



AGENDA FOR THE REGULAR MEETING OF  
THE MAYOR AND CITY COUNCIL OF THE  
CITY OF AUBURN, NEMAHA COUNTY,  
NEBRASKA, TO BE HELD AT 7:00 P.M.  
JUNE 14, 2021

**Call to Order**

This is an open meeting of the Auburn City Council. The City of Auburn abides by the Open Meetings Act in conducting business. A copy of the Open Meetings Act is displayed in these City Council Chambers as required by state law.

The City Council may vote to go into Closed Session on any agenda item as allowed by state law.

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**Invocation**

The Council may make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding their privilege to speak. The City Council is not required to allow citizens to speak at each meeting but may not forbid public participation at all meetings. Any member of the Public addressing the Council at this meeting shall provide her/his name and address unless waived pursuant to Nebraska Law.

**Pledge of Allegiance**

**Roll Call**

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**A - SUBMITTAL OF REQUESTS FOR FUTURE ITEMS**

Individuals who have appropriate items for City Council consideration should complete the Request for Future Agenda Items form located at the Information table. If the issue can be handled administratively without Council action, notification will be provided. If the item is scheduled for a meeting, notification of the date will be given.

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**B – RESERVE TIME TO SPEAK ON AGENDA ITEMS**

This is an opportunity for individuals wishing to provide input on any of tonight's agenda items to reserve time to speak. Please come forward, state your name and address, and the Agenda topic on which you will be speaking.

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**C – PRESENTATIONS and PROCLAMATIONS – None for this meeting.**

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*The Consent Agenda shall be presented by the Mayor or City Clerk at the beginning of Council session. Items within the Consent Agenda may be removed by the request of any one Councilmember. Items not removed from the Consent Agenda may be adopted by general consent without further discussion or debate. Removed items may be taken up either immediately after the Consent Agenda or placed later within the Agenda at the discretion of the Council.*

**D – CONSENT AGENDA**

- D – 1 Approving Minutes of May 10, 2021 City Council Regular Meeting
  - D – 2 Approval of City Financial Report
  - D – 3 Request for attendance at meetings and/or conferences.
  - D – 4 Request approval manager application in connection with Farmers Cooperative liquor license located at 922 J Street, Auburn, NE.
  - D – 5 Approval of Request for a Special Designated Liquor License submitted by Arbor Manor (Amy Clark) SDL at 4-H Pavilion located at 816 I Street for an event on August 3, 2021.
  - D – 6 Approval of Request for a Special Designated Liquor Licenses submitted by Southside Saloon (Tracy Betts) for events in Legion Park on Friday, August 6, 2021 and Sunday, September 5, 2021.
  - D – 7 Auburn Chamber Board of Directors – Request approval to place banners below the Welcome to Auburn signs on each end of town in support of the 70<sup>th</sup> Annual Sidewalk Sale for July 22<sup>nd</sup>.
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**E – PAYMENT OF CLAIMS**

- E – 1 Approving Payment of Claims
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**F – PUBLIC HEARINGS - None for this meeting.**

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**G – ORDINANCES – None for this meeting.**

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**H – RESOLUTIONS**

- H – 1 Resolution No. \_\_\_\_ - 21 Council consideration of Interlocal Agreement with Nemaha County Fair Grounds and Agricultural Society and/or Nemaha County regarding the liability insurance/coverage and City use of Optimist Lake & Rotary Island.  
*{Possible status update}*
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**I – REPORTS & RECOMMENDATIONS**

- I – 1 From Dept. Heads/Boards
  - a. Street Department
  - b. Fire Department
  - c. Library
  - d. Treasurer
  - e. Airport Report
  - f. Board of Health
- I – 2 From Committees
  - a. Street Committee
  - b. Keep Auburn Beautiful
  - c. Economic Development
  - d. Safety Committee
  - e. Building Committee
  - f. Legislative

**I – REPORTS & RECOMMENDATIONS (cont'd)**

- g. Parks and Pool Committee
  - h. Housing
  - i. Other Committees & Reports
- 

**J – MOTIONS, REQUESTS AND REFERRALS**

- J – 1 Request for funds submitted by Leslie Clark – Seeking funds from the American Rescue Plan Act to help fund Lead for Nebraska Fellow. Seeking funds of \$20,000.00 for partnership, collaboration, and funding regarding broadband expansion in Auburn and Nemaha County.
  - J – 2 Request by Brandon & Leah Wehenkel for an extension to complete new construction housing grant project.
  - J – 3 Request by Jeff Jones for an extension to complete a housing rehab project.
  - J – 4 Request by Patricia Reid & Gregory Hepner for an extension to complete new construction housing grant project.
  - J – 5 Request proposals for engineering of asphalt surfacing of “S” Street and “P” Street.
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**ADJOURNMENT**

City Council Proceedings  
May 10, 2021

AGENDA ITEM  
NO D-1

The Mayor and Council of the City of Auburn, Nemaha County, Nebraska, were called to meet at the City Hall at 1101 "J" Street on May 10, 2021, at 7:00 o'clock P.M., in Regular Meeting, open to the general public. Advance notice of said Regular Meeting, the designated method of giving notice including the agenda for said meeting, or the availability thereof having been posted at the west front door of the City Hall, at the east door of the Nemaha County Courthouse and in the Auburn State Bank, and having been transmitted to all members of the City Council, all done on or before May 7, 2021. Mayor Dan White presided over the meeting and the City Clerk recorded the proceedings.

The meeting was called to order by Mayor Dan White. Upon calling the roll, the following members of the City Council were present: Katy Billings, Shawn Clark, Tom Clark, Rick Janssen, and Jeff Jeanneret. Absent: Chris Erickson.

Mayor White announced that the City of Auburn abides by the Open Meetings Act in conducting business and that a copy of the Open Meetings Act is displayed in the City Council Chambers (posted on the North wall of these Chambers by the entrance door) as required by state law.

Consent Agenda Items

- D - 1 Approving Minutes of April 12, 2021 City Council Regular Meeting
- D - 2 Approval of City Financial Report
- D - 3 Request for attendance at meetings and/or conferences  
City Clerk's request to attend Nebraska League of Municipalities Accounting & Finance virtual conference
- D - 4 Request Approval of additional area/premises for Liquor Licenses submitted by Ruth Heywood/Whiskey Run at 910 Central Avenue
- D - 5 Appointment - Auburn Housing Authority, Ms. Mildred Mason is resigning, Mayor's proposed appt. Ms. Virginia Wood
- D - 6 Approval of CDBG 18-HO-36067 Drawdown No. 17 with related claims
- D - 7 CLG grant approval for Auburn Historic Preservation
- D - 8 Approval of Request for Special Designated Liquor Licenses submitted for Southside Saloon, 1417 19<sup>th</sup> Street, Auburn, NE for events at Legion Park on Friday, August 6, 2021, and Sunday, September 5, 2021
- D - 9 Approval of Request for Special Designed Liquor License submitted for Southside Saloon, 1417 19<sup>th</sup> Street, Auburn, NE for event on June 5, 2021 (on 19<sup>th</sup> Street between N Street and O Street)

Consent Agenda Items D - 1, D - 2, D - 3, D - 4, D - 5, D - 6, D - 7, D - 8, and D - 9 were presented (as listed on the agenda) by the Mayor for approval. Council Member Janssen moved to approve the consent agenda items as listed. The motion was seconded by Council Member Jeanneret. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Shawn Clark, Tom Clark, Janssen, Jeanneret, and Billings. The following voted "NAY": No one. Motion: Carried.

The following April claims were presented before the Council for ratification: AFLAC, wh-73.80; Auburn Discount Liquor, CRA Project-21,577.12; Black Hills Energy, Ut-365.31; Blue Cross-Blue Shield, Ins-6,618.10; Kansas Municipal Utilities, Se-50.00; Mid-American Benefits Inc., Ins-78.25; NE Dept of Revenue, Keno Tax-550.00; Auburn Region V Services, Se-300.00; Shane & Kelcie Keeling, Local Housing Grant-5,000.00; The Standard, Ins-14.20; Time Warner Cable, Se-676.05; Verizon Wireless, Se-52.86; Windstream, Se-146.03. April Payroll-37,522.00; City FICA Match-2817.32; City Pension Match-1,500.74; PayChex Payroll Se-210.80; PayChex FSA Se-87.50; Mid-American Benefits Inc., Ins-775.11. The following May claims were presented before the Council for approval or ratification: AKRS, Su-Se-349.31; Amazon, Bk-AV-951.03; American Lawncare Inc., Se-1,200.00; Arbor Manor, Ex-1,023.60; Auburn Newspapers, Se-584.58; Auburn Plumbing, Htg. & AC Inc., Se-Su-337.87; Baker & Taylor, Bk-AV-576.71; Blackstone Publishing, Bk-AV-65.90; Bradley Electric, Se-65.00; Bulldog Auto Supply Inc., Su-123.38; Capital Business Systems, Se-Su-220.41; Concrete Industries Inc., Su-2,291.76; Diamond Vogel, Su-1,730.28; Eakes Office Solutions, Su-687.59; Ed M. Feld Equipment Co. Inc.,

Su-1,515.64; Eggers Brothers Inc., Su-15.16; First National Bank Omaha, Card Transactions-1,569.79; Frontier Cooperative, Su-212.50; Cengage Learning Inc/Gale, Bk-AV-370.47; Glenn's Corner Market, Su-209.00; Hometown Brand Appliances, Se-205.15; John Clark, Se-350.00; Menards, Su-632.91; Microfilm Imaging Systems Inc., Se-138.00; Nemaha County, Reim-1,454.25; OCLC Inc., Sub-62.44; Odeys Inc., Equip-Su-508.80; Ok Tire, Se-54.95; Overdrive Inc., Bk-AV-446.70; Petty Cash, Su-219.11; Pieters Construction Inc., Su-Se-375.00; Ricoh USA Inc., Su-20.01; Rieschick Drilling Co. Inc., Se-520.00; Sack Lumber Co., Su-139.94; The Penworthy Co., Bk-AV-242.36; USPS, Su-110.00; Wilson Electric, Se-75.00; Yolanda Kerr, Se-500.00.

Abbreviations for this legal: AV-Audio Visual; Bk-Book; CDBG-Community Development Block Grant; Contrib-Contribution; CRA-Community Redevelopment Authority; DTR-Downtown Revitalization; ED-Economic Development Investment; Equip-Equipment; Ex-Expense; Fe-Fee; FSA-Flexible Spending Acct; Ins-Insurance; Inspect-Inspection; Int-Interest; Lic-Licenses; Maint-Maintenance; Mem-Membership; Pen-Pension; Per-Periodical; Re-Repairs; Ref-Reference Materials; Reg-Registration; Reim-Reimbursement; Se-Service; Su-Supplies, Materials & Parts; Sub-Subscription; TIF-Tax Increment Financing; Ut-Utilities; Wh-Withholding.

Council Member Billings moved to approve the claims presented which have not been previously approved by motion or resolution and to ratify the ordinary and necessary expenses allowed and in accordance with Resolution No. 7-11 that was approved February 28, 2011. The motion was seconded by Council Member Janssen. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Tom Clark, Janssen, Jeanneret, Billings, and Shawn Clark. The following voted "NAY": No one. Motion: Carried.

Proposed Ordinance No. 2-21, confirming the rezoning of Lots 7 thru 13 and the East Half (E1/2) of the vacated alley, BLK 37, Calvert Addition (address 2720 Q Street) from R-2 Medium Density Residential to C-R Commercial Residential upon a privacy fence being constructed and maintained by the owners between zoning jurisdictions, was presented for third reading. Proposed Ordinance No. 2-21 came on for third reading. Council Member Billings read proposed Ordinance No. 2-21 by title for its third reading. Council Member Billings moved that said proposed Ordinance No. 2-21 be approved on its third reading and its title agreed to, which motion was seconded by Council Member Janssen. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Janssen, Jeanneret, Billings, Shawn Clark, and Tom Clark. The following voted "NAY": No one. The Mayor declared said proposed Ordinance No. 2-21 approved on its third reading and its title agreed to. Said ordinance having been read by title the first, second, and third time, the "yeas" and "nays" having been called and recorded, and said ordinance having been approved each reading and its title agreed to, Council Member Jeanneret moved for the final passage of said ordinance, which motion was seconded by Council Member Billings. The Mayor then stated the question was "Shall Ordinance No. 2-21 be passed and adopted?" Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Janssen, Jeanneret, Billings, Shawn Clark, and Tom Clark. The following voted "NAY": No one. Motion: Carried.

Proposed Ordinance No. 7-21, Council consideration of Amendment to Code Section §99.36 of the Municipal Code of Ordinances, Control of Disposal, to add grass, grass clippings, discarded and/or worthless vegetation, to remove reference to City Police Chief, and to harmonize with Statute, was presented for consideration. Notation: Passed at April 2021, meeting but under Ordinance No. 3-21 which was already used/been assigned to a different ordinance at the March 2021, meeting. The Mayor announced the proposed Ordinance was in order. Council Member Janssen moved that these proceedings be kept in a separate and distinct volume known as the "Ordinance Record of the City of Auburn, Nemaha County, Nebraska", and that said volume be made part of these proceedings the same as though it were spread at large herein, which motion was seconded by Council Member Jeanneret. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Jeanneret, Billings, Shawn Clark, Tom Clark, and Janssen. The following voted "NAY": No one. Motion: Carried. Council Member Billings introduced the proposed Ordinance and moved that the statutory rule requiring reading on three different days be suspended. Council Member Janssen seconded the motion to suspend the rules.

Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Billings, Shawn Clark, Tom Clark, Janssen, and Jeanneret. The following voted "NAY": No one. Motion: Carried. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule was declared suspended for consideration of said ordinance. Council Member Billings read Ordinance No. 7-21 and moved for final passage of the ordinance, which motion was seconded by Council Member Janssen. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Shawn Clark, Tom Clark, Janssen, Jeanneret, and Billings. The following voted "NAY": No one. Motion: Carried.

There wasn't any discussion or action taken on Agenda Item No. H-1 for consideration of Interlocal Agreement with Nemaha County Fair Grounds and Agricultural Society and/or Nemaha County regarding the liability insurance/coverage and City use of Optimist Lake & Rotary Island.

Council Member Billings moved to approve the proposed parade route for the Nemaha County Fair in conjunction therewith approved Resolution No. 4-21 for temporary use of State Highway, US HWY 136. The motion was seconded by Council Member Janssen. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Tom Clark, Janssen, Jeanneret, Billings, and Shawn Clark. The following voted "NAY": No one. Motion: Carried.

Monthly written reports from department heads/boards and committees were provided. A written financial report was provided by the Auburn Community Redevelopment Authority. A written report on law enforcement activity within the City of Auburn for April 2021 was also provided.

Leslie Clark reported on the Auburn Birthday Celebration.

Agenda Item No. J-1 request for agenda item by Albert Ensor, Sr. with topic of proposed speed limit signs to be posted on 14<sup>th</sup> Street was not discussed and there was no action taken because Mr. Ensor was not present.

Request was made to approve authorized representatives and signers for the Auburn American Legion Post No. 23 Keno Account. Council Member Janssen moved for changes to the Keno Legion Account approving Mayor Dan White, Council President Shawn Clark, City Clerk/Treasurer Sherry Heskett, Keno operator (Craig Blake) and his designated representatives (James Reed and Nicole Constantine) as authorized representatives and signers for that specific account held at Auburn State Bank. The motion was seconded by Council Member Shawn Clark. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Janssen, Jeanneret, Billings, Shawn Clark, and Tom Clark. The following voted "NAY": No one. Motion: Carried

Council Member Billings moved with regards to the local housing rehabilitation program which allows up to \$10,000 or 30% of the actual eligible costs, whichever amount is less; that pursuant to the housing committee's recommendation, approval of a rehabilitation grant be granted to Felicia and Tony Shefferd based on the quote included in their housing rehabilitation grant application. The motion was seconded by Council Member Tom Clark. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Janssen, Jeanneret, Billings, Shawn Clark, and Tom Clark. The following voted "NAY": No one. Motion: Carried

Council Member Janssen moved to approve the request by Shane & Kelcie Keeling for an extension to complete their new construction housing grant project located on Lot 24 of Glenrock Addition. The motion was seconded by Council Member Jeanneret. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Jeanneret, Billings, Shawn Clark, Tom Clark, and Janssen. The following voted "NAY": No one. Motion: Carried.

Council Member Jeanneret moved to approve the request by Ross and Cassie Eickhoff for new construction housing grant funding at their construction location between 8<sup>th</sup> & T Street and 8<sup>th</sup> and S Street as recommended by the housing committee. The motion was seconded by Council Member Tom Clark. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council

May 10, 2021

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Members voted "YEA": Billings, Shawn Clark, Tom Clark, Janssen, and Jeanneret. The following voted "NAY": No one. Motion: Carried.

Council Member Janssen regarding a possible future change to personnel manual regarding employee insurance benefits. A change to the personnel manual is not being requested for this employee insurance benefit plan year.

Council Member Billings moved to request a Contract Amendment/Extension for CDBG #18-HO-36067 (Homeowner Occupied Housing Program) and that the Mayor be authorized to sign related documents on behalf of the City. The motion was seconded by Council Member Janssen. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Shawn Clark, Tom Clark, Janssen, Jeanneret, and Billings. The following voted "NAY": No one. Motion: Carried.

There being no further business to come before the Mayor and Council, Council Member Shawn Clark moved for adjournment. The motion was seconded by Council Member Janssen. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Tom Clark, Janssen, Jeanneret, Billings, and Shawn Clark. The following voted "NAY": No one. Motion: Carried.

Mayor White declared the meeting adjourned.

Sherry Heskett  
City Clerk

Dan White  
Mayor

A complete copy of the minutes is available for inspection at City Hall.

Auburn, Nebraska  
May 10, 2021

AGENDA ITEM  
NO

D-1

The Mayor and Council of the City of Auburn, Nemaha County, Nebraska, were called to meet at the City Hall at 1101 "J" Street on May 10, 2021, at 7:00 o'clock P.M., in Regular Meeting, open to the general public. Advance notice of said Regular Meeting, the designated method of giving notice including the agenda for said meeting, or the availability thereof having been posted at the west front door of the City Hall, at the east door of the Nemaha County Courthouse and in the Auburn State Bank, and having been transmitted to all members of the City Council, all done on or before May 7, 2021. Mayor Dan White presided over the meeting and the City Clerk recorded the proceedings.

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Su-1,515.64; Eggers Brothers Inc., Su-15.16; First National Bank Omaha, Card Transactions-1,569.79; Frontier Cooperative, Su-212.50; Cengage Learning Inc/Gale, Bk-AV-370.47; Glenn's Corner Market, Su-209.00; Hometown Brand Appliances, Se-205.15; John Clark, Se-350.00; Menards, Su-632.91; Microfilm Imaging Systems Inc., Se-138.00; Nemaha County, Reim-1,454.25; OCLC Inc., Sub-62.44; Odeys Inc., Equip-Su-508.80; Ok Tire, Se-54.95; Overdrive Inc., Bk-AV-446.70; Petty Cash, Su-219.11; Pieters Construction Inc., Su-Se-375.00; Ricoh USA Inc., Su-20.01; Rieschick Drilling Co. Inc., Se-520.00; Sack Lumber Co., Su-139.94; The Penworthy Co., Bk-AV-242.36; USPS, Su-110.00; Wilson Electric, Se-75.00; Yolanda Kerr, Se-500.00.

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Council Member Billings moved to approve the claims presented which have not been previously approved by motion or resolution and to ratify the ordinary and necessary expenses allowed and in accordance with Resolution No. 7-11 that was approved February 28, 2011. The motion was seconded by Council Member Janssen. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Tom Clark, Janssen, Jeanneret, Billings, and Shawn Clark. The following voted "NAY": No one. Motion: Carried.

Proposed Ordinance No. 2-21, confirming the rezoning of Lots 7 thru 13 and the East Half (E1/2) of the vacated alley, BLK 37, Calvert Addition (address 2720 Q Street) from R-2 Medium Density Residential to C-R Commercial Residential upon a privacy fence being constructed and maintained by the owners between zoning jurisdictions, was presented for third reading. Proposed Ordinance No. 2-21 came on for third reading. Council Member Billings read proposed Ordinance No. 2-21 by title for its third reading. Council Member Billings moved that said proposed Ordinance No. 2-21 be approved on its third reading and its title agreed to, which motion was seconded by Council Member Janssen. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Janssen, Jeanneret, Billings, Shawn Clark, and Tom Clark. The following voted "NAY": No one. The Mayor declared said proposed Ordinance No. 2-21 approved on its third reading and its title agreed to. Said ordinance having been read by title the first, second, and third time, the "yeas" and "nays" having been called and recorded, and said ordinance having been approved each reading and its title agreed to, Council Member Jeanneret moved for the final passage of said ordinance, which motion was seconded by Council Member Billings. The Mayor then stated the question was "Shall Ordinance No. 2-21 be passed and adopted?" Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Janssen, Jeanneret, Billings, Shawn Clark, and Tom Clark. The following voted "NAY": No one. Motion: Carried.

Proposed Ordinance No. 7-21, Council consideration of Amendment to Code Section §99.36 of the Municipal Code of Ordinances, Control of Disposal, to add grass, grass clippings, discarded and/or worthless vegetation, to remove reference to City Police Chief, and to harmonize with Statute, was presented for consideration. Notation: Passed at April 2021, meeting but under Ordinance No. 3-21 which was already used/been assigned to a different ordinance at the March 2021, meeting. The Mayor announced the proposed Ordinance was in order. Council Member Janssen moved that these proceedings be kept in a separate and distinct volume known as the "Ordinance Record of the City of Auburn, Nemaha County, Nebraska", and that said volume be made part of these proceedings the same as though it were spread at large herein, which motion was seconded by Council Member Jeanneret. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Jeanneret, Billings, Shawn Clark, Tom Clark, and Janssen. The following voted "NAY": No one. Motion: Carried. Council Member Billings introduced the proposed Ordinance and moved that the statutory rule requiring reading on three different days be suspended. Council Member Janssen seconded the motion to suspend the rules.

Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Billings, Shawn Clark, Tom Clark, Janssen, and Jeanneret. The following voted "NAY": No one. Motion: Carried. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule was declared suspended for consideration of said ordinance. Council Member Billings read Ordinance No. 7-21 and moved for final passage of the ordinance, which motion was seconded by Council Member Janssen. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Shawn Clark, Tom Clark, Janssen, Jeanneret, and Billings. The following voted "NAY": No one. Motion: Carried.

There wasn't any discussion or action taken on Agenda Item No. H-1 for consideration of Interlocal Agreement with Nemaha County Fair Grounds and Agricultural Society and/or Nemaha County regarding the liability insurance/coverage and City use of Optimist Lake & Rotary Island.

Council Member Billings moved to approve the proposed parade route for the Nemaha County Fair in conjunction therewith approved Resolution No. 4-21 for temporary use of State Highway, US HWY 136. The motion was seconded by Council Member Janssen. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Tom Clark, Janssen, Jeanneret, Billings, and Shawn Clark. The following voted "NAY": No one. Motion: Carried. A true and correct copy of said resolution is as follows:

RESOLUTION NO. 4-21  
OF  
THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA

A RESOLUTION ACKNOWLEDGING THAT THE CITY ACCEPTS THE DUTIES SET OUT IN NEB. REV. STAT. §39-1359(2), FOR THE TEMPORARY USE OF THE STATE HIGHWAY, US HWY 136, BY THE CITY FOR THE HOLDING OF A SPECIAL EVENT DESIGNATED BY THE CITY.

**WHEREAS**, The City of Auburn is requesting temporary use of US HWY 136 west from US Highway 75 to L Street for a parade on Monday, August 16, 2021 (with a rain-date of Tuesday, August 17, 2021), from 5:45 p.m. until 7:15 p.m., in conjunction with the Nemaha County Fair.

**WHEREAS**, Pursuant to Nebraska Law, the Auburn City Council must formally acknowledge acceptance of the duties set out in NEB. REV. STAT. §39-1359(2) for a special event permit with the Nebraska Department of Transportation (NDOT);

**WHEREAS**, The Auburn City Council is aware of the duties and obligations set upon the City in Neb. Rev. Stat. §39-1359(2) and formally accepts the same herein;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Auburn, Nebraska, that the City shall have the legal duty to protect highway property from any damage that may occur arising out of the parade scheduled for Monday, August 16, 2021 (with a rain-date of Tuesday, August 17, 2021); and the State of Nebraska shall not have any such duty during the time the City of Auburn is in control of the Highways as specified in the notice provided pursuant to NEB. REV. STAT. §39-1359(3);

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the City Council of the City of Auburn, Nebraska, that upon a claim being made against the State of Nebraska, the City shall indemnify, defend, and hold harmless the State of Nebraska from all claims, demands, actions, damages, and liability, including reasonable attorney's fees, which may arise as a result of the City's special event permit with the NDOT for August 16, 2021 (with a rain-date of August 17, 2021).

Monthly written reports from department heads/boards and committees were provided. A written financial report was provided by the Auburn Community Redevelopment Authority. A written report on law enforcement activity within the City of Auburn for April 2021 was also provided.

Leslie Clark reported on the Auburn Birthday Celebration.

Agenda Item No. J-1 request for agenda item by Albert Ensor, Sr. with topic of proposed speed limit signs to be posted on 14<sup>th</sup> Street was not discussed and there was no action taken because Mr. Ensor was not present.

Request was made to approve authorized representatives and signers for the Auburn American Legion Post No. 23 Keno Account. Council Member Janssen moved for changes to the Keno Legion Account approving Mayor Dan White, Council President Shawn Clark, City Clerk/Treasurer Sherry Heskett, Keno operator (Craig Blake) and his designated representatives (James Reed and Nicole Constantine) as authorized representatives and signers for that specific account held at Auburn State Bank. The motion was seconded by Council Member Shawn Clark. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Janssen, Jeanneret, Billings, Shawn Clark, and Tom Clark. The following voted "NAY": No one. Motion: Carried

Council Member Billings moved with regards to the local housing rehabilitation program which allows up to \$10,000 or 30% of the actual eligible costs, whichever amount is less; that pursuant to the housing committee's recommendation, approval of a rehabilitation grant be granted to Felicia and Tony Shefferd based on the quote included in their housing rehabilitation grant application. The motion was seconded by Council Member Tom Clark. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Janssen, Jeanneret, Billings, Shawn Clark, and Tom Clark. The following voted "NAY": No one. Motion: Carried

Council Member Janssen moved to approve the request by Shane & Kelcie Keeling for an extension to complete their new construction housing grant project located on Lot 24 of Glenrock Addition. The motion was seconded by Council Member Jeanneret. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Jeanneret, Billings, Shawn Clark, Tom Clark, and Janssen. The following voted "NAY": No one. Motion: Carried.

Council Member Jeanneret moved to approve the request by Ross and Cassie Eickhoff for new construction housing grant funding at their construction location between 8<sup>th</sup> & T Street and 8<sup>th</sup> and S Street as recommended by the housing committee. The motion was seconded by Council Member Tom Clark. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Billings, Shawn Clark, Tom Clark, Janssen, and Jeanneret. The following voted "NAY": No one. Motion: Carried.

Council Member Janssen spoke regarding a possible future change to personnel manual regarding employee insurance benefits. A change to the personnel manual is not being requested for this employee insurance benefit plan year.

Council Member Billings moved to request a Contract Amendment/Extension for CDBG #18-HO-36067 (Homeowner Occupied Housing Program) and that the Mayor be authorized to sign related documents on behalf of the City. The motion was seconded by Council Member Janssen. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Shawn Clark, Tom Clark, Janssen, Jeanneret, and Billings. The following voted "NAY": No one. Motion: Carried.

There being no further business to come before the Mayor and Council, Council Member Shawn Clark moved for adjournment. The motion was seconded by Council Member Janssen. Upon roll call vote: 5 yeas, 0 nays, 1 absent. The following Council Members voted "YEA": Tom Clark, Janssen, Jeanneret, Billings, and Shawn Clark. The following voted "NAY": No one. Motion: Carried.

Mayor White declared the meeting adjourned.

---

Dan White, Mayor

ATTEST:

\_\_\_\_\_  
Sherry Heskett, City Clerk

STATE OF NEBRASKA )  
COUNTY OF NEMAHA ) ss.  
CITY OF AUBURN )

I, the undersigned City Clerk for the City of Auburn, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council on May 10, 2021; that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting kept continually current and readily available for public inspection at the office of the City Clerk; that such agenda items were sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that said minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of the meeting and the subjects to be discussed at said meeting; and that a current copy of the Nebraska Open Meetings Act is posted on the North wall of the City Council Chambers at the entrance door.

\_\_\_\_\_  
Sherry Heskett, City Clerk

**TREASURER'S REPORT**  
**CALENDAR 5/2021, FISCAL 8/2020**

**AGENDA ITEM**  
**NO**

D-2

ACCOUNT TITLE	LAST REPORT ON HAND	RECEIVED	DISBURSED	BALANCE
GENERAL CHECKING	1,341,828.53	266,731.96	93,226.67	1,515,333.82
STREET CHECKING	458,248.09	43,159.57	26,850.77	474,556.89
STREET BOND/WARRANT CHECKING	20,238.48			20,238.48
TOTAL CHECKING:	1,820,315.10	309,891.53	120,077.44	2,010,129.19
TOTAL FIRE DEPT SINKING	75,236.78	.00	.00	75,236.78
TOTAL KENO RESERVE MMA:	31,472.86	1,014.33	.00	32,487.19
TOTOL KENO CHECKING	23,785.79	871.90	.00	24,657.69
TOTAL CDBG CHECKING	7,030.95	.00	.00	7,030.95
TOTAL CDBG DTR REUSE	70,602.49	1,086.77	.00	71,689.26
TOTAL CDBG HD SAVINGS:	9,006.51	412.56	.00	9,419.07
TOTAL CRA CHECKING	736,828.79	79,308.10	1,859.80	814,277.09
TOTAL CITY REC CHECKING	44,976.12	.00	.00	44,976.12
GENERAL CD	100,599.25			100,599.25
TOTAL C.D.'S:	100,599.25	.00	.00	100,599.25
TOTAL CASH ON HAND:	2,919,854.64	392,585.19	121,937.24	3,190,502.59

**MANAGER APPLICATION  
INSERT - FORM 3c**

NEBRASKA LIQUOR CONTROL COMMISSION  
301 CENTENNIAL MALL SOUTH  
PO BOX 95046  
LINCOLN, NE 68509-5046  
PHONE: (402) 471-2571  
FAX: (402) 471-2814  
Website: www.lcc.nebraska.gov

Office Use
<b>RECEIVED</b>
MAY 17 2021
NEBRASKA LIQUOR CONTROL COMMISSION

**MUST BE:**

- ✓ Include copy of US birth certificate, naturalization paper or current US passport
- ✓ Nebraska resident. Include copy of voter registration card or print out document from Secretary of State website
- ✓ Fingerprinted. See form 147 for further information, read form carefully to avoid delays in processing, this form **MUST** be included with your application
- ✓ 21 years of age or older

Name of Corporation/LLC: Farmers Cooperative

Liquor License Number: B-097464 Class Type B (if new application leave blank)

Premise Trade Name/DBA: Farmer's Cooperative

Premise Street Address: 922 J Street

City: Auburn County: Nemaha Zip Code: 68305

Premise Phone Number: 402.274.4080

Premise Email address: rjeaneret@farmersco-operative.com *update*

**The individual whose name is listed as a corporate officer or managing member as reported on insert form 3a or 3b or listed with the Commission. To see authorized officers or members search your license information [here](#).**

*[Signature]*  
**SIGNATURE REQUIRED BY CORPORATE OFFICER / MANAGING MEMBER**

(Faxed signatures are acceptable)

**Manager's information must be completed below PLEASE PRINT CLEARLY**

Last Name: Jeanneret First Name: Rachel MI: R  
Home Address: 43541 730 Rd  
City: Brock County: Nemaha Zip Code: 68320  
Home Phone Number: 402-414-1751  
Driver's License Number & State: [REDACTED]  
Social Security Number: [REDACTED]  
Date Of Birth: [REDACTED] Place Of Birth: Fairfax, MO  
Email address: rjeanneret@farmersco-operative.com

Are you married? If yes, complete spouse's information (Even if a spousal affidavit has been submitted)

☒ YES

☐ NO

**Spouse's information**

Spouses Last Name: Jeanneret First Name: Brian MI: N  
Social Security Number: [REDACTED]  
Driver's License Number & State: [REDACTED]  
Date Of Birth: [REDACTED] Place Of Birth: Nebraska City, NE

**APPLICANT & SPOUSE MUST LIST RESIDENCE(S) FOR THE PAST TEN (10) YEARS**  
**APPLICANT SPOUSE**

CITY & STATE	YEAR FROM	YEAR TO	CITY & STATE	YEAR FROM	YEAR TO
BROCK, NE	2016	2021	BROCK, NE	2016	2021
Auburn, NE	2008	2016	Auburn, NE	2008	2016

**Special Designated License  
Local Recommendation (Form 200)**

Applications must be entered on the portal after local approval – no exceptions  
Late applications are non-refundable and will be rejected

C & T Inc. dba Arbor Manor Steakhouse

Retail Liquor License Name or \*Non-Profit Organization (\*Must include Form #201 as Page 2)

1617 Central Avenue, Auburn, NE 68305

Retail Liquor License Address or Non-Profit Business Address

I-065990

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only 08/03/21

Event Date(s):

Event Start Time(s):

5:00pm

Event End Time(s):

11:00pm

Alternate Date: None

Alternate Location Building & Address:

Event Building Name: 4-H Open Air Pavillion

Event Street Address/City: 816 I Street, Auburn, NE 68305

Indoor area to be licensed in length & width: \_\_\_\_ X \_\_\_\_

Outdoor area to be licensed in length & width: 130' X 85' (Diagram Form #109 must be attached)

Type of Event: Crop Insurance meeting Estimate # of attendees: 300

Type of alcohol to be served: Beer ☒ Wine ☒ Distilled Spirits \_\_\_\_  
(If not marked, you will not be able to serve this type of alcohol)

Event Contact Name: Amy Clark Event Contact Phone Number: 402-274-3663

Event Contact Email: arbor\_manor@yahoo.com

\*Signature Authorized Representative: Amy Clark Printed Name Amy Clark

*I declare that I am the authorized representative of the above named license applicant and that the statements made on this application are true to the best of my knowledge and belief. I also consent to an investigation of my background including all records of every kind including police records. I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any other individual releasing said information to the Liquor Control Commission or the Nebraska State Patrol. I further declare that the license applied for will not be used by any other person, group, organization or corporation for profit or not for profit and that the event will be supervised by persons directly responsible to the holder of this Special Designated License.*

\*Retail licensee – Must be signed by a member listed on permanent license

\*Non-Profit Organization – Must be signed by a Corporate Officer

**Local Governing Body completes below:**

The local governing body for the City/Village of \_\_\_\_\_ OR County of \_\_\_\_\_ approves  
the issuance of a Special Designated License as requested above. (Only one should be written above)

Local Governing Body Authorized Signature

Date

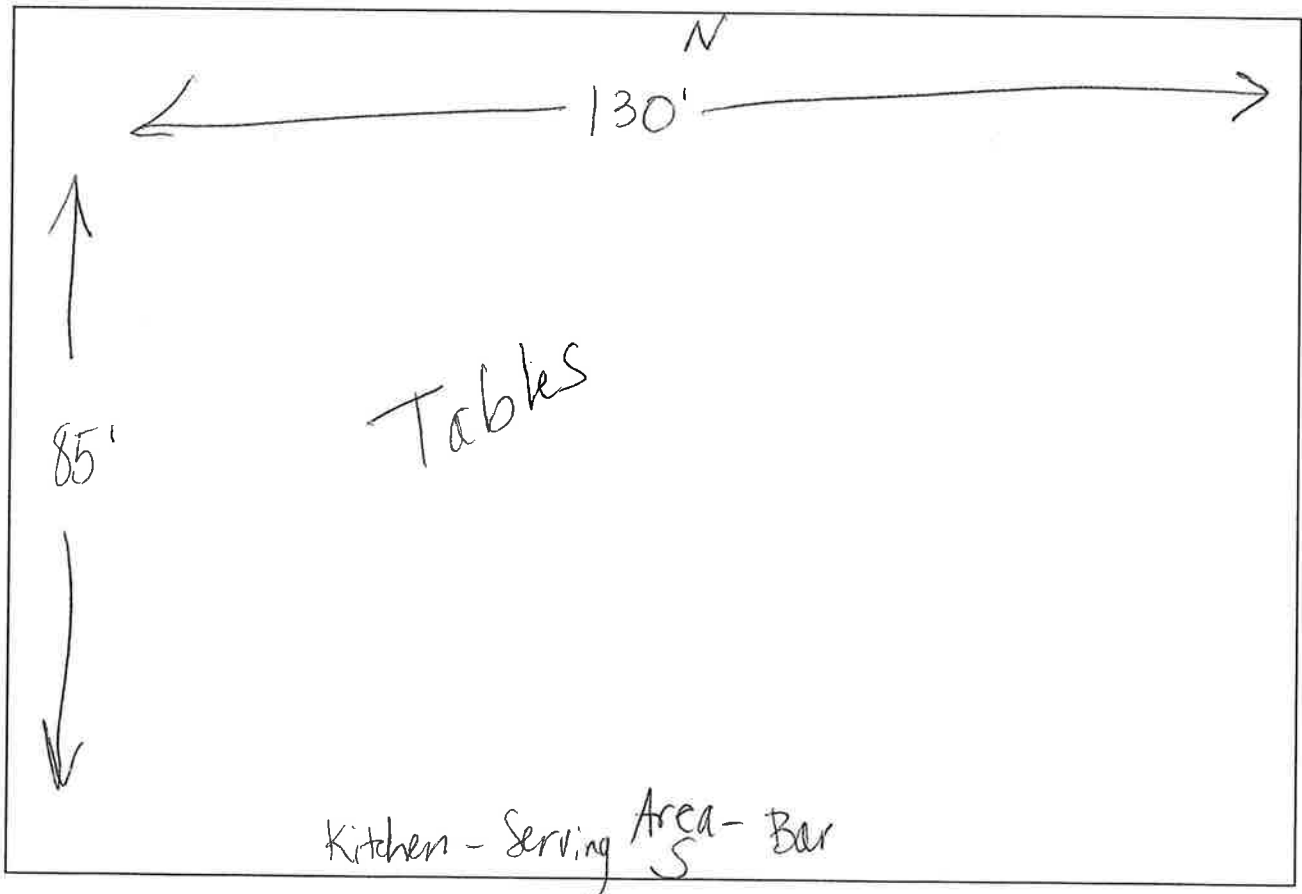


# OUTDOOR AREA DIAGRAM

HOW AREA WILL BE PATROLLED Arbor Manor Staff - law enforcement notified

- IF APPLICABLE, OUTDOOR AREA MUST BE CONNECTED TO INDOOR AREA IF INDOOR AREA IS TO LICENSED
- MEASUREMENT OF OUTER WALLS OF AREA TO BE LICENSED MUST INCLUDED LENGTH & WIDTH IN FEET
- DOUBLE FENCING IS REQUIRED FOR ALL NON-PROFIT ORGANIZATIONS UNLESS FORM #140 IS FILED WITH THIS FORM AND IS APPROVED BY THE COMMISSION
- RETAILER LIQUOR LICENSE HOLDERS ARE NOT REQUIRED TO DOUBLE FENCE, ALTHOUGH MEASURES NEED TO BE TAKEN TO SECURE THE AREA

DIAGRAM OF PROPOSED AREA:



D-6

**Special Designated License  
Local Recommendation (Form 200)**

Applications must be entered on the portal after local approval – no exceptions  
Late applications are non-refundable and will be rejected

Southside Saloon LLC

Retail Liquor License Name or \*Non-Profit Organization (\*Must include Form #201 as Page 2)

1417 19th St Auburn, NE 68305

Retail Liquor License Address or Non-Profit Business Address

C-112139

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only

Event Date(s):

Aug 6th

Event Start Time(s):

3pm

Event End Time(s):

10pm

Alternate Date:

N/A

Alternate Location Building & Address:

N/A

Event Building Name:

Legion Memorial Park

Event Street Address/City:

1015 J St Auburn, NE 68305

Indoor area to be licensed in length & width:    X   

Outdoor area to be licensed in length & width:    X   

10th St to Alley N of 136th Hwy  
(Diagram Form #109 must be attached)

Type of Event:

Livemusic / City Olympics

Estimate # of attendees:

100

Side walk W of the swimming pool to 75 Hwy (J St.)

Type of alcohol to be served:

Beer X

Wine   

Distilled Spirits   

(If not marked, you will not be able to serve this type of alcohol)

Event Contact Name:

Leslie Clark

Event Contact Phone Number:

402-414-7850

Event Contact Email:

auburnartsandevents@gmail.com

\*Signature Authorized Representative:

Tracy Betts

Printed Name

Tracy Betts

I declare that I am the authorized representative of the above named license applicant and that the statements made on this application are true to the best of my knowledge and belief. I also consent to an investigation of my background including all records of every kind including police records. I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any other individual releasing said information to the Liquor Control Commission or the Nebraska State Patrol. I further declare that the license applied for will not be used by any other person, group, organization or corporation for profit or not for profit and that the event will be supervised by persons directly responsible to the holder of this Special Designated License.

\*Retail licensee – Must be signed by a member listed on permanent license

\*Non-Profit Organization – Must be signed by a Corporate Officer

**Local Governing Body completes below:**

The local governing body for the City/Village of    OR County of    approves the issuance of a Special Designated License as requested above. (Only one should be written above)

Local Governing Body Authorized Signature

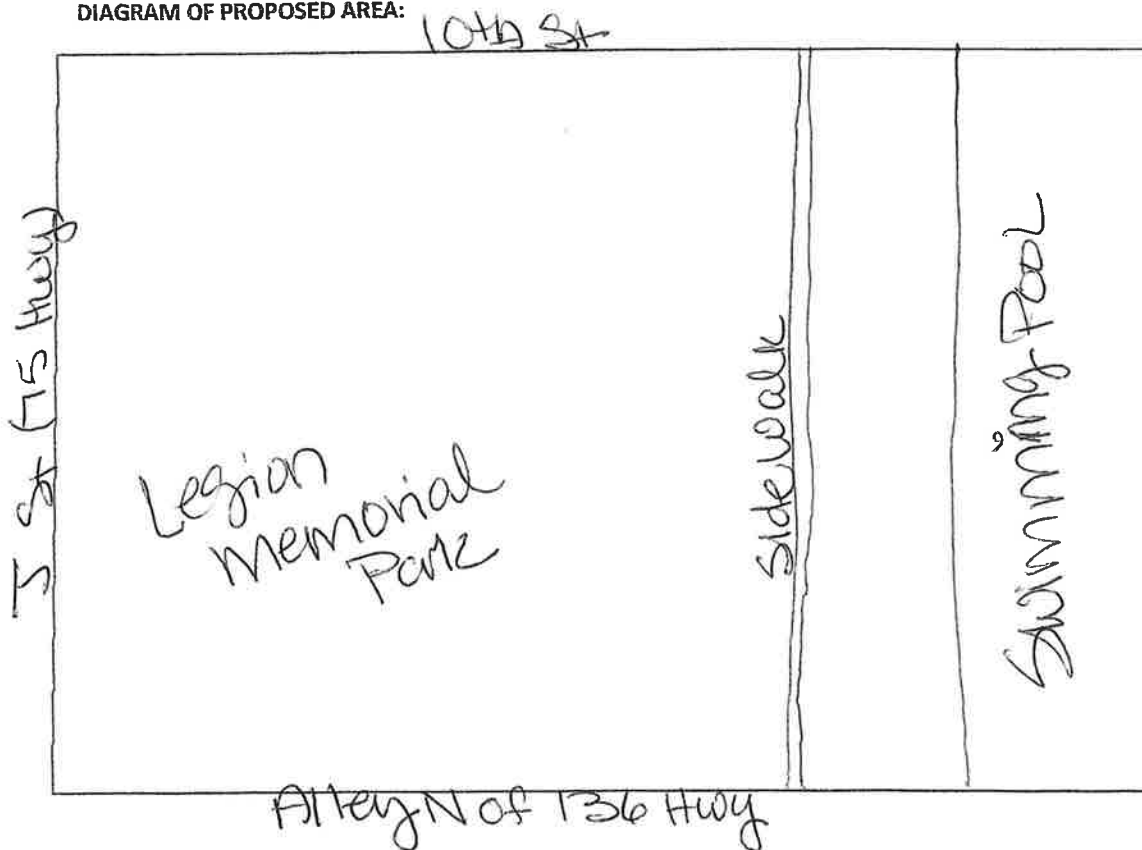
Date

# OUTDOOR AREA DIAGRAM

HOW AREA WILL BE PATROLLED 10 Checks

- IF APPLICABLE, OUTDOOR AREA MUST BE CONNECTED TO INDOOR AREA IF INDOOR AREA IS TO LICENSED
- MEASUREMENT OF OUTER WALLS OF AREA TO BE LICENSED MUST INCLUDED LENGTH & WIDTH IN FEET
- DOUBLE FENCING IS REQUIRED FOR ALL NON-PROFIT ORGANIZATIONS UNLESS FORM #140 IS FILED WITH THIS FORM AND IS APPROVED BY THE COMMISSION
- RETAILER LIQUOR LICENSE HOLDERS ARE NOT REQUIRED TO DOUBLE FENCE, ALTHOUGH MEASURES NEED TO BE TAKEN TO SECURE THE AREA

DIAGRAM OF PROPOSED AREA:



D-6

Special Designated License  
Local Recommendation (Form 200)

Applications must be entered on the portal after local approval - no exceptions  
Late applications are non-refundable and will be rejected

tracy9251@hotmail.com  
402-274-1379

Southside Saloon LLC  
Retail Liquor License Name or \*Non-Profit Organization (\*Must include Form #201 as Page 2)  
1417 19th St Auburn, NE 68305  
Retail Liquor License Address or Non-Profit Business Address

C-112139  
Retail License Number or Non-Profit Federal ID #

Consecutive Dates only  
Event Date(s): Sept 5th  
Event Start Time(s): 3pm  
Event End Time(s): 10pm  
Alternate Date: N/A

Alternate Location Building & Address: N/A  
Event Building Name: Legion Memorial Park  
Event Street Address/City: 1015 J St Auburn, NE 68305

Indoor area to be licensed in length & width:     X      
Outdoor area to be licensed in length & width:     X     (Diagram Form #109 must be attached)

Type of Event: Live Music Estimate # of attendees: 100  
Type of alcohol to be served: Beer X Wine     Distilled Spirits      
(If not marked, you will not be able to serve this type of alcohol)

Event Contact Name: Leslie Clark Event Contact Phone Number: 402-414-7850

Event Contact Email: Auburnartsandevents@gmail.com

\*Signature Authorized Representative: Tracy Belts Printed Name Tracy Belts

I declare that I am the authorized representative of the above named license applicant and that the statements made on this application are true to the best of my knowledge and belief. I also consent to an investigation of my background including all records of every kind including police records. I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any other individual releasing said information to the Liquor Control Commission or the Nebraska State Patrol. I further declare that the license applied for will not be used by any other person, group, organization or corporation for profit or not for profit and that the event will be supervised by persons directly responsible to the holder of this Special Designated License.

\*Retail licensee - Must be signed by a member listed on permanent license

\*Non-Profit Organization - Must be signed by a Corporate Officer

Local Governing Body completes below:

The local governing body for the City/Village of                      OR County of                      approves  
the issuance of a Special Designated License as requested above. (Only one should be written above)

Local Governing Body Authorized Signature

Date

# OUTDOOR AREA DIAGRAM

HOW AREA WILL BE PATROLLED 10 Checks

- IF APPLICABLE, OUTDOOR AREA MUST BE CONNECTED TO INDOOR AREA IF INDOOR AREA IS TO LICENSED
- MEASUREMENT OF OUTER WALLS OF AREA TO BE LICENSED MUST INCLUDED LENGTH & WIDTH IN FEET
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- RETAILER LIQUOR LICENSE HOLDERS ARE NOT REQUIRED TO DOUBLE FENCE, ALTHOUGH MEASURES NEED TO BE TAKEN TO SECURE THE AREA

DIAGRAM OF PROPOSED AREA:





CHAMBER  
of COMMERCE

AGENDA ITEM  
NO

D-7

June 7, 2021

To Whom It May Concern:

I am writing at the request of the Auburn Chamber Board of Directors to ask that the Auburn Chamber of Commerce be allowed a spot on the agenda for the June 4 City Council meeting.

The purpose of the request is to ask for the approval to place banners below the Welcome to Auburn signs on each end of town. The signs would be maximum 4' x 10.5' and would be in support of the 70<sup>th</sup> Annual Sidewalk Sale set for July 22<sup>nd</sup>. The earliest the banners would be placed would be June 22<sup>nd</sup>.

If you have any other questions or need anything prior to the meeting please let me know.

Thank you,

Tonia Greiner  
Executive Director

*Community ~ Growth ~ Quality of Life*

# CLAIMS REPORT

Check Range: 5/06/2021- 5/31/2021

AGENDA ITEM  
NO

E-1

VENDOR NAME	REFERENCE	
GENERAL FUND		
ADMIN		
AFLAC	AFLAC WH	73.80
AMERICAN RECYCLING SANITATION	RECYCLE LOT MONTHLY	335.00
BCom Solutions, LLC	WEBSITE HOSTING/DIGITAL MARKET	980.00
BLUE CROSS-BLUE SHIELD	HEALTH INSURANCE	3,079.51
AUBURN BPW	REIM COSTS INS/PHONES/COMPUTER	1,465.08
GUARDIAN	LIFE INSURANCE	341.28
MID-AMERICAN BENEFITS INC	HEALTH INSURANCE	30.25
MR. LANDSCAPE NURSERY & GARDEN	TREES	1,210.87
AUBURN REGION V SERVICES	CLEANING SERVICE	125.00
TIME WARNER CABLE	PHONE ACCT	433.10
WINDSTREAM NEBRASKA INC	PHONE ACCT	16.22
	ADMIN TOTAL	8,090.11
POLICE DEPARTMENT		
NEMAHA COUNTY	LAW/CODE ENFORCEMENT	30,666.67
	POLICE DEPARTMENT TOTAL	30,666.67
FIRE DEPARTMENT		
BLACK HILLS ENERGY	GAS BILL ACCT	166.05
AUBURN BPW	ELEC	320.44
GUARDIAN	LIFE INSURANCE	398.97
AUBURN REGION V SERVICES	CLEANING SERVICE	50.00
TIME WARNER CABLE	PHONE ACCT	106.76
WEX BANK	FUEL EXPENSE	12.23
	FIRE DEPARTMENT TOTAL	1,054.45
PARK DEPARTMENT		
AUBURN BPW	ELEC DEMAND	3,049.99
AUBURN REGION V SERVICES	CLEANING SERVICE	260.00
WEX BANK	FUEL EXPENSE	347.56
	PARK DEPARTMENT TOTAL	3,657.55
SR. CENTER DEPARTMENT		
BLACK HILLS ENERGY	GAS BILL ACCT	53.52
AUBURN BPW	ELEC	523.69
AUBURN REGION V SERVICES	CLEANING SERVICE	125.00
	SR. CENTER DEPARTMENT TOTAL	702.21
LIBRARY DEPARTMENT		
BLUE CROSS-BLUE SHIELD	HEALTH INSURANCE	1,025.57
AUBURN BPW	ELEC	769.02
GUARDIAN	LIFE INSURANCE	107.61
LINDA BANTZ	CUSTODIAL SERVICE	400.00
MID-AMERICAN BENEFITS INC	HEALTH INSURANCE	12.00
VERIZON WIRELESS	PHONE ACCT	40.01
WINDSTREAM NEBRASKA INC	PHONE ACCT	129.11

# CLAIMS REPORT

Check Range: 5/06/2021- 5/31/2021

VENDOR NAME	REFERENCE	VENDOR TOTAL
	LIBRARY DEPARTMENT TOTAL	2,483.32
POOL DEPARTMENT		
BLACK HILLS ENERGY	GAS BILL ACCT	29.86
AUBURN BPW	ELEC	561.66
NE DEPT. OF REVENUE	SALES AND USE TAX RETURN POOL	32.14
TIME WARNER CABLE	PHONE ACCT	137.97
	POOL DEPARTMENT TOTAL	761.63
	GENERAL FUND TOTAL	47,415.94
STREET FUND		
BLACK HILLS ENERGY	GAS BILL ACCT	38.96
BLUE CROSS-BLUE SHIELD	HEALTH INSURANCE	2,513.02
AUBURN BPW	ELEC	620.63
GUARDIAN	LIFE INSURANCE	357.09
MARK HARMS	LAND USE	500.00
MID-AMERICAN BENEFITS INC	HEALTH INSURANCE	36.00
TIME WARNER CABLE	PHONE ACCT	34.33
VERIZON WIRELESS	PHONE ACCT	49.88
WEX BANK	FUEL EXPENSE	570.93
	TOTAL	4,720.84
	STREET FUND TOTAL	4,720.84
COMM REDEVELOP AUTHORITY		
ADMIN		
BAIRD HOLM LLP	LEGAL SERVICES	990.00
BUTTERFLY LANE	CRA PROJECT	869.80
	TOTAL	1,859.80
	COMM REDEVELOP AUTHORITY TOTAL	1,859.80
	Accounts Payable Total	53,996.58



# CLAIMS REPORT

Check Range: 6/01/2021- 6/04/2021

AGENDA ITEM  
NO

E-1

VENDOR NAME	REFERENCE	
GENERAL FUND		
ADMIN		
AMERICAN RECYCLING SANITATION	RECYCLE LOT MONTHLY	335.00
BCom Solutions, LLC	WEBSITE HOSTING/DIGITAL MARKET	980.00
AUBURN BPW	REIM INS/COMPUTER SE/MAINT	4,164.16
	ADMIN TOTAL	5,479.16
POLICE DEPARTMENT		
NEMAHA COUNTY	LAW/CODE ENFORCEMENT	30,666.67
	POLICE DEPARTMENT TOTAL	30,666.67
FIRE DEPARTMENT		
AUBURN BPW	ELEC	280.34
WEX BANK	FUEL EXPENSE	54.49
	FIRE DEPARTMENT TOTAL	334.83
PARK DEPARTMENT		
AUBURN BPW	ELECTRIC DEMAND	3,814.54
WEX BANK	FUEL EXPENSE	577.72
	PARK DEPARTMENT TOTAL	4,392.26
SR. CENTER DEPARTMENT		
AUBURN BPW	ELEC	498.64
	SR. CENTER DEPARTMENT TOTAL	498.64
LIBRARY DEPARTMENT		
AUBURN BPW	ELEC	486.47
LINDA BANTZ	CUSTODIAL SERVICE	400.00
	LIBRARY DEPARTMENT TOTAL	886.47
POOL DEPARTMENT		
AUBURN BPW	REIM INS/COMPUTER SE/MAINT	1,153.97
	POOL DEPARTMENT TOTAL	1,153.97
	GENERAL FUND TOTAL	43,412.00
STREET FUND		
ADMIN		
AUBURN BPW	ELEC	538.07
MARK HARMS	LAND USE	500.00

**CLAIMS REPORT**  
Check Range: 6/01/2021- 6/04/2021

VENDOR NAME	REFERENCE	VENDOR TOTAL
WEX BANK	FUEL EXPENSE	745.52
	ADMIN TOTAL	1,783.59
	STREET FUND TOTAL	1,783.59
	Accounts Payable Total	45,195.59

# CLAIMS REPORT

Check Range: 6/05/2021- 6/07/2021

AGENDA ITEM  
NO

E-1

VENDOR NAME	REFERENCE	
GENERAL FUND		
ADMIN		
AMAZON	BOOKS/AVS	22.98
ANGELO M. LIGOURI	LEGAL SERVICES	9,014.40
AUBURN NEWSPAPERS	PUBLISHING	336.51
EAGLE PRINTING & SIGN	HISTORIC PRESERVATION EXPENSE	856.67
EAKES OFFICE SOLUTIONS	SUPPLIES	190.32
FIRST NATIONAL BANK OMAHA	CARD TRANSACTIONS	121.08
gWorks	REDISTRICTING SERVICE	1,000.00
JOHN CLARK	PAINTING	150.00
MEYER LABORATORY INC	SUPPLIES	372.50
MICROFILM IMAGING SYSTEMS INC	EQUIPMENT RENT	138.00
NEMAHA COUNTY CLERK	FILING FEE	28.00
PETTY CASH	PETTY CASH	86.01
	ADMIN TOTAL	12,316.47
FIRE DEPARTMENT		
BOARDERS INN & SUITES	FIRE SCHOOL LODGING	1,190.00
	FIRE DEPARTMENT TOTAL	1,190.00
PARK DEPARTMENT		
AIRSTREAM HEATING AND COOLING	SERVICE	30.36
AUBURN PLUMBING, HTG & AC INC.	PARTS/MAINT	448.06
BEARD'S SALVAGE INC.	REBAR	123.22
BULLDOG AUTO SUPPLY INC	PARTS/SUPPLIES	32.79
DIAMOND VOGEL	SUPPLIES	436.92
FIRST NATIONAL BANK OMAHA	SUPPLIES	34.99
GILBERT SERVICES INC	SERVICE/SUPPLIES	12.24
JOHN CLARK	PAINTING BANDSHELL	2,650.00
LYNCH'S HARDWARE & GIFTS	SUPPLIES	35.50
MENARDS	SUPPLIES	107.92
ODEYS INC	FIELD IMPROVEMENT	4,598.00
SACK LUMBER COMPANY	SUPPLIES	43.95
YOLANDA KERR	FLOWER GARDENING SERVICES	500.00
	PARK DEPARTMENT TOTAL	9,053.95
SR. CENTER DEPARTMENT		
AIRSTREAM HEATING AND COOLING	SERVICE	210.00
BULLER FIXTURE COMPANY	CONVECTION OVEN	5,167.00
EAKES OFFICE SOLUTIONS	SUPPLIES	102.42
HOBART SERVICE	SERVICE EQUIPMENT	494.71
MEYER LABORATORY INC	SUPPLIES	212.25
	SR. CENTER DEPARTMENT TOTAL	6,186.38
LIBRARY DEPARTMENT		
AMAZON	BOOKS/AVS	220.77
AUBURN MEM. LIBRARY PETTY CASH	POSTAGE/ILL	90.35
AUBURN NEWSPAPERS	PUBLISHING/PAPER RENEWAL	135.00
BAKER & TAYLOR	BOOKS/AVS	491.78
BLACKSTONE PUBLISHING	BOOKS/AVS	268.06

# CLAIMS REPORT

Check Range: 6/05/2021- 6/07/2021

VENDOR NAME	REFERENCE	VENDOR TOTAL
DEMCO	SUPPLIES	153.43
LINCOLN JOURNAL STAR	SUBSCRIPTION MEMBERSHIP	741.00
OVERDRIVE, INC.	BOOKS/AVS	252.48
RICOH USA, INC	EQUIPMENT COPIES	12.57
	LIBRARY DEPARTMENT TOTAL	2,365.44
POOL DEPARTMENT		
AQUA-CHEM, INC	SUPPLIES	657.35
AUDREY SANDFORD	TRAINING CPR/AED	45.00
CHESTERMAN COMPANY	CONCESSION SUPPLIES	441.88
FIRST NATIONAL BANK OMAHA	CARD TRANSACTIONS CONCESS	1,358.90
GLENN'S CORNER MARKET	SUPPLIES	47.05
LYNCH'S HARDWARE & GIFTS	SUPPLIES	39.98
MEADOW RIGHTSSELL	CPR/AED TRAINING	45.00
MENARDS	SUPPLIES	79.92
PETTY CASH	PETTY CASH	140.59
SACK LUMBER COMPANY	SUPPLIES MAINTENANCE	122.42
SHALEE GYHRA	CPR/AED TRAINING	45.00
SHALYN HARRIS	CPR/AED TRAINING	45.00
TIM BECKER	CPR/AED TRAINING	45.00
TONY HECTOR BACKHOE & TRENCH	REPAIRS	2,086.81
	POOL DEPARTMENT TOTAL	5,199.90
	GENERAL FUND TOTAL	36,312.14
STREET FUND		
ALLAN DAUGHERTY	EQUIPMENT LABOR	90.00
AUBURN PLUMBING,HTG & AC INC.	PARTS/MAINT	28.32
BEARD'S SALVAGE INC.	REBAR	179.10
BULLDOG AUTO SUPPLY INC	PARTS/SUPPLIES	192.16
CONCRETE INDUSTRIES INC.	CONCRETE	1,159.50
FARMERS COOPERATIVE	FUEL	30.50
FILTER CARE	CLEANED FILTERS	36.60
FIRST NATIONAL BANK OMAHA	SUPPLIES	149.94
LYNCH'S HARDWARE & GIFTS	SUPPLIES	90.93
NMC, INC	PARTS	115.22
	TOTAL	2,072.27
	STREET FUND TOTAL	2,072.27
	Accounts Payable Total	38,384.41



AGENDA ITEM  
NO

June 14, 2021

I - 1 (a)

## City of Auburn

1101 J Street  
Auburn, Nebraska 68305

402-274-3420  
402-274-4154 fax  
www.auburn.ne.gov

### MAYOR

Dan White

### COUNCIL MEMBERS

Katy Billings

Shawn Clark

Tom Clark

Chris Erickson

Rick Janssen

Jeff Jeanneret

## Street Department Activity Report (May 2021)

- Appliance and Furniture Recycle Lot – 1 times
- Brush Lot – 3 time
- Burned brush lot – 1 time
- Picked up trash around town
- Worked on equipment at city shop
- Poured concrete on the Southeast corner of the Courthouse
- Garbage run at Parks/Rec Complex/business area monthly
- Cleaned storm drains
- Cleaned/made repairs at Pool
- Cleaned the Nature Explore Classroom (park)
- Painted curbs for fire lane
- Blew out holes in Legion Park for the flags (Memorial Day)
- Installed rock in the areas behind city hall
- Graded alleys on rock streets
- Sprayed weeds around town
- Changed air filters in city hall

Blake Goering  
Street Department



EQUAL HOUSING OPPORTUNITY

AGENDA ITEM  
NO

I-1(c)

*Auburn Memorial Library*1810 Courthouse Ave  
Auburn, NE 68305**June 2021**

- Summer programming is underway
  - 2's & 3's Storytime runs through July 1st
  - Summer Reading for age 4 - 5th grade runs through July 20th. We had a kickoff program on June 7th, split into 2 groups, and had a total of 81 attend. We currently have 121 signed up for Summer Reading.
  - Youth Reading Adventure for 6th - 12th grade runs through August 7th. We have 32 signed up.
  - The Adult Reading Program runs through August 7th. We have 61 signed up. We are running a little contest between the Youth and Adult to see who can read the most number of pages.

**Statistical Report:**

<u>Date:</u>	<u>Circulation:</u>	<u>Patrons:</u>
April 2021	2,126	1,129
OverDrive	<u>472</u>	<u>75</u>
	2,598	1,204
May 2021	2,480	1,298
OverDrive	<u>518</u>	<u>73</u>
	2,998	1,371

[illegible]

AGENDA ITEM  
NO

I-1(d)

# MONTHLY LAW ENFORCEMENT REPORT TO THE MAYOR AND CITY COUNCIL OF THE CITY OF AUBURN

FOR THE MONTH OF MAY 2021

Total Number of Calls within the City of Auburn	165
Total Number of Ordinance/Animal Calls	10
Total Number of Actual Criminal Cases Reported/Initiated	22

Respectfully submitted,



Brent Lottman  
Sheriff



## Report Date 5-31-21

[illegible]

AGENDA ITEM  
NO  
I-2 (i)

## AGENDA ITEM NO. J-1

**Subject:**

Re: Council Meeting Agenda Item

We are seeking partnership, collaboration and funding regarding broadband expansion in Auburn and Nemaha County. It is our understanding the City of Auburn will be the recipient of funds from the American Rescue Plan Act (ARPA). ARPA has specific designation for broadband expansion and this source is where we would request support and funding from.

The program we're requesting for is Lead For Nebraska. The purpose of the program is to embed Fellows in host communities throughout the state for a two-year period to develop and leverage rural broadband access and economic development. Auburn Development Council would be the host organization for a Lead For Nebraska Fellow. This person would be placed in Auburn working with businesses and communities on all aspects of broadband expansion.

The host community/organization's responsibility would be \$15,000 per year for 2 years. The amount of funds being asked for is \$20,000. \$10,000 for 2021-2022 and \$10,000 for 2022 - 2023. Since a 501c3 needs to be the host organization, Auburn Development Council could fulfill that requirement. ADC will be investing in this program as well.

When communities fund infrastructure, such as broadband, they're investing in the people of the community for today plus building a future for its citizens of tomorrow. We believe this program would help do just that.

I'm attaching a Lead For Nebraska Overview, Host Community Overview, the Lead for Nebraska Project Scope as well as a sample contract to help the City Council better understand the program.

Questions?

Contact Leslie Clark - 402-414-7850

Becky Johnson - 402-274-7642

Thank you for your consideration.



## COMMUNITY HOSTING

Lead for Nebraska will work to reduce the digital divide between rural and urban communities and empower Nebraska communities for growth.

LFNE is a state affiliate of the national 501c(3), Lead For America. Our program recruits, trains, and places our nation's most dynamic and diverse young leaders in two-year fellowships in their home states to strengthen America's local communities, and cultivate the next generation of transformational community leaders.

## WHY HOST A FELLOW?

### **BENEFIT FROM THE SERVICE OF A HIGHLY-SKILLED, LOCALLY-ROOTED LEADER.**

For less than the cost of an entry-level employee, we recruit outstanding young leaders for their skillset matching your needs, for their prior connection to your town or city, and for their commitment to remaining in the community after completing their fellowship. Higher-ed partners from across the country train our Fellows through a monthlong Summer Training Institute prior to beginning their service so that they can be immediately impactful in your community.

### **JOIN A NATIONAL MOVEMENT OF CUTTING EDGE COMMUNITIES TO CHANGE THE FABRIC OF OUR COUNTRY.**

As a member of the LFNE cohort, each Fellow regularly collaborates with their peers and the national LFA network. Fellows share out challenges and solutions from their community and have the resources to adapt innovative techniques from around the country to their locality.

### **STRENGTHEN THE CIVIC ECOSYSTEM IN YOUR COMMUNITY.**

Fellows can connect your community to resources from LFA's network of partners to equip your institution with the best technology, send future cohorts of Fellows to your area, and build connections between regional universities, public institutions, non-profits, and small businesses.

## HOSTING TIMELINE

### **LEARNING AND APPLYING**

1. Review Materials and website
2. Call with LFA and introduction to program
3. Get initial sense of financial capacity and project scopes
4. Letter of Intent and host application

### **FUNDRAISING AND FINANCING**

1. Call with LFNE
2. Confirm funding on your end
3. ID any existing leads, local philanthropy, grants or other partnerships
4. LFA development team can help with outreach or research

### **MATCHING & CONTRACTS WITH YOUR FELLOW**

1. Interview finalists that are preselected with LFNE
2. Coordinate with legal teams to solidify a contract
3. Welcome your fellow in August!

# FUNDING A FELLOW

## HOW MUCH DOES IT COST A COMMUNITY TO HOST A FELLOW?

We base the total fellowship cost on a living scholarship for our Fellows -- calibrated to the cost of living for a given region -- and a programmatic cost that goes towards the month of training, rigorous program support, and biannual retreats that all Fellows receive during their fellowship term. We ensure all Fellows have access to healthcare, and, while we calibrate a Fellows' baseline scholarship to the cost of living for the region, we have 1:1 conversations with each Fellow to determine if this amount will indeed meet their financial need. We offer need-based additional scholarships for Fellows with extenuating financial responsibilities to ensure financial accessibility. The annual cost of the fellowship (including both the Fellows' stipend and programmatic cost) is \$45,000. Your community share will be closer to \$15,000.

## IS THIS A GOOD DEAL?

For less than the cost of an entry level employee, hosts get a highly-talented and trained locally-rooted young person making a long-term commitment of 2 years to their communities. Hosts do not have to administer the Fellowship or deal with any of the liability that comes with hiring a full-time employee. Rather, they are investing not just in their workforce but in the community. The Fellow will do amazing work — 96% of our Fellows are in the top 25% of their workforce per host evaluation. Fellows will also be recruiting other leaders to join them in the community. And the host will join a nationwide network of other communities hosting this change-making work.

## WHAT ARE FINANCING OPTIONS?

We believe it is important for all of our community partners to financially support their Fellows to maintain local accountability, sustainability, and alignment. As such, we ask our hosts to cover the full cost of the Fellowship either through direct contribution or through partnerships with local philanthropy and other sponsors, while Lead For America raises funds nationally to cover overhead expenses. If the hosting contribution will be a barrier to entry, please don't hesitate to reach out.

## WHAT DO MY DOLLARS GO TOWARDS?

Your dollars go towards sustaining and retaining your Fellow in their community throughout and beyond their Fellowship. The majority of hosting contributions go directly towards the Fellows' scholarship. The remainder of the hosting contribution go towards Fellow training and program support. While the exact numbers vary and are always created in response to the needs of the community, a host institution is never asked to contribute more than the cost of an entry-level employee's salary.







The Rural Impact Hub is empowering rural communities throughout the state in a big way. We are partnering with Lead for America (LFA) to launch an affiliate program placing Fellows in Nebraska's non-metro, rural communities to do real work and revitalize Nebraska's small town.

## LFNE IMPACT

- **Develop and leverage rural broadband access and economic development.** We want to increase access and leverage that access to see growth.
- **Build capacity in the community.** All communities have those ideas and projects they just don't have the people power to support.
- **In it for the long haul.** Our fellows are commit to a two-year term, which allows them the ability to dig in and get to work.
- **Multiplier effect.** Fellows are encouraged to recruit others to increase engagement so when Fellows get involved, the community will too.

## BRAIN DRAIN. DIGITAL DIVIDE. BIG OPPORTUNITY.

Brain drain and digital divide don't spell great things for rural Nebraska. So we want to challenge that narrative. Today's remote work and gig economy make it easier to work where you want to live when your community has broadband.

## LET'S WORK ON THIS.

In a 2019 study by the University of Nebraska Omaha and the Nebraska Community Foundation, Nebraska students indicated they prefer to raise a family in their hometowns, but would likely have to live elsewhere for career opportunities.

## THE DIGITAL DIVIDE IS REAL AND IMPACTS RURAL COMMUNITIES.

The pandemic has shown us the need for equitable broadband access for all Nebraska communities. By focusing efforts on issues like increasing and leveraging rural broadband access, economic development, and engagement, Lead For Nebraska (LFNE) will help rural communities focus on growth in a digital era.

## HOW IT WORKS

- Young Nebraskans, or those with a significant connection to the state, are encouraged to apply for fellowships. Fellows are typically recent college graduates, ages 21-30, from the host community region.
- Fellows are embedded in host communities throughout the state for a two-year period.
- Fellows embark on a community listening tour, strategic planning process and becoming an embedded and engaged part of the community.
- Fellows will focus work with hosts to determine where they can build capacity in the community while leveraging rural broadband and building economic development opportunities.
- Identify needs, make a plan and put it in motion!

Interesting in hosting or becoming a Fellow? [RURALIMPACTHUB.COM/LFNE](https://ruralimpacthub.com/lfne)

**RURAL IMPACT**  
 **HUB**

Community-Impact Driven Organization  
 919 Central Ave. Auburn, Nebraska  
[ruralimpacthub.com/lfne](https://ruralimpacthub.com/lfne)



# LEAD FOR AMERICA

START WHERE YOU LIVE



**93** Fellows

**81** Communities  
Across the Country

**91%**

of Fellows are working on projects that their hosts wish they could prioritize, but would not have the capacity to complete without the Fellow.

**\$17,065,000**

leveraged by LFA Fellows to date.

**13,539,810**

people impacted by LFA Fellows.

[lead4america.org](http://lead4america.org)

Lead for America seeks to direct homegrown talent where it's needed most — in towns and counties where challenges are outpacing the resources available. Lead for America looks for community members who prioritize humility, service and collective impact over self-advancement, who are just as committed to developing their character as they are their careers, and who are willing to question and vigorously pursue the intersection of their talents and the world's deep need.





## Scoping a Project with Lead For America: [Southeast Nebraska]

**Project Name:** Auburn Community Development (ADC) and Nemaha County Broadband Action

**Fellow's Role Title:** Development Coordinator

**Hosting institution(s):** Auburn Development Council

### Project Scope Summary:

In < 100 words, summarize the challenges that the Fellows are being asked to tackle.

The Development Coordinator will take on efforts to expand broadband access in Nemaha County. This will be in combination with implementation of strategic planning in the economic development area already set in place by the Auburn Development Council. All efforts will serve to improve economic and community development efforts in Auburn.

### Central Question:

Consider framing this as a "How Might We" question to offer a creative possibility to be explored and articulate the big picture problem to be solved. Strong HMW questions are multi-ended, will be also focused on a specific capacity-building area.

How can we improve the quality of life, resident retention and economic opportunities for Auburn and Nemaha County?

### Key Goals:

What are the key goals of a project aims to achieve?

- Further refine implementation of Auburn Development Council's strategic plan elements with ADC.
  - Education and communication to the community of Auburn regarding economic development and its benefits for Auburn.
- Form a Broadband Action Team (BAT) in Nemaha County.
  - Gather stakeholders for discussions on best practices for broadband expansion, research and serve as a guide for the strategic planning process.
  - Implement processes in Nemaha County.
- Develop digital inclusion plans for communities interested in expanding broadband access.
- Research and assist with funding sources regarding broadband expansion.
- Help communities at large understand the value of quality, affordable broadband access.
- Help communities at large leverage broadband access.
  - Examples:
    - Bootcamps on digital literacy at least quarterly.
    - Community-specific outreach and education for localized needs.

### Fellow Contribution:

What will the fellow's contributions to the project be?

Fellows will contribute to the betterment of Auburn and Nemaha County and expansion of rural broadband services to unserved and underserved residents. They will work with ADC staff to form and lead BATs as well as hold ownership in the process. Fellows will hold at least six public meetings; identify best practices; explore local, state, and federal funding options; and recommend an adoption plan for broadband deployment. Fellows will also

contribute to economic and community development education by implementation of the Auburn Development Council's strategic plan.

### Outcomes:

*What are the expected outcomes, deliverables & key deadlines?*

#### Key Deliverables

- Listening tour completed by October 1, 2021
  - BATs formed by November 2021
- Countywide Digital Inclusion Plan completed by October 31, 2021
  - Encourage and complete asset mapping and speed tests, with partner agencies to be identified for Nemaha County by January 2022
- Economic development education and asset mapping to identify resources, strengths and areas of growth in Auburn and southeast Nebraska
- Education regarding economic development and its potential impact on Auburn's future
  - Plan and assist with hosting 2 town halls on economic development related topics
- Identify best practices for rural development from across the United States - ongoing
- Explore local, state, and federal funding opportunities - ongoing

### Merit to Fellow:

*What is the merit to the Fellow /s development and growth in conducting this project?*

The fellow will gain skills in:

- Networking and communicating with constituents of various backgrounds and professions.
- Understanding and experience forming and leading action-oriented teams.
- Understanding and experience with grant writing and the processes surrounding reporting.
- Learning about broadband technologies and barriers for deployment.
- Experience with non-profit organizations, change management and economic development.

### Community Impact:

*What is a broader impact of this project on the community /s the project is being completed?*

The COVID-19 pandemic exposed the need for affordable, quality, and accessible broadband services as students, non-essential workers, teachers, and the homebound were asked to telework, take part in distance learning, or rely on telemedicine. Compounding this is an aging Nebraska workforce, indicating the younger population is moving away and broadband may be a tool to stop this outflow. Fellows will be responsible for providing elected officials, stakeholders, and residents with best practices and information on how they can get involved with broadband deployment. Fellows will improve a dialogue that is currently absent, to advance key community development initiatives and increase access to critical resources to grow rural



communities by improving funding opportunities and attracting talent to careers and lifestyles in greater Nebraska.

Furthermore, fellows will bolster education surrounding economic development and opportunities related to Auburn and the area, a much needed but often misunderstood tool that will ensure a successful future for Auburn and its residents.

#### **Additional Context**

In < 200 words, is there any additional context that you would like to share (a background regarding existing programs and initiatives, previous initiatives, budgetary considerations, resources, constraints)? What makes it important, and why does your organization care?

The Auburn Development Council, Inc. (ADC) is a 501(c)3 non-profit organization dedicated to the growth and development of Nemaha County and Southeast Nebraska and is composed of a group of committed individuals dedicated to carrying out the mission of encouraging economic development growth. The goal is to develop a prosperous business community and expand the job market. ADC is committed to collaborative approaches and solutions in addressing the needs of the community to continue growing and prospering in the future.

#### ***The primary contact for the fellowship:***

- **Name:** Leslie Clark, Auburn Development Council President
- **Contact info:** [directorclark@growauburnne.org](mailto:directorclark@growauburnne.org)

**HOST AGREEMENT  
LEAD FOR AMERICA FELLOWSHIP PROGRAM**

This Host Agreement ("Agreement") is made and entered into as of the date of countersignature by and between Norfolk Area Economic Development, hereinafter referred to as "Host", and National Lead for America, Inc., hereinafter referred to as "LFA."

**RECITALS**

WHEREAS, LFA, a tax-exempt Section 501(c)(3) nonprofit organization, operates a fellowship program that connects selected recent graduates with selected local governments and nonprofits to improve capacity building and leadership development in communities ("Program").

WHEREAS, the Program introduces fellows to high-impact civic leadership roles, provides them with comprehensive public service leadership and skills training, and connects fellows to a national network of locally-rooted, systems-oriented leaders committed to serving their communities; and

WHEREAS, Host is willing and able to participate in the Program by accepting a fellow for placement in an immersive leadership development experience.

NOW THEREFORE, the parties agree as follows:

**1. TERM**

LFA will use reasonable efforts to place the Fellow (defined below) with Host for 24 months, from August 1st, 2021 to July 31st, 2023 ("Term"). While August 1st is the recommended start date, the Fellow may begin their Fellowship 30 days before or after August 1st based on the needs of Host and the Fellow. If the Fellow starts on a day that is not August 1st, then the end date of the Term will be adjusted to 730 days after the start date.

**2. HOST RESPONSIBILITIES**

During the Term, Host shall provide the Fellow with an immersive developmental experience designed to promote a possible career in public service. The Fellow will be assigned to assist upper level managers and/or elected officials with projects, and Host will provide training, guidance and resources necessary to successfully complete the project. For ongoing professional development to drive impact in their placements, Host shall permit the Fellow to work on a self-directed community project and attend LFA trainings and retreats as described in Attachment A. Host has received a copy of the LFA Fellow Handbook and agrees to abide by its terms, as revised from time to time.

### **3. LFA RESPONSIBILITIES**

LFA agrees to place a Fellow with Host and to provide ongoing support, mentorship, and training to Fellow. This support generally includes two weeks of leadership development and public administration training, three weekend Fellow retreats, regular one-on-one support calls from LFA staff, volunteer advising from civic leaders, and additional enrichment opportunities such as conference sponsorships, workshops, and networking events.

### **4. FEES AND COSTS**

A. To partially offset Program and placement costs outlined in Attachment B, Host will pay \$30,000 to LFA in support of Program. \$15,000 of such amount shall be paid by July 1, 2021 and the remaining \$15,000 shall be paid by April 1, 2022. Host shall not be responsible for any other Program costs or expenses incurred by LFA or Fellow, but shall provide, without costs, Fellow with workspace, office equipment, oversight, and work experiences similar to those Host provides to its employees.

B. During the Term, LFA shall provide a monthly scholarship to Fellow in order to assist in covering the living expenses of such Fellow. Fellow shall not receive any additional funding or compensation from LFA or Host in connection with Program without the written approval of LFA. Fellow will receive scholarships from LFA equal to the livable wage in their Host community, which may include the equivalent of (in payment or in-kind support): the annual AmeriCorps VISTA stipend for their county; the cost of housing for their community as calculated based on the MIT Living Wage Calculator; reimbursements for certain health insurance premium costs if paid out of pocket; and certain additional financial aid if needed to support basic living costs.

C. Except in cases of emergency, LFA will not increase Fellow's monthly scholarship. If Host wishes to provide a larger scholarship to Fellow at any point during Program, then with the approval of LFA, Host can increase their Host contribution and designate those additional funds to be disbursed directly to Fellow.

### **5. ASSUMPTION**

Any proposed assumption, assignment, delegation, or subcontracting of any of either LFA's or Host's duties, responsibilities, or obligations under this Agreement shall occur only with the other party's express prior written approval.

### **6. TERMINATION AND REPLACEMENT**

This Agreement may be terminated by either party with 30 days' written notice. In addition, LFA may terminate this Agreement immediately and without prior notice if Fellow refuses to or is unable to perform their project scope or if Host is in material breach of this Agreement. Representative grounds for immediate termination of this Agreement include:

- Irreconcilable conflict or differences between LFA and Host.
- Conviction of Host of any criminal act.
- Taking any other action that might reasonably be believed to cause potential damage to the reputation of LFA.
- Not providing a safe environment in which Fellows, other Hosts, or LFA representatives, may provide the services as contemplated under this Agreement, which includes:
- Unremedied harassment of any individual by another person on the basis of any protected classification including, but not limited to, gender, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation, political affiliation, or age.

A. Host's Termination of Agreement.

If Host chooses to terminate this Contract before a Fellow begins their full-time service with Host, LFA shall refund Host any amount already paid, less \$2,500 that will be used to cover recruitment, selection, and other expenses associated with Program prior to placement.

If the termination occurs because Host breaches this Agreement (including choosing to terminate Program early), then except as provided in Section C below, Host will pay LFA a termination fee based upon the cost of summer training, recruitment, selection, program support, and host recruitment expenses (which the parties agree is \$8,500/year/Fellow), plus the prorated cost of Fellow's scholarship. For example:

• If such termination occurs during the first 365 days of Fellow serving their placement with Host, the termination fee will be:  $*8,500 \text{ plus } (\text{Total Cost Year 1}) * ((365 \text{ Days} - \text{Number of Days Fellow Completed in Placement}) / 365)$ . If Total Cost Year 1 is less than \$8,500/Fellow, then the termination fee will instead equal Total Cost Year 1.

• If such termination occurs during the second 365 days of Fellow serving their placement with Host, the termination fee will be:  $\$17,000 \text{ plus } (\text{Total Cost Year 2}) * ((730 \text{ Days} - \text{Number of Days Fellow Completed in Placement}) / 730)$ . If Net Total Cost is less than \$17,000/Fellow, then the termination fee will instead equal Net Total Cost.

If Host has paid LFA more than the termination fee as calculated in this Section, then LFA will reimburse Host of such excess in two equal installments, with one-half of such excess amount being paid within each of 90 and 180 days of termination. If Host has paid LFA less than the such termination fee, then LFA will invoice Host for such shortfall which shall be paid within 90 days of termination.

If Fellow begins their full-time service with Host but fails to complete the Term with Host for a reason other than Host's breach of this Agreement, then, if requested by Host and approved by LFA, LFA will use commercially reasonable efforts to provide Host with a replacement Fellow to

complete the Term. In such case, Host will be responsible for the total costs associated with the replacement Fellow. Alternatively, LFA or Host may terminate this Contract.

**B. Fellow's Termination or Leave of Absence**

If the termination occurs because Fellow ceases participation in Program due to Fellow's breach of the terms of their Fellowship Agreement with LFA or LFA's breach of this Agreement, then the total cost of Program will be prorated by the number of days Fellow completed their placement ( $\text{Net Total Cost} * \text{Number of Days Fellow Completed in Placement} / 730$ ).

If a Fellow takes a leave of absence in excess of two weeks but Host does not wish to terminate the Contract, the same process for reconciling final costs in the case of termination shall be undertaken, and LFA shall either reimburse Host or send an invoice to Host as detailed above. If Fellow returns and all parties consent to continue with Program, LFA and Host shall sign an addendum to this Contract specifying remaining payments from Host to LFA equal to Net Total Cost in Attachment B minus the net payments already paid to LFA as part of this Contract.

**C. Host's Failure to Provide a Safe Environment**

Host is responsible for providing a culture free from ongoing issues with sexual or other harassment, violence, or other behaviors that create an unsafe environment for LFA Fellows. If, in accordance with LFA's policies and procedures, Fellow resigns from Program because they felt unsafe in their Program environment, then Host will be responsible for paying the total annual cost of Program (the total Year 1 cost if the resignation occurs in Year 1 and the total cost if the resignation occurs in Year 2) and will not be eligible for refunds from LFA under Section B above if the following conditions are met:

- 1) Fellow documented at least one conversation with their Host notifying Host of the issue;
- 2) LFA staff independently documented at least one conversation with Fellow regarding the issue that aligns with the content of Fellow's documentation of their conversation with Host;
- 3) LFA staff documented a conversation with Host after Host's conversation with Fellow to discuss the issue independently, and no significant changes to the environment were made within two weeks of the conversation;
- 4) Fellow resigns at least two weeks after the conversation between LFA staff and Host described in Condition #3, due to feeling unsafe in their environment.
- 5) An impartial observer would have reason to believe that Fellow's workplace conditions were unsafe during the period at issue.

**7. REDUCTION IN FELLOWSHIP HOURS / WEEK**

If a Fellow's hours are reduced due to the preferences of Fellow, then Fellow's scholarship will be reduced in proportion to the reduction in hours/week. The final cost of Program will be the

initial total cost minus the amount of the initial Fellow scholarship that will no longer be paid (Net Total Cost - (Initial Total Fellow Scholarship - Final Total Fellow Scholarship)).

If Fellow's hours are reduced due to the preferences of Host (i.e., Fellow did not choose to reduce their hours), then the final cost to Host will be the amount calculated above minus the cost of summer training, recruitment, selection, program support, and host recruitment expenses (\$8,500/year/Fellow). For example:

- If such reduction occurs during the first 365 days of Fellow serving their placement with Host, this amounts to: (Total Cost - (Initial Annual Fellow Scholarship - Final Annual Fellow Scholarship)) - \$8,500. If Total Cost Year 1 is less than \$8,500/Fellow, then the final cost will instead equal Total Cost Year 1.

- If such reduction occurs during the second 365 days of Fellow serving their placement with Host, this amounts to: (Total Cost - (Initial Annual Fellow Scholarship - Final Annual Fellow Scholarship)) - \$8,500. If Net Total Cost is less than \$17,000/Fellow, then the final cost will instead equal Net Total Cost.

If Host has paid LFA more than the reduction adjustment fee as calculated in this Section, then LFA will reimburse Host of such excess in two equal installments, with one-half of such excess amount being paid within each of 90 and 180 days of termination. If Host has paid LFA less than such reduction adjustment fee, then LFA will invoice Host for such shortfall which shall be paid within 90 days of termination.

## **8. NO EMPLOYMENT RELATIONSHIP**

At all times relevant to this Agreement, the parties, and any affiliates thereof, shall remain contractors independent of one another, and neither party (including representatives and sponsors of that party) shall be deemed an employee, joint venturer, or partner of the other. Neither party has the authority to bind the other and no employee, agent, sponsor, or other representative of either party shall at any time be deemed to be under the joint control or authority of the other party or under the joint control of both parties. Neither party shall have the right to control the other party; however, LFA and Host mutually agree as to the objectives and the scope of Program placement, as set forth herein. Host and LFA mutually agree that they, neither individually nor collectively, intend to create an employment relationship with Fellow, and each agrees to not make statements or otherwise act in a way that suggests such a relationship exists. LFA understands that Fellow shall not be entitled to any benefits made available to Host's employees, including, but not limited to: group health insurance (including dental, vision, and any other enhancements from time to time), disability insurance, group term life insurance, workers' compensation, or participation in any retirement plan for Host's employees. This provision shall survive the expiration or other termination of this Contract.

## **9. INDEMNIFICATION**

LFA shall indemnify, defend, and hold harmless Host and its officials, officers, employees, and agents (hereinafter collectively "Public Entities") from and against any and all liability, demands, damages, claims, causes of action, fees, and expenses (including reasonable attorneys' fees, expert witness fees, and legal costs) including, but not limited to, claims for bodily injury, property damage, and death (hereinafter collectively referred to as "liabilities") arising from or connected with LFA's acts, errors, and/or omissions under this Contract. LFA shall not be required to indemnify, defend, and hold harmless the Public Entities from any liabilities that are caused by the sole negligence or willful misconduct of Host or its officials, officers, employees, or agents.

Host shall indemnify, defend, and hold harmless LFA and its officials, officers, employees, affiliates, and agents, to include Fellow, from and against any and all liability, demands, damages, claims, causes of action, fees, and expenses (including reasonable attorneys' fees, expert witness fees, and legal costs) including, but not limited to, claims for bodily injury, property damage, and death (hereinafter collectively referred to as "liabilities") arising from or connected with Host's acts, errors, and/or omissions under this Contract. Host shall not be required to indemnify, defend, and hold harmless LFA or its officials, officers, employees, or agents from any liabilities that are caused by the sole negligence or willful misconduct of LFA or its officials, officers, employees, or agents.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their respective duly authorized officers as of the Effective Date.

National Lead for America, Inc.

By: \_\_\_\_\_

Name: Rob Runquist

Title: Finance Manager

Date:

Host

By: \_\_\_\_\_

Name:

Title:

Date:



## ATTACHMENT A FELLOWSHIP SCOPE

*Hosts are invited to use the following Fellowship Scope template. This language can be similar or identical to the language developed during the project scoping process with the Lead For America team. While the "Fellowship Description" section can be fully customized based on host preference, we ask that no language from the "Fellow Support" section is deleted (although more can be added) and no language is removed or added to the "Financial Considerations" section, with the exception of a substitution of proper nouns where text is in all caps. Because Fellow is not classified as an employee, please refrain from using the words "employee," "work," or "supervisor" in the Fellowship Scope.*

Fellowship:	OFFICE NAME
Fellow Reports To:	HOST, TITLE
Location of Fellowship:	CITY OR COUNTY, STATE
Fellowship time base:	Full-Time

### **Fellowship Description (SAMPLE):**

Fellow's Role. Host NAME needs innovative and sustainable solutions to help create a better environment for residents and visitors to live, work and play. Litter and illegal dumping of trash is Ubiquitous and pervasive problem. Using a universal concern about trash as a lever to engage CITY'S residents, Fellow will spearhead the design and implementation of a city-wide public engagement initiative to promote keeping CITY communities clean. Fellow will build a national model for cutting down on illegal waste.

Creative and innovative solutions will be required engage millions of people in taking better care Of CITY. This is not about designing a 30 second TV advertisement - it is about connecting people to a problem and working together toward a solution. It's about using technology to generate ideas, communicate solutions and support communities to carry the work forward. It's about finding innovative ways to change a culture in a City and establishing synergies between business, government, residents and visitors.

Building consensus around a plan will require engaging stakeholders at all stages of the process from concept, through design and during implementation. Fellow will be expected to utilize new and traditional community engagement tools to involve stakeholders in this process. Success will depend on forming a community of donors, community based organizations, business owners, city workers and residents who are all excited about implementing the final game plan.

Designing a successful public engagement initiative in a City as large and diverse as CITY is an extraordinary challenge. Fellow will be a key catalyst in finding a way to leverage trash to inspire millions to build a better CITY.

**Fellow Support:**

Host mentor and their staff will facilitate introductions and meetings with key staff within the office as well as elected officials as appropriate. Fellow will meet regularly with Host mentor. To ensure Fellow has the tools to receive an enriching experience, Host mentor will provide Fellow office space and a desk, computer, telephone, voicemail, and email.

**Financial and Logistical Considerations:**

Fellow is not an employee of either Host or Lead for America and is subject to the terms and conditions specified in this contract. Host will provide no stipend to Fellow in addition to the scholarship provided by Lead for America. As part of Program, Host shall permit Fellow to spend up to twenty work hours a month (~5 hours per week) to engage in Fellowship activities to further benefit the local community. To ensure Fellow receives specialized public administration and leadership development training to amplify their impact within their placement, Host will allow up to 15 days off for Fellow to attend LFA's Catalyst Institute during the course of the two year fellowship. In addition, in the second year of Program, Host will give Fellow no more than two days off for Lead for America's mid-year retreat, and no more than two days off for Lead for America's graduation summit.

Beyond the time off required by Lead For America, Host shall provide a minimum of two weeks vacation time per year for Fellow and a minimum of one week of sick time per year without disruption to Host's pay schedule. Host will not be responsible for compensating Fellow for any time off. Any time off requested by Fellow beyond the time listed above must receive explicit approval by both Host and LFA and may result in reimbursement to Host totaling the prorated amount of the scholarship accrued during the duration of a Fellow's leave. Host will reimburse Fellow for expenses Fellow incurs to execute duties required by Host, such as travel expenses, consistent with the policies of Host. Host will have no financial obligation for expenses related to duties required by Lead for America, such as travel by Fellow to Lead for America trainings or events.

**ATTACHMENT B  
FEE SCHEDULE**

Item	Annual Cost
<p><b>LFA Scholarship, Direct Training, Education, and Support</b>  (Includes Fellow scholarship calibrated to community's living wage, graduate-level MPA/MPP training, leadership and equity training, and local government certificate programs through organizations like ICMA. In addition, includes full-time staff member dedicated to supporting Fellow, three retreats for all Fellows during the course of two years, recruitment &amp; selection subsidy, general operations contribution, online community, graduate scholarship opportunities for Fellows, and more)</p>	<p><b>\$15,000</b></p>

Total Cost Year 1	\$15,000
Total Cost Year 2	\$15,000
Net Total Cost	\$30,000

## AGENDA ITEM NO. J-2

**Subject:**

Grant Extension

Sherry,

Brandon and I would like the city council to extend our \$10,000 grant on our new home build. We were scheduled to begin our new home build in May, but due to the increase in lumber prices we have decided to delay our build. Lumber prices have nearly quadrupled in price and lumber alone would have cost us \$60,000 more than our initial price. We plan to build our home in the Glenrock addition once the lumber prices come back down to a reasonable price. Thank you for considering this.

Leah Wehenkel  
7th & 8th Grade Science  
Auburn Public Schools

Brandon & Leah Wehenkel

AGENDA ITEM NO. J-3

**Subject:**

Re: request for extension on rehab project

I have a rehabilitation grant for 1009 Q st that I have only used a portion of the money as I am having difficulty finding and scheduling contractors and the availability of building materials. I am respectfully requesting an extension of the grant to February 28, 2022.

Thank you

Jeff Jones

Jeff Jones

AGENDA ITEM NO. J-4

**Subject:** Re: new construction housing grant

Hi Sherry.

I'm apologize we thought the year coincided with out bank loan year which is November. We will definitely need an extension until Nov. 1st hopefully at the latest. Greg and I are flying to Fresno today for a week so email is going to be the way to best reach us.

Thank you!

Patricia Reid & Gregory Hepner