

MCCOOK CITY COUNCIL

REGULAR MEETING

**Monday, December 5, 2022
5:30 PM - City Council Chambers**

Roll Call.

Excuse Absences.

Open Meetings Act Announcement.

Invocation - McCook Ministerial Association - Jeff Donelan, McCook Evangelical Free Church.

Pledge of Allegiance.

Call to Order.

Items.

1. Recognition of outgoing Mayor Gonzales.
2. Reorganization of the City Council.
 - A. Administer oath of office for the newly elected Councilmembers Jared Muehlenkamp, Linda Taylor, and Gene Weedon.
 - B. Election of Mayor.
 - C. Election of Vice President of Council.
 - D. Determination of seating order.
3. Announcements & Recognitions.
4. Consent Agenda.

**The Consent Agenda is approved on one motion. Any item listed on the Consent Agenda may, by the request of any single Council member or public in attendance, be considered as a separate item under the Regular Agenda.*

 - A. Approve the minutes of the November 21, 2022 regular City Council meeting.
 - B. Adopt Resolution No. 2022-20 authorizing the signing of the Year-End Certification of City Street Superintendent Form 2022.
 - C. Receive and file the Agreement for Street Superintendent Services between the City of McCook and Greg A. Wolford, Class A License S-875 for the 2023 calendar year.
 - D. Receive, file, and authorize the Mayor to sign the Annual Certification Form confirming that funds received by the City of McCook from the State of Nebraska Department of Transportation as part of the Federal Aid Transportation Fund Purchase-Sale Agreement have been used according to such agreement.

- E. Approve an application from Telcom Construction to occupy City right-of-way for the purpose of replacing telephone cable for 811 East 4th Street.
 - F. Authorize City of McCook staff to complete an application for a Public Works Opportunity grant.
 - G. Approve entering into a Memorandum of Understanding with the McCook Creative District as part of the McCook's Creative District's efforts to establish McCook as a Nebraska Arts Council Creative District.
 - H. Authorize City of McCook staff to complete an application for a Civic and Community Center Financing Fund (CCCCFF) grant.
 - I. Approve the automatic renewal of all current retail liquor licenses in the City of McCook for the year 2023 and instruct the City Clerk to publish individual notice of the right of automatic renewal of each license.
 - J. Approve Bid Specifications for one (1) new current model year, All Wheel Drive or 4-Wheel Drive Police Interceptor/Pursuit Utility Vehicle for use by the McCook Police Department and set the date to receive bids as January 4, 2023.
 - K. Approve the reconvening of the McCool Swimming Pool Committee.
5. Regular Agenda.
- A. Updates regarding the swimming pool and the ballpark.
 - B. Authorize City of McCook staff to complete all of the necessary steps to address potential swimming pool issues as they may relate to the Nebraska State Historic Preservation Office, including the execution of any necessary forms and the completion of mitigation recommendations.
 - C. Authorize City of McCook staff to complete an application for a Rural Workforce Housing Land Development Program grant.
 - D. Council Comments.

Adjournment.

**CITY MANAGER'S REPORT
DECEMBER 5, 2022 CITY COUNCIL MEETING**

ITEM: 2.

Reorganization of the City Council.

- 2.A. Administer oath of office for the newly elected Councilmembers Jared Muehlenkamp, Linda Taylor, and Gene Weedon.
 - 2.B. Election of Mayor.
 - 2.C. Election of Vice President of the Council.
 - 2.D. Determination seating order.
-

BACKGROUND:

At the first regular meeting in December following the general election, the newly elected Councilmembers take office.

The City Manager will conduct the meeting until the President/Mayor has been elected.

The Council elects one of its members as President, who shall be the ex officio Mayor, and another as Vice President, who shall serve in the absence of the President. The vote to elect leadership may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

The determination of the seating order is completed by seniority, with the Mayor sitting in the middle.

**FISCAL
IMPACT:** None.

RECOMMENDATION:

APPROVALS:



Lea Ann Doak, City Clerk

November 29, 2022



Nathan A. Schneider, City Manager

November 29, 2022

OFFICIAL OATH

STATE OF NEBRASKA)
) SS.
COUNTY OF RED WILLOW)

WITNESSETH: I, Jared Muehlenkamp, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of Nebraska against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of City Councilmember, of the City of McCook, Nebraska according to law and to the best of my ability.

And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence; and that during such time as I am in this position, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence. So help me God.

Dated this 5th day of December, 2022.

Signature: _____

Subscribed and sworn to before me this 5th day of December, 2022.

Lea Ann Doak, City Clerk

(SEAL)

OFFICIAL OATH

STATE OF NEBRASKA)
) SS.
COUNTY OF RED WILLOW)

WITNESSETH: I, Linda Taylor, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of Nebraska against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of City Councilmember, of the City of McCook, Nebraska according to law and to the best of my ability.

And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence; and that during such time as I am in this position, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence. So help me God.

Dated this 5th day of December, 2022.

Signature: _____

Subscribed and sworn to before me this 5th day of December, 2022.

Lea Ann Doak, City Clerk

(SEAL)

OFFICIAL OATH

STATE OF NEBRASKA)
) SS.
COUNTY OF RED WILLOW)

WITNESSETH: I, Gene Weedin, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of Nebraska against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of City Councilmember, of the City of McCook, Nebraska according to law and to the best of my ability.

And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence; and that during such time as I am in this position, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence. So help me God.

Dated this 5th day of December, 2022.

Signature: _____

Subscribed and sworn to before me this 5th day of December, 2022.

Lea Ann Doak, City Clerk

(SEAL)

RED WILLOW COUNTY



Clerk

502 Norris Avenue
McCook Nebraska 69001

Tami Teel
Clerk
county.clerk@redwillowcountyne.gov

308-345-1552

Penelope Cooper
Deputy Clerk
deputy.clerk@redwillowcountyne.gov

To: City Clerk, City of McCook

I, the undersigned, being the County Clerk of Red Willow County, Nebraska, do hereby certify the following is a true and complete extract or copy of the abstract of the votes cast at the election held November 8, 2022, in this county, as canvassed by the canvassing board of this county, with respect to the candidates, measures, propositions, and issues therein listed; and do further certify that to the best of my knowledge all such ballots, including early voting, and provisional have been voted, counted and canvassed in the manner provided by law.

Position	Candidates	Votes Cast
Council Members,	Gene Weedin	1,738
City of McCook	Jared Muehlenkamp	1,734
4 Year Term	Linda Taylor	1,456
	Mike Gonzales	1,256

Witness my hand and official seal this 21st day of November, 2022.



Tami Teel
Red Willow County Clerk

**CITY MANAGER'S REPORT
DECEMBER 5, 2022 CITY COUNCIL MEETING**

ITEM: 4.A.

Approve the minutes of the November 21, 2022 regular City Council meeting.

BACKGROUND:

Receive and approve the minutes.

**FISCAL
IMPACT:** None.

APPROVALS:



Lea Ann Doak, City Clerk

December 1, 2022

McCook City Council
November 21, 2022
5:30 P.M. Central

A MEETING OF THE MAYOR AND COUNCIL OF THE CITY OF MCCOOK, NEBRASKA convened in open, regular, and public session at 5:30 o'clock P.M. in the City Council Chambers.

Present: Mayor Gonzales, Councilmembers Calvin, Weedon, Muehlenkamp.

Absent: Councilmember Rambali.

Motion to excuse the absence of Councilmember Rambali. This motion, made by Gonzales and seconded by Calvin, passed.

Gonzales: YEA; Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0

City Officials present: City Manager Schneider, City Attorney Mustion, City Clerk Doak, Assistant City Manager Koetter, Fire Chief Harpham, Public Works Director Potthoff, Senior Services Director Siegfried, and Police Sergeant Vargas.

Notice of the meeting was given in advance thereof by publication in the McCook Daily Gazette on November 17, 2022, the designated method of giving notice, a copy of the proof of publication being attached to these minutes. Advance notice of the meeting was also given to the Mayor and members of the City Council and a copy of the Acknowledgement of Receipt of such notice is attached to these minutes. Availability of the agenda was communicated in the advance notice to the Mayor and Council. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Mayor Gonzales announced that a copy of the Open Meetings Act was posted by the entrance to the Council Chambers and available for public review. Lisa Mensinger, Our Saviors Lutheran Church, provided the invocation. Following the Pledge of Allegiance to the flag of the United States of America, Mayor Gonzales called the meeting to order.

1. Announcements & Recognitions.

City Manager Schneider informed the Council that the thank you baskets were from the CEMD (City Employees Making a Difference) - thanking them for their service to the community.

2. Public Hearings.

2.A. Public Hearing - Regarding a Redevelopment Plan for the Engineering International Redevelopment Project in the City of McCook, Nebraska.

Motion to recess as a City Council and convene a public hearing for the purpose of receiving public

comment regarding the implementation of a Redevelopment Plan for the Engineering International Redevelopment Project in the City of McCook, Nebraska, with the City Attorney to act as hearing officer. This motion, made by Calvin and seconded by Weedon, passed.

Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

The City Attorney received into evidence Exhibit #1 - City Manager's Report prepared for the November 21, 2022 City Council meeting (1 page), Exhibit #2 - Notice of Hearing published (1 page); Exhibit #3 - copies of the notices mailed certified to the required governmental entities (6 pages); Exhibit #4 - Redevelopment Plan for the North Pointe Redevelopment Project in the City of McCook (14 pages); and Exhibit #5 - minutes of the November 14, 2022 Planning Commission meeting (2 pages).

City Manager Schneider reviewed the information presented in Exhibit #1.

Jeff Tidyman, representing the applicants, was present to address questions from the Council.

With no one else present to comment, motion to adjourn the public hearing and to reconvene as a City Council. This motion, made by Weedon and seconded by Muehlenkamp, passed.

Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

3. Engineering International Redevelopment Plan, Cost Benefit Analysis, and Redevelopment Agreement.

3.A. Meeting of the Community Development Agency - recess as City Council and convene meeting.

Motion to recess as a City Council and to convene as the McCook Community Development Agency for consideration of CDA Agenda at 5:45 P.M. This motion, made by Weedon and seconded by Muehlenkamp, passed.

Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

3.A.1. Call to Order and Roll Call.

A meeting of the Mayor and City Council of the City of McCook, Nebraska, acting as the governing body of the Community Development Agency of the City of McCook, Nebraska was convened in open and public session at 5:45 o'clock p.m. on November 21, 2022, at the McCook Municipal Center in McCook, Nebraska. Agency Members present were: Gonzales, Calvin, Weedon, Muehlenkamp. Absent: Rambali. Notice of the meeting was given in advance thereof by publication, one of the City's designated methods for giving notice, a copy of the proof of publication being attached to these minutes. Advanced notice of the meeting was given to each member of the Agency and a copy of their acknowledgment of receipt of notice and the agenda is attached to these minutes. Availability of the agenda was communicated in the advance notice and in the notice to

the Mayor and all members of the Council. Mayor Gonzales presided and City Clerk Doak recorded the proceedings. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

3.A.2. Open Meetings Act Announcement.

The Mayor publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act was available for review and indicated the location of such copy posted in the room where the meeting was being held.

3.A.3. Adopt Resolution No. CDA 2022-05 recommending approval of a Redevelopment Plan for the Engineering International Redevelopment Project to the McCook City Council and adopt a Cost Benefit Analysis for the Redevelopment Project in the Redevelopment Plan.

Motion to adopt Resolution No. CDA 2022-05 recommending approval of a Redevelopment Plan for the Engineering International Redevelopment Project to the McCook City Council and adopt a Cost Benefit Analysis for the Redevelopment Project in the Redevelopment Plan. This motion, made by Calvin and seconded by Muehlenkamp, passed.

Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

3.A.4. Recess as a Community Development Agency.

Motion to recess as the McCook Community Development Agency and reconvene as the McCook City Council. This motion, made by Gonzales and seconded by Weedon, passed.

Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

3.B. Adopt Resolution No. 2022-20 approving a Redevelopment Plan for the City of McCook, Nebraska, including the Engineering International Redevelopment Project.

Motion to adopt Resolution No. 2022-20 approving a Redevelopment Plan for the City of McCook, Nebraska, including the Engineering International Redevelopment Project. This motion, made by Weedon and seconded by Muehlenkamp, passed.

Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

3.B.1. Recess as a City Council.

Motion to recess as the McCook City Council and reconvene as the McCook Community Development Agency. This motion, made by Gonzales and seconded by Weedon, passed.

Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

3.C. Adopt Resolution No. CDA 2022-06 authorizing and approving a Redevelopment

Agreement including the use of Tax Increment Financing for the Engineering International Redevelopment Project.

Motion to adopt Resolution No. CDA 2022-06 authorizing and approving a Redevelopment Agreement including the use of Tax Increment Financing for the Engineering International Redevelopment Project. This motion, made by Weedon and seconded by Muehlenkamp, passed.
Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

3.C.1. Adjourn the McCook Community Development Agency.

Motion to adjourn the meeting of the McCook Community Development Agency at 5:53 P.M. and to reconvene as the McCook City Council. This motion, made by Weedon and seconded by Muehlenkamp, passed.
Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

3.D. Adopt Resolution No. 2022-21 approving the Redevelopment Agreement between the City of McCook/CDA and Restored Homes, LLC.

Motion to adopt Resolution No. 2022-21 approving the Redevelopment Agreement between the City of McCook/CDA and Restored Homes, LLC. This motion, made by Calvin and seconded by Muehlenkamp, passed.
Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

4. Consent Agenda.

Councilmember Calvin requested that Item F be removed from the Consent Agenda and placed on the Regular Agenda.

Motion to approve the remaining consent agenda. This motion, made by Calvin and seconded by Weedon, passed.
Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

4.A. Approve the minutes of the November 7, 2022 regular City Council meeting.

4.B. Receive and file the claims for the month of October 2022, published November 17, 2022.

4.C. Approve the application for a Special Designated Liquor License submitted by Uppa Crik Hops LLC, Liquor License #CKG-123586, for a wedding reception to be held at the McCook Municipal Auditorium, 302 West 5th Street, on December 31, 2022 from 4:00 P.M. to 12:00 A.M.

- 4.D. Accept the minutes of the September 14, 2022 Library Advisory Board and the November 14, 2022 Planning Commission meetings.
- 4.E. Receive and file the Financial Report for the period ending September 30, 2022.
- 4.G. Approve an Abandonment of Utility Line Agreement between the City of McCook and Siegfried Holdings, LLC, for property located in Block 4, Armory Addition to the City of McCook.
- 4.H. Approve Resolution No. 2022-18 amending and updating the City of McCook's Employee Handbook.
- 4.I. Authorize City Manager Nathan A, Schneider to sign a Memorandum of Understanding between the City of McCook and the McCook Professional Firefighters Association, Local 2100, allowing for two additional holidays to be added per the Collective Bargaining Agreement.

5. Regular Agenda.

- 4.F. Receive an update on the installation of welcoming signs at the entrances coming into McCook.

Motion to receive an update on the installation of welcoming signs at the entrances coming into McCook. This motion, made by Calvin and seconded by Weedon, passed.

Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

Councilmember Calvin questioned the proposed locations on the east and south.

- 5.A. Ordinance No. 2022-3057 providing for the creation of a land bank, defining the land bank procedure, providing for the authority to use the land bank in property nuisance abatement, and defining the problem resolution team.

Mayor Gonzales asked the Clerk to read Ordinance No. 2022-3057 by title.

AN ORDINANCE PROVIDING FOR THE AMENDMENT OF THE CITY OF MCCOOK CODE OF ORDINANCES; RELATING TO THE CREATION OF A LAND BANK, DEFINING THE LAND BANK PROCEDURE, PROVIDING FOR THE AUTHORITY TO USE THE LAND BANK IN PROPERTY NUISANCE ABATEMENT, AND DEFINING THE PROBLEM RESOLUTION TEAM; TO REPEAL CONFLICTING ORDINANCES AND SECTIONS; AND TO PROVIDE AN EFFECTIVE DATE.

Ordinance No. 2022-3057 has been introduced, read by title, and I move that the statutory rule requiring reading on three different days be suspended, motion to suspend the rule must be adopted by three-fourths of the Council. This motion, made by Calvin and seconded by Muehlenkamp,

passed.

Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

Motion for final passage of Ordinance No. 2022-3057. This motion, made by Gonzales and seconded by Weedon, passed.

Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

Mayor Gonzales stated for the record that Ordinance No. 2022-3057 is declared lawfully passed and adopted upon publication as required by law.

5.B. Approve Resolution No. 2022-19 approving the Interlocal Agreement approving the Southwest Nebraska Land Bank and authorize the Mayor to sign.

Motion to approve Resolution No. 2022-19 approving the Interlocal Agreement approving the Southwest Nebraska Land Bank and authorize the Mayor to sign. This motion, made by Weedon and seconded by Muehlenkamp, passed.

Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

5.C. Ordinance No. 2022-3058 authorizing and imposing an additional one half of one percent (0.50%) city sales and use tax as approved by a majority of the qualified electors of the City of McCook at the general election held on November 8, 2022.

Mayor Gonzales asked the Clerk to read Ordinance No. 2022-3058 by title.

AN ORDINANCE AUTHORIZING AND IMPOSING AN ADDITIONAL ONE HALF OF ONE PERCENT (0.50%) CITY SALES AND USE TAX AS APPROVED BY A MAJORITY OF THE QUALIFIED ELECTORS OF THE CITY OF MCCOOK AT THE GENERAL ELECTION HELD ON NOVEMBER 8, 2022; TO REPEAL CONFLICTING ORDINANCES AND SECTIONS; TO PROVIDE FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM; AND TO PROVIDE A TIME WHEN THIS ORDINANCE SHALL TAKE EFFECT.

Ordinance No. 2022-3058 has been introduced, read by title, and I move that the statutory rule requiring reading on three different days be suspended, motion to suspend the rule must be adopted by three-fourths of the Council. This motion, made by Muehlenkamp and seconded by Weedon, passed.

Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

Motion for final passage of Ordinance No. 2022-3058. This motion, made by Muehlenkamp and seconded by Weedon, passed.

Rambali: ABSENT, Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0, ABSENT: 1

Mayor Gonzales stated for the record that Ordinance No. 2022-3058 is declared lawfully passed and adopted upon publication as required by law.

5.D. Council Comments.

Council comments including thanking the voters, the pool committee, the “McCook on the Move” group, and others for the final push for the recreational bond; approval of the bond was a “generational event” that will have lasting effects many years into the future.

Adjournment.

There being no further business to come before the Council, Mayor Gonzales declared the meeting adjourned at 6:15 P.M.

Michael D. Gonzales, Mayor

ATTEST:

Lea Ann Doak, City Clerk-Treasurer

**CITY MANAGER'S REPORT
DECEMBER 5, 2022 CITY COUNCIL MEETING**

ITEM: 4.B.

Adopt Resolution No. 2022-20 authorizing the signing of the Year-End Certification of City Street Superintendent Form 2022.

BACKGROUND:

The signing of the Year-End Certification of City Street Superintendent form is the basis for determining our calendar year 2022 Incentive Funds. The City receives \$6,000 annually in Incentive Funds and contracts with Greg Wolford to provide these services.

**FISCAL
IMPACT:** None.

APPROVALS:



Lea Ann Doak, City Clerk

November 29, 2022



Kyle Potthoff, Public Works Director

November 29, 2022



Nathan A. Schneider, City Manager

November 29, 2022

RESOLUTION NO. 2022-20

**SIGNING OF THE
YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT FORM
2022**

Whereas: State of Nebraska Statutes, sections 39-2302, and 39-2511 through 39-2515 details the requirements that must be met in order for a municipality to qualify for an annual Incentive Payment; and

Whereas: The State of Nebraska Department of Transportation (NDOT) requires that each incorporated municipality must annually certify (by December 31st of each year) the appointment of the City Street Superintendent to the NDOT using the Year-End Certification of City Street Superintendent form; and

Whereas: The NDOT requires that such certification shall include a copy of the documentation of the city street superintendents appointment, i.e., meeting minutes; showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License Number (if applicable) and Class of License (if applicable), and type of appointment, i.e., employed, contract (consultant, or interlocal agreement with another incorporated municipality and/or county), and the beginning date of the appointment; and

Whereas: The NDOT also requires that such Year-End Certification of City Street Superintendent form shall be signed by the Mayor or Village Board Chairperson and shall include a copy of a resolution of the governing body authorizing the signing of the Year-End Certification of City Street Superintendent form by the Mayor or Village Board Chairperson.

Be it resolved that the Mayor of the City of McCook is hereby authorized to sign the attached Year-End Certification of City Street Superintendent form.

Adopted this 5th day of December, 2022 at McCook, Nebraska.

Mayor

ATTEST:

Lea Ann Doak, City Clerk

Do not recreate or revise this document. Revisions and recreations will not be accepted. **Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2022.** Documents include the **original** Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT **by December 31, 2022.**

RESOLUTION
SIGNING OF THE
YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT
2022

Resolution No. 2022-20

Whereas: State of Nebraska Statutes, sections 39-2302, and 39-2511 through 39-2515 details the requirements that must be met in order for a municipality to qualify for an annual Incentive Payment; and

Whereas: The State of Nebraska Department of Transportation (NDOT) requires that each incorporated municipality must annually certify (by December 31st of each year) the appointment(s) of the City Street Superintendent(s) to the NDOT using the Year-End Certification of City Street Superintendent form; and

Whereas: The NDOT requires that each certification shall also include a copy of the documentation of the city street superintendent's appointment, i.e., meeting minutes; showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License Number (if applicable), and Class of License (if applicable), and type of appointment, i.e., employed, contract (consultant, or interlocal agreement with another incorporated municipality and/or county), and the beginning date of the appointment; and

Whereas: The NDOT also requires that such Year-End Certification of City Street Superintendent form shall be signed by the Mayor or Village Board Chairperson and shall include a copy a resolution of the governing body authorizing the signing of the Year-End Certification of City Street Superintendent form by the Mayor or Village Board Chairperson.

Be it resolved that the Mayor Village Board Chairperson of _____
(Check one box) (Print Name of Municipality)
is hereby authorized to sign the attached Year-End Certification of City Street Superintendent completed form(s).

Adopted this _____ day of _____, 20____ at _____, Nebraska.
(Date) (Month)

City Council/Village Board Members

City Council/Village Board Member _____
Moved the adoption of said resolution
Member _____ Seconded the Motion
Roll Call ____ Yes ____ No ____ Abstained ____ Absent
Resolution adopted, signed, and billed as adopted.

Attest:

(Signature of Clerk)

Do not recreate or revise this document. Revisions and recreations will not be accepted. Copying this form is acceptable; see (3) below. Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2022. Documents include the original Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT by December 31, 2022.

Year-End Certification of City Street Superintendent For Determining Incentive Payment in Calendar Year 2022

Separate forms may be needed to account for the entire year, see (3) below

This Form Covers the Following Period: January 01, 2022 to December 31, 2022
(Month) (Day) (Month) (Day)

*(1)(a) The municipality of McCook certifies that: Greg A. Wolford
(Print name of City or Village) (Print name of Superintendent as it appears on license card if applicable)
was the appointed City Street Superintendent during the above period. **IF A NAME IS NOT ENTERED ABOVE (NO APPOINTED CITY STREET SUPERINTENDENT FOR THIS PERIOD), SKIP TO (2) BELOW.**

(b) the superintending services of the above listed individual were provided by: (Check one box)

- Employment with this Municipality
- Contract (consultant) with this Municipality
- Contract (interlocal agreement) between this Municipality and the following listed Municipality(ies) and/or County(ies)

(c) and the above listed individual **assisted** in the following: *Reference Neb. Rev. Stat. §39-2512*

1. Developing and annually updating a long-range plan based on needs and coordinated with adjacent local governmental units,
2. Developing an annual program for design, construction, and maintenance,
3. Developing an annual budget based on programmed projects and activities,
4. Submitting such plans, programs, and budgets to the local governing body for approval; and
5. Implementing the capital improvements and maintenance activities provided in the approved plans, programs, and budgets,

(d) the above listed individual also served as (Check all boxes that apply) city engineer village engineer
public works director city manager city administrator street commissioner

(e) If the above listed individual is a Licensed City Street Superintendent, enter their Superintendent's License Number S- 875
and Class of License A, and/or
(A or B)

(f) If the above listed individual is a Licensed Engineer in Nebraska, enter their Engineer's License Number E- _____

(2) _____
Signature of Mayor Village Board Chairperson

*(3) If during the calendar year your municipality (a) did not have a city street superintendent for any portion(s) of the year; or (b) had an appointed city street superintendent that was not licensed for any portion(s) of the year; or (c) had one or more appointed licensed city street superintendents for any portion(s) of the year; or (d) had two or more successive licensed superintendents for any portion of the year, please complete a separate Year-End Certification form for each period. **Copy this form as needed to account for these separate periods.**

(4) The payment amount will be computed based on (a) your most recent Federal Census as certified by the Tax Commissioner; (b) the number of full calendar months served by the appointed superintendent who is licensed or exempted from licensure under the Superintendents Act; (c) class of license, A or B if applicable; and (d) if the appointed City Street Superintendent assisted with the required duties in (1)(c) above. *Reference Neb. Rev. Stat. §§39-2302 and 39-2511 through 39-2515.*

(5) **Failure to return by December 31, 2022, the Year-End Certification(s), Signing Resolution, and a copy of documentation of the appointment(s) of the superintendent(s) per the instructions will result in your municipality not receiving an Incentive Payment.**



Return the completed original resolution and certification(s), and a copy of the documentation of appointment(s) by December 31, 2022 to:
Highway Local Liaison Coordinator
Boards-Liaison Services Section
Local Assistance Division
Nebraska Department of Transportation
PO Box 94759
Lincoln NE 68509-4759

Attach Documentation of the City Street Superintendent(s) Appointment(s) for 2022 here:

For most municipalities this information may be found in the November or December 2021 or the January 2022 meetings minutes. Some may involve mayoral appointments, or interlocal agreement (relinquishment of funds).
Call 402-479-4436 if you have any questions about what to submit for documentation.

ITEM 3.C. - APPROVAL

McCook City Council
December 6, 2021
5:30 P.M. Central

A MEETING OF THE MAYOR AND COUNCIL OF THE CITY OF MCCOOK, NEBRASKA convened in open, regular, and public session at 5:30 o'clock P.M. in the City Council Chambers.

Present: Mayor Gonzales, Councilmembers Calvin, Weedon, Muehlenkamp.

Absent: Councilmember Rambali. (Excused.)

Motion to excuse the absence of Councilmember Rambali. This motion, made by Gonzales and seconded by Calvin, passed.

Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA
YEA: 4, NAY: 0

City Officials present: City Manager Schneider, City Attorney Mustion, City Clerk Doak, Library Director Crocker, Utilities Director Dutcher, Building Inspector Mooney, Public Works Director Potthoff, and Senior Services Director Siegfried (arrived 6:18 P.M.).

Notice of the meeting was given in advance thereof by publication in the McCook Daily Gazette on December 2, 2021, the designated method of giving notice, a copy of the proof of publication being attached to these minutes. Advance notice of the meeting was also given to the Mayor and members of the City Council and a copy of the Acknowledgement of Receipt of such notice is attached to these minutes. Availability of the agenda was communicated in the advance notice to the Mayor and Council. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Mayor Gonzales announced that a copy of the Open Meetings Act was posted by the entrance to the Council Chambers and available for public review. Following the Pledge of Allegiance to the flag of the United States of America, Mayor Gonzales called the meeting to order.

1. Announcements & Recognitions.

City Manager Schneider informed the Council that a Pool Committee meeting is scheduled for December 7 at 6:00 P.M. in the Council Chambers and reminded the Council of the Land Bank meeting scheduled for December 9 at 6:30 P.M. in the Municipal Center upstairs training room.

2. Public Hearings.

2.A. Public Hearing - A report from the Economic Development Plan Citizen's Advisory Review Committee regarding meeting held October 25, 2021.

Motion to recess as a City Council and convene a public hearing for the purpose of receiving public comment on a report from the Economic Development Plan Citizen's Advisory Review Committee regarding meeting held October 25, 2021 with the City Attorney to act as hearing officer. This motion, made by Calvin and seconded by Muehlenkamp, passed.

Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA, Rambali: ABSENT
YEA: 4, NAY: 0, ABSENT: 1

The City Attorney offered and received into evidence Exhibit #1 - the City Manager's Report dated December 6, 2021 (1 page); Exhibit #2 - Notice of Hearing published (1 page); Exhibit #3 - Agenda for the October 25, 2021 meeting of the Economic Development Plan Citizen's Advisory Review Committee and attachments (12 pages); and Exhibit #4 - the minutes of the July 26, 2021 Economic Development Plan Citizens' Advisory Review Committee (3 pages).

Andy Long, McCook Economic Development Director, and Sean Wolfe, president of the Economic Development Plan Citizen's Advisory Review Committee, reviewed the information presented in Exhibit #3 and answered questions from the Council.

We no one else present to comment, motion to adjourn the public hearing and reconvene as a City Council. This motion, made by Weedon and seconded by Muehlenkamp, passed.

Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA, Rambali: ABSENT
YEA: 4, NAY: 0, ABSENT: 1

2.B. Receive and file the minutes of the July 26, 2021 Economic Development Plan Citizens' Advisory Review Committee meeting.

Motion to receive and file the minutes of the July 21, 2021 Economic Development Plan Citizens' Advisory Review Committee meeting. This motion, made by Calvin and seconded by Weedon, passed.

Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA, Rambali: ABSENT
YEA: 4, NAY: 0, ABSENT: 1

3. Consent Agenda.

Motion to approve the consent agenda. This motion, made by Weedon and seconded by Muehlenkamp, passed.

Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA, Rambali: ABSENT
YEA: 4, NAY: 0, ABSENT: 1

3.A. Approve the minutes of the November 15, 2021 regular City Council meeting.

3.B. Adopt Resolution No. 2021-26 authorizing the signing of the Year-End Certification of City Street Superintendent Form 2021.

3.C. Receive and file the Agreement for Street Superintendent Services between the City of McCook and Greg A. Wolford, Class A License S-875 for the 2022 calendar year.

- 3.D. Receive, file, and authorize the Mayor to sign the Annual Certification Form confirming that funds received by the City of McCook from the State of Nebraska Department of Transportation as part of the Federal Aid Transportation Fund Purchase-Sale Agreement have been used according to such agreement.
- 3.E. Receive and file the minutes of the September 2021 Library Advisory Board meeting.
- 3.F. Receive and reject all bids for a new pickup at McCook Ben Nelson Regional Airport.
- 3.G. Approve and ratify the Airport Rescue Grant Offer for McCook Ben Nelson Regional Airport.

4. Regular Agenda.

- 4.A. Discussion regarding the use of the McCook City Auditorium for pickleball.

Cathy Kenny and Mike Roth presented their request to use the city auditorium for pickleball. It is the fastest growing sport in America and they are looking for indoor places for the winter months. They are considering starting a local association for McCook, are aware that they need additional insurance, would probably use only in the evenings or whenever the auditorium would be available - probably Monday, Tuesday, and Wednesday.

Council discussion included how the floor would be marked, the additional liability to the City, the need for someone in charge to be present whenever it was in use, the need for them to form as an association, and how are they wanting to rent it, by the day or month.

City Attorney Mustion stated that he would prefer that they would form an association that could enter into a lease agreement instead of renting monthly or by the day.

It was the consensus of the Council for them to prepare a proposal outlining exactly what they are wanting and who the lease would be with.

- 4.B. Requested discussion from Rosanne Olson and Cheryl Bridgmon related to their denied property damage claims from the City's insurance carrier.

The item was postponed until a later date.

- 4.C. Discussion regarding changes to the City of McCook's Chapter 38: Fee Schedule, Appendix M: Building Regulation and Zoning Applicant Fees.

Discussion was held by the Building Inspector Mooney regarding changes to the Building Regulation and Zoning Application Fees. Portions of McCook's current fee structure have not been updated since 1981.

After discussion, it was the consensus of the Council to have Mr. Mooney bring back as an action

item with his proposed fee schedule, after further review with communities our size.

- 4.D. Consider Ordinance No. 2021-3032 amending Chapter 150: Building Codes and Regulations, Section 150.402 - Persons Exempt from License Requirement, of the City of McCook, Nebraska, Code of Ordinances.

Mayor Gonzales introduced Ordinance No. 2021-3032 and asked the Clerk to read it by title. The Clerk read the title:

AN ORDINANCE OF THE CITY OF MCCOOK, NEBRASKA AMENDING CHAPTER 150: BUILDING CODES AND REGULATIONS, SECTION 150.402 - PERSONS EXEMPT FROM LICENSE REQUIREMENT, OF THE MUNICIPAL CODE OF THE CITY OF MCCOOK, NEBRASKA; TO PROVIDE FOR THE REPEAL OF ANY OTHER CONFLICTING ORDINANCES; AND PROVIDING A TIME AND DATE FROM AND AFTER WHICH THIS ORDINANCE SHALL TAKE EFFECT AND BE ENFORCED.

Ordinance No. 2021-3032 has been introduced, read by title, and I move that the statutory rule requiring reading on three different days be suspended, said motion to suspend the rule must be adopted by three-fourths of the Council. This motion, made by Weedon and seconded by Muehlenkamp, passed.

Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA, Rambali: ABSENT
YEA: 4, NAY: 0, ABSENT: 1

Motion for final passage of Ordinance No. 2021-3032. This motion, made by Calvin and seconded by Muehlenkamp, passed.

Gonzales: YEA, Calvin: YEA, Weedon: YEA, Muehlenkamp: YEA, Rambali: ABSENT
YEA: 4, NAY: 0, ABSENT: 1

Mayor Gonzales stated for the record that Ordinance No. 2021-3032 is declared lawfully passed and adopted upon publication as required by law.

- 4.E. Update regarding the City of McCook's entry sign project.

City Manager Schneider informed the Council that Staff has received notification from the Nebraska Department of Transportation regarding concerns related to the preferred sites for entrance signs.

- 4.F. Discussion regarding proposed ordinances incorporating the Southwest Nebraska Land Bank into the city's nuisance abatement program and setting forth procedures to appoint City representatives to Southwest Nebraska Land Bank boards.

City Attorney Mustion presented draft required ordinances for appointment of the Land Bank board members and necessary changes needed to the City's current abatement procedures.

- 4.G. Council Comments.

Councilmember Muehlenkamp stated that all of the recent events going on in McCook were awesome and thanked City Staff for all of their assistance in helping make these events successful.

Adjournment.

There being no further business to come before the Council, Mayor Gonzales declared the meeting adjourned at 6:38 P.M.

Michael D. Gonzales, Mayor

ATTEST:

Lea Ann Doak, City Clerk-Treasurer

**CITY MANAGER'S REPORT
DECEMBER 5, 2022 CITY COUNCIL MEETING**

ITEM: **4.C.**

Receive and file the Agreement for Street Superintendent Services between the City of McCook and Greg A. Wolford, Class A License S-875 for the 2023 calendar year.

BACKGROUND:

The attached agreement outlines the services to be provided by Mr. Wolford for the 2023 calendar year.

**FISCAL
IMPACT:** None.

APPROVALS:



Lea Ann Doak, City Clerk

November 29, 2022



Nathan A. Schneider, City Manager

November 29, 2022

AGREEMENT FOR STREET SUPERINTENDENT SERVICES

This **AGREEMENT** made and entered into by and between the **CITY OF MCCOOK**, Nebraska (hereinafter referred to as the **OWNER**), and **GREG WOLFORD** of **W DESIGN ASSOCIATES, INC.** of McCook/Hastings, Nebraska (hereinafter referred to as the **ENGINEER**).

Whereas the **OWNER** is retaining the **ENGINEER** as the City Street Superintendent and to provide such services as required for the operation and maintenance of the City of the McCook's roads and streets.

Street Superintendent — Greg A. Wolford, Class A License S-875

RESPONSIBILITY OF THE ENGINEER

The **ENGINEER** shall:

1. Consult with the McCook Public Works Director on issues involving the operation and maintenance of roads and streets in the City of McCook.
2. Prepare and annually update long-range plans for highways, roads and streets based on the needs of the City of McCook and coordinated with adjacent governmental units.
3. Prepare annual programs for design, construction, and maintenance of highways, roads and streets of the City of McCook.
4. Prepare annual budgets based on programmed projects and activities.
5. Assist the City in implementing the capital improvements and maintenance activities provided in the approved plans, programs and budgets. Engineering design and construction services shall be negotiated under separate agreements on a project by project basis.
6. Prepare the annual Plan of Street Improvements for the City of McCook.
7. Present the Plan of Street Improvements at an annual hearing in front of the McCook City Council.
8. Submit such plans, programs, and budgets to the local governing body for approval.

RESPONSIBILITY OF THE OWNER

The **OWNER** shall provide the **ENGINEER** their priorities, opinions and the information as needed to develop the long range plans, budgets and reports for street improvements.

FEES AND PAYMENTS

The **OWNER** shall pay the **ENGINEER** hourly plus expenses at the **ENGINEER's** standard hourly rate with the fee not to exceed \$6000 per year.

TERMS AND CONDITIONS

The following attachments are hereby made a part of this Agreement:

- A. SPECIAL TERMS AND CONDITIONS
- B. GENERAL TERMS AND CONDITIONS

Now, Therefore, This Agreement Witnesseth: That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed that the **ENGINEER** shall furnish street superintendent services and the **OWNER** will make payment for same in accordance with the terms and conditions set forth herein, and annually thereafter.

Dated this 1st day of January, 2023.



CITY OF MCCOOK
MCCOOK, NEBRASKA

Dec 1, 2022

DATE



W DESIGN ASSOCIATES, INC.
MCCOOK/HASTINGS, NEBRASKA

30 Nov 22

DATE

**CITY MANAGER'S REPORT
DECEMBER 5, 2022 CITY COUNCIL MEETING**

ITEM: 4.D.

RECOMMENDATION:

Receive and file and authorize the Mayor to sign the Annual Certification Form confirming that funds received by the City of McCook from the State of Nebraska Department of Transportation as part of the Federal Aid Transportation Fund Purchase-Sale Agreement have been used according to such agreement.

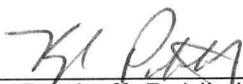
BACKGROUND:

The Federal Aid Transportation Fund Purchase-Sale program requires that each participating entity certify each year that the funds are being used according to the terms of the agreement. This program replaces the funds allocated to first class cities from federal dollars to state dollars. As part of this agreement all first class cities in the State of Nebraska agreed to receive \$0.90 of state dollars for every \$1.00 of federal dollars that would have been originally allocated. The goal of this program was to reduce the time and ultimately the cost of road projects within first class cities by eliminating some of the federal requirements that delayed projects and increased costs in the past.

During the period between October 1, 2021 and September 30, 2022 we completed the North Cherokee Drive Asphalt Paving Project utilizing \$285,000.00 out of this fund. The remaining balance in this fund is \$239,843.11, including interest, that will be used on future street projects.

**FISCAL
IMPACT:** None

APPROVALS:



Kyle Potthoff, Public Works Director

November 30, 2022



Nate Schneider, City Manager

November 30, 2022

Annual Certification Form

City of McCook, hereinafter "Local Public Agency" or "LPA"

Period of Time Covered by Certification
October 1, 2021 to September 30, 2022

This certification is given by LPA pursuant to the requirement of the second paragraph of Neb. Rev. Stat. §39-1307 (as this section was amended by Section 1 of LB98, 2011 Legislative Session), as required by Section 5 of the Federal-Aid Transportation Fund Purchase-Sale Agreement (the Agreement) between the State of Nebraska Department of Roads (State) and LPA.

LPA has received cash payment funds from the State according to the terms of the Agreement. LPA agreed in Section 5 of the Agreement to restrict LPA's use of the cash payment funds to certain specified uses. (See the language of Section 5 set out below). Section 6 of the Agreement requires LPA to make this certification annually. Further, the financial information on this form must also be reported in your annual reports to the Board of Public Roads Classifications and Standards.

The undersigned hereby certifies that he or she:

- (1) Has been properly authorized by LPA's governing body to make this certification on behalf of the LPA.
- (2) Has sufficient information to accurately, fully and fairly make this certification.
- (3) Is familiar with the terms of the Agreement between the LPA and the State, including particularly, the limitations on LPA's use of the cash payment funds set out in Section 5 of the Agreement.
- (4) Is familiar with LPA's accounting systems and bank and investment accounts and knows (a) where the cash payment funds have been deposited or invested and (b) how the cash payment funds have been managed and accounted for within LPA's financial records.
- (5) Is familiar with the details of all projects or activities of LPA for which funds in the cash payment account have been used by LPA.
- (6) Believes, that to the best of his or her knowledge and belief, (1) LPA's use of the cash payment funds fully and fairly complies with the requirements of Section 5 of the Agreement, and (2) LPA has segregated the cash payment it received from the State and has separately accounted for any STP and HBP portions of the cash payment within its accounting system.

Date

Signature

Printed Name

Title

Fund Type	FY-2021 Carryover <small>(funding amount reported last certification period as unexpended)</small>	FY-2022 Allotment	Total Available Allotment <small>(combination of FY-2021 carryover and new FY-2022 funds)</small>	Allocation Expended <small>(10/1/21 and 9/30/2022)</small>	Remaining Allocation
34750 Highway Street Buyback Program (STP)	\$353,528.09	\$147,242.02	\$500,770.11	285,000.00	\$215,770.11 \$239,843.11 w/int.
34760 Highway Bridge Buyback Program (HBP)	\$0	\$0	\$0		
Project Location and Description <small>(Please provide accurate locations and an explanation of work completed with FFPP Funds)</small>					
Location	Project Description/Work Completed				
McCook	North Cherokee Drive Asphalt Paving Project				

**If additional space is needed please, please feel free to attach additional pages

SECTION 5. Limitations on LPA's Use of Cash Payment. The portion of the cash payment received by LPA from the State for the purchase of **STP funds** shall be used solely for the cost of construction, reconstruction, maintenance, or repair of public highways, streets, roads, or bridges and facilities, appurtenances, and roadway structures deemed necessary in connection therewith. The portion of the cash payment received by LPA from the State for the purchase of **HBP funds** shall be used solely for the construction, reconstruction, improvement, repair or maintenance of LPA public road bridges. The LPA's use of the cash payment for "maintenance," under the prior two sentences, shall be limited to maintenance projects that preserve, restore or correct major roadway or bridge conditions and the cash payment will not be used for LPA's routine maintenance activities.

The phrase "facilities, appurtenances, and roadway structures deemed necessary in connection therewith," as used in the first sentence of this section, includes medians; accessory lanes; steps; handrails; sidewalks, adjoining trails, paths and related structures; drainage facilities such as storm sewers, curb or grate inlets, culverts, ditches, and other drainage structures; guardrails; lighting facilities; driveways; retaining walls and other similar facilities that are necessary or desirable and directly related to the proper design of streets, roads and highways.

LPA shall segregate the cash payment and shall separately account for the STP and HBP portions of any cash payment received from the State within its accounting system. The LPA may accumulate and invest the STP or HBP portions of the cash payment it receives so long as the earnings from such investments are used for the applicable purposes provided in this section. The cash payment funds may be used for any phase of an allowable project. The phases of an allowable project include, but are not limited to: 1) preliminary engineering, 2) right-of-way acquisition, 3) utility relocations, 4) construction, and 5) construction engineering.

All roads and bridges shall be designed and constructed to meet the minimum standards of the Nebraska Board of Public Roads Classifications and Standards.

CITY MANAGER'S REPORT
DECEMBER 5, 2022 CITY COUNCIL MEETING

ITEM: 4.E.

RECOMMENDATION:

Approve an application from Telcom Construction to occupy City right-of-way for the purpose of replacing telephone cable for 811 East 4th Street.

BACKGROUND:

The telephone service for 811 East 4th Street is being replaced with a new telephone cable via underground boring. The bore will begin at the property line of 811 East 4th Street and continue 25 Feet East across the alley to the phone ped for 810 East 5th Street.

FISCAL IMPACT: (None) Telcom Construction has provided the required \$2,500 performance deposit for this installation.

APPROVALS:



Pat Fawver Utilities Dir.

December 5, 2022



Kyle Potthoff, Public Works Dir.

December 5, 2022



Nate Schneider, City Manager

December 5, 2022



P.O. BOX 1059 • 505 WEST C • McCook, NE 69001-1059 • PHONE (308) 345-2022 • FAX (308) 345-1461

Job: 22172068

APPLICATION TO OCCUPY RIGHT-OF-WAY

APPLICANT NAME: Telcom Construction for Lumen / Century Link DATE: 11/16/22
ADDRESS: PO Box 189, Clearwater, MN 55320 PHONE: (320) 365 - 0086
FAX: _____ START DATE: 11/17/22 FINISH DATE: 05/31/23

A CASH BOND IS REQUIRED FOR ALL RIGHT-OF-WAY ENCROACHMENTS

Type: (circle) Over-Cross <u>Under-Cross</u> Occupy Miscellaneous	With a: (circle) Water Line Sewer Line Gas Line <u>Telephone Line</u> <u>(Underground)</u> Aerial	Tree Trimming/Removal Grading Other Electric Line (Underground Aerial)
--------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------

Location: Beginning 146 feet (East West North South) of Intersection E 5th St
and ending (East West North South) 197 feet of Intersection
E 4th St

Requirements: The applicant agrees to complete this work in accordance with the terms and conditions of the City of McCook. Any permit issued **will be cancelled** if the work specified is **not completed within the term listed on the permit** or within any **additional length of time granted**. Request for an extension of time to complete the work must be made in writing. Any extension granted will be acknowledged in writing by the City of McCook. **The Applicant may cancel the permit with written notification** at any time prior to beginning work on right-of-way.

Performance Guarantee: (Make Payable to City of McCook)

Amount: \$ _____ Check No. _____ Soc. Sec. No. Or FID No. _____

This guarantee is for the faithful compliance by the Applicant to the terms of the permit. It is understood that should the Applicant fail to perform the work as set forth in the permit, the City of McCook will have the right to keep the performance guarantee as liquidated damages for its necessary supervisory and inspection expenses and to initiate such legal proceedings as are necessary to secure either performance of the work in compliance with the terms of the permit or the restoration of the right-of-way to its previous condition prior to the activities of the Applicant.

NOTE: Please provide a location plan for over-cross or under-cross of location to occupy City of McCook right-of-way. When your project requires engineering plans, please submit four sets of plans, no larger than 18"x24". The engineering plans shall show the general features of the work to be completed and all information such as sizes, distances, dimensions, sleeves, cuts and fills, erosion control measures, etc., when applicable. City of McCook Municipal Code §94.34.

Jane Brown
Applicant's Signature

Utilities Director Approval

Mayor

Date

Director of Public Works Approval

BSW SKETCH FORM

22172068

CMS #:

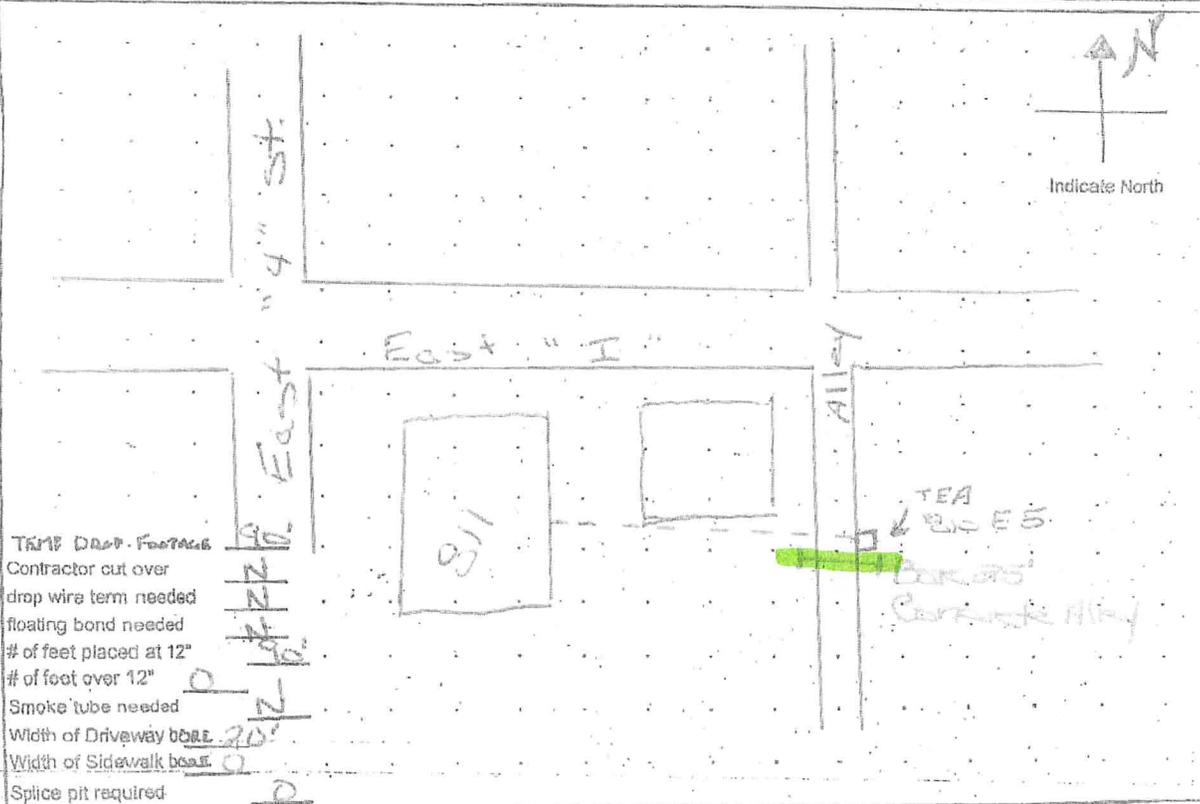
NPA / NNX (Wire Center): 308 305

Date Submitted: 11/9/22

Installation / Repair / Preprovisioning (Please Circle One of the Above) Job ID <u>0106929</u> TN <u>345-6412</u>	Customer Name: <u>Ed Overton (Retired)</u> Address: <u>811 East 4th St</u> City: <u>McCook</u> 911 Address: _____ Phone: <u>345-6412</u> CBR: _____ Subdivision: _____ Lot: _____ Block: _____ County <u>Beckwith</u> Section _____ Range _____ Township _____ Quarter Section (Circle one) NW - NE - SW - SE _____ Submitted By: _____ Name: <u>Michael EC</u> Pgr/Cell: <u>5306905</u> Supervisor: <u>Dickson</u> Office #: _____ Pager: _____ Customer was contacted: verbal <input checked="" type="checkbox"/> card _____
1. Held For BSW <input type="checkbox"/> 2. Held - cannot locate ENCAP <input type="checkbox"/> 3. OOS - Can not lay temp <input type="checkbox"/> 4. Held for F1-F2, also need BSW <input type="checkbox"/> 5. Temp Placed - (Need Sketch Below) <input type="checkbox"/> 6. Found Temp - Same Job <input checked="" type="checkbox"/> - Other Location <input type="checkbox"/> 7. Add Line <input type="checkbox"/>	

Hudson/King: Yr: _____ Pg: _____ Terminal Address: 811 E 5
 Cross Street: _____ Total BSW Footage: 90' Type of Wire: 3 (3pr / 6pr)

L-INFO: L B W I E C 3 S U C
LE F,R,S N,E,S,W 1-2-3-4-5-6-7 W,S,P,O,C G,A,M,N 3/6 S,N P,N C



TEMP DATE - FOOTAGE
 Contractor cut over _____
 drop wire term needed _____
 floating bond needed _____
 # of feet placed at 12" _____
 # of feet over 12" 0
 Smoke tube needed _____
 Width of Driveway 20'
 Width of Sidewalk 0
 Splice pit required 0

Road Push Permit Required Hand Dig (Note: Hand Dig Must be 12')

**CITY MANAGER'S REPORT
DECEMBER 5, 2022 MCCOOK CITY COUNCIL MEETING**

ITEM NO. 4.F. Authorize City of McCook staff to complete an application for a Public Works Opportunity grant.

BACKGROUND:

The Nebraska Department of Economic Development announced the second round of funding is available under the Community Development Block Grant (CDBG) program. A federal Department of Housing and Urban Development (HUD) program administered by DED on behalf of Nebraska's non-entitlement communities, CDBG dollars exist to help communities tackle projects that enhance public health and safety, economic well-being, local vitality and quality of life. The purpose of this grant is to assist communities to provide effective and affordable infrastructure that address strategic long-term developments.

The 2022 Public Works Opportunity grant provides funding for public facilities and public infrastructure. Staff would like to investigate whether these funds could be utilized to extend water infrastructure to the voter approved ballpark facility, or in the alternative, using said funds to improve other infrastructure services within McCook.

The maximum CDBG award for project costs will be \$400,000. Matching funds may be required. Applications will need to be submitted prior to February 28, 2023.

APPROVALS:



Nathan A. Schneider, City Manager

November 29, 2022



Lea Ann Doak, City Clerk

November 29, 2022



BUSINESS

PROGRAMS

GOOD LIFE

NEWS

Nebraska Department of Economic Development Announces 2nd Round of Funding for 2022 Public Works Opportunity

Nov 9, 2022

The Nebraska Department of Economic Development (DED) announces the 2022 Public Works Opportunity 2nd round of funding available under the community Development Block Grant (CDBG) program.

A federal Department of Housing and Urban Development (HUD) program administered by DED on behalf of Nebraska's non-entitlement communities, CDBG dollars exist to help communities tackle projects that enhance public health and safety, economic well-being, local vitality and quality of life.

The purpose of the Public Works Category is to provide for a broad range of activities investing in communities providing effective and affordable infrastructure and/or facilities that address strategic long-term developments. Every Nebraska county and Nebraska incorporated municipality (that is not a CDBG Entitlement Community) is eligible to apply for funding. The project activities must meet either the National Objective of benefiting low to moderate income persons on an Area Basis (LMA) or LMC – Low/Moderate Clientele.

The 2022 Public Works Opportunity provides funding for two application classifications, which are separate applications: (1) Public Facilities, which

includes buildings and park facilities (e.g., community centers, senior centers, fire stations, day care centers, neighborhood parks, tornado shelters, etc.); and (2) Public Infrastructure, which includes streets, sidewalks, drainage systems, water systems, sanitary systems, and other public infrastructure.

The maximum CDBG award for project costs will be \$400,000. Matching funds are required depending upon the size of the community.

The link to the DED Website and public works opportunity can be found at <https://opportunity.nebraska.gov/programs/community/cdbg/>

Applications will need to be submitted through our AmpliFund system beginning January 13, 2023. Applications are due no later than 11:59 pm on February 28, 2023.

For additional information, contact Community Development Specialist Aaron Boucher, Aaron.Boucher@nebraska.gov.



**CITY MANAGER'S REPORT
DECEMBER 5, 2022 MCCOOK CITY COUNCIL MEETING**

4.G.
ITEM NO. ___ Approve entering into a Memorandum of Understanding with the McCook Creative District as part of the McCook's Creative District's efforts to establish McCook as a Nebraska Arts Council Creative District.

BACKGROUND:

In 2020, the Nebraska State Legislature passed a bill to create the Creative Districts program. The legislation tasked the Nebraska Arts Council to create the program. The program works to promote and support economic development and placemaking opportunities in communities dedicated to growing their arts-related economic sectors. Grant funds are available through the program to help establish the Creative Districts. The maximum grant available is \$250,000. There are also grant funds available to initiate a Creative District Plan.

The City of McCook has been contacted by supporters of establishing a Creative District in the City of McCook, requesting that the City of McCook submit a Memorandum of Understanding as part of their application. The McCook Creative District will be the entity that completes the application process. The City of McCook is a willing partner to help assist the McCook Creative District in their efforts.

APPROVALS:



Nathan A. Schneider, City Manager

November 29, 2022



Lea Ann Doak, City Clerk

November 29, 2022

Nate Schneider

From: Matt Sehnert <mwsehnert@gmail.com>
Sent: Wednesday, November 2, 2022 2:07 PM
To: Nate Schneider
Subject: Memorandum of Understanding - Creative Arts District Plan

Flag Status: Flagged

Hello Nate,

I'm writing to see if you would write a memorandum of understanding for the proposed Creative District in McCook to the Nebraska Arts Council.

Joann and I spoke to you awhile back and we've gained a lot of ground. Particularly with the 86 citizens who participated in 6 workshops to learn and add to the mission of the creative district. Gene, Jared and Jerry all participated in the workshop.

If you have questions, please let me know. If you would like us to come back and address the city council, we would be happy to do so.

I know that you always have a lot on your plate. If you need to wait until after the election etc...that's fine. After a year of work, we are nearly ready to submit the workbook to the Nebraska Arts Council for review.

Thanks Nate,
Matt

NEBRASKA CREATIVE DISTRICTS

Program Overview and Guidelines

September 2022

NEBRASKA CREATIVE DISTRICTS OVERVIEW

The Creative District Program is a program ran by the Nebraska Arts Council, with legislation passed by the Nebraska Legislature that will show the arts as an economic driver, support communities in Nebraska in telling their stories, and elevate the value of the arts.

A Creative District is a well-defined geographic area with a high concentration of creative resources and activities. Creative Districts works to help communities throughout the state thrive. The certification can bolster their creative economy, enhance vitality, and improve livability. This can support a region's ability to grow jobs and increase educational and creative opportunities for residents and visitors.

In 2020, the Nebraska State legislature passed a bill to create the Creative Districts program. The legislation tasked the Nebraska Arts Council to create this program. The program works to promote and support economic development and placemaking opportunities in communities dedicated to growing their arts-related economic sectors.

Creative Districts will be selected through an open application process. Selected districts for the first Nebraska Creative Districts cohort will receive a host of benefits and will participate in a developmental evaluation process to refine the program for the future. Selected districts will help shape the final Creative District certification process and will help to define the most relevant and effective services for state-designated districts.

WHAT GOALS CAN A CREATIVE DISTRICT HELP A COMMUNITY ACHIEVE?

The Creative District program can help communities achieve multiple goals. Each district will identify what their goals are as they complete the Eligibility Assessment and write their own Creative District Plan.

- Attract artists and creative enterprises
- Encourage business and job development
- Establish the district as a tourist destination
- Preserve and reuse historic buildings
- Promote the district's cultural and historical heritage

CREATIVE DISTRICT PROGRAM BENEFITS

Benefits of participating in the Nebraska Creative District program:

- Official state certification and branding materials
- Attract artists and creative enterprises to the community
- Create hubs of economic activity, maximizing the various cultural assets, to create a unique identity that enhances the area as an appealing place to live, visit, work and create new economic activity.
- Attract visitors through joint marketing efforts such as the Nebraska Passport Program
- Enhance property values, revitalize and beautify historic buildings and communities
- Creative District Certification Grants for districts that become certified
- Join a cohort of other Creative Districts for support and growth
- Opportunity to apply for a Creative District Development grant

NEBRASKA CREATIVE DISTRICTS

Program Overview and Guidelines

September 2022

ELIGIBILITY

To be eligible to apply for certification as a Nebraska Creative District, the following minimum requirements must be met:

- Only organizational partnerships are eligible to apply. At a minimum, the partnership must include three organizations. One of those partners must be a representative from an agency of local government. Other partners can include: a cultural non-profit or artist collective, a local business or business association, and/or a community development corporation.
- The majority of organizations in the partnership must be located in the district.
- Evidence of partnership: A memorandum of understanding or letter of agreement between the partnering entities, which includes a representative from an agency of local government.
- One organization must serve as the lead applicant for the purposes of completing the application and will be known as the District Administrator. The District Administrator will be the contact for the Nebraska Arts Council and will assume the fiscal responsibility for the grant programs associated with the Creative District program. Examples may include municipal or tribal government, Chamber of Commerce, registered neighborhood organization, downtown development authority, or development organization.

District Administrator organization must:

- have a minimum \$10,000 annual operating budget.
 - Be an incorporated nonprofit organization, physically located in the State of Nebraska, with articles of incorporation current and on file in the Nebraska Secretary of State's office; or a subdivision of government.
 - have a Federal Employer Identification Number (FEIN).
 - have received federal tax-exempt status. Divisions of government must submit a copy of the sales tax exemption certificate from the State Department of Revenue.
- The cultural non-profit partner must have a two-year history of arts programming or activities.
 - Map indicating the boundaries of the proposed district. The district must be walkable, or easily navigable.
 - Evidence of community support: (3) Three letters of support from individual community members or organizations in the proposed district are required. Examples include individual artists, social service organizations, local elected officials, creative businesses, etc.
 - Cultural asset survey or inventory
 - A Strategic Plan with a clearly defined mission, vision and core beliefs for the district. The plan must also identify the strengths and weaknesses, opportunities and threats of becoming a district. Note: The workbook will begin to identify these details and a complete strategic plan will be required when the Creative District Plan is submitted.

NEBRASKA CREATIVE DISTRICTS

Program Overview and Guidelines

September 2022

APPLICATION PROCESS

The Nebraska Arts Council seeks qualified organizational partnerships to apply through a multi-tiered process adjudicated by a review panel that will include the following:

Step 1: Submit a Letter of Interest (LOI) to NAC staff

A one-page letter of interest (LOI) should be sent to nac.grants@nebraska.gov and should include the following:

- Name of community/district
- Contact information for the District Administrator
- Major partners
- A brief description of the community and its cultural or historical heritage
- Why the community would be a good candidate for the Creative District program
- Identify what the Creative District Certification Grant of \$10,000 will be spent on if it is awarded.

The letter will be followed up by a discussion with NAC staff. If the letter of interest is approved, NAC staff will provide the Eligibility Assessment.

Step 2: Submission of an Eligibility Assessment

NAC staff and a committee of outside reviewers will review the eligibility assessment, also known as the workbook. Based upon their feedback, potential districts will be given items to continue working on and/or accepted as a Creative District Candidate, invited to create a Creative District Plan, and contacted about a potential site visit. The workbook and supplemental materials should be emailed to nac.grants@nebraska.gov. The submission of an eligibility assessment in no way implies or guarantees that the community will be granted a Creative District certification. However, if the review committee approves the eligibility assessment, the district is considered pre-certified.

Step 3: Preparation and Submission of Creative District Plan

After a site visit and planning session with Nebraska Arts Council staff, the pre-certified Creative District will submit a strategic plan that outlines the goals of the Creative District, how they plan to achieve them, and how they will be measured. The Creative District Plan will be submitted via email to NAC staff.

Benefits of being certified include:

- Official state certification and branding materials
- Create hubs of economic activity
- Attract visitors
- Join a cohort of other Creative Districts
- Receive a Creative District Certification grant
- Opportunity to apply for a Creative District Development grant

Step 4: Certification as Nebraska Creative District (5 year)

This is a five-year designation. Once the Creative District Plan has been approved by NAC staff and a panel of outside reviewers, the Creative District is considered 'certified' and will be awarded a \$10,000 Certification Grant.

Once a community has been certified as a Nebraska Creative District, they will be eligible for a Creative District Development Grant of up to \$250,000 if they meet the eligibility requirements.

NEBRASKA CREATIVE DISTRICTS

Program Overview and Guidelines

September 2022

Grant amounts will be based upon need and available funds and will be reviewed by a committee of outside reviewers.

Step 5: Submit yearly **Evaluation and Interim Plan**

Interim reports will be required every year, which will help the Creative District track their goals and specific data points.

Step 6: Apply for **Re-Certification** (for another 5-year certification)

Creative Districts in good standing will be eligible for re-certification pending approval of a new five-year plan.

TIMELINE (First Year)

August 2021	Program details announced Informational Webinar
Ongoing	Eligibility Assessments will be reviewed as they are received Site visits will be set up after the workbooks are approved Creative District plans will be reviewed as they are received Districts are eligible for Creative District Development Grants once their plan is approved, and they are certified.

SELECTION CRITERIA

Districts will be selected for certification based on the strength with which they demonstrate the following:

- Clearly defined, qualified, **strong leadership**
- Clearly defined mission and **driving vision** for the district
- Quality, diversity, and commitment of **key participating partners** from civic, business and arts communities
Demonstrated by economic workforce development plans to bolster the creative economy for the region.
- Authentic **community engagement** from diverse stakeholders
Evidenced by letters of support from creative entrepreneurs, investment and/or other related economic development activities.
- A thorough **inventory of the cultural assets** in the community and demonstrated understanding of the role of each in a Creative District
Including local arts, culture and tourist activities as well as preservation or promotion of cultural or historical heritage and architecture
- Thorough study and understanding of the **district's strengths, weaknesses, opportunities and threats**
Including opportunities around maker spaces and/or affordable housing for artists and creatives
- Recognized impact of the Creative District designation and **evaluation plan**
Economic development data that demonstrates the current or project growth of the arts sector in the region.

NEBRASKA CREATIVE DISTRICTS

Program Overview and Guidelines

September 2022

REVIEW PROCESS

The assessment, subsequent findings from the site visits, and Creative District plan will be reviewed by a multi-disciplinary and multi-sector selection panel.

- | | |
|----------------------------------------|---------------------------------------------|
| • LOI | Reviewed by NAC Staff |
| • Eligibility Assessment | Reviewed by outside reviewers and NAC staff |
| • Creative District Plan | Reviewed by outside reviewers and NAC staff |
| • Creative District Development Grants | Reviewed by outside reviewers and NAC staff |

Grant Programs

The Creative District Program will include two separate grant programs. Details on each grant program are identified below.

Creative District Certification Grant

This grant award of \$10,000 is available once the Creative District Plan is approved by the review panel and the district is considered certified. The funds are non-matching in nature and a final report will be required to show how the funds were spent. Some examples of how the grant award can be used are as follows:

- Consultants to help with town hall meetings, asset mapping, or strategic planning
- Marketing materials such as website development, signage, or banners
- Community enhancement projects
- Events that will help attract visitors to the district

Creative District Development Grant

Certified Creative Districts are eligible for a Creative District Development Grant. The maximum grant request amount for new Districts is \$250,000 (there is no minimum amount). New Districts may submit multiple applications until they reach the \$250,000 maximum request amount. Once \$250,000 in requests has been reached, districts may apply again, but priority will be to fund new districts that have not reached the \$250,000 limit.

Funds awarded can be used for the following:

- **Construction:** Building, renovation, and/or expansion of existing buildings
- **Marketing:** Promotion of the district; this may include the district's website, branding, and marketing. Can also include improved signage and wayfinding for the district.
- **Operational Support:** Organizational support for the management and operations of the district (only for designated District Administrator organizations in certified Creative Districts)
- **Physical Enhancements:** Enhancements to the Creative District to make it more accessible, attractive, cohesive-looking, and safe for visitors
- **Planning:** In-depth strategic planning and/or planning related to the development or rehabilitation of eligible projects such as engineering or technical studies.
- **Programming:** High quality arts programming that will attract a significant number of visitors to the Creative District

A separate application will be required for this grant program. The applicant will be required to show how the funds requested support the approved Creative District Plan and will further the economic development of the district. The application will be reviewed by an outside panel of reviewers.

**CITY MANAGER'S REPORT
DECEMBER 5, 2022 MCCOOK CITY COUNCIL MEETING**

A.H.
ITEM NO. _____ Authorize City of McCook staff to complete an application for a Civic and Community Center Financing Fund (CCCFF) grant.

BACKGROUND:

The Civic and Community Center Financing Fund (CCCFF) program provides grants of state aid for the development of public spaces and civic, community, and recreation centers, as well as historic, buildings or districts. The purpose of the program is to support, enhance, and grow the Good Life throughout Nebraska. Awarded to municipalities and tribal governments and administered by the Nebraska Department of Economic Development, CCCFF grants of assistance encourage and foster quality of life in our communities. The grant process is competitive.

The City of McCook was awarded a CCCFF planning grant in 2021, with the grant funds used to assist with the planning and design efforts for a new municipal swimming pool. Staff would like to apply for a CCCFF grant to help pay for the construction of the new swimming pool. Successful recipients must match the grant funds at least equally from other sources at a 1:1 local cost-share. Depending on the balance in the Civic and Community Center Financing Fund, the maximum grant for McCook would either be \$375,000 or \$562,000.

The grant schedule is as follows:

- Letter of Intent Due Date - January 15, 2023
- Application Due Date - February 15, 2023
- Anticipated Award Date - March 30, 2023
- Contract Term - Two Years

Staff will work with a grant writer to assist with the CCCFF application.

APPROVALS:



Nathan A. Schneider, City Manager

November 29, 2022



Lea Ann Doak, City Clerk

November 29, 2022

NEBRASKA

**CIVIC & COMMUNITY CENTER
FINANCING FUND (CCCFF)
APPLICATION & PROGRAM
GUIDELINES**

State of Nebraska

Revised August 2022 | 1.4

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OVERVIEW & CONTACT INFORMATION

Jenny B. Mason, CCCFF Program Coordinator
Nebraska Department of Economic Development
Housing & Community Development – Disaster Recovery Division
P.O. Box 94666
245 Fallbrook Blvd, Suite 002
Lincoln, NE 68521
800-426-6505 or 402-471-6280
jenny.mason@nebraska.gov

GRANT SCHEDULE	
Letter of Intent Due Date	January 15
Application Due Date	February 15
Anticipated Award Date	March 30
Contract Term	Two years

The CCCFF program is authorized and further described within Neb. Rev. Stat. §§13-2701 – 13-2710, and further administered by Nebraska Administrative Code, Title 90, Chapter 1 (“Rules and Regulations for Local Civic, Cultural, and Convention Center Financing Act”) and these Application & Program Guidelines.

Application Portal and Grants Management System

To administer CCCFF, the Nebraska Department of Economic Development (DED) uses a grants management system (GMS), AmpliFund. DED has developed a Companion Guide to serve as a roadmap for Recipients integrating these Application & Program Guidelines and the GMS. The Companion Guide and GMS User Guides, with instructions for accessing and using of the system to apply or implement a CCCFF grant, and other resources are available on DED’s website, <https://opportunity.nebraska.gov/amplifund/#CCCFF>.

Special Notices/Announcements

- April 2022: [LB800](#) was approved and signed into law to provide for eligibility of tribal governments as applicants under the CCCFF program.
- October 2021: DED will accept applications for Construction and Planning grants in the application cycle starting in January 2022. Due to the impacts of the covid-19 pandemic, the amount of aid expected to be available for award during the 2022 application cycle will be lower than in past years. Maximum amounts awardable to Recipients during the 2022 cycle are projected to correspond with “Grant Maximum Schedule A”. Refer to the addendum for additional information.
- April 2021: DED has migrated all open CCCFF awards into AmpliFund. All future progress reporting and payment requests shall take place in AmpliFund.
- October 2020: Due to the impacts of the covid-19 pandemic, the 2021 application cycle was limited to planning grants only. Refer to the addendum for additional information.

RECORD OF CHANGE

Find the Version identifier on the cover page of this document. Summary of Changes includes a brief description of the revisions.

Version	Date	Summary of Changes
1.1	10/2020	<ol style="list-style-type: none"> 1. Overview & Contact Information, new subsection for special notices/announcements. 2. Section 5 – Matching Requirements, clarification on what is eligible for local cost-share. 3. Section 6 – Grant Amounts, clarification on grant maximum schedule for construction projects. 4. Section 11.1 – Awarded Projects Overview, clarification on procurement, contracts, and allowable costs. 5. Section 11.2 – Award Notification & Account Setup, clarification on GMS steps. 6. Section 11.3 – Contract & Award Disbursement Process, clarification on GMS steps. 7. Section 11.4 – Progress Reporting Requirements, clarification on submission requirements and GMS steps. 8. Section 11.5 – Final Payment, Amendments, & Closeout, clarification on submission requirements and GMS steps. 9. Added Addendum
1.2	10/2021	<p>Addition of clarifying details throughout. Substantive revisions made to the following sections or subsections:</p> <ol style="list-style-type: none"> 1. Overview & Contact Information – updated contact information, introduction of Companion Guide, special announcements. 2. Section 5 – Match Requirements, clarification on date in which costs may be incurred. 3. Section 11 – Guidelines & Award Management, notice of GMS migration. 4. Section 11.3 – Contract & Award Disbursement Process, updated contract disbursement process. 5. Section 11.5 – Final Payment, Amendments, & Closeout, clarification on source documentation, final payment requests, and process for requesting contract amendments in GMS. 6. Addendum – added October 2021 press release.
1.3	1/2022	<p>Non-substantive revisions made to CCCFF webpage links in document to coincide with updates to DED’s website.</p>
1.4	8/2022	<p>The following sections were updated to reflect 2022 legislative changes to provide for eligibility of tribal governments as applicants under the CCCFF program.</p> <ol style="list-style-type: none"> 1. Section 1, Introduction 2. Section 2, Eligible Projects 3. Section 4, Eligible Applicants 4. Section 6, Grant Amounts 5. Section 7, Letter of Intent 6. Section 8, Application Review & Approval Process 7. Section 9, Review Criteria by Grant Type 8. Section 11, Guidelines & Award Management

1 INTRODUCTION

The Civic and Community Center Financing Fund (CCCFF) program provides grants of state aid for the development of public spaces and civic, community, and recreation centers, as well as historic buildings or districts. The purpose of this program is to support, enhance, and grow the Good Life throughout Nebraska. Awarded to municipalities and tribal governments and administered by DED, CCCFF grants of assistance encourage and foster quality of life in our communities. This is a competitive program and total requested funds in a single application cycle routinely exceed the amount of funds available for award.

On an annual cycle, the program operates on a two-part application process. Using the online Application Portal (i.e., grants management system or “GMS”), or other method prescribed by DED, Applicants meeting eligibility requirements, (1) provide a signed letter of intent to apply on or before January 15 of the current program year and (2) submit a completed application. Upon submission of the letter of intent and within the appropriate program year, **Applicants may submit their application at any time from January 15 to February 15.**¹

These Application & Program Guidelines, grant schedule, sample letter of intent to apply for funds, listing of prior awards, and other documents can be found at the CCCFF webpage, <https://opportunity.nebraska.gov/programs/community/cccff/>, or by contacting the CCCFF Program Coordinator.

GMS User Guides, with instructions for accessing and using of the system to apply for and implement a CCCFF grant, and other resources are available on DED’s AmpliFund Resource page, <https://opportunity.nebraska.gov/amplifund/#CCCFF>.

2 ELIGIBLE PROJECTS

In general, a municipality or tribal government may use a CCCFF grant for new construction or the renovation and/or expansion of existing public spaces and civic, community, and recreation centers, which may include the conversion, rehabilitation, or reuse of historic buildings. The fund may also be used for preliminary planning related to the development or rehabilitation of eligible projects. Awarded projects should be completed within two years of notice of approval.

Applicants apply for one of two grant types available in a single program year:

- Planning (i.e., engineering and/or technical studies directly related to eligible projects as defined below)
- Construction

NOTICE: Construction, architectural, and/or engineering documents that do not bear the seal of a state licensed architect or professional engineer may be in violation of state law. Contact the Nebraska Board of Engineers and Architects for requirements at (402) 471-2021 or nbea.office@nebraska.gov.

Eligible facilities defined:

- **Public Space:** property located within the traditional center of a community, typically comprised of a cohesive core of residential, civic, religious, and commercial buildings, arranged around a main street and intersecting streets. Public space may be bound by or otherwise spatially defined by multiple buildings with both internal and external elements.
- **Civic Center:** a facility that is used to host conventions, meetings, and cultural events or a library. **NOTE:** what is commonly called a “community center” is likely a “civic center” under this statutory definition.
- **Recreation Center:** a facility or park used for athletics, fitness, sport activities, or recreation that is owned by an applicant and is available for use by the general public with or without charge. A recreation center does not include any facility that requires a person to purchase a membership to utilize such facility (e.g., country club), but may include facilities that charge a reasonable user fee (e.g., wellness center).

¹ Through an announcement made no later than June 1 of the concurrent program year, DED reserves the right to hold a second application cycle.

- **Historic Building or District:** a building or district eligible for listing on or currently listed on the National Register of Historic Places or a building that is certified as contributing to the significance of a registered state or national historic district. **NOTE:** Where an application involves a historic building or district, special policies apply; see *Section 8.2 Special Policies: Historic Buildings*.

While some facilities are likely to incorporate multiple uses and may meet the definition of more than one type, eligible activities by facility type are:

- **Civic Centers and/or Recreation Centers:** used for new construction or renovation and/or expansion of existing facilities.
- **Historic Buildings or Districts:** used for preservation, restoration, conversion, rehabilitation, or reuse of historic buildings or districts. For more information, see *Section 8.2 Special Policies: Historic Buildings*.
- **Public Spaces:** used to construct or upgrade public spaces; for such purpose, included is demolition of substandard and abandoned buildings.

3 INELIGIBLE EXPENSES

Not eligible for grant funds, nor for consideration as required local match, are those costs incurred prior to a grant award. Also ineligible are costs associated with facility programming, marketing, advertising, or facility-staffing activities. For construction grants, monies may be used for the purchase and installation of fixed seating, lighting, carpeting, and other fixtures at a facility, but not for temporary and/or portable furniture or equipment.

4 ELIGIBLE APPLICANTS

This program is only open to municipalities and tribal governments. Most Nebraska municipalities and tribal governments are eligible and may apply in competition with other applicants seeking funds. Awarded projects should be completed within two years of the contract start date. Eligibility requirements and thresholds include:

- **Ownership** – Must conform to one of the two options described below. In any case, the municipality or tribal government shall be the Applicant (and, if awarded, Recipient) for the grant of assistance.
 1. Municipality or Tribal Government must own the facility.
 2. For municipality applicants only,² the municipality may jointly own an eligible facility with a political subdivision if the municipality's ownership interest in such facility is at least fifty percent. Political subdivision means a county, school district, community college area, or natural resources district. For more information, see *Section 8.3 Special Policies: Joint Ownership with a Political Subdivision*.
- **Location** – For municipality applicants only,³ the project location must conform to one of the two options described below. In any case, the applicant shall include a map identifying the location of the facility for the grant of assistance in relation to the community, identifying any relevant sites or related projects. The intent of the map is to provide context to the proposed project. Also appropriate may be photographs, which – in addition to the required map – may also be included.
 1. The facility is located within the boundaries of the municipality applying for the grant.
 2. The facility is located within the municipality's extraterritorial zoning jurisdiction. For more information, see *Section 8.1 Special Policies: Facilities Located within the Applicant Municipality's ETJ*.
- **Operation** – A municipality or tribal government must operate the facility directly, or under contract.
- **Limitations and Priority Applicants** – related to the following information, contract start date shall be used for reference when determining eligibility/priority following a prior award.
 - A municipality or tribal government may only receive one grant of each type (planning or construction) in any two-year period. *Example: Anyplace received an award for a planning grant to develop a community and wellness center, and a year later received a construction grant for the*

² This joint ownership provision does not apply to an application submitted by a tribal government.

³ This location requirement does not apply to an application submitted by a tribal government.

Anyplace Community & Wellness Center. That following year, Anyplace is eligible to apply for a planning grant for their library expansion.

- Applicants not receiving CCCFF aid within the last ten years receive priority.
- **Ineligible Applicants** – whereas otherwise eligible based upon the above statutory requirements and thresholds, the following are also explicitly ineligible:
 - Not eligible to apply for a CCCFF grant are the cities of Omaha and Lincoln, or other applicant that has received funding through the Convention Center Facility Financing Assistance Act.
 - No project may receive assistance under both the Sports Arena Facility Financial Assistance Act (SAFFA) and Civic and Community Center Financing Act (CCCFA or the “Act”),⁴ including Ralston and Kearney.

5 MATCHING REQUIREMENTS

Recipients must match grant funds at least equally from other sources (1:1 local cost-share). **Costs charged to the grant must be incurred after the award**; this includes match and grant-funded costs. In other words, neither the local match nor the items listed for grant assistance may include amounts already expended prior to the date of the Notice of Approval. Any expenses incurred prior to award are not eligible as match but may demonstrate project readiness and local support.

- Matching funds may be derived from any other source, including one or a combination of the following:
 - Other non-CCCFF grant (including other state assistance and/or federal grants),
 - Fundraising,
 - General funds,
 - Keno funds, etc.
- CCCFF grant funds cannot account for more than 50% of the total project costs.
- Consideration given for in-kind services; however, at least 50% of local cost-share must be in cash.⁵

6 GRANT AMOUNTS

The Legislature annually allocates funds to DED. Assistance from the fund cannot amount to more than one-half of the (1) cost of construction, renovation, or expansion of the eligible facility or (2) completion of planning document. **Planning grants are available for \$3,000 – \$15,000.** Construction grants are available for a minimum of \$15,000 and a maximum as defined in the table below.⁶

Grant Maximum Schedule A		Grant Maximum Schedule B	
Municipality Population	Amount	Municipality Population	Amount
100,000-299,999	\$2,250,000	100,000-299,999	\$3,375,000
40,000-99,999	\$1,125,000	40,000-99,999	\$1,687,000
20,000-39,999	\$750,000	20,000-39,999	\$1,125,000
10,000-19,999	\$600,000	10,000-19,999	\$900,000
Less than 10,000	\$375,000	Less than 10,000	\$562,000
All Tribal Governments	\$2,250,000	All Tribal Governments	\$3,375,000

Applicants may follow the “AmpliFund Application Portal” link on the CCCFF webpage to identify the grant maximum schedule for the upcoming application cycle. If this information does not appear on the AmpliFund Application Portal webpage when the application cycle opens, potential applicants should contact the CCCFF Program Coordinator to confirm which grant maximum schedule to use for the program year.

⁴ The Civic and Community Center Financing Fund is authorized under CCCFA.

⁵ In-kind costs charged to the grant must be documented similar to costs paid in cash; this may include, but is not limited to, detailed invoices, time sheets, etc.

⁶ CCCFF uses Schedule A until the balance of the Fund reaches \$3.75M. Use of Schedule B is triggered after the balance of the Fund reaches \$3.75M and until it falls below \$1.5M.

7 LETTER OF INTENT

A municipality or tribal government seeking a grant first submits a letter of intent to apply. Issued on official municipal or tribal letterhead and signed by applicant's chief elected official, the letter of intent serves as a letter of support for the forthcoming application and identifies the type of grant (planning or construction), name or brief description of the project, estimated total project costs, and amount of assistance requested. Applicant must submit the signed letter of intent via the GMS. A template is available on the [CCCFF webpage](#).

8 APPLICATION REVIEW & APPROVAL PROCESS

Applications are submitted using the GMS at any time after the letter of intent due date and prior to application due date.⁷ Applicants follow the "AmpliFund Application Portal" link on the CCCFF webpage, create a user profile in the GMS application portal, and complete the application forms. The user profile allows for saving of partially completed applications until the Applicant is ready to submit their form. For consideration of an award, an application must be finalized and submitted by the Applicant (or their preparer) on or prior to the due date. Instructions for completing and submitting the application must be carefully followed to ensure accuracy and avoid unnecessary corrections in post-award.

The application must include a clear and concise summary describing the nature of the overall project. This project description determines the proposed project's eligibility under the Act. Applications for eligible projects are reviewed and scored by a committee consisting of DED staff as well as invited members of other vested State agencies. Depending upon the type of grant being applied for, eligible project applications are competitively scored based upon review criteria established in statute (Neb. Rev. Stat. §13-2707 and §13-2707.01). See *Section 9 Review Criteria by Grant Type*.

Review committee issues recommendation of top scoring applications to the DED Director, or their designee, for final approval. To meet fiscal responsibilities, DED reserves the right to establish the maximum-awarded amount of funds in any given year. DED sends formal notification to all Applicants following official action by the Director. For more information, see *Section 11 Guidelines & Award Management*.

GMS User Guides, with detailed instructions for accessing and using of the application portal, and other resources are available on DED's website. A direct link to this resource page is located at the beginning of this document.

8.1 SPECIAL POLICIES | FACILITIES LOCATED WITHIN THE APPLICANT MUNICIPALITY'S ETJ⁸

Where an application involves an eligible facility not located within the applicant municipality, special policies apply. The municipality must provide documentation that the project for which the grant is requested shall be located, for any city of the first class, city of the second class, or village, within the municipality's extraterritorial zoning jurisdiction.

8.2 SPECIAL POLICIES | HISTORIC BUILDINGS

Where an application involves a historic building, special policies apply. For any application for a grant of assistance to assist in the preservation, restoration, conversion, rehabilitation, or reuse of a historic building or district, the Applicant is required to submit verification of the State Historic Preservation Officer's evaluation and determination. The State Historic Preservation Officer shall evaluate the work as proposed in the application to determine whether it conforms to the United States Secretary of the Interior's Standards for the Treatment of Historic Properties, such determination is formalized on the [SHPO Compliance Form](#). **Applicant must include this form**, and any attachments thereof to notify DED of the determination. Subsequent to this determination, if the work does not conform to such standards, the project is not eligible for state aid.

⁷ DED does not issue an "invitation" to apply.

⁸ This location requirement does not apply to an application submitted by a tribal government.

IMPORTANT CHANGE IN THE AUTHORIZING LEGISLATION: A 2018 amendment to the Act included a provision for issuance of grants for preservation and restoration of historic buildings owned by a non-profit organization if a contractual relationship is created between a municipality and the non-profit organization. A 2019 amendment subsequently removed this provision and such an arrangement is no longer applicable nor allowable.

8.3 SPECIAL POLICIES | JOINT OWNERSHIP WITH A POLITICAL SUBDIVISION

Where a municipality's application involves an eligible facility having joint ownership with an eligible political subdivision, special policies apply. Under the Act, an eligible political subdivision means a county, school district, community college area, or natural resources district. In such instances, the municipality must have an ownership stake of at least 50%; the remainder may be shared with an eligible political subdivision. See also Neb. Rev. Stat. §13-2707(5). *This joint ownership provision does not apply to an application submitted by a tribal government.*

In such cases involving joint ownership with an eligible political subdivision, the municipality, having no less than 50% ownership of the facility, is the Applicant and the political subdivision sharing no more than 50% ownership of the facility is a "Sub-Applicant".

9 REVIEW CRITERIA BY GRANT TYPE

All eligible project applications are scored by committee based upon review criteria established in statute (Neb. Rev. Stat. §§13-2707 and 13-2707.01), and any other relevant parts of the Act. Where an application meets threshold items, up to ten (10) points are available for each review criterion.

For planning grants, maximum score is 10 points; construction grants carry a 50-point maximum. Where appropriate and allowable, the Applicant may attach maps, images, drawings/illustrations, photographs, or other documentation to supplement the narrative. The narrative shall reference attachments to ensure an accurate presentation for the review committee. **Supplemental materials and attachments do not replace narrative** and any such materials included within an application submission should complement and not be considered "replacement" for a clear and concise narrative response to the criteria. The GMS User Guides or Application Form may include additional instructions for Applicants.

Statutory Threshold	Description	Applicability by Applicant Type	
		Municipality	Tribal Government
Project location.	The facility, unless as allowed by terms described under <i>Section 8.1 Special Policies: Facilities Located within the Applicant Municipality's ETJ</i> , shall be located in the municipality that applies for the grant. ⁹ See also <i>Section 4 Eligible Applicants</i> .	✓	
Project ownership.	The municipality or tribal government that applies for the grant, unless as allowed by terms described under <i>Section 8.3 Special Policies: Joint Ownership with a Political Subdivision</i> , shall own the facility. See also <i>Section 4 Eligible Applicants</i> .	✓	✓
Project operation.	A project shall be operated by the municipality or tribal government that applies for the grant, directly or under contract.	✓	✓
Local match.	Assistance from the fund must include a 1:1 match. Projects with a higher level of local matching funds may be preferred as compared to those with a lower level. See <i>Section 5 Matching Requirements</i> for more information.	✓	✓

⁹ This location requirement does not apply to an application submitted by a tribal government.

9.1 PLANNING PROJECTS

Planning projects are scored for one criterion; therefore, the maximum score for planning grant applications is 10.

Financial support. Assistance from the fund must include a 1:1 match. Preference given to those projects with a higher level of local matching funds compared to those with a lower level of matching funds. See *Section 5 Matching Requirements* for more information.

Tips: describe and document the project's fiscal viability, leverage, and financial resources, as well as efforts to secure non-CCCF monies from other state, federal, foundation, business, or individual sources.

9.2 CAPITAL CONSTRUCTION PROJECTS

Construction projects are scored for five criteria as described below. The maximum score for construction projects is 50. **Application preparers should avoid duplicative narrative.**

1. Retention Impact. Funding decisions by DED shall be based on the likelihood of the project retaining existing residents in the community where the project is located, developing, sustaining, and fostering community connections, and enhancing the potential for economic growth in a manner that will sustain the quality of life and promote long-term economic development.

Tips: describe how the proposed project fulfills a known local need, based on a formal or informal assessment of current conditions.

2. New Resident Impact. Funding decisions by DED shall be based on the likelihood of the project attracting new residents to the community where the project is located.

Tips: describe the unique and/or specific services or function to be provided as a result of project completion otherwise not available, specifically related to attracting new residents, include what services or functions would become available should the project be completed.

3. Visitor Impact. Funding decisions by DED shall be based on the likelihood of the project enhancing or creating an attraction that would increase the potential of visitors to the community where the project is located from inside and outside the state.

Tips: describe the unique and/or specific services or function to be provided as a result of project completion otherwise not available, specifically related to attracting visitors and/or tourists into the area.

4. Readiness and local public support. The fiscal, economic, and operational capacity to finance and manage the project and ability of the Applicant to proceed and implement its plan and operate the facility.

Tips: identify who will handle the day-to-day operation and management of the project, project roles, and established or potential partnerships, as well as any volunteer efforts. Include a summary and description of past and future projects and activities carried out at the local level, and identify partnerships and volunteer efforts. Provide a summary or other evidence of public support in the form of public meetings, design charrettes, fundraising campaigns, etc.

Tips: describe project viability, leverage, and financial resources, as well as efforts to secure non-CCCF monies from other state, federal, foundation, business, or individual sources.

5. Project Planning. Projects with completed technical assistance and feasibility studies shall be preferred to those with no prior planning.

Tips: describe the level of design or conceptualization of the project, who was involved, historical preservation consideration (where appropriate), etc. Include a planning process timetable that would further illustrate the planning process, as well as a timeline for project implementation, including securing matching funds. Provide any information about initial planning, stakeholder and/or public meetings, as well as a brief summary of comprehensive planning conducted at the project area or community level. When a community's comprehensive plan has recommended the

proposed project, provide a hyperlink to the comprehensive plan and indicate the specific location(s) of those recommendations.

10 NON-SELECT PROJECTS

Due to the competitive nature of the program related to the limited amount of funds available in state aid each program year, some projects are not selected for award. DED issues formal notice of non-selection to Applicants not receiving an award typically within 30 days of award announcements. To assist Applicants in improving their applications in future funding cycles, these letters include application-specific feedback. Non-select Applicants are encouraged to apply in future funding cycles.

11 GUIDELINES & AWARD MANAGEMENT

The following are, unless otherwise directed by DED, program guidelines for all open projects.¹⁰ All Applicants and Recipients under the program should review this section.

Recipients are encouraged to review the Companion Guide, located at <https://opportunity.nebraska.gov/programs/community/cccff/>, that serves as an award management roadmap integrating these Application & Program Guidelines and the GMS. The GMS User Guides or GMS-generated emails may include additional instructions for awarded Recipients.

For any email or letter correspondence related to an awarded project, please include in the subject line:

1. Recipient Name (e.g., Anyplace) and
2. CCCFF Contract Number (e.g., 20-03-999).

11.1 AWARDED PROJECTS OVERVIEW

DED issues written Notice of Approval (NOA) to Recipients of an award, followed by issuance of CCCFF contracts typically within 30-45 days of NOA. Contracts are issued for two years from the contract start date; in most cases, the start date is the same as the date of the NOA. Successful Applicants (i.e., Recipients) must review, sign, and submit the CCCFF contract and meet any required special conditions before issuance of the first disbursement.

The contract term for grants is two years. For example, in 2022, the contract term was 24 months from the date of approval, or March 22, 2022 – March 21, 2024. Further instructions or other requirements about the contract may be provided to Recipients along with the NOA or by other written communication or notice.

Per Neb. Rev. Stat. §13-2705, there is a **five-year holding period** requiring that a Recipient may not sell or transfer ownership interest in any facility receiving a CCCFF grant for at least five years.

Throughout the implementation of the project, at the local-level, the Recipient 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 as identified at the time of application with the actual project costs. Depending on the scope and scale of the project, in full or in part, the Recipient subsequently provides these records to DED for compliance and review for reimbursement prior to project closeout.

Procurement

Recipients must follow any applicable state and local rules and regulations for procurement of goods and services. The CCCFF program does not have additional requirements for procurement procedures.

Contracts for Professional or Other Services

Contracts for professional or other services (e.g., planning, architectural, engineering, construction, etc.) may be entered prior to CCCFF NOA, but costs incurred prior to NOA are not eligible against the grant. This includes match.

¹⁰ As of April 2021, all open grants have been migrated into the GMS. Unless otherwise directed, all Recipients are required to report within the GMS.

Allowable Costs

All costs charged to the grant (including required match) must be incurred within the CCCFF Contract effective dates. All such costs, including those considered “in-kind”, shall be supported by documentation (e.g., invoices, timesheets, etc.) and proof of payment/transfer. See also *Section 3 Ineligible Expenses* and *Section 5 Matching Requirements* for more information.

11.2 AWARD NOTIFICATION & ACCOUNT SETUP

Following DED’s issuance of the NOA, the Recipient will receive a GMS-generated email from AmpliFund Administrator, “no-reply@gotomygrants.com”, with instructions on how to set up the post-award user account. This email is sent to the Primary Contact as identified within the Application. Recipients should check their spam or junk mail folder as email settings may direct this system-generated email there. If the Primary Contact’s information is no longer valid, the links in the email are expired, or the email is not received within 30 days of NOA, the Recipient should contact the CCCFF Program Coordinator.

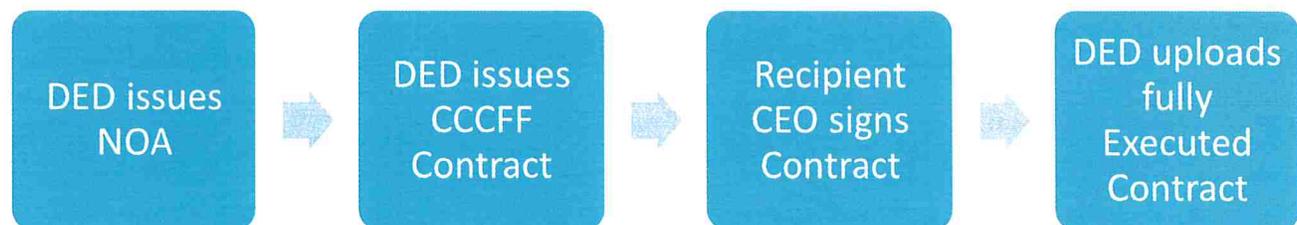
Identify Recipient Grant Manager

Once the Recipient’s Primary Contact sets up their user account, the option to add other users to help manage the grant becomes available, as does the ability to be assigned or assign tasks to complete various steps of grant implementation (e.g., sign contract, submit completed ACH form, submit payment request, etc.). Recipient identifies a Grant Manager. This person will receive notifications (“tasks”) requiring action for implementation of the grant.

NOTE: the application portal is distinct from the award management side of the GMS, i.e., the URL used to apply for your grant is different from the URL you will use for checking the status of and managing your grant.

The Recipient Grant Manager is the primary point of contact for all grant-related matters. All DED and GMS-automated emails are directed to the Grant Manager.

11.3 CONTRACT & AWARD DISBURSEMENT PROCESS



Following NOA, DED issues an electronic copy (PDF) of the CCCFF Contract for signature. Once fully executed, DED uploads the contract to the GMS. The CCCFF contract is entered into between DED and the municipality or tribal government (i.e., Recipient). The Recipient’s chief elected official (CEO) must sign the contract.¹¹

The Recipient must review, sign, date, and submit the agreement to accept CCCFF assistance (“Act Funds”). DED signs the contract *after* it is signed by the Recipient. Upon full execution of the contract and meeting of any required conditions specified in the contract, the Recipient must submit the First Payment Request.

First Payment Request and Disbursement Process Overview

Upon DED’s approval of the First Payment Request, DED will disburse fifty percent of the Act Funds to the Recipient. Act Funds are transferred electronically to the account designated on the State of Nebraska ACH Enrollment Form as submitted with the signed contract.

At any time following DED’s issuance of the contract for signature, the Recipient may submit the First Payment Request. The Recipient should complete this action within 60 days of NOA and, as a best practice, at the same time as the contract is submitted for review and signature by DED. Actual payment will not occur before the date of DED’s

¹¹ If another person is authorized to enter into contracts on behalf of the municipality or tribal government, documentation must be provided to that effect.

signature on the CCCFF contract and approval of the First Payment Request. An email from the AmpliFund Administrator will give notice to the Recipient Grant Manager that DED has approved the request for processing of payment. Upon subsequent processing, the email address(s) listed on the Recipient's ACH form receives notice.

Recipients can find detailed instructions for how to submit the first payment request in the Companion Guide and GMS User Guides located on our website, <https://opportunity.nebraska.gov/amplifund/#CCCFF>.

Under normal circumstances, assuming the Recipient meets the terms of the contract, DED issues two payments. The first is "up-front" or an advance on the total grant amount, and the second/final payment is on a *reimbursement* basis and is subject to Recipient's submission of compliance materials (e.g., paid invoices, cancelled checks, etc.) for review and approval by DED. See also *Section 5 Matching Requirements*.

Further described in Section 11.5, the timing of the final disbursement request depends on the Recipient's ability to document expenditure of funds as required in the contract (i.e., 1:1 match and no more than 50% of total project costs) but should be submitted to DED on or before the end of the contract term.

See also *Section 11.6 Provision for Reduced Awards or Deobligation of Funding*.



11.4 PROGRESS REPORTING REQUIREMENTS

Recipients must submit **progress reports on a semi-annual basis for the duration of the project and until closeout** by DED. The first such progress report is due six months following the Notice of Approval date (e.g., where the NOA is dated 03/22/2022, the first report would be due 09/30/2022). Reports are submitted timely and until DED issues a letter or notice of closeout. Table 11.4-1 provides an example based on a two-year contract term of March 22, 2022 through March 21, 2024:¹²

Table 11.4-1

6 Month Reporting	Time Periods
Report 1	03/22/2022-08/31/2022
Report 2	09/01/2022-02/28/2023
Report 3	03/01/2023-08/31/2023
Report 4	09/01/2023-02/28/2024

Recipients must complete reports on a form or manner provided by DED. **Unless otherwise directed, these forms are available and to be submitted via the GMS.** Recipients can find detailed instructions for how to submit reports, including expenses and achievements, in the Companion Guide and GMS User Guides located on our website, <https://opportunity.nebraska.gov/amplifund/#CCCFF>.

11.5 FINAL PAYMENT, AMENDMENTS, & CLOSEOUT

DED issues the final payment on the grant on a *reimbursement* basis. A final report is submitted to demonstrate compliance and to request the remainder of the grant. Recipient must submit source documentation evidencing

¹² Original Contract term is for 24 months; projects not completed within such a period must request and receive approval for a contract amendment to extend the contract end date. Six month reporting is due through the revised contract term and until DED issues a letter of closeout.

eligible expenditures for costs charged to the grant (e.g., invoices, cancelled checks, etc.). Because the final payment is on a reimbursement basis, the Recipient must show costs and expenditures in *advance* of receiving the final payment. The Recipient completes a final report and submits source documentation and any supplemental materials.

Recipients must complete the final report on a form or manner provided by DED. Unless otherwise directed, these forms are available and to be submitted via the GMS. Upon submission, DED reviews the Recipient's final report for compliance and performance, initiating the closeout process.

Upon the Recipient's submission of materials meeting the terms of the CCCFF contract, DED may process a full or, in the case of a project arriving under budget or similar situation, a partial payment reflective of 1:1 and 50% cost share requirements. DED issues letter or notice of closeout when contract terms are met. All grant-related files must be maintained for three (3) years following the date of closeout.

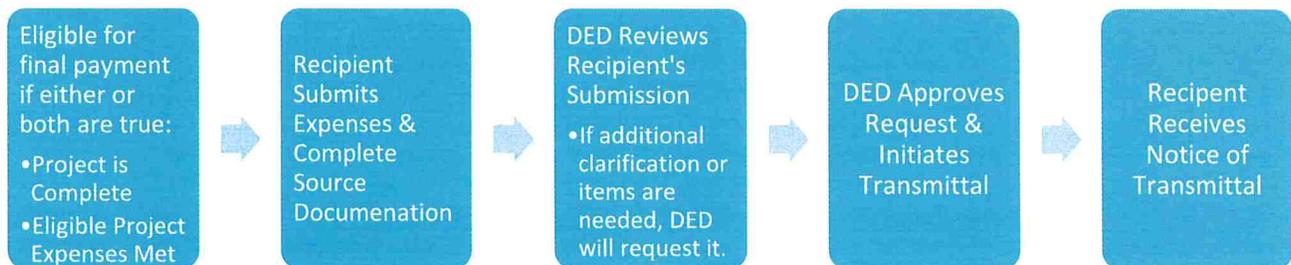
To remain in good standing, the final report must be submitted to DED by the contract end date. If that timeline cannot be met, contact the CCCFF Program Coordinator to determine if a contract amendment is necessary.

Final Payment Request

Recipients can find detailed instructions for how to submit the final report in the Companion Guide and GMS User Guides located on our website, <https://opportunity.nebraska.gov/amplifund/#CCCFF>.

Final payment requests can be submitted prior to submission of the Final Report in cases where the Recipient can demonstrate the required 1:1 match but the project is not yet complete. Discussion is included within the reporting GMS User Guide found at the link above.

If the submitted information is incomplete or requires clarification by the Recipient, DED will request missing items and/or request clarification from the Recipient. To avoid delays in the approval process, be sure to submit complete source documentation, which may include but may not be limited to paid invoices and cancelled check images (or other proof of transfer).



Typically, DED processes *approved* requests within 14 days. However, actual transmittal of payment may take up to 30 days. If that is the case, DED will give notice if the delay is on our end.

Closeout

Using the GMS, Recipients initiate closeout by completing all reporting periods, the final report, and marking all tasks complete. Recipients can find detailed instructions in the Companion Guide and GMS User Guides located on our website, <https://opportunity.nebraska.gov/amplifund/#CCCFF>.

Contract Amendments

Recipients may request a contract amendment to extend the contract. However, Recipients should wait to submit the request until a revised project completion date is determined and the original contract end date is approaching within 90 days. Contract amendments must be requested through the GMS. GMS User Guides, with instructions for requesting a contract amendment and other resources are available on DED's website, <https://opportunity.nebraska.gov/amplifund/#CCCFF>.

In general, such request requires the Recipient be current for semi-annual reporting and that they submit a written request that identifies all of the following:

1. The request as either for a 6- or 12-month extension,
2. Reasoning for the request,

3. Revised estimated completion date, and
4. Any other pertinent information related to the request.

Recipients seeking contract amendments due to significant changes to the project as described in the approved application shall contact the CCCFF Program Coordinator before committing grant funds.

Recipients cannot request an increase to their award amount. Projects that come in under budget are not likely to require a contract amendment.

11.6 PROVISION FOR REDUCED AWARDS OR DEOBLIGATION OF FUNDING

Where a project is unable to meet the terms of the contract, DED may require repayment of aid by the Recipient, issue a reduced award amount or partial final payment, and/or letter or notice of deobligation (e.g., Termination of Contract by Mutual Agreement). In most such cases, unless the award is rescinded or deobligated in its entirety, the Recipient 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 project costs.

Example of Partial Award, Reduced Final Payment

If Anyplace received a \$200,000 award for a project having an estimated total cost of \$400,000 (1:1 cost share), but the project came in under budget at a total cost of \$300,000, the grant amount would be reduced to \$150,000 – reflective of 50% of the total project cost, \$150,000 grant funded and \$150,000 in local match.

In this case, Anyplace received \$100,000 in aid as part of their first payment and would be eligible to receive up to \$50,000 in aid for their final payment, assuming their documentation of costs is complete and compliant under the contract.

Example of Partial Award Requiring Repayment

If Anotherplace received a \$500,000 award for a project having an estimated total cost of \$1,000,000 (1:1 cost share), but the project came in under budget at a total cost of \$200,000, the grant amount would be reduced to \$100,000 – reflective of 50% of the total project cost, \$100,000 grant funded and \$100,000 in local match.

In this example, Anotherplace received \$250,000 in aid as part of their first payment and would be required to repay DED \$150,000 of their first payment, reducing the amount of aid to the project to \$100,000. To avoid repayment of the entire first payment, the Recipient would also need to provide complete documentation of the costs charged to the grant, inclusive of grant funded and local match.

ADDENDUM

Included in the following pages you will find additional announcements or notices regarding awards for the CCCFF program. Depending on the year of your award, the information may or may not apply to your contract.

- I. **DED Press Release:** *Important Announcement Regarding the 2022 Civic and Community Center Financing Fund (CCCFF) Application Cycle*, October 14, 2021.
- II. **DED Press Release:** *DED Announces Changes to 2021 Civic and Community Center Financing Fund Award Eligibility as Result of COVID-19*, October 21, 2020.

CONTACT Kate Ellingson at 800-426-6505, 402-471-3749
or kate.ellingson@nebraska.gov

FOR IMMEDIATE RELEASE

Important Announcement Regarding the 2022 Civic and Community Center Financing Fund (CCCFF) Application Cycle

October 14, 2021 (LINCOLN, NEB.) – The Nebraska Department of Economic Development (the Department) is announcing important information pertaining to the 2022 application cycle of the Civic and Community Center Financing Fund (CCCFF).

CCCFF is funded by turnback taxes collected from arenas and convention centers. Due to the impact of COVID-19 on arena and convention center business, the amount of aid expected to be available for award during the application cycle starting in January 2022 will be lower than in past years.

There will be no impact on already-awarded CCCFF projects. Both funding categories — Planning and Capital Construction — are slated to be available in the upcoming cycle.

Maximum amounts awardable to recipients during the 2022 cycle are projected to correspond with “Grant Maximum Schedule A” below. Note that if deemed necessary, the Department reserves the option to further reduce maximum award amounts to meet budgetary requirements, at which time an announcement will be made.

Table 1: Civic and Community Center Financing Fund (CCCFF): Grant Maximum Schedule A

<i>Municipality Population</i>	<i>Max. Award Amount</i>
100,000-299,999	\$2,250,000
40,000-99,999	\$1,125,000
20,000-39,999	\$750,000
10,000-19,999	\$600,000
Less than 10,000	\$375,000

Actual CCCFF dollars available for award in 2022 are expected to be significantly lower than the amount the Department will be legislatively authorized to award over that time period; the Department's annual CCCFF availability is based on a projection of CCCFF funds generated through turnback taxes, and COVID-19 resulted in actual tax receipts being significantly lower than what was projected. The amount available for award will be announced when it can be determined.

The linked [CCCFF Application & Program Guidelines](#) reflect the changes announced in this release. Detailed information can also be found in the accompanying *Fact Sheet and FAQ* (below, as well as attached to this email), which applicants are encouraged to review.

For questions, contact Mackenzie Martin Waldron at mackenzie.waldron@nebraska.gov.

Fact Sheet & FAQ: Civic and Community Center Financing Fund 2022 Application Cycle

Program Description

The Nebraska Department of Economic Development (the Department) administers Civic and Community Center Financing Fund (CCCFF) grants annually on a competitive basis to municipalities. CCCFF is designed to foster quality of life in Nebraska communities by supporting impactful planning and capital construction projects. Eligible projects involve community facilities such as libraries, recreation and wellness centers, gathering spaces, convention centers, town squares and cultural centers.

2022 Application Cycle Reduced Maximum Award Due to COVID-19

CCCFF is funded by turnback taxes collected from arenas and convention centers. Due to the impact of COVID-19 on arena and convention center business, the amount of aid expected to be available for award during the application cycle starting January 2022 will be lower than in past years.

Maximum awards during the 2022 cycle are tentatively projected to correspond with "Grant Maximum Schedule A" below. Note that if deemed necessary, the Department reserves the option to further reduce maximum award amounts to meet budgetary requirements, at which time an announcement will be made.

**Table 1: Civic and Community Center
Financing Fund (CCCFF): Grant Maximum
Schedule A**

<i>Municipality Population</i>	<i>Max. Award Amount</i>
100,000-299,999	\$2,250,000
40,000-99,999	\$1,125,000
20,000-39,999	\$750,000
10,000-19,999	\$600,000
Less than 10,000	\$375,000

The Department wishes to highlight that actual CCCFF dollars available for award in 2022 will be significantly lower than the amount the Department is legislatively authorized to award for that time period; annual CCCFF availability is based on a projection of CCCFF funds generated through turnback taxes, and COVID-19 resulted in actual tax receipts being significantly lower than what was projected.

CCCFF Project Extension Requests

Since mid-2020, several communities awarded in past CCCFF program years have expressed project delays related to COVID-19 (e.g., the inability to secure matching funds due to the decreased availability of general funds, a lack of contractors to complete the work within the original timeframe, increased costs of supplies and/or construction, etc.).

To request a contract extension, the municipality must be current on its semi-annual reporting, then should submit a request in AmpliFund that identifies each of the following:

1. The nature of the request as either a six- or 12-month extension.
2. The reason for the request.
3. A revised estimated completion date.
4. Any other pertinent information related to the request.

Only the Recipient Grant Manager should submit the request for an extension. Instructions for completing the request are available on the Department’s webpage at <https://opportunity.nebraska.gov/amplifund/#CCCFF>. Requests should not be submitted until a revised project completion date has been determined and the original contract end date is approaching within 90 days.

Frequently Asked Questions

I. What impact does this announcement have on existing awards made during or prior to 2021?

There will be no impact on existing awards. The decision to make adjustments to the 2022 application cycle was informed by forecasted revenues, which were reduced due to the continued economic impact of COVID-19. A commitment was made to ensure existing awards would not be reduced due to a lack of available funds.

II. Why are these changes necessary?

Multiple factors led to the announced changes to the 2022 cycle. Namely, the CCCFF program is funded through turnback taxes associated with the large arena and convention centers in Omaha, Lincoln and Ralston. A large number of events scheduled in 2020 and 2021 were cancelled or postponed due to COVID-19, resulting in a significant reduction to the revenues in the Fund. This setback has impacted revenue forecasts for the next two fiscal years. The 2021 CCCFF application cycle was limited to preliminary planning studies due to last year's projected impact on the Fund's future receipts. Per statute, Grant Maximum Schedule B (below) may only be utilized upon the balance of the Fund reaching \$3.75 million and until the balance of the Fund falls below \$1.5 million. Due to the projected impact on the Fund's future receipts, the Fund's balance (excluding already obligated awards) is likely to fall below the statutory threshold of \$1.5 million necessary to continue to utilize Schedule B. Grant Maximum Schedule A (shown earlier in this document) will subsequently be utilized. If deemed necessary to meet budgetary requirements, the Department reserves the option to further reduce maximum award amounts.

**Table 2: Civic and Community Center
Financing Fund (CCCFF): Grant Maximum
Schedule B**

<i>Municipality Population</i>	<i>Amount</i>
100,000-299,999	\$3,375,000
40,000-99,999	\$1,687,000
20,000-39,999	\$1,125,000
10,000-19,999	\$900,000
Less than 10,000	\$562,000

III. Has a lack of revenue to the Fund occurred before? What is the State doing to keep the program solvent moving forward?

No CCCFF awards were made in 2006-2007 and 2011-2012, attributable to a Fund balance that could not support both new awards and a sufficient balance to cover the obligated, unspent awarded amount. Additional interruption occurred in 2014, when the program authorizing statutes were significantly altered, with subsequent increases to the legislative allocation. The Department makes every attempt to award every dollar of available aid via the annual application cycle.

A decision to fund only planning activities in 2021 was intended to ensure that existing obligations (i.e., awards) did not exceed available funds. Similarly, the decision to limit awards in 2022 is intended to ensure existing obligations do not exceed available funds. If and when forecasted revenues change, it is possible that the Department will announce a second CCCFF cycle for 2022. However, all signs indicate that forecasts are unlikely to change.

IV. My community applied for and received a Planning grant in 2020 or 2021, when can we apply for another grant?

Under CCCFF, a municipality may receive only one grant of each type (Planning or Capital Construction) during any two-year period; this is statutory. For example, if Anytown was awarded a Planning grant in 2021, it would not be eligible for another Planning grant until 2023. However, if Anytown was awarded a Planning grant in 2021, it would be eligible for a Capital Construction grant in 2022.

V. My community applied for and received a Capital Construction grant in 2020; when can we apply for another grant?

Under CCCFF, a municipality may receive only one grant of each type (Planning or Capital Construction) during any two-year period; this is statutory. For example, if Anytown is awarded a Capital Construction grant in 2022, it will not be eligible for another Capital Construction grant until 2024, but it would be eligible for a Planning grant in 2023.

VI. If my community applies for a CCCFF grant in 2022, what is the maximum grant amount?

Planning grants in 2022 will be available for a minimum request of \$3,000 and a maximum of \$15,000. Planning grants are reserved for planning activities *only*.

Capital Construction grants will be available in accordance with Grant Maximum Schedule A (shown earlier in this document), unless the Department exercises its right to set a lower maximum amount.

In all cases, the amount of available aid is expected to be less than in some prior award cycles. Refer to the Application & Program Guidelines at <https://opportunity.nebraska.gov/wp-content/uploads/2017/09/CCCFF-Application-and-Program-Guidelines.pdf>.

VII. Is the 2022 cycle expected to be competitive?

Yes. With less available aid in the 2022 application cycle, the Department anticipates the cycle will be competitive. The review committee issues a recommendation of the top-scoring applications to the Department Director, or the Director's designee, for final approval. To meet fiscal responsibilities, the Department reserves the right to establish the maximum-awarded amount of funds in any given year.

VIII. What types of facilities are eligible?

A wide variety of facilities are eligible for grants, including libraries, recreation and wellness centers, public gathering spaces, convention centers, town squares, cultural centers, etc. For additional program details and definitions, see the CCCFF Application & Program Guidelines at <https://opportunity.nebraska.gov/wp-content/uploads/2017/09/CCCFF-Application-and-Program-Guidelines.pdf>.

IX. In 2020, our community received a grant and, due to unforeseen project delays, we do not expect we will be able to complete the project by our contract end date in March 2022. How can my community request a contract extension for the CCCFF contract?

Since mid-2020, several communities awarded in prior CCCFF years have expressed project delays related to COVID-19 (e.g., the inability to secure matching funds due to the decreased availability of general funds, a lack of contractors to complete the work within the original timeframe, increased costs of supplies and/or construction, etc.). To request a contract extension, the municipality must be current on its semi-annual reporting, then should submit a request in AmpliFund that identifies each of the following:

1. The nature of the request as either a six- or 12-month extension.
2. The reason for the request.
3. A revised estimated completion date.
4. Any other pertinent information related to the request.

Only the Recipient Grant Manager should submit the extension request. Instructions for completing the request are available on the Department's webpage at <https://opportunity.nebraska.gov/amplifund/#CCCFF>. Requests should not be submitted until a revised project completion date has been determined and the original contract end date is approaching within 90 days.

CONTACT Kate Ellingson at 800-426-6505, 402-471-3749 or kate.ellingson@nebraska.gov.

DED Announces Changes to 2021 Civic and Community Center Financing Fund Award Eligibility as Result of COVID-19

October 21, 2020 (LINCOLN, NEB.) – As a result of the ongoing public health crisis and associated economic impacts, the Nebraska Department of Economic Development (DED) is announcing changes to the Civic and Community Center Financing Fund (CCCFF) program for the upcoming 2021 grant award cycle.

Due to the projected impact on the fund's future receipts, activities eligible for award under the CCCFF application cycle beginning January 2021 will be limited to preliminary planning studies for future construction and rehabilitation projects.

Potential grantees, i.e., municipalities, are advised to consult the accompanying Fact Sheet and FAQ, which contains information and technical assistance pertaining to these changes and their effect on eligibility and other program elements; the document can also be viewed by clicking [here](#). Note that DED's published CCCFF Application and Program Guidelines have also been modified to reflect this new information.

Visit <https://opportunity.nebraska.gov/cccff> for more about the CCCFF program.

Fact Sheet & FAQ – CCCFF 2021 Application Cycle

A competitive program, DED administers Civic and Community Center Financing Fund (CCCFF) grants to municipalities on an annual basis, with the goal of fostering quality of life in Nebraska communities. CCCFF allows for the distribution of State aid to support the development of community facilities such as libraries, recreation and wellness centers, gathering spaces, convention centers, town squares and cultural centers.

Due to the projected impact on the fund's future receipts due to COVID-19, awards for the application cycle starting January 2021 will be limited to planning studies for the development of future construction and rehabilitation projects. DED appreciates how important this program has been for communities, and does not expect this limitation to carry into future application cycles.

As of the September reporting period, several communities awarded in prior years have expressed project delays related to COVID-19, e.g., the inability to secure matching funds

due to the decreased availability of general funds, lack of contractors to complete the work within the original timeframe, increased costs in supplies and/or construction, etc. Therefore, included below are instructions for requesting a contract extension for the CCCFF grant.

Please refer to the following Frequently Asked Questions for additional information:

I. What impact does this announcement have on existing awards made during or before 2020?

There will be no impact on existing awards. The decision to make adjustments to the 2021 application cycle was informed by forecasted revenues, which were reduced due to the economic impact of COVID-19. A commitment was made to ensure existing awards would not be reduced due to a lack of available funds.

II. Will these changes to the program extend beyond the 2021 application cycle?

It is the Department's intention for these changes to be limited to the 2021 cycle. DED continues to monitor the situation.

III. Why are these changes necessary?

Multiple factors led to the announced changes to the 2021 cycle. Namely, the CCCFF program is funded through "turnback taxes" associated with the large arena and convention centers in Omaha, Lincoln and Ralston. A large number of events scheduled in 2020 were cancelled or postponed due to COVID-19, resulting in a significant reduction to the revenues in the fund. This setback has impacted revenue forecasts for the next two fiscal years.

IV. Has a lack of revenue to the fund occurred before? What is the State doing to keep the program solvent moving forward?

No CCCFF awards were made in 2006-2007 and 2011-2012, attributable to a fund balance that could not support new awards and a sufficient balance to cover the obligated, unspent awarded amount. Additional interruption occurred in 2014, when the program authorizing statutes were significantly altered with subsequent increases to the legislative allocation. Since that time, DED has awarded every dollar of available aid via the annual application cycle.

The decision to only fund planning activities in 2021 is meant to ensure that existing obligations (i.e., awards) do not exceed available funds. If and when forecasted revenues change, it is possible that DED will announce a second CCCFF cycle for 2021. However, all signs indicate that forecasts are unlikely to change. Planning activities, meanwhile, have proven time and again to be an important precursor to successful CCCFF project execution, and municipalities are encouraged to cease this opportunity for further project development.

V. My community applied for and received a planning grant in 2020; when can we apply for another grant?

Under CCCFF, a municipality may receive only one grant of each type (planning or construction) during any two-year period; this is statutory. For example, if Anytown was awarded a planning grant in 2020, it would not be eligible for another planning grant until 2022.

VI. If my community applies for a planning grant in 2021, what is the maximum grant amount? Can we use a planning grant for construction activities?

Planning grants are available for a minimum request of \$3,000 and a maximum of \$15,000. Planning grants are intended for planning activities only. Refer to the Application and Program Guidelines at <https://opportunity.nebraska.gov/wp-content/uploads/2017/09/CCCFF-Application-and-Program-Guidelines.pdf>.

VII. What types of facilities are eligible?

A wide variety of facilities are eligible for planning grants, including community centers, parks, libraries, recreation centers, public gathering spaces, etc. For additional program details and definitions, see the CCCFF Application and Program Guidelines at <https://opportunity.nebraska.gov/wp-content/uploads/2017/09/CCCFF-Application-and-Program-Guidelines.pdf>.

VIII. What are some example uses of a planning grant?

Example uses for planning grants include engineering and technical studies directly related to eligible projects; this could include feasibility studies, facility studies, programming and schematic designs, construction documents, etc.

IX. In 2019, our community received a grant and, due to unforeseen project delays, we do not expect we will be able to complete the project by our contract end date in March 2021. How can my community request a contract extension for the CCCFF contract?

Several communities are experiencing project delays. To request a contract extension, be sure you are current for semi-annual reporting, and submit a written request that identifies all of the following:

1. The request as either for a 6- or 12-month extension;
2. Reason for the request;
3. Revised estimated completion date; and
4. Any other pertinent information related to the request.

Only the local contact or chief elected official should submit the request. Such written request can be put in an email or sent as an email attachment; you do not need to

submit via postal mail. However, you should wait to submit the request until you have a revised project completion date and/or as we near your contract end date in the months to come.

**CITY MANAGER'S REPORT
DECEMBER 5, 2022 CITY COUNCIL MEETING**

ITEM: 4.I.

Approve the automatic renewal of all current retail liquor licenses in the City of McCook for the year 2023 and instruct the City Clerk to publish individual notice of the right of automatic renewal of each license.

BACKGROUND:

A liquor license issued by the Nebraska Liquor Control Commission and outstanding may be automatically renewed by the Commission without formal application upon payment of the state registration fee and license fee to the Commission.

The City Clerk shall publish one time between January 10 and January 30 of each year, individual notice of the right of automatic renewal of each retail liquor and beer license, except Class C licenses which are published one time between July 10 and July 30, using the form presented in Section 53.135.01 of the Nebraska Liquor Act. A list of existing license holders and the type of license they hold is also included.

In the attached City Manager's Report prepared by Police Chief Smith, he recommends automatic renewal of all liquor licenses.

**FISCAL
IMPACT:** None.

APPROVALS:



Lea Ann Doak, City Clerk

December 7, 2020

CURRENT RETAIL LIQUOR LICENSES
November 29, 2022

CLASS A BEER ON SALE	GIPH Restaurants LLC - Pizza Hut of McCook
CLASS C BEER WINE DISTILLED SPIRITS ON & OFF SALE	Gary's Super Foods Citta Deli LLC McCook Lodging LLC - Holiday Inn Express Fuller's Family Restaurant Axe House
CLASS CK BEER WINE DISTILLED CATERING	Sehnert's Bakery & Bieroc Café
CLASS D BEER WINE DISTILLED SPIRITS OFF-SALE	Casey's General Store #1954 (East) Casey's General Store #2291 (West) Casey's General Store #2984 (Central) Early Morning Cackle, LLC - The Spirit Shop Early Morning Cackle, LLC - The Bottle Shop Wal-Mart Supercenter 790
CLASS DK BEER WINE DISTILLED SPIRITS OFF-SALE CATERING	JBN Inc. - High Times Liquor Mart 1 Smoker's Outlet #1
CLASS I ALCOHOL LIQUOR ON SALE	El Puerto #3 Knights of Columbus McCook Eagles Club A & N Restaurant, LLC (Coppermill) Tequilas Restaurant, LLC - Tequilas Mexican Grill Loop Brewing Company, LLC - Loop Brewing Company McCook Hotel Group LLC - Cobblestone Hotel & Suites
CLASS IB ALCOHOL LIQUOR ON SALE/BEER OFF SALE	Heritage Hills Golf Inc. Old Sarge's Inc. TJ's Family Fun Center Inc. Lyle Laverack - Outlaws 1882 Saloon
CLASS IK ALCOHOL LIQUOR ON SALE/CATERING	Taste of Texas BBQ Inc.
CLASS LK CRAFT BREWERY CATERING	Loop Brewing Co.

CITY MANAGERS REPORT

December 5, 2022, CITY COUNCIL MEETING

ITEM: _____

RECOMMENDATION:

APPROVE THE AUTOMATIC RENEWAL OF LIQUOR LICENSES IN THE CITY OF MCCOOK.

BACKGROUND:

LIQUOR LICENSES IN THE CITY OF MCCOOK:

Retail License Name (DBA)

1. <u>AXE House</u>	<u>219 Norris Ave.</u>
2. <u>Bottle Shop</u>	<u>309 East B St.</u>
3. <u>Casey's General Store #1954</u>	<u>810 East B St.</u>
4. <u>Casey's General Store #2291</u>	<u>704 West B St.</u>
5. <u>Casey's General Store #2984</u>	<u>204 West B St.</u>
6. <u>CITTA' DELI LLC</u>	<u>110 West 1st St.</u>
7. <u>Cobblestone Hotel & Suites</u>	<u>1301 N. Highway 83</u>
8. <u>Coppermill Restaurant & Lounge</u>	<u>North Highway 83 & Coppermill St.</u>
9. <u>EAGLES FRAT ORDER 2769</u>	<u>805 East B St.</u>
10. <u>EL PUERTO 3</u>	<u>309-311 Norris Ave.</u>
11. <u>Fuller's Family Restaurant</u>	<u>110 Norris Ave.</u>
12. <u>Gary's Super Foods IV</u>	<u>212 Westview Plaza</u>
13. <u>Heritage Hills Golf Course</u>	<u>6000 Club House Dr.</u>
14. <u>HI Times Liquor Mart 1</u>	<u>502 East B St.</u>
15. <u>Holiday Inn Express McCook</u>	<u>711 N. Highway 83</u>
16. <u>Knights of Columbus 1126</u>	<u>308 East 9th St.</u>
17. <u>Loop Brewing Company (2 Licenses)</u>	<u>404 West A St.</u>
18. <u>N-STANT Convenience Store 1</u>	<u>1111 West B St.</u>
19. <u>Old Sarge's Bar</u>	<u>114 West 1st St.</u>
20. <u>Outlaws 1882 Saloon</u>	<u>1006 West B St.</u>
21. <u>Pizza Hut of McCook</u>	<u>811 N. Highway 83</u>
22. <u>Sehnert's Bakery</u>	<u>312 Norris Ave.</u>
23. <u>Spirit Shop</u>	<u>503 West B St.</u>
24. <u>Taste of Texas BBQ</u>	<u>112 West 11th St.</u>
25. <u>Tequilas Mexican Grill</u>	<u>205 Norris Ave.</u>
26. <u>TJ's Family Fun Center</u>	<u>1511 N. Highway 83</u>
27. <u>Walmart #790</u>	<u>1902 West B St.</u>

Violations:

EL Puerto 3

(1) September 15, 2022, cited for Selling Alcohol to Minor.

Case status with is pending with the Nebraska Liquor Commission.

HI Times Liquor Mart 1

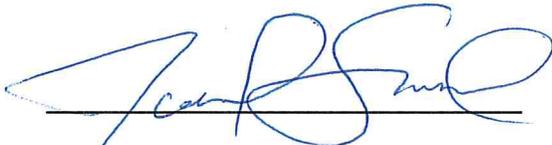
(1) September 15, 2022, cited for selling alcohol to a Minor.

20-Day suspension with option to pay fine in lieu of suspension. Paid fine in lieu of suspension

FISCAL IMPACT:

None

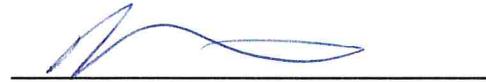
APPROVALS:



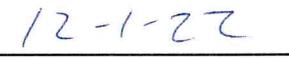
JOEL SMITH CHIEF OF POLICE



DATE



NATHAN A. SCHNEIDER CITY MANAGER



DATE

CITY MANAGERS REPORT
DECEMBER 5, 2022, CITY COUNCIL MEETING

ITEM: ~~4.J.~~

Approve Bid Specifications for one (1) new current model year All Wheel Drive or 4-Wheel Drive Police Interceptor/Pursuit Utility Vehicle for use by the McCook Police Department and set the date to receive bids as January 4, 2023.

RECOMMENDATION:

APPROVE BID SPECIFICATIONS AND BID DEADLINE DATE.

BACKGROUND:

The purchase of one new police vehicle was approved in the 2022/2023 budget. The attached bid specifications will allow for the selection and purchase of the Police Interceptor/Pursuit Utility Vehicle and will allow all manufacturers of Police Package vehicles a competitive opportunity.

FISCAL IMPACT:

None

APPROVALS:



JOEL SMITH CHIEF OF POLICE

November 30, 2022
DATE



NATHAN A. SCHNEIDER CITY MANAGER

November 30, 2022
DATE

CITY OF MCCOOK
POLICE DEPARTMENT

BID SPECIFICATIONS

TWO (2) NEW
CURRENT MODEL YEAR

ALL-WHEEL DRIVE
or
4-WHEEL DRIVE

POLICE INTERCEPTOR/PURSUIT
UTILITY VEHICLES

DECEMBER 5, 2022

NOTICE TO BIDDERS

TWO (2) NEW CURRENT MODEL YEAR ALL-WHEEL DRIVE OR 4-WHEEL DRIVE POLICE INTERCEPTOR/PURSUIT UTILITY VEHICLES

The City of McCook is accepting sealed bids for Two (2) New Current Model Year All-Wheel Drive or 4-Wheel Drive Police Interceptor/Pursuit Utility Vehicles for the Police Department. Bids will be accepted by the City Clerk at the McCook City Offices until 2:00 P.M. on January 4, 2023 and then such bids shall be publicly opened and read aloud in the City Council Chambers, McCook Municipal Center, 505 West "C" Street. Specifications and instructions to bidders are on file in the office of the City Clerk.

The Council reserves the right to reject any or all bids and to waive irregularities.

-s- Lea Ann Doak
 City Clerk
 PO Box 1059
 McCook, NE 69001

Publish: December 9, 16, 23, 2022.

INSTRUCTIONS TO BIDDERS

1. Defined Terms.

Terms used in these Instructions to Bidders have the meanings indicated below which are applicable to both the singular and plural thereof.

- 1.1. Bidder - one who submits a Bid directly to the City as distinct from a sub-bidder, who submits a bid to a Bidder.
- 1.2. Issuing Office - the office from which the Bidding Documents are to be issued and where the bidding procedures are to be administered.
- 1.3. Successful Bidder - the lowest, responsible and responsive Bidder to whom the City (on the basis of the City's evaluation as hereinafter provided) makes an award.
- 1.4. Bidding Documents - includes the Advertisement or Invitation to Bid, Instructions to Bidders, and the Bid Form.

2. General.

- 2.1. Two (2) new current model year all-wheel drive or 4-wheel drive Police Interceptor/Pursuit Utility Vehicles for the Police Department shall be F.O.B., McCook, Nebraska.
- 2.2. A tax exemption certificate will be furnished by the City of McCook.
- 2.3. Delivery date - within 90-days from award of bid.

3. Qualifications of Bidders.

To demonstrate qualifications to perform the Work, each Bidder must be prepared to submit within five days after Bid opening upon the City's request detailed written evidence such as financial data, previous experience, present commitments and other such data as may be called for.

4. Interpretations and Addenda.

- 4.1. All questions about the meaning or intent of the Bidding Documents are to be directed to the Chief of Police. Interpretations or clarifications in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by the Clerk as having received the Bidding Documents. Questions received less than ten days prior to the date for opening of Bids may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- 4.2. Addenda may also be issued to modify the Bidding Documents as deemed advisable by the City.

5. Bid Form.

- 5.1. The Bid Form is included with the Bidding Documents.
- 5.2. All blanks on the Bid Form must be completed by printing in black ink or by typewriter.

- 5.3. The Bid shall contain an acknowledgment of receipt of all Addenda (the numbers of which must be filled in on the Bid Form).
- 5.4. The address and telephone number of communications regarding the Bid must be shown.

6. Submission of Bids.

Bids shall be submitted at the time and place indicated in the Advertisement for Bid and shall be enclosed in an opaque sealed envelope, marked with "*BID ON TWO (2) NEW CURRENT MODEL YEAR ALL-WHEEL DRIVE OR 4-WHEEL DRIVE POLICE INTERCEPTOR/PURSUIT UTILITY VEHICLES*", and name and address of Bidder. If the Bid is sent through the mail or other delivery system the sealed envelope shall be enclosed in a separate envelope with the notation "BID ENCLOSED" on the face of it.

7. Modification and Withdrawal of Bids.

Bids may be modified or withdrawn by an appropriate document fully executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted any time prior to the opening of Bids.

8. Opening of Bids.

Bids will be opened and read aloud publicly in the City Council Chambers, McCook Municipal Center. An abstract of the amounts of the base Bids and major alternates (if any) will be made available to Bidders after the opening of Bids.

9. Award of Bid.

- 9.1. Owner reserves the right to reject any or all Bids, including without limitation the rights to reject any or all nonconforming, nonresponsive, unbalanced or conditional Bids and to reject the Bid of any Bidder if City believes that it would not be in its best interest to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the City. The City also reserves the right to waive all informalities not involving price, time or changes in the Work and to negotiate contract terms with the Successful Bidder. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words.
- 9.2. In evaluating Bids, the City will consider the qualifications of Bidders, whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.
- 9.3. The City may conduct such investigations as the City deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of Bidders.
- 9.4. If the bid is to be awarded, it will be awarded to the Bidder whose evaluation by the City indicates that the award will be in the best interests of the City.

GENERAL SPECIFICATIONS

TWO (2) NEW CURRENT MODEL YEAR ALL-WHEEL DRIVE OR 4-WHEEL DRIVE POLICE INTERCEPTOR/PURSUIT UTILITY VEHICLES

GENERAL:

It is the intent of these specifications to describe a new vehicle in sufficient detail to secure bids on comparable equipment. The vehicle desired under these specifications is for use as a police vehicle which will be operated principally on the streets of the City. The vehicle furnished under these specifications will be specially manufactured to meet all the requirements herein stated. These specifications represent the minimum qualities of the car desired, and the product furnished hereunder may exceed the specified values, providing the vehicle is compatible to the end use - both in engineering and makeup. All parts not specifically mentioned, which are necessary to provide a complete vehicle, shall be included in the bid and shall conform in strength, quality of material and workmanship to what is usually provided to the trade in general. The vehicle shall be a new, standard production model of the latest design in current production.

Any vehicle not conforming to these specifications will be rejected, and it will be the responsibility of the manufacturer to conform with the requirements unless deviations have been cited by the bidder.

INTENT:

It is the intent of the City not to be restrictive to any one manufacturer. However, the vehicle desired must meet the enclosed standards and any vehicle furnished which does not comply with the specifications will be rejected and returned to the bidder at his expense. All items appearing in the bidder's regular specifications which are in addition to these standards are assumed to be included in the bidder's proposal.

The vehicle furnished under these specifications shall be the latest model offered to the general trade, at least equal in every respect to the construction and performance characteristics shown in the manufacturer's specifications and descriptive literature for this type vehicle as manufactured and advertised for delivery in the continental United States and including all equipment normally offered and installed at the factory.

The vehicle must meet or exceed the following minimum specifications. Any additions, deletions or variations from the following specifications must be noted. These specifications shall be construed as minimum. Should the manufacturer's latest specifications exceed these, they shall be considered minimum and shall be furnished. It is also required that the bidder furnish descriptive literature and any additional specifications or information necessary to qualify the equipment he proposes to furnish.

Unless otherwise noted, all items specified must be factory-installed, inspected, tested and/or calibrated, as required, except that manufacturer's policies pertaining to dealer installation of minor accessories will be honored.

Other than where specifically noted, it is intended that the manufacturer will build the vehicle to these specifications and that the selling or servicing dealer will be required only to perform the pre-delivery service and not be required to modify, alter, exchange, assemble, install or paint various components to meet these specifications.

The vehicle shall be guaranteed to include all the latest engineering developments adopted by the company applying to transmissions, fuel injection, carburetors, engines and accessories. An engine with oversized bores, undersized main bearings or non-standard size pins will not be acceptable under these specifications.

The vehicle shall be equipped with all legally required and manufacturer's recommended lights.

The vehicle shall comply with all current provisions of the National Traffic and Motor Vehicle Safety Act.

The bidder shall satisfy the City of McCook that he maintains a store or a branch store, with qualified servicemen and with provisions for storing a representative supply or parts for the machine offered and with provisions for securing parts from the manufacturer within a reasonable length of time.

The bidder shall supply one (1) parts book, one (1) service and repair manual, and one (1) operator's manual with the unit.

The bidder shall furnish (in writing) his guarantees and the length of the guarantees on all parts and labor for the machine.

Bidders must submit with their bid the latest printed specifications on the units they propose to furnish.

**MINIMUM SPECIFICATIONS FOR TWO (2) NEW CURRENT MODEL YEAR
ALL-WHEEL DRIVE OR 4-WHEEL DRIVE
POLICE INTERCEPTOR/PURSUIT UTILITY VEHICLE**

Meets Specification - Please Indicate - (if other explain on comment line).

All items listed below are required. If there is an exception, a detailed explanation must be provided.

YES	EXCEPTION	I. <u>BODY</u>
_____	_____	A. Color: Body color and interior trim will be selected from manufacturer's standard colors. (NOTE: color charts shall be considered manufactures colors with no extra charge unless specified in the options).
_____	_____	B. Glass: Glass shall be free of optical deviation and visibility distortions. Approved tinted safety glass shall be in all doors, windows, and windshields.
_____	_____	C. Insulation: Standard production heat and sound insulation to be provided. Fully insulated headliner.
_____	_____	D. Airbag: Driver and passenger front required, side if available.
_____	_____	E. Seats: Driver and passenger seats to be power adjustable with adjustable power and manual lumbar supports. Driver and passenger seats to be of manufacturers heavy-duty construction, guaranteed not to break down before 36,000 miles. Driver and passenger seat to be cloth treated or of such composition to eliminate static electricity. Second row seating shall be folding 60/40 or 35/30/35 split style with cloth coverings and head restraints for outboard seats.
_____	_____	F. Arm Rests: Required on front seat, if available.
_____	_____	G. Sun Visors: Dual, padded.
_____	_____	H. Headroom for front seat: Minimum 39.9 inches.
_____	_____	I. Leg room for front seat: Minimum 40 inches.
_____	_____	J. Shoulder room for front seat: Minimum 58 inches.
_____	_____	K. Cargo capacity behind second seat: 52 cubic feet.
_____	_____	L. Ground clearance: Minimum 7 inches.
_____	_____	M. Mirrors: Interior adjustable, day or, night tab (selector type, non-glare): Dual power outside mirror mounted on left and right sides of vehicle.
_____	_____	N. Power Outlets: required, two.

- _____ 0. **Seat Belts:** Individual lap/shoulder for all seats as applicable per seat occupancy with standard automatic retractors.
- _____ P. **Horn:** Factory horn required.
- _____ Q. **Windshield Wipers and Washer:** Multiple-speed electric with washer and intermittent or delay capability.
- _____ R. **Air Conditioner:** Best grade factory installed air-conditioning, manually controlled to include all items normally included in the factory package.
- _____ S. **Heater:** A fresh air type heater with windshield defrosters shall be installed.
- _____ T. **Rear Window Defroster:** required.
- _____ U. **Radio:** Manufacturer standard factory installed AM/FM CD radio with USB Port, Auxiliary Jack with shielding or be equipped with suppressor to prevent two-way radio interference.
- _____ V. **Bluetooth:** Manufacturer's wireless Bluetooth technology and connectivity to allow hands-free, push button or voice command operations.
- _____ W. **Lights:** Halogen high beam headlights with low beam; back up lights; dome light. Directional signals to be complete with front and rear lights, self-canceling control lever on the steering column. Hazard lights.
- _____ X. **Rearview Camera:** Rear vision camera and rear sensing device installed.
- _____ Y. **Electric Power Locks:** Power locking system. Rear passenger doors shall be equipped with a lever to deactivate door release or electric door locks controlled from the driver's position.

Three (3) fully functioning sets of keys and FOB's to enter and operate vehicle required.
- _____ Z. **Power Windows:** Electric power windows required.
- _____ AA. **Hood Release:** Inside driver's compartment.
- _____ BB. **Automatic Speed Control:** required.
- _____ CC. **Fuel Tank:** Largest gallon fuel tank available from Factory.
- _____ DD. **Floor Mats:** Motor vehicle shall be delivered with heavy duty front and rear vinyl floor mats required.
- _____ EE. **Side Moldings:** Protective side moldings required. After market moldings not acceptable.
- _____ FF. **Undercoated:** Full factory undercoating required.
- _____ GG. **Spotlight:** Drivers side spotlight required.

HH. **License Plate Brackets:** Vehicle must be equipped with front and rear license plate brackets.

Comments _____

YES	EXCEPTION	II. <u>ENGINE AND DRIVE TRAIN</u>
_____	_____	A. Engine: Minimum 3.0 L with 285 horsepower engine.
_____	_____	B. Transmission: Fully automatic, heavy duty, to be installed with factory installed oil cooler of suitable design to keep the automatic transmission fluid at an efficient temperature.
_____	_____	C. Air Cleaner: Dry type.
_____	_____	D. Oil Filter: Full flow throwaway type.
_____	_____	E. Thermostat: Required as recommended for permanent-type antifreeze.
_____	_____	F. Radiator: Heavy duty, maximum capacity, coolant recovery system, shall be tagged or marked to indicate the type, brand and degree of protection.
_____	_____	G. Axle Ratio: Ratio to be recommended by manufacturer.

Comments _____

YES	EXCEPTION	III. <u>SUSPENSION AND RUNNING GEAR</u>
_____	_____	A. Driveline configuration: On Demand Four (4) wheel drive or All wheel drive.
_____	_____	B. Wheelbase: Minimum 119 inch wheelbase.
_____	_____	C. Steering: Rack and pinion steering, if available. Power steering required.
_____	_____	D. Steering Wheel: Regular production model or approved deluxe wheel. Tilt steering required.
_____	_____	E. Wheels: Minimum 18-inch wheels designed for police work.
_____	_____	F. Wheel Covers: Full wheel covers.
_____	_____	G. Tires: To be installed with five (5) factory installed, black wall tubeless, all-season steel-belted radial tires. Speed rating of V and certified for high-speed police pursuit driving. To be produced and labeled by a major manufacturer and factory installed. Shall have a 36,000 mile tire rating.

- | | | |
|-------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | H. Brakes: Four (4)-wheel heavy duty disc brakes. Heavy-duty front and rear calipers. Designed so radio transmissions do not interfere with performance of braking system. Anti-Lock Brake System (ABS). |
| _____ | _____ | I. Suspension: Four (4) wheel independent, heavy-duty struts. Independent multilink rear with heavy-duty front and rear stabilizer bars suitable for high speed cornering. |
| _____ | _____ | J. Stability: Stability control/roll stability systems and traction control required. |
| _____ | _____ | K. Axle and Springs: Manufacturer's independent front suspension and single speed hypoid rear axle, both with spring sizes and axle sizes recommended by the manufacturer to meet GVMR. Axle gear ratios shall be the same for front and rear axles. Front Stabilizer bar shall be installed. |
| _____ | _____ | L. Shock Absorbers: Heavy duty double action front and rear shock absorbers. |

Comments _____

YES EXCEPTION IV. ELECTRICAL SYSTEM

- | | | |
|-------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | A. Ignition System: 12-Volt, solid-state. Must be equipped with high tension, radio frequency shielded, ignition wiring. |
| _____ | _____ | B. Battery: Heavy-duty, maintenance free, Highest CCA capacity available from factory for model bidding. |
| _____ | _____ | C. Standard Alternator: 220 Amperage. |
| _____ | _____ | D. Voltage Regulator: Standard type, transistorized and sealed. |
| _____ | _____ | E. Radio Suppression Package: Required. |
| _____ | _____ | F. Bonding and Grounding: All components of the vehicle necessary to prevent interference with reception of low band two-way mobile radio factory installed in the vehicle shall be adequately bonded and grounded. |
| _____ | _____ | G. Radio Frequency Shielding Caution!!! This motor vehicle shall be compatible with the use of installed mobile UHF/VHF mobile two-way radio. |
| _____ | _____ | H. Factory installed emergency lighting. |

Comments _____

YES EXCEPTION

V. MISCELLANEOUS

- | | | |
|-------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | A. Vehicle shall be protected to 34 degrees below zero Fahrenheit by permanent type ethylene glycol base antifreeze of the brand normally furnished by the manufacturer. The radiator shall be tagged or marked to indicate the type, brand and degree of protection. |
| _____ | _____ | B. The unit shall be delivered to the purchaser with all wheels balanced and the front end aligned. |
| _____ | _____ | C. Vehicle are to be road ready, fully equipped, service, and washed with full tank of gasoline. |
| _____ | _____ | D. Manufacturer's standard complement of tools, bumper jack, wheel wrench, and jack handle shall be provided, together with facilities for storage. |

Comments _____

YES EXCEPTION

VI. WARRANTY

- | | | |
|-------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | A. The manufacturer's standard warranty shall apply to the vehicle (refer to item B below). Mechanical or body repair required under manufacturer's warranty, prior to use of the vehicle by the City, shall be the responsibility of the selling dealer, including transportation thereof. Warranty to be effective from date of issuance of first assignment and the mileage of warranty will begin from the mileage on the odometer on the date of assignment. The selling dealer will provide warranty activation cards, or similar information, in order to properly activate said warranty. |
| _____ | _____ | B. A minimum warranty of three (3) years, 36,000 miles or the manufacturer's standard warranty, whichever is greater, is required. A minimum of six (6) years, 100,000 miles rust warranty is required. The manufacturer's standard warranty shall be stated in the Exceptions/Comments section of the Bid if different. |

Comments _____

YES EXCEPTION

VII. SERVICE

- | | | |
|-------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | A. It shall be the responsibility of the manufacturer supplying the vehicle to maintain an adequate stock of all regular and special parts within the State of Nebraska to meet the continuing service and repair parts needs of the department without undue delay. |
| _____ | _____ | B. The bidder shall submit an hourly rate for labor costs for all repairs to the vehicle by the bidder not covered by the manufacturer's standard warranty for a minimum of 3 years or 36,000 miles. |

NOTICE: ANY DEVIATIONS FROM THESE SPECIFICATIONS MUST BE SEPARATELY LISTED. OTHERWISE, IT WILL BE ASSUMED THAT THE BID MEETS THE SPECIFICATIONS IN ALL RESPECTS.

BID FORM

NOTE: This bid form must be accompanied by a complete set of specifications and a manufacturer's pamphlet on the vehicle proposed.

TOTAL PRICE

TWO (2) NEW CURRENT MODEL YEAR
ALL-WHEEL DRIVE OR
4-WHEEL DRIVE VEHICLE
POLICE INTERCEPTOR/PURSUIT
UTILITY VEHICLES

\$ _____

HOURLY RATE FOR LABOR COSTS
OVER THE STANDARD WARRANTY

\$ _____

Delivery Date: _____

THE CITY OF McCook reserves the right to reject any or all bids, to waive any informality in bids, to accept in whole or in part any bid, and to exercise its own judgement as to the best proposal received.

**CONTACT PERSON: Joel Smith, Chief of Police
at 308/345-3450**

This bid submitted by _____

Signed _____

Title _____

Date _____

NOTICE OF AWARD

DATE

TO:

PROJECT: Two (2) New Current Model Year
All-Wheel Drive or 4-Wheel Drive
Police Interceptor/Pursuit Utility Vehicles
City of McCook Police Department

The City has considered the BID submitted by you for the above described project in response to its Advertisement for Bids and Information for Bidders dated December 5, 2022.

You are hereby notified that your BID has been accepted for this vehicle in the amount of \$ _____ for a _____, with a delivery date of _____ days.

Please acknowledge receipt of this NOTICE OF AWARD by return mail to the City.

Dated this _____ day of _____, 2022.

CITY OF MCCOOK

Lea Ann Doak
City Clerk

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged this _____ day of _____, 2022.

(Authorized Signature)

(Title)

Specs sent to:

Bill Summers Ford
I-80 & US Hwy 83
North Platte NE 69101

Deveny Motors
401 East "B" Street
McCook NE 69001

Gene Steffy Chrysler Jeep Dodge Ram
2545 East 23rd Avenue South
Fremont NE 68025-2463

Janssen Kool Honda
PO Box 609
McCook NE 69001

Janssen, Chrysler, Jeep, Dodge
3101 S Jeffers Street
North Platte, NE 69101

Janssen & Sons Ford
1222 W Hwy 6
PO Box 766
Holdrege NE 68949

Wagner Chevrolet
PO Box 710
McCook NE 69001

Wagner Ford-Mercury, Inc.
PO Box 750
McCook NE 69001

**CITY MANAGER'S REPORT
DECEMBER 5, 2022 MCCOOK CITY COUNCIL MEETING**

ITEM NO. ____ Approve the reconvening of the McCook Swimming Pool Committee.

BACKGROUND:

At the October 3, 2022 McCook City Council meeting, the McCook City Council dissolved the McCook Swimming Pool Committee in order to comply with the Nebraska Political Accountability and Disclosure Act. After the successful passage of the recreational bond, staff requests that the Swimming Pool Committee be reconvened in order to assist with the planning of the construction phase of the pool project. It is requested that the following members be reappointed: Jan Smith, Traci Taylor, Tracy Flaska, Chelsey Hartwell, Tom Wiemers, Grant Norgaard, Linda Frank, Jon Graff, Ronda Graff, Charles Coleman, Tasha Blomstedt, and Natalie Smith.

APPROVALS:

Lea Ann Doak, City Clerk

November 29, 2022



Nate Schneider, City Manager

November 29, 2022

**CITY MANAGER'S REPORT
DECEMBER 5, 2022 MCCOOK CITY COUNCIL MEETING**

ITEM NO. 5.A Updates regarding the swimming pool and ballpark projects.

BACKGROUND:

Staff would like to keep this item as a place keeper on the McCook City Council agendas while we work through the construction process for both the swimming pool and the ballpark.

APPROVALS:



Nathan A. Schneider, City Manager

November 29, 2022



Lea Ann Doak, City Clerk

November 29, 2022

**CITY MANAGER'S REPORT
DECEMBER 5, 2022 MCCOOK CITY COUNCIL MEETING**

5.B.

ITEM NO. ___ Authorize City of McCook staff to complete all of the necessary steps to address potential swimming pool issues as they may relate to the Nebraska State Historic Preservation Office, including the execution of any necessary forms and the completion of mitigation recommendations.

BACKGROUND:

Over the past few months, City of McCook staff members have worked with the Nebraska State Historic Preservation Office (ie. SHPO) to assure that the future swimming pool project does not conflict with SHPO's rules and requirements. In June of 2022, representatives of both SHPO and the City of McCook met at the current swimming pool site to discuss whether a new pool project would be subject to SHPO scrutiny. Following our meeting, SHPO's Section 106 Coordinator provided feedback to City of McCook staff members regarding SHPO's findings and corresponding mitigation expectations associated with a new pool project. The email from SHPO's Section 106 Coordinator is attached to this report.

Staff will need to complete a Section 106 Project Form and submit the same to SHPO. Additionally, staff will need to complete the mitigation recommendations outlined by SHPO, including:

- * Taking photos of the bathhouse facade before demolition, highlighting the original building materials still present.
- * Preserving the WPA marker to be either displayed near the new pool or in a local city museum/site.
- * Possibly installing a historic marker commemorating/telling the story of the pool and the WPA program in McCook.
- * When applying for future grants, expressing that all options were looked at for the pool, including saving it, but the only viable option was the demolition and new construction.

In order to qualify for a Civic and Community Center Financing Grant, these steps are required.

APPROVALS:



Nathan A. Schneider, City Manager

November 29, 2022



Lea Ann Doak, City Clerk

November 29, 2022



Submission of a completed Project Information Form with adequate information and attachments constitutes a request for review pursuant to Section 106 of the National Historic Preservation Act of 1966 (as amended). More information may be required to adequately complete the Section 106 process. Submit completed form to HN.HP@nebraska.gov.

NOTE: Section 106 regulations provide for a 30-day response time by the Nebraska State Historic Preservation Office from the date of receipt.

PROJECT NAME (if applicable) PROJECT NUMBER (if applicable) COUNTY STREET ADDRESS (No P.O. Box Numbers) CITY FEDERAL AGENCY OR DESIGNEE CONTACT PERSON CITY, STATE ZIP TELEPHONE EMAIL (for response)

PROJECT DESCRIPTION Briefly describe the overall project.

DESIGNATIONS

To the best of your knowledge, is the structure any of the following?

- Listed Individually on the National Register Listed within a National Register Historic District Designated Local Landmark Designated Local Landmark District

PHOTOGRAPHS

Please provide photographs of all structures. Photographs of neighboring or nearby buildings are helpful. Go to page 2 to insert photo(s).

NESHPO USE ONLY

Nebraska SHPO Determination

Site Number: _____

- No potential to cause effects Adverse effect (More consultation needed) No historic properties affected The SHPO requests additional information (see attached) No adverse effect

[Click to Submit Completed PDF by Email](#)

or save then email to:
hn.hp@nebraska.gov

Recommended: File size of photos should be reduced to less than 2 mb per image

Nate Schneider

From: Gillespie, Betty <Betty.Gillespie@nebraska.gov>
Sent: Monday, June 13, 2022 11:29 AM
To: McCook Airport
Cc: Potthoff, Kyle
Subject: RE: City of McCook - Civic and Community Center Financing Fund

Flag Status: Flagged

Good morning Nate,

First, I apologize for not getting an email sent to you last Friday. Our meeting Thursday night went longer than we expected so when I got back to Lincoln Friday, I did not have enough time to get an email drafted. But, as I promised below is a bit of a summary from our site visit Thursday along with some recommendations I would give about mitigating the demolition of the pool and bathhouse. Let me know if you have any questions or need anything else from me.

McCook Pool Site Visit Summary:

SHPO staff with three McCook city members at the City Pool. Photos were taken of the Bathhouse exterior and interior, the pool structure, and the filtration maintenance rooms. There was clear deterioration of the pools mechanics and pool lining. These elements alone indicated the economic infeasibility of repairing the pool structure. The removal and new pool structure construction is okay to move forward with.

The main concern for SHPO before arrival was the Bathhouse at the pool since it is the structure with the most defining and recognizable features at the pool complex. After discussions with the city members it became clear that the bathhouse has had some major and somewhat recent renovations. These renovations include a new roof and a large addition onto the rear of the building that nearly doubled the size of the original building. The only elements left of the original structure is the front (south wall) and portions of the east and west walls. Following additional discussion a SHPO staff member came to conclude that the removal of the Bathhouse could be appropriate for a future project if some mitigation steps were followed. Those mitigation recommendations are as follows:

- Additional photos taken of the bathhouse façade before demolition, highlight the original building materials still present.
 - o Photos can be taken with any camera but please only take and submit horizontal photos.
 - o Please include photos taken close up and from a distance, showing the street setting.
 - o At least one photo of all existing elevations (each side) showing the entire elevation.
 - o Close up photo of the WPA marker.
 - o Photos can be submitted digitally to SHPO and they can be in color.
- Preserve the WPA marker to be either displayed near the new pool (not on it because that could appear as fabricating history) or in a local city museum/site.
- Possibly installing a historic marker (<https://history.nebraska.gov/visit/nebraska-historical-marker-program>) to commemorate/tell the story of the pool and the WPA program in McCook. This will be an additional cost so it is not required to do this but it is highly encouraged.

Finally, when applying for any future grants with a historic review element, be sure to express that all options were looked at for the pool (including saving it) but the only viable option was the demolition and new construction. This will show that a good faith effort was put in but that restoration was just not possible. Including how you might mitigate the removal and embrace the memory of the old pool would be highly encouraged as well.

Thank you again for showing us around the pool last week and if you have any further questions or need anything else please do not hesitate to reach out at any time.

Best,

P.S. If applying to the CCCFF grant you will need a letter from our office indicating the project will have No Adverse Effect. I recommend reaching out for that letter about a month before you plan to submit your application to make sure it has a current date on it which is the only reason I am not including one right now. If I am not the person doing those reviews anymore please save a copy of this email to show to them that a previous reviewer was okay with the project moving forward if mitigation recommendations were followed.

Betty Gillespie (She/Her)
Section 106 Review & Compliance Coordinator



1500 R Street
Lincoln, Nebraska 68508-1651
402-805-7392
betty.gillespie@nebraska.gov | history.nebraska.gov

Preserving the Past. Building the Future



From: Nate Schneider <nshneider@cityofmccook.com>
Sent: Thursday, June 9, 2022 8:12 AM
To: Gillespie, Betty <Betty.Gillespie@nebraska.gov>
Cc: Potthoff, Kyle <potthoff@cityofmccook.com>
Subject: RE: City of McCook - Civic and Community Center Financing Fund

Terrific! We are looking forward to meeting you as well. We can meet at my office or at the swimming pool, whichever you prefer. My office address is 505 West C Street. The swimming pool is located at the intersection of East M Street and East 5th Street.

Thanks for driving to McCook. We appreciate your time.

Nate

From: Gillespie, Betty
Sent: Thursday, June 9, 2022 7:28 AM
To: McCook Airport <nshneider@cityofmccook.com>
Cc: Potthoff, Kyle <potthoff@cityofmccook.com>
Subject: RE: City of McCook - Civic and Community Center Financing Fund

Morning Nate,

I am look forward to seeing you this afternoon. I should be heading out of Lincoln around 9 this morning to be in McCook by 2. If you need me you can reach me at my work cell 402-805-7392.

Thanks!

Betty Gillespie (She/Her)
Section 106 Review & Compliance Coordinator



1500 R Street
Lincoln, Nebraska 68508-1651
402-805-7392
betty.gillespie@nebraska.gov | history.nebraska.gov

Preserving the Past. Building the Future



From: Nate Schneider <nschneider@cityofmccook.com>
Sent: Monday, May 23, 2022 10:36 AM
To: Gillespie, Betty <Betty.Gillespie@nebraska.gov>
Cc: Potthoff, Kyle <potthoff@cityofmccook.com>
Subject: RE: City of McCook - Civic and Community Center Financing Fund

That is awesome! I'm adding Kyle Potthoff (our public works' director) to this email. We can make it work that afternoon. Do you want to plan on 2:00 p.m.? That would give you some time to get situated when you get to McCook.

Thanks!
Nate Schneider
City Manager – City of McCook

From: Gillespie, Betty
Sent: Monday, May 23, 2022 10:34 AM
To: McCook Airport <nschneider@cityofmccook.com>
Subject: RE: City of McCook - Civic and Community Center Financing Fund

Hi Nick,

I just wanted to quickly let you know that one of my co-works is already planning a trip down to McCook next month on the 9th. If you or the engineers are free any time after 1pm that day to meet, for convenience purposes I am going to plan to go down to McCook with her. If you no one is free that is perfectly okay, I can come down another day next month, no problem.

Best,

Betty Gillespie (She/Her)

Section 106 Review & Compliance Coordinator

*I will be out of the office for vacation May 24th – June 1st



1500 R Street
Lincoln, Nebraska 68508-1651
402-805-7392

betty.gillespie@nebraska.gov | history.nebraska.gov

Preserving the Past. Building the Future



From: Gillespie, Betty

Sent: Thursday, May 19, 2022 1:32 PM

To: nschneider@cityofmccook.com

Subject: RE: City of McCook - Civic and Community Center Financing Fund

Hi Nate,

This is Betty Gillespie and I am the Section 106 Review and Compliance Coordinator at the State Historic Preservation Office. I am also the individual that completes the historic evaluations for the CCCFF program. I am sorry for any confusion that may have occurred over the last day. I misunderstood the situation when my coworker explained it to me. Please correct me if I am wrong but what I understand now is that in a previous round of CCCFF funding McCook was awarded a planning grant. Now, McCook is interested in applying for a CCCFF construction grant and is wanting to know if demoing the historic pool would potentially negatively impact the city's application. Is this correct? If so, below is a little more information on the new historic preservation element of the CCCFF grant and how it may impact this proposed project.

The historic preservation element of the CCCFF grant program was added to insure projects that could impact historic buildings were reviewed following historic preservation standards and that properties important to Nebraska's history were preserved. Projects that could impact buildings that are 50 years or older should submit their project to the SHPO for review following the Secretary of the Interior's Standards for the Treatment of Historic Properties prior to submitting their final CCCFF grant application. The SHPO will then review the project by first saying either the property is eligible for listing (historic) or not. If it is not eligible a letter will be written stating so but if it is eligible further review will be done on the project. From here the SHPO will identify the project as being in compliance or out of compliance with the Secretary of the Interior's Standards. If in compliance, a letter will be issued saying so continuing the projects eligibility for state aid. If the project is out of compliance the SHPO can work with the applicant to bring the project into compliance before they submit their application (this would take time though, and should be done far in advance from

application submission) or can issue a letter stating the project is out of compliance which would make it ineligible for state aid.

From what I understand of McCook's planned project it is to demolish and replace the existing pool structure. Would this include the bathhouse (entire complex) as well or just the swimming pool footprint? Having a distinction between the pool and bathhouse may be helpful in retaining the historic integrity of the property and could keep it in compliance. If the entire complex is what is being proposed to be demolished and replaced, this project would be out of compliance with the Secretary of the Interior's Standards. The bathhouse and pool were identified as being historic and eligible for listing in the National Register of Historic places so the removal of them (especially the bathhouse) would be an adverse effect on the historic property.

Again, I would be willing to work with the city to give some insight on how this project could follow the Standards and stay compliant with them before the next round of CCCFF funding starts. However, if no changes occur to the plans current standing I would have to write a letter saying this project is out of compliance and is therefore not eligible for state aid through the CCCFF program.

Please give me a call if you have any questions or would like to discuss this further. Please note, I will be going on vacation starting next Tuesday so it may take me some time to get back to you if I do not hear from you before then.

Best,

Betty Gillespie (She/Her)
Section 106 Review & Compliance Coordinator

*I will be out of the office for vacation May 24th – June 1st



1500 R Street
Lincoln, Nebraska 68508-1651
402-805-7392
betty.gillespie@nebraska.gov | history.nebraska.gov
Preserving the Past. Building the Future



From: nschneider@cityofmccook.com <nschneider@cityofmccook.com>
Sent: Thursday, May 19, 2022 12:50 PM
To: Vandenberg, Joseph <Joseph.Vandenberg@nebraska.gov>
Cc: Gillespie, Betty <Betty.Gillespie@nebraska.gov>
Subject: Re: City of McCook - Civic and Community Center Financing Fund

The City of McCook secured planning funding. We did not secure project funding.

Nate Schneider,

City Manager for the City of McCook

On May 19, 2022, at 8:47 AM, Vandenberg, Joseph <Joseph.Vandenberg@nebraska.gov> wrote:

Hi Nate,

I left you a voicemail about this. But per our call yesterday, you told me that you had already secured CCCFF funding. But the email below makes it seem as if you were looking to secure CCCFF funding. Our 106 Coordinator is cc'ed in this email, as the answer will affect how we may advise you.

Best,

Joe van den Berg

National Register & Historic Marker Coordinator

<image001.jpg>

1500 R Street
Lincoln, Nebraska 68508-1651
402-613-1591
joseph.vandenberg@nebraska.gov | history.nebraska.gov

Preserving the Past. Building the Future

<image002.jpg>

<image003.jpg>

<image004.jpg>

<image005.jpg>

From: Nate Schneider <nschneider@cityofmccook.com>

Sent: Wednesday, May 18, 2022 4:21 PM

To: Vandenberg, Joseph <Joseph.Vandenberg@nebraska.gov>

Cc: Potthoff, Kyle <potthoff@cityofmccook.com>

Subject: City of McCook - Civic and Community Center Financing Fund

Hi, Joe. Thanks for speaking with us this afternoon. I have attached the CCCFF Program Guidelines as well as the Nebraska Historic Preservation Society Project Form 106 (Compliance Form). Section 8.2 of the Guidelines contain the CCCFF Application rules. Section 8.2 also references the SHPO Compliance Form. My question is, "If the City of McCook demolishes the current swimming pool structure and replaces the existing pool with a new pool, will the City of McCook still be eligible for CCCFF funding consideration."

Let me know what you find out after your review. Thanks for your assistance.

Nate Schneider
City Manager – City of McCook

**CITY MANAGER'S REPORT
DECEMBER 5, 2022 MCCOOK CITY COUNCIL MEETING**

5.C.
ITEM NO. 5.C. Authorize City of McCook staff to complete an application for a Rural Workforce Housing Land Development Program grant.

BACKGROUND:

The Coronavirus State and Local Fiscal Recovery Funds provides federal grant relief to households and individuals disproportionately impacted by the COVID-19 pandemic by developing, repairing, and operating affordable housing and services or programs to increase long-term housing security. The Rural Workforce Housing Land Development Program provides support to families struggling with the public health and negative economic impact of the pandemic. Rural populations are typically low- or moderate-income and are presumed disproportionately impacted households. The Rural Workforce Housing Land Development Program will provide grant awards to eligible municipalities for projects that result in the preparation of land for workforce housing pursuant to the Rural Workforce Housing Investment Act. Funds awarded by the Program may be used by eligible municipalities to support long-term housing security, to improve vacant and abandoned properties, including rehabilitation, renovation or maintenance necessary to secure vacant land or building removal and remediation of environmental contaminants, demolition or deconstruction, greening/vacant lot cleanup for conversion to affordable housing, for those households determined by DED to be disproportionately impacted. Red Willow County is a county that qualifies under the terms of the Program.

City of McCook staff has worked with MEDC to review the terms of this Program. It is believed that this Program may be a good fit for the St. Catherine's property owned by Adamark Investments, LLC. Staff has spoke with Maria Prusakowski, managing member of Adamark. Ms. Prusakowski is supportive of this grant application. If successful, the value of the grant ranges from \$250,000 to \$1,000,000.

APPROVALS:



Nathan A. Schneider, City Manager

November 29, 2022



Lea Ann Doak, City Clerk

November 29, 2022



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ery / Rural Workforce Housing Land

Development Program

Rural Workforce Housing Land Development Program



The Coronavirus State and Local Fiscal Recovery Funds provides federal grant relief to households and individuals disproportionately impacted by the COVID-19 pandemic by developing, repairing, and operating affordable housing and services or programs to increase long-term housing security. The Rural Workforce Housing Land Development Program provides support to families struggling with the public health and negative economic impact of the pandemic. Rural populations are typically low- or moderate-income and are presumed

disproportionately impacted households. These populations may also have experienced increased food and/or housing insecurity resulting from the pandemic.

The Rural Workforce Housing Land Development Program will provide awards to eligible municipalities for projects that result in the preparation of land for workforce housing pursuant to the Rural Workforce Housing Investment Act.

Eligibility Information

What Can the Grants Be Used for?

Funds awarded by the Rural Workforce Housing Land Development Program may be used by eligible municipalities to support long-term housing security, to improve vacant and abandoned properties, including rehabilitation, renovation or maintenance necessary to secure vacant land or building removal and remediation of environmental contaminants, demolition or deconstruction, greening/vacant lot cleanup for conversion to affordable housing, for those households determined by DED to be disproportionately impacted.

Who is Eligible to Apply?

Eligible municipalities that develop, repair, or operate affordable housing and services or programs to increase long-term housing security.

For the purposes of this grant program, “eligible municipalities” means municipalities located within the forty-one (41) rural counties listed below and in the Program Manual. These counties have been determined by DED to be disproportionately impacted:

Arthur County	Franklin County	Morrill County
Boone County	Frontier County	Nemaha County
Box Butte County	Gage County	Pawnee County
Boyd County	Garden County	Phelps County
Brown County	Greeley County	Polk County
Butler County	Harlan County	Red Willow County
Cherry County	Holt County	Richardson County
Cheyenne County	Hooker County	Scotts Bluff County
Custer County	Howard County	Sherman County
Dakota County	Jefferson County	Valley County
Dawes County	Kimball County	Wayne County

Deuel County	Lincoln County	Webster County
Dixon County	Logan County	Wheeler County
Dundy County	Merrick County	

Additionally, rural municipalities with eligible projects contained in QCTs in the counties of Adams, Buffalo, Dodge, Madison, and Thurston are eligible to apply for projects located only within the QCT. These QCTs include:

County	QCT 1	QCT 2
Adams	31001966100	N/A
Buffalo	31019969500	31019969600
Dodge	31053964400	N/A
Madison	31119960700	N/A
Thurston	31173940100	31173940200

Applicants must be working in partnership with an existing 2017 or 2020 Rural Workforce Housing Fund (RWHF) awardee, or eligible nonprofit intending to apply for the 2022 RWHF program.

Application Information

Rural Workforce Housing Land Development Program

Application Period:

Open Date – 11/15/2022

Close Date – 01/19/2023

[Apply Now](#)

Letter of Intent Due: December 15, 2022

Application Due: January 19, 2023

Anticipated Award Date: February 2023

Period of Performance: 3 years from the date of Award

Award Amount: Combined awards of the program not to exceed a total of \$10,000,000, and each Awardee shall receive grant funds totaling between \$250,000 and \$1,000,000. While there is no formal match requirement, projects are encouraged to leverage other funding sources.

Program Resources

Search:

Title	File Type	Date
01: Rural Workforce Housing Program Manual	PDF	November 9, 2022
Letter of Intent Template	Word	October 27, 2022
Nebraska Site Review Form	PDF	October 27, 2022

Show per page 3 files

Grant Management Resources

This page will provide technical assistance on using AmpliFund to apply for and manage grants awarded by DED.

[Learn More](#)

Stay up to date on the latest news.

Subscribe to the Rural Workforce Housing Land Development Program email list here.

 [Subscribe](#)

Have questions?

Lynn Kohout

Director of Housing

ded.rwhflanddevelopment@nebraska.gov



Nebraska

The Good Life Is Calling.



245 Fallbrook Blvd, Suite 002
Lincoln, NE 68521
800-426-6505

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Rural Workforce Housing Land Development Program

Application Information

Rural Workforce Housing Land Development Program

Application Period:

Open Date – 11/15/2022

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Award Amount: Combined awards of the program not to exceed a total of \$10,000,000, and each Awardee shall receive grant funds totaling between \$250,000 and \$1,000,000. While there is no formal match requirement, projects are encouraged to leverage other funding sources.

Rural Workforce Housing Land Development Program

The Coronavirus State and Local Fiscal Recovery Funds provides federal grant relief to households and individuals disproportionately impacted by the COVID-19 pandemic by developing, repairing, and operating affordable housing and services or programs to increase long-term housing security. The Rural Workforce Housing Land Development Program provides support to families struggling with the public health and negative economic impact of the pandemic. Rural populations are typically low- or moderate-income and are presumed disproportionately impacted households. These populations may also have experienced increased food and/or housing insecurity resulting from the pandemic.

The Rural Workforce Housing Land Development Program will provide awards to eligible municipalities for projects that result in the preparation of land for workforce housing pursuant to the Rural Workforce Housing Investment Act.

Eligibility Information

What Can the Grants Be Used for?

Funds awarded by the Rural Workforce Housing Land Development Program may be used by eligible municipalities to support long-term housing security, to improve vacant and abandoned properties, including rehabilitation, renovation or maintenance necessary to secure vacant land or building removal and remediation of environmental contaminants, demolition or deconstruction, greening/vacant lot cleanup for conversion to affordable housing, for those households determined by DED to be disproportionately impacted.

Who is Eligible to Apply?

Eligible municipalities that develop, repair, or operate affordable housing and services or programs to increase long-term housing security.

For the purposes of this grant program, "eligible municipalities" means municipalities located within the forty-one (41) rural counties listed below and in the Program Manual. These counties had a household median income less than the statewide household median income in year 2020 and have been determined by DED to be disproportionately impacted.