

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE  
MINUTES OF THE APRIL 19, 2012 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was called to order by SENDD Chair Robert Mueller at approximately 6:41 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 5 Executive Committee members present: Bob Mueller, Fillmore Co.; Leroy Hanson, Saunders Co.; Bill Wenz, Saline Co.; Steven Lade, Otoe Co.; and Eric Leichty, Midwest Bank – Deshler

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

Executive Committee members absent (2) include: Mary Koci, Seward Co.; and Marvin Yost, Jefferson Co.

**II. MINUTES**

The previous Full SENDD board meeting minutes (March 15, 2012) were included in the meeting packet that was sent out to the Executive Committee. Chair Mueller asked the SENDD Executive Committee members in attendance if there were any corrections or additions to the previous meeting minutes. With no corrections or additions from the Executive Committee, Chair Mueller called for a motion. Moved by Leichty, seconded by Hanson to approve the minutes of the March 15, 2012 Full SENDD Board Meeting as presented. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Wenz: Yes; Leichty: Yes. Motion passed unanimously on the roll call voice vote.

**III. AGENDA ADJUSTMENTS:**

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

**IV. FINANCIAL**

A. Check Registry: A copy of the March 2012 check registry report was sent out with the meeting packet. Taladay briefed the Executive Committee on the check registry report. He stated that checks paid out exceeded check revenues for the month of March. The check registry does not include any electronic revenues that were received during the month. After a brief discussion, Chair Mueller called for a motion. Moved by Wenz, seconded by Leichty to approve the March 2012 check registry report as previously distributed. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Wenz: Yes; Leichty: Yes. Motion passed unanimously on the roll call voice vote.

B. Revenue/Expense Report: A copy of March 2012 revenue/expense report was sent out with the meeting packet. Taladay briefed the Executive Committee on the March 2012 revenue/expense report. This revenue/expense report represents 75% of the SENDD 2012 Fiscal Year. He stated that most expense categories are in line with the adopted budget. Two expense items currently above budget are duplicating and insurance/bonds. Duplicating expense is high due to a large amount of housing projects that have required a significant amount of copies. Insurance/bonds are high due to a majority of this expense being paid early in the SENDD fiscal year. The total insurance bond expense for FY 2012 is still expected to be less than what was budgeted for. Eberle stated that SENDD showed a deficit of \$36,367 in March 2012, however they are showing a cash surplus for the 2012 Fiscal Year. He mentioned that the projected expendable revenues and projected cash surplus are still high due to the initial payments received from communities for the EDA siren project. The projected expendable revenues and projected cash surplus for FY 2012 should be more in line once the EDA siren project is complete. It is likely that the EDA siren project will be near completion by the end of the SENDD 2012 Fiscal Year. After a brief discussion by the Executive Committee, Chair Mueller called for a motion. Moved by Hanson, seconded by Wenz to approve the March 2012 revenue/expense report as previously distributed. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Wenz: Yes; Lade: Yes; Leichty: Yes. Motion passed unanimously on the roll call voice vote.

C. Thayer County – CDBG #12-PP-0 CDBG Administration: SENDD staff assisted the Thayer County Board and Thayer County Economic Development Alliance (TCEDA) in preparation and submittal of an application to the Planning Category of the Community Development Block Grant (CDBG) Program at the Nebraska Department of Economic Development (NDED). The County was recently awarded a grant in the amount of \$16,500 (out of a total project of \$31,500) to develop a new "Housing Market Study with Strategies for Affordable Housing" for all communities in Thayer. SENDD has proposed a contract in the amount of \$1,500 for General Administrative services. The Executive Director is requesting authorization to negotiate and enter into a final contract with the County.

Taladay briefed the Executive Committee on this project. He stated that TCEDA and Thayer County have requested a formal housing study for all communities in Thayer County. SENDD assisted with an application, and the project was recently awarded by DED. Chair Mueller then called for a motion. Moved by Lade, seconded by Hanson to authorize the Executive Director to negotiate and enter into a final CDBG general administration contract with Thayer County in the amount of \$1,500; Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Wenz: Yes; Lade: Yes; Leichy: Yes. Motion passed unanimously on the roll call voice vote.

D. Other Financial: There was no other financial information to discuss at this time.

## V. OLD BUSINESS

A. Comprehensive Economic Development Strategy (CEDS) – Agreement with Center for Rural Entrepreneurship (CRE): Staff report on status of contract with CRE and development of e-library and analysis by county. Staff will also report on status of committee meetings for counties/quadrants, with proposed schedule for completion.

Burnison addressed the Executive Committee on the CEDS status. He stated that most of the sub-groups have been assembled, although a few final positions need to be filled. Burnison is currently working to schedule meetings with these sub-groups. The first "caucus" is scheduled for next Thursday (April 26) in Bruning for the Fillmore/Thayer county sub-group. He also placed the CEDS discussion on the agenda for the May 15 Southeast Nebraska Partners for Progress meeting in Auburn. This organization includes the counties of Johnson, Nemaha, Otoe, Pawnee and Richardson. Burnison is working on scheduling the remaining sub-group caucuses (York/Polk; Seward/Saunders/Cass; Gage/Saline/Jefferson). These meetings should be scheduled and held over the next few weeks.

Burnison continued with his CEDS overview. He mentioned that Taladay and himself have a sit down meeting scheduled with Don Macke and other CRE staff involved with the SENDD CEDS data packets. At this meeting they will discuss any markups that need to be made to the data packets/analysis drafts. SENDD is very pleased with the way the initial data packets/analysis drafts from CRE came out. This information from CRE will be very valuable to SENDD and their member counties/communities. Taladay stated that EDA-Denver has contacted him about the status of the SENDD CEDS. EDA is requesting that the CEDS be submitted to them by June 30, 2012. SENDD's goal is to have this process complete and a SENDD CEDS document prepared and submitted to the Full SENDD Board of Directors at the June 21, 2012 meeting. No formal action needed on Comprehensive Economic Development Strategy (CEDS) update and none taken.

B. Other Old Business: There was no other old business to discuss at this time.

## VI. NEW BUSINESS

A. USDA-RD Intermediary Relending Program (IRP) and Nebraska Enterprise Fund Evergreen (NEF) Loan Program Application: At the March 15, 2012 Full SENDD Board meeting, the Full SENDD Board authorized the Executive Director to proceed with an application to the USDA-RD Intermediary Relending Program (IRP) as well as the Nebraska Enterprise Fund Evergreen Loan Program, with the final application to each program to be presented to the SENDD Executive Committee for approval at the April 19, 2012 meeting. SENDD is in

the process submitting an application for \$152,000 of IRP funding through USDA-RD. The USDA-RD IRP state allocation application deadline is April 30, 2012. This application will include matching funds from the Nebraska Enterprise Fund (NEF), through their Evergreen Loan Program. SENDD is in the process of submitting an application for \$51,000 of Evergreen Loan Program funds through NEF. The Executive Director will be requesting final approval of the \$152,000 application to the USDA-RD Intermediary Relending Program (IRP) as well as the \$51,000 application to the Nebraska Enterprise Fund Evergreen Loan Program (NEF).

Eberle briefed the SENDD Board on the IRP and NEF application agenda item. He indicated that at the 3-15-12 Full SENDD Board meeting, approval was given by the Board to allow SENDD to proceed with an application to the USDA-RD Intermediary Relending Program as well as the Nebraska Enterprise Fund (NEF). Eberle stated that SENDD is proceeding with a \$152,000 application to the USDA-RD IRP and a \$51,000 application to the NEF Evergreen Loan Program. The actual applications SENDD is submitting to USDA-RD and NEF are almost identical to the proposal presented on March 15, 2012 to the Full SENDD Board. A copy of the application proposal was distributed to the Executive Committee prior to the meeting. After a brief discussion by the Executive Committee, Chair Mueller called for a motion. Moved by Wenz, seconded by Lade to authorize final approval of a \$152,000 application to the USDA-RD Intermediary Relending Program (IRP) as well as a \$51,000 application to the Nebraska Enterprise Fund Evergreen Loan Program (NEF) as proposed. This motion also authorizes the Executive Director to sign all application documents. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Wenz: Yes; Lade: Yes; Leichty: Yes. Motion passed unanimously on the roll call voice vote.

**B. Budget Committee (for budget review and recommendations at June Board meeting):** For the 2011-2012 Budget review, the full SENDD Board had appointed the Executive Committee to act as the Budget Review Committee. At the March 15, 2012 full Board meeting, we did not have an item for that action for the 2012-2013 Budget. Since there is not a scheduled full Board meeting prior to the June meeting, for which a new budget should be acted upon, staff are requesting recommendations from the Executive Committee on how to proceed. First consideration is to continue the use of the Executive Committee as the Budget Review committee as a regular responsibility. Budget information would be expected to be ready for the May 17, 2012 Executive Committee meeting. For the previous budget year, the Executive Committee did meet in person over a lunch meeting to review the proposed budget and to develop recommendations for the full SENDD Board meeting in June.

Taladay briefed the Executive Committee on the Budget Committee agenda item. He stated that using the Executive Committee as the Budget Committee last year worked well. Last year they met on Thursday, June 9, 2012, holding a noon lunch meeting at the North 84<sup>th</sup> location in Lincoln. A discussion ensued regarding possible dates to hold a Budget Committee meeting. It was suggested that the Budget Committee meeting could be held at the same time as the next scheduled SENDD Executive Committee meeting (May 17, 2012). SENDD staff expressed the desire to hold this meeting later in the month, to give them more time to prepare and distribute the budget. The final Thursday in May (May 31<sup>st</sup>) was then suggested. The Executive Committee members in attendance felt that day would work for them. It was then decided that the Budget Committee meeting would be held on Thursday, May 31, 2012. The Budget Committee meeting will likely be held at noon in Lincoln, with lunch provided by SENDD. This meeting will take the place of the regularly scheduled Executive Committee meeting (May 17, 2012). Specific details on the meeting will be determined and sent out with an official agenda distributed next month.

The discussion then continued regarding who should serve on the Budget Committee. The Executive Committee members in attendance were willing to serve again as the Budget Committee to review the FY 2013 SENDD budget. However, they felt that the Full SENDD Board should have input on recommending who should be appointed to serve on the Budget Committee. Since the next Full SENDD Board meeting is not scheduled until June 21, 2012, and the FY 2013 SENDD budget will need to be reviewed by the Budget Committee prior to that meeting, it was suggested that the Full SENDD Board be queried by e-mail/mail as to whether they approve the existing Executive Committee members serving as the Budget Committee for the FY 2013 budget. SENDD staff felt that a formal motion should be made on this issue. Chair Mueller then called for the following motion: Recommendation and appointment of the existing seven member Executive Committee (Bob Mueller, Fillmore Co.; Leroy Hanson, Saunders Co.; Bill Wenz, Saline Co.; Steven Lade,

Otoe Co.; Eric Leichty, Midwest Bank – Deshler; Mary Koci, Seward Co.; Marvin Yost, Jefferson Co.) to serve as the SENDD Budget Committee for review of the FY 2013 budget. This recommendation will need to be approved by the Full SENDD Board. Approval of this recommendation may be obtained from the Full SENDD Board through an e-mail/mail distribution, with Full SENDD Board responses submitted to SENDD prior to the scheduled Budget Committee meeting (5-31-12). Moved by Wenz, seconded by Leichty approve this motion as stated. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Wenz: Yes; Lade: Yes; Leichty: Yes. Motion passed unanimously on the roll call voice vote.

C. Nomination Committee (for Elections at June Board meeting): For the 2011-2012 Election of officer, the full SENDD Board had appointed the Executive Committee to act as the Nominating Committee. At the March 15, 2012 full Board meeting, we did not have an item for that action for the 2012-2013 Elections. Since there is not a scheduled full Board meeting prior to the June meeting, staff are requesting recommendations from the Executive Committee on how to proceed. First consideration is to continue the use of the Executive Committee as the Nominating Committee as a regular responsibility. For the previous elections, the Executive Committee did meet in person over a lunch meeting to review the proposed slate of officers and to develop recommendations for the full SENDD Board meeting in June.

Taladay briefed the Executive Committee on the Nomination Committee. He stated that using the Executive Committee last year to review a proposed slate of officers for recommendation to the Full SENDD Board worked well. In the past, the Nomination Committee typically consists of the same individuals that make up the Budget Committee, with these discussions held at the same meeting. Last year the Nomination Committee met on Thursday, June 9, 2011, holding a lunch meeting at the North 84<sup>th</sup> location in Lincoln. The Executive Committee members in attendance at the meeting were willing to serve again as the SENDD Nomination Committee for FY 2013. They were open to having the Nomination Committee meet at the same time as the Budget Committee (Thursday, May 31, 2012).

The discussion then continued regarding who should serve on the Nomination Committee. The Executive Committee members in attendance were willing to serve again as the Nomination Committee to review a proposed slate of FY 2013 officers for recommendation to the Full SENDD Board. The Executive Committee felt that the Full SENDD Board should have input on recommending who should be appointed to serve on the Nomination Committee. Since the next Full SENDD Board meeting is not scheduled until June 21, 2012, and the slate of officers for Fiscal Year 2013 will need to be reviewed by the Nomination Committee prior to that meeting, it was suggested that the Full SENDD Board be queried by e-mail/mail as to whether they approve the existing Executive Committee serving as the Nomination Committee for the 2013 Fiscal Year. SENDD staff felt that a formal motion should be made on this issue. Chair Mueller then called for the following motion: Recommendation and appointment of the existing seven member Executive Committee (Bob Mueller, Fillmore Co.; Leroy Hanson, Saunders Co.; Bill Wenz, Saline Co.; Steven Lade, Otoe Co.; Eric Leichty, Midwest Bank – Deshler; Mary Koci, Seward Co.; Marvin Yost, Jefferson Co.) to serve as the SENDD Nomination Committee for Fiscal Year 2013. This recommendation will need to be approved by the Full SENDD Board. Approval of this recommendation may be obtained from the Full SENDD Board through an e-mail/mail distribution, with Full SENDD Board responses submitted to SENDD prior to the scheduled Nomination Committee meeting (5-31-12). Moved by Leichty, seconded by Hanson approve this motion as stated. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Wenz: Yes; Lade: Yes; Leichty: Yes. Motion passed unanimously on the roll call voice vote.

## VII. STAFF REPORTS AND REMINDERS

A. Monthly Newsletter – April 2012: Taladay indicated that Emily Bausch is currently working on the April 2012 newsletter. This newsletter should be complete by the end of the month. All SENDD newsletters, meeting agendas and meeting minutes are now available on the SENDD website ([www.sendd.org](http://www.sendd.org)). Taladay did mention that Lisa Beethe recently took and passed her CDBG Certification test. She is now certified as a CDBG Administrator by the Nebraska Department of Economic Development (NDED).

B. Next Meeting: Taladay indicated that the next Executive Committee meeting will now be held on Thursday, May 31, 2012 at noon in Lincoln. This meeting will consist of a Budget Committee and Nominating Committee

meeting. An agenda will be prepared and distributed prior to the meeting. The next Full SENDD Board meeting is scheduled for June 21, 2012.

**VIII. ADJOURNMENT**

There being no further business to come before the SENDD Executive Committee, Chair Mueller called for a motion from the Executive Committee to adjourn the meeting. This motion was moved by Lade, seconded by Wenz. Chair Mueller then proceeded with a roll call voice vote. Mueller: Yes; Hanson: Yes; Wenz: Yes; Lade: Yes; Leichty: Yes. Motion to adjourn the meeting passed unanimously on the roll call voice vote. The meeting was adjourned at approximately 7:05 P.M.

Respectfully Submitted:



Craig Eberle  
Secretary Pro Tem