

Chase County Commissioners

August 13, 2024

The regular meeting of the Chase County Commissioners was called to order by Chairman Jacci Brown at 8:00am on Tuesday, August 13, 2024 in the meeting room at the Chase County Courthouse. Also present were Commissioners Billie Muehlenkamp and Kurt Bernhardt, Assistant Highway Superintendent Dick DeWester, Sheriff Kevin Mueller and County Clerk Wendy Moe. The meeting had been advertised in the Imperial Republican and on the County website. The Open Meetings act and agenda were posted.

At 8:00am bids received for a Walk-N-Roll packer were opened, advertisement was for one or two packers. Jordan Gardner from Murphy Tractor & Equipment and Gregg O'Brien from NMC CAT were present with bids. NMC CAT quoted a price of \$33,185 for one WR75\_ZZ Model Walk 'N Roll packer with heavy duty lift or \$65,730 for two. Murphy Tractor & Equipment quoted a price of \$61,440 for two Walk N Roll Oscillator Packer – Series 3 with Quick Attach. Due to budget constraints and other more pressing equipment needs, Commissioner Bernhardt moved to table the matter and not purchase a packer at this time. Motion seconded by Commissioner Muehlenkamp. Muehlenkamp – yes; Brown – yes; Bernhardt – yes. Motion carried.

Chairman Brown recessed the meeting for Board of Equalization at 8:15am. Meeting reconvened at 8:20am with all commissioners present.

Commissioner Brown moved to approve the minutes from the July 23, 2024 meeting. Motion seconded by Commissioner Bernhardt. Muehlenkamp – yes; Brown – yes; Bernhardt – yes. Motion carried.

Commissioner Muehlenkamp moved to approve the minutes from the August 8, 2024 Budget Workshop. Motion seconded by Commissioner Bernhardt. Muehlenkamp – yes; Brown – yes; Bernhardt – yes. Motion carried.

Correspondence was reviewed – Hospital Board minutes from June 28, 2024 as well as updates from NACO about 2024 Modifications to the Open Meetings Act.

Auditor Don Wilson joined the meeting at 8:30 for an audit exit interview. Don presented a Management Representation Letter for signing. Commissioner Muehlenkamp moved to sign the Management Representation Letter. Motion seconded by Commissioner Bernhardt. Muehlenkamp – yes; Brown – yes; Bernhardt – yes. Motion carried. Chairman Brown signed the letter.

The first finding was for the County Board for Bidding Process Not in Compliance concerning an informal bid accepted from South Platte Excavating in the amount of \$20,000 for the Spring Creek Bridge and Road 347 Project. Invoices paid to this contractor for the project totaled \$54,556. Rather than accepting the informal bid, the Board should have obtained competitive sealed bids as required by Neb Rev Stat §23-3108. Board noted that the additional invoices billed were for work that was authorized by Highway Superintendent and that the Board should have had more oversight on the project. With the County now having an Assistant Highway Superintendent employed locally, there is better communication and oversight on projects.

Don noted an additional finding of the County Board accepting an informal bid from Doolittle Concrete Construction in the amount of \$32,723 for a concrete project for the county fair ticket booth area. Invoices paid by the Fair Board showed an additional \$9,467 paid to this contractor as well as an invoice from Martin Building Systems paid for the project in the amount of \$12,146. With the project actual cost being \$54,336, the County Board should have obtained competitive sealed bids rather than informal bids. A similar finding was noted in the prior audit related to the County Fair bidding process. Don recommends that the board review bidding requirements per §23-3108 and to improve accountability over capital improvements for the fairgrounds, that the County Board approve the claims directly rather than the claims being paid by the Fair board. Board questioned about budgeting for capital improvements, Don suggested that the County and Fair Board plan ahead for capital improvements in each budget year. Commissioner Bernhardt asked about if the Fair Board raises sponsorship money for an upcoming large project, where should the money go? Don indicated that sponsorship and donations earmarked for a specific capital improvement should go through the County. Sponsorship and donation money to support specific individual

events (i.e. pedal tractor pull) are okay to be maintained by the Fair Board. The County Board needs mainly to oversee the grounds and capital improvements.

Don identified County Ambulance Control Weaknesses in that the unpaid invoices were not balanced for the fiscal year 23-24. No invoices were prepared in August, September and October 2023. Unpaid invoices were written off by the Ambulance administrator without County Board approval. Ambulance computer system crashed in August 2023, inadequate backup caused records having to be recreated, thereby increasing the risk of errors. Payments totaling \$3,603 in ambulance bank account were not remitted to County Treasurer. Auditor recommends that balance sheets be completed monthly, unpaid invoices be inspected for accuracy, write-offs be approved by the County Board, daily computer backups and payments in the bank account be remitted to the Treasurer. Action has been taken to outsource the County Ambulance billing to a third party.

Findings for the County Treasurer included Fines and Licenses Not Distributed, Nebraska State Statute §79-1037 provides for the distribution of fines and licenses to the school districts of the county and §23-1601 requires the monthly distribution of all funds collected or received for local school districts. The County Treasurer was not distributing the fines and licenses to the local schools as required by the statutes referenced above during the calendar year 2023 and through June 30, 2024. Auditor recommends that the County Treasurer distribute the fines and licenses monthly.

Auditor also found that the Treasurer was not reconciling the investment accounts to the investment balance recorded on the daily balance sheet and was not reconciling Adams Bank account balance to the amount recorded on the daily balance sheet. Auditor recommends the County Treasurer reconcile all investments, and bank accounts to the daily balance sheet and resolve all variations.

After further discussion and review of all audit findings, Don Wilson and Treasurer Rebecca Bernard left the meeting. Board will work with County Attorney to draft responses to audit findings at next meeting.

Commissioner Bernhardt moved to sign Resolution #2024-15 County Annual Certification of Program Compliance for the Nebraska Board of Public Roads Classifications and Standards. Motion seconded by Commissioner Brown. Muehlenkamp – yes; Brown – yes; Bernhardt – yes. Motion carried. A complete copy of the resolution is on file in the office of the County Clerk.

Commissioner Brown moved to surplus three old and outdated Dell Computers from the Sheriff's office (County Tag #761, 762, 763) to be recycled after hard drives are removed and destroyed. Motion seconded by Commissioner Bernhardt. Muehlenkamp – yes; Brown – yes; Bernhardt – yes. Motion carried.

Commissioner Bernhardt moved to surplus one nonworking computer monitor from the Sheriff's Office to be disposed of in the trash. Motion seconded by Commissioner Brown. Muehlenkamp – yes; Brown – yes; Bernhardt – yes. Motion carried.

Commissioner Bernhardt moved to approve claims as submitted. Motion seconded by Commissioner Muehlenkamp. Muehlenkamp – yes; Brown – yes; Bernhardt – yes. Motion carried.

PE=payroll exp, TE=travel exp, SU=supply,  
SE=service, CC=court cost, RP=repairs,  
PT=parts, L=labor, UT=utility, AP=Appt. Counsel,  
PS=Prior Service EQ=Equipment JD=Juv Div

AFFILIATED BENEFITS CONSULTANTS INC	PE	50.00
AFLAC	PE	451.79
AMERITAS LIFE INS	PE	47.45
AMERITAS LIFE INS	PE	11545.58
APPLIED CONNECTIVE TECH	SE	3314.04
AT & T MOBILITY (FIRSTNET)	UT	830.43
BCBS OF NE	PE	23362.09
BLUFFS FACILITY SOLUTIONS	SU	138.99
BOMGAARS	SU	15.99
BRICO PEST CONTROL	SE	30.00
BWTELCOM	UT	150.99

CHASE CO TREAS/CAFETERIA	PE	155.24
CHASE CO CDC	CC	137.00
CCCH	SE	33.74
CHASE CO TREASURER	SU	50.00
CLARITY & SOLUTIONS COUNSELING, LLC	JD	665.19
COLONIAL LIFE	PE	272.25
DAS STATE ACCTG-CENTRAL FINANCE	SE	537.60
DEAVER COMPUTER SERVICE INC	SU	1319.99
DEVENY MOTORS LLC	PT/L	337.94
DR.DEB'D EXPRESS MEDICAL CARE, PC	SE	100.00
DUNDY CO TREAS	JD	2713.50
EAKES, INC	SU	55.76
EFTPS	PE	20161.72
FREEHLING, CHRISTY	JD	130.00
FRENCHMAN AUTO	PT/L	147.00
FVFC	SU	3124.99
GIS WORKSHOP	SE	6697.00
GREAT PLAINS COMM INC	UT	1288.97
GRIEBEL, AURORA	TE	135.34
GROTZKY, R. LEIGH	TE	25.07
HEA	UT	242.08
HILLS FAMILY FOOD	SU	113.79
HOMETOWN LEASING	SE	842.25
IDEAL LINEN SUPPLY, INC	SE	367.68
IMPERIAL COUNTRY FORD	PT/L	496.30
IMPERIAL, CITY OF	UT	5707.36
JAEGER, JANICE E	SE	791.00
KEITH CO TREASURER	JD	5214.06
KOHL, ROBERT	TE	20.96
LINCOLN CO CLERK	CC	5165.98
MALLORY SAFETY AND SUPPLY, LLC	SU	62.76
MCI (SHRF BILLS)	UT	81.30
MIPS, INC.	SE	1354.58
MUELLER, TORI	TE	359.05
NACO (REGS.)	TE	109.50
NE CHILD SUPP PMT CTR	PE	320.00
NE STATE INCOME TAX	PE	2774.62
OFFICE SERVICE INC	SU	914.45
OWENS TRUE VALUE INC	SU	119.00
PROPIO LANGUAGE SERVICES	SE	151.30
QUADIENT LEASING USA, INC.	SE	216.27
RED WILLOW CO TREASURER	CC	74.56
REGION II HUMAN SERVICES	SE	16843.90
SCHRA, NATALIE	SE	2700.00
WAUNETA CROSSROADS, LLC	SU	363.49
WESTFIELD PHARMACY	SU	98.66
Net Payroll		56036.86
<b>General Fund Total</b>		<b>179567.41</b>
ADAMS LUMBER	SU	49.84
AFLAC	PE	196.35
AJK SERVICES, LLC	SE	2171.10
AMERITAS LIFE INS	PE	11.90
AMERITAS LIFE INS	PE	1668.00
AT & T MOBILITY (FIRSTNET)	UT	46.39
BCBS OF NE	PE	300.72
BOMGAARS	SU	98.55
BUSSELL LAND LLC	SU	440.00

BWTELCOM	UT	103.74
COLONIAL LIFE	PE	131.52
DAN'S R US SANITATION	SE	228.68
EFTPS	PE	5911.72
EQUIPMENT BLADES INC	SU	408.75
FVFC	SU	6158.27
GOINGS FAMILY LIMITED PARTNERSHIP	SU	1650.00
GREAT PLAINS COMM INC	UT	319.29
HARCHELROAD MOTORS INC	SU	10.66
HEA	UT	99.33
IMPERIAL CARQUEST	PT	476.86
IMPERIAL NAPA	PT	132.08
IMPERIAL, CITY OF	UT	566.07
JEO CONSULTING GROUP, INC.	SE	3500.00
MURPHY TRACTOR & EQUIPMENT CO INC	PT/L	1780.16
NE STATE INCOME TAX	PE	1589.50
NMC CAT	PT/L	13842.79
OWENS TRUE VALUE INC	SU	84.95
PETTY CASH-CHASE CO.TRANSIT/ROAD	SU	41.99
PRO-TRUCK LLC	PT/L	1866.46
SAPP BRO PETROLEUM INC	SU	6851.10
SHELCO CONSTRUCTION D/B/A	SE/SU	511899.00
SINNERS	PT/L	1659.50
SMITH, PRESTON	SU	4200.00
T O HAAS TIRE COMPANY	SU	917.65
UPPER REPUBLICAN NRD	SU	419.00
VAPENIK, JERRY	SE	395.00
VENANGO FARMS, LLC	SU	880.00
VK ELECTRONICS	PT/L	5584.00
WAUNETA CROSSROADS, LLC	SU	291.36
WAUNETA MUNICIPAL UTILITIES	UT	114.85
21ST CENTURY EQUIPMENT, LLC	SU	315.64
Net Payroll		28470.46
<b>Road Fund Total</b>		<b>605883.23</b>
MIPS, INC.	SE	251.20
<b>P&amp;M Fund Total</b>		<b>251.20</b>
WAUNETA SENIOR CENTER		9000.00
<b>KENO Fund Total</b>		<b>9000.00</b>
BWTELCOM	UT	278.90
CENTURY LINK	UT	2039.41
GREAT PLAINS COMM INC	UT	386.52
<b>E-911 Fund Total</b>		<b>2704.83</b>
MITY-LITE, INC		6932.67
<b>Building Sinking Fund Total</b>		<b>6932.67</b>
ADVANCED AUTOMOTIVE PARTS	SU	338.79
AT & T MOBILITY (FIRSTNET)	UT	592.31
BOUND TREE MEDICAL LLC	SU	656.82
BWTELCOM	UT	52.02
CHASE CO AMBULANCE	SU	100.00
FVFC	SU	68.68
GREAT PLAINS COMM INC	UT	341.39
WAUNETA CROSSROADS, LLC	SU	179.89
ZOLL	SU	1020.00
<b>Ambulance Fund Total</b>		<b>3349.90</b>
<b>Grand Total All Claims</b>		<b>807689.24</b>

Road Secretary/Ambulance Administrator Jordan Beard joined the meeting to tell the Board about the companies she has reached out to for outsourcing of Ambulance billing. One Billing Solutions is the only company that has responded and provided information. Jordan explained that they are located in Omaha and will take care of everything once they are provided with all necessary information and credentials from the County. The agreement would be for one year and automatically renew for one year terms unless and until terminated, OBS will charge a billing rate of 15% of amounts actually collected, to be invoiced no later than the 10<sup>th</sup> day of each month. Jordan indicated that it will take approximately six weeks from the time the billing services agreement is signed until OBS starts billing and collecting on invoices. OBS will start with the current billing and work forward from the date of agreement. Jordan will work to clean up all previous outstanding invoices and issues identified by Auditor Don Wilson. The County currently uses Credit Management for ambulance collection accounts. Jordan will continue to use them for and until all past outstanding invoices can be resolved. OBS has their own collection center that will be utilized for current and future invoices. OBS will set up payment plans and work with people. Action will not be taken to move bills to collections until 90 days have passed with no payment. Jordan will do the monthly balance sheet as referenced by Don to reconcile each month. Otherwise, all other ambulance billing work will be done by One Billing Solutions.

Commissioner Brown moved to approve the Business Associate Agreement and Billing Services Agreement between One Billing Solutions and the County, and to allow One Billing Solutions access to all necessary accounts (banking, Medicare, Medicaid, ambulance software, etc.) and credentials to access said accounts pertaining to Chase County Ambulance. Motion seconded by Commissioner Muehlenkamp. Muehlenkamp – yes; Brown – yes; Bernhardt – yes. Motion carried.

Commissioner Bernhardt moved to approve Resolution #2024-16 to apply for Federal Funds for Chase County Transit. Motion seconded by Commissioner Muehlenkamp. Muehlenkamp – yes; Brown – yes; Bernhardt – yes. Motion carried.

With no further business to come before the Board, Sheriff Mueller was present for Open Forum to explain to the Board that two pickups in his fleet had recent hail damage, insurance paid \$10,973 for one and \$15,612 for the other. The hood on one will be replaced, the other could be sold or kept and used elsewhere. Sheriff Mueller would like to purchase two new pickups, he reached out to the State and found that there are still some new 2023 pickups available at State Bid price of approximately \$42,000. Both pickups could be mostly paid for between the budgeted funds and insurance monies received. Board directed Clerk to put this item on the agenda for the next meeting.

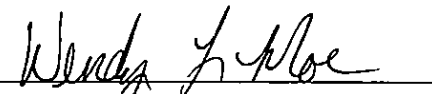
Chairman Brown adjourned the meeting at 10:10am.

**CHASE COUNTY COMMISSIONERS**

  
Billie Muehlenkamp – Commissioner District #1

  
Jacqui Brown – Commissioner District #2

Absent  
Kurt Bernhardt – Commissioner District #3

ATTEST:   
Wendy Moe, Chase County Clerk

