

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.
May 8, 2023

Pledge of Allegiance

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.

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.

Roll Call

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.

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.

B – 1 None for this meeting

C – PRESENTATIONS and PROCLAMATIONS

C – 1 None for this meeting

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 April 10, 2023, regular City Council meeting

D – 2 Approval of City Financial Report.

D – 3 Request for attendance at meetings and/or conferences. – NCMA Summer Conference, June 28-30, Papillion NE (Crystal); League of Municipalities Accounting and Finance Conference, June 21-23, Lincoln NE (Sherry H); Baird Holm's Annual Labor Law Forum, May 18, Omaha NE (Sheri M); 2023 Fire School, May 19-21 Grand Island (AVFD)

D – 4 Request for Special Designated Liquor License application submitted by Ruth Heywood at Legion Memorial Park for Summer Sounds Concert Series, 1015 J Street, Auburn, NE on June 2, 16, 30; July 7, 21; and August 4, 18.

D – 5 Appointments: Auburn Housing Authority – Appointment of Jerri Lynn Brix (Virginia Wood resignation)

E – PAYMENT OF CLAIMS

- E – 1 Approving Payment of Claims
-

F – PUBLIC HEARINGS

- F – 1 None for this meeting
-

G – MOTIONS

- G – 1 Council Consideration by motion for approval of Request for Qualifications for 2022 DTR grant engineering.
G – 2 Council Consideration by motion for approval of plans and authorization for JEO to proceed with advertising and bidding on the Auburn Buildings Roofing project.
G – 3 Council Consideration by motion for an amendment to agreement with JEO Consulting to add engineering services for 9th Street between O Street and P Street.
G – 4 Council Consideration by motion to approve keno lottery sales outlet location for Lanes End LLC at 1818 Central Ave
G – 5 Council Consideration by motion to approve authorized representatives and signers for Keno Operating Bank Account (Lanes End LLC at 1818 Central Avenue).
G – 6 Council Consideration by motion for an agreement with Charlesworth Consulting for insurance proposal specifications.
G – 7 Council Consideration by motion for an agreement with SENDD for construction management for 2022 DTR grant.
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H – RESOLUTIONS

- H – 1 None for this meeting.
-

I – ORDINANCES

- I – 1 Ordinance No. 04-23 AN ORDINANCE OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, DEFINING & REGULATING THE USE OF SHIPPING CONTAINERS WITHIN THE ZONING JURISDICTION OF THE CITY OF AUBURN, NE; PROVIDING A PENALTY PROVISION; PROVIDING A CONFLICT RESOLUTION CLAUSE; PROVIDING FOR SEVERABILITY; & PROVIDING PUBLICATION AND AN EFFECTIVE DATE FOR THE ORDINANCE.
I – 2 Ordinance No. 05-23 AN ORDINANCE OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA REGULATING VACANT BUILDINGS; ESTABLISHING MONETARY PENALTIES; SETTING DEFINITIONS & PROCEDURES; PROVIDING A CONFLICT RESOLUTION CLAUSE; PROVIDING FOR SEVERABILITY; & PROVIDING PUBLICATION & AN EFFECTIVE DATE FOR THE ORDINANCE.
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J – REPORTS & RECOMMENDATIONS

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

K – REQUESTS AND REFERRALS

- None at this time.
-

MOTION TO ADJOURN

City Council Proceedings
April 10, 2023

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 April 10, 2023, 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 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 April 7, 2023. Mayor Chris Erickson presided over the meeting and the City Clerk recorded the proceedings.

The Meeting was called to order by Mayor Chris Erickson. Upon calling the roll, the following members of the City Council were present: Katy Billings, Shawn Clark, Tom Clark, Rick Janssen, Jeff Jeanneret, and Nathan Seitz. Absent: No one.

Mayor Erickson 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 the City Council Chambers by the entrance door) as required by law.

Jane Andrew made general comments pertaining to Auburn's Wellhead Protection and Clean Water Revolving Fund.

Jennifer Elting with Project Response gave a presentation regarding Sexual Assault Awareness Month.

Mayor Erickson proclaimed April 28, 2023 as Arbor Day in the City of Auburn.

Agenda Item D-Consent Agenda

D - 1 Approving Minutes of March 13, 2023, regular City Council meeting

D - 2 Approval of Financial Report

D - 3 Request for attendance at meetings and/or conferences - NEDA Annual Conference, May 17-19, Lincoln NE (Crystal)

D - 4 Appointments: Auburn Volunteer Fire Department: Kody Cooper

The Mayor presented the Consent Agenda. Council Member Jeanneret moved to approve the Consent Agenda Items as presented. The motion was seconded by Council Member Janssen. Upon roll call vote: 6 yeas, 0 nays, and 0 absent. The following Council Members voted "YEA": Shawn Clark, Tom Clark, Janssen, Jeanneret, Seitz, and Billings. The following voted "NAY": No one. Motion: Carried.

Agenda Item E-Payment of Claims. The following March claims were presented before the Council for ratification: Aflac, Wh-73.80; American Recycling & Sanitation, Se-145.00; BCom Solutions LLC, Se-1,430.00; Black Hills Energy, Ut-1,079.05; Blue Cross-Blue Shield, Ins-7,075.91; Board of Public Works, Ut-Reim-6,676.99; Capital Business Systems Inc., Su-378.28; Charter Communications, Se-310.26; Dennis & Carol Wheeler, Real Estate Option-50,000.00; First Concord Benefits Group, Se-13.95; First National Bank Omaha, Card Transactions-2,132.69; Jackson Services Inc., Se-263.12; Linda Bantz, Se-400.00; Mark Harms, Ex-500.00; Mid-American Benefits Inc., Ins-88.00; Mutual of Omaha, Ins-93.28; NDEE, Fe-80.00; Nemaha County, Se-34,650.00; Pinpoint Auburn Inc., Se-378.42; Region V Services, Se-1,162.00; Ryan & Sunshine Taylor, DTR Project-11,404.97; Sandry Fire Supply, Ex-34.70; United States Treasury, Tax-360.43; US Cellular, Se-147.30; Windstream, Se-141.02; March Payroll-51,189.70; FICA City Match-3,827.02; Pension City-1,720.53; PayChex Payroll Se-653.30; Auburn State Bank, Fe-19.30; Mid-American Benefits, Medical Claims-283.84; Guardian, Ins-767.57; Wex Bank, Su-1,302.96. The following April claims were presented for approval: Airstream Heating & Cooling, Se-502.00; Amazon Capital Services, Bk-AV-525.24; Arbor Manor, Recognition Ex-1,184.62; Auburn Memorial Library Petty Cash, Su-250.00; Auburn Newspapers, Se-Su-769.72; Auburn Plumbing, Htg. & AC, Inc., Su-59.76; Auburn Rescue Squad, Reim-2,908.00; Baker & Taylor, Bk-AV-412.49; Bulldog Auto Supply Inc., Su-926.96; Center Point Large Print, Bk-AV-176.03; Danko Emergency Equipment Co., Equip Maint-977.48; Demco, Su-424.44; Diamond Vogel, Su-1,000.50; Eakes Office Solutions, Su-369.12; Eggers Brothers Inc., Su-18.91;

Emergency Repair Service Inc., Su-Se-547.80; Farm and City Supply, Su-29.95; Filter Care, Su-66.35; Cengage Learning Inc./Gale, Bk-AV-331.39; Greenwade Tree Service, Se-400.00; Heath Christiansen, Se-240.00; JEO Consulting Group Inc., Se-23,325.00; Lynch's Hardware & Gifts, Su-92.01; Martin's Flag Company LLC, Su-179.16; Mellage Truck & Tractor, Equip Maint-556.16; Menards, Su-100.33; Merz Ink, Se-Su-6,356.00; Meyer Laboratory Inc., Su-601.55; Microfilm Imaging Systems Inc., Equip-138.00; NE Dept of Transportation, Se-5,413.10; Nemaha County, Reim-4,488.83; OCLC Inc., Sub-66.40; Overdrive, Inc., Bk-AV-47.50; Pet Pick-Ups, Su-303.76; Petty Cash, Reim-Su-428.25; Ricoh USA Inc., Su-21.40; Sack Lumber Company, Su-518.79; Summit Fire Protection, Se-127.00; The Penworthy Company, Bk-AV-190.14.

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; Ins-Insurance; Inspect-Inspection; Int-Interest; Lic-License; Maint-Maintenance; Mem-Membership; Pen-Pension; Per-Periodical; Re-Repairs; Ref-Reference Materials; Reg-Registration; Reim-Reimbursement; Se-Services; Se-Service; Su-Supplies, Materials & Parts; Sub-Subscription; TIF-Tax Increment Financing; Ut-Utilities; Wh-Withholding.

Council Member Billings moved to approve the claims which have not been previously approved by motion or resolution and ratify the ordinary and necessary expenses allowed in accordance with Resolution No. 7-11 that was approved February 28, 2011. The motion was seconded by Council Member Seitz. Upon roll call vote: 6 yeas, 0 nays, and 0 absent. The following Council Members voted "YEA": Tom Clark, Janssen, Jeanneret, Seitz, Billings, and Shawn Clark. The following voted "NAY": No one. Motion: Carried.

It was noted that with regards to Agenda Item F-Public Hearings, there are none for this meeting.

It was noted with regards to Agenda Item G-Motions, there are no motions for Council consideration at this meeting.

Council Member Tom Clark moved to approve Resolution No. 04-23 updating the City of Auburn Building Permit Fee Schedule. The motion was seconded by Council Member Jeanneret. Upon roll call vote: 6 yeas, 0 nays, and 0 absent. The following Council Members voted "YEA": Janssen, Jeanneret, Seitz, Billings, Shawn Clark, and Tom Clark. The following voted "NAY": No one. Motion: Carried.

It was noted that with regards to Agenda Item I-Ordinances, there are none for this meeting.

Written reports and recommendations from Dept. Heads/Boards were provided. A written financial report was provided by the Auburn Community Redevelopment Authority and a written report on law enforcement activity within the City of Auburn for March 2023 was also provided.

With regards to Agenda Item K-Requests and Referrals, there were none.

There being no further business to come before the Mayor and Council, Council Member Tom Clark moved for adjournment to meet at the call of the Mayor. The motion was seconded by Council Member Seitz. Upon roll call vote: 6 yeas, 0 nays, and 0 absent. The following Council Members voted "YEA": Jeanneret, Seitz, Billings, Shawn Clark, Tom Clark, and Janssen. The following voted "NAY": No one. Motion: Carried.

Mayor Erickson declared the meeting adjourned.

Sherry Heskett
City Clerk

Chris Erickson
Mayor

A complete copy of the minutes is available for inspection at city hall.

D-1

Auburn, Nebraska
April 10, 2023

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 April 10, 2023, 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 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 April 7, 2023. Mayor Chris Erickson presided over the meeting and the City Clerk recorded the proceedings.

The Meeting was called to order by Mayor Chris Erickson. Upon calling the roll, the following members of the City Council were present: Katy Billings, Shawn Clark, Tom Clark, Rick Janssen, Jeff Jeanneret, and Nathan Seitz. Absent: No one.

Mayor Erickson 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 the City Council Chambers by the entrance door) as required by law.

Jane Andrew made general comments pertaining to Auburn's Wellhead Protection and Clean Water Revolving Fund.

Jennifer Elting with Project Response gave a presentation regarding Sexual Assault Awareness Month.

Mayor Erickson proclaimed April 28, 2023 as Arbor Day in the City of Auburn, which proclamation was:

Proclamation
Nebraska – Home of Arbor Day

- Whereas, In 1872, J. Sterling Morton presented a resolution to the Nebraska Board of Agriculture to set aside a special day for the planting of trees, and
- Whereas, on the first tree-planting holiday, called Arbor Day, more than one million trees were planted in Nebraska, and
- Whereas, Arbor Day is now celebrated in all fifty states to observe the role of trees in our lives and to promote tree planting and care, and
- Whereas, trees provide wood products, wildlife habitat, erosion control, clean the air, produce oxygen, and help to lower heating and cooling costs, and
- Whereas, trees enhance our business areas and beautify our communities,
- Now Therefore, I, Chris Erickson, Mayor of the City of Auburn, Nebraska do hereby proclaim April 28, 2023 as

Arbor Day

in the City of Auburn, and I urge all citizens to celebrate Arbor Day and to help support efforts to care for our trees and woodlands, and

- Further, I urge all citizens to plant and care for trees and to protect this valuable resource for future generations.

Agenda Item D-Consent Agenda
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D – 4 Appointments: Auburn Volunteer Fire Department: Kody Cooper

The Mayor presented the Consent Agenda. Council Member Jeanneret moved to approve the Consent Agenda Items as presented. The motion was seconded by Council Member Janssen. Upon roll call vote: 6 yeas, 0 nays, and 0 absent. The following Council Members voted “YEA”: Shawn Clark, Tom Clark, Janssen, Jeanneret, Seitz, and Billings. The following voted “NAY”: No one. Motion: Carried.

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Council Member Tom Clark moved to approve Resolution No. 04-23 updating the City of Auburn Building Permit Fee Schedule. The motion was seconded by Council Member Jeanneret. Upon roll call vote: 6 yeas, 0 nays, and 0 absent. The following Council Members voted "YEA": Janssen, Jeanneret, Seitz, Billings, Shawn Clark, and Tom Clark. The following voted "NAY": No one. Motion: Carried. A copy of Resolution No. 04-23 is as follows:

RESOLUTION NO. 04-23
Of

THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA

A RESOLUTION UPDATING & ADOPTING PERMIT FEES FOR BUILDINGS, SIGNS, & SPECIAL DESIGNATIONS; & INCORPORATING THE UPDATED FEE SCHEDULE INTO THE CITY CODE OF ORDINANCES TO BE ENFORCED BY DIRECTED CITY REPRESENTATIVES

WHEREAS the Mayor and City Council have previously determined that fees should be charged for various services provided to the public by the City of Auburn, and that the amount of said fees should be reviewed and revised periodically.

WHEREAS the City of Auburn, NE has not been reviewed & updated since Res No 12-07, adopted on July 23, 2007, and is hereby in need of updated to appropriately coordinate with current circumstances and costs.

NOW THEREFORE, by the Mayor and City Council, of the City of Auburn, Nemaha County, Nebraska:

Section 1. The City of Auburn, NE, hereby authorizes that the fee structure and schedule for building permits, sign permits, and special fee permits as designed within the attached schedule and incorporates said schedule within, and as a part of the Res No 04-23, as though fully set forth herein.

Section 2. The City Building Inspector/Code Enforcement Officer, City Clerk or Deputy City Clerk, City Administrator, and the Mayor are authorized and directed to enforce said fees pursuant to this Resolution and City Code.

It was noted that with regards to Agenda Item I-Ordinances, there are none for this meeting.

Written reports and recommendations from Dept. Heads/Boards were provided. A written financial report was provided by the Auburn Community Redevelopment Authority and a written report on law enforcement activity within the City of Auburn for March 2023 was also provided.

With regards to Agenda Item K-Requests and Referrals, there were none.

There being no further business to come before the Mayor and Council, Council Member Tom Clark moved for adjournment to meet at the call of the Mayor. The motion was seconded by Council Member Seitz. Upon roll call vote: 6 yeas, 0 nays, and 0 absent. The following Council Members voted "YEA": Jeanneret, Seitz, Billings, Shawn Clark, Tom Clark, and Janssen. The following voted "NAY": No one. Motion: Carried.

Mayor Erickson declared the meeting adjourned.

Chris Erickson, 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 April 10, 2023; that all of the subjects included in the foregoing proceedings were contained in the agenda for this 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 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 by the entrance door.

Sherry Heskett, City Clerk

TREASURER'S REPORT
CALENDAR 4/2023, FISCAL 7/2022

AGENDA ITEM
 NO

D-2

ACCOUNT TITLE	LAST REPORT ON HAND	RECEIVED	DISBURSED	BALANCE
GENERAL CHECKING	2,463,540.79	121,461.85	124,577.64	2,460,425.00
AM RESCUE ACT FUND CHECKING	588,307.26			588,307.26
STREET CHECKING	662,720.77	53,846.91	56,790.93	659,776.75
STREET BOND/WARRANT CHECKING	20,238.48			20,238.48
TOTAL CHECKING:	3,734,807.30	175,308.76	181,368.57	3,728,747.49
TOTAL FIRE DEPT SINKING	125,507.60	.00	.00	125,507.60
TOTAL KENO RESERVE MMA:	37,594.76	1,355.64	.00	38,950.40
TOTAL KENO CHECKING	21,960.34	395.68	314.00	22,042.02
TOTAL CDBG CHECKING	7,060.95	.00	.00	7,060.95
TOTAL CDBG DTR REUSE	86,970.86	1,327.35	.00	88,298.21
TOTAL CDBG HD SAVINGS:	8,517.32	73.24	.00	8,590.56
TOTAL CRA CHECKING	960,785.75	19,724.29	203.00	980,307.04
TOTAL CITY REC CHECKING	64,543.12	.00	.00	64,543.12
GENERAL CD	101,731.65			101,731.65
TOTAL C.D.'S:	101,731.65	.00	.00	101,731.65
TOTAL CASH ON HAND:	5,149,479.65	198,184.96	181,885.57	5,165,779.04

D-4

**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

WHISKEY RUN

Retail Liquor License Name or *Non-Profit Organization (*Must include Form #201 as Page 2)
910 CENTRAL AVE - AUBURN, NE 68305
Retail Liquor License Address or Non-Profit Business Address
122501

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only 6/2/23
Event Date(s): _____
Event Start Time(s): 1PM _____
Event End Time(s): 11PM _____

Alternate Date: _____

Alternate Location Building & Address: _____

Event Building Name: LEGION MEMORIAL PARK CONCESSION BUILDING

Event Street Address/City: 1015 J STREET, AUBURN, NE

Indoor area to be licensed in length & width: 9' x 26'

Outdoor area to be licensed in length & width: 42' x 139' (Diagram Form #109 must be attached)

Type of Event: AUBURN SUMMER SOUNDS Estimate # of attendees: 75-100

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: RUTH HEYWOOD Event Contact Phone Number: (402) 274-7594

Event Contact Email: HEYWOODHILLS@GMAIL.COM

*Signature Authorized Representative: _____ Printed Name _____

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)

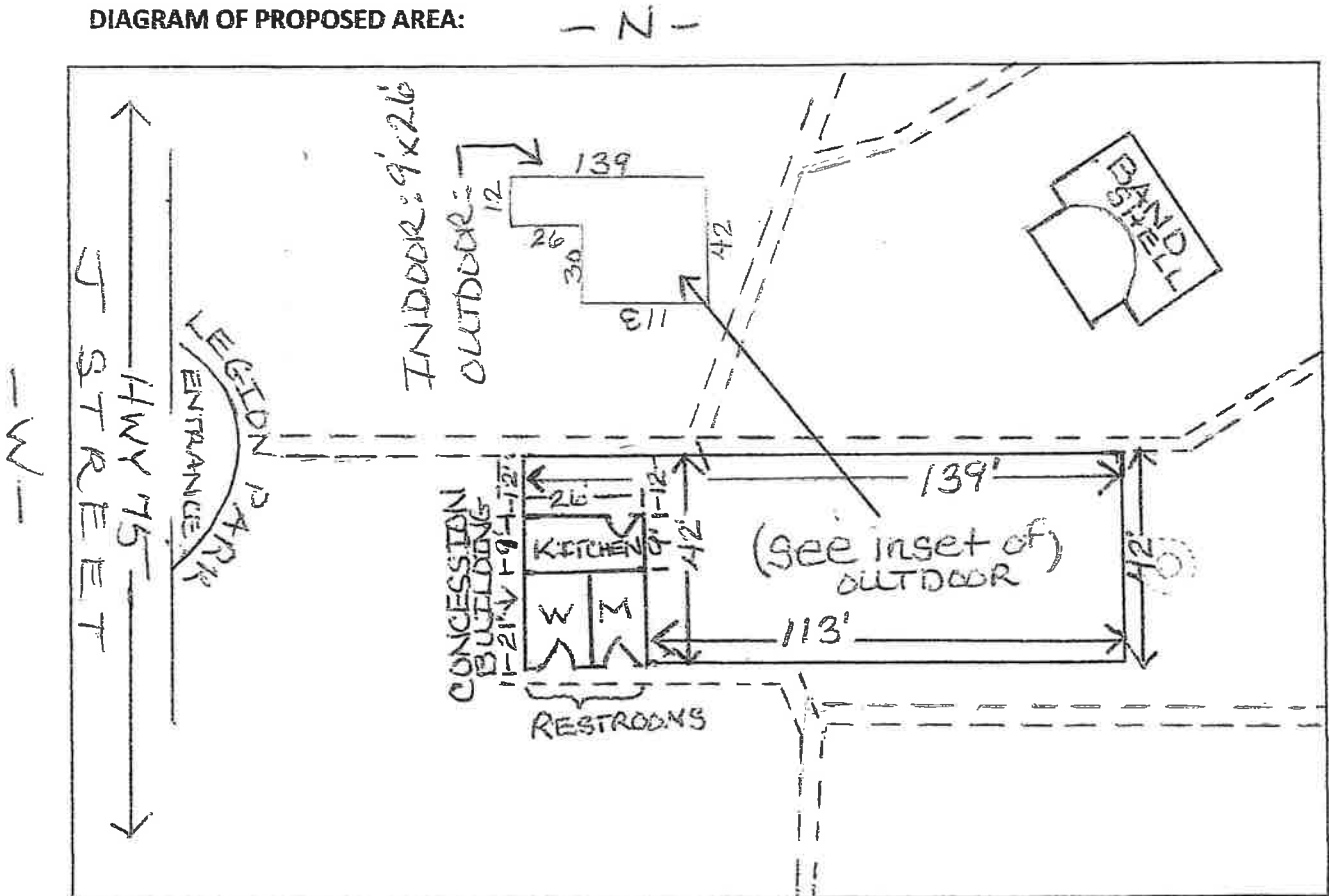
Local Governing Body Authorized Signature Date

OUTDOOR AREA DIAGRAM

HOW AREA WILL BE PATROLLED WHISKEY RUN STAFF

- 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:



**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

5TH STREET POST

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

721 5TH STREET - PERU, NE 68421

Retail Liquor License Address or Non-Profit Business Address

121898

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only 6/16/23

Event Date(s): _____

Event Start Time(s): 1PM _____

Event End Time(s): 11PM _____

Alternate Date: _____

Alternate Location Building & Address: _____

Event Building Name: LEGION MEMORIAL PARK CONCESSION BUILDING

Event Street Address/City: 1015 J STREET, AUBURN, NE

Indoor area to be licensed in length & width: 9' x 26'

Outdoor area to be licensed in length & width: 42' x 139' (Diagram Form #109 must be attached)

Type of Event: AUBURN SUMMER SOUNDS **Estimate # of attendees:** 75-100

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: RUTH HEYWOOD **Event Contact Phone Number:** (402) 274-7594

Event Contact Email: HEYWOODHILLS@GMAIL.COM

***Signature Authorized Representative:** _____ **Printed Name** _____

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

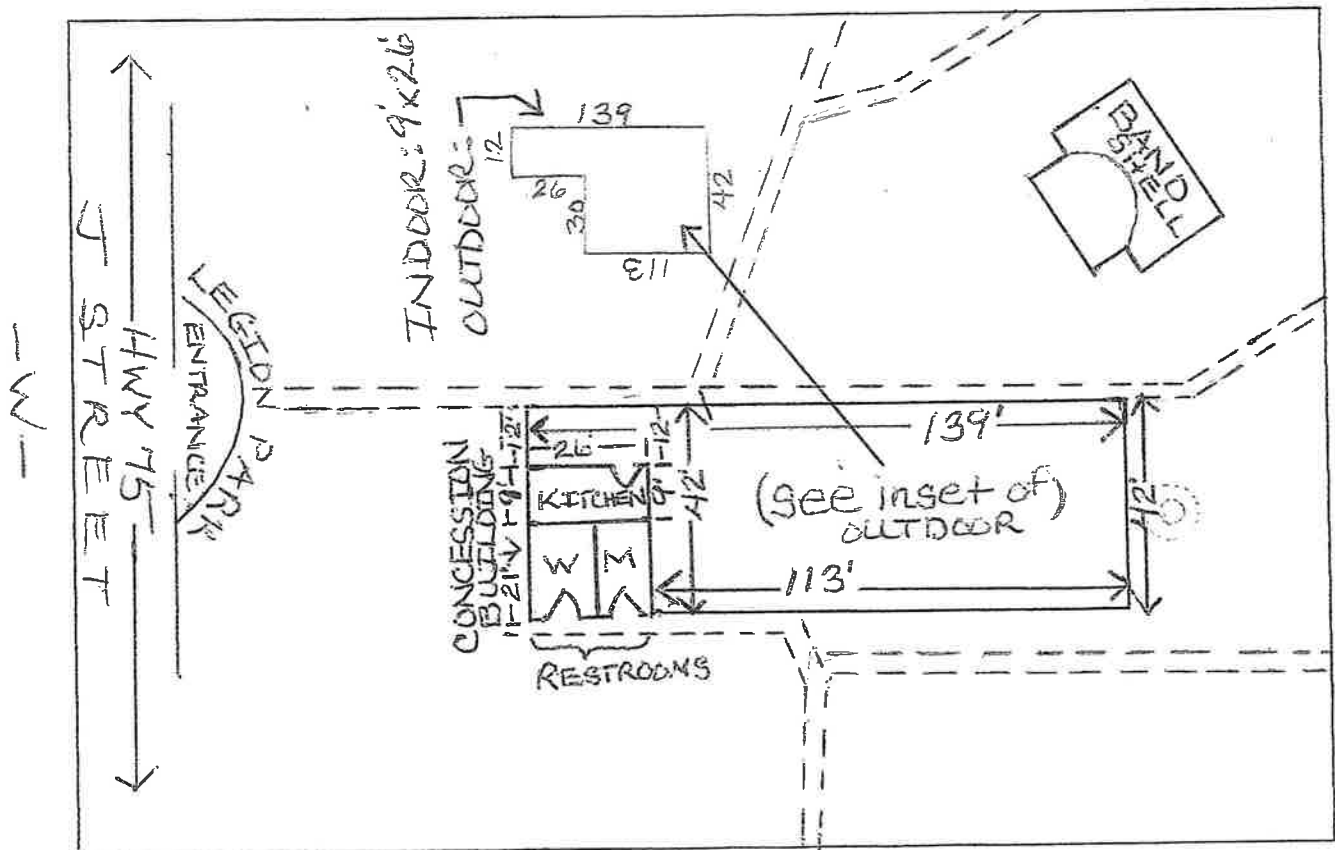
OUTDOOR AREA DIAGRAM

HOW AREA WILL BE PATROLLED 5TH STREET POST STAFF

- 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:

- N -



**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

WHISKEY RUN

Retail Liquor License Name or *Non-Profit Organization (*Must include Form #201 as Page 2)
910 CENTRAL AVE - AUBURN, NE 68305

Retail Liquor License Address or Non-Profit Business Address
122501

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only 6/30/23
Event Date(s): _____
Event Start Time(s): 1PM _____
Event End Time(s): 11PM _____

Alternate Date: _____

Alternate Location Building & Address: _____

Event Building Name: LEGION MEMORIAL PARK CONCESSION BUILDING

Event Street Address/City: 1015 J STREET, AUBURN, NE

Indoor area to be licensed in length & width: 9' x 26'

Outdoor area to be licensed in length & width: 42' x 139' (Diagram Form #109 must be attached)

Type of Event: AUBURN SUMMER SOUNDS **Estimate # of attendees:** 75-100

Type of alcohol to be served: Beer Wine Distilled Spirits
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Event Contact Email: HEYWOODHILLS@GMAIL.COM

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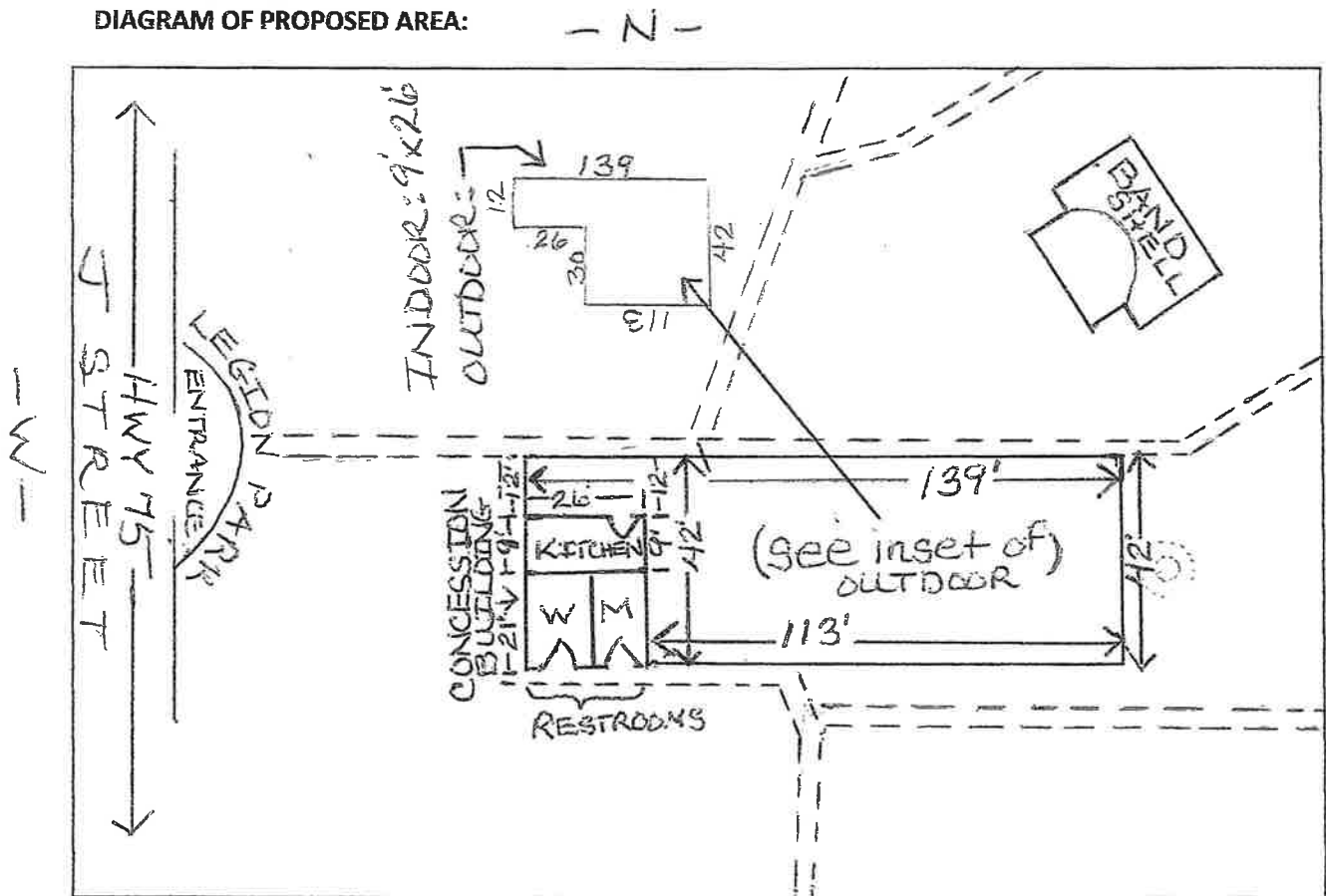
Local Governing Body Authorized Signature _____
Date

OUTDOOR AREA DIAGRAM

HOW AREA WILL BE PATROLLED WHISKEY RUN STAFF

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DIAGRAM OF PROPOSED AREA:



**Special Designated License
Local Recommendation (Form 200)**
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5TH STREET POST

Retail Liquor License Name or *Non-Profit Organization (*Must include Form #201 as Page 2)
721 5TH STREET - PERU, NE 68421

Retail Liquor License Address or Non-Profit Business Address
121898

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only 7/7/23
Event Date(s): _____
Event Start Time(s): 1PM
Event End Time(s): 11PM

Alternate Date: _____

Alternate Location Building & Address: _____

Event Building Name: LEGION MEMORIAL PARK CONCESSION BUILDING
Event Street Address/City: 1015 J STREET, AUBURN, NE

Indoor area to be licensed in length & width: 9' x 26'

Outdoor area to be licensed in length & width: 42' x 139' (Diagram Form #109 must be attached)

Type of Event: AUBURN SUMMER SOUNDS **Estimate # of attendees:** 75-100

Type of alcohol to be served: Beer Wine Distilled Spirits
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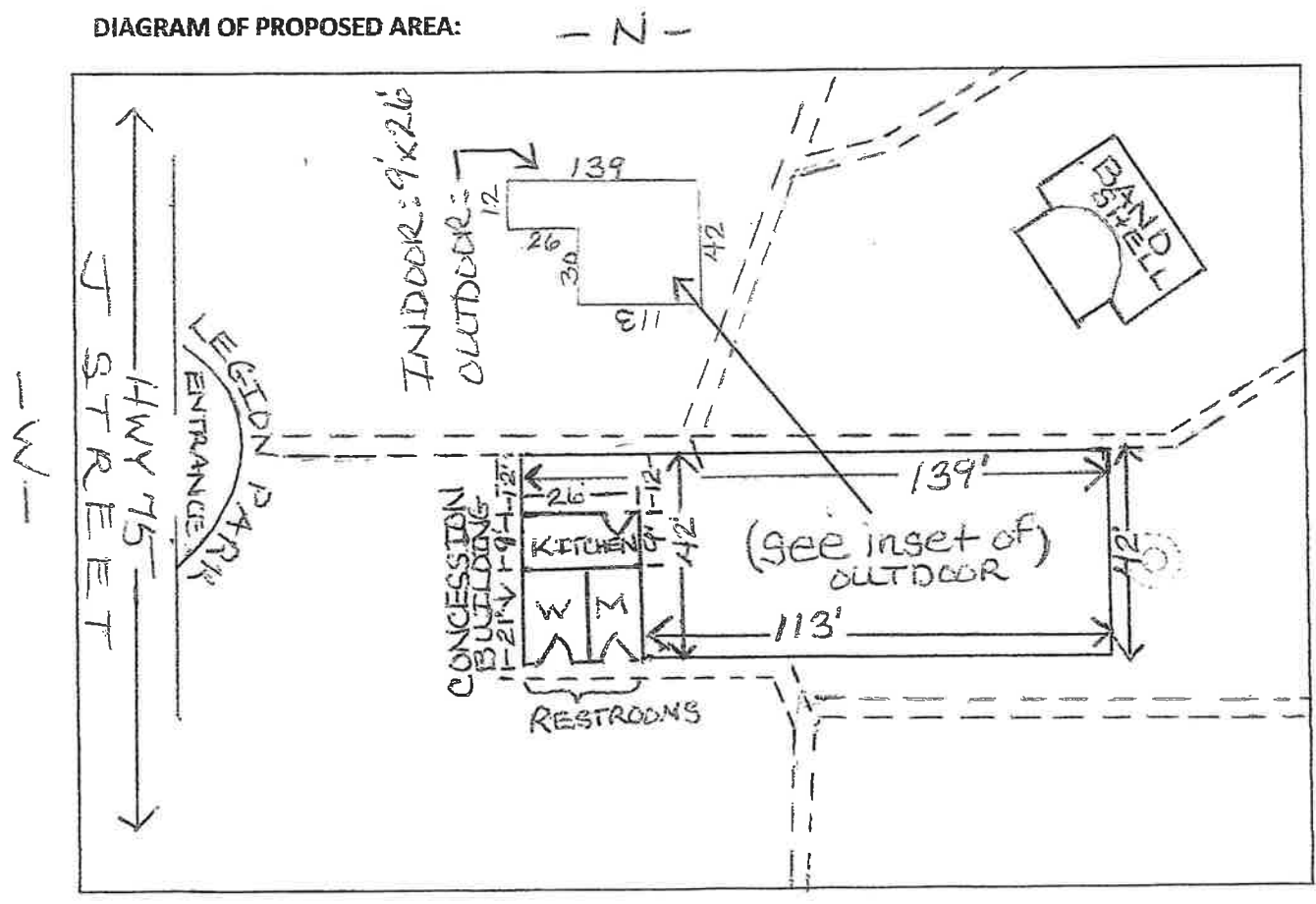
Local Governing Body Authorized Signature _____
Date

OUTDOOR AREA DIAGRAM

HOW AREA WILL BE PATROLLED 5TH STREET POST STAFF

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DIAGRAM OF PROPOSED AREA:



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WHISKEY RUN

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

910 CENTRAL AVE - AUBURN, NE 68305

Retail Liquor License Address or Non-Profit Business Address

122501

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only 7/21/23

Event Date(s): _____

Event Start Time(s): 1PM _____

Event End Time(s): 11PM _____

Alternate Date: _____

Alternate Location Building & Address: _____

Event Building Name: LEGION MEMORIAL PARK CONCESSION BUILDING

Event Street Address/City: 1015 J STREET, AUBURN, NE

Indoor area to be licensed in length & width: 9' x 26'

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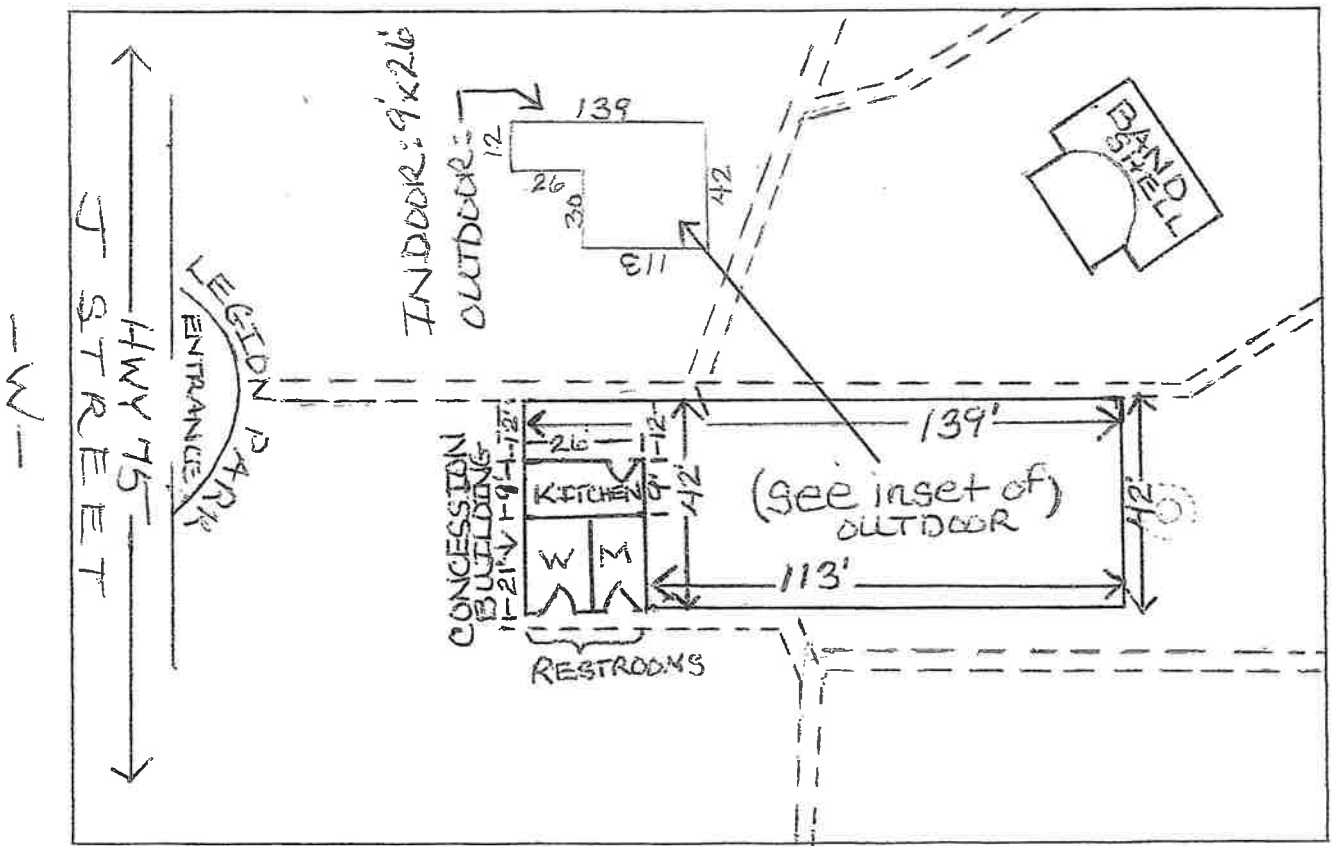
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OUTDOOR AREA DIAGRAM

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DIAGRAM OF PROPOSED AREA: - N -



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721 5TH STREET - PERU, NE 68421

Retail Liquor License Address or Non-Profit Business Address

121898

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only

Event Date(s):

8/4/23

Event Start Time(s):

1PM

Event End Time(s):

11PM

Alternate Date: _____

Alternate Location Building & Address: _____

Event Building Name: LEGION MEMORIAL PARK CONCESSION BUILDING

Event Street Address/City: 1015 J STREET, AUBURN, NE

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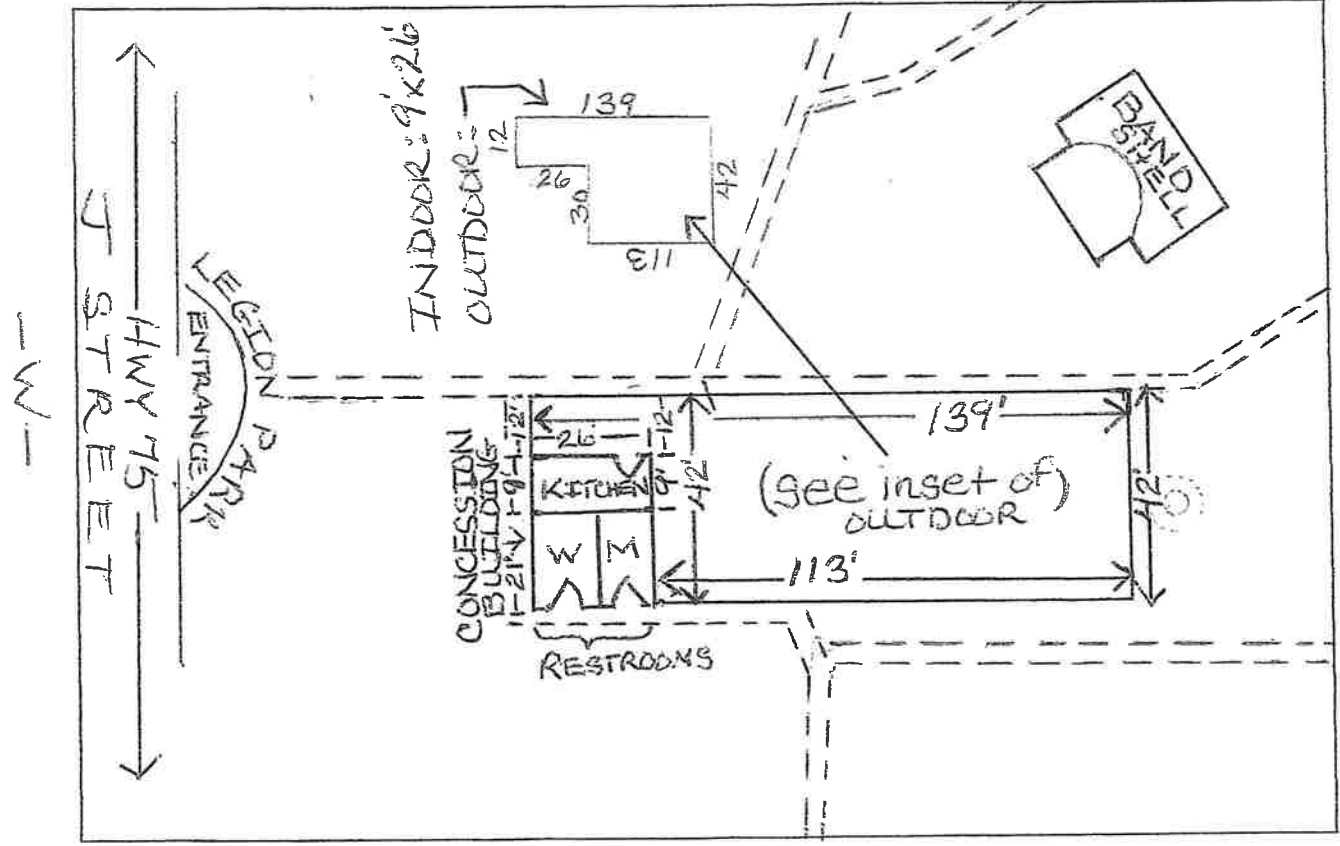
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DIAGRAM OF PROPOSED AREA:

- N -

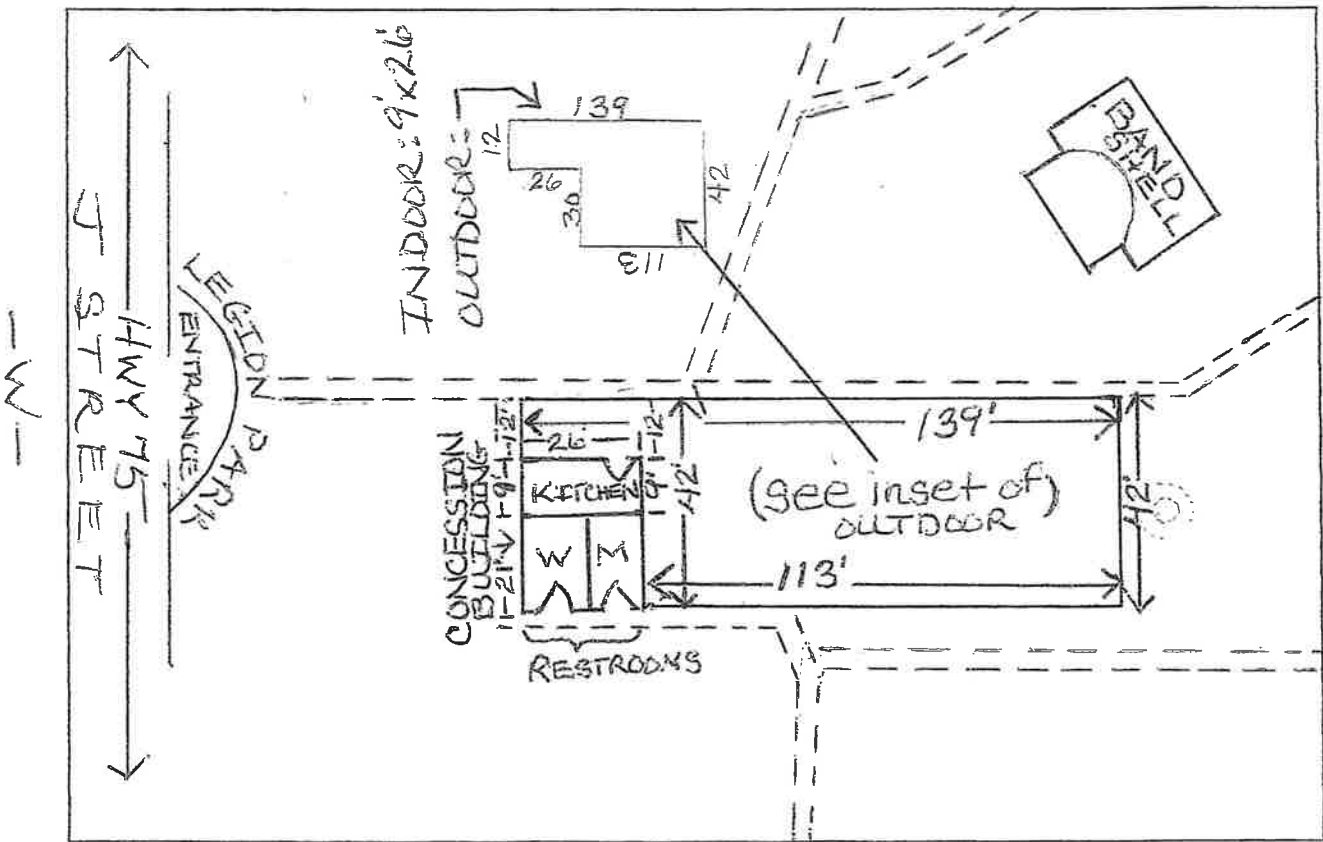


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DIAGRAM OF PROPOSED AREA: - N -



CLAIMS REPORT
 Check Range: 4/07/2023- 4/30/2023

AGENDA ITEM
 NO

E-1

VENDOR NAME	REFERENCE	VENDOR TOTAL
GENERAL FUND		
AFLAC	AFLAC WH	73.80
AMERICAN RECYCLING SANITATION	GARBAGE SERVICE/RECYCLING	145.00
BCom Solutions, LLC	WEBSITE HOSTING/DIGITAL MARKET	1,430.00
BLUE CROSS-BLUE SHIELD	HEALTH INSURANCE	3,001.90
AUBURN BPW	REIMBURSEMENT	3,567.84
CAPITAL BUSINESS SYSTEMS INC	COPIER LEASE/SUPPLIES	341.87
CHARLES KRUEGER	LOCAL HOUSING REHAB PROGRAM	3,971.71
FIRST CONCORD BENEFITS GROUP	ADMIN CASH IN LIEU	13.95
FIRST NATIONAL BANK OMAHA	CARD TRANSACTION	410.64
MID-AMERICAN BENEFITS INC	HEALTH INSURANCE	40.00
MUTUAL OF OMAHA	LIFE INSURANCE	50.00
PINPOINT AUBURN INC	PHONE AND BROADBAND SERVICES	312.71
NEBRASKA SECRETARY OF STATE	NOTARY APPLICATION FEE	30.00
CHARTER COMMUNICATIONS	PHONE ACCT	25.62
US CELLULAR	CELL PHONE ACCT	115.76
WINDSTREAM NEBRASKA INC	PHONE ACCT	16.22
	TOTAL	13,547.02
POLICE DEPARTMENT		
NEMAHA COUNTY NEBRASKA	LAW ENFORCEMENT	34,650.00
	POLICE DEPARTMENT TOTAL	34,650.00
FIRE DEPARTMENT		
BLACK HILLS ENERGY	GAS BILL ACCT	495.87
AUBURN BPW	ELEC	326.48
CHARTER COMMUNICATIONS	PHONE ACCT	114.55
	FIRE DEPARTMENT TOTAL	936.90
PARK DEPARTMENT		
AUBURN BPW	ELEC	2,774.06
FIRST NATIONAL BANK OMAHA	CARD TRANSACTION	37.48
	PARK DEPARTMENT TOTAL	2,811.54
SR. CENTER DEPARTMENT		
BLACK HILLS ENERGY	GAS BILL ACCT	89.90
AUBURN BPW	ELEC	752.63
	SR. CENTER DEPARTMENT TOTAL	842.53
LIBRARY DEPARTMENT		
AMERICAN RECYCLING SANITATION	GARBAGE SERVICE/RECYCLING	46.00
BLUE CROSS-BLUE SHIELD	HEALTH INSURANCE	1,072.11
AUBURN BPW	ELEC	1,010.32
LINDA BANTZ	CUSTODIAL SERVICE	400.00
MID-AMERICAN BENEFITS INC	HEALTH INSURANCE	12.00
MUTUAL OF OMAHA	LIFE INSURANCE	7.20
WINDSTREAM NEBRASKA INC	PHONE ACCT	124.73

VENDOR NAME	REFERENCE	VENDOR TOTAL
	LIBRARY DEPARTMENT TOTAL	2,672.36
POOL DEPARTMENT		
BLACK HILLS ENERGY	GAS BILL ACCT	38.60
AUBURN BPW	ELEC	708.69
FIRST NATIONAL BANK OMAHA	CARD TRANSACTION	5.99
CHARTER COMMUNICATIONS	PHONE ACCT	137.97
	POOL DEPARTMENT TOTAL	891.25
	TOTAL	56,351.60
STREET FUND		
BLACK HILLS ENERGY	GAS BILL ACCT	119.74
BLUE CROSS-BLUE SHIELD	HEALTH INSURANCE	3,001.90
AUBURN BPW	REIMBURSEMENT	1,642.44
FIRST NATIONAL BANK OMAHA	CARD TRANSACTION	782.70
JACKSON SERVICES INC	UNIFORM SERVICE	328.20
MARK HARMS	LAND USE	500.00
MID-AMERICAN BENEFITS INC	HEALTH INSURANCE	36.00
MUTUAL OF OMAHA	LIFE INSURANCE	36.08
PINPOINT AUBURN INC	PHONE AND BROADBAND SERVICES	64.99
CHARTER COMMUNICATIONS	PHONE ACCT	32.12
US CELLULAR	CELL PHONE ACCT	57.88
	TOTAL	6,602.05
	STREET FUND TOTAL	6,602.05
KENO FUND		
KENO BETTERMENT		
NE DEPT. OF REVENUE	KENO TAX JAN-MAR 2023	314.00
	KENO BETTERMENT TOTAL	314.00
	KENO FUND TOTAL	314.00
COMM REDEVELOP AUTHORITY		
ADMIN		
BAIRD HOLM LLP	LEGAL SERVICES	203.00
	TOTAL	203.00
	COMM REDEVELOP AUTHORITY TOTAL	203.00
	Accounts Payable Total	63,470.65

CLAIMS REPORT
 Check Range: 5/01/2023- 5/03/2023

AGENDA ITEM
 NO

E-1

VENDOR NAME	REFERENCE	VENDOR TOTAL
GENERAL FUND		
AMERICAN RECYCLING SANITATION	GARBAGE SERVICE/RECYCLING	145.00
BCom Solutions, LLC	WEBSITE HOSTING/DIGITAL MARKET	1,430.00
AUBURN BPW	REIMBURSEMENT	2,002.31
FIRST NATIONAL BANK OMAHA	CARD TRANSACTIONS	1,413.15
PINPOINT AUBURN INC	PHONE/BROADBAND	312.71
REGION V SERVICES	CLEANING SERVICES	125.00
	TOTAL	5,428.17
POLICE DEPARTMENT		
NEMAHA COUNTY NEBRASKA	LAW ENFORCEMENT	34,650.00
	POLICE DEPARTMENT TOTAL	34,650.00
FIRE DEPARTMENT		
AUBURN BPW	ELEC	287.41
REGION V SERVICES	CLEANING SERVICE	50.00
	FIRE DEPARTMENT TOTAL	337.41
PARK DEPARTMENT		
AUBURN BPW	ELEC	3,190.20
FIRST NATIONAL BANK OMAHA	CARD TRANSACTIONS	961.74
	PARK DEPARTMENT TOTAL	4,151.94
SR. CENTER DEPARTMENT		
AUBURN BPW	ELEC	477.31
REGION V SERVICES	CLEANING SERVICES	200.00
	SR. CENTER DEPARTMENT TOTAL	677.31
LIBRARY DEPARTMENT		
AUBURN BPW	ELEC	622.51
LINDA BANTZ	CUSTODIAL SERVICES	400.00
	LIBRARY DEPARTMENT TOTAL	1,022.51
POOL DEPARTMENT		
AUBURN BPW	ELEC	649.75
	POOL DEPARTMENT TOTAL	649.75
	TOTAL	46,917.09
STREET FUND		
AUBURN BPW	ELEC	955.73
FIRST NATIONAL BANK OMAHA	CARD TRANSACTIONS	192.10
MARK HARMS	LAND USE	500.00
PINPOINT AUBURN INC	PHONE/BROADBAND	64.99

CLAIMS REPORT
Check Range: 5/01/2023- 5/03/2023

VENDOR NAME	REFERENCE	VENDOR TOTAL
REGION V SERVICES	CLEANING SERVICES	42.00
	TOTAL	1,754.82
	STREET FUND TOTAL	1,754.82
	Accounts Payable Total	48,671.91

CLAIMS REPORT
 Check Range: 5/04/2023- 5/04/2023

**AGENDA ITEM
 NO**

E-1

VENDOR NAME	REFERENCE	VEND TOT
GENERAL FUND		
AIRSTREAM HEATING AND COOLING	HVAC SERVICE	407.29
ANGELO M. LIGOURI	LEGAL SERVICES	6,382.76
AUBURN CHAMBER OF COMMERCE	SUMMER SOUNDS CONCERT SERIES	15,000.00
CRYSTAL DUNEKACKE	REIMBURSEMENT	210.99
EAKES OFFICE SOLUTIONS	SUPPLIES	263.19
JEO CONSULTING GROUP INC.	PROFESSIONAL SERVICES	23,375.00
LEAGUE ASSOC OF RISK MANAGEMEN	WORK COMP AUDIT	187.07
NEMAHA COUNTY CLERK	FILING FEE	28.00
PETTY CASH	PETTY CASH	59.85
	TOTAL	45,914.15
FIRE DEPARTMENT		
ED M. FELD EQUIPMENT CO. INC.	PIKE POLE	540.00
HEIMAN INC	EQUIPMENT PARTS	83.11
LEAGUE ASSOC OF RISK MANAGEMEN	<i>work comp credit</i>	441.37-
	FIRE DEPARTMENT TOTAL	181.74
PARK DEPARTMENT		
AIRSTREAM HEATING AND COOLING	PLUMBING SERVICE	1,250.97
AMERICAN RECYCLING SANITATION	LAWNCARE	1,400.00
AUBURN PLUMBING,HTG & AC INC.	PLUMBING PARTS	249.47
COMMERCIAL RECREATION SPECIAL	PARTS FOR SPLASHPAD	68.00
D HAUPTMAN CO/FOLD-A-GOAL	NETS/GOALS	152.00
FRONTIER COOPERATIVE	CHEMICALS	537.50
LEAGUE ASSOC OF RISK MANAGEMEN	WORK COMP AUDIT	300.29
Trade Well Pallet,Inc.	WOODCHIPS	2,185.00
YOLANDA KERR	FLOWER GARDENING SERVICES	500.00
	PARK DEPARTMENT TOTAL	6,643.23
LIBRARY DEPARTMENT		
AMAZON CAPITAL SERVICES	BKS/AVS	648.29
AUBURN HIGH SCHOOL	YEARBOOK	60.00
AUBURN MEM. LIBRARY PETTY CASH	POSTAGE/ILL	144.25
AUBURN NEWSPAPERS	PUBLISHING	129.50
BAKER & TAYLOR	BKS/AVS	849.50
BLACKSTONE PUBLISHING	BKS/AVS	34.94
CENTER POINT LARGE PRINT	BKS/AVS	137.75
EAKES OFFICE SOLUTIONS	SUPPLIES	924.95
CENGAGE LEARNING INC/GALE	BKS/AVS	26.35
OCLC INC	ILL/SUBSCRIPTION	66.40
OVERDRIVE, INC.	BKS/AVS	357.41
RICOH USA, INC	EQUIPMENT COPIES	28.27
THE PENWORTHY COMPANY	BKS/AVS	186.67
	LIBRARY DEPARTMENT TOTAL	3,594.28
POOL DEPARTMENT		
LEAGUE ASSOC OF RISK MANAGEMEN	WORK COMP AUDIT	508.93
SACK LUMBER COMPANY	MAINTENANCE SUPPLIES	39.62

CLAIMS REPORT
 Check Range: 5/04/2023- 5/04/2023

VENDOR NAME	REFERENCE	VENDOR TOTAL
	POOL DEPARTMENT TOTAL	548.55
	GENERAL FUND TOTAL	56,881.95
STREET FUND		
AUBURN AUTO CENTER	TIRE REPAIRS	30.00
BULLDOG AUTO SUPPLY INC	PARTS/SUPPLIES	35.48
FILTER CARE	CLEAN FILTERS	19.40
GREAT PLAINS LAWN CARE	SNOW REMOVAL	100.00
JEO CONSULTING GROUP INC.	PROFESSIONAL SERVICES	2,525.00
LEAGUE ASSOC OF RISK MANAGEMEN	WORK COMP AUDIT	1,441.96
MELLAGE TRUCK & TRACTOR	PARTS	39.22
NEBRASKA SALT & GRAIN CO	ICE CONTROL SALT	3,934.80
SACK LUMBER COMPANY	MAINTENANCE SUPPLIES	31.35
	TOTAL	8,157.21
	STREET FUND TOTAL	8,157.21
	Accounts Payable Total	65,039.16

May 9, 2023



City of Auburn

1101 J Street
Auburn, Nebraska 68305
402-274-3420
402-274-4154 fax
www.auburn.ne.gov

MAYOR

Chris Erickson

COUNCIL MEMBERS

Katy Billings

Shawn Clark

Tom Clark

Rick Janssen

Jeff Jeanneret

Nathan Seitz

To Professional Engineering Firms:

The City of Auburn, Nemaha County, Nebraska (hereinafter referred to as "the City") plans to implement a Community Development Block Grant (CDBG) Downtown Revitalization (DTR) program to address substandard and blight conditions within the City's designated downtown district. The City has two unique downtown areas, with Courthouse Avenue serving as a connector between the two areas. The project area includes Central Avenue Downtown, which is a 10-block area centered at the intersection of U.S. Highway 75 and U.S. Highway 136, and the Courthouse Square area consisting of 9 blocks centered around the Nemaha County Courthouse.

The City is inviting "Statements of Qualifications" and other pertinent information from professional engineering firms interested in assisting the City in evaluating the current conditions of its downtown buildings, providing recommendations to the City on the priority of improvements, and plans to renovate identified buildings.

Firms responding to this invitation should address, at a minimum, the following factors:

1. Specific scope of work your firm proposes to the City to address the evaluation, planning, and renovation of the facilities.
2. Qualifications and experience of the firm and the key individual(s) who would be working with the City of Auburn.
3. A review of the firm's existing and/or proposed staffing loads, which will allow for adequate assistance during the contract period.
4. A proposed timeline for undertaking and completing the renovation process, assuming a selection date in June 2023.

Each response will be evaluated with the following scoring selection system:

1. Specific scope of work	5 pts.
2. Qualifications & experience/key individual(s)	5 pts.
3. Firm's existing and/or proposed staffing loads	5 pts.
4. <u>Timeline</u>	<u>5 pts.</u>
Total Maximum Points Available:	20 pts.

Other submission requirements:

- Proposals may not exceed a total of 12 single sided pages (not including the cover page, table of contents or separating tabs)
- Only written proposals will be accepted
- Price is not used as a selection factor and should not be included and any future contract amount will not be based on "cost plus," a "percentage of cost," or "percentage of construction cost"

CONTINUED ON PAGE 2



EQUAL HOUSING OPPORTUNITY

Deadline for submission of written material is **4:00 PM on Friday, June 2, 2023.**

Submittals of 10 copies should be received, or hand delivered to the address below by the deadline:

RFQ - City of Auburn Downtown Revitalization
Crystal Dunekacke, City Administrator
1101 J Street
Auburn, NE 68305

Timeline:

05/09/2023 Requests for Statement of Qualifications released

06/02/2023 Deadline to receive Statement of Qualifications – 4:00 PM (Central Time)

06/12/2023 City Council Meeting – Review Statements of Qualifications and select for interviews or approve selection of project engineer

Questions regarding this request should be directed toward our Project Administrator, Mary Brown at 402-907-2027 or mbrown@senedd.org, or Director of Development Services, Kelly Gentrup, at 402-475-2560 or kgentrup@senedd.org, at the Southeast Nebraska Development District, 7407 O St, Lincoln, NE 68510.

The project will be funded with CDBG DTR category funding and local resources. The City of Auburn reserves the right to reject any and all proposals received as part of this request. The City anticipates interviewing one or more of the firms following review of submissions.



ENGINEERING ■ ARCHITECTURE ■ SURVEYING ■ PLANNING

Auburn Buildings Reroofing - Schedule

AGENDA ITEM
NO

G - 2

Project: Auburn Buildings Reroofing Auburn NE
Project Number: R230032.00
Date: 05/01/2023

- Construction Documents Phase
 - 05.08.2023 - Complete Documents
 - 05.08.2023 - Council Approval to go out for Bid.
- Contractor Bidding Phase
 - 05.11.2023 - Issue Drawings for Bidding
 - 05.25.2023 - Pre-bid Meeting @ 10:00 a.m.
 - 06.08.2023 - Receive Bids (2:00 pm @City Hall-Auburn)
 - 06.12.2023 - Bids to Council /Award
- Construction
 - 07.2023 - Start Construction
 - 10.27.2023 - Staggered completion based on Bid Packages



**AMENDMENT #1 TO AGREEMENT
2022 STREET IMPROVEMENTS
CITY OF AUBURN, NEBRASKA
JEO PROJECT NO. R140083.00**

REFERENCE: Agreement between Owner and Engineer for professional services dated November 15, 2022. Except as noted below, all other terms and conditions remain unchanged.

AMENDMENT: For changes in the project scope as outlined below:

The City of Auburn desires to add 9th Street from "O" Street to "P" Street to the Street Improvement project. Improvements to 9th Street include reconstruction the street from the existing gravel surface to a new, 6-inch thick asphalt surface. The street width will be increased to comply with the requirements of in Nebraska Administrative Code, Title 428.

Once the new segment of street is added to the project Plans and Specifications, we will solicit contractor bids for construction in the 2024 construction season.

FEE, AMENDEMENT ONE:

Net change in Fee, Amendment One:

Topographic Survey & Design:	\$ 12,640.00	Lump Sum
Bidding (re-bid):	\$ 4,200.00	Lump Sum
Construction Staking & Administration:	\$ 5,820.00	Lump Sum
Resident Project Representation (RPR):	<u>\$ 5,100.00</u>	Hourly(estimated)
 Amendment One Total	 \$ 27,760.00	

PROJECT SCHEDULE:

October 2023-	Design Complete & Finalize Cost Estimate
November 2023-	Bidding & Negotiation Phase Complete
Fall 2024-	Construction Phase Complete

Engineer

Evan B. Wickersham

04/25/23

Evan Wickersham, Project Manager Date

Owner

City of Auburn Date



Proposal for Insurance Procurement Consulting Services

Prepared By:



1812 Walnut St
Suite 701
Kansas City, MO 64108
charlesworthconsulting.com

Inquiries:

Bob Charlesworth, CPCU, ARM, ALCM, AIS
Charlesworth Consulting, LLC
816-807-9378
bcharlesworth@charlesworthconsulting.com



IT'S OUR
BUSINESS 
TO WATCH OUT FOR **YOURS**

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1. Introduction

At **Charlesworth Consulting**, we specialize in independent public entity risk management and insurance consulting. **Charlesworth** is not an insurance broker, and **we do not sell insurance**. We provide fee-for-service advice and consulting to cities, school districts, and counties across the Midwest and Texas.

Are you getting what you need from your insurance program? When you hire **Charlesworth**, what you are really doing is making an investment in yourself. **We help public entities run insurance procurement projects** and make sure that you get the most comprehensive coverage at the most competitive cost. Most importantly, we don't have anything to sell. We aren't insurance brokers, and we aren't paid on commission. **Charlesworth Consulting** is on your side.

2. History of Charlesworth Consulting

Our history goes back to 1977, when Art Charlesworth took the insurance industry by storm and founded Charlesworth & Associates. His idea: **focus on consulting, not selling insurance products... a concept we still adhere to today.**

In the 1980's, three of Art's children joined the family business. **James**, **Connie**, and **Bob** each developed their own niches and expertise and took over the business when Art retired in 2000.

In 2017, **Charlesworth Consulting** was born when we became a subsidiary of Holmes Murphy & Associates. We moved offices to Kansas City, Missouri, but not much else has changed. Our core values have helped us build lasting relationships and carve out a niche in the insurance industry. It's not just that there isn't anyone else that does what we do – it's how we do it that makes the difference. We are committed to:

Understanding every client's culture and objectives.

Respecting clients, carriers, stakeholders, and third parties.



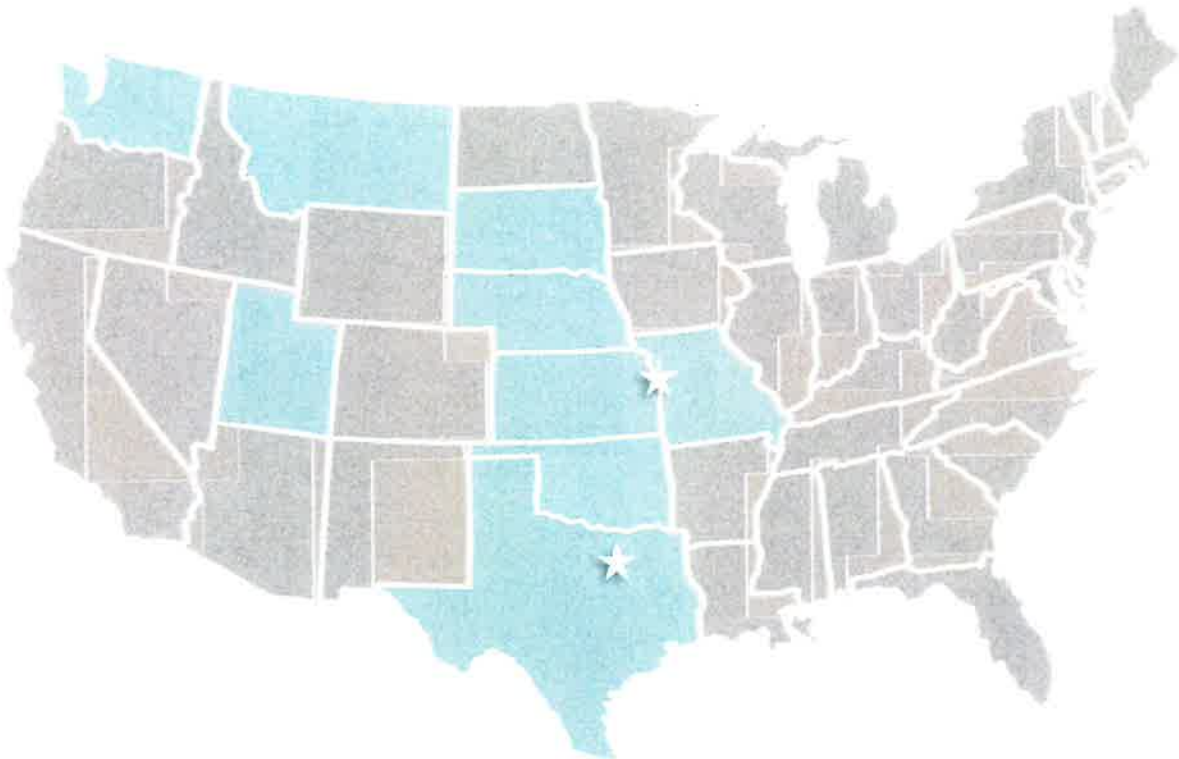
Thinking critically and provide an objective perspective.

Responding timely to clients' requests.

Delivering on promises and commitments.

Anticipating what lies ahead and be proactive.

We have continued to grow over the last five years and have been retained by multiple new clients to provide comprehensive services. We continue to specialize in public entity risk management and insurance consulting services. **Sarah** White joined the team in 2021 and we recently welcomed **Dennis** Mose to provide additional bandwidth. Their unique backgrounds and experience give us broader capabilities so we can better serve clients.



In 2020, we opened our Dallas Office to support our continued growth in the Texas public entity market. We have been servicing Texas clients out of Kansas City for over two years, but the Dallas office serves as a home base for while we are physically working in Texas. We believe strongly in providing a personal touch, so we regularly travel to meet with clients face-to-face. We still work day-to-day out of Kansas City and service our non-Texas clients out of the main office.

Today, our public-entity clients range in population from 2,500 to nearly 200,000. Our larger retainer-based clients form the core of our business and typically have municipal resident populations between 20,000 and 200,000 and student populations over 30,000. For our retainer clients, we provide various outsourced risk management services tailored to each client's specific needs. Each year, we also conduct ten to twenty procurement projects for public entities, most of which are property and casualty insurance procurement projects. We've worked with municipalities, school districts, counties, community colleges, universities, state retirement boards, and airport authorities. Our clients have libraries, hospitals, rec centers, parks, daycares, utilities, housing, and transit. We've just about seen it all.



3. Your Charlesworth Consulting Team

Charlesworth Consulting is a collection of people **dedicated to helping you**. Collectively, our consultants have over one hundred years of experience in delivering personalized results for our clients.

For this project, Bob will be the team lead, James will provide oversight and expertise, and Darla will be the assigned client coordinator responsible for administrative tasks.



James Charlesworth, ARM

O: (MO) 816.857.7849; (TX) 214.764.7538 C: 816.225.2078

jcharlesworth@charlesworthconsulting.com

President

James has served clients since 1989 and has expertise in public-entity risk management, contract analysis, self-funding workers' compensation, claims, and subrogation. James also has special experience in insurance procurement, law enforcement, utility risk management issues, and cyber risk management. James has designed and implemented risk management programs for well over twenty-five public entities in Kansas, Missouri, Nebraska, Oklahoma, South Dakota, and Texas, plus numerous not-for-profit and for-profit organizations. He thinks of himself as an interpreter for his clients, translating insurance jargon into plain language. He regularly presents to management teams, city councils, and school boards and makes issues comprehensible to audiences who don't deal with insurance every day. James holds Texas and Nebraska Risk Management Consultant Licenses.



Bob Charlesworth, CPCU, ARM, ALCM, AIS

O: 816.857.7850 C: 816.807.9378

bcharlesworth@charlesworthconsulting.com

Vice President

Bob has served as a consultant with Charlesworth since 1984 and has special training in loss control, risk financing alternatives and evaluations, safety program and committee development, and risk management seminars. Bob also has extensive experience with employee benefits, state retirement boards, and workers compensation. In addition to his numerous professional designations, Bob holds Texas and Nebraska Risk Management Consultant Licenses and is a well-known speaker for public entity and public retirement groups and performs numerous bond indenture reviews for medical centers and due diligence evaluations for public entities.



Connie Sargent, ARM

O: 816.857.7831 C: 913.708.0245

csargent@charlesworthconsulting.com

Account Manager

Connie has been with Charlesworth since 1988 and specializes in designing loss reporting systems and loss control programs, deductible/SIR claims management, subrogation recoveries, workplace safety, and insurance review for contracts and commercial underwriting. Connie has a knack for chasing down subrogation claims and recovers over a quarter million dollars a year for our clients.



Sarah White

816.857.7875

swhite@charlesworthconsulting.com

Client Coordinator

Sarah joined the Charlesworth team in 2021, specializing in workers' compensation and client management. Sarah has extensive governmental entity experience having worked for a large Kansas City metropolitan municipality.



Darla Mose, MBA, CIC, CRM, CISR, CRS

816.857.7882

dmoser@charlesworthconsulting.com

Client Service Specialist

Darla is the newest member of the Charlesworth team, with over 20 years of insurance experience, including earning her Certified Risk Manager (CRM) and Certified Insurance Counselor (CIC) designations. She assists both James and Bob on their property and liability consulting clients and we are so delighted to have her join our team.

We do not subcontract our services and have not served as a subcontractor on any recent projects.

4. Work Plan

No two projects are the same, and although we've worked on numerous broker RFP and insurance procurement projects, we still approach each with a desire to understand the client and deliver tailored services. We would approach this project by:

- 1. Identify objectives and understand You** – Every project starts with a meeting to understand the project objectives. We want to understand what you are looking for, so we can deliver results. The initial meeting will be followed up with **a detailed review of the City's current insurance program** including a high-level risk analysis. We review loss reports and schedules and may follow-up with specific departments. We want to understand what issues you see on the horizon for your organization, so we can build a program to manage those risks.
- 2. Draft RFP** – Once we understand your objectives and you have decided on a selection process, we will draft the insurance RFP to solicit qualified responses. We usually include general specifics, like minimum limits, coverages, etc., but we do not want to be too restrictive in the RFP because it could eliminate brokers with access to programs that are less well known. One benefit of using an independent consultant is that we will have already conducted a detailed review of your current insurance program before we go to market. **We will tell the brokers what we want, rather than having the brokers trying to sell the City what they think you need.**



3. **Distribute RFP** – At Charlesworth, we have strong relationships with a variety of brokers, risk pools, and carriers that can be leveraged to ensure the City has multiple options to choose from. All broker communications are through our office, buffering the City from unwanted solicitations.
4. **Evaluate responses** – All insurance programs are not created equal. We work with staff during the evaluation phase to ask the right questions, so you can make an informed decision. Different brokers have access to different insurance carriers, so it's important to understand what the broker envisions for the insurance marketing phase. We will review carrier ratings and annual financial statements of any risk pools. The level of City staff involvement during this phase is up to you. We assist in the evaluation process, but the City will make the final decision.
5. **Present recommendations** – Every client is different. Some prefer us to work behind the scenes, while other want us to spearhead the process. We are comfortable with either approach and are ready to present and answer questions to staff and/or the governing body. To keep our fees reasonable, we will conduct all meetings virtually, with the exception of the initial meeting where we find it critical to be on-site and view the City's properties/operations.

An estimated timeline is set forth below:

May 17	Project kick-off meeting – on site
Week of May 22	City publishes public notice if required.
May 18-24	Review policies, loss runs, and property schedules / Draft insurance specifications and RFP
May 25	Virtual meet with City to review insurance specifications and RFP. RFP finalized and available for distribution with instructions.
June 2	Deadline for agents to submit Request for Markets and Markets assigned
June – July	Underwriting period
August 4	Deadline for questions

August 15	Proposals from agents and risk pools due
Week of August 21-25	Review proposals with City staff (virtual)/ Follow-up with Respondents for clarifications
August 25	Finalize project summary / Submit CC Packet Information
September 11	City Council Action (Charlesworth virtual)
October 1	New Policies Effective

5. Service Fee

The proposed project cost, including all incidental expenses and travel (one in-person trips to the City), is **\$10,750.00**. Any additional on-site meetings are billed at \$1,600 per day.



6. Verifiable Experience

At **Crete Crete**, we know public entities. We've work with the **several Nebraska clients on insurance procurement projects just like this.** Below is a non-exhaustive list of clients:



City of Blair, Nebraska (Pop. 8,000)

Desirae Solomon, City Attorney

402.553.2226

desirae@desiraesolomonlaw.com

Insurance procurement projects in 2018 and 2021.



City of Hastings, Nebraska (Pop. 24,989)

Dave Ptak, City Administrator

402.461.2309

dptak@cityofhastings.com

Kim Jacobitz, City Clerk

402.461.2315

kjacobitz@cityofhastings.com

Broker RFP for Interlocal Group of cities in 2019.



City of Crete, Nebraska (Pop. 7,160)

Jerry Wilcox, Finance Director

402.826.4313

jerry.wilcox@crete.ne.gov

Tom Ourada, City Administrator

402.826.4312

tom.ourada@crete.ne.gov

Insurance procurement projects in 2018.



Nebraska City, Nebraska (Pop. 7,273)

Grayson Path, City Administrator

402.873.5515

gpath@nebraskacity.com

Insurance procurement project in 2020.



City of Fremont, Nebraska (Pop. 26,437)

Jan Rise, Administrative Services Director

402.727.2841

jan.rise@fremontne.gov

Insurance procurement project in 2020.



City of North Platte, Nebraska (Pop. 22,394)

Matthey Kibbon, City Administrator

308.535.6724

kibbonmf@ci.north-platte.ne.us

Insurance and Risk Management Consultants Hired in 2021)

City of Gothenburg, Nebraska (Pop. 3,421)

Gary Greer, City Administrator

308.537.3677

ggreer@cityofgothenburg.org

Insurance and Risk Management Consultants (Hired for project in 2022)



**Professional Service Agreement City of Auburn, Nebraska & SENDD
Construction Management Contract for Downtown Revitalization
Project # 22DTR001**

This agreement was made and entered into by and between the City of Auburn, Nebraska (hereinafter referred to as the CITY) and the Southeast Nebraska Development District (hereinafter referred to as the CONSULTANT).

WITNESSES THAT:

WHEREAS, the CITY and the CONSULTANT are desirous of entering into a contract to formalize their relationship, and

WHEREAS, pursuant to Title I of the Housing and Community Development Act of 1974, as amended through 1981 and 24 CFR 570, the State of Nebraska Department of Economic Development (the Department) is authorized by the State of Nebraska to provide Community Development Block Grant Program funds (hereinafter referred to as CDBG funds) to units of local government selected to undertake and carry out certain programs and projects under the Nebraska State CDBG Program in compliance with all applicable local, state, and federal laws, regulations and policies, and

WHEREAS, the CITY as part of its 2022 CDBG grant agreement with the Department under contract number 22DTR001 has been awarded CDBG funds for the purposes set forth herein, and

WHEREAS, the Scope of Work included in this contract is authorized as part of the CITY's approved CDBG program, and

WHEREAS, it would be beneficial to the CITY to utilize the CONSULTANT as an independent entity to accomplish the Scope of Work set forth herein and such endeavor would tend to best accomplish the objectives of the local CDBG program.

NOW, THEREFORE, in consideration of the mutual promises, covenants and provisions contained herein and the mutual benefits to be derived therefrom, the parties hereto agree as follows:

1. Services to be provided by the parties

- a. The CONSULTANT shall complete in a satisfactory and proper manner as determined by the CITY the work activities described in Attachment "A" Scope of Services and Fee Schedule: Construction Management.
- b. The CITY will provide such assistance and guidance as may be required to support the objectives set forth in the Scope of Work and will provide compensation for services as set forth in Section 3 below.

2. Time of Performance – The effective date of this contract shall begin 05/05/2023. The termination date of the contract shall be 05/06/2025 or as amended by an approved extension.

3. Consideration – The CITY shall reimburse the CONSULTANT in accordance with the Fee Schedule described in Attachment "A" to the contract for all allowable expenses

agreed upon by the parties to complete the Scope of Work. The total amount reimbursed by the CITY shall not exceed \$10,000. Payment under this contract shall be based on billings, supported by appropriate documentation of costs actually incurred. It is expressly understood that claims for payment in excess of the contract balance will be submitted only after agreement by the CITY. Claims may include all relevant expenses, including labor, postage, copies, mileage, etc.

It is also understood that this contract is funded in whole or in part with CDBG funds as administered by the Department and is subject to those regulations and restrictions normally associated with federally funded programs and any other requirements that the state may prescribe.

4. **Records** – The CONSULTANT agrees to maintain such records and follow such procedures as may be required under 2 CFR 200.300-345 and any such procedures that the CITY or the Department may prescribe. In general, such records will include information pertaining to the contract, obligations and unobligated balances, assets and liabilities, outlays, equal opportunity, labor standards (as appropriate), and performance. All such records and all other records pertinent to this contract and work undertaken under this contract shall be retained by the CONSULTANT for a period of ten years after the final audit of the CITY's CDBG project, unless a longer period is required to resolve audit findings or litigation. In such cases, the CITY shall request a longer period for record retention.

The CITY, the Department, and duly authorized officials of the state and federal government shall have full access and the right to examine any pertinent documents, papers, records, and books of the CONSULTANT involving transactions to this local program and contract.

5. **Relationship** – the relationship of the CONSULTANT to the CITY shall be that of an independent CONSULTANT rendering professional services. The CONSULTANT shall have no authority to execute contracts or to make commitments on behalf of the CITY and nothing contained herein shall be deemed to create the relationship of employer and employee or principal and agent between the CITY and the CONSULTANT.
6. **Suspension, Termination and Close Out** – If the CONSULTANT fails to comply with the terms and conditions of this contract, the CITY may pursue such remedies as are legally available including, but not limited to the suspension or termination of this contract in the manner specified herein.
 - a. **Suspension** – If the CONSULTANT fails to comply with the terms and conditions of this contract, or whenever the CONSULTANT is unable to substantiate full compliance with the provisions of this contract, the CITY may suspend the contract pending corrective actions or investigation, effective no less than seven days following written notification to the CONSULTANT or its authorized representative. The suspension will remain in full force and effect until the CONSULTANT has taken corrective action to the satisfaction of the CITY and is able to substantiate its full compliance with the terms and conditions of this contract. No obligations incurred by the CONSULTANT or its authorized

representatives during the period of suspension will be allowable under the contract except;

- i. Reasonable, proper, and otherwise allowable costs, which the CONSULTANT could not avoid during the period of suspension.
- ii. If upon investigation, the CONSULTANT is able to substantiate complete compliance with the terms and conditions of this contract, otherwise allowable costs incurred during the period of suspension will be allowed.
- iii. In the event all or any portion of the work prepared or partially prepared by the CONSULTANT be suspended, abandoned, or otherwise terminated the CITY shall pay the CONSULTANT for work performed to the satisfaction of the CITY, in accordance with the percentage of the work completed.

b. **Termination for Cause.** The CITY may terminate its contract with the CONSULTANT if the CONSULTANT fails to comply with the terms and conditions of this contract and any of the following conditions exist.

- i. The lack of compliance with the provisions of this contract is of such scope and nature that the CITY deems continuation of the contract to be substantially detrimental to the interests of the CITY;
- ii. The CONSULTANT has failed within the time specified by the CITY or its authorized representative to satisfactorily substantiate its compliance with the terms and conditions of this contract; then, the CITY may terminate this contract in or in part, and thereupon shall notify the CONSULTANT of the termination, the reasons therefore, and the effective date provided such effected date shall not be prior provided such effective date shall not be prior to notification of the CONSULTANT. After this effective date, no charges incurred under any terminated portions are allowable.

c. **Termination for Other Grounds.** This contract may also be terminated in whole or in part:

- i. By the CITY, with the consent of the CONSULTANT, or by the CONSULTANT with the consent of the CITY, in which case the two parties shall devise by mutual agreement, the conditions of termination including effective date and in case of termination in part, that portion to be terminated.
- ii. If the funds allocated by the CITY via this contract are from anticipated sources of revenue, and if the anticipated sources of revenue do not become available for use in purchasing said services.
- iii. In the event the CITY fails to pay the CONSULTANT promptly or within 60 days after invoices are rendered, the CITY agrees that the CONSULTANT shall the right to consider said default a breach of this duties of the CONSULTANT under this agreement terminated in such an event, the

CITY shall then promptly pay the CONSULTANT for all services performed and all allowable expenses incurred.

- iv. The CITY may terminate this contract any time giving at least 10 days' notice in writing to the CONSULTANT. If the contract is terminated for convenience of the CITY as provided herein, the CONSULTANT will be paid for time provided and expenses incurred up to the termination date.
7. **Changes, Amendments, and Modifications** – The CITY may, from time to time, require changes or modifications in the Scope of Services to be performed hereunder. Such changes, including any increase or decrease in the amount of compensation therefore, which are mutually agreed upon by the CITY and the CONSULTANT shall be incorporated in written amendments to this contract.
8. **Personnel** – The CONSULTANT represents that he/she has, or will secure at his/her own expense, all personnel required in performing the services under this contract. Such personnel shall not be employees or have any contractual relation to the CITY.

All services required hereunder will be performed by the CONSULTANT or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services. None of the work or services covered by this contract shall be subcontracted without prior written approval of the CITY. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this contract.
9. **Assignability** – The CONSULTANT shall not assign any interest in this contract, and shall not transfer any interest in this contract (whether by assignment or notation), without prior written consent of the CITY thereto: Provided, however, that claims for money by the CONSULTANT from the CITY under this contract may be assigned to a bank, trust company, or other financial institutions without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the CITY.
10. **Reports and Information** – The CONSULTANT, at such times and in such forms as the CITY may require, shall furnish the CITY such periodic reports as it may request pertaining to the work or services undertaken pursuant to this contract, the costs and obligations incurred or to be incurred in connected therewith, and any other matters covered by this contract.
11. **Findings Confidential** – All of the reports, information, data, etc., prepared or assembled by the CONSULTANT under this contract are confidential and the Consultant agrees that they shall not be made available to any individual or organization without prior written approval of the CITY.
12. **Copyright** – No reports, maps, or other documents produced in whole or in part under this contract shall be subject of any application for copyright by or on behalf of the CONSULTANT.

13. **Compliance with Local Laws** – The CONSULTANT shall comply with all applicable laws, ordinances and codes of the state and local governments and the CONSULTANT shall hold the CITY harmless with respect to any damages arising from any tort done in performing any of the work embraced by this contract.
14. **Executive Order 11246* (Applicable to Construction Contractors Only)**. Therefore, not applicable to this construction management contract between the CITY and the CONSULTANT.
15. **Title VI of the Civil Rights Act of 1964** – No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
16. **Section 109 of the Housing and Community Development Act of 1974** – No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied benefits of or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
17. **Section 3 Compliance in the Provision of Training, Employment and Business Opportunities**
 - a. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Development of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns, which are located in, or owned in substantial part by persons residing in the area of the project.
 - b. The parties to this contract will comply with the provisions of said Section 3. The parties to this contract certify and agree that they are under no contractual or other disability, which would prevent them from complying with these provisions.
 - c. The CONSULTANT will send to each labor organization or representative or workers, which he/she has collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his/her commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
 - d. The CONSULTANT will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for, or receipt of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The CONSULTANT will not subcontract with any subcontractor where it has

notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its CONSULTANTS and subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.
18. **Age Discrimination Act of 1975, as Amended (42 U.S.C. 6101, ET. Seq.)** – No person will be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance.
 19. **Section 504 of the Rehabilitation Act of 1973, As Amended (29 U.S.C. 794)** – No otherwise qualified individual will, solely by reason of his or her handicap, be excluded from participation (including employment), denied program benefits or subjected to discrimination under any program or activity receiving federal assistance funds.
 20. **Executive Order 11246, As Amended** – This Order applies to all federally assisted construction contracts and subcontracts. The Grantee and subcontractors, if any, will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Grantee and subcontractors, if any, will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin.
 21. **Conflict of Interest 2 CFR 200.318** – No officer employee or agent of the Grantee who will participate in the selection, the award, or the administration of this grant may obtain a personal or financial interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder either from themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. It is further required that this stipulation be included in all subcontracts to this contract. Upon written request, exceptions may be granted on a case by case basis when it is determined that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project. These exceptions are granted by the Department.
 22. **Audits and Inspections** – The CITY, the Department, the State Auditor, and HUD or their delegates shall have the right to review and monitor the financial and other components of the work and services provided and undertaken as part of the CDBG project and this contract, by whatever legal and reasonable means are deemed

expedient by the CITY, DED, the State Auditor, and HUD.

23. **Hold Harmless** – The CONSULTANT agrees to indemnify and hold harmless the CITY, its appointed and elected officers and employees, from and against all loss and expense, including attorney’s fees and costs by reason of any and all claims and demands upon the CITY, its elected or appointed officers and employees from damages sustained by any person or persons, arising out of or in consequence of the CONSULTANT’s and its agents’ negligent performance of work associated with this agreement. The CONSULTANT shall not be liable for property and bodily injury as may request from the negligence of any construction contractor or construction subcontractor.

24. **Compliance with E-Verify Program on Work Eligibility for New Employees** – The CONSULTANT is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. In this context, “new employees” means employees hired on or after the effective date of this contract. A “federal immigration verification system” means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

This contractual obligation of verifying work eligibility status for new employees physically performing services within the State of Nebraska also applies to any and all subcontractors utilized by the CONSULTANT in performing this contract, if applicable. The CONSULTANT will be responsible to the Community for enforcing this requirement with CONSULTANT subcontractors.

25. **Governing Law** – This Agreement will be governed by the laws of the State of Nebraska, without regard to that body of law controlling conflicts of law. Any legal proceeding arising out of, or relating to this Agreement shall be instituted in any court of general jurisdiction in the State of Nebraska.

This agreement contains all terms and conditions agreed to by the CITY and the CONSULTANT. The attachments to this agreement are identified as follows:

Attachment “A” Scope of Services and Fee Schedule – CDBG Construction Management

Witness whereof, the CITY and CONSULTANT have executed this contract agreement as of the date and year last written below.

Auburn, Nebraska

CONSULTANT: Southeast Nebraska Development District

By: _____

By: _____

Title: Mayor of Auburn Chris Erickson

Executive Director Tom Bliss

Date: _____

Date: _____

**PROFESSIONAL SERVICE/CONSULTANT AGREEMENT
BETWEEN CITY OF AUBURN, NEBRASKA & SENDD
CDBG - Downtown Revitalization
PROJECT # 22DTR001: Construction Management**

Attachment "A" - Scope of Services and Fee Schedule: Construction Management

1.0 Scope of Services

SEND D shall perform in a satisfactory and proper manner, as determined by the following work:

- a. Services Associated with Davis-Bacon and Related Acts (DBRA) Compliance
 - i. Securing applicable general wage determination.
 - ii. Ensuring all applicable wage rates and labor standard provisions are included in the bid specifications and contract documents.
 - iii. Monitoring contractor compliance, including but not limited to:
 - 1. Verification that all project contractors and/or subcontractors are registered and active in the System for Award Management (SAM) prior to award;
 - 2. Site visits to ensure all required federal and state informational posters are properly displayed throughout the project;
 - 3. Payroll verifications, or the receipt and review of signed weekly payrolls submitted by all project contractors and/or subcontractors; and
 - 4. Completion of employee interviews under all identified wage classifications.

- b. Amendments

The CITY may, from time to time, request changes in the Scope of Services of SEND D to be performed hereunder. Such changes, including any increase or decrease in the amount of SEND D's compensation, which are mutually agreed upon by and between the CITY and SEND D, shall be incorporated in written amendments to this Contract.

2.0 Fee Schedule and Compensation Procedures

- a. Compensation Procedures

For purposes of this contract, the cost for performing services outlined in Article 1.0 of this Contract Attachment "A", shall be provided to the CITY on an actual cost incurred basis up to a **maximum total of \$10,000**. The CITY agrees to pay SEND D for services rendered within a reasonable period of time following presentation of a detailed invoice and request for drawdown.

- b. Amendment of Compensation Rate

Provided that actual expenses documented by SEND D exceed the total allowed by the NDED in their Contract with the CITY, it is hereby agreed and understood by the signatories to this Contract that SEND D may enter into a separate agreement with other parties to recover, in part or in total, those expenses not allowed under this Contract.

- c. Accountability

SEND D shall document expenditures of funds in accordance with the purposes and conditions of this contract.

ORDINANCE NO. 04 - 23
OF
THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA

AN ORDINANCE OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, DEFINING & REGULATING THE USE OF SHIPPING CONTAINERS WITHIN THE ZONING JURISDICTION OF THE CITY OF AUBURN, NE; PROVIDING A PENALTY PROVISION; PROVIDING A CONFLICT RESOLUTION CLAUSE; PROVIDING FOR SEVERABILITY; & PROVIDING PUBLICATION AND AN EFFECTIVE DATE FOR THE ORDINANCE.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUBURN, NEBRASKA:

SECTION 1. A new "Section: *"Shipping Containers"* shall be added to Chapter 150 *"Building Regulations; Construction"* to the City of Auburn, Nebraska, Code of Ordinances as follows:

150.70 Definition. A "shipping container" is a six-sided steel unit originally constructed as a general cargo container used for the transportation of goods and materials and includes Portable on Demand Storage (PODS). The maximum dimensions are forty feet (40') in length by eight feet (8') in width by eight feet (8') in height. Shipping containers do not include similar structures such as railroad cars, recreational vehicles, bus bodies, semi-trailers, and similar prefabricated items.

150.71. Permit Required. It shall be unlawful to place, use, allow, or maintain a shipping container on any property within the jurisdiction of the City of Auburn, NE, without a permit approved by the City Building Inspector/Code Enforcement Officer ("CBICEO" herein). Applications for permits shall be available at Auburn City Hall. Completed applications and the application fee shall be submitted to the City Clerk/Deputy Clerk at the Auburn City Hall. The CBICEO or City Administrator may require supplementary information, such as a site plan or inspection, prior to the approval of any permit.

150.72. Residential, Commercial, and Mixed-Use Districts. Shipping containers are not authorized for permanent use on any property within Residential (R-1, R-2, R-3, & R-4), Commercial, Commercial Residential (C-R), or Agricultural Residential (AGR) Zoning Districts without a permit. Temporary uses are limited to the following:

- (a) One (1) temporary Portable on Demand Storage (PODS) container for a period not to exceed 30 days for the limited purpose of temporarily loading and unloading household contents and related items. The size of the approved POD shall not exceed the available hard surface area on which it will be placed, such as driveway or parking pad, and it shall not encroach upon sidewalks or be placed upon a public street.

- (b) A licensed contractor may use a shipping container for the temporary location of an office or for the storage of equipment and/or materials during construction which is taking place on the property where the shipping container is located, provided the construction is authorized pursuant to a building permit. Such
 - a. temporary shipping containers must be removed within two (2) weeks of completion of construction.

150.73. Industrial District (“M”). Up to two (2) shipping containers may be authorized for temporary or permanent use on any property within an Industrial District. A permit, approved by the CBICEO shall be required for temporary or permanent use of more than two (2) shipping containers on any property within and Industrial District. The application for a permit shall include a site plan showing lot lines and setbacks and a description of the purpose for the proposed use and length of time of use.

150.74 Regulations. Unless specifically waived by permit, the following regulations shall apply to all shipping containers placed, used, allowed, or maintained within the zoning jurisdiction and extraterritorial zoning jurisdiction of the City of Auburn, NE.

- (a) Shipping containers must be securely anchored to the ground.
- (b) Shipping containers shall be placed on a hard surface, such as concrete, asphalt, or gravel pad, and shall not exceed the size of the hard surface area.
- (c) Shipping containers are not allowed within the floodway or floodplain.
- (d) Shipping containers shall comply with all applicable setbacks for permanent structures and shall not be placed in a manner that impedes access to public rights-of-way, public utility or drainage, easements, or adjacent structures and buildings.
- (e) Shipping containers shall not be used for human habitation.
- (f) Shipping containers shall not be used to store hazardous materials in violation of any local, state, or federal law.
- (g) No signage shall be allowed on any permanent shipping container, and all permanent shipping containers shall be painted a non-reflective neutral color that is compatible with the primary structure or to blend in with the surrounding environment.
- (h) Shipping containers shall not be stacked on top of each other or on another structure.
- (i) All shipping containers shall be structurally sound, operated in a safe manner, and maintained in good repair. No shipping container may contain any holes, peeling paint, rust, damage, or structural modifications.
- (j) Shipping containers used for long-term storage shall not be visible from the portion of any public or private street that abuts the property. Acceptable screening features for a shipping container include landscaping, fencing, terrain, existing structure, or a combination of these features as is necessary.
- (k) Shipping containers used for temporary storage must be placed to the rear of the property where and when possible.

150.75. UNSAFE BUILDING/STRUCTURE, NUISANCE. Any shipping container placed, used, allowed, or maintained in violation of any provision of this Article is hereby declared a nuisance and shall be subject to abatement and assessment under the procedures set forth in Ch. 99: *Health & Sanitation*, and Ch. 150: § 150.03, *Unsafe Buildings; special assessments.*”

150.76. PENALTY. Any violation of §150.70 through §150.75 herein shall be a violation of the City of Auburn, Nebraska Code of Ordinances pursuant to §10.99.

SECTION 2. Any conflicting provisions in the City of Auburn Code of Ordinances are hereby repealed. All other provisions within shall remain in full force and effect except as revised herein.

SECTION 3. This ordinance shall be published in book or pamphlet form and posted in three (3) public locations in the City of Auburn, NE. This Ordinance shall take effect and be in full force from and after its passage, approval, and publication as provided by law.

SUSPEND
READINGS _____
(3/4 VOTE)

FIRST READING _____
SECOND READING _____
THIRD READING _____

PASSED AND APPROVED THIS 10TH DAY OF APRIL 2023 AS FOLLOWS:

Tom Clark (Ward 1) Aye: _____ Nay: _____ Absent: _____ Abstain: _____

Shawn Clark (Ward 1) Aye: _____ Nay: _____ Absent: _____ Abstain: _____

Katy Billings (Ward 2) Aye: _____ Nay: _____ Absent: _____ Abstain: _____

Rick Janssen (Ward 2) Aye: _____ Nay: _____ Absent: _____ Abstain: _____

Nathan Seitz (Ward 3) Aye: _____ Nay: _____ Absent: _____ Abstain: _____

Jeff Jeanneret (Ward 3) Aye: _____ Nay: _____ Absent: _____ Abstain: _____

Chris Erickson, Mayor
(Tiebreaker vote) Aye: _____ Nay: _____
*(Mayor votes as Council only
As needed on a tiebreaker)*

Chris Erickson, Mayor
City of Auburn, Nebraska

ATTESTED:

Sherry Heskett, Municipal Clerk
City of Auburn, Nebraska (Seal)

APPROVED AS TO FORM & LEGALITY:

City Attorney

Date

NOTICE OF PUBLICATION
OF ORDINANCE NO. 04-23
IN PAMPHLET FORM

Public notice is hereby given that at a meeting of the Mayor and City Council of the City of Auburn, Nebraska held at Auburn City Hall, 1101 "J" St, Auburn, NE, starting at 7:00 p.m. on April 10th, 2023, there was passed and adopted Ordinance No. 04-23 entitled:

AN ORDINANCE OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA, DEFINING & REGULATING THE USE OF SHIPPING CONTAINERS WITHIN THE ZONING JURISDICTION OF THE CITY OF AUBURN, NE; PROVIDING A CONFLICT RESOLUTION CLAUSE; PROVIDING FOR SEVERABILITY; & PROVIDING PUBLICATION AND AN EFFECTIVE DATE FOR THE ORDINANCE.

Said Ordinance was published in pamphlet form. Copies of said Ordinance as published in pamphlet form are available for inspection and distribution at Auburn City Hall, 1101 "J" St, Auburn, NE, 68205 and upon the City website at auburn.ne.gov.

Sherry Heskett, Municipal Clerk
City of Auburn, Nebraska

Publish One (1) Time: _____

ORDINANCE NO. 05-23
OF
THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA

AN ORDINANCE OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA REGULATING VACANT BUILDINGS; ESTABLISHING MONETARY PENALTIES; SETTING DEFINITIONS & PROCEDURES; PROVIDING A CONFLICT RESOLUTION CLAUSE; PROVIDING FOR SEVERABILITY; & PROVIDING PUBLICATION & AN EFFECTIVE DATE FOR THE ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF AUBURN, NEBRASKA, AS FOLLOWS:

SECTION 1. A new "Section: "***Vacant Building Regulation***" shall be added to Chapter 150 "***Building Regulations; Construction***" to the City of Auburn, Nebraska, Code of Ordinances as follows:

150.80. Purpose. Recognizing that vacant buildings and properties contribute to blight in commercial, district, and residential neighborhoods, discourage economic development, hinder appreciation of property values, endanger public health and safety, attract criminal activity, and create fire hazards, it is the responsibility of owners to prevent buildings from becoming a burden to the neighborhood and community and a threat to the public health, safety, and welfare. Maintenance of the public health, safety and welfare thus requires the City to maintain an accurate registration of all vacant buildings and properties.

150. 81. Definitions.

- A. Building means a building, accessory structure, mobile or modular structure, or other structure adapted to permanent occupancy for residential or commercial property.
- B. City means the City of Auburn, Nemaha County, Nebraska.
- C. Chronic Vacancy means any building or property vacant and unregistered one (1) year or longer.
- D. Commercial means any structure or property classified as a commercial structure under the zoning ordinances of the City of Auburn, NE.
- E. Owner means the person, persons, or entity identified as the owner or owners on the last deed of record for the property.
- F. Unsecured means that access to the building may be obtained through open, unlocked, broken, or missing doors or windows of such building.
- G. Vacant Building means a building or property that is unattended or unoccupied and is not actively used as a place of business, or the buildings primary use or intention as commercial is not being developed or utilized; or without active and routine development towards retail business use/occupation, or the building is frequently open or unsecured so that unauthorized admittance may be gained without damaging any portion of the property, or the building is primarily being

used for storage. A commercial building or property will be considered vacant when found to be in the above condition for more than six (6) months and subject to the registration requirements found in this Ordinance.

- H. Good Faith shall be defined as being advertised at a price no more than 125% of the assessed value as listed for the most recent year posted by the Nemaha County Assessor unless a higher market value is established by a certified realtor. The owner must accept any bona fide offer for that amount or more.

150.82. Registration and Maintenance Requirements; Fees.

- A. The owner of a vacant building or property must register the building with the City Building Inspector/Code Enforcement Officer ("CBICEO" herein) within twenty (20) days of written notice provided to the owner or the owner's resident agent of the vacant building. Such notice shall be served on the owner or resident agent by personal service or by certified mail, return receipt requested. If the owner is a resident, such notice shall be personally served or sent by certified mail, return receipt requested. If the owner is a non-resident, such notice shall be personally served or sent by certified mail, return receipt requested, to the last known address of the owner.
- B. The City shall also accept notifications to owners by mail or electronic transmissions of a building or property that meets the definition of a Vacant Building or Property as defined in this Ordinance and shall pursue registration of said building/ property in accordance herewith.
- C. The required registration shall be submitted on the form provided by the City and available on the City's website, which form shall include the name, current mailing address, phone number, current email, and any other contact information of the owner; the names and addresses of all known lien holders and all other parties/LLC/Corporation/Business with a legal or equitable ownership interest in the building; the common address of the building, as well as the parcel identification and sale or rental price. The form shall also include the period of time the vacant building is expected to remain vacant, and a plan and timetable for either:
1. Returning the vacant building or property to appropriate occupancy or use, including compliance with the minimum maintenance standard of this Ordinance; or
 2. Marketing the property.
- D. Pursuant to the registration requirements of this subsection, for every subsequent 6-month period a building remains vacant beyond the initial registration, the owner of the vacant building must:
1. Re-register the building or property, including appropriate fees, and
 2. Submit an updated plan for either returning the vacant building or property to appropriate occupancy or use, or marketing thereof.
- E. If the owner of the vacant building or property does not reside in Nemaha County for at least six (6) months a year, then they must provide information for a resident agent with authority to act with respect to the property, such resident

agent residing in Nemaha County at least six (6) months per year, including name, current mailing address, phone number, current email address, and any other contact information of the owners agent. Failure to identify a resident agent is grounds for rejection of the registration application without refund of the application fee as well as the penalties herein.

- F. Any subsequent owner of a vacant building or property must register or re-register the building with the City within the thirty (30) days of any transfer of any ownership interest in the vacant building.
- G. The owner of a vacant building or property must keep the building and any adjoining property secure, safe, and maintained in compliance with all Federal, State, and local ordinances and regulations.
- H. A registration fee of Two-Hundred-Fifty Dollars (\$250.00) per building shall be collected by the City Clerk/Treasurer at the time of registration or re-registration.

150.83. Inspections; Minimum Maintenance Standards; Ongoing Obligation.

- A. Upon the request of the CBICEO, an owner shall provide access to all interior portions of any vacant building or suspected vacant building to permit a complete inspection of the same by a representative of the City of Auburn, NE.
- B. No registration application under this chapter shall be accepted unless the vacant building or property meets a minimum maintenance standard as assessed by the City's designated officer, with or without the advice and assistance of any third party professional(s) with specialized knowledge necessary to conduct such assessment, including structural integrity, a roof in adequate condition to repel moisture and the elements, intact walls, windows and doors which allow for securing the building or property such that it will not deteriorate, attract pests, or pose a safety risk to the public.
- C. The owner of a vacant building or property will make the property available for an initial inspection within seven (7) days of submitting the registration application, and again within fourteen (14) days of the City's request of subsequent inspections in order to ascertain the ongoing condition of the building and compliance with this Ordinance, as well as the City's Building Codes/Ordinances. Such inspections shall take place at reasonable times during business hours. Failure to permit an inspection hereunder is grounds for rejection of the registration application without refund of the application fee as well as the penalties identified herein.

150.84. Penalties; Procedures.

A. Penalties

- 1. Any owner who fails to register a vacant building under this article shall be liable for a civil penalty of five hundred dollars (\$500.00) per 24-hour period that said vacant building is unregistered.
- 2. If the building continues to meet the definition of a vacant building for a period of thirty (30) calendar days beyond the required re-registration date, and the

owner fails to re-register such building, the City Clerk shall assess a penalty of five hundred dollars (\$500.00) for each thirty (30) calendar day period the building continues to be unregistered.

3. If a building or property is vacant and unregistered more than one (1) year and remains unregistered it shall be classified as a chronic vacancy, and as a chronic vacancy a building or property shall be subject to a fee of \$5,000.00 per year of chronic vacancy with a 10% annual increase. Funds derived from said fee shall be used to offset the City's costs if annual inspections as provided in this Ordinance.
4. All penalties and fees assessed shall be payable directly to the City of Auburn, NE.
5. Any and all civil penalties assessed under this section shall be billed to the owner or other responsible party. Failure or refusal to pay any and all such penalties permits the City to pursue any and all available legal remedies for the enforcement and collection of such penalties; including but not limited to, civil actions being filed in any court of competent jurisdiction, abatement of nuisances maintained in violation of this chapter, institution of injunction, mandamus, or other appropriate action or proceedings to enforce the penalty provisions of this chapter.
6. When penalties assessed under this Ordinance have gone unpaid for one (1) year, they shall be added to the county's tax rolls as special assessments.

B. Procedures.

1. Upon failure to register a vacant building a Notice of Registration Penalty shall be issued to the owner(s).
2. A separate Notice of Registration Penalty shall be issued for each subsequent penalty that may be assessed.
3. The Notice of Registration Penalty shall be served upon the owner by certified mail, personal service, mail, or email, as is accessible to the City and the owners.
4. This chapter in no way limits the penalties, actions or abatement procedures which may be taken by the city for violation of any other ordinance of the city or statute of the state of Nebraska.

SECTION 2. Any conflicting provisions in the City of Auburn Code of Ordinances are hereby repealed All other provisions within shall remain in full force and effect except as revised herein.

SECTION 3. This ordinance shall be published in book or pamphlet form and posted in three (3) public locations in the City of Auburn, NE. This Ordinance shall take effect and be in full force from and after its passage, approval, and publication in accordance with City Code § 35.07 and Nebraska Law.

SUSPEND
READINGS _____
(3/4 VOTE)

FIRST READING _____

SECOND READING _____

THIRD READING _____

PASSED AND APPROVED THIS 10TH DAY OF APRIL 2023 AS FOLLOWS:

Tom Clark (Ward 1) Aye: _____ Nay: _____ Absent: _____ Abstain: _____

Shawn Clark (Ward 1) Aye: _____ Nay: _____ Absent: _____ Abstain: _____

Katy Billings (Ward 2) Aye: _____ Nay: _____ Absent: _____ Abstain: _____

Rick Janssen (Ward 2) Aye: _____ Nay: _____ Absent: _____ Abstain: _____

Nathan Seitz (Ward 3) Aye: _____ Nay: _____ Absent: _____ Abstain: _____

Jeff Jeanneret (Ward 3) Aye: _____ Nay: _____ Absent: _____ Abstain: _____

Chris Erickson, Mayor
(Tiebreaker vote) Aye: _____ Nay: _____

*(Mayor votes as Council only
As needed on a tiebreaker)*

Chris Erickson, Mayor
City of Auburn, Nebraska

ATTESTED:

Sherry Heskett, Municipal Clerk
City of Auburn, Nebraska (Seal)

APPROVED AS TO FORM & LEGALITY:

City Attorney

Date

NOTICE OF PUBLICATION
OF ORDINANCE NO. 05-23
IN PAMPHLET FORM

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AN ORDINANCE OF THE CITY OF AUBURN, NEMAHA COUNTY, NEBRASKA REGULATING VACANT BUILDINGS; ESTABLISHING MONETARY PENALTIES; SETTING DEFINITIONS & PROCEDURES; PROVIDING A CONFLICT RESOLUTION CLAUSE; PROVIDING FOR SEVERABILITY; & PROVIDING PUBLICATION & AN EFFECTIVE DATE FOR THE ORDINANCE.

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Sherry Heskett, Municipal Clerk
City of Auburn, Nebraska

Publish One (1) Time: _____

Street Department Activity Report
(April 2023)

- Sprayed weeds around different areas of the town.
- Seeded where the bushes were taken out at the complex.
- Prepared the softball fields for the season.
- Mowed the city properties around the town.
- Swept different areas of town.
- Put up umbrella at the splashpad.
- Spread out woodchips throughout the playgrounds.
- Painted the soccer fields.
- Replaced metering faucets in the bathrooms.
- Backhoed trees out of the ditch at the complex.
- Drilled holes on softball fields for new temporary fencing.
- Fixed the flush out pipe at the RV park.
- Drug the parking lot at the complex.
- Marked out the soccer fields.
- Fixed the switch for the lights at the tennis courts.
- Drug softball fields.
- Swept out the inside and the gutters of the pool.
- Washed up and cleaned out equipment.
- Dug out a ditch to install a tube.
- Milled of asphalt high spots on 6th street.
- Put up banners at the complex.
- Installed a partial of tube at 2320 0 St.
- Tore out and formed up concrete at 15th Q St.
-

Blake Goering
Street Commissioner

Auburn Memorial Library

1810 Courthouse Ave
Auburn, NE 68305

May 2023

- o The Many Moccasins Dance Troupe had 85 in attendance.
- o We will be hosting the Nebraska Junior Duck Stamp display the first two weeks in May. Best of Show was won by Sydnee Nickels of Johnson.
- o Professional magician Jeff Quinn will be teaching two magic classes on May 23rd. Pre-registration is required by May 20th as there are limited spots available. See the library for more details.
- o We have started a Youth Book Club at the library for kids ages 10-15. The first book is being read in May and the first meeting is June 1st at 7:00 pm.
- o 2's and 3's Storytime, Summer Reading (age 4 - grade 5), Youth Reading Adventure, and Adult Reading program will all be starting in June. See the library for details.

Statistical Report:

<u>Date:</u>	<u>Circulation:</u>	<u>Patrons:</u>
March 2023	2,749	1,624
OverDrive	<u>816</u>	<u>127</u>
	3,565	1,751
April 2023	2,299	1,433
OverDrive	<u>739</u>	<u>129</u>
	3,038	1,562

SALES TAX RECORD 4-30-23													
Month Received	For Tax Month	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021	Fiscal Year 2021-2022	Fiscal Year 2022-2023	2022-2023 BUDGET	2022-2023 MV TAX	2022-2023 MVT%
October	August	\$ 36,270.33	\$ 35,228.89	\$ 43,099.35	\$ 39,015.82	\$ 42,358.50	\$ 42,682.36	\$ 43,756.43	\$ 55,385.48	\$ 56,702.78	\$ 45,833.33	\$ 7,788.94	14.00%
November	September	\$ 38,786.01	\$ 40,340.94	\$ 40,779.07	\$ 42,021.78	\$ 39,835.99	\$ 40,459.93	\$ 42,714.47	\$ 47,145.47	\$ 58,962.82	\$ 45,833.33	\$ 8,242.33	14.00%
December	October	\$ 39,432.22	\$ 45,068.84	\$ 38,458.76	\$ 38,037.41	\$ 40,359.00	\$ 44,793.82	\$ 47,017.75	\$ 49,481.16	\$ 58,115.82	\$ 45,833.33	\$ 7,643.76	14.00%
January	November	\$ 36,596.93	\$ 37,126.43	\$ 35,266.65	\$ 37,533.01	\$ 38,805.50	\$ 43,265.46	\$ 48,376.57	\$ 43,555.41	\$ 52,892.01	\$ 45,833.33	\$ 6,728.08	13.00%
February	December	\$ 42,888.48	\$ 47,871.21	\$ 43,026.29	\$ 41,778.56	\$ 44,243.20	\$ 46,598.38	\$ 58,556.77	\$ 52,070.23	\$ 55,852.41	\$ 45,833.33	Not Receive	14.00%
March	January	\$ 34,999.17	\$ 35,383.54	\$ 39,514.30	\$ 36,251.60	\$ 33,043.47	\$ 37,703.54	\$ 47,301.82	\$ 42,727.56	\$ 54,068.19	\$ 45,833.33	\$ 8,086.83	15.00%
April	February	\$ 35,245.70	\$ 33,856.40	\$ 33,050.01	\$ 31,810.58	\$ 36,109.30	\$ 36,299.23	\$ 37,367.96	\$ 41,873.58	\$ 47,432.24	\$ 45,833.33		
May	March	\$ 37,246.02	\$ 39,427.60	\$ 45,714.57	\$ 41,008.62	\$ 53,331.57	\$ 39,421.71	\$ 49,323.63	\$ 49,008.07		\$ 45,833.33		
June	April	\$ 33,785.98	\$ 45,064.75	\$ 38,810.17	\$ 37,756.61	\$ 43,263.57	\$ 37,937.43	\$ 51,900.86	\$ 46,529.27		\$ 45,833.33		
July	May	\$ 32,314.28	\$ 37,310.36	\$ 40,424.12	\$ 43,079.76	\$ 39,992.48	\$ 43,748.71	\$ 50,694.88	\$ 54,084.67		\$ 45,833.33		
August	June	\$ 39,270.96	\$ 42,664.62	\$ 43,827.06	\$ 42,162.40	\$ 38,329.24	\$ 49,009.99	\$ 52,285.24	\$ 55,826.87		\$ 45,833.33		
September	July	\$ 35,380.68	\$ 42,095.67	\$ 38,461.05	\$ 40,671.36	\$ 42,464.52	\$ 48,457.66	\$ 46,530.43	\$ 54,165.14		\$ 45,833.37		
Total		\$ 442,216.76	\$ 481,439.25	\$ 480,431.40	\$ 471,127.51	\$ 492,136.34	\$ 510,378.22	\$ 575,826.81	\$ 591,852.91	\$ 384,026.27	\$ 550,000.00	\$ 56,039.07	
		*Includes MV											
		Actual Last YTD	Actual YTD	Budget YTD									
		\$332,238.89	\$384,026.27	\$320,833.31									
		YTD Compared to Last Year											
		\$ 51,787.38 Increase from Last Year											
		YTD Compared to Budget YTD											
		\$ 63,192.96 More than Budget YTD											
		Vehicle Sales Tax as a Percentage											
		\$ 384,026.27 in Total Receipts YTD											
		\$ 56,039.07 in Total Vehicle Sales											
		Vehicles Sales is 15% of total											

NO AGENDA ITEM
I-1(P)

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

FOR THE MONTH OF APRIL 2023

Total Number of Calls within the City of Auburn	112
Total Number of Ordinance/Animal Calls	6
Total Number of Actual Criminal Cases Reported/Initiated	11

Respectfully submitted,



Brent Lottman
Sheriff

