

SEND D

Southeast Nebraska Development District

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TO: SENDD Board of Directors
FROM: Craig Eberle, Interim Director
SUBJECT: Meeting Notice and Agenda
DATE PREPARED: March 13, 2017

MEETING NOTICE

A dinner/meeting of the Southeast Nebraska Development District's **Board of Directors is scheduled for THURSDAY, MARCH 16, 2017. PLEASE NOTE THAT the evening will begin with a 6:30 p.m. dinner which will be at the COUNTRY INN & SUITES AT 5353 No. 27th St., Lincoln, NE 68521. We will be in the Omaha Room, with parking to the south of the building at the lower level-east conference room. Wifi access will be available.**

The business meeting is scheduled to begin at **approximately 7:00 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, 2100 Fletcher Ave, Ste. 100, Lincoln, NE 68521. The SENDD Board of Directors reserves the right to go into executive session in accordance with Section 84-1410.

Note to Board of Directors

Providing you have a conflict with this meeting date and will be unable to attend, **please** contact the SENDD Lincoln office and advise a staff member that you will not be present. Thank you.

BUSINESS MEETING

I. CALL TO ORDER (Approximately 7:00 P.M.)

- 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 and is available for viewing by the public.
- B.** **Roll Call:** Taken by registration of members in attendance with introduction of all members.
- C.** **Board Membership:** (Appointments to fill vacancies and non-elected positions and terms.)

II. MINUTES

- A.** Minutes of the February 16, 2017 SENDD Executive Committee Meeting and minutes of the March 10, 2017 Special SENDD Executive Committee Meeting are enclosed with this notice/agenda. **Approval of the February 16, 2017 SENDD Executive Committee meeting minutes and March 10, 2017 SENDD Executive Committee meeting minutes will be sought.**

III. AGENDA ADJUSTMENTS

IV. FINANCIAL

- A.** **Check Registry Report:** The February 2017 Check Registry is prepared and is enclosed with the meeting agenda. **A motion to accept the report as presented and/or amended will be sought.**

- B. **Revenue/Expense Report:** A copy of the January 2017 Revenue/Expense report is enclosed with the meeting agenda. The bookkeeping is still being finalized for February 2017. **A motion to accept the reports as presented and/or amended will be sought.**
- C. **Contracts:** The Chair has 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. **Formal Action is requested.**

Crete CDBG DTR #15-DTR-102 – Downtown Revitalization (Phase II): CDBG award of \$350,000 for Phase II implementation of the Downtown Revitalization project, with a local match of \$102,333, for a total project of \$452,333. This includes \$35,000 for CDBG administration and \$8,000 for Construction Management. Proposed SENDD contract for General Administration not to exceed an amount of \$35,000. The Interim Director is requesting retroactive approval for this action.

Brownville CDBG DTR #15-DTR-107 – Downtown Revitalization (Phase II): CDBG award of \$350,000 for Phase II implementation of the Downtown Revitalization project, with a local match of \$102,333, for a total project of \$452,333. This includes \$15,000 for CDBG administration and \$8,000 for Construction Management. Proposed SENDD contract for General Administration not to exceed an amount of \$15,000. The Interim Director is requesting retroactive approval for this action.

Brownville CDBG TD #16-TD-001 – Tourism Development: CDBG award of \$350,000 for a Tourism Development project, with a local match of \$109,000, for a total project of \$459,000. This includes \$15,000 for CDBG administration and \$8,000 for Construction Management. Proposed SENDD contract for General Administration not to exceed an amount of \$15,000.

SEND, Inc. Site and Building Development Fund #17-01-118 Administration Contract – Malco Products, Inc.: SEND, Inc. was awarded \$500,000 from the Nebraska Department of Economic Development (NDED) Site and Building Development Fund (SBDF). SEND, Inc. as the Grantee will serve as a pass-through for the funds, which will be distributed to the benefitting business (Malco Products, Inc.) in DeWitt, NE. An administration contract has been proposed in the amount of \$1,500 for the SBDF grant on behalf of Malco Products, Inc. This contract would involve the business, SEND, Inc. as the grantee, and SENDD who has a professional staffing agreement with SEND, Inc. Malco Products, Inc. is responsible for paying the costs of this administration contract. Consideration from the SENDD Board of Directors regarding negotiating and entering into a maximum, not to exceed, contract in the amount of \$1,500 with SEND, Inc. and Malco Products, Inc. for administration of the SBDF project.

V. OLD BUSINESS

- A. **New Humboldt Office Location:** The SENDD-Humboldt office has moved to a new location. Update on the move and new office space will be provided.

VI. NEW BUSINESS

- A. **Public Comment – 2017 Nebraska Annual Action Plan (AAP):** SENDD staff drafted and submitted the enclosed letter of public comment for the 2017 Annual Action Plan.
- B. **Executive Director Position – Introduction:** Introduction of the candidate for the Executive Director Position to the SENDD Board of Directors
- C. **Executive Director Position – Q & A Session:** Conduct a question and answer session with the SENDD Executive Director Position candidate.

- D. **Executive Director Position – Board Approval:** Consideration and approval of hiring the candidate for the SENDD Executive Director Position. **Formal action is requested.**

VII. STAFF REPORTS AND REMINDERS

- A. **Newsletter:** March 2017 Newsletter is currently in the development stages and will be distributed by the end of the month.
- B. **Southeast Nebraska Resource Network Meeting (SERN):** The next quarterly meeting is scheduled for March 23, 2017 at the Prairie City Chophouse in Nebraska City. A copy of the 3-23-17 meeting agenda and minutes from the 10-20-16 meeting in Auburn are enclosed.
- C. **Southeast Nebraska Partners for Progress (SE P4P)/Strategic Economies Together (SET):** The last meeting was held on March 3, 2017 in Auburn. SENDD staff will provide a brief report on the meeting.
- D. **MINK Meeting:** The next MINK meeting is scheduled for March 16, 2017 in St. Joseph, MO. SENDD staff plan to be in attendance at this meeting and will provide a brief report.
- E. **Nebraska Regional Officials Council (NROC) Update:** The SENDD Interim Director attended the most recent meetings held in Lincoln on February 27-28, 2017. The Interim Director will provide an update on topics and events, which included State and Federal Agency Department Head meetings and a Legislative Breakfast at the Capitol.
- F. **Future SENDD Board Meetings:** The next SENDD Executive Committee meetings are scheduled for April 20, 2017 and May 25, 2017. The May meeting will also serve as the Budget and Nominating Committee meeting for FY 2017-2018. The next Full SENDD Board meeting is scheduled for June 15, 2017 in Lincoln.

VIII. ADJOURNMENT