

SEND D

Southeast Nebraska Development District

www.sendd.org

MAIN OFFICE
2631 "O" Street, Lincoln, NE 68510
Office: 402-475-2560
Fax: 402-475-2794
dtaladay@sendd.org

HUMBOLDT OFFICE
PO Box 308, Humboldt, NE 68376
Office: 402-862-2201
Fax: 402-862-2201
senddlisa@windstream.net

TO: SENDD Executive Committee
FROM: David R. Taladay, Executive Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: July 9, 2015

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for THURSDAY, JULY 16, 2015. 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

Lisa Hurley, Kurt Bulgrin, Tim McDermott, Cheryl Brandenburg, Erich Tiemann, Doug Watts, Roger Glawatz

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

C. Board Membership: (Appointments to fill vacancies and non-elected positions and terms.)
A potential partner has indicated a willingness to serve on the SENDD Board of Directors to fill a vacant position:

R. Paul Lambert (Plattsmouth): Paul Lambert is a lifelong resident of the Cass County area, currently residing in Plattsmouth. He is the former Mayor of Plattsmouth who is now involved in auto sales at Jeff Henry Chevrolet. Two years he moved into the business development position at the auto dealership (see attached bio). Mr. Lambert would occupy the vacant Non-Governmental Representative – Private Sector Representative SENDD Board position previously held by Nick Harling. This position term would end on June 30, 2018. **Formal action to accept Mr. Lambert's nomination as a SENDD Board member is requested.**

II. MINUTES

- A. Minutes of the June 18, 2015 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 June 2015 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:** The June 2015 bookkeeping is still being finalized at this time. If available, a copy of the June 2015 revenue/expense report will be distributed prior to the meeting. **A motion to accept the report as presented and/or amended will be sought.**
- C. **City of Fairbury CDBG #14-PP-012 Planning Grant for Community Park Master Plan & Feasibility Study:** SENDD staff assisted the City of Fairbury in development and submittal of an application to the CDBG Program for completion of a community park master plan and feasibility study. The City has been approved for a grant of \$30,000 with a total project including in-kind match estimated at \$39,500. The funding will be used for planning and evaluation of the community's parks and needed park improvements, as well as a feasibility study of the swimming pool to determine a concept plan for renovation of the existing facilities and/or development of a new facility. The City and SENDD have executed a contract for General CDBG Administration in the amount not to exceed of \$1,500. The Executive Director is requesting retroactive approval of this contract for CDBG General Administration with the City. **Formal Action is requested.**
- D. **REAP Contract for Technical Assistance Specialist (R-TAS):** Over the past few years, the Rural Enterprise Assistance Project (REAP) has entered into a contract with SENDD to provide a "Technical Assistance Specialist" to assist REAP clients in SENDD's service/membership area. Under the terms of the contract, the Technical Assistance Specialist provided, on a referral basis from REAP, such services as business plan compilation, advisory assistance and financial packaging to new and existing small businesses. REAP recently submitted a new contract to SENDD to provide work under the requirements of a Technical Assistance Specialist for the period of July 1, 2015 through June 30, 2016. After review, the Executive Director has entered into this contract with REAP to provide work to meet the requirements of a Technical Assistance Specialist, for the maximum amount of \$3,125. The Executive Director is requesting retroactive approval for this action. **Formal Action is requested.**

V. OLD BUSINESS

- A. **SENDD Personnel Policies/Travel Policies Implementation:** The Executive Director will provide an update on the implementation of changes approved to the SENDD Personnel Policies and Procedures and SENDD Travel Policies. These changes were approved at the March 19, 2015 Full SENDD Board meeting, and effective as of July 1, 2015.
- B. **Lancaster County Membership Meeting:** SENDD staff met with the Lancaster County Board of Commissioners and representatives of the rural municipalities on July 9, 2015 to discuss county and community membership to the District. Staff will provide a report on this meeting with the Lancaster County Board of Commissioners and rural communities of Lancaster County.

VI. NEW BUSINESS

- A. EDA CEDS/Annual Progress Report (FY 2014-2015):** The EDA Annual Community Economic Development Strategy & Progress Report (covering the period of July 1, 2014 through June 30, 2015) for year two of the three year Partnership Planning Grant plan was submitted to EDA on June 30, 2015. A copy of this report is enclosed with this meeting notice. Staff will present information from this report.

VII. STAFF REPORTS AND REMINDERS

- A. Newsletter:** The SENDD 2014-2015 Performance Report is in the works at this time. Once finalized, a copy of the report will be forwarded to the Board. The SENDD 2014-2015 Performance Report will likely take the place of a July 2015 newsletter.
- B. SERN Meeting – June 24, 2015:** The most recent Southeast Nebraska Resource Network (SERN) quarterly meeting was held on June 24, 2015 at the Grand Weaver Hotel in Falls City, NE. SENDD staff will provide a report of the meeting.
- C. CDBG Administrators Certification/Recertification Training:** Two SENDD staff members are registered to attend CDBG “Recertification” training for existing CDBG Certified Administrators July 14-17, 2015 in Lincoln: Judi Meyer and Lisa Beethe. Recertification is required every 4 years for CDBG Administrators. One SENDD staff member (Rian Harkins) is registered to attend CDBG Certification training July 28-31, 2015 in Lincoln. Certification training is intended for staff who will be administering Community Development Block Grant (CDBG) projects and assisting with the implementation of these projects.
- D. SENDD Membership Dues Requests FY 2015-2016:** Staff report on status of membership dues requests to SENDD counties and communities for FY 2015-2016.
- E. Testimonial from NDED for Tecumseh:** Enclosed with the meeting notice is a testimonial from the Nebraska Department of Economic Development (NDED). The City of Tecumseh was recently recognized internally by NDED as a “20-years in the making; Success Story”.
- F. Next SENDD Meeting:** The next Executive Committee meeting is currently scheduled for August 20, 2015. The next SENDD Full Board meeting is currently scheduled for September 17, 2015 in Lincoln. Attached is the schedule of SENDD meetings for fiscal year 2015-2016.

VIII. ADJOURNMENT