

**MINUTES**  
**DIRECTORS' MEETING**  
**Monday, January 8, 2018**

**Present:** Roy Christensen, Jane Raybould, Carl Eskridge, Bennie Shobe, Cyndi Lamm, Jon Camp, and Leirion Gaylor Baird

**Others Present:** Teresa Meier, City Clerk; Rick Hoppe, Chief of Staff, Mayor's Office. Jeff Kirkpatrick, City Attorney. Other Department Directors' present.

Chair, Roy Christensen opened the meeting at 2:00 p.m.

**I. MINUTES**

Directors' minutes from December 11, 2017 approved and adopted (7-0).

**II. ADJUSTMENTS TO AGENDA**

None

**III. CITY CLERK**

Under Public Hearing – Liquor Resolutions items 11/12 and 13/14 will be called together, item 16 had a request to withdraw.

Under Public Hearing - Resolutions - Item 18 and 21 will be called together.

Under Public Hearing Ordinances 2<sup>nd</sup> Reading items 22/23 and 26/27 will be called together.

**IV. MAYOR'S OFFICE**

Rick Hoppe reported the new City Council website has been launched. A copy of the LNK Stat Budget Meeting schedule was provided to the members of the City Council. Discussion was had on the process of distributing the budget schedule to the City Council regarding the LNK Stat Budget Meeting.

**V. BOARDS/COMMITTEES/COMMISSION REPORTS**

**1. Keno Grant Review** – Gaylor Baird (12.08.17) *carried over from December 11, 2017*

Gaylor Baird reported the Keno Grant Review Committee is a sub-committee of the JBC and is composed of community members, County Board members, and City Council members. The committee met and reviewed applications for funding from keno lottery proceeds. 5% of the annual gross profits from Keno income are set aside for local human services organizations. Twenty-five (25) programs have been recommended for funding. The purpose of the fund is to help fund programs designed for children and families to help prevent crisis situations through early intervention. Some of the grant recipients include; The Friendship Home, Tabitha, The Child Advocacy Center, Community Action Partnership. There have been a lot of requests for emergency management services.

**2. JBC** – Lamm, Gaylor Baird (12.08.17) *carried over from December 11, 2017*

Gaylor Baird reported the recommendations from the Keno Grant Review Committee came before the JBC for approval, which were then approved.

**3. Citizens Transportation Coalition** – Eskridge, Lamm (12.08.17) *carried over from December 11, 2017*

Lamm reported there will be a report issued and an upcoming Press Conference by the Mayor.

**4. PBC** – Camp, Raybould (12.12.17)

Camp reported there was discussion on the current projects and reports. The PBC is working on some ADA projects for the 9<sup>th</sup> and J Street project. One of which being a handicap parking spot. The estimated cost to move the curb is \$17,000. Camp also reported they are updating the controls on the K Street facility, which is an estimated cost of \$104,000. This upgrade would allow for the facility energy system to work more efficiently. Discussion was had regarding the front desk volunteer – there is currently a challenge to get volunteers for this area. Camp advised the PBC is open to suggestions if anyone knows of any groups or

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organizations that may be interested in volunteering for the front desk area. Approval was made to the Lincoln Community Foundation to display their "Prosper Lincoln Tower" in front of the building.

**5. BOH – Shobe (12.12.17)**

Shobe reported the committee approved the re-appointment of Linda Dennis, Matthew Morrison, and Andrew Tipton to the Food Advisory Committee. Discussion was had on the FDA Retail Food Program Standards Report for 2017 and the issues of food safety. The three bid categories were, cross contamination, improper holding temperatures, and poor hygiene at establishments that serve food to the public. A presentation was given by Ms. Afuh on the Health Department's Refugee Health program. Timing is everything on providing proper health care access to refugees. There was report on the highlights of the 2016 Vital Statistics detailing issues with access to pre-natal care in mothers across four (4) different age categories. The report also included, low birth weight for younger and older mothers. Data also shows that people are delaying first child until later in life. Thirty (30) to Forty (40) year olds are showing an increase in births, although they have access to pre-natal care the data shows an increase in lower birth weights for this age group.

**6. MAC – Shobe (12.12.17)**

Shobe reported discussion was had on minority hiring within the City and the issue of DACA, Deferred Action for Childhood Arrivals, and how the City should approach becoming a welcoming community for young individuals who are DACA recipients.

**7. ISPC – Gaylor Baird (12.14.17)**

Gaylor Baird reported discussion was had on budgeting efforts regarding information technology security. Some of the big expenses that ISPC is planning for include the Microsoft licensing for City/County emails is estimated at \$200,000. The administrative process of considering how to improve the CJIS system is ongoing. Steve Henderson met with Bob Walla, Purchasing, to explore how an RFI can be developed. There is a goal to see if the market place offers an existing product that may work for the needs of the departments that utilize CJIS rather than spending funds to re-write the current program or develop a whole new program. HR and Payroll are in the process of getting costs information from three (3) different companies to implement more of a cloud base system that will also have an estimated annual expense of \$200,000. In the discussion of cost allocations, Steve Henderson shared some of the current activities within Information Services pertaining to cost allocation and rate-setting appears that rates will be slightly lower for the FY2018-2019, with an upward tick in FY2019-2020. Discussion was had on the Systems Development status regarding Cyber Liability Insurance being purchased at the County Board level. The Accela had a "go live" date of December 15, 2017 so the interfacing will be changing. There are some on-going GIS efforts, the Geodatabase consolidation is also a major initiative, consolidating several independent databases into one.

**8. Parks & Rec – Gaylor Baird (12.14.17)**

Gaylor Baird reported the approval of re-appointments of Brad Brandt, Chair, and Justin Carlson, Vice Chair. The Parks Foundation announced the new Director, Maggie Stuckey. The Parks Foundation also adopted a statement on the Prairie Corridor noting that it is a legacy project. The committee also adopted a recommendation regarding term limits for the Parks & Recreation Advisory Board. The amendment states that community members serve no more than two consecutive three-year terms, and would only apply to incoming members to the Board appointed after January 1, 2018.

**9. PRT – Lamm (12.21.17)**

Lamm reported there has been a decrease in the reports received, mainly due to the colder weather. The PRT is trying to work with property owners at the Oasis Inn in stating on top of the code violations. There is a trend with the reports received tend to surround properties with aging individuals. There is some concern with determining the needs of aging individuals. This type of information can prove to be valuable when reporting on a property.

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**WHJPA – Eskridge (12.28.17)**

Eskridge reported that a resolution was introduced to execute two Environmental Covenants subjecting certain JPA owned properties to activity and use restrictions to endure protection of human health and the environment by minimizing the potential for exposure to contamination that remains on the properties and to ensure that the properties are not developed, used or operated in a manner incompatible with the approved NDEQ environmental remediation under taken by the JPA. The WHJPA approved an energy efficient review for the arena, it is expected that significant improvements can be made specifically to the lighting. Also approved was a management contract with Project Control, through this agreement they are only paid for work completed with a cap of \$66,000 for the year.

**VI. ADJOURNMENT**

Chair, Christensen adjourned the meeting at 2:23 p.m.