

# SEND D

Southeast Nebraska Development District

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**TO:** SENDD Executive Committee  
**FROM:** Craig Eberle, Interim Director  
**SUBJECT:** Meeting Notice and Agenda  
**DATE PREPARED:** April 14, 2017

## MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for Thursday, April 20, 2017. Please note that the Board Chair has requested a meeting in person, The meeting will be at the SENDD-Lincoln Office, 2100 Fletcher Ave, Ste. 100; Lincoln, NE 68521.**

The meeting 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, 2100 Fletcher Ave, Ste. 100; Lincoln, NE 68521. The SENDD Executive Committee reserves the right to go into executive session in accordance with Section 84-1410.

### Note to Executive Committee

**Lisa Hurley, Kurt Bulgrin, Roger Glawatz, Cheryl Brandenburgh, Erich Tiemann, R. Paul Lambert  
Bob Mueller**

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 a Telephone Conference:

After 6:30 PM-

- Call the toll free "dial-in" number.... **1-855-332-4181**
- At prompt, enter the "conference code".... **4752560 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 and is available for viewing by the public.

**B. Roll Call:** Taken by roll call of members in attendance.

**C. Board Membership:** (Appointments to fill vacancies and non-elected positions and terms.)

**Filling of Open SENDD Board Member Vacancy:** Paul Lambert has submitted his letter of resignation to the SENDD Board of Directors. SENDD now has one Non-Governmental Representative position to fill on the SENDD Board of Directors. Staff will provide an update on filling this vacant position on the Full SENDD Board. **Formal action may be requested.**

**Filling of Open SENDD Executive Committee Vacancy:** Paul Lambert also held an At-Large position on the SENDD Executive Committee. Consideration of nominations to fill this vacancy on the SENDD Executive Committee. **Formal action may be requested.**

## II. MINUTES

- A. Minutes of the March 16, 2017 SENDD Board of Directors 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:** The March 2017 Check Registry report 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 February 2017 Revenue/Expense report is enclosed with the meeting agenda. The bookkeeping is still being finalized for March 2017. **A motion to accept the report(s) as presented and/or amended will be sought.**
- C. **SEND/SEND, Inc. Quarterly Loan Report:** A quarterly report of current loans through the SENDD and SEND, Inc. loan programs is attached for review. A brief overview of the loan portfolio will be provided.
- D. **Request for Proposals: Financial Audit for SENDD:** SENDD has been under contract with HBE Meyer Love, LLC for the past six years to prepare our fiscal year-end financial audit. This was through an initial three year contract, with negotiable terms for up to three additional years. Consideration of sending out proposals for financial audit services under a three year plan is requested. **Formal action is requested.**
- E. **Contracts:** The Chair has requested the ability to have a consent vote to authorize the Executive 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.**

**Deshler CDBG OOR #16-HO-36062 – Owner-Occupied Housing Rehabilitation:** Deshler was awarded CDBG funding through the Owner-Occupied Housing Rehabilitation program from the Nebraska Department of Economic Development (DED). 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 (\$26,500) and Lead Based Paint (\$12,000) not to exceed an amount of \$38,500.

**Fairmont CDBG OOR #16-HO-36063 – Owner-Occupied Housing Rehabilitation:** Fairmont was awarded CDBG funding through the Owner-Occupied Housing Rehabilitation program from the Nebraska Department of Economic Development (DED). As part of this award to the Village, there is a separate contract for Housing Management and Lead Based Paint compliance. Proposed SENDD contract for Housing Management (\$43,062.50) and Lead Based Paint (\$19,500) not to exceed an amount of \$62,562.50.

**Fairbury CDBG OOR #16-HO-36064 – Owner-Occupied Housing Rehabilitation:** Deshler was awarded CDBG funding through the Owner-Occupied Housing Rehabilitation program from the Nebraska Department of Economic Development (DED). 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 (\$33,125) and Lead Based Paint (\$15,000) not to exceed an amount of \$48,125.

**Crete CDBG DTR #15-DTR-102 – Downtown Revitalization (Phase II):** Crete was awarded Phase II CDBG funding through the Downtown Revitalization program from the Nebraska Department of Economic Development (DED). As part of this award to the City, there is a

separate contract for Construction Management. Proposed SENDD contract for Construction Management not to exceed an amount of \$8,000.

**Brownville CDBG DTR #15-DTR-107 – Downtown Revitalization (Phase II):** Brownville was awarded Phase II CDBG funding through the Downtown Revitalization program from the Nebraska Department of Economic Development (DED). As part of this award to the Village, there is a separate contract for Construction Management. Proposed SENDD contract for Construction Management not to exceed an amount of \$8,000.

**Brownville CDBG TD #16-TD-001 – Tourism Development:** Brownville was awarded CDBG funding through the Tourism Development program from the Nebraska Department of Economic Development (DED). As part of this award to the Village, there is a separate contract for Construction Management. Proposed SENDD contract for Construction Management not to exceed an amount of \$8,000.

**Thayer County Economic Development Alliance (TCEDA) – Housing Program Income:** Thayer County Economic Development Alliance (TCEDA) 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 \$1,500 per client. There is no housing rehabilitation associated with this project. The Executive Director is requesting consideration to negotiate and enter into a professional services contract with TCEDA to provide these services.

**V. OLD BUSINESS**

- A. **None**

**VI. NEW BUSINESS**

- A. **Bank Resolutions/Signature Cards:** Consideration of Resolutions authorizing adding the new SENDD Executive Director to the SENDD bank accounts. **Formal action is requested.**
- B. **Community Development Specialist Position:** The Interim Director received a letter of resignation from Judi Meyer. Her last day of employment was March 31, 2017. A job notice has been prepared and sent out (enclosed), with resumes to be reviewed on April 21, 2017. Staff will report on efforts to fill the Community Development Specialist position at the SENDD-Lincoln office.
- C. **Discussion of Officers – SENDD Board of Directors:** The SENDD Executive Committee, acting as the Nominating Committee, will review existing Officer positions for the SENDD Board of Directors, with the intent to discuss a potential slate of nominees for consideration at the May 25, 2017 SENDD Budget/Nominating Committee meeting. At this meeting a final slate of nominees will be considered for elections to take place at the June 15, 2017 Full SENDD Board meeting. Current SENDD Officers are: Lisa Hurley, Chair; Kurt Bulgrin, Vice Chair; Roger Glawatz, Secretary; and Cheryl Brandenburgh, Treasurer.
- D. **SENDD 2017-2022 Certified Economic Development Strategy (CEDS) Extension Request:** SENDD has requested a six month extension of the CEDS submittal to the Economic Development Administration (EDA) – until December 31, 2017. An update on the status of the CEDS process and extension request will be provided.

**VII. STAFF REPORTS AND REMINDERS**

- A. **SENDD Spring Newsletter:** The SENDD Spring 2017 Newsletter has recently been distributed. A copy of the newsletter is enclosed with the meeting packet.

- B. **SERN Meeting – March 23, 2017:** The most recent Southeast Nebraska Resource Network (SERN) meeting was held on March 23, 2017 in Nebraska City. A copy of the meeting minutes is enclosed with the meeting packet.
- C. **Southeast Nebraska Partners for Progress (SE P4P):** The next SE P4P meeting will be held on May 5, 2017 in Nebraska City.
- D. **Nebraska Regional Official Council (NROC):** The Nebraska Regional Officials Council (NROC) has conference calls set up for April 14<sup>th</sup> and April 19<sup>th</sup>, as well as a Special Board meeting for April 26, 2017 in Kearney. An update will be provided.
- E. **Future SENDD Board Meetings:** The next SENDD Executive Committee meeting is scheduled for May 25, 2017. This meeting will serve as the Budget/Nominating Committee meeting for Fiscal Year 2017-2018. The next Full SENDD Board meeting is scheduled for June 15, 2017.

**VIII. ADJOURNMENT**