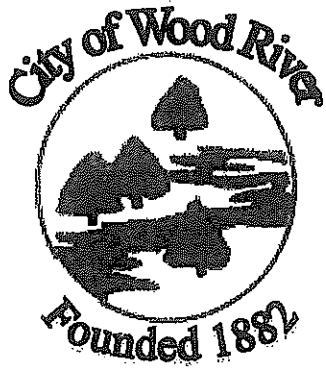




108 W. 10th Street  
PO Box 8  
Wood River, NE 68883



Phone: 308-583-2066  
Fax: 308-583-2316  
clerkcwr@gmail.com

REGULAR CITY COUNCIL MEETING  
AGENDA

2-Apr-19

TIME: 7:00 P.M.

BILL READERS: NIELSEN AND FAIRBANKS

PUBLIC NOTICE: (FOLLOWING PAGES)

I CALL TO ORDER:

II ROLL CALL:

III RECITE THE PLEDGE OF ALLEGIANCE:

IV CITY COUNCIL OF WOOD RIVER DECLARATION OF OPEN MEETINGS ACT:  
The City of Wood River abides by the open meetings act in conducting business. A copy of the open meetings act is displayed around the board room and in the hall as required by state law. The City Council may vote to go into closed session on any agenda item as allowed by state law.

V CITIZENS WITH BUSINESS NOT SCHEDULED ON THE AGENDA.  
(Comments may have a limitation of 15 minutes per topic. The purpose of the public comment is for the presentation of an item to the City Council that is not on the agenda) (As required by State Law, no matter may be considered under this item unless Council determines that the matter requires emergency action.)

VI CONSENT AGENDA  
(All items listed under consent agenda, are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a council member or citizen requests it, in which case the item will be removed and will be considered after completion of the consent agenda.)

APPROVE OF THE FOLLOWING:

Regular Meeting Minutes, March 19, 2019  
Disbursements.....\$ 131,911.73

Handout  
Pg. 1 -2



**SDL APPROVALS**

**MNO HOMETOWN MKT  
118 E 9TH  
WOOD RIVER, NE  
VERONICA MORSE**

**BABEL'S BARN      Pg. 3  
4/23/2019  
12:00 PM TO 1:00 AM  
BANQUET**

**VII PUBLIC HEARINGS**

**NONE**

**VIII INTRODUCTION OF RESOLUTIONS AND ORDINANCES**

**IX UNFINISHED OR NEW BUSINESS, COMMUNICATIONS AND ACTION ITEMS  
(City Council may vote to go into CLOSED SESSION on any agenda item as allowed  
by State Law.)**

**Item 1. SHERIFF'S REPORT FOR THE MONTH OF MARCH, 2019      Pg. 4**

**Item 2. DEB FAIRBANKS - LIBRARY BOARD MEMBERS      Pg. 5**

**DISCUSS/APPROVE; ANNUAL EVALUATION FOR MANDY  
KOPERSKI-HIRE DATE: 3-9-16. CURRENT RATE OF PAY:  
\$10.00/HOUR.**

**Item 3. MAYOR CRAMER - Update on the golf course sale.      Pg. 6**

**Item 4. MAYOR CRAMER - DISCUSS/APPROVE: Pg. 7**

DISCUSSION REGARDING PAYMENT OF BUILDING PERMIT  
FEES FOR RESIDENTS WITH FLOOD REPAIRS.

**Item 5. MAYOR CRAMER - UPDATE ON FLOOD/RECOVERY  
PROCESS. Pg. 8**

DISCUSS/APPROVE: EMERGENCY FUNDING NEEDS.

**Item 6. HOLLY PLEJDRUP - CITY CLERK Pg. 9-13**

DISCUSS/APPROVE: PROCUREMENT POLICY/CODE OF  
CONDUCT FOR THE CITY OF WOOD RIVER.

**Item 7. MAYOR CRAMER- Pg. 14**

UPDATE ON THE WR AQUATIC CENTER.

**PROJECT REPORT UPDATES:**

**ATTORNEY'S REMARKS:**

**ENGINEER'S REMARKS:**

**COUNCIL REMARKS:**

**MAYOR'S REMARKS:**

**DEPARTMENTS REMARKS:**

**NEXT REGULAR MEETINGS SCHEDULES ARE AS FOLLOWS:**

<b>April</b>	<b>2 &amp; 16</b>
<b>May</b>	<b>7 &amp; 21</b>
<b>June</b>	<b>4 &amp; 18</b>
<b>July</b>	<b>2 &amp; 16</b>

CLAIMS

4/2/2019

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

**GENERAL**

CC JANITORIA	SE	386.00
COMPANION LIFE	IT	334.05
EAKES OFFICE SOLUTIONS	SU	84.99
PRINCIPAL	IT	105.23
UNITED HEALTH CARE	IT	6008.17

**STREET**

HEARTLAND DISPOSAL	SE	20117.66
NEBR ENVIRONMENTAL	SU	770.16
NMC	RP	355.91
R. E. MEAD SHOP	RP	436.20

**SEWER**

WILLIS REPAIR	RP	37.94
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**LIBRARY**

CHARTER COMM	UE	43.98
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**FIRE**

NATIONWIDE	IT	100.00
SANTA FE DISTRIBUTING	SU	439.56
SUN LFIE FINANCIAL	IT	128.50

**WRMGC**

SOUTHERN POWER	UE	226.00
----------------	----	--------

**ELECTRIC**

BORDER STATES	SU	133.60
BRENT GASCHO	RE	30.00
HYDRAULIC EQUIPMENT	RP	21306.67
MENARDS	SU	30.92
PACKER, INC	SU	849.60
PARAMOUNT LINENS	SU	119.38
VERIZON	UE	20.02
SOUTHERN POWER	UE	65571.55
WAPA	UE	1523.70

**WATER**

NEBR ENVIRONMENTAL	SE	16.00
LAYNE	RP	11126.45
ZEB BROCKMAN	RE	30.00

**AMBULANCE**

CHARTER COMM	UE	245.17
VERIZON	UE	142.92
WEX BANK	SU	86.07

**POOL**

CENTRAL DISTRICT HEALTH	DM	60.00
-------------------------	----	-------

CHARTER COMM	UE	44.98
VARIETY		
BLACK HILLS ENERGY	UE	968.72
CASEYS	SU	346.34
HEARTLAND DISPOSAL	UE	113.00
PRESTO X	SE	254.00

TOTAL \$ 132,593.44

REVIEWED:

\_\_\_\_\_  
COUNCILMAN

\_\_\_\_\_  
COUNCILMAN

	TOTAL	\$ 132,593.44
CHECKS NOT ON LIST		\$142.52
	TOTAL	\$ 132,735.96

CHECKS NOT ON LIST		
33034 U S POST OFFICE		\$ 142.52
<b>TOTAL</b>	<b>\$</b>	<b>142.52</b>

BOND PAYMENTS MADE		\$ -
		\$ -

UTILITY DEPOSIT/REFUND ACTIVITY FOR THE MONTH

BEGINNING BALANCE		\$37,108.80
	INFLOW	\$ 200.00
	OUTFLOW	
ENDING BALANCE		\$37,308.80

**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

MNO Hometown Market Inc

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

118 E. 9th St Wood River NE 68883

Retail Liquor License Address or Non-Profit Business Address

118118

Retail License Number or Non-Profit Federal ID #

Consecutive Dates only

Event Date(s):

4-23-19

Event Start Time(s):

4pm

Event End Time(s):

1am

Alternate Date: \_\_\_\_\_

Alternate Location Building & Address: \_\_\_\_\_

Event Building Name:

Babbs Barn

Event Street Address/City:

510 W Old Military Rd Wood River NE 68883

Indoor area to be licensed in length & width:

90 x 180

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

(Diagram Form #109 must be attached)

Type of Event:

Banquet

Estimate # of attendees:

200

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:

Veronica Morse

Event Contact Phone Number:

38-390-3293

Event Contact Email:

mnohometownmarket@gmail.com

\*Signature Authorized Representative:

Veronica Morse

Printed Name

Veronica Morse

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 \_\_\_\_\_

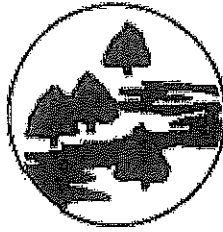
approves

the issuance of a Special Designated License as requested above. (Only one should be written above)

Local Governing Body Authorized Signature

Date

**CITY OF**  
**WOOD**



**RIVER**

**UTILITIES**

**REQUEST FOR FUTURE  
AGENDA ITEM**

If you have a specific topic that you would like the City Council to discuss at a future meeting, please list your full name, address, telephone number, and the specific topic. The item will be reviewed and possibly scheduled for a future meeting, or forwarded to City staff for appropriate action.

Name: HALL COUNTY SHERIFF'S DEPARTMENT

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Request: 4-1-19

Description of Requested Topic:

SHERIFF'S REPORT FOR THE MONTH OF MARCH, 2019.

If you submit your request by email please wait for a confirmation. Without a confirmation you will not be put on the agenda.

**Submit**



**CITY OF**  
**WOOD**



**RIVER**

**UTILITIES**

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Name: DEB FAIRBANKS/LIBRARY BOARD MEMBERS

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Request: 3-29-19

**Description of Requested Topic:**

DISCUSS/APPROVE: ANNUAL EVALUATION FOR MANDY KOPERSKI-  
HIRE DATE: 3-9-16. CURRENT RATE OF PAY: \$10.00/HOUR.

If you submit your request by email please wait for a confirmation. Without a confirmation you will not be put on the agenda.

**Submit**

**CITY OF**  
**WOOD**



**RIVER**

**UTILITIES**

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Name: MAYOR CRAMER

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Request: 3-29-19

Description of Requested Topic:

UPDATE ON THE GOLF COURSE SALE.

If you submit your request by email please wait for a confirmation. Without a confirmation you will not be put on the agenda.

**Submit**

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**WOOD**



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Name: MAYOR CRAMER

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Request: 3-29-19

Description of Requested Topic:

DISCUSS/APPROVE: DISCUSSION REGARDING PAYMENT OF BUILDING PERMIT FEES FOR RESIDENTS WITH FLOOD REPAIRS.

If you submit your request by email please wait for a confirmation. Without a confirmation you will not be put on the agenda.

**Submit**

**CITY OF**  
**WOOD**



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Name: MAYOR CRAMER

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Request: 3-29-19

Description of Requested Topic:

UPDATE ON FLOOD/RECOVERY PROCESS.

DISCUSS/APPROVE: EMERGENCY FUNDING NEEDS.

If you submit your request by email please wait for a confirmation. Without a confirmation you will not be put on the agenda.

**Submit**

**CITY OF**  
**WOOD**



**RIVER**

**UTILITIES**

**REQUEST FOR FUTURE  
AGENDA ITEM**

If you have a specific topic that you would like the City Council to discuss at a future meeting, please list your full name, address, telephone number, and the specific topic. The item will be reviewed and possibly scheduled for a future meeting, or forwarded to City staff for appropriate action.

Name: HOLLY PLEJDRUP - CITY CLERK

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Request: 3-29-19

Description of Requested Topic:

DISCUSS/APPROVE: PROCUREMENT POLICY/CODE OF CONDUCT FOR THE CITY OF WOOD RIVER.

If you submit your request by email please wait for a confirmation. Without a confirmation you will not be put on the agenda.

**Submit**

## CITY OF WOOD RIVER, HALL COUNTY, NEBRASKA PROCUREMENT PROCEDURES AND CODE OF CONDUCT

The City of Wood River, Hall County, Nebraska will in all cases of procurement for professional services construction services and materials needed for Federal Emergency Management Agency and other Federal grant funded programs adhere to Code of Federal Regulations 2 C.F.R. Section 200.320 or current state statutes; in all cases the stricter shall apply. The following procedures summarize said laws and regulations.

**A.** Procurement shall be made by one of the following methods:

- 1) **Micro Purchase Procedures [2 C.F.R. Section 200.320 (a)]** - This method will generally be used to obtain very small quantities of supplies. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (2 CFR Section 200.67), currently set at \$10,000.00 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation. To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.
- 2) **Small Purchase Procedures [2 C.F.R. Section 200.320 (b)]** — **This method will generally be used to obtain small quantities of supplies.** Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold fixed at 41 U.S.C. 1908 (currently set at \$250,000.00). If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources.
- 3) **Competitive Sealed Bids [2 C.F.R. Section 200.320 (c)]** - **This method will generally be used to obtain contractors for construction projects and for large quantities of goods or materials.** Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The threshold is \$250,000.00.

4) **Competitive Proposals [2 C.F.R. Section 200.320 (d)] - This method will generally be used to obtain professional services.** This method has two sub-parts—the Request for Proposal and the Request for Qualifications. Request for Proposals - The Request for Proposals (RFP) must clearly and accurately state the technical requirements for the goods and services required; The grantee must publicize the RFP, and to the maximum extent practicable, honor reasonable requests by parties to have an opportunity to compete; Proposals must be solicited from an adequate number of qualified sources, consistent with the nature and requirements of the procurement; The grantee must conduct a technical evaluation of the submitted proposals to identify the responsible offerors; As necessary, the grantee must conduct negotiations with those offerors who are deemed responsive and responsible and fall within a competitive price range, based on the grantee's evaluation of the bidders pricing and technical proposals. After negotiations, these bidders may be given the opportunity to submit a "best and final" offer; and the grantee must award the contract to the most responsive and responsible offeror after price and other factors are considered through scoring the proposals or "best and final" offers according to predetermined evaluation criteria. The successful proposal/offeror must clearly be the most advantageous source of the goods and services. Request for Qualifications - Grantees and sub-grantees may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5) **Non-Competitive Proposals/Sole Source [2 C.F.R. Section 200.320 (f)] — This method will only be used after approval from the Department of Economic Development.** When requesting permission to use this method, the grantee will have to show that another method of procurement was not feasible because: the item or service was only available from a single source; a public emergency or condition requiring urgency existed which did not permit the use of competitive procurement; or competition was determined to be inadequate after solicitation of proposals from a number of sources.

- B. The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.
- C. The City Clerk shall maintain records sufficient to detail the significant history of a procurement. These records shall include at a minimum: rationale for the method of procurement; selection of contract type; contractor selection or rejection; and the basis for the cost or price.

D. The following contract provisions or conditions shall be included in all procurement contracts and subcontracts:

**General Administrative Provisions**

- Effective date of the contract.
- Names and addresses of the firm and the grantee.
- Citation of the authority of the grantee under which the contract is entered into and the source of the funds.
- Conditions and terms under which the contract may be terminated by either party and remedies for violation/breach of contract.
- Procedures for amending or revising the contract.

**Scope of Services**

- Detailed description of the extent and character of the work to be performed.
- Time for performance and completion of contract services, including project milestones, if any.
- Specification of materials or other services to be provided (i.e. maps, reports, etc.)

**Method of Compensation**

- Provisions for compensation for services including fee and or payment schedules and specification of maximum amount payable under the contract.

**Federal Standard Provisions**

- Compliance with Executive Order 11246, as amended (Required for service contractors only if the contractor has 50 or more employees and the contract is for more than \$50,000).
- Title VI of the Civil Rights Act of 1964 clause.
- Section 109 of the Housing and Community Development Act of 1974 clause.
- Section 3 compliance clause (Required only if the contract exceeds \$100,000).
- Access to Records/Maintenance of Records clause.
- When required, all construction contracts exceeding \$2,000 shall include provisions for compliance with the Davis-Bacon Act (DBA), the Contract Work Hours and Safety Standards Act (CWHSSA), The Copeland Act (Anti-Kickback Act) clause, and the Fair Labor Standards Act (FLSA) clause.

This Code of Conduct shall govern the performance of the elected or appointed officials or member of any board or commission employees or agents of the City of Wood River, Hall County, Nebraska engaged in the award and administration of contracts supported by Federal funds under Community Development Block Grant.

I. The provisions and requirements of the Conflicts of Interest, at subpart (d) of the Nebraska Political Accountability and Disclosure Act [such subpart (d) encompassing Sections 49-1493 through 49-14,104 of the Nebraska Revised Statutes], are incorporated in this Code of Conduct by this reference. The provisions and requirements of 2 C.F.R. Section 200.320 (f) are also incorporated in this Code of Conduct by this reference. The requirements of these Nebraska state statutes and federal regulations will be adhered to, and in the event of a conflict in the requirements of any of such state and federal requirements, the stricter of any conflicting provisions will be adhered to.



- II. No employee, officer or agent of the municipality shall participate in the selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when an employee or agent; any member of his or her immediate family; his or her partner; or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
- III. The municipal employees, officers or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.
- IV. Violations of this Code of Conduct will invoke penalties and sanctions consistent with applicable Federal and State laws.

Adopted and Approved by the Wood River City Council on April 2, 2019.

---

Greg Cramer, Mayor

ATTEST:

---

Holly Plejdrup, City Clerk

**CITY OF**  
**WOOD**



**RIVER**

**UTILITIES**

**REQUEST FOR FUTURE  
AGENDA ITEM**

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Name: MAYOR CRAMER

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Request: 3-29-19

Description of Requested Topic:

UPDATE ON THE WR AQUATIC CENTER.

If you submit your request by email please wait for a confirmation. Without a confirmation you will not be put on the agenda.

**Submit**