

February 8<sup>th</sup>, 2022  
Antelope County Board of Commissioners  
Neligh, Nebraska

The Antelope County Board of Commissioners convened in regular session on Tuesday, February 8<sup>th</sup>, 2022 at 8:00 AM in the County Commissioner's Room, Antelope County Courthouse Annex, Neligh, Nebraska. Meeting was called to order by Board Vice-Chairman Regina Krebs with the following board members in attendance: Jacob, Pedersen, and Krebs. Smith and Henery absent. Vice-Chairman stated that the open meeting laws are posted on the east wall of the Commissioner's Meeting Room with more copies available at the County Clerk's Office.

Notice of the meeting was given in advance thereof by publication in the three (3) county newspapers, legal newspapers printed and in general circulation in Antelope County, Nebraska as shown by proof of publication filed in the County Clerk's office. Agenda for said meeting was sent to all members of the County Board of Commissioners. Meeting was also available by ZOOM.

Pledge of Allegiance was recited.

**Agenda:** Motion by Commissioner Jacob seconded by Commissioner Pedersen to approve agenda as presented. Voting aye: Jacob, Pedersen, and Krebs. Smith and Henery absent. Nays none. Motion carried.

**Board of Commissioner Minutes, January 4<sup>th</sup>, 2022.** Motion by Commissioner Pedersen seconded by Commissioner Jacob to approve minutes as presented. Voting aye: Jacob, Pedersen, and Krebs. Smith and Henery absent. Nays none. Motion carried.

**Board of Commissioner Minutes, February 1<sup>st</sup>, 2022.** Motion by Commissioner Jacob, seconded by Commissioner Pedersen to approve minutes as presented. Voting aye: Jacob, Pedersen, and Krebs. Smith and Henery absent. Nays none. Motion carried.

**Review of Payroll Claims.**

**Review of Vendor Claims.**

Chairman Henery attends at 8:45 AM.

**Payroll Claims:** Motion by Commissioner Jacob seconded by Commissioner Krebs to approve **payroll claims** as presented. Voting aye: Jacob, Pedersen, and Krebs. Henery abstains-he did not review. Nays none. Smith absent. Motion carried.

**Pledge Collateral** is at \$1,525,000.00, and \$250,000.00 FDIC insured.

**Vendor Claims:** Motion by Commissioner Jacob, seconded by Commissioner Pedersen to **approve and pay vendor claims**. Voting aye: Jacob, Pedersen, Krebs and Henery. Nays none. Smith absent. Motion carried.

**General:** AMERICA FAMILY LIFE ASSURANCE COMPANY supplemental insurance 850.00; AMERITAS LIFE INSURANCE CORPORATION retirement 15,853.47; ANTELOPE COUNTY COURT county court fees 88.00; APPEARA micro swipes, linen, dust mop frame, dust mop 24", dust mop 20" 31.78; APPLIED CONNECTIVE TECHNOLOGIES email, Microsoft, monthly services, data processing equipment 2,376.88; LUANN BARTOS extension board mileage 47.46; BLACK HILLS ENERGY heating fuel 1,014.78; BLUE CROSS/BLUE SHIELD OF NEBRASKA, major medical insurance 57,154.05; BLUE360 MEDIA criminal & traffic law manual 174.59; BOMGAARS ice melt, metal spray nozzles, batteries, laundry totes, water treatment, duct tape, weatherstrip, bulb, super glue, filter, flapper 285.42; DEBORAH BRANSTITER reimbursement for postage 84.88; BUTCH'S BODY SHOP tow for abandoned motor home 46.50; CARHART LUMBER air filters 54.96; CARNEY LAW court appointed attorney 6,448.24; CASEYS fuel 200.89; CITY OF NELIGH electricity, garbage, sewer, water 5,264.71; CLEARFLY COMMUNICATION telephone service 153.40; CLERK OF THE DISTRICT COURT filing fees 164.00; COLDTYPE PUBLISHING yearly subscription, notice of meetings, invite to bid ad, special meetings notice, public hearing notices, proceeding notices 613.60; JUDITH COLE prior service 10.00; COLONIAL LIFE/ACCIDENT INSURANCE supplemental insurance 100.88; THE CORNHUSKER HOTEL (zoning) wind & solar conference 226.00; CREDIT BUREAU SERVICES INC garnishment 20.29; CUBBYS fuel 72.06; DAS STATE ACCOUNTING teletype network service charge, data processing 562.68; DOERR & KLEIN court appointed attorney fees 8,611.97; EAKES OFFICE SOLUTIONS desk calendar, 3 column locker system 811.60; JAMES EGLEY attendance at mental health hearing 50.00; ELGIN ONE STOP fuel 374.40; ELGIN REVIEW public notices, legals, display ad, notice liquor license renewal Mr. s's, grove lake bait shop, Plainview country club, Summerland golf club, notice of election, help wanted weed authority board member, proceedings of January 4 & 11, BOE proceedings, invite to bid ashfalls north, public hearing recessed, notice of meetings for February 425.14; ELITE OFFICE PRODUCTS folders, tape, lead refill, pens, post it flags, parchment paper, wall calendar, binders, copier contracts, maintenance agreement 775.50; FARMER'S PRIDE diesel for generator 576.24; FEDERAL WITHHOLDING payroll federal tax 9,999.75; KATHY FEUSSE extension board member mileage 56.60; FIRST CONCORD BENEFITS cafeteria/125 plan 1,020.82; FLOOR MAINTENANCE germicidal bowl cleaner, damp mop, liners, bath tissue, wet mop 229.42; GREAT PLAINS COMMUNICATION phone, internet 489.91; LINDA GROSSERODE registration for Nebraska association of county extension board annual meeting, extension board member mileage 90.32; DARRELL HAMILTON prior service 11.00; HI-WAY MART fuel 128.50; JONNY DODGE sheriff vehicle repair 107.70; JULIE KRAUSE extension board member mileage 107.54; BOB KRUTZ planning commission meeting mileage 98.28; LIBERTY NATIONAL supplemental insurance 112.22; MADISON NATIONAL LIFE life and disability insurance 95.15; MICROFILM IMAGING SYSTEMS scanning equipment rental 122.00; MID-STATES ORGANIZED CRIME INFORMATION CENTER annual membership 100.00; DAVID MILLER planning commission meeting mileage 35.10; DUANE MILLER prior service 12.00; MIPS Treasurer's package, payroll, time and attendance, claims, budget, register of deeds, Nebraska deeds online 3,088.24; ANGELA MORTENSEN reimbursement zoom account 149.90; MR S'S fuel 237.91; NACO PLANNING/ZONING ASSOCIATION annual dues 40.00; NEBRASKA ASSOCIATION OF COUNTY TREASURERS nada title & registration textbook 230.00; NEBRASKA DEPARTMENT OF REVENUE payroll state tax 4,704.07; NEBRASKA EMERGENCY SERVICES COMMUNICATIONS ASSOCIATION annual membership 15.00; NEBRASKA HEALTH & HUMAN SERVICES financial responsibility 186.00; NIELSEN INSURANCE k carr notary bond 40.00; VSP-NACO VISION employee supplemental vision insurance 495.91; OFFICE DEPOT paper, yellow ink, clips 112.72; VALORIE OLSON attendance at mental health hearing 50.00; LISA PAYNE re-imburement for batteries, locks, fuel 252.85; PHYLLIS PERDEW planning commission meeting mileage 35.10; PINNACLE BANK ACH annual fee, adobe acrobat, date stamp, desk drawer organizer, dymo labels 725.23; PITZER DIGITAL equalization meeting notice, commissioners jan meeting notice, liquor license summerland golf course, mr.s liquor license, Plainview country club liquor license, liquor license Grove Lake bait shop, legal notice Treasurer's report 381.52; QUILL CORPORATION cartridge, binding, stamps 170.84; KURT RAKOW planning commission meeting mileage 35.10; JANICE RIDDER prior service 10.00; CAROLINE SIEMS prior service 25.00; WEX BANK fuel 107.48; SIRCHIE AQUISITION COMPANY, LLC evidence bag, integrity bags 131.24; SOCIAL SECURITY payroll taxes 21,399.62; BRITTANY SPIEKER mileage, registration for Nebraska association of county extension board annual meeting 61.12; STEALTH BROADBAND telephone/internet 1,143.42; RYAN STOVER attendance at mental health hearing 75.00; DANIEL STURGIS attendance at mental health hearing 50.00; DARREL TIMM extension board mileage 55.30; UNIVERSITY OF NEBRAKA-LINCOLN Verizon wireless data 45.02; US CELLULAR cell phones 632.35; WASHINGTON NATIONAL INSURANCE COMPANY employee supplemental insurance 349.12; BONITA WELKE prior service 22.00; DESIRAE WIENEKE reimbursement notary application fee and notary bond payment 70.00; GREG WORTMAN planning commission meeting mileage 105.30; 319 GRAPHICS/T'S uniform shirts 172.48; UNIVERSITY OF NEBRASKA-LINCOLN laptop 1,597.67;

**Road/Bridge:** AG HEATERS- AG & INDUSTRIAL EQUIPMENT filter 130.00; AKRS sod buster, grader hoses, oil line, o-ring, fitting, chain links, roller chain, bulk hose, hose fitting, pioneer o-ring, hyd fitting, bulk hose, hose fitting, elbow fitting, wheel bolt, cap, bearing couplers, bearing cone, seal, weld hub, sprocket, bolt hub, freight, washer, sealing washer, filter element, strainer, latch, striker, fuel filters, oil filter, air filter 1,754.27; AMERICAN FAMILY LIFE ASSURANCE COMPANY supplemental insurance 235.76; AMERITAS LIFE INURANCE CORPORATION retirement 10,775.64; ANTELOPE MEMORIAL HOSPITAL hand spec for trans, drug test 270.00; BECKMAN LUMBER treated posts, tubing, brackets, anchors 168.72; BLACK HILLS ENERGY heating fuel 1,262.16; BLACKBURN MANUFACTURING line markers 4,394.87; BLUE CROSS BLUE SHIELD OF NEBRASKA, major medical insurance 35,344.95; AARON BOGGS reimbursement inner hub seal water trailer 79.71; BOMGAARS inkzall marker, grease fitting, flashlight, wrench, adapter, socket, connectors, sockets, battery, wd-40, pumice stick, cener punch, toilet bowl cleaner, tool box, air hose, fuel filter, offset link, couplers, filter, gloves, spray paint, windshield de-icer, anchor shackle, dish soap, bathroom tissue, replacement handle, trash cans, grab hook, air hose, combination wrenches, grab hooks, inkzall marker, snowbrushes, key blank, spray paint, transport chain, grab hook, drill bit, roller kit, pliers, diagonal pliers, grab hook, receptacle wall plat, bulk bolts, chain, bolt snap, hinges, cup hook, safety hasps, paint tray liners, vinyl tubing, bathroom tissue, floor dry, shop towels, oil, oil filter, hand cleaner, combination wrench, adjustable wrench, air freshener, odor eliminator, oil, pipe coupling, ball valve, fire extinguisher, tool box, ratchet strap, toilet seat, 2000 flushes, drum liners, steel handle, push broom, shop towels, flush valve flapper, flush lever, extension cord, angle power plug, step ladder, sun shade, smv emblem, wire nuts 1,349.48; CARHART LUMBER outlet duplex, switch, 2-outlet cover, staples, flapper, connectors, emt conduit, shop towels, faucet, handy pack, wire connectors, 1x4 lumber, deck screws, hasp safety satbr, hasp safety zn, hinges 285.24; CARQUEST OF NELIGH 12v commercial battery, battery hardware, hose clamp, wiper blade, battery- silver, wheel bearing, bearing race, oil seal, bearing packer, oil seals, spreader set, oil seals, lift support, 55 gallon def, brake fluid-dot 3, thread cutting oil, disc brake caliper, brake pads, disc brake caliper, oil, oil filter, air filter, cfi, battery, coupler kit, light bulb socket, starter, spark plug, ultrastat 195, water outlet gasket, oil, brake fluid-dot 3, brake pads, brake calipers unloaded, brake hoses, blower motor resistor 1,733.85; CITY OF NELIGH garbage 72.00; CITY OF TILDEN garbage, sewer, water 74.64; COLONIAL LIFE/ACCIDENT INSURANCE employee supplemental insurance 108.16; CONSTELLATION heating fuel 795.33; CORNHUSKER INTERNATIONAL TRUCK 3 fleetrite batteries 269.85; CREDIT BUREAU SERVICES garnishment 376.52; CREDIT MANAGEMENT SERVICES garnishment 394.73; CUBBYS donuts, fuel 695.75; DINKEL IMPLEMENT silencer bands for rake 179.85; DUSTYS fuel 74.01; ELGIN ONE STOP hasp brass, hasp swivel staple, extension cord, oil, light bulbs 33.95; ELKHORN RURAL PUBLIC POWER DISTRICT electricity, led rental 348.70; EMME SAND & GRAVEL road gravel 4,432.99; FARMER'S PRIDE grease tubes, propane, field master diesel 9,046.09; FEDERAL WITHHOLDING TAX payroll tax 7,272.47; RANDY FINCH reimbursement commercial driver's license 63.50; FIRST CONCORD BENEFITS cafeteria/125 plan 470.83; FRONTIER COMMUNICATIONS telephone/internet 258.82; G WORKS annual subscription 3,500.00; GRAHAM TIRE tires 610.44; GREAT PLAINS COMMUNICATIONS telephone 531.06; CREDIT MANAGEMENT SERVICES garnishment 370.64; ISLAND SUPPLY WELDING COMPANY oxygen, acetylene 228.16; JEO CONSULTING GROUP preliminary design 6,600.00; JONNY DODGE lube, oil, filter, 16point inspection, dot inspection, brake shoes, dot inspection, torque arm, bolt, washer, nut 1,469.22; KAYTON INTERNATIONAL fuel filter water separator, ½" inline fuel filter, outer air filter, 20 disc blades 1,255.00; LAWSON PRODUCTS safety glasses, ¼" push button air coupler, ¼" air nipple, wrecking bar, metal index regency kit, torque hex nuts, heat sealbutt connectors, 5/16" hair pin cotter steel, nylon cable ties, 9/16" hair pin cotter steel, lens cleaner towelettes, clear lens safety glasses, moly coat dry film lubricant, funnel, plow bolt, 5/8" hex nut 531.08; LAZY T TIRE & IMPLEMENT labor on dolmar chainsaw 70.43; LIBERTY NATIONAL supplemental insurance 260.76; LICHTENBERG TIRE SERVICE service call, shop supplies, flat repair, o-ring, flat repair, shop supplies 184.14; MADISON NATIONAL LIFE life & long term disability supplemental insurance 84.10; MIDWEST SERVICE & SALES square edge flat standard carbon 971.60; MR. S'S fuel 903.04; MURPHY TRACTOR & EQUIPMENT labor, hydraulic cylinder kits, fluid, freight, seal kit, labor, service accessories, floodlamp 2,426.78; N&B GAS COMPANY propane 1,000.92; NEBRASKA DEPARTMENT OF REVENUE state payroll tax 3,280.98; NEBRASKA PUBLIC POWER DISTRICT electricity 321.15; NELIGH AUTO & MACHINE INC antifreeze, o-ring seal pick, power service diesel, air filter, oil filter, relay, adapter, socket 242.51; NEBRASKA INTERGOVERNMENTAL RISK MANAGEMENT ASSOCIATION cpr manuals 459.00; VSP-NACO VISION, employee eye insurance 316.61; NORTH CENTRAL PUBLIC POWER DISTRICT, electricity 233.09; NORTHEAST NEBRASKA TELEPHONE COMPANY, telephone and internet 76.70; QUALITY IRON & METAL 18 gauge sheet, oxygen, metal for rake, acetylene regulator 557.50; RAZOR TRACKING monthly fleet service 925.00; RDO TRUCK CENTER dot inspection, clutch cable, air cylinder, freight, labor, switch disconnect, seal-a-splic, battery lus, battery cable, lug, labor, seal, nut, kit, labor, v-ribbed belts, labor 7,311.76; REINKE'S FARM & CITY SERVICE coil 147.82; ROAD BUILDERS MACHINERY & SUPPLY CO mileage, hose fitting, elbow fitting, bulk hose, hose, gasket, washer, gasket, labor 2,397.78; ROSE EQUIPMENT INC light, freight 456.04; ROYAL ONE STOP fuel 143.00; SAPP BROTHER PETROLEUM diesel exhaust fluid 9.35; SARGENT IRRIGATION thread 5" each end, labor 75.00; WEX BANK fuel 708.81; SOCIAL SECURITY payroll taxes 15,249.92; STEALTH BROADBAND telephone/internet 95.36; SWITZER WELDING repair flatbed labor, 3" channel, tube 1,518.00; TRUCK CENTER OF NORFOLK passenger lower mirror 121.64; VERIZON cellular telephone 190.23; VILLAGE OF BRUNSWICK water, sewer, trash 53.50; VILLAGE OF CLEARWATER electricity 66.50; VILLAGE OF ORCHARD water, sewer, trash 53.30; WASHINGTON NATIONAL INSURANCE COMPANY, employee supplemental insurance 277.90; **County Visitor Promotion Fund:** NELIGH CHAMBER OF COMMERCE antelope county ag & home expo 350.00; OAKDALE Q150 Oakdale Q150 350.00; **County Visitor Improvement Fund:** NELIGH CHAMBER OF COMMERCE courthouse Christmas light displays 1,750.00;

**Register of Deeds:** MIPS data processing fees, 334.80;

**Law Enforcement Center:** BOB BARKER COMPANY oral pain relief, paper cups 112.50; CASH-WA DISTR shelving, salad dressing, powered sugar, saltines, soft serve, margarine, potatoes, juice, tater tots, pork rib patty, broccoli, hamburger buns, flour, granulated sugar, ham, cheese, chicken breast patty, bbq sauce, gravy mix, pasta, fries, spudster potatoes 2,602.72; CULLIGAN water bottles 90.75; APRIL CURTISS eggs 60.00; FAITH REGIONAL HEALTH SVCS inmate medical expense 270.00; GT DISTRIBUTORS Blackhawk sling, springfield pmag, night sight set 3,331.80; HILAND DAIRY milk 471.91; NEBRASKA BEAN pinto beans 24.00; NELIGH FAMILY DENTISTRY inmate medical expense 752.00; PINNACLE BANK ppct training books 118.93; WANEK PHARMACY medicine 180.32;

**Commisary:** BOB BARKER COMPANY panties, pads, tampons 539.28; CASH-WA DISTRIBUTING Reese's peanut butter cups, milk duds, sweetarts 297.18; KEEFE SUPPLY COMPANY freeze dried coffee, Cheetos 144.48; NEBRASKA POPCORN SALES popcorn 12.00; PINNACLE BANK 3 basketballs, lotion, pop-tarts, lotion travel size, coconut oil, jolly ranchers, acid reducer, allergy relief 259.56; QUALITY IRON & METAL basketball hoop mounting 201.70; QUALITY IRON & METAL metal for basketball hoop 22.45.

**NMC Claims** – do to purchasing of Motor graders from CAT a credit was presented to Antelope County. Because the credit was there, NMC, did not send all of the invoices Antelope County had incurred. The invoices are there, but they have not been authorized to be offset by the current credit. This was discussed in January and is presented today to authorize utility of the credit. Motion by Commissioner Krebs, seconded by Commissioner Pedersen to approve application of the credit to outstanding invoices. Voting aye: Jacob, Pedersen, Krebs and Henery. Nays none. Smith absent. Motion carried.

**Correspondence was reviewed:** NIRMA Safety Shorts, Treasurer's pledge collateral report, TransCanada Road Use Agreement. Sample resolution for obstruction in 848<sup>th</sup> Road, copies of culvert bids.

Resolution regarding obstruction in Right of Way. County Attorney had submitted a resolution for last weeks meeting. During discussion it was determined that the verbiage is not quite what the Commissioners intended. Today, County Attorney Abler had rewritten parts of the resolution and presented it. Discussion of current verbiage is again not what the Commissioners want to include with the resolution. It was decided to hold on the resolution and work on the verbiage. We will revisit it on March 1<sup>st</sup> agenda.

**Treasurer's January Fund Balance Report** was reviewed and put-on file.

**Treasurer's January Miscellaneous Fee Report** was reviewed and put-on file.

**Sheriff's January Miscellaneous Fee Report** was reviewed and put-on file.

**Clerk of the District Court January Miscellaneous Fee Report** was reviewed and put-on file.

**Zoning Permit Report** was reviewed and put on file.

**Zelle – Human Resources** Chad Thies met with the Commissioners regarding services provided by Zelle. They are a human resource company that supplements the various human resources offered by Counties. He currently is working with approximately 11 Counties. They offer services from administering FMLA paperwork, employee relations, handbook updates, job descriptions, etc. They will contract from six (6) months to long term. Average costs is approximately \$4,500.00. Zelle tries to improve practices and help put the correct procedures in place. The Commissioners agreed to do more research and determine needs.

**Liquor License:** Notices regarding the liquor licenses for Mr. S's, Grove Lake Bait Shop, Summerland Golf Club and Plainview Country Club were published as required by State Statute. No written protest was received, and no opposition voiced regarding the liquor licenses for the above-mentioned license holders. Motion by Commissioner Jacob, seconded by Commissioner Krebs to approve the Liquor license for 2022. Voting aye: Jacob, Pedersen, Krebs and Henery. Smith absent. Nays none. Motion carried.

**Extension Office 2021 Annual Report:** Brittany Spieker met with the Commissioners to give an annual report. The extension office again had a very busy and beneficial year. They are hoping to expand some programs and introduce new ones. The fair and 4-H Program continues to grow. The grow a row and donation garden both went well. These programs put fresh produce in the hands of many. They continue to offer workshops to educate and share information with the general public. Brittany reported the University is looking to update the interlocal agreement with the County. That will be coming this summer/fall.

**Stealth Broadband Projects:** Klint Arnold met with the Commissioners regarding **Stealth Broadband Projects**. Stealth received approval for Northern Antelope County, Elgin, Oakdale. The plan is to start south and move north. Today, he is looking to get support to help facilitate the rural fiber customer. Mr. Arnold stated they have not engineered the project for final numbers/maps at this time. They will be working on those plans. He asked if there was any interest in the County supporting the project with ARPA dollars. At this time no commitment was made. No further action.

**Zoning Administrator Report:** Megan met with the Commissioners and presented an administrative plat.

- Megan presented an Administrative Plat for Aaron Smith. The Administrative Plat for 5.47 acres is being presented today with the intention of having Mr. Smith purchase the property from Terry Drayton. This is requested for the purpose of separating the house sites from the parent parcel. This parcel lies in the SE¼ of Section 27, Township 28, Range 5 West of the 6<sup>th</sup> PM, Antelope County, Nebraska. Megan has no issues or concerns, set backs are met. Motion by Commissioner Jacob, seconded by Commissioner Pedersen to approve the Administrative Plat for 5.47 Acres. Voting aye: Pedersen, Jacob, Krebs and Henery. Nays none. Smith absent. Motion carried.
- January permit report was presented.
- No further report.

**Janitorial/Custodial Wages:** Discussion regarding wages for the Custodian and Janitorial employees in the courthouse. All expressed an appreciation for the work and agreed they deserve an increase. Discussion of the amount. The Commissioners requested more time and a study of all of the employees to see how off track they are. It was requested to put item on the March 1<sup>st</sup> agenda. If it is approved on the first of March meeting, it can be made retroactive to the 1<sup>st</sup> of February for a start date. No further action.

**Road Superintendent Report:**

- **John Deere Grader:** Jake Ryba with Murphy tractor represented the State Bid for purchasing a motor grader. The base bid is \$362,974.00. This price does not include a wing or plow. Murphy/John Deere will honor pricing through the end of June, as it is a state bid item. Mr. Ryba indicated he believes the base cost will go up at that time. The cost quoted is approximately 8% lower than current actual cost. In comparison, this is a bigger machine than the CAT model for the same price. Murphy will have a machine by May 2022. Mr. Ryba presented if we purchased two (2) they would honor the pricing, and have the equipment delivered in two (2) fiscal years. Warranty is 7years/700 hours, financing is at 3% if borrowing greater than \$500,000.00. Discussion of County financing. Motion is made by Commissioner Jacob to purchase John Deere Grader and a wing. Chairman called for a second three (3) times. Motion was not seconded and dies for lack of a second. Road Superintendent stated there is funds in the line item on the budget. Item will be on the agenda in March.
- **Road Access Resolution:** Aaron presented a copy of the previous access resolutions and some additional verbiage to add. Aaron lost his file on the computer and wanted to present ideas to the Commissioners for feedback. Discussion. Discussion of increasing the fee for access permits to at least \$50.00 This will be addressed when the policy is enacted. He will work on completing and finalizing verbiage and review the County Attorney for next meeting. No further action.
- **First Responder Resolution:** Antelope County Clerk has submitted the policy-resolution to the County Attorney, and has not received a response. Table discussion until next meeting. No action today.
- **Authorize Clerk to advertise for asphalt, armor coat and gravel.** Motion by Commissioner Jacob seconded by Commissioner Krebs to authorize advertising for asphalt, armor coat and gravel. Bids to be opened March 8<sup>th</sup>, 2022 meeting. Voting aye: Jacob, Pedersen, and Krebs. Smith and Henery absent. Nays none. Motion carried.

**Charlesworth Consulting Agreement/Memorandum of Understanding:** Mr. Charlesworth met with the Commissioners via ZOOM last week. The Consulting Firm specializing in Insurance Benefit plan options and impacts for consideration. The Commissioners want to do their due diligence in reviewing the benefits via the cost. The memorandum reviews the benefit plan options, feasibility recommendations, prepare a proposal for plan design, and funding alternative; analyze and summarize proposals, finalize agreements with benefit providers. Zelle representative stated they delve into that some, but the comfort was with Charlesworth Consulting as this will be his focus for Antelope County. Motion by Commissioner Krebs, seconded by Commissioner Pedersen to approve and authorize the Chairman to sign agreement. Voting aye: Jacob, Pedersen, Krebs and Henery. Smith absent. Nays none. Motion carried.

BENEFIT CONSULTING  
MEMORANDUM OF UNDERSTANDING

THIS Memorandum of Understanding is made this 6<sup>th</sup> day of February, 2022, by and between ANTELOPE COUNTY, NEBRASKA (COUNTY) and CHARLESWORTH CONSULTING, L.L.C. (CHARLESWORTH).

WHEREAS, the COUNTY desires to engage the services of CHARLESWORTH for Benefit Consulting Services regarding one specific project.

NOW, THEREFORE, the parties agree as follows:

Services to be performed, COUNTY hereby engages CHARLESWORTH to provide Benefit Consulting as per the following Objective.

OBJECTIVE

CHARLESWORTH's involvement would be directed toward the Group Health Benefits (including Prescription Drugs) program with plan options and impacts for consideration. This includes a review of benefit plan options including feasibility recommendations; prepare a request for proposal for plan design and funding alternative; analyze and summarize proposals to meet with COUNTY regarding options; finalize agreements with benefit provider and presentation of approvals to COUNTY.

GROUP BENEFITS REVIEW & PLANNING

SCOPE OF SERVICES – PHASE I (Feasibility Review handled Virtually)

- Identify the COUNTY's objectives and philosophy regarding desired benefit levels, deductible application and loss funding strategies, including indemnity and PPO type programs as well as discussing Health Savings Accounts, Health Reimbursement Accounts etc.
- Confirm the current funding arrangement as well as any contractual obligations made by the COUNTY regarding current plan participation. Discuss and/or meet with current provider on claims experience, termination provision, funding of plan, member participation, provider networks, plan expenses, etc. The purpose of this is to provide the COUNTY with a firm understanding of the roll and responsibilities of all parties.
- Analyze the current plans including coverage, conditions, cost, funding, administration, service, insurer stability, provider networks and other pertinent data.
- Evaluate the COUNTY's internal policy regarding premium contribution levels by both the COUNTY and their employees, including retirees, commissioners, etc.

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- The first meeting will be to meet initially regarding the current program, options to consider, insurers to approach, data necessary for the RFP, etc. This is a virtual meeting.
- The second meeting is to discuss the spreadsheet information subsequent to marketing the benefit program. This meeting will be held in person at the COUNTY.
- The third meeting will be to facilitate any insurer interviews (if deemed necessary by the County) and handled virtually.
- Final meeting will be the final discussion on what the COUNTY may be recommending for Commissioner approval. This meeting can be handled virtually outlined in the cost section.

PERSONNEL

Technical competence is supported by the following individuals. Support services include analyst, clerical and computer operations.

Bob Charlesworth, CPCU, ARM, ALCM, AIS, has served as a consultant with the firm since 1984, with special training in loss control, risk financing alternatives and evaluations of all facets of public entity risk management. Bob also specializes in group health benefits for both private and public entity clients. Based on current workload and initial workings with the COUNTY, Bob will be the designated contact for all proposed services outlined herein. Bob is currently licensed in Nebraska as a "Consultant" in both Property & Casualty and Benefits.

James Charlesworth, ARM, has served as a consultant with the firm for since 1989 and specializes in public entity risk management (cities and schools), with emphasis on self-funded workers' compensation, subrogation, policy review and law enforcement risks. James will assist Bob as internal support to review of the benefit summaries, RFP design and any contracts, but will not consult directly with the COUNTY.

COMPENSATION

A "fee for service" will include the evaluation and marketing of the health/rx benefit program as outlined herein. The COUNTY will have the authority to continue or discontinue any time of the three phases outlined herein. If both phases are completed, the TOTAL fee for services would be \$11,900.00 payable as follows:

<b>PHASE I Deliverable -</b> After feasibility review discussion and RFP issued to insurers:	\$ 5,000.00
<b>PHASE II Deliverable -</b> Subsequent to Spreadsheet Presentation to the COUNTY and summary to Board – on site:	\$ 6,900.00

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- Evaluate loss experience trends, frequency and severity, from the incumbent risk transfer program in such is available.
- Obtain from the COUNTY and review the group census for all plans to identify member groups. This data does not require HIPAA sensitive information but will be handled under HIPAA guidelines.
- Discuss with COUNTY Management/Benefit Committee regarding plan designs and funding alternatives in order to have a strategic plan and objectives specific to the COUNTY in Phase II (Marketing).
- Evaluate possible plan provider alternatives, which will include NACO/BCBS of Nebraska, Humana, Cigna, United Healthcare and Aetna, including up to two possible Third Party Administrators for "Cap" benefit plans.

SCOPE OF SERVICES – PHASE II (RFP Development & Plan Implementation)

- Proposal specifications will be prepared in cooperation with the COUNTY's staff, containing necessary options for consideration. A separate Health Savings Account or Health Reimbursement Account option may be requested from each carrier, depending on the interest of plan members. The RFP is to outline specific information about options available for health care benefits as determined in the feasibility study phase. CHARLESWORTH will provide the COUNTY with the suggested selection criteria and response requirements that will be used to select a provider. The Deliverable is the release of the RFP.
- All insurer communication will be with CHARLESWORTH, including additional information inquiries from the various carriers, coordinated through the COUNTY's designated contact. Based on the provider networks and marketing representation, it is anticipated that – at the direction and approval of the COUNTY – the marketing sources would include those listed above in the evaluation phase. The COUNTY is to advise our office if there is another carrier of interest to the COUNTY. No outside brokers will be utilized, and all programs will be requested to be quoted "net" of commissions if possible. Should any insurer require the inclusion of commissions, such will be fully documented for informational purposes.
- Proposals will be coordinated and handled by CHARLESWORTH. It is noted that the target date for receipt of proposals will be determined and be so noted in the specifications. Target dates are strictly enforced to assure fairness to all participants. Late proposals are not accepted. The insurer must provide their best product and rate the first time, yet allowing for COUNTY negotiations, if so determined by the COUNTY.
- Upon receipt of the proposals, a spreadsheet will be prepared comparing the coverage, conditions and cost (funding options) of each program presented.

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OPTIONS (if utilized by the COUNTY) –

<b>Insurer Interview Fee (if needed): Virtual</b>	\$1,650.00
<b>Formal Final Commission Presentation (if needed)</b>	
• On-Site:	\$1,650.00
• Virtual:	\$ 550.00

There will be NO additional charges for basic travel, postage, printing, clerical or any other miscellaneous expenses. This includes ONE scheduled trip to the COUNTY as outlined in the Task Summary.

Services not outlined herein, or additional meetings requested by the COUNTY, are billed at \$185.00 per consultant hour, documented in quarter hour increments. There will be no supplemental charges (printing, mailing, travel, etc.), and understood that travel time is billed one-way at the per consultant hour rate for any additional meetings, plus actual room charge for overnight stays if necessary.

Should the COUNTY elect to use a benefit program not associated with NACO, or if the COUNTY would like to continue services of a broker even if selecting a NACO program, the COUNTY will utilize the services of Holmes Murphy Associates for a minimum of the balance of calendar year 2022 and calendar year 2023 – with continuation thereafter at the discretion of the COUNTY. If this is selected by the COUNTY, CHARLESWORTH will waive the Phase II service fee noted above (\$6,900).

GENERAL

1. **Independent Contractor.** In performing the services under this Agreement, CHARLESWORTH shall be acting as an independent contractor, and not as employees or agents of the COUNTY.

2. **Insurance.** During the term of this agreement, CHARLESWORTH shall maintain general liability, non-owned auto liability and professional errors and admissions coverage with limits of at least \$1,000,000 per claim and aggregate. CHARLESWORTH shall also maintain workers compensation coverage to cover the employees of CHARLESWORTH in the course of performing duties under this agreement. Upon request of the COUNTY, CHARLESWORTH shall provide a certificate of insurance with respect to the foregoing insurance.

3. **Termination.** Either party may terminate this agreement upon written notice to the other party at least 30 days in advance of termination. Any fees due will be negotiated for services rendered. Services are complete after the decision is made by the COUNTY to appoint their selected insurer.

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- Follow-up with carriers/respondents regarding any pending questions or clarifications on their proposals (quoted pricing made by the insurer/provider is not part of the discussion at this phase).
- A "Spreadsheet" presentation will be made to COUNTY staff – in person - during regular business hours, to confirm understanding of the material offered. This meeting will also determine if further discussions need to be held with the insurers providing a proposal for consideration.
- An interview process, if necessary, will be established with top rated vendors as per the selection criteria and response requirements outlined in the RFP. CHARLESWORTH would facilitate the meetings and assist in the overall evaluation of responses, including a rankings summary document. Any such interviews will be handled virtually.
- CHARLESWORTH is to assist the COUNTY in preparing a written recommendation based on the COUNTY's criteria regarding placement recommendations. CHARLESWORTH offers opinions based on information provided, but it is the COUNTY that will make the final decision for plan placement. CHARLESWORTH has no "vote" in the decision-making process.
- CHARLESWORTH will review the final insurance agreement between the selected insurer and COUNTY based on the plan and negotiations between the COUNTY and insurer. CHARLESWORTH offers a risk management opinion only, not legal. Deliverable – Contract Approved

PREPARATION ACTIVITY

- Initially, interviews would be conducted with personnel involved in the administration of the organization's Risk and Insurance programs. This initial meeting will be handled virtually in order to save costs.
- An Action Plan/Task Summary will be finalized with the COUNTY to provide the timeline necessary for meeting the objectives.
- Copies of the following would be requested:
  - In-force insurance summary plan description pages
  - Approval for access to insurer loss information and discussion with carrier
  - Misc. COUNTY information that may be necessary to provide insurance underwriters (some found on COUNTY's web-site)
  - COUNTY personnel policy sections on benefits, eligibility, enrollment, etc.
  - Census information (HIPAA compliant)

ON SITE INVOLVEMENT

There will be up to four (4) meetings included in the proposed pricing that will be finalized in the TASK plan between the COUNTY and CHARLESWORTH.

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4. **Confidentiality.** Information obtained by CHARLESWORTH concerning the COUNTY comments, operations, its members, and records shall be deemed confidential information and shall not be disseminated or reproduced by CHARLESWORTH except as necessary to perform the terms of this contract. This provision for confidentiality does not extend to information or materials that are deemed public records. This provision shall survive the termination of the agreement.

5. **Objectivity.** To ensure objectivity, as well as professional competency, CHARLESWORTH shall act solely in an advisory capacity; **NO INSURANCE IS TO BE SOLD.** CHARLESWORTH is not to participate in commissions from any insurance company, agent or broker, nor accept income from anyone other than the COUNTY in regard to the consulting services provided COUNTY as outlined herein. This is a requirement as specifically outlined in Nebraska Statute. For full disclosure, Charlesworth Consulting, LLC is a wholly owned subsidiary of Holmes Murphy & Associates (HMA).

6. **Intellectual Property.** All specifications and/or proposal formats are the intellectual property of CHARLESWORTH and not for further use by the COUNTY void of written approval by CHARLESWORTH.

7. **Associated Taxes.** CHARLESWORTH agrees to be responsible for all taxes associated with payments pursuant to this contract. CHARLESWORTH, as an independent contractor, acknowledges that they are not eligible for medical insurance, or any benefits normally accorded to an employee. CHARLESWORTH is responsible for any medical care needed in relationship to injuries sustained while performing this contract and agrees to hold COUNTY or any principal of COUNTY harmless from any liability related to injuries sustained while in performance of this contract.

8. **Applicable Law.** This Agreement shall be construed in accordance with the laws of the State of Nebraska.

IN WITNESS WHEREOF, the parties have executed this Agreement.



Date: 02/01/2022

Bob Charlesworth, Vice President  
CHARLESWORTH CONSULTING, LLC.

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**TransCanada Road Use Agreement:** Aaron voiced he had no concerns with releasing the agreement. Most of the road work was performed by Antelope County. Motion by Commissioner Jacob, seconded by Commissioner Krebs to release TransCanada Road Use Agreement as TransCanada has dissolved. Voting aye: Jacob, Pedersen, Krebs and Henery. Smith absent. Nays none. Motion carried.

**Culvert Purchase:** Antelope County Road Superintendent received informal quotes for culverts to place on 524<sup>th</sup> Avenue and 835<sup>th</sup> Road. He presented the quotes, and recommended going with low bid on the 835<sup>th</sup> Road Project, but is skeptical of 524<sup>th</sup> Avenue culvert purchase because 524<sup>th</sup> is a minimum maintenance Road. The bridge burnt in approximately 1977, and the road has not had through traffic since. Aaron questions if it is necessary to place a \$40,000.00 fix there. Aaron will check with Brian McDonald regarding the feasibility and options on 524<sup>th</sup> Avenue. No action today.

**835<sup>th</sup> Road:** Motion by Commissioner Krebs, seconded by Commissioner Jacob to purchase the spiral arch culvert for the 835<sup>th</sup> Road project as per Aaron's discretion as per bids received. Voting aye: Jacob, Pedersen, Krebs and Henery. Smith absent. Nays none. Motion carried. Metal Culvert's Inc, appeared to be low bid. Delivery date same, etc.

**ARPA Funds:** Commissioner Pedersen stated she had been on a webinar with NACO regarding the final ruling on the ARPA funds. Basically, with discretion the County is open to utilize the funds in various opportunities, roads, bridges, personnel, broadband, etc. The County needs to be diligent and research all options.

No other issues to discuss.

Motion was made by Commissioner Jacob, seconded by Commissioner Pedersen to **adjourn**. Voting aye: Jacob, Pedersen, Krebs and Henery. Smith absent. Nays none. Motion carried.

Meeting adjourned at 11:21 AM.

ANTELOPE COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Chairman of the Board, Charlie Henery

Attest: \_\_\_\_\_  
County Clerk, Lisa Payne