

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE FEBRUARY 21, 2013 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was called to order by SENDD Vice Chair Leroy Hanson at approximately 6:31 P.M. at the SENDD – Lincoln office. This meeting was conducted via telephone conference. Items of SENDD business were as follows:

I. ROLL CALL

A. Roll call: Roll call was taken by roll call voice registration which showed the following 6 Executive Committee members present: Leroy Hanson, Saunders Co.; Mary Koci, Seward Co.; Bill Wenz, Crete (at large representative); Tim McDermott, Saline Co.; Cheryl Brandenburgh, Black Hills Energy; and Cassie Seagren, YCDC.

Staff members present were Dave Taladay and Craig Eberle, Lincoln; Kevin Burnison, Humboldt

Executive Committee members absent (1) include: Bob Mueller, Fillmore Co.

II. MINUTES

Minutes of the January 17, 2013 Full SENDD Board meeting were included in the meeting packet that was sent out to the SENDD Executive Committee. Vice Chair Hanson asked the SENDD Executive Committee members in attendance if there were any corrections or additions to the previous meeting minutes. With no additional corrections or additions from the Executive Committee, Vice Chair Hanson called for a motion. Moved by Koci, seconded by Seagren to approve the minutes of the January 17, 2013 Full SENDD Board Meeting. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburgh: Yes; Seagren: Yes. Motion passed unanimously on the roll call voice vote.

III. AGENDA ADJUSTMENTS:

There are no agenda adjustments to be brought before the Executive Committee at this time.

IV. FINANCIAL

A. Check Registry: A copy of the January 2013 check registry report was sent out with the meeting packet. Taladay briefed the Executive Committee on the check registry report. He informed the Executive Committee that revenues include all revenues received by check for the month. There was nothing out of the ordinary for the month of January. He stated that checks received exceeded checks disbursed for the month. With no other discussion on the check registry report, Vice Chair Hanson called for a motion. Moved by Hanson, seconded by Brandenburgh to approve the January 2013 Check Registry report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburgh: Yes; Seagren: Yes. Motion passed unanimously on the roll call voice vote.

B. Revenue/Expense Report: A copy of the January 2013 revenue/expense report was sent out with the meeting packet. SENDD staff member Eberle briefed the Executive Committee on the January 2013 revenue/expense report. He stated that this revenue/expense report represents slightly over 50% of the SENDD 2013 Fiscal Year. It includes the amended SENDD FY 2013 budget as approved by the Full SENDD Board of Directors at the 1-17-13 meeting. Total revenues exceeded expenses for the month of January 2013. SENDD received their quarterly EDA drawdown of \$15,250 during the month. After a brief discussion by the Executive Committee, Vice Chair Hanson called for a motion. Moved by Brandenburgh, seconded by Seagren to approve the January 2013 Revenue/Expense report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburgh: Yes; Seagren: Yes. Motion passed unanimously on the roll call voice vote.

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.

Taladay provided the Executive Committee with an overview of this agenda item. He stated that NDED has distributed new guidelines and procedures for processing CDBG EDLF loan projects. All existing local CDBG program income funds will be monitored by NDED for compliance with CDBG guidelines. Even though the City of Friend has returned their program income funds, they are still subject to a CDBG monitoring visit. The Friend Industrial Development Corporation (FIDC), which provides administration for the City of Friend CDBG EDLF, has requested SENDD to come and perform a mock monitoring compliance review of their program files to identify any deficiencies and prepare a monitoring report. SENDD has already entered into a contract, and is looking for retroactive approval of this not-to-exceed contract. After a brief discussion by the Executive Committee, Vice Chair Hanson called for a motion. Moved by Hanson, seconded by Koci to authorize retroactive approval of the Executive Director to enter into a \$2,000 not to exceed special services contract with the Friend Industrial Development Corporation (FIDC). Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburg: Yes; Seagren: Yes. Motion passed unanimously on the roll call voice vote.

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.

Taladay provided the Executive Committee with an overview of the Osceola CDBG EDLF administration contract. He stated that the City of Osceola contacted SENDD and has requested SENDD services in managing their CDBG EDLF, developing projects and assisting in compliance. The Osceola City Council approved the administration contract with SENDD at their 2-13-13 City Council meeting. After a brief discussion, Chair Hanson called for a motion. Moved by Wenz, seconded by McDermott to authorize the Executive Director to negotiate and enter into a \$10,000 not to exceed contract with the City of Osceola to provide administration of their CDBG EDLF. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburg: Yes; Seagren: Yes. Motion passed unanimously on the roll call voice vote.

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.

Taladay provided the Executive Committee with an overview of the Shelby CDBG EDLF administration contract. He stated that SENDD received a written Request for Proposals (RFP) from the Village of Shelby. SENDD prepared a proposal for consideration at Shelby’s February 2013 City Council meeting. This proposal was for an annual contract to assist in managing their CDBG EDLF, developing projects and assisting in compliance. Due to multiple responses, they tabled a decision until their March 5, 2013 meeting. Taladay is not sure at this time whether SENDD will be chosen to manage their local CDBG EDLF. After a brief discussion, Chair Hanson called for a motion. Moved by Koci, seconded by Wenz to authorize the Executive Director to negotiate and enter into a \$10,000 not to exceed contract with the Village of Shelby to provide

administration of their CDBG EDLF, should they choose to invite SENDD into final contract negotiations. Vice Chair Hanson the proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburg: Yes; Seagren: Yes. Motion passed unanimously on the roll call voice vote.

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.

Taladay briefed the Executive Committee on the Jefferson County CDBG EDLF administration contract. He stated that at the request of Jefferson County, SENDD prepared a similar proposal for the Jefferson County Board to assist in managing their CDBG EDLF, developing projects and assisting with compliance. SENDD staff recently attended a Jefferson County Board meeting to discuss their local CDBG EDLF and SENDD administration. They are currently considering SENDD's administration contract and proposal. After a brief discussion, Chair Hanson called for a motion. Moved by Koci, seconded by Brandenburg to authorize the Executive Director to negotiate and enter into a \$10,000 not to exceed contract with Jefferson County to provide administration of their CDBG EDLF. Vice Chair Hanson the proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburg: Yes; Seagren: Yes. Motion passed unanimously on the roll call voice vote.

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.

Taladay provided an overview about the proposed Humboldt Nuisance Abatement contract. He stated that after the first pilot project in Dorchester, more SENDD communities have requested information on the SENDD Nuisance Abatement program. One of these communities is the City of Humboldt. SENDD staff recently presented to the Humboldt City Council on our Nuisance Abatement program. Humboldt is considering entering into a contract with SENDD for Nuisance Abatement services. They are still negotiating the size of the project area, which will affect the total contract amount. After a brief discussion, Chair Hanson called for a motion. Moved by Hanson, seconded by Brandenburg to authorize the Executive Director to negotiate and enter into a contract with the City of Humboldt to provide Nuisance Abatement services. This contract will likely be in the range of \$7,000 and \$10,000, depending on the final area determined for services. Vice Chair Hanson the proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburg: Yes; Seagren: Yes. Motion passed unanimously on the roll call voice vote.

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.

The Executive Director briefed the Executive Committee on the Chester CDBG project. He stated that SENDD assisted the Village in preparing a planning grant application to develop a utility wide GIS map for water and sewer. SENDD has already entered into a contract with the Village of Chester to provide general administrative services. After a brief discussion, Chair Hanson called for a motion. Moved by McDermott, seconded by Hanson to authorize retroactive approval of the Executive Director to negotiate and enter into a \$1,500 contract with the Village of Chester to provide general administration services. Vice Chair Hanson the

proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburg: Yes; Seagren: Yes. Motion passed unanimously on the roll call voice vote.

I. SENDD 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. A copy of application was included with the meeting agenda.

Taladay provided the Executive Committee with an overview of SENDD membership in NADO. He stated that most of the Development Districts in the state of Nebraska are members of NADO, with the Executive Director of Northeast Nebraska Economic Development District serving on the NADO Executive Board. SENDD has not been members for quite a while, and is now considering joining NADO at the discounted first year rate. Taladay added that fees are tiered based on involvement and utilization of NADO's programs. Executive Committee member Brandenburg suggested that SENDD consider an application for the \$3,000 sustained membership level next year. Upon completion of the Executive Committee discussion on this agenda item, Chair Hanson called for a motion. Moved by Brandenburg, seconded by Seagren to authorize the Executive Director to submit an application to NADO for general membership at the \$1,000 first year rate. Vice Chair Hanson the proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburg: Yes; Seagren: Yes. Motion passed unanimously on the roll call voice vote.

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.

Taladay informed the SENDD Executive Committee that an almost final draft was sent out earlier today. SENDD patterned this report after other Development District annual reports. This three year annual report provides an overview of SENDD's programs and services, benefits to communities and counties, as well as projects funded over the past three years. Taladay anticipates that the next annual report will not be as lengthy, as it will not cover a three year period. In order to prepare for printing and distribution of the 2010-2012 annual report, SENDD obtained price quotes from various printing vendors in the region. This included companies in Lincoln as well as in the SENDD region. The lowest bid for 2,500 copies was submitted by Citizens Printing in Nebraska City. SENDD anticipates sending out hard copy printed reports with the annual membership dues statements.

At this time, Executive Committee member McDermott asked why this is being called an "Annual Report" when it is covering a three year period. He thought this was a bit confusing. Taladay responded by stating that the previous SENDD Executive Director put together a large report each year in advance of sending out the annual membership dues statements. The report prepared is still an "Annual Report," however this report is covering the last three years of SENDD activities. Executive Committee member Brandenburg offered the following suggestions on the SENDD 2010-2012 Annual Report: 1. Since an annual report is one year perhaps the report could be called a "Performance Report"; 2. Possible sentence restructuring on the following sentence found on page two: "I have learned new things that I do know and I have found a number of things that I don't know"; 3. On Page 8 the opening paragraph citing funding sources may want to include USDA and DEQ. Taladay appreciated the suggestions, stating the reason the "almost" final draft report was sent out to SENDD Board members was to hopefully obtain feedback from the Board. All of these suggestions will be strongly considered prior to printing the final report copies. Upon conclusion of the discussion by the SENDD Executive Committee, SENDD Chair Hanson called for a motion. Moved by Hanson, seconded by McDermott to approve the bid from Citizens Printing of Nebraska City in the amount of \$2,075 to print 2,500 copies of the

SENDD 2010-2012 Annual Report. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburgh: Yes; Seagren: Abstained. Motion passed unanimously on the roll call voice vote.

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 was included with the meeting agenda. 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. A note from Copple Insurance Co- Broker for SENDD was distributed with the meeting agenda. The Executive Director is requesting review and consideration of the final draft for approval of the SENDD Travel Policies.

Taladay briefed the SENDD Executive Committee on the SENDD Travel Policies. He stated that a draft of these policies was presented to the SENDD Board of Directors at the 1-17-13 meeting for initial review. At that meeting, the Board had questions about SENDD's liability coverage for hired or employee owned vehicles. Taladay contacted Arnie Johansen, SENDD's insurance agent of Copple Insurance, who provided him with the type of coverage SENDD has on hired and non-owned auto liability. This memo from Mr. Johansen was sent out with the meeting agenda. For an additional premium, there is the potential of extending SENDD's liability coverage to protect the employee while they are driving their own automobile. After a brief discussion by the SENDD Executive Committee, Vice Chair Hanson called for a motion. Moved by McDermott, seconded by Koci to approve the SENDD Travel Policies final draft document as presented. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburgh: Yes; Seagren: Yes. Motion passed unanimously on the roll call voice vote.

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.

Taladay briefed the Executive Committee on the proposed invitation to State Legislators. He stated that SENDD staff checked with Southeast Community College (SCC) to host the next SENDD Board Meeting on 3-21-13, however nothing was available. They have since visited with HyVee, who has agreed to set up banquet tables in the Club Room to accommodate up to 42 people. Taladay anticipates sending out invitations to the State Senators early next week. SENDD Executive Committee member Seagren asked if SENDD had looked into any venues closer to the Capitol building that could be used for this meeting. She believes that if you invite them to dinner, they will be more willing to come if the venue is close to the Capitol building. Taladay replied that SENDD had not looked into any venues closer to the Capitol building. Seagren suggested that SENDD consider the Ferguson House near the Capitol as a possible meeting location. Taladay appreciated Seagren's suggestion and informed her that they will look into some other meeting locations closer to the State Capitol building. No formal motion was requested by the Executive Director on the Invitation to State Legislators for Connection agenda item at this time, and none taken.

VI. NEW BUSINESS

At this time, SENDD Executive Committee member Cassie Seagren announced that this is her last meeting on the SENDD Board of Directors and Executive Committee. She is resigning from her position with York County Development Corp (YCDC), and has accepted a position as an ED Manager in Omaha. Since she will no longer be in the SENDD District, she is stepping down as a member of the SENDD Board of Directors and Executive Committee. She felt that this was a good career move for her. She is currently working with the YCDC Board of Directors in York to start the hiring process. The SENDD staff and Executive Committee

members participating in the conference call thanked Cassie for her service on the SENDD Board of Directors and Executive Committee. They wished her well as she pursued this new job opportunity.

VII. STAFF REPORTS AND REMINDERS

A. Newsletter: Taladay informed the Executive Committee that the February 2013 newsletter was sent out today. SENDD staff continues to do an excellent job putting together the newsletter. The new SENDD Board members are identified in this month's 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). Taladay stated that the first cycle of affordable housing program applications are due in March. SENDD staff are looking at submitting CDBG housing applications for 6-7 SENDD communities, including 2-3 applications for down payment assistance. They are also looking for more planning grants as well.

C. Next SENDD Meeting: The next meeting of the Full SENDD Board of Directors has been scheduled for March 21, 2013. Taladay stated that the meeting is currently scheduled to be held in the Club Room at the 84th and Holdrege Street Hy-Vee store location in Lincoln. He will look into finding something closer to downtown and the State Capitol building. Meeting agendas and correspondence will be distributed to the Full SENDD Board of Directors prior to the meeting.

At this time SENDD staff member Burnison informed the Executive Committee that he is currently working with three SENDD jurisdictions on possible REDLG applications to establish local loan funds through USDA-RD. Two of these three jurisdictions have requested proposals for SENDD to administer these REDLG revolving loan funds (RLF's) if funded. SENDD has prepared and submitted proposals for administration of these two REDLG RLF's. It is anticipated that these jurisdictions will consider these proposals, along with submitting REDLG RLF applications to USDA-RD, at their March 2013 Board meetings.

VIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee, Vice Chair Hanson called for a motion from the Executive Committee to adjourn the meeting. This motion was moved by Koci, seconded by Wenz. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; Wenz: Yes; McDermott: Yes; Brandenburgh: Yes; Seagren: Yes. Motion passed unanimously on the roll call voice vote. The meeting was adjourned at approximately 7:16 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem