasurer	Coroner/Autopsy Costs	250.00
Gen, Visitors Prom	Eakes Office Plus	Office Supplies	593.37
Gen	Electronic Systems, Inc.	Building Maintenance	625.25
Visitors Prom	Fairway Outdoor Advertising, LLC	Billboard Rental	435.00
Rd	Farm Plan	Repair Parts	339.65
Gen	Fillman Law Offices	Attorney Fees	690.00
Rd	Filter Care	Repair Parts	60.10
Gen	First Concord Benefits Group, LLC	Insurance	258.00
Rd	Bradley Friedli	Reimbursement	28.75
Rd	Brady Friesen	Reimbursement	50.00
Gen	Josh Gillespie	Reimbursement	30.00
Gen, Aging	Grand Central Foods	Board of Prisoners	2,759.59
Aging	Carolyn Hambleton	Mileage	26.75
Gen	Brenda J Heinz	Court Costs	20.00
Gen	Steve Heinz	Court Costs	20.00
Rd	Henderson Hardware	Repair Parts	24.76
Gen	Herpolsheimers, Inc.	Vehicle Maintenance	139.37
Aging	Vanee Holtmeier	Mileage	10.45
Gen	Hometown Leasing	Equipment Rental	766.24
Gen	Laura Howard	Court Costs	20.00

Rd	Husker Steel	Repair Parts	235.25
Gen	Hy-Tec Auto Service	Vehicle Maintenance	77.06
Gen	UNL IS Communications Center	Internet	12.95
Gen	Jack's Uniforms & Equipment	Uniform Allowance	346.83
Gen	Jackson Services Inc.	Building Maintenance	85.00
Gen	Jensen Lumber Company	Supplies	21.13
Gen	Judy's Sewing Studio	Uniform Allowance	14.00
Rd	Kimball Midwest	Repair Parts	552.13
Gen	David Kimble	Attorney Fees	112.50
Rd	Kirkham Michael Engineers	Engineering	933.80
Gen	Kopchos Sanitation, Inc.	Garbage	140.00
Visitors Prom	The Lamar Companies	Billboard Rental	460.00
Gen	Lancaster County Sheriff	Court Costs	29.12
Gen	LaRue Distributing, Inc.	Supplies	35.98
Rd	Lawson Products, Inc.	Shop Supplies	38.74
Rd	Mac Tools Distributor	Shop Tools	79.86
Aging	Mainstay Technologies LLC	Internet	39.95
Gen	Malouf & Associates	Janitorial Supplies	792.04
Rd	Medical Enterprises, Inc.	Safety Equipment	59.80
Rd	Menards	Shop Tools	85.87
Aging	Jerri A Merklinger	Mileage	46.88
Gen	Microfilm Imaging Systems, Inc.	Data Proc Equip	256.75
Gen	Mid-American Research Chemical	Janitorial Supplies	432.07
Gen, Data Proc	MIPS, Inc.	Data Proc Costs	522.63
Gen	Mogul's Transmission, Inc.	Vehicle Maintenance	601.86
Gen	Momar, Inc.	Supplies	118.36
Gen	Naber's Repair Service	Building Maintenance	30.00
Gen	Ne Assoc. of County Officials	Registration	500.00
Visitors Prom	Ne Life	Publication	225.00
Gen, Rd	Ne Public Power District	Electricity	2,880.09
Rd	Ne Truck & Equipment Co., Inc.	Repair Parts	85.50
Weed	Ne Weed Control	Dues	125.00
Rd	Ne-Iowa Industrial Fasteners Corp	Shop Supplies	86.70
Rd	Nebraskaland Glass	Repair Labor	85.00
Gen	Steve Neujahr	Mileage	70.00
Rd	NMC Exchange LLC	Grader Blades	1,343.56
Aging	Anita Norquest	Mileage	19.75
Gen	North Office Supply	Office Supplies	717.64
Gen	O'Keefe Elevator Company, Inc.	Maintenance Agreement	354.53
Gen	OMB Express Police Supply	Safety Equipment	258.79
Rd	Orscheln Farm and Home	Shop Supplies	30.28
Gen, Rd	Pamida Stores Operation Co LLC	Medical-Prisoners	262.22
Gen, Rd			
Visitors Prom	Perennial Public Power District	Electricity	640.52
Stop	PF Distribution Center, Inc.	Equipment	1,723.75
Rd	Power Plan	Equipment Rental	8,389.92
Rd	Precision Industries	Shop Tools	66.94
Rd	Rasmussen Auto Parts	Shop Supplies	18.99
Gen	Rasmussen Mechanical Services, Inc.	Maintenance Agreement	2,050.00
State Inst.	Region V Systems	EPC Billing	880.00
Rd	Safety-Kleen Systems	Equipment Rental	372.99
Visitors Prom	Bob Sautter	Mileage	59.50
Gen	Secretary of State, Rules & Regs	Court Costs	20.00
Emer Mgmt	Seward County Courthouse	Office Expenditures	3,299.28
Gen	Seward County Sheriff	Court Costs	18.50
Rd	Snap-On Tools	Shop Tools	59.65
Comm Dev	Southeast Nebraska Development Dist	Administrative Payment	1,779.93
Visitors Prom	St. Joseph's Athletic Club	Publication	90.00
Rd	Ryan Stastny	Reimbursement	50.00
Gen	State of Ne Das Central Finance	Data Proc Equip	448.00
Gen	Bruce Stephens	Attorney Fees	1,575.00
Gen	Svehla Law Offices	Attorney Fees	412.50
Rd	Thermo King Christensen	Repair Parts	303.70
Sheriff	Time Warner Cable	Subscription	70.02
Rd	Titan Machinery	Repair Parts	515.61
Rd	Toofast Supply	Shop Tools	376.70
Gen, Rd	True Value/Coast to Coast	Building Maintenance	410.54
Visitors Prom	USA Outdoor II, LLC	Billboard Rental	360.00
Rd	Van Housen Excavation, LLC	Equipment Rental	4,950.00
Gen	Heath Vaught	Court Costs	20.00

Gen, Rd	Verizon Wireless Services LLC	Telephone Service	262.47
Rd	Village of Bradshaw	Electricity	25.13
Gen	Wal-Mart Stores, Inc.	Office Equipment	798.00
Visitors Prom	Web Tech Solutions	Website Maintenance	15.00
Gen	Eric Williams	Attorney Fees	4,140.00
Gen, 911	Windstream Communications	Telephone Service	1,540.35
Rd	Winter Equipment Company, Inc.	Repair Parts	757.29
Visitors Prom	York Area Chamber of Commerce	Meals	11.00
Gen	York County Court	Court Costs	429.00
Visitors Prom	York County Development Corp	Office Expenditures	5,078.99
Gen	York County District Court	Court Costs	834.00
Emer Mgmt	York County Register of Deeds	Supplies	21.00
Gen	York County Sheriff	Reimbursement	990.32
Gen, Drug Test	York General Hospital	Drug & Alcohol Tests	156.50
Gen, Rd,			
Visitors Prom	York News-Times	Publication	3,332.09
Gen			
Visitors Imprv	York Printing Company, LLC	Office Supplies	3,621.46
Visitors Prom	York Promotional Products	Special Projects	3,238.80
Gen, Visitors Prom	York Wholesale Company	Board of Prisoners	2,508.79
Murphy Tractor, snow blower-Inheritance Tax Fund			\$132,000.00

There were no Interfund transfers to be brought before the Board.

Committee reports were given.

Sheriff Radcliff advised the Board that he had three (3) vehicles which he would like declared surplus property and requested that they allow them to be put on an auction which will be held here in York on March 17, 2010. Following are the vehicles: 2003 Chevrolet Impala #2G1WF55KX39413787; 2005 Ford LTD #2FAFP71W55X135359 and a 2006 Ford LTD #2FAFP71W36X133921.

Moved by Bulgrin, seconded by Bergen to declare the three vehicles of the Sheriff's Department as surplus property as outlined by the County Sheriff; roll call: yeas, Bulgrin, Bergen, Bredenkamp, Neujahr and Brown; nays, none; motion carried.

Julie Johnson, Juvenile Diversion Coordinator came before the Board to request permission to apply for a Region V mini grant which will be used to provide Love and Logic parenting classes and other services geared toward leadership and healthy choices for York County youth. A youth advisory board would be organized. This grant is in the amount of \$1,021.00.

Moved by Bergen, seconded by Bulgrin to approve the application for the Region V Systems Prevention Mini-Grant; roll call: yeas, Bergen, Bulgrin, Neujahr, Bredenkamp and Brown; nays, none; motion carried.

York County Development Corporation submitted a Resolution which was in support of the Nebraska Economic Development Certified Community Program for the City of York. They are asking the Board to adopt this resolution.

Moved by Bulgrin, seconded by Neujahr to adopt Resolution #10-10 to make an application for the Economic Development Certified City designation; roll call: yeas, Bulgrin, Neujahr, Bergen, Bredenkamp and Brown; nays, none; motion carried.

RESOLUTION #10-10

WHEREAS, The York County government must provide leadership and coordination for economic development efforts; and

WHEREAS, economic development needs can best be solved through a cooperative effort between local, county, regional and state economic development organizations and entities; and

WHEREAS, there is a need to recognize and promote our community's organizational readiness, infrastructure investment, ability to respond to business needs, and

WHEREAS, the Economic Development Certified Community Program, administered by the Nebraska Department of Economic Development, has been reviewed and found to be a program promoting our community's economic development preparedness;

THEREFORE, the County Commissioners of York County herewith pledge their full support, endorsement, and cooperation for participation in Nebraska's Economic Development Certified Community Program by the City of York, Nebraska.

Approved this 9th day of March, 2010.

The job description for the courthouse Part-time Janitor was revised and then reviewed by the Board. The changes made were regarding the Physical Capacity report. Also, frequency of scheduled tasks were revised.

Moved by Bulgrin, seconded by Bergen to approve the job description for the Part-time Custodian; roll call: yeas, Bulgrin, Bergen, Neujahr, Bredenkamp and Brown; nays, none; motion carried.

JOB DESCRIPTION

YORK COUNTY COURTHOUSE

510 Lincoln Avenue
York, Nebraska 68467

Date: AUGUST 20, 2002
Amended February 22, 2010

JOB TITLE:

Custodian - PT

DEPARTMENT:

York County Courthouse

JOB DESCRIPTION SUMMARY/PURPOSE:

Under general supervision of the FT Maintenance Custodian; responsible for the cleanliness and upkeep of the County Courthouse. Condition of employment requires passing a drug and Level 2 Physical Capacity Test.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to:

Provide the daily cleaning of the building.

Monitor building on a routine basis and alert necessary people if malfunctions or damages are found.

Responsible for the general security of the building by locking all outside entry doors. Responsible for all maintenance duties when head custodian is absent. Responsible for any other duties that any be assigned. Complying with rules of the Employee Handbook.

SPECIFIC DUTIES:

These duties are listed and will be subject to change from time to time as building and grounds requirements change.

DAILY

- Lock two front doors and turn off hallway lights at night.
- Empty trash containers in all restrooms
- Clean all restrooms in the following manner: Clean and disinfect sinks, soap dispensers, urinals, wall behind the urinals and toilets (including base and floor around base of toilets); wash mirrors; check and fill as needed toilet paper, soap, towels; remove any smudges from toilet stalls and paper towel dispensers.
- Clean drinking faucets.
- Check for burned out lights and report any serious problems.
- Empty trash containers in offices and wash out when necessary (Exception is wastebaskets in County Treasurer's Office.)
- Place any papers found on floor on desk. They may have fallen accidentally and are not meant to be thrown out.
- Empty paper shredding machines.
- Wash entry door glass. Check all other windows for smudges and clean as necessary, including Sheriff's Department.
- Secure all office doors upon entering &/or leaving including mail room.
- Check entry doors and make sure they are locked before going home.
- Dry mop hard surface floors (Wet mop spots)
- Pick up trash and clean sink in County Treasurer's vault room.
- Clean coffee break room work area-restrooms-pick up trash.
- Check custodial bulletin board for any special building needs for that day.
- Clean cigarette butts out of receptacles outside of courthouse.
- Take care of outside flag.

TWICE PER WEEK

- Vacuum office floor carpet alternating so that all rooms are done 2 times per week.
- Clean stainless steel and carpet in elevator (more frequently if necessary)
- Damp mop hard surface floors.

ONCE PER WEEK

- Dust, polish and vacuum commissioner's room each Monday.
- High dust horizontal surfaces.
- Low dust horizontal surfaces.
- Spot clean walls and partition glass (two weeks)
- Clean Sheriff Interview room and work with Sheriff's Department on cleaning.

EVERY OTHER WEEK

- Dust and polish all furniture in Library, court rooms, jury rooms, conference rooms, hallways, and main lobby; window sills, baseboards, window casings (Venetian blinds as needed or time allowed.)
- Clean and sanitize telephones including pay phones.

FOUR TIMES PER YEAR

- Wash windows on outside of building (first floor)

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Six months to one year related experience and/or training; or equivalent combination.

KNOWLEDGE OF:

Custodial functions necessary to maintaining a commercial building and program.

SKILLS & ABILITIES:

Ability to follow oral and written instruction, communicate orally and in writing; write legibly, ability to apply mathematical operations such as addition, subtraction, for use in calculating unit of weight, measurement, volume and distance. Ability to apply common sense understanding to deal with problems involving a few concrete variables in standardized situations.

Able to lift, carry, push and pull equipment and supplies weighing up to 75 lbs. in a safe and rapid manner and set up and climb free standing ladders.

Ability to tolerate a work environment which includes contact with dust, dirt, and cleaning solvents.

Ability to work independently on custodial assignments with some general guidance and direction covering general aspects of work effort in order to successfully complete the purpose of the position.

Able to work flexible hours whenever building activities or emergencies require attention.

Capable, whenever conditions arise, of providing part-time supervision of others in the same occupation performing the same work.

PHYSICAL:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus when performing the essential duties of this job. The noise level in the work environment is usually moderate to high.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, marital status, national origin or disability.

David Lynn representative of Sequoia Consulting Group introduced himself and informed the Board of the service his company provides. They are an indirect cost plan service whereby the County recoups monies from the state and federal government for services provided by the county through child support enforcement. The Board thanked him for the information.

Bob Sautter, representative of the York County Visitors Bureau came before the Board to request the reappointment of Karen Clarence to the committee for another four (4) year term.

Moved by Bredenkamp, seconded by Bulgrin to adopt Resolution #10-11 reappointing Karen Clarence as a member of the Visitors Bureau for a four (4) year term; roll call: yeas, Bredenkamp, Bulgrin, Bergen, Neujahr and Brown; nays, none; motion carried.

RESOLUTION #10-11

WHEREAS, the term of Karen Clarence, Member of the York County Visitors Committee expired on January 31, 2010, and

WHEREAS, the York County Board of Commissioners is aware that Karen Clarence is willing to serve another term, and further that the Board of Commissioners feels that it would be appropriate to reappoint said Karen Clarence to serve another term.

NOW, THEREFORE BE IT RESOLVED, that Karen Clarence is hereby reappointed to the York County Visitors Committee to serve an additional term of four years commencing on January 31, 2010

Dated this 9th day of March, 2010.

The Board discussed the condition of the York County roads. Numerous citizens of the county were present along with Highway Superintendent Don Robb. The following persons spoke with the Board: Verdell Erks, Virginia Fay, Curt Larka, Ken Janzen, Brian Gray, Ed Schall, Paul Buller, Steve Goosen, Stan Boehr, Leo Epp, Natalie Schlegelmilch, Roger Klone, Todd Hellerich, Ron Janzen, Greg Boehr and Pete Walbrecht. Concerns mentioned by the public were: the road closures and what they meant as far as availability to those living on them along with insurance coverage when traveling on those closed roads; hiring of contractors to perform snow removal; reestablishing a crown in the roads; additional gravel on roads; perception of the public when graders are returning to the shops at closing time (deadheading) ; the snow which was left on the roads and melted onto the roads causing adverse conditions; schooling for maintainer operators; concerns regarding travel to emergencies by fire and medical personnel and also the issue of medical staff getting from their homes to work at hospitals and medical clinics.

The Board thanked the public for their input. The York News Times will aid by publishing which roads in the county are closed.

Clerk of the District Court, Sharilyn Ramsey submitted her February 2010 fee report in the amount of \$2,314.83. Cynthia D. Heine, County Clerk submitted her February 2010 fee report in the amount of \$11,520.93. Dale Radcliff, County Sheriff submitted his December 2009 and January 2010 fee reports in the amounts of \$2,705.88 and \$3,406.60. The reports were reviewed and placed on file.

The Chairman declared the meeting adjourned at 12:22 p.m. The next meeting will be March 23, 2010 at 8:30 a.m. with Elected Officials/Department Heads; 9:20 a.m. with the General Assistance Administrator and 9:35 a.m. in the County Commissioners Room, lower level of the Courthouse for the regularly scheduled meeting.

Augustus M. Brown Jr. Chairman
York County Commissioners

Cynthia D. Heine, County Clerk
York, Nebraska