

Nebraska State  
Records Board  
440 S 8<sup>th</sup> St Ste 210  
Lincoln, NE 68508  
(402) 471-2745

John A. Gale  
Chairman



## APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Agency)

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

### Grant Criteria

*Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:*

1. Enhance the delivery of local government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>

4. Improve the efficiency of agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at [cathy.danahy@sos.ne.gov](mailto:cathy.danahy@sos.ne.gov) or (402) 471-2745.

Local Agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

**NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.**

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

***THIS PDF DOCUMENT IS AN EMAIL ONLY SUBMISSION.***

## **I. GRANT SUMMARY**

1. **Name of agency applying for grant** Hamilton Co. Surveyor / Hamilton County GIS

2. **Title of project** Hamilton County Mapping Update

3. **Brief description of project:**

Updating city and village maps in Hamilton County and making the information available over the internet. The current Aurora map was last updated in 1976. The village maps have not been updated in 50 -75 years.

4. **Grant request amount** \$ 25000.00

5. **Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.**

No.

## II. GRANT DETAIL

### 1. Please describe the project in detail (you may attach this description).

The project will consist of:

(a) Updating the city maps of Aurora, and the villages of Phillips, Marquette, Giltner, Hampton, Hordville and Stockham.

(b) Making the information available over the internet

(c) Weekly up dating of information on maps.

### 2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.

The benefits of this project would be far reaching. City and village governments along with individual property owners, handicapped, utility companies, law enforcement, fire and rescue, surveyors, abstractors, title insurance companies, and attorneys could all benefit from this project.

### 3. Timeline for implementation (*a specific completion date (MM/YYYY) must be provided*). *Grant funds lapse if not expended prior to completion date.*

12/30/2010

### 4. Subdivision contribution to project (labor, equipment etc.).

Labor for this project will be contracted through Katt Surveying and all equipment used in the plotting will be from the County Surveyor and County GIS offices.

### 5. Is other funding available for this project (explain)?

No. We have no available funds to proceed with this project.

### 6. Does the project require additional statutory authority (explain)?

No

7. **Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

The grant money will be used to fund the research and mapping of the City of Aurora and the Villages of Phillips, Hampton, Giltner, Marquette, Hordville and Stockham.

Aurora: Research \$3200.00 Mapping \$3000.00  
Phillips: Research \$1800.00 Mapping 1800.00  
Marquette: Research \$1800.00 Mapping \$1650.00  
Giltner: Research \$2000.00 Mapping \$1800.00  
Hampton: Research \$2000.00 Mapping \$1800.00  
Hordville: Research \$1200.00 Mapping \$1200.00  
Stockham: Research \$1200.00 Mapping \$550.00

SEE ATTACHED  
BIDS

8. **Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

We do not have available funds to proceed with this project. Hamilton County and the City of Aurora have committed to the maintenance and updating of the project after completion.

9. **Please describe how this project will enhance the delivery of agency services or access to those services.**

The project will give internet availability to updated maps and property information that was only available at the county offices. Having internet accessibility would cut back on the amount of time spent by county officials looking up items for individuals and would also cut back on the amount of mile drive to the courthouse to look up the information.

10. **Please describe how this project will improve the efficiency of agency operations.**

By having updated maps available and internet access it would greatly speed up the operations of the county government

11. **Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.**

By having internet access to the information for the City and Villages

12. **Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?**

This project will support everyone in the delivery of public information via the internet.

13. Does the project involve the licensing, permitting or regulation of business?  
If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.

No

### III. TECHNICAL INFORMATION

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

There is no additional hardware, software or communications needed.

2. Address any technical issues with the proposed technology including:

- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

This project will conform with all NITC standard and guide lines.

This project will be compatible with all Arc-View, Arc-info, Cad. infrastructure

This project will be on our Hamilton County Web Site. It will be set up as a read only program and will be kept currant with all future need and growth.

3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

We will have the project accessible via the internet.

4. Describe how technical support will be provided.

There should be no need for technical support for people wishing to view the information.

#### IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Duane A. Katt

Phone # 402-886-2229

E-mail [kattsurveying@aol.com](mailto:kattsurveying@aol.com)

Signed this 30 day of March, 2009

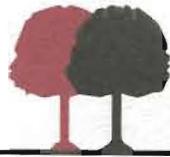
\_\_\_\_\_  
Agency Director

**DO NOT PRINT AND MAIL THIS FORM.**

**Please save to your desktop and send as an email attachment to:**

Cathy Danahy  
[Cathy.Danahy@sos.ne.gov](mailto:Cathy.Danahy@sos.ne.gov)  
(402) 471-2745

*(Last updated 04/29/2008)*



City of  
**AURORA**

**Nebraska**

Mayor-Marlin L. Seeman  
Council President-Dick Phillips  
Council Members:  
Norman Krueger  
Jack Payne  
Bruce Ramsour  
Paul Shaneyfelt  
John Thomas

City Administrator-Michael W. Bair  
City Attorney-Linda Senff  
City Clerk/Treasurer-Barbra Mikkelsen  
Water/Sewer Commissioner-Eric Melcher  
Street Commissioner-Michael Eberhardt  
Parks Superintendent-James Nietfeld  
Waste Water Treatment Plant-Greg Meier

March 30, 2009

Jerry Hoegh, Chairman  
Board of Commissioners  
Hamilton County, Ne

RECORDS MANAGEMENT  
DIVISION

APR 01 2009

RECEIVED

Dear Chairman Hoegh:

Please accept this letter as a statement of the City of Aurora's strong support for your efforts to enhance the public information readily available to the citizens of Hamilton County and the City of Aurora. It is increasingly difficult for citizens needing access to public records to leave behind their busy schedules to get to the court house between the hours of 8:00 a.m. to 5:00 p.m. This becomes doubly difficult in a community such as Aurora where so many of our residents are employed in Grand Island. With the current economy and tax lids in Nebraska, it is equally impractical for the County to expand the hours of operation when those records are available. However, by putting information on the internet, the Court House becomes a virtual resource of information to the citizens on a 24 hour basis.

Thank you for making this effort and let us know what we can do to support your efforts to make public information available to the citizens of Aurora and Hamilton County.

Sincerely

Marlin L. Seeman  
Mayor

Phone: 402-694-6992  
Fax: 402-694-4043



905 13th St., Aurora, NE 68818  
[www.cityofaurora.org](http://www.cityofaurora.org)

**HAMILTON COUNTY SURVEYOR**

Duane A. Katt, PLS 8506  
Ph. 402-686-2107 Cell 402-681-9765  
**E-mail-hamcosur@aol.com**

Date: 3/11/08

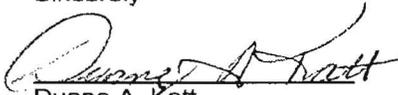
Hamilton County Commissioners

RE: Hamilton County Mapping Update

Chairman Hoegh:

I have reviewed the project of remapping the City of Aurora, and the villages of Phillips, Marquette, Giltner, Stockham, Hampton and Hordville with the Hamilton County GIS Dept. It is our estimate that the project could be completed for \$12,900.00 if the research work is done by an outside source. The Hamilton County Surveyors office and the Hamilton County GIS Dept. does not have any available funds for this project. If money becomes available we would give this project top priority because of the need of updating the existing maps and making the information available via the internet.

Sincerely



Duane A. Katt  
Hamilton County Surveyor

**KATT SURVEYING**  
1008 S "F" ROAD, AURORA, NE 68818  
Ph. 402-886-2229 Cell 402-631 9263  
E-mail-kattsurveying@aol.com

March 11, 2009

RE: Hamilton County Mapping Update

Scope of work;

- (1) GPS subdivision corners of Aurora, Phillips, Hampton, Marquette, Giftner, Hordville and Stockham
- (2) Research all subdivisions and additions to the city and villages
- (3) Research all lot splits and property ownership lines in the city and villages.
- (4) Supply the above listed information to office of the Hamilton County Surveyor / Hamilton County GIS.

Katt Surveying will supply the above describe services to Hamilton County for a sum not to exceed \$12,100.00

Anticipated completion date: 220 days from the receipt of a letter to commence.

  
\_\_\_\_\_  
Scott Peters  
Survey Specialist / Project Coordinator



LETTER AGREEMENT FOR  
CONSULTING SERVICES

March 11, 2009

Hamilton County Board of Commissioners  
c/o Jerry Hoegh – Board Chairman  
1008 South F Street  
Aurora, NE 68818

Re: **AGREEMENT FOR PROFESSIONAL SERVICES  
GIS MAP UPDATES FOR COMMUNITIES WITHIN HAMILTON COUNTY  
HAMILTON COUNTY, NEBRASKA**

It is our understanding that Hamilton County, Nebraska ("Client") requests Olsson Associates ("Olsson") to perform the following services pursuant to the terms of this Letter Agreement, Olsson's General Provisions and any exhibits attached thereto (hereinafter "the Agreement").

1. Olsson has acquainted itself with the information provided by Client relative to the Project and based upon such information offers to provide the services described below for the Project. Client warrants that it is either the legal owner of the property to be improved by this Project or that Client is acting as the duly authorized agent of the legal owner of such property. Client acknowledges that it has reviewed the General Provisions (and any exhibits attached thereto) which are expressly made a part of and incorporated into this Agreement by this reference. In the event of any conflict or inconsistency between this Agreement and the General Provisions regarding the services to be performed by Olsson, the requirements of this Agreement shall take precedence.

2. Olsson shall provide Client, all Basic Services for ***Geographic Information Systems (GIS) Map updates of the communities within Hamilton County more specifically described in Exhibit 'A' hereto.*** Should Client request work not described and included in the Description of Services, such work will be considered as Additional Services, Consultant shall invoice Client for such services on the basis of Olsson's current billable rates for services rendered by our principals and employees engaged directly on the Project plus Reimbursable Expenses, unless otherwise agreed to by both parties. Olsson shall not commence work on Additional Services without Client's prior approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

Page 1 of 3

**SCHEDULE FOR CONSULTANT'S SERVICES:**

3. Unless otherwise agreed, Olsson would expect to begin performing its services under this Agreement promptly upon your signing.

Anticipated Start Date: Upon receipt of signed Letter Agreement

Anticipated Completion Dates: 150 days subsequent to the receipt of the signed letter agreement.

**COMPENSATION:**

4. Client shall pay to Olsson for the performance of the Basic Services (See Exhibit 'A'), on the basis of Olsson's current salary rates for services rendered by our principles and employees engaged directly on the Project plus Reimbursable Expenses, unless otherwise agreed to by both parties. Reimbursable expenses will be invoiced in accordance with the Schedule contained in the General Provisions attached to this Letter of Agreement. **Olsson's Basic Services for Geographical Information Systems (GIS) Map updates of the communities within Hamilton County work will be provided on a time and expense basis not to exceed \$18,500.00.**

These financial arrangements are proposed with the assumption Olsson's bills will be paid promptly and the Project will progress orderly and continuously. Client agrees to pay the Olsson the amounts due for services rendered and expenses incurred pursuant to the terms of this Agreement within thirty (30) days after Olsson has provided its invoice for such services. In the event Client disputes any invoice item, Client shall give Olsson written notice of such disputed item within fifteen (15) days after receipt of such invoice and shall pay to Olsson the undisputed portion of the invoice according to the provisions hereof. If Client fails to pay any invoiced amounts when due, interest will accrue on each unpaid amount at the rate of thirteen percent (13%) per annum from the date due until paid according to the provisions of this Agreement. Interest shall not be charged on any disputed invoice item which is finally resolved in Client's favor. Payment of interest shall not excuse or cure any default or delay in payment of amounts due.

**TERMS AND CONDITIONS OF SERVICE**

5. We have discussed with you the risks, rewards and benefits of the Project and our fees for services. The risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, Olsson's total liability to the Client for any and all injuries, claims, losses, expenses, damages, or claims expenses of any kind arising from any services provided by or through us under this Agreement, shall not exceed \$100,000. Client acknowledges that such causes include, but are not limited to, Olsson's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

6. The Agreement represents the entire understanding between Client and Olsson with respect to the Project and may only be modified in writing signed by both parties.

7. If this proposal satisfactorily sets forth your understanding of our agreement, please sign the Letter Agreement in the space provided (indicating Client's designated Project representative if different from the party signing the Agreement). Retain a copy for your files and return an executed original to Olsson.

8. By signing below, you acknowledge that you have full authority to bind Client to this Agreement.

**OLSSON ASSOCIATES**

By \_\_\_\_\_  
Kevin Prior  
Title Vice President

By \_\_\_\_\_  
Adam Darbro  
Title GIS Specialist

If you are in agreement with the preceding proposal,  
Please sign:

**HAMILTON COUNTY BOARD OF COMMISSIONERS**

By \_\_\_\_\_  
Jerry Hoegh  
Title District 1 – Commissioner

By \_\_\_\_\_  
Wally Driewer  
Title District 2 – Commissioner

By \_\_\_\_\_  
Larry Fox  
Title District 3 – Commissioner

By \_\_\_\_\_  
Clarence Trumble  
Title District 4 – Commissioner

By \_\_\_\_\_  
Tim Bergen  
Title District 5 – Commissioner