

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
BOARD OF DIRECTORS  
MINUTES OF THE JANUARY 19, 2017 MEETING

The scheduled quarterly meeting of the Board of Directors of the Southeast Nebraska Development District (SEND) was called to order by SEND Vice Chair Kurt Bulgrin at approximately 7:00 P.M. at the Country Inn and Suites conference room located at 5353 No. 27<sup>th</sup> Street in Lincoln.

**I. CALL TO ORDER**

A. Vice Chair Bulgrin began the meeting by stating the following: 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 and is available for viewing by the public.

B. Roll call: Roll call was taken by registration, which showed the following 20 Board members present: Kurt Bulgrin, York County; Les Agena, Johnson Co.; Leroy Hanson, Saunders Co.; Roger Glawatz, Seward Co.; Charles (Ron) Hauptman, Otoe Co.; Bob Mueller, Fillmore Co.; Ron Seitz, Pawnee Co.; Gale Pohlmann, Jefferson Co.; Dave Bruning, Thayer Co.; Erich Tiemann, Gage County; Bob Hutton, Nemaha County; Terry Frank, Richardson Co.; Russ Karpisek, Saline Co; Stephanie Shrader, Private Business Consultant – Nebraska City; Cheryl Brandenburgh, Black Hills Energy; Bob Berggren, Rose Colored Glass; Patt Lentfer, Fillmore County Development Corp.; Brook Aken, OPPD; Daryl Long, Peru State College; Jeff Reynolds, REAP.

Board members absent (7) include: Mike Smith, Polk County; Jim Peterson, Cass Co.; TiAnn Allen, Tri Valley Bank; Jerry Divis, Divis Planning Service; Matt Raber, First Tri County Bank; Lisa Hurley, YCDC; Paul Lambert, Jeff Henry Chevrolet.

Staff members present were Craig Eberle, Jim Warrelmann and Sally Bennett of the SEND-Lincoln office and Crystal Dunekacke of the SEND Humboldt office.

C. Board Membership: Introductions and Welcome: All present were introduced and newly appointed county representatives were welcomed to the SEND Board of Directors.

SEND Officer Position – Secretary: Eberle informed the SEND Board that there was a vacancy in the SEND Officer position of Secretary due to the departure of Tim McDermott, former Saline County Commissioner. Vice Chair Bulgrin called for consideration of nominations to replace Tim McDermott as Secretary of the SEND Board of Directors through the remainder of the term through June 2017. Motion by Brandenburgh, seconded by Bruning to approve the nomination of Roger Glawatz to the position of SEND Secretary. Motion passed unanimously on a vote by acclamation.

SEND Executive Committee Position: Eberle informed the SEND Board that there was a vacancy in the SEND Executive Committee due to the departure of Tim McDermott, former Saline County Commissioner. Vice Chair Bulgrin called for consideration of nominations to replace Tim McDermott as a member of the SEND Executive Committee through the remainder of the term through June 2017. Motion by Pohlmann, seconded by Shrader to approve the nomination of Bob Mueller to the SEND Executive Committee. Motion passed unanimously on a vote by acclamation.

**II. MINUTES**

Minutes of the December 8, 2016 SEND Executive Committee Meeting and December 27, 2016 Special SEND Board Meeting were distributed prior to the meeting. Vice Chair Bulgrin asked the Full SEND Board of Directors if there were any corrections or additions to the previous meeting(s) minutes. With no corrections or additions from the Full SEND Board, Vice Chair Bulgrin called for a motion to approve the minutes of the December 8, 2016 SEND Executive Committee Meeting and December 27, 2016 Special SEND Board meeting as presented. Moved by Hanson, seconded by Agena to approve the minutes of December 8, 2016

SENDD Executive Committee Meeting and December 27, 2016 Special SENDD Board meeting as presented. Motion passed unanimously on a vote by acclimation.

### III. AGENDA ADJUSTMENTS

One agenda adjustment was presented as a new item under IV. Financials, D. Contracts including a Consumer Services Agreement with Kelly Services and Fillmore County Development Corporation (FCDC) – Housing Program Income. Moved by Glawatz, seconded by Pohlmann to add the new agenda item to the agenda as presented. Motion passed unanimously on a vote by acclimation.

### IV. FINANCIAL

A. Check Registry: A copy of the December 2016 Check Registry report was distributed prior to the meeting. Eberle briefed the SENDD Board of Directors on the December 2016 Check Registry report. At the conclusion of the check registry report overview by Eberle, Vice Chair Bulgrin called for a motion. Moved by Tiemann, seconded by Reynolds to approve the December 2016 Check Registry report as previously distributed. Motion passed unanimously on a vote by acclimation.

B. Revenue/Expense Report: Eberle indicated that the November 2016 and December 2016 bookkeeping is still being finalized. Thus there are no revenue/expense reports to review at this time. No action needed on the Revenue/Expense Report agenda item and none taken.

C. SENDD/SEND, Inc. Quarterly Loan Report: A quarterly report of current loans through the SENDD and SEND, Inc. loan programs was distributed prior to the meeting. Eberle provided a brief overview of the loan portfolio, including an update on two loans currently in default status. One of these loans is under SENDD, and the other is under SEND, Inc. They are receiving monthly payments on the SENDD loan, and are working with the SEND, Inc. attorney on the other loan that is in default. No action was needed on the SENDD/SEND, Inc. Quarterly Loan Report agenda item and none taken.

D. Contracts: The Vice Chair requested the ability to have a consent vote to authorize the Interim Director to negotiate and enter into final contracts for the following proposed contracts between SENDD, organizations and/or communities/counties for services as identified. Anticipation of only seeking one motion for authorizing the SENDD Interim Director to negotiate and enter into final contracts for the following programs:

York #16-CD-009 – Comprehensive Development: CDBG award of \$30,000 for a Phase 1 planning project to conduct a strategic pre-development study for three defined target areas within the community, with a local match of \$15,000, for a total project of \$45,000. SENDD contract for an amount not to exceed of \$45,000. This includes \$3,000 for CDBG administration, \$27,000 for planning services, and an additional \$15,000 as local matching funds to assist with phase II development. The Interim Director sought retroactive approval of the contract.

Nebraska City #16-CD-004 – Comprehensive Development: CDBG award of \$30,000 for a Phase 1 planning project to conduct a strategic pre-development study for a defined area within the community, with a local match of \$15,000, for a total project of \$45,000. SENDD contract for an amount not to exceed of \$45,000. This includes \$3,000 for CDBG administration, \$7,500 for planning services, and an additional \$34,500 (\$15,000 local matching funds) as local matching funds to assist barriers with phase II development. The Interim Director sought retroactive approval of the contract.

Fairbury #16-PP-012 – Planning: CDBG award of \$30,000 for a planning project to conduct a comprehensive corridor street study, with a local match of \$10,500. Total project of \$40,500. SENDD contract for CDBG Administration not to exceed an amount of \$3,000. The Interim Director sought retroactive approval of the contract.

Fairbury NAHTF #16-TFHO-36012 – Owner-Occupied Housing Rehabilitation: Award of \$161,710 of Nebraska Affordable Housing Trust Fund (NAHTF) Program funds to implement an Owner-Occupied Housing Rehabilitation Program with demolition as a support activity. Under this proposed program the city will use

\$103,963 NAHP funds to assist at least four (4) income-eligible homeowners within the community, as well as \$19,405 for demolition activities. No local match required. SENDD contract for CDBG Administration not to exceed an amount of \$16,171.

Fairbury NAHTF #16-TFHO-36012 – Owner-Occupied Housing Rehabilitation: As part of this award to the City, there is a separate contract for Housing Management and Lead Based Paint compliance. Proposed SENDD contract for Housing Management (\$16,171) and Lead Based Paint (\$6,000) for a total not to exceed an amount of \$22,171.

Deshler OOR #16-HO-36062 – Owner-Occupied Housing Rehabilitation: CDBG award of \$265,000 to continue a community-wide, owner-occupied housing program to rehabilitate eight homes. SENDD contract for CDBG Administration not to exceed an amount of \$26,500.

Fairmont OOR #16-HO-36063 – Owner-Occupied Housing Rehabilitation: CDBG award of \$430,625 to continue a community-wide, owner-occupied housing program to rehabilitate thirteen homes. SENDD contract for CDBG Administration not to exceed an amount of \$43,062.50.

Fairbury OOR #16-HO-36064 – Owner-Occupied Housing Rehabilitation: CDBG award of \$331,250 to continue a community-wide, owner-occupied housing program to rehabilitate ten homes. SENDD contract for CDBG Administration not to exceed an amount of \$33,125.

SET Partners 4 Progress Seed Grant – Fiscal Agent: The SET plan prepared by the NE Partners for Progress (P4P) group has been approved. The group now can access a \$5,000 seed grant to support project activities over a five month period. SENDD has been approached to be the fiscal agent for the grant. As part of the \$5,000 grant, \$500 would be made available in the budget to reimburse costs for SENDD administration of the grant. Authorization to approve SENDD acting as a fiscal agent for this grant, as well as authorize the SENDD Interim Director to sign any agreements.

Letter of Agreement for Professional Services – Extension: In October 2016 SENDD entered into a contract for CDBG grant administration consulting/professional services with Olsson Associates, Inc. This contract had an end date of December 31, 2016. The Executive Director is requesting approval to enter into an extension of this agreement until March 31, 2017. The total contract amount will remain the same at \$7,000.

Plattsmouth #13-CIS-004 – Extension of CDBG Administration Contract: SENDD is currently administering this CDBG project under a \$15,000 administration contract with the City of Plattsmouth. An amendment of the grant agreement was approved by the Nebraska Department of Economic Development (DED), extending the agreement from November 1, 2016 to February 1, 2017. This is to allow more time to close out the project. The Executive Director is requesting approval to enter into the enclosed amendment with the City of Plattsmouth on the CDBG administration contract to extend the time of performance to February 1, 2017.

Customer Services Agreement – Kelly Services: SENDD has been in conversation with Kelly Services, Inc. regarding a temporary "Office Assistant" position for the SENDD-Lincoln office. The Executive Director is requesting consideration to negotiate and enter into a customer services agreement with Kelly Services, Inc. for a temporary part-time "Office Assistant" position.

Fillmore County Development Corporation (FCDC) – Housing Program Income: Fillmore County Development Corporation (FCDC) has some housing program income available, and has identified a project. Consideration of a contract with SENDD to perform general administration, per-unit management including lead-based paint screening for identified projects. Cost will be on a not-to-exceed amount of \$3,500 per client. The Executive Director is requesting consideration to negotiate and enter into a professional services contract with FCDC to provide these services.

Eberle informed the SENDD Executive Committee about these contracts. After a brief discussion by the SENDD Board, Vice Chair Bulgrin called for a motion. Moved by Mueller, seconded by Agena to authorize

the SENDD Interim Director to negotiate and enter into these final contracts as presented. Motion passed unanimously on a vote by acclimation.

## **V. OLD BUSINESS**

A. Humboldt Lease: Eberle provided a brief update on the status of the proposed lease of a new office space for the SENDD-Humboldt office. Following approval to enter into a lease at the new location at the previous meeting, Eberle contacted the current landlord and received a counter offer to remain in the current location. Eberle felt that although appreciated, the offer was still not sufficient for the needs of the organization at this time. They are planning to proceed to enter into a lease for new office space with a start date of March 1, 2017. The new office space will be located at 802 3<sup>rd</sup> Street in Humboldt. No action needed on the agenda item and none taken.

## **VI. NEW BUSINESS**

A. Public Comment – 2017 Nebraska Affordable Housing Act Qualified Allocation Plan (QAP): Eberle presented the comments that SENDD staff drafted and submitted public comments for the NAHTF Qualified Action Plan. Eberle explained the process through which the comments were used to provide feedback for the Nebraska Affordable Housing Act. Eberle also notified the Board that SENDD staff will also participate in the public comment process for CDBG in the near future as a way to advocate for the needs of member counties and communities. No action needed on the agenda item and none taken.

## **VII. STAFF REPORTS AND REMINDERS**

SENDD staff provided updates to the Full SENDD Board on the following:

A. Newsletter: Eberle informed the SENDD Board of Directors that the December 2016 SENDD Newsletter had recently been distributed. A copy of the newsletter was enclosed with the meeting packet.

B. Southeast Nebraska Resource Network Meeting (SERN): Eberle informed the Full SENDD Board that the first quarterly meeting in 2017 will be held in Nebraska City. Date of the meeting is still to be determined.

C. SENDD Membership and Housing Dues Requests FY 2016-2017: Eberle updated the Board on the status of membership and housing dues requests to SENDD counties and communities for FY 2016-2017. As of January 19, 2017 14 counties and 100 communities had paid membership, which was four short of the previous year's total with at least one more community with their membership payment pending. Eberle will reach out to the communities who were members last year, but had not paid membership for FY 2016-2017. As of January 19, 2017 10 counties and 77 communities had paid voluntary housing dues, which is an overall increase from the previous year. Eberle explained that the voluntary housing dues help to support SENDD's housing program, including preparation of housing applications.

D. Nebraska Business Credit Collaborative Meeting: The last meeting was held on Friday, December 16<sup>th</sup> at the Federal Reserve Bank in Omaha. Eberle noted that the group was creating a marketing document. He hopes to continue to participate in future meetings via conference call.

E. Southeast Nebraska Partners for Progress (SE P4P)/Strategic Economies Together (SET): The last meeting was held on January 6, 2017 in Auburn. Dunekacke provided an update on the planning processes for the Manufacturing, Entrepreneurship, Cultural Tourism and Workforce committees.

F. Nebraska Regional Officials Council (NROC) Update: Eberle attended the most recent meeting held in Kearney on December 14, 2016. He provided an update on state funding for development districts. There will be no bill introduced this year for state funding due to the estimated budget shortfall.

G. Future SENDD Board Meetings: The next SENDD Executive Committee meeting is scheduled for February 16, 2017. The next Full SENDD Board meeting is scheduled for March 16, 2017. There may be a special meeting of the SENDD Executive Committee or Full SENDD Board if necessary as part of the Executive Director search process.

H. Executive Director Position: Vice Chair Bulgrin provided an update regarding the SENDD Executive Director position. Applications were being received for the position along with additional inquiries. The Search Committee will begin to review applications beginning January 31<sup>st</sup>.

**VIII. ADJOURNMENT**

There being no further business to come before the Full SENDD Board of Directors, Vice Chair Bulgrin called for a motion to adjourn the meeting. This motion was moved by Tiemann, seconded by Burning. Motion passed unanimously on a vote by acclamation. The meeting was adjourned at approximately 8:00 P.M.

Respectfully Submitted:



Crystal Dunekacke  
Secretary Pro Tem