

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: February 14, 2013

MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for Thursday, February 21, 2013. 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, Cassie Seagren

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.... 1-866-539-8224
- At prompt, enter the "conference code".... 3706231711 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 January 17, 2012 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:** A copy of the January 2013 check registry report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**

- B. **Revenue/Expense Report**: A copy of the January 2013 revenue/expense report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- C. **Friend Industrial Development Corporation – Special Services Contract**: The Friend Industrial Development Corporation (FIDC) contacted SENDD asking for assistance in a “mock” compliance monitoring for several projects under the City CDBG-Economic Development Loan Fund (EDLF). Although the City has already returned remaining CDBG funds to NDED, monitoring by the Department is anticipated. SENDD negotiated a contract for limited services to assist in the monitoring process, with a contract amount not to exceed \$2,000. The Executive Director is requesting retroactive approval for this contract with the Friend Industrial Development Corporation. **Formal Action is requested.**
- D. **Osceola – Administration of CDBG EDLF**: The City requested and SENDD has proposed a contract to assist in the administration of the CDBG-Economic Development Loan Fund (EDLF) in Osceola. The proposal was for an annual contract, not to exceed an amount of \$10,000, to assist in monitoring existing CDBG EDLF Loan projects and processing any new CDBG EDLF loan projects. The Executive Director is requesting authority to negotiate and enter into a contract with the City for this service. **Formal Action is requested.**
- E. **Shelby – Administration of CDBG EDLF**: The Village distributed a Request for Proposals to assist in the administration of the CDBG-Economic Development Loan Fund (EDLF) in Shelby. SENDD submitted a proposal to provide those services under an annual contract, not to exceed an amount of \$10,000, to assist in monitoring existing CDBG EDLF Loan projects and processing any new CDBG EDLF loan projects. The Village has received multiple responses to their RFP and tabled action on them until their next meeting on 3-5-2013. SENDD is uncertain at this time whether or not we will be invited into final contract negotiations. In case we are invited into final contract negotiations the Executive Director is requesting authority to negotiate and enter into a contract with the Village for this service. **Formal Action is requested.**
- F. **Jefferson County – Administration of CDBG EDLF**: The County Board requested and SENDD has proposed a contract to assist in the administration of the CDBG-Economic Development Loan Fund (EDLF) for Jefferson County. The proposal was for an annual contract, not to exceed an amount of \$10,000, to assist in monitoring existing CDBG EDLF Loan projects, and processing any new CDBG EDLF loan projects. The Executive Director is requesting authority to negotiate and enter into a contract with the County Board for this service. **Formal Action is requested.**
- G. **Humboldt – Nuisance Abatement Contract**: After presentation of the SENDD Nuisance Abatement Program, the City of Humboldt requested, and SENDD has proposed, a contract to provide Nuisance Abatement services. The proposal identifies a limited area of the community for the program as an initial project. The proposed contract still has some room for negotiation and may be for an amount between \$7,000 and \$10,000, depending on the final area determined for services. The Executive Director is requesting authority to negotiate and enter into a final contract for these services. **Formal Action is requested.**
- H. **Chester CDBG #12-PP-008**: SENDD staff assisted the Village of Chester in preparation and submittal of an application to the Planning Category of the Community Development Block Grant (CDBG) Program at the Nebraska Dept. of Economic Development. The Village was recently awarded a grant in the amount of \$19,500 (out of a total project of \$26,500) to develop a Utility wide GIS map for water and sewer, and a wellhead protection plan for the community. SENDD has entered a contract in the amount of \$1,500 for General Administrative services. The Executive Director is requesting retroactive approval of the contract with the Village of Chester. **Formal Action is requested.**
- I. **SENDN Membership in NADO**: SENDD has participated in several webinars and discussions with the National Association of Development Organizations (NADO) over the last several years. The majority of the other Districts in Nebraska are already long term members of NADO and have referenced the training opportunities and support that has been provided by them from NADO staff. SENDD has not been a dues paying of NADO for a number of years, although the previous Director was on the Board of Directors of that NADO in the late 1990's. The Executive Director is

considering submitting an application for a general membership only (\$1,000 first year rate) and is requesting approval of this expense. (See copy of application). **Formal action is requested.**

- J. **SENDD Annual Report 2010-2012 Printing:** Staff has been diligently working on an Annual Report (actually a report of the first several years of the reorganized 15-county District). A final draft may be available in an electronic format. Quotes for printing costs have been requested for hard copies for distribution to all communities, counties and partners. We have received quotes from two “community” printers in Nebraska City and York and one printer in Lincoln. Attached is a spreadsheet of the various quotes. The Executive Director will request approval for printing and authorization to proceed from the Executive Committee. **Formal action is requested.**

V. **OLD BUSINESS**

- A. **Review/Approve SENDD Travel Policies:** While reviewing policies for SENDD personnel, we have identified a set of Travel Policies, which have been a basis for travel and reimbursement of expenses. However, this set of policies was prepared in 1998 and was never fully adopted by the Board of Directors. We have updated these policies and included items reflecting Development District activities. A copy of the final draft document is enclosed. At the January 17, 2013 meeting of the Full SENDD Board of Directors, some questions about liability for “hired or employee owned” vehicles were brought forth. After research, liability for the organization is covered in the existing insurance policies through the Cincinnati Insurance Co. (See the attached note from Copple Insurance Co- Broker for SENDD). The Executive Director is requesting review and consideration of the final draft for approval of the SENDD Travel Policies. **Formal action is requested.**

- B. **Invitation to State Legislators for Connection:** At the January 17, 2013 Full SENDD Board meeting, the SENDD Board authorized invitations to State Legislators in the SENDD region to attend the March 21, 2013 Board meeting. Staff will update on the progress of the invitations and meeting set-up. Legislative Districts and Senators: 1-Dan Watermeier, Syracuse; 2-Bill Kintner-Papillion; 23-Jerry Johnson, Wahoo; 24-Greg L. Adams, York; 30-Norm Wallman, Cortland; 32-Russ Karpisek; Wilber.

VI. **NEW BUSINESS**

VII. **STAFF REPORTS AND REMINDERS**

- A. **Newsletter:** February 2013 Newsletter.
- B. **NDED Program Applications:** Staff will discuss the potential application assistance for communities to the Nebraska Affordable Housing Program (NAHP) and for Community Development Block Grant (CDBG) programs as administered by the Nebraska Department of Economic Development (NDED).
- C. **Next SENDD Meeting:** The next meeting of the Full SENDD Board of Directors has been scheduled for **March 21, 2013** at the Club Room of the Hy-Vee at 84th and Holdrege St. in Lincoln.

VIII. **ADJOURNMENT**