

Dakota County Board of Commissioners  
Monday, February 6, 2023  
3:00 p.m. Business Meeting  
County Board Meeting Room, First Floor  
Dakota County Courthouse, Dakota City, Nebraska

Chair Giese called the meeting to order at 3:00 p.m. The Pledge was recited at the prior meeting. Present at Roll Call: Giese, Love, Hohenstein, Launsby, Van Berkum joined at 3:10 p.m. Absent: none. Also present was Kim Watson, County Attorney and Cherie Conley, County Clerk, acting as Board Secretary. The location of the Open Meetings Act was noted.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL – *Excused Absence*

A current copy of the *Open Meetings Act* is posted on the west wall near the entrance of the County Board Meeting Room and is available for review by all citizens in attendance.

*The Dakota  
County Board of  
Commissioners*

*reserves the right to adjust the order of items on this agenda if necessary.*

1. PUBLIC COMMENT. The Board of Commissioners will hear comments about any item not on the agenda. The Chair has the discretion to limit the time of comment.
2. CONSENT AGENDA Any *individual item may be removed by a commissioner for special discussion and consideration. Unless there is an exception, these items will be approved as one with a single vote of the Board of Commissioners.*
  - a. Approval of the previous meeting minutes – January 23, 2023
  - b. Approval of payroll claims for January 22 – February 4, 2023
  - c. Approval of Quarterly Report – Veterans Service Officer
3. NEW BUSINESS AND RESOLUTIONS
  - a. Board to approve or not approve Resolution 23C-004 to Vacate the East Half of Platted West First Street—Right-of-Way portion approximately 20 feet west and approximately 110 feet north and south of adjacent Lot 9, Block 3, Crystal Beach, (parcel 220073724) Dakota City, Nebraska, Section 6, Township 28N, Range 9E.
  - b. Board to approve Resolution 23C-005 Cybersecurity Policies at NIRMA's request with the guidance from U.S. Department of Homeland Security – Cybersecurity and Infrastructure Security Agency and RTI.
  - c. Robert Rapp, Don Faber, and Matt Wallenwaber to present the 2022-23 YTD group health plan and dental plan reports and the renewal options available for March 1, 2023, and other plan year options as applicable. Requesting Board approval of the group health plan and dental plan renewals including the group health plan reinsurance stop loss contract.
  - d. Jolene Gubbels, Highway Superintendent, to present her findings and recommendation for the vacation of public road described as: Starting at the East end of 230<sup>th</sup> Street West of N Avenue then going West approximately 1/2 mile between Section 9, Township 27N, Range 7 (parcel 220088594) and Section 4, Township 27N, Range 7 (parcel 220090599), Dakota County, Nebraska
  - e. Approve Resolution 23C-006 to Set Date and Time for Public Hearing to Vacate or Abandon Road: Starting at the East end of 230<sup>th</sup> Street West of N Avenue then going West approximately 1/2 mile between Section 9, Township 27N, Range 7 (parcel 220088594) and Section 4, Township 27N, Range 7 (parcel 220090599), Dakota County, Nebraska
  - f. Dan Alexander, MEI (Midwest Engineering, Inc.) presenting contract for the bridge deck repair on the Homer bridge and the Jackson N Bluff Road bridge and asking for approval of Chair to sign.
4. OLD BUSINESS AND MISCELLANEOUS
  - a. Board to approve Planning & Zoning membership appointments – one appointment to the following geographical areas: (1) rural Dakota City (2) rural Emerson and (3) rural Willis for a 3-year term February 2023 to February 2026.
  - b. Jolene Gubbels, Highway Superintendent – Road Report
  - c. Steven Faught – Summit Carbon Solutions Rob Latimer and Ben Fuller will provide a brief update on the Summit Carbon Solutions project.
  - d. Erica Deleon, Growing Community Connections, sharing information about the development of a community resource center and campus in SSC's Opportunity Zone near the Dible Soccer Complex.
  - e. Randy Rahn, Northeast Nebraska Senior Center - Update on the Senior Center progress.
  - f. Discussion to prioritize projects to spend the American Rescue Plan Act (ARPA) relief funding.
    - Sheriff Kleinberg – Fire Alarm Panel – Present bids for replacement of fire alarm panel and requesting approval to move forward.
    - Dawn Bousquet – Requesting approval for computer upgrades for entire office - \$14,873.64.
    - Kristin Robinette – Juvenile Services – Requesting new desk and storage furniture - \$1515.

5. COMMISSIONER COMMITTEE REPORTS
6. MAIL AND/OR EMERGENCY BUSINESS
7. ADJOURNMENT

Chair Giese called for Public Comment. None.

Chair Giese called for approval of the consent agenda. Commissioner Love moved, seconded by Commissioner Launsby to approve the consent agenda: (a) Approval of the previous minutes – January 23, 2023; (b) Approval of the payroll claims for hours worked January 22, 2023 to February 4, 2023; (c) Approval of quarterly report from Veterans Service Officer. ROLL CALL VOTE: Love – yes, Van Berkum – absent, Hohenstein – yes, Launsby – yes, Giese – yes. UNANIMOUS MOTION CARRIED.

**Payroll: General Fund Employer:** Gross Salaries-\$175,646.76; Net Pay-\$126,846.79; Total Retirement-\$12,030.94; Total FICA-\$13,038.54; Health Plan-\$39,500.00; Dental Plan-\$1,185.00; Life Insurance-\$204.14; Robert Giese-\$1,222.35; Martin Hohenstein-\$1,176.20; Troy Launsby-\$976.20; Scott Love-\$1,176.20; Brian Van Berkum-\$1,176.20; Cherie Conley-\$2,427.12; Robin Hansen-\$1,360.00; Paola Ledesma-\$1,651.55; Kathy Abbe-\$1,375.20; Dawn Bousquet-\$2,427.12; Maria Garcia-\$1,134.40; Stephanie Gatzemeyer-\$1,675.20; Jalissa Hattig-\$1,363.20; Brenda Landaverde-\$1,283.20; Samantha Mitchell-\$1,274.40; Debera Benton-\$1,360.00; Christy Abts-\$2,427.12; Melissa Collins-\$1,635.20; Joseph O'Neil-\$576.92; Karen Jimenez-\$1,616.80; Katherine Wiltgen-\$2,427.12; Louvontree Hunter-\$3,441.59; Debra Jensen-\$1,663.20; Johnette Gatzemeyer-\$1,280.00; Kevin Hansen-\$1,854.41; Tammy Dunn Peterson-\$2,112.92; Shaun Bird-\$2,270.55; Timothy Decker-\$2,582.88; Brian Ellinger-\$2,507.56; Penny Epting-\$2,590.88; Brian Fernau-\$2,343.85; Tyler Fulkerth-\$2,456.14; Jeremy Gilpin-\$1,158.68; Martin Guerrero-\$3,017.60; Melvin Harrison III-\$2,423.10; Jason James-\$2,397.27; Douglas Johnson-\$2,485.18; Kimberly Johnson-\$572.52; Jared Junge-\$2,435.40; Christopher Kleinberg-\$3,032.28; Jose Magana-\$1,838.76; Gregory Nyhof-\$2,003.26; Jonathan Romo-Rodriguez-\$1,948.23; Mardi Schnee-\$1,155.20; Ryne Sell-\$755.21; Sarah Hammond-\$2,244.21; Shantel Krull-\$1,040.00; Melinda Sandvick (Wicks)-\$1,538.46; Debra Schmiedt-\$10,742.85; Kimberly Watson-\$3,789.70; Emma Wiebelhaus-\$1,496.00; Jacob Acero-\$1,877.31; Juan Fernando Aguilar-\$1,569.53; Angelica Antonio Flores-\$1,638.00; Gerardo Bautista-\$453.84; Rebecca Broer-\$1,855.66; Kacie Brown-\$1,782.40; Lacey Clark-\$1,632.12; Leonardo Davalos-\$1,716.72; Elisabet DeRoin-\$1,900.60; Jesse Doelle-\$1,779.40; Maria Francisco Pablo-\$639.94; Jennifer Fuentes-\$1,588.44; Jonathan Gray-\$1,838.63; Nicole Gray-\$1,578.99; Sara Gritten-\$1,620.71; Kara Groetken-\$1,862.28; Zoey Henrichs-\$1,611.12; Adam Hough-\$1,780.82; Chase Kallsen-\$522.48; Brandon Long-\$1,611.12; Jennifer Marquez-\$1,567.44; Skyler Miner-\$1,864.63; Keaton Mueller-\$1,656.10; Riley Navrude-\$1,588.44; Kelsey O'Neill-\$1,567.44; Kimberly Peterson-\$1,758.08; Adrian Ramos-\$1,567.44; Michele Rohde-\$1,500.00; Angel Ruelas Hernandez-\$451.84; Jerry Santos-\$1,567.44; Rebecca Schoep-\$1,656.00; Jennifer Svendsen-\$2,583.23; Estrella Vazquez-\$1,864.63; Randall Walsh-\$2,485.23; Steven Zarate-\$1,588.44; Deanna Hagberg-\$2,080.80; Jolene Gubbels-\$2,124.12; Scott Gubbels-\$576.92; Jana Adam-\$723.54; Yvette Aldana-\$1,617.84; Jennifer Ankerstjerne-\$1,732.20; Theresa Grove-\$2,337.60; Rosa Rodriguez Romero-\$1,230.00; Courtney Swick-\$1,450.24; Willard Johnston-\$2,147.42; Nicholas Nieman-\$580.00; **General Fund Employee:** Federal Tax-\$11,505.25; State Tax-\$6,236.18; Soc Sec-\$10,567.17; Medicare-\$2,471.37; Extra Fit-\$1,256.00; Extra Sit-\$235.00; Retirement-\$8,156.35; Health Plan-\$2,900.00; Dental Plan-\$462.00; Colonial Health-\$219.59; Sheriff Union Dues-\$405.00; Colonial Life/Disability-\$54.00; Deferred Comp-\$1,215.38; Garnishments-\$1,331.06; Flex Plan Medical-\$838.56; Flex Dependent Care-\$208.33; VSP Vision Prem-\$391.64; Legal Shield-\$158.96; Liberty Nat'l Pretax-\$83.98; VSP Vision Base-\$104.15; **Road Fund Employer:** Gross Salaries-\$19,106.49; Net Pay-\$13,226.68; Retirement-\$1,289.70; Total FICA-\$1,421.20; Health Plan-\$4,500.00; Dental Plan-\$135.00; Life Insurance-\$22.06; Brent Byroad-\$2,760.74; Paul Jerome Conley-\$21.62; Robert Hacker-\$2,543.69; Lance Jacobsen-\$1,729.60; David Kneifl-\$2,279.68; Kimon Litras-\$2,465.62; Vernon McFarland II-\$1,649.60; Dean Pallas-\$1,753.60; Gunner Stanwick-\$2,252.74; Jeffrey Stanwick-\$1,649.60; **Road Fund Employee:** Federal Tax-\$1,509.25; State Tax-\$739.73; FICA-\$1,151.83; Medicare-\$269.37; Retirement-\$859.78; Health Plan-\$450.00; Dental Plan-\$63.00; Colonial Health-PreTax-\$38.23; Colonial Health L/D-\$35.10; Garnishments-\$530.77; Flex Plan Medical-\$0.00; Road Union Dues-\$165.00; VSP Vision Prem-\$15.34; Legal Shield-\$18.41; Liberty National PreTax-\$6.50; VSP Vision Base-\$27.50; **Health Program Grant Employer 2504:** Gross Salaries-\$1,589.60; Net Pay-\$1,237.75; Retirement-\$107.30; Total FICA-\$119.39; Health Plan-\$500.00; Dental Plan-\$15.00; Life Insurance-\$2.55; Yesica Saldana Cisneros-\$1,589.60; **Health Program Grant Employee 2504:** Federal Tax-\$86.46; State Tax-\$45.49; FICA-\$96.76; Medicare-\$22.63; Retirement-\$71.53; Dental Plan-\$21.00; VSP Vision-\$7.98; **Juvenile Services Aid Employer 2507:** Gross Salaries-\$1,200.00; Net Pay-\$1,028.02; Retirement-\$81.00; Total FICA-\$91.80; Kristin Robinette-\$1,200.00; **Juvenile Services Aid Employee 2507:** Federal Tax-\$8.06; State Tax-\$18.12; FICA-\$74.40; Medicare-\$17.40; Retirement-\$54.00.

Commissioner Love moved, seconded by Commissioner Hohenstein to approve Resolution 23C-004 to Vacate the East Half of Platted West First Street—Right-of-Way portion approximately 20 feet west and approximately 110 feet north and south of adjacent Lot 9, Block 3, Crystal Beach, (parcel 220073724) Dakota City, Nebraska, Section 6, Township 28N, Range 9E. ROLL CALL VOTE: Van Berkum – absent, Hohenstein – yes, Launsby – yes, Giese – yes, Love – yes. UNANIMOUS MOTION CARRIED.

**DAKOTA COUNTY**  
**BOARD OF COMMISSIONERS**  
**RESOLUTION 23C-004**  
**ROAD ABANDONMENT OR VACATION**  
**AND DISPOSITION OF RIGHT-OF-WAY**

BE IT RESOLVED BY THE CHAIRPERSON AND COUNTY BOARD OF COMMISSIONERS OF DAKOTA COUNTY, NEBRASKA, that a public hearing was held in the Board of Commissioners Room on the 23<sup>rd</sup> of January 2023, at 3:01 p.m., pursuant to notice of public hearing published in the Dakota County Star for three consecutive weeks previous to such hearing and certified letters sent to surrounding landowners.

BE IT FURTHER RESOLVED that at such public hearing no persons appeared regarding the vacating and abandonment of said road as hereinafter described, and the Board being fully advised and upon consideration of the matter hereby orders that the following road be vacated and abandoned and that the public right-of-way shall be disposed of in the following manner:

Shall vacate the described road and relinquish the right-of-way back to the adjacent landowner. Described as follows:

The East Half of Platted West First Street—Right-of-Way portion approximately 20 feet west and approximately 110 feet north and south of adjacent Lot 9, Block 3, Crystal Beach, (parcel 220073724) Dakota City, Nebraska, Section 6, Township 28N, Range 9E

A certified copy of this Resolution shall be filed with the Register of Deeds and indexed against all affected property. Dated at Dakota City, Nebraska this 6th day of February 2023.

Commissioner Love moved, seconded by Commissioner Hohenstein to approve Resolution 23C-005 Cyber Security Policies. ROLL CALL VOTE: Hohenstein – yes, Launsby – yes, Giese – yes, Love – yes, Van Berkum – absent. UNANIMOUS MOTION CARRIED.

**DAKOTA COUNTY**  
**BOARD OF COMMISSIONERS**  
**RESOLUTION 23C-005**

**RESOLUTION FOR ESTABLISHING COUNTY CYBER SECURITY POLICIES**

**WHEREAS**, Nebraska Revised Statute §23-106(1) establishes the duty of the county board is to manage the county funds and county business except as otherwise specifically provided; and Nebraska Revised Statute §23-109(1) establishes the county board shall have power to examine and settle all accounts against the county and all accounts concerning the receipts and expenditures of the county; and

**WHEREAS**, the Dakota County Board of Commissioners wishes to establish a Cyber Security Policy to secure county information and data. Cybercrimes such as phishing and ransomware are a threat to County IT infrastructure and tax-payer funds. The County wishes to protect and secure the confidentiality, integrity, and availability of information in cyberspace by establishing the following policies:

**1. Acceptable Use of Data Systems Policy**

The purpose of this policy is to stipulate the suitable use of computer devices in Dakota County. These rules protect the authorized user and therefore Dakota County also. Inappropriate use exposes the County to risks including virus attacks, compromise of network systems and services, and legal issues.

- **Handbook Employee Conduct Policy:** The County provides email, voicemail, Internet access, telephone service, and computer equipment for use in conducting County business. All such equipment and systems are County property and should be used primarily for business purposes. They may be used for appropriate personal reasons on an occasional basis only during non-working time, unless otherwise permitted under this policy. Because such property and systems are County property, the County has the right to and will monitor the use of such property from time to time. Therefore, no employee should have any expectation of privacy in his/her use of such property, or any files, data, or information transmitted with, placed, or stored on, or otherwise communicated using such equipment and systems. The following will clarify the types of equipment and services contemplated by this policy.
- **Computers:** All data entered on the County's computers is considered the County's property. No employee should knowingly enter false or misleading information in the County's computer system or destroy any data that the County needs to conduct its business. Please realize that, for various reasons, the County will access your equipment. As a result, your computer should not be used for personal business, even during non-working time, if you do not want the County to have access to personal information. Also, unauthorized access to a computer or computer system, or knowingly destroying a computer, computer system, computer software, or computer program, is specifically prohibited. Violators will be prosecuted to the fullest extent allowed by civil or criminal law.
- **Electronic Mail and Voicemail:** Electronic mail and voicemail are to be used primarily for business purposes only. It can be used for appropriate personal reasons only during non-working time. Like your computer, the County will access your email and voicemail when it deems such access necessary. Also, in use of email or voicemail for business purposes, you should be aware that such messages are not entirely confidential. They can be forwarded to others without the original sender's knowledge. Email can be viewed by others who may improperly use a password to breach the security of the system. In addition, disclosure of email messages may be required in lawsuits against the County. As a rule of thumb, nothing should be sent by email if you would not put the information in a formal memo or would not like the information to become public knowledge. Do not use derogatory, offensive, or insulting language in any email or voicemail message. Finally, employees are not to access or view email that is not addressed to them or access or listen to voicemail other than their own. Employees violating this policy will be subject to immediate termination.
- **Use of the Internet:** Use of the Internet is to be limited to business use, except employees may access the Internet for appropriate personal reasons during non-working time. However, pornographic, or other offensive sites cannot be viewed at any time. In addition, the County prohibits the downloading or installation of any application software from the

Internet onto County computers at any time. This software could contain embedded viruses or be incompatible with our computer operations. Please realize that the County will monitor Internet use.

## **2. Account Management Policy**

The purpose of this policy is to determine a typical process for the creation, administration, use, and removal of accounts that facilitate access to information and technology resources at Dakota County.

- Complete the Riverside Technologies, Inc. (RTI) Employee New Hire Form and Employee Termination Form. See Attachments A (NH) and B (Term)

## **3. Anti-Virus**

This policy was established to assist and prevent attacks on corporate computers, networks, and technology systems from malware and other malicious code. This policy is meant to assist and prevent damage to user applications, data, files, and hardware. Antivirus software is a computer program that detects, prevents, and takes action to disarm or remove malicious software programs, such as viruses and worms. Most antivirus programs include an auto-update feature that enables the program to download profiles of new viruses so that it can check for the new viruses as soon as they are discovered. Anti-virus software is necessary and a basic necessity for every system.

- RTI has installed FortiEDR which delivers endpoint security with real-time visibility, analysis, protection, and remediation. It proactively shrinks the attack surface, prevents malware infection, detects, and defuses potential threats in real time.

## **4. E-Commerce Policy**

The frequency of cyber-attacks has been high in recent years. Ecommerce security refers to the measures taken to secure businesses and their customers against cyber threats. This e-commerce policy is to be used as both a suggestion and a summary within the management of the E-Commerce electronic services.

- County Treasurer uses Nebraska Taxes Online Services through MIPS Technology Services Division of Nebraska Association of County Officials (NACO). Certified Payments is an online secure payment system for government entities.
- Clerk of District Court fines can be paid using State of Nebraska .gov online services.

## **5. E-Mail Policy**

Email security may be a term for describing different procedures and techniques for shielding email accounts, content, and communication against unauthorized access, loss, or compromise. Email usually wont to spread malware, spam, and phishing attacks. Attackers use deceptive messages to entice recipients to spare sensitive information, open attachments, or click on hyperlinks that install malware on the victim's device. Email is additionally a standard entry point for attackers looking to realize an edge in an enterprise network and acquire valuable Dakota County data. Email encryption involves encrypting, or disguising, the content of email messages to guard potentially sensitive information against being read by anyone aside from intended recipients. Email encryption often includes authentication. The purpose of this policy is to determine rules for the utilization of corporate email for sending, receiving, or storing electronic messages.

- Email restrictions – private personal information, such as social security numbers, etc., should not be sent directly through email and if needed should use the option to encrypt the information for transit.
- The County's emails are hosted locally on an exchange server and routed through Office 365 for the purpose of ensuring private information can be encrypted.
- All County emails must be identified using the dakotacounty.ne.gov domain.

## **6. Hardware and Electronic Media Disposal Policy**

The Dakota County-owned surplus hardware, obsolete machines, and any equipment beyond reasonable repair or reuse, including media, are covered by this policy. This policy will establish and define standards, procedures, and restrictions for the disposition of non-leased IT equipment and media in a legal, cost-effective manner.

- Follow Nebraska Statute 23-3115 for all Surplus personal Property; sales; conditions. Both computer and printer hard drives should be removed and destroyed by Commercial Shredder or wiped clean by RTI or similar service.
- Emails: follow State Records Retention and Disposition Schedules – emails can be archived by RTI.

## **7. Security Incident Management Policy**

This policy defines the need for reporting and responding to incidents associated with Dakota County's information systems and operations. Incident response provides the county with the potential to spot when a security incident occurs.

- Contact the RTI Help Desk [ [helpdesk@1rti.com](mailto:helpdesk@1rti.com) ] if you see a suspicious email. If you forward the email to the RTI helpdesk, do so by sending it as an attachment.

## **8. Information Technology Purchasing Policy**

The reason for this strategy is to characterize norms, methods, and limitations for the acquisition of all IT equipment, programming, PC-related parts, and specialized administrations bought with organization reserves. Acquisition of innovation and specialized administrations for the organization should be supported and facilitated through Riverside Technologies, Inc. (RTI)—the County's IT Management Company.

## **9. Log Management Policy**

Log management is often of great benefit and with proper management, to reinforce security, system performance, resource management, and regulatory compliance will be done by RTI. RTI currently monitors logs for network traffic on the firewall on the local device, wireless AP logs centralized to the Aruba Controller, and their MSSP software agent monitors event viewer logs on all workstations and servers.

## **10. Network Security and VPN Acceptable Use Policy**

The purpose of this policy is to define standards for connecting to Dakota County's network from any host. These standards are designed to attenuate the potential exposure to the County from damages, which can result from unauthorized use of the Dakota County's resources. Damages include the loss of sensitive or confidential data, property, damage to critical Dakota County internal systems, etc. Be aware and employ safe practices for connecting to free and unsecured Wi-Fi. The County provides computer devices, networks, and other electronic information systems to goals, and initiatives. The County grants

access to those resources as a privilege and must manage them responsibly to take care of the confidentiality, integrity, and availability of all information assets.

- Only county-approved individuals
- Individuals must use 2-factor authentication
- Devices should only be allowed to connect to their specific county office wireless connection
- Non-county devices should only be allowed on public access wireless connection.

#### 11. Password Policy

The concept of usernames and passwords has been a fundamental way of protecting our information. This may be one of the first measures regarding cybersecurity. The purpose of this policy is to determine the creation of strong passwords, the protection of these passwords, and therefore the frequency of changing passwords must be followed.

- 8 minimum characters – must use a letter/number/symbol
- Passwords must be changed every 4 months
- Passwords must be securely stored by a Password Manager App

#### 12. Patch Management Policy

Security vulnerabilities are inherent in computing systems and applications. These flaws allow the event and propagation of malicious software, which may disrupt normal business operations, additionally placing the corporation in danger. To effectively mitigate this risk, software “patches” are made available to get rid of a given security vulnerability.

- RTI automatically schedules and deploys to servers and workstations all patches within 2 days of notification from Microsoft.
- All patches run during the evening hours and Computers need to be left on for auto patching. RTI will monitor systems that fail and reach out to the County for follow-through.

#### 13. Cloud Computing Adoption

The purpose of this policy is to make sure that Dakota County can potentially make appropriate cloud adoption decisions and at an equivalent time doesn't use or allow the utilization of inappropriate cloud service practices.

- Consult with RTI so all security measurers can be deployed

#### 14. Server Security Policy

The purpose of this policy is to define standards and restrictions for the bottom configuration of internal server equipment owned and/or operated by or on Dakota County's internal network(s) or related technology resources via any channel.

- Access to servers by outside vendors should be directed to RTI

#### 15. Social Media Acceptable Use Policy

The use of external social media within organizations for business purposes is increasing. The County faces exposure of a particular amount of data that will be visible to friends of friends from social media. While this exposure may be a key mechanism driving value, it also can create an inappropriate conduit for information to pass between personal and business contacts. Tools to determine barriers between personal and personal networks and tools to centrally manage accounts are only starting to emerge. Involvement by the IT Department for security, privacy, and bandwidth concerns is of maximal importance.

- **Handbook Social Media Policy:** We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your social media use, we have established the following guidelines for appropriate social media use. This policy applies to all employees who work for the County.

**Guidelines:** In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the County, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of your fellow coworkers, or otherwise adversely affects the County's legitimate business interests may result in disciplinary action up to and including termination.

**Know and follow the rules:** Carefully read these guidelines, the County's Harassment Policy and Complaint Procedure and Workplace Violence Prevention policy and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including discharge.

**Be respectful:** Always be fair and courteous to fellow coworkers, customers, and people who work on behalf of the County. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex/gender, disability, religion, age, gender identity, sexual orientation, or any other status protected by law.

**Be honest and accurate:** Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

**Post only appropriate and respectful content:**

- ✓ Express only your personal opinions. Never represent yourself as a spokesperson for the County. If the County is a subject of the content you are creating, be clear and open about the fact that you are a County employee and make it



clear that your views do not represent those of the County. If you do publish a blog or post online related to the work you do or subjects associated with the employment with the County, make it clear that you are not speaking on behalf of the County. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Dakota County."

- ✓ Do not divulge confidential County information. Examples of confidential information may include information related to pending criminal investigations in the Sheriff's Department and potential prosecution by the County Attorney's Office.  
**Use of Social Networking Websites on County Equipment, or During Work Hours:** Employees are prohibited from using or accessing social networking sites on County equipment. Employees are also prohibited from using their personal equipment for social networking during working hours. Working hours are defined as an employee's scheduled shift but exclude lunch and other break times. The County reserves the right to monitor employees' website history on County equipment to determine whether employees are complying with this policy.
- Dakota County will work with RTI to control any bandwidth issues.

#### **16. Systems Monitoring and Auditing Policy**

System monitoring and auditing are employed to work out if inappropriate actions have occurred within a data system. System monitoring is employed to seem for these actions in real-time while system auditing looks for them after the very fact.

- RTI has installed FortiEDR which delivers endpoint security with real-time visibility, analysis, protection, and remediation. It proactively shrinks the attack surface, prevents malware infection, detects, and defuses potential threats in real time.

#### **17. Vulnerability Assessment**

The purpose of this policy is to determine standards for periodic vulnerability assessments. This policy reflects Dakota County's commitment to spot and implement security controls, which can keep risks to data system resources at reasonable and appropriate levels.

- Dakota County will employ an outside vendor once or twice a year to conduct a risk-based assessment of the County and its managed IT provider--RTI.

#### **18. Website Operation Policy**

The purpose of this policy is to determine guidelines with reference to communication and updates of Dakota County's public-facing website. Protecting the knowledge on and within the corporate website, with equivalent safety and confidentiality standards utilized within the transaction of all the corporate business, is significant to Dakota County's success.

- MIPS webmaster contact info is: [webmaster@nebraskacounties.org](mailto:webmaster@nebraskacounties.org)

#### **19. Workstation Configuration Security Policy**

The purpose of this policy is to reinforce security and quality operating status for workstations utilized at the County. IT resources are to utilize these guidelines when deploying all new workstation equipment. Workstation users are expected to take care of these guidelines and to figure collaboratively with IT resources to take care of the rules that are deployed.

- RTI manages each County workstation and will conduct Quarterly reviews with management to define rules intended to reduce the risk of data loss/exposure through workstations.

#### **20. Firewall**

A firewall is a software program or piece of hardware that helps screen out hackers, viruses, and worms that try to reach your computer over the Internet. All messages entering or leaving the Internet pass through the firewall present, which examines each message and blocks those that do not meet the specified security criteria. Hence, firewalls play an important role in detecting malware.

- RTI has installed FortiEDR which delivers endpoint security with real-time visibility, analysis, protection, and remediation. It proactively shrinks the attack surface, prevents malware infection, detects, and defuses potential threats in real time.

#### **21. Malware scanner**

This is software that sometimes scans all the files and documents present within the system for malicious code or harmful viruses. Viruses, worms, and Trojan horses are samples of malicious software that are often grouped together and mentioned as malware.

- FortiEDR manages this on a bi-weekly basis.

**THEREFORE, BE IT RESOLVED**, that the Dakota County Board of Commissioners hereby approves said cyber security policy.

Dated this 6th day of February 2023.

[Commissioner Van Berkum arrived at 3:10 p.m.]

Matt Wallenwaber-Mid-American Benefits, Robert Rapp, and Don Faber- New York Life Brokers presented the 2022 claims history for health and dental insurance and went over in detail the terms of the renewal policy and how we have had several years of extremely high claims and didn't have a lot of companies willing to take our county. Due to the high claims, three lasers have been put in place on our policy this year. With these factors our insurance annual fixed cost will increase approximately 20.5%. They also presented details if we were to change to a July 1, 2024, renewal date extending our plan year to 16 months and the risk factors and increased liability and costs. Commissioner Hohenstein moved, seconded by Commissioner Van Berkum, to approve the 12/18 group health plan and dental plan renewals including the group health plan reinsurance stop loss contract. ROLL CALL VOTE: Giese – yes, Love – yes, Van Berkum – yes, Hohenstein – yes, Launsby – yes. UNANIMOUS MOTION CARRIED.

Jolene Gubbels, Highway Superintendent, presented and submitted her written road study for the vacation of the road starting at the East end of 230<sup>th</sup> Street West of N Avenue then going West approximately 1/2 mile between Section 9, Township 27N, Range 7 (parcel 220088594) and Section 4, Township 27N, Range 7 (parcel 220090599), Dakota County, Nebraska. Ms. Gubbels recommendation was to relinquish this portion of the road. Commissioner Love moved,

seconded by Commissioner Van Berkum to accept the road study as presented for the vacation of the road starting at the East end of 230<sup>th</sup> Street West of N Avenue then going West approximately 1/2 mile between Section 9, Township 27N, Range 7 (parcel 220088594) and Section 4, Township 27N, Range 7 (parcel 220090599), Dakota County, Nebraska. ROLL CALL VOTE: Love – yes, Van Berkum – yes, Hohenstein – yes, Launsby – yes, Giese – yes. UNANIMOUS MOTION CARRIED.

Commissioner Love moved, seconded by Commissioner Van Berkum to approve Resolution 23C-006 to set date and time for a public hearing to vacate the East end of 230<sup>th</sup> Street West of N Avenue then going West approximately 1/2 mile between Section 9, Township 27N, Range 7 (parcel 220088594) and Section 4, Township 27N, Range 7 (parcel 220090599), Dakota County, Nebraska, for March 6, 2023 at 3:01 p.m. ROLL CALL VOTE: Hohenstein – yes, Launsby – yes, Giese – yes, Love – yes, Van Berkum – yes. UNANIMOUS MOTION CARRIED.

**BOARD OF COMMISSIONERS**  
**DAKOTA COUNTY, NEBRASKA**  
**RESOLUTION 23C-006**

**A RESOLUTION TO SET DATE AND TIME FOR PUBLIC HEARING  
TO VACATE OR ABANDON A PUBLIC ROAD**

WHEREAS, Sec. 39-1722 Nebr. R.R.S., 1943, makes provisions for a county Board of Commissioners as to the vacation or abandonment of public roads in its county; and

WHEREAS, a clear and unambiguous description of the roads to be relocated, vacated, or abandoned, is as follows, to-wit:

Starting at the East end of 230<sup>th</sup> Street West of N Avenue then going West approximately 1/2 mile between Section 9, Township 27N, Range 7 (parcel 220088594) and Section 4, Township 27N, Range 7 (parcel 220090599), Dakota County, Nebraska

WHEREAS, by action of the Dakota County Board of Commissioners on January 23, 2023, Dakota County Highway Superintendent Jolene Gubbels was directed to perform a study and report to the Board as provided by the laws of the State of Nebraska; and,

WHEREAS on February 6, 2023, Ms. Gubbels submitted a written report to the Board with the following findings and recommends vacating the described road and relinquishing the right-of-way back to the adjacent landowner.

1. The portion of road that the County desires to vacate is a minimum maintenance road that ends and becomes field and pasture. Said public road is not used by the public and is of no value to the public, and it therefore serves no purpose for it to remain open to the public.
2. By vacating the aforementioned road, liability can and will be reduced for the county.
3. One landowner owns both sides of the road and it does not appear that vacating said road will land lock any landowners in the sections.

NOW THEREFORE, BE IT RESOLVED, by the Dakota County Board of Commissioners, that the matter of vacation or abandonment of said road shall be advertised for three consecutive weeks (February 16 & 23 and March 2) and set for public hearing on March 6, 2023, at 3:01 p.m. in the Dakota County Commissioners Board meeting room, Dakota City, Nebraska.

Resolved this 6th day of February 2023.

Dan Alexander – Midwest Engineering, Inc, presented an Agreement for Professional Services for engineering costs to the Jackson bridge on North Bluff Road and the Homer bridge going into the town with a fee not to exceed \$18,000.00. Commissioner Hohenstein moved, seconded by Commissioner Van Berkum, to approve the Midwest Engineering, Inc Agreement for Professional Services for bridge repair to the Jackson bridge and the Homer bridge not to exceed \$18,000. ROLL CALL VOTE: Launsby – yes, Giese – yes, Love – yes, Van Berkum – yes, Hohenstein – yes. UNANIMOUS MOTION CARRIED.

Commissioner Giese moved, seconded by Commissioner Launsby, to appoint the following members to Planning & Zoning for a 3-year term of February 2023 to 2026: (1) Rural Emerson – Martin Rohde; (2) Rural Dakota City – Gordon Hegge, and (3) Rural Willis – Steven Lieber. ROLL CALL VOTE: Giese – yes, Love – yes, Van Berkum – yes, Hohenstein – yes, Launsby – yes. UNANIMOUS MOTION CARRIED.

Jolene Gubbels, Highway Superintendent, gave the Road Report for January 22 to February 4, 2023. Total road maintenance- 0 hours; overtime hours – 166.5; snow removal – 166.5; Grading concerns: snow removal on 190<sup>th</sup>, 207<sup>th</sup>, Ireton Ave, Knox Blvd, Golf Rd. Ms. Gubbels reported that they are down 2 employees and there was equipment down. Ms. Gubbels reported that there is a member of the public who continues to drive through the county yard multiple times a day and asked for guidance on how to handle this. The Board advised working with the County Attorney and the Sheriff's department and get proper signage regarding trespassing. Commissioner Hohenstein reported that he had gone out and looked at the Homer road shop and agreed that it needs a new roof.

Robert Latimer with Summit Carbon Solutions provided an update on the Summit Carbon Solutions project stating the plan is to start construction the summer of 2023. They changed the line from 12 inches to 16 inches to accommodate volumes and they moved the pump station out of Dakota County. They have about 69% of the land acquired and work with other landowners. They will continue to provide updates as the project moves forward.

JoAnn Gieselmann and Erica DeLeon with Growing Community Connections presented information regarding a project that has been in the works for several years where they are working with multiple entities in trying to build a central location for a multitude of needs in the community. They are looking for local commitments and dollars to help fund this project.

ARPA projects: Sheriff Kleinberg expressed the need for a new fire alarm panel as the current one is obsolete, and parts cannot be found to repair. He obtained 4 quotes and advised that the Board approve the lowest bid from Associated Fire Protection at \$23,842.00 as they are already familiar with the current system and would not have to replace the whole system. Commissioner Love moved, seconded by Commissioner Hohenstein to approve the quote from Associated Fire Protection for \$23,842.00 to replace the fire alarm panel in the jail using ARPA funds. ROLL CALL VOTE: Love – yes, Van Berkum – yes, Hohenstein – yes, Launsby – yes, Giese – yes. UNANIMOUS MOTION CARRIED.

Dawn Bousquet, Treasurer, presented a quote from RTI to replace 12 computers in her office as they are all 5+ years old and running slow and she has had to add special components to them to make the work and compatible with software. Commissioner Love moved, seconded by Commissioner Launsby to approve the quote from RTI for 12 new computers in the Treasurer's office for \$14,873.84 using ARPA funds. ROLL CALL VOTE: Van Berkum – yes, Hohenstein – yes, Launsby – yes, Giese – yes, Love – yes. UNANIMOUS MOTION CARRIED.

Kristin Robinette, Juvenile Diversion Officer, has put in a request for a new desk and more storage space for files. She obtained a quote and provided the least expensive from One Office Solution for \$1515.00. Commissioner Van Berkum moved, seconded by Commissioner Love, to approve the Juvenile Diversion Officer's request for a new desk and storage cabinets from One Office Solution for \$1515.00 using ARPA funds. ROLL CALL VOTE: Hohenstein – yes, Launsby – yes, Giese – yes, Love – yes, Van Berkum – yes. UNANIMOUS MOTION CARRIED.

Committee Reports: Commissioner Hohenstein reported on the Veterans Oversight committee. No other reports.

Mail: Shared Jail Standards report, expanded broadband to rural areas south of Hubbard and west of Homer from NNTC, and shared HR Brochure from NIRMA.

Commissioner Van Berkum moved, seconded by Chair Giese to adjourn the Board of Commissioners meeting of February 6, 2023, at 5:06 p.m.

Dakota County Board of Commissioners

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Robert Giese, Chair

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Cherie Conley, County Clerk/Secretary