

SEND D

Southeast Nebraska Development District

www.sendd.org

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TO: SENDD –Executive Committee
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: October 9, 2014

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for THURSDAY, OCTOBER 16, 2014. Please note that we will have the opportunity for a telephone conference connection for those that cannot attend in person.**

The meeting, with Staff present at the Lincoln office, is scheduled to begin at approximately 6:30 p.m. A current copy of the agenda is available for public inspection each workday, from 8:00 a.m. to 5:00 p.m., at SENDD's Lincoln office, 2631 "O" St.

Note to Executive Committee

Bob Mueller, Leroy Hanson, Mary Koci, Bill Wenz, Tim McDermott, Cheryl Brandenburgh, Nick Harling

Providing you have a conflict with this meeting date and will be unable to attend either in person or by telephone, **please** contact the SENDD Lincoln office and advise a staff member that you will not be present. Thank you.

MEETING AGENDA

For those calling in for the Telephone Conference:

After 6:30 PM-

- Call the toll free "dial-in" number.... **1-855-332-4181**
- At prompt, enter the "conference code".... **4752560 and follow any directions.**

I. CALL TO ORDER

A. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the **Open Meetings Act** is posted in the meeting room at the SENDD Office and is available for viewing by the public.

B. Roll Call: Taken by registration of members in attendance

II. MINUTES

A. Minutes of the September 18, 2014 Full SENDD Board meeting are enclosed with this notice/agenda. **A motion for approval as written/amended will be sought.**

III. AGENDA ADJUSTMENTS

IV. FINANCIAL

A. Check Registry: The September 2014 check registry report is attached for review. **A motion to accept the report as presented and/or amended will be sought.**

- B. **Revenue/Expense Report:** Copies of the June 2014, July 2014, August 2014 and September 2014 Revenue/Expense reports are enclosed. **A motion to accept the reports as presented and/or amended will be sought.**
- C. **Humboldt – NAHTF #14-TFHO-3S018:** SENDD staff assisted the City Humboldt in an application to the Nebraska Department of Economic Development (NDED) for a project under the Annual Cycle of the Nebraska Affordable Housing Program (NAHP). The City has been awarded \$166,485 of Nebraska Affordable Housing Trust Funds (NAHTF) to implement a program of owner-occupied housing rehabilitation (at least 5 units) and to include demolition activities for at least 2 units of severely deteriorated housing. The Executive Director is requesting authorization to negotiate and enter into two contracts for implementation of the program: 1. Housing Program Management in an amount not to exceed of \$13,400; 2. Lead Testing in an amount not to exceed of \$7,500. **Formal Action is requested.**
- D. **Humboldt – CDBG #14-HO-3S056:** SENDD staff assisted the City Humboldt in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$221,045 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 7 units. The Executive Director is requesting authorization to negotiate and enter into two contracts for implementation of the program: 1. Housing Program Management in an amount not to exceed of \$17,500; 2. Lead Testing in an amount not to exceed of \$10,500. **Formal Action is requested.**
- E. **Tecumseh – CDBG #14-HO-3S057:** SENDD staff assisted the City Tecumseh in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$329,750 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 10 units. The Executive Director is requesting authorization to negotiate and enter into two contracts for implementation of the program: 1. Housing Program Management in an amount not to exceed \$25,000; 2. Lead Testing in an amount not to exceed \$15,000. **Formal Action is requested.**
- F. **Nebraska City – CDBG #14-HO-3S058:** SENDD staff assisted the City Nebraska City in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$267,748 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 8 units. The Executive Director is requesting authorization to negotiate and enter into two contracts for implementation of the program: 1. Housing Program Management in an amount not to exceed of \$20,000; 2. Lead Testing in an amount not to exceed of \$12,000. **Formal Action is requested.**
- G. **Hebron – CDBG #14-HO-3S059:** SENDD staff assisted the City Hebron in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$267,748 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 8 units. The Executive Director is requesting authorization to negotiate and enter into two contracts for implementation of the program: 1. Housing Program Management in an amount not to exceed of \$20,000; 2. Lead Testing in an amount not to exceed of \$12,000. **Formal Action is requested.**
- H. **York – CDBG #14-HO-3S060:** SENDD staff assisted the City York in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$267,748 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 8 units. The Executive Director is requesting authorization to negotiate and enter into two contracts for implementation of the program: 1. Housing Program Management in an amount not to exceed of \$20,000; 2. Lead Testing in an amount not to exceed of \$12,000. **Formal Action is requested.**

I. **Fairbury – CDBG #14-HO-3S061:** SENDD staff assisted the City Fairbury in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$267,748 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 8 units. The Executive Director is requesting authorization to negotiate and enter into two contracts for implementation of the program: 1. Housing Program Management in an amount not to exceed of \$20,000; 2. Lead Testing in an amount not to exceed of \$12,000. **Formal Action is requested.**

J. **Crete – CDBG #14-HO-3S067:** SENDD staff assisted the City Crete in an application to the Nebraska Department of Economic Development (NDED) for a project under the Owner-Occupied Rehabilitation category of the Community Development Block Grant (CDBG) program. The City has been awarded \$267,748 of CDBG funds to implement a program of owner-occupied housing rehabilitation for at least 8 units. The Executive Director is requesting authorization to negotiate and enter into two contracts for implementation of the program: 1. Housing Program Management in an amount not to exceed of \$20,000; 2. Lead Testing in an amount not to exceed of \$12,000. **Formal Action is requested.**

K. **Nebraska City – CDBG #14-DTR-005:** SENDD staff assisted the City of Nebraska City in development of an application to NDED for a Downtown Revitalization Program, Phase I Planning project. (This is the second DTR planning project in Nebraska City). The Executive Director is requesting authorization to negotiate and enter into a Special Services contract to assist in implementation of the project in an amount not to exceed of \$1,000. **Formal Action is requested.**

L. **Other Financial:**

V. **OLD BUSINESS**

A. **SENDD Equipment Upgrades:** The SENDD Technology Committee met by telephone conference on Friday, Sept. 26, 2014. The Committee recommended the full upgrade of the server system due to the continued failures of the existing server and inability to access the shared drives for project information. Project costs will increase above the \$15,000 approved at a previous SENDD Board meeting. Full upgrades will include a new server, wi-fi access for the staff and a separate wi-fi access for guests in the office, three new computer processors, one new laptop with docking station, a new docking station for the existing laptop, and various software and then hardware pieces to provide for rack mounting of new equipment in the computer room for a cost. Total costs are just under \$21,000. A breakdown of equipment upgrades from Infinite Systems and software/hardware ordered through Tech Soup will be distributed prior to the meeting. **Formal Action to authorize the increase in costs for system upgrade is requested.**

B. **SENDD Personnel Policies Committee:** The SENDD Personnel Policies Committee met at the SENDD Lincoln office on Oct. 1, 2014. The SENDD Personnel Policies Committee scheduled their next meeting for October 14, 2014 at the SENDD Lincoln office. A brief report on what was discussed at these meetings will be provided.

VI. **NEW BUSINESS**

VII. **STAFF REPORTS AND REMINDERS**

A. **SENDD Newsletter:** The September 2014 Newsletter has been distributed.

- B. **SERN Meetings:** SERN sponsored a Local Elected Officials Training Program held on October 16, 2014 at Southeast Community College in Beatrice. If available, a brief report on the program will be provided. The next SERN meeting is scheduled for November 5, 2014 at the Holthus Convention Center in York. Attached is the meeting agenda for the November SERN meeting.
- C. **SENDD Membership Dues 2014-2015:** Staff report on the status of dues requests sent out to communities and counties this year.
- D. **SENDD Staffing Update:** We have a new staff member employed as of October 6, 2014. Rian Harkins has been hired as a Community Development Specialist with SENDD, working out of the SENDD-Lincoln office. Attached is his bio.
- D. **Next SENDD Meeting:** The next SENDD Executive Committee meetings are scheduled for November 20, 2014 and December 18, 2014. The next SENDD Full Board meeting is currently scheduled for January 15, 2015 to be held at the Club Room of the Hy-Vee Store at 84th and Holdrege St. in Lincoln.

VIII. ADJOURNMENT