

**Official  
City Council Minutes  
City of Wood River, Nebraska  
Regular Meeting  
March 21, 2023**

Pursuant to due call and notice thereof, a Regular Meeting of the City Council of the City of Wood River, Nebraska was conducted in the Council Chambers of City Hall, 108 W. 10<sup>th</sup> St, on March 21, 2023. Notice of the time and place of the meeting was given in advance thereof by publicized notice on March 15, 2023 in the Clipper and the Grand Island Independent. An agenda for the meeting, was kept continuously current, and was made available for public inspection on the City's website (woodriverne.com).

**Mayor Greg Cramer** called the meeting to order at 7:00 p.m.

**Council Present:** Nielsen, Rennau, Rodriguez, Rotter, Klingsporn, and Thompson.

**City Officials Present:** Ashley Manning, City Clerk; Christina Wemhoff, Treasurer; Brent Gascho, Utilities Superintendent; Drew Graham, City Attorney

**Public Present:** Chad Shuda, Matt Maloney, Nelson Winkle, Jennifer Reeder

The **Mayor** led the Council Members and audience in the Pledge of Allegiance.

**Mayor Cramer** advised the public body of the Open Meetings Act that is posted in the meeting room and entry hall.

**Public Comment:** Jennifer Reeder was present to share her thoughts and feelings regarding the fire that got out of control on 3/20/23 and how the situation was handled. The Utility Department was burning the ditches on Walnut Street and the fire spread into Harder's empty lot and Reeder's yard and fire wood pile, near her shop/garage structure. Jennifer asked Council and Utilities Superintendent about burning procedures and safety protocols. There is no official burning policy/procedure in place, other than getting a burn permit. Matt Maloney and Nelson Winkle were present to answer questions about the Fire Department's policy on issuing burn permits and explained that the conditions were favorable on the 20<sup>th</sup> when the permit was issued. Brent agreed to be more vigilant while burning in the future and to put more safety measures in place.

Items on the consent agenda for approval were:

**March 7, 2023, Regular Meeting Minutes.**

Amend portion of **January 17, 2023** meeting minutes.

Disbursements reviewed this month by: **Rodriguez & Nielsen**

Disbursements totaling: **\$25,824.64**

Checks not on list: **\$77,882.50**

Sales Tax Paid: **\$6,559.74**

Payroll: **\$33,036.01**

Payroll Tax: **\$6,953.23**

Retirement: **\$3,071.70**

**Nielsen** made the motion to approve items on the consent agenda as presented. Motion seconded by **Thompson**. Motion carried 6/0. **Rotter** absent.

Pool managers provided Council with a report to look over that covers their progress on staffing goals and training timelines. Current plan is to fill the pool on May 17<sup>th</sup> and have chemicals balanced by May 23<sup>rd</sup> for mechanical training. The Utility department has some more maintenance tasks to complete, including waxing the slide.

Mayor Cramer stated that he had asked Rick's Fertilizer to come and do some landscape maintenance in the downtown area. They are willing to come out on an on-call basis. Greg will call and see if there is any warranty to replace the flowers that didn't survive the year.

Mayor Cramer asked Council for their vision on what to do with the tennis court park. Discussion included ideas of more parking, pickle ball court, grassy area with shade structure. Council will continue to research and discuss.

**Rotter** motioned to approve revised draw #26 in the amount of \$3,200.00 for project #19-TFDR-34089. Motion seconded by **Nielsen**. Motion carried 6/0.

Christina Wemhoff summarized the Treasurer's Report for the month of February 2023.

**Department Remarks:**

**Gascho:** Was approached about the mowing contract, asked if it was a 1 or 3 year contract with Rick's. Ashley will look at the contract and meeting minutes this week.

**Manning:** The updated employee handbook that was adopted at the last meeting needs amended to take out the section of personal use of City owned equipment. There can be no personal use of City owned equipment. A resident renting the community center asked about having a bounce house, he is willing to provide his own liability insurance policy for the day of the event. Graham stated that as long as the City were to be listed as an additional insured on a private policy or the bounce house company were to supervise use and be covered under their own policy, the City would not be liable.

**Council Remarks:**

**Rotter:** Asked Council to spread work of the Legacy Station taking part in Go Big Give this year. Cost of materials/project more than doubled since first estimated. Rotter asked Brent to please fix the alley by the funeral home, it is a mess from the water leak in that area.

**Klingsporn:** Asked Brent to look at the park equipment, specifically support braces on the teeter totter.

**Thompson:** Ball park fence topper needs to be ordered – damaged during hail storm. Will put together a maintenance list for Brent/Utility Department. Asked about a reasonable amount to spend on a side by side, Wemhoff stated \$15,000 would be alright with the budget; will provide quotes at a future meeting.

**Rennau:** Asked Brent to put together a policy/procedure manual for ditch burning and share with Reeder.

**Mayor Remarks:**

Klinger bought lot from Koepp and wants to put 3 RV spots on the lot. Denise (Building Inspector) stated that the City could rezone/reclass the lot of issue a 5 year conditional permit.

As there was no further business to come before this session of the Council, Council member **Nielsen** made the motion to adjourn at 8:12 p.m. Motion seconded by **Thompson**.

You can find agenda request forms and minutes from previous meetings on the city's website at [www.woodriverne.com/agendaform.htm](http://www.woodriverne.com/agendaform.htm). You can preview all ordinances and resolutions at the city office during regular business hours.

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Greg Cramer, Mayor

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Ashley Manning, City Clerk

CLAIMS

4/4/2023

ABBREVIATIONS USED: RP=REPAIRS, SU=SUPPLIES,  
 SE=SERVICES, IT=INS/TAXES/RETRM, RE=REIMBURSEMENTS  
 UE=UTIL. EXPENSES, DM=DUES/MEMBERSHIPS/FEES, SP=SALARIES  
 PAID, ER=ELECTRICAL REBATE, MI=MISCELLANEOUS, OE=OPERATING  
 EXPENSES, CD=CD'S PURCHASED

**General Fund**

EAKES	SU	14.60
CAPITAL BUS SYSTEMS	SE	454.86
NEBRASKA SAFETY FIRE	SE	360.00
HALL CO TREASURER	IT	1606.26

**Street Fund**

DOBESH LAND	SE	386.61
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**Sewer Fund**

NEBRASKA DEPT EE	DM	550.00
ARNOLD MOTOR	SU	13.99

**Fire Fund**

VERIZON	UE	96.35
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**Electric Fund**

MARC	SU	141.77
SPPD	UE	59451.19

**Police Fund**

HALL CO SHERIFF	SE	7719.23
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**Senior Center Fund**

STICK CREEK KIDS	SU	1016.00
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**Game & Park Fund**

NEBRASKA GAME & PARK	RE	50.00
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**Pool Fund**

CENTRAL DIST HLTH DPT	DM	64.00
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**Ambulane Fund**

MATHESON	SU	163.25
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**Variety Fund**

VILLAGE UNIFORM	SE	201.12
PRESTO-X	SE	176.28
PROTEX CENTRAL	SE	840.00
HEARTLAND DISPOSAL	SE	262.04
GREAT PLAINS COMM	UE	538.65
CARDMEMBER SERVICES	MI	2469.89
BLACK HILLS ENERGY	UE	968.86
JELINEK ACE HRDWR	MI	177.89
WESCO	RP	1409.70
DOLLAR GENERAL	MI	69.15
CITY OF WR	UE	5880.30

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REVIEWED BY:

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COUNCILPERSON

TOTAL DISB.	\$	85,081.99
CHECKS NOT ON LIST	\$	212.76
	\$	85,294.75

**Checks not on list**

37001 USPS	212.76
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City of Wood River  
Pool Committee Charter

The City Council of Wood River (“Council”) has formed the Pool Committee (“Committee”) to assist in ensuring growth, prosperity, a sense of belonging in the community and well-being of the City’s public pool (“Pool”) and its employees and functions. This Charter is designed to provide the Committee with goals and guidelines to follow and to clarify the roles of Committee members. The Committee will review and reassess this charter annually.

**GOALS**

The stated goals of the Committee are to oversee and submit written updates and suggestions to the Council and Pool Managers on pool operations, performance of the pool employees and maintenance status and social events involving the pool. Day-to-day supervision and direction of pool operations should be avoided; this should be handled via the Pool Manager.

**SCOPE**

The scope of the Committee’s influence will include being a liaison between Council and Pool ensuring the smooth running of the pool during the season, preparing the draft yearly budget, approving expected tasks for opening and closing of the pool, reporting on progress of pool operations and ongoing projects, and monitoring the performance of the pool management.

**ORGANIZATION**

The Pool Committee will consist of at least five (5) members. One member must be currently serving on the Council, one a Pool Manager or alike, and one community member. The remaining two members may be from any sector. One member from the community will be selected as the Committee Chair. One other member will hold a secretary position; this position may be held by anyone on the committee. All community member positions are voluntary and no member will be paid for their time. City employees may receive pay for attendance at committee meetings if approved by the Council. To be in good standing with the Committee, members are expected to attend at least 75% of the yearly meetings either virtually or in-person.

**AUTHORITY**

The Committee, without additional approvals, is authorized to spend up to the amounts specified for the budget items in the Pool Committee’s approved budget for the fiscal year. For changes that affect established pool practices or existing contractual obligations, or for expenses that exceed the approved Pool budget, the Committee Chair will request prior Council approval at a scheduled Council meeting, via a monthly report, or by email when such approval is time-sensitive. For unbudgeted items, work or requests that would exceed approved budget, or unforeseen maintenance needs, the Committee may request the Pool Manager or delegate to request proposals or estimates from outside vendors. They may either send the requests to the Manager or copy them on the requests so the Manager is aware.

Bids/estimates will be reviewed by the Committee and brought to the Council for approval if the amount exceeds \$250.00 or the total aggregated spend across all non-budgeted work completed or agreed to at present is greater than \$750.00.

The Committee also has the authority to remove one of its members with a vote of a majority of the Committee, however only the Council has the authority to remove the Committee Chair, Council member or Pool Manager from the Committee.

#### VOTING

Voting on any topic regarding a decision can be proposed by any Committee member and seconded by another member. The member must be in good standing with the committee and recorded as an official Committee member for at least two months prior to proposing or voting on any topic. Guests attending Committee meetings cannot participate in the proposition or voting process. Individual voting decisions may be for, against or abstaining from voting but the voting member must state they abstain. Voters must be present, either physically or phone/video conference, for the vote to count. A minimum quorum of five members is required for voting and only those in attendance, including phone/video conferencing, will be considered for majority purposes. In the case of a voting tie, a coin toss will break the tie with heads being in favor of the action and tails being against.

#### PLANNING AND REPORTING

**Annual Plan:** The Committee shall evaluate pool needs in the community, prioritize them, and prepare an Annual Plan each year to address those needs. This Plan will be updated periodically to include issues identified before, during and after the pool season, and the actual progress versus plan will be documented in the monthly reports.

**Annual Budget:** The Committee will prepare a proposed budget each year based on the Annual Plan, as input to the yearly Pool budget proposal that will be reviewed, adjusted as needed, and approved by the Council. It is the responsibility of the Pool Manager to propose an initial budget. It is the responsibility of the Committee to refine and review the draft for proposal to the Council by the Committee Chair. The Council has ultimate approval of the annual budget. Annual budget must be approved no later than March 15<sup>th</sup> of each calendar year for that year's pool season.

**Monthly Reports:** The Committee Chair and Secretary will prepare a written report for the Council no later than the third Thursday of each month during preparations for pool opening, during pool season, and upon pool closing. Each report will include the minutes of any Committee meetings held, a summary of the month's activities, progress against the Annual Plan, and any recommendations for action by the Board. The Committee Chair or a designated representative will present the report during scheduled Council meetings, and it will be filed at the City Hall for public access.

**Self-Assessment:** The Committee will conduct an annual self-assessment of the effectiveness of the committee, including at a minimum committee membership, process, information flow, and responsibilities. Following this assessment, the Committee will report to the Board their identified strengths and improvement goals for the coming year.

**Public Notices:** The Committee or, if delegated, the Pool will contribute articles to any newsletter for non-routine public relations needs when appropriate. The Pool Manager or delegate of the Pool Manager's preference who is also a Pool employee, may prepare notices

regarding pool events for distribution to community residents or posting on the building notice boards. The latter includes posting and maintenance of any social media platforms and information related to normal business operations such as opening, closing, and seasonal pool passes without the involvement of the Committee. The Committee may make suggestions for social media posting to the Pool Manager or rely any concerns on posted material. Given the frequency of meetings, suggestions and concerns may be communicated via email or other electronic format to ensure timeliness of response and potential action.

## MEETINGS

Meetings of the Committee will be held monthly during the pool season, or at the discretion of the Committee Chair. Off-season meetings will occur on an as-needed basis but will include a minimum of six meetings outside of the open pool season. Notice of meetings will be sent in advance by email or phone (text or call). Meetings may occur virtually but may not be the majority of meeting formats. The secretary will keep informal minutes of those meetings describing the topics discussed, decisions made and action items agreed to. The Committee Chair will update the Annual Plan as and if needed throughout the year.

## COMMITTEE RESPONSIBILITIES

The primary responsibilities related to the Committee are as follows:

### DURING OFF-SEASON

#### 1. POOL MAINTENANCE (Maintenance)

a) This may be a city employee or contractor. This position is under the purview of the City. Review applications or bids for the position will be the responsibility of the Committee with final suggestions and action taken and approved by the Council. If Council does not extend offer to the Committee's suggestions, a rationale must be offered to resolve any discordance between entities and for the public record. The Committee will monitor performance through review of maintenance reports and make recommendations to the Council as necessary. The Council, in coordination with the City, is responsible for all administrative, payroll and evaluation purposes of the work performance by the pool maintenance individual/company. At no time does the Committee maintain authority over the individual/company performing maintenance responsibilities and only functions as a review and advisory capacity for the Council. The maintenance individual will perform monthly inspections of the pool area and buildings and submit reports to the City's maintenance department, Pool Manager with a copy to the Committee.

b) When any issues are identified in those reports, ensure the appropriate action is taken to remedy the issue and notify the City of Wood River's Pool Manager, Maintenance Manager and the Committee.

#### 2. POOL MANAGER

a) Schedule Contractor or Pool Maintenance inspections per the contract and ensures they send the inspection report within 7 business days of inspection

- b) Review with the Committee the timeline of events and schedule for on-boarding lifeguards, proposed budget, competitive bids as required, and discuss them with the Committee normal operations.
- c) Provide any estimates or other information needed by the Committee to compile the annual budget request for the Council by the mid- February each year
- d) Obtain the contract renewal proposal from any Contractor's directly related to Pool Manager functions, request proposals from other companies as appropriate, and review with the Committee
- e) Ensure that any contract includes licensing and annual maintenance for the automated external defibrillator (AED)

### 3. POOL COMMITTEE

- a). Monitor inspection reports to verify they're complete & on time; if not, verify follow up on any missing or delayed reports.
- b) When any issues are identified in those reports, follow up with the Pool Manager and City Maintenance Manager to ensure any needed actions are taken.
- c) Participate as needed in discussions between the Pool Manager and Maintenance Manager regarding issues or necessary repairs identified during the previous year pool closing walk-through or during the year.
- d) Rely any projected budget requests to the Council by mid-March of each year in order to be included in the Council budget planning process and notice to public for Council discussion at the following Council meeting.

Include in the pool budget:

- contract payments (with scheduled dates)
  - estimates from Maintenance (either Contractor or Maintenance Manager) for mechanical items (pumps, pipes, electronic systems, sound systems, lighting/electrical and pump house/building maintenance) or other items failing under the maintenance purview
  - estimates for any repairs to the pool and buildings in the pool area (after reviewing competitive estimates obtained by the Maintenance Manager)
  - estimates from Pool Manager to include hiring/salary budget, chlorination fees, computer transaction system fees and peripheral electronic devices (i.e. computers and credit care systems), swim facilities and certification and training fees
- e) If any contractors are used, review the contract renewal proposal from the Contractor, ask the Maintenance Manager or Pool Manager to request proposals from other companies as appropriate, and prepare a recommendation for the Council (ensure that any contract includes licensing and annual maintenance for the automated external defibrillator [AED]). The Maintenance Manager should gather contracts for those items under the Maintenance purview and the Pool Manager for those under their purview.
  - f) Review and propose changes to Pool Manager Job Description
  - g) Review and respond to any other items as requested by Council.

### POOL OPENING

## 1. POOL MANAGER

- a) Uphold all duties and responsibilities outlined in the Pool Manager Job Description.
- b) Update Committee on any safety, certification, regulatory or testing concerns
- c) Submit work orders to Maintenance and track follow-up and completion; provide report to Committee
- d) Ensure lifeguards and other positions reporting to Pool Manager are hired and a method for finding alternative workers is in place to prevent pool closure due to staffing or training concerns.
- e) Ensure bathroom, office and pool cleanliness is maintained, trash is emptied daily and appropriate supplies are in place and available.
- f) Conduct basic inspections on an as-needed and regulatory basis and report any issues to the Maintenance Manager. While Maintenance is responsible for the overall inspection and maintenance of pool facilities, the Pool Manager is expected to be involved in the maintenance process and supplement inspections as needed for proper operations.

## 2. POOL COMMITTEE

- a) Verify that qualified staffing is in place
- b) Verify that appropriate permit & certifications are posted
- c) Furniture; ensure furniture is acceptable and suggest new purchase if past useful life
- d) Supplies; Support Pool Manager and Maintenance by ensuring that standard items to be provided by City are in place (e.g. trash cans, buckets, brushes, etc.)
- e) Provide voluntary assistance to Pool Manager for small projects
- f) Verify Manager has activated the phone in the pool office prior to pool opening, verify that the hours, task lists and cleaning lists are posted, verify that the Facility Binder with work order process is in place in the pool office
- g) Assist Pool Manager as needed to escalate immediately any issues or required repairs to the Maintenance Manager and the Council
- h) Operations; Escalate to the Pool Manager if lifeguards don't open the pool on time, periodically verify that logs are being filled out accurately, verify that any required regulations are being met and collaborate with Pool Manager for solutions. Make Council aware if escalation is required.
- i) Pool parties, set rates and times/day for pool party reservation slots at least one month prior to Pool opening. Communicate to Pool Manager for advertisement and coordination of reservation.
- j) Verify purchases are within budget and accounted for. Pool Manager will provide a monthly update of expenses for budget tracking and projections.
- k) Ensure that contract terms are being met and review any issues with the Committee if they are not

## POOL CLOSING

### 1. POOL MANAGER

- a) Clean and store all furniture



- b) Store all items in the appropriate room and remove all trash, empty containers, expired chemicals and other supplies
- c) Conduct final walkthrough of the pool area and rooms with maintenance to ensure winterization is appropriate
- d) Conduct final review of all maintenance work orders to ensure closed out. If work order remains open, discuss and document expected completion date. Ensure completed prior to next season opening.
- e) Report to the Committee final closing state and any issues that should be brought forth to Committee or Council.

## 2. POOL MAINTANCE

- a) Winterize the pool, pump house and pool building

## 3. POOL COMMITTEE

- a) Verify that furniture is cleaned and stored properly, trash and other items are removed, and the pool area is left in clean and organized condition
- b) Identify any furniture that needs to be replaced or discard
- c) Ensure all seasonal landscaping is discarded (i.e., plants) and any re-usable containers (planters) are moved inside for storage
- d) Accompany the Pool Manager during the final walkthrough and ensure their final report is complete
- e) Follow up with the Manager and/or the Council on any issues that require attention
- f) Create and present final season expense report to Council no later than October 1<sup>st</sup>
- g) Verify any invoices have been paid and accounted for

## Concession Stand Need:

### Food Warmer

- Vevor.com
- 5 total rows for food, racks are removable
- Commercial grade
- Magnetic doors
- Adjustable temperature (86°-185°)
- Waterproof on/off switch
- Oil collection tray
- Width- 13.8", length- 16.5", height- 28.7"

### Benefits:

- Can have a variety of foods prepared before rush orders during breaks
- Patrons can see what is available
- Patrons won't have to wait 13 minutes for a pizza to be cooked, 10 minutes for chicken tenders to be cooked, 10 minutes for mini corn dogs to be cooked
- Staff would be trained to begin cooking again as food in warmer is running low



Total Cost: **\$280.99**

\*As of March 29th, we can get free shipping + a discount of \$14.05 to make a total of \$266.94

\*\*No guarantee how long this discount will be available, free shipping should not go away

## Pool Need:

### Height Requirement for Slide sign

- Aluminum composite material sign, white metal background with print, rounded corners, UV resistant film
- Spanish translation
- From CopyCat Printing
- About 24" x 54"
- Estimate - **\$185**

### Pool Hours/Pool Closure sign

- Two needed to replace the current signs that have the wrong hours and have confusing statements
- Aluminum composite material sign, red background with lettering, rounded corners, UV resistant film
- Spanish translation
- From CopyCat Printing
- About 36" x 48"
- Estimate - **\$140/sign, \$280 total**

Loren Cleveland <loren@btsg.com>

Today, 12:02 PM  
City Clerk

Reply |

Monthly charges:

Workforce Phone	\$12.95
Power Supply	\$1.50
Wifi Adapter	\$5.25
Total Monthly	\$19.70

One Time Charges:

Installation and programming labor	\$120.00
Mileage	\$35.00
Total One Time Charges	\$155.00

**Loren Cleveland**



March 23, 2023

Mayor Greg Cramer  
City of Wood River  
108 W. 10<sup>th</sup> Street  
P.O. Box 8  
Wood River, NE 68883

RE: Civic and Community Center Financing Fund (CCCCF) Contract # 23-03-271 / City of Wood River  
*Construction Grant*  
*Legacy Station Construction Project*  
Notice of Approval

Dear Mayor Cramer:

On behalf of Anthony L. Goins, Director of the Nebraska Department of Economic Development (DED), it is a pleasure to inform you that we have approved your CCCCFF application for Act funds in the amount of \$562,000.00 for the Legacy Station Construction Project ("Project"). Upon review of the application, your project ranked highly as compared to other applicants. Within the application, the City of Wood River ("Municipality") verified and agreed to each of the following conditions:

- 1) The facility is or will be (in the case of planning grants) located within the applicant municipality or its extraterritorial zoning jurisdiction.<sup>1</sup>
- 2) Municipality owns or will own (in the case of planning grants) the facility for which aid is sought.<sup>2</sup>
- 3) Municipality operates or will operate (in the case of planning grants), directly or by contract the facility for which aid is sought.
- 4) Act funds cannot account for more than fifty percent (50%) of the total cost of the project; minimum match is 1:1.
- 5) Municipality may only receive one grant of each type (planning or construction) in any two-year period.
- 6) Municipality has not received funding assistance from the Sports Arena Facility Financing Assistance Act.

Along with these conditions, other conditions to be observed are contained in the forthcoming agreement ("CCCCF Contract"), issued via email, which follows Neb. Rev. State Statutes, §§ 13-2701 – 13-2710, and Nebraska Administrative Code, Title 90, Chapter 1 ("Rules and Regulations for Local Civic, Cultural, and Convention Center Financing Act"). You should also refer to the CCCCFF Application & Program Guidelines.

**AmpliFund & Recipient Grant Manager:** The primary system of record between DED and the Municipality shall be AmpliFund, a grants management system (GMS).

- As in the forthcoming CCCCFF Contract, in AmpliFund the Municipality is referred to as a "Recipient".
- The Municipality must identify a Recipient Grant Manager to serve as the primary point of contact for all grant-related matters; the Municipality is responsible for maintaining and updating the contact information for the Recipient Grant Manager throughout the grant.
- GMS User Guides, including instructions for accessing and using of the system to implement a CCCCFF grant, and other resources are available on DED's website, [Civic & Community Center Financing Fund \(CCCCF\) – DED Grants Help Center \(zendesk.com\)](#).
- Recipient Grant Managers shall be familiar with *Section 11 – Guidelines & Award Management* of the CCCCFF Application & Program Guidelines. This section includes an overview for awarded projects and describes how recipients receive award notifications, how to set up an AmpliFund account to manage the award, detailed information about the disbursement process, reporting requirements, etc.

<sup>1</sup> Per Neb. Rev. State Statute §13-2705.06, where the project involves a historic building, the Project has been reviewed by the State Historic Preservation Officer for conformance with historic standards.

<sup>2</sup> Per Neb. Rev. State Statute §13-2707.05, Municipality may share ownership with a political subdivision – as defined in the Act – if the Municipality's ownership interest is at least fifty percent.

**Contract & First Disbursement:** Within 30-45 days, DED will issue an electronic copy of the CCCFF Contract via DocuSign. The Municipality must review and sign this agreement to accept the Act funds. This contract shall be signed by you, the chief elected official ("Authorizer"). Upon full execution of the contract and meeting of any required conditions specified in the contract, the Municipality must submit the First Payment Request in AmpliFund. As described in the forthcoming contract, there are two disbursements. The first disbursement of funds is an *advance*. **Transfer of Act funds occurs by electronic deposit to the account designated on the State of Nebraska ACH Enrollment Form and submitted in AmpliFund.** Additional instructions are made available to your designated Recipient Grant Manager.

**Reporting, Compliance, & Final Payment Requirements:** The Municipality must submit progress reports on a semi-annual basis for the duration of the project and until DED issues a letter of closeout. **The first reports are due by September 30.** Throughout the implementation of the project, at the local level, the Municipality maintains accounting and financial records relating to the project. In general, throughout and at the completion of a project, it should be possible to compare estimated/budgeted project costs with the *actual* project costs as supported by documentation. DED issues the final payment on the grant on a *reimbursement* basis and following submission of the Final Payment Request. The Municipality must submit source documentation evidencing eligible expenditures for all costs charged to the grant, including matching funds.

**Termination & Deobligation:** Where the Municipality is unable to meet the terms of the CCCFF Contract, DED may require repayment of funds, issue a reduced award amount or partial final payment, and/or issue a letter or notice of deobligation (e.g., Termination of Contract by Mutual Agreement). In such cases, unless the award is rescinded or deobligated in its entirety, the Municipality is required to submit reporting materials to demonstrate eligible costs charged to the grant. In other words, if a project comes in under budget and, as originally awarded, the CCCFF portion exceeds the 50% cost share requirement, the final payment may be reduced to reflect actual, eligible project costs.

Referenced forms and other information is available on our website at <https://opportunity.nebraska.gov/cccff>. If you have any questions regarding this information contact Susan Nickerson at (308) 850-0595, toll-free at (800) 426-6505, or via email at [susan.nickerson@nebraska.gov](mailto:susan.nickerson@nebraska.gov).

Sincerely,



Jenny B. Mason  
Director of Disaster Recovery  
Housing and Community Development

cc (email): Ashley Manning, City Clerk; Sara Arnett, Wood River Vision 2020 Inc. Board Member  
@DED: Susan Nickerson, CCCFF Coordinator; file(s)

South Central Economic Development District, Inc.

POB 79; 401 East Ave (2nd Floor)

# Invoice

Date	Invoice #
3/28/2023	1528

<b>Bill To</b>
City of Wood River PO Box 8 Wood River, NE 68883-0008

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	<p>CDBG Grant Administration for the City of Wood River 22-PW-009 Administrative Work Completed from 10/19/2022 through 2/28/2023</p> <ul style="list-style-type: none"> <li>- Work with City on contract with Nebraska Department of Economic Development</li> <li>- Special Conditions for Release of Funds</li> <li>- Grant accounting and filing</li> <li>- Preparation of account, financial items (including, but not limited to draw requests)</li> <li>- Project Status Report</li> </ul> <p>Work completed in accordance with scope of services in agreement between City and SCEDD</p>	2,875.00	2,875.00
		<b>Total</b>	<b>\$2,875.00</b>



# Request for Funds (Drawdown/Payment Request) Community Development Block Grant Program Nebraska Department of Economic Development

Name of Subrecipient (Local Unit of Government) City of Wood River		Mailing Address 108 W. 10th, PO Box 8		City Wood River	State NE	ZIP 68883
CDBG Agreement Number 22-PW-009	Federal Identification Number 47-6006420	DUNS Number	UEI Number FE2HDMXQMKD1	SAM Expiration Date 06/14/2023	Final Drawdown no	DED Program Representative Aaron Boucher

### Part I – STATUS OF FUNDS

1. CDBG Funds Received to Date	\$ 0.00
2. Add: Program Income Received to Date (exclude RLF)	\$ 0.00
3. Subtotal	
4. Less: Federal Funds Disbursed To Date (Must Agree To Total Of Part II, Line 3)	
5. Total: Federal Funds On Hand (Must Agree To Part II, Line 6)	\$ 0.00

### Part II – CASH REQUIREMENTS (Identify all activities listed in the CDBG Agreement, even if funds are not being requested.)

Activity/Budget Category	03A Senior Centers	03A Const. Management	21A General Administration	TOTAL
1. Total Cash Requirements To Date	\$ 0.00	\$ 0.00	\$ 2,875.00	\$ 2,875.00
2. Less: Local Funds Disbursed (includes RLF) (exclude Program Income)	\$ 0.00	\$ 0.00	\$ 0.00	
3. Less: Federal Funds Disbursed (include Program Income) Total Must Agree To Part I, Line 4 (exclude RLF)	\$ 0.00	\$ 0.00	\$ 0.00	
4. Total Current Cash Requirements			\$ 2,875.00	\$ 2,875.00
5. Less: Unpaid Previous Request.				
6. Less: Federal Funds On Hand (Must Agree To Part I, Line 5)				
7. Net Amount of Federal Funds Requested				\$ 2,875.00

*By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). I also certify that the amount of the request for federal funds is not in excess of current needs.*

Signature of Authorized Official (Mayor/Board Chairman)	Date
Greg Cramer, Mayor	
Signature of Authorized Official (Clerk/Treasurer)	Date
Ashley Manning, City Clerk	
Person Preparing Request for CDBG Funds Form Name: Lori Ferguson	Telephone Number: 308.455.4770
	Email: loriff@scedd.us

**PLEASE REFER TO INSTRUCTIONS FOR ADDITIONAL GUIDANCE. INCOMPLETE OR INCORRECT FORMS WILL NOT BE PROCESSED.**  
\*\*\*To update calculations, either tab two (2) fields or click on a different field with your mouse.

March 29, 2023

Greg Cramer  
Mayor, Wood River  
108 W 10th Street  
PO Box 8  
Wood River, NE 68883

RE: Wood River Advance Assistance Project (Drainage Improvements)  
Progress Report for the Period ending February 28, 2023  
FHU Project Number 119362-05  
Submitted with Invoice Number **36659**

Dear Greg:

This report for the above referenced project describes progress made in the past period, any deliverables submitted, the status of the budget and schedule, and estimates progress to be made in the upcoming period. To help with the quarterly reporting and grant reimbursement requests, I am including a budget summary for each grant task, along with project management cost summary and detail as requested by NEMA. Also included is Invoice No. 36659 in the amount of **\$31,901.25** with a total billed-to-date amount of **\$336,913.06** which represents approximately 61% of the original contract amount.

### **Progress This Period**

The drainage improvement plans for all locations continued to be refined this period. We worked on determining right-of-way needs, reaching out to NDOT for input into State and Railroad property rights.

We also refined the hydraulic analysis to reflect the design plans, checking for adherence to requirements at roadway crossings.

The Environmental team worked on determining conservation condition needs, coordinating the historical properties and archeological surveys and reports, and finalizing documentation on critical and endangered species. Conservation and mitigation measures will be included for the Whooping Crane, one NRHP site, and one contaminated soil location.

Project management tasks included coordination with Ashley and NEMA on grant management, and meeting with NEMA for a monthly progress report.

### **Deliverables This Pay Period**

N/A

### **Meetings**

I met with the NEMA team on February 28, 2023, for a monthly coordination and progress check in meeting.

### **Anticipated Progress in the Next Period**

In the next period I anticipate we will complete the update to the hydraulic data based on the design, incorporate that into the plans, compute project quantities, work on the Benefit Cost Analysis tool and the Alternatives Analysis, and meet again with NEMA. I was not able to reach out further to NDOT to coordinate work with them so anticipate working on that front. We will need to work with Ashley to get contact information for the public information distributions.





**Please Remit to:**  
 Dept 1539, PO Box 30106  
 Salt Lake City, UT 84130-0106  
 phone: 303.721.1440  
 email: accounting@fhueng.com

**INVOICE**

Ashley Manning  
 City Clerk  
 City of Wood River  
 108 W 10th Street  
 PO Box 8  
 Wood River, NE 68883

March 23, 2023  
 Project No: 119362-05  
 Invoice No: 36659

Project 119362-05 Wood River Advanced Assistance Project (Drainage Improvements)

**Professional Services for the Period: February 1, 2023 to February 28, 2023**

Phase	01	Drainage Study/Improvement Plan	Hours	Rate	Amount
<b>Professional Personnel</b>					
Sr Engineer					
Kocher, Jodi			3.00	195.00	585.00
Engineer III					
Kosakowski, Derek			19.00	130.00	2,470.00
Engineer II					
DeFusco, Rebekah			14.75	115.00	1,696.25
Labor			36.75		4,751.25
<b>Total Labor</b>					<b>4,751.25</b>
<b>Phase Sub-Total</b>					<b>\$4,751.25</b>

Phase	02	Preliminary & Final Engineering & Design	Hours	Rate	Amount
<b>Professional Personnel</b>					
Sr Engineer					
Kocher, Jodi			8.50	195.00	1,657.50
Engineer III					
Kosakowski, Derek			78.00	130.00	10,140.00
Engineer II					
DeFusco, Rebekah			59.50	115.00	6,842.50
Sr Designer					
James, Joseph			32.50	160.00	5,200.00
Labor			178.50		23,840.00
<b>Total Labor</b>					<b>23,840.00</b>
<b>Phase Sub-Total</b>					<b>\$23,840.00</b>

Phase	05	Public Involvement	Hours	Rate	Amount
<b>Professional Personnel</b>					
Sr Engineer					
Kocher, Jodi			.50	195.00	97.50
Labor			.50		97.50
<b>Total Labor</b>					<b>97.50</b>

**Phase Sub-Total                    \$97.50**

Phase                    06                    Environmental/Historic Survey/Consult/Document

**Professional Personnel**

	Hours	Rate	Amount	
Sr Engineer				
Kocher, Jodi	3.25	195.00	633.75	
Sr Env Scientist/Planner				
Richardson, Carin	6.75	190.00	1,282.50	
Env Scientist/Planner IV				
Behmer, Adam	3.25	155.00	503.75	
Labor	13.25		2,420.00	
<b>Total Labor</b>				<b>2,420.00</b>
				<b>Phase Sub-Total                    \$2,420.00</b>

Phase                    08                    Project Management

**Professional Personnel**

	Hours	Rate	Amount	
Principal I				
Lampe, David	.50	220.00	110.00	
Sr Engineer				
Kocher, Jodi	3.50	195.00	682.50	
Labor	4.00		792.50	
<b>Total Labor</b>				<b>792.50</b>
				<b>Phase Sub-Total                    \$792.50</b>

<b>Contract Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	31,901.25	305,011.81	336,913.06	
Contract Maximum			550,320.00	
Remaining Contract			213,406.94	
				<b>TOTAL AMOUNT DUE                    \$31,901.25</b>

**Billed-To-Date Summary**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	31,901.25	274,528.75	306,430.00
Subconsultant	0.00	30,206.46	30,206.46
Expense	0.00	276.60	276.60
<b>Totals</b>	<b>31,901.25</b>	<b>305,011.81</b>	<b>336,913.06</b>

Project Manager            Jodi Kocher