

# SEND D

Southeast Nebraska Development District

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**TO:** SENDD –Executive Committee  
**FROM:** David R. Taladay, Executive Director  
**SUBJECT:** Meeting Notice and Agenda  
**DATE PREPARED:** May 21, 2015

## MEETING NOTICE

A meeting of the Southeast Nebraska Development District's **Executive Committee is scheduled for Thursday, May 28, 2015. PLEASE NOTE THAT the luncheon will begin with a 12:00 NOON meal at the SENDD offices, 2631 "O" St. in Lincoln.** We will have Hy-Vee cater in a sandwich meal to the office. The business meeting will start at approximately 12:15 PM.

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, 2631 "O" St.

### ***Note to Executive Committee***

**Bob Mueller, Leroy Hanson, Lisa Hurley, Kurt Bulgrin, Tim McDermott, Cheryl Brandenburg**

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.

## BUSINESS MEETING

- I. **CALL TO ORDER (Approximately 12:15 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 at the SENDD Office and is available for viewing by the public.
- B. **Roll Call:** Taken by registration of members in attendance
- C. **Board Membership:** (Appointments to fill vacancies and non-elected positions and terms.)

**Nick Harling Resignation:** Nick Harling contacted the SENDD office to inform us that he has accepted a new job in Kansas. Due to Nick moving out of the District, he is not eligible to serve on the SENDD Board. Nick Harling also served as an at-large member of the SENDD Executive Committee. Consideration of nominations to fill Nick's position on the SENDD Executive Committee is requested. **Formal action may be requested.**

**Filling of Open SENDD Board Member Vacancies:** SENDD currently has two At-Large Representative positions, as well as one Non-Governmental/Private Sector Representative position to fill on the SENDD Board of Directors. Staff will provide an update on filling these vacant positions on the Full SENDD Board.

**Nomination of Officers/Review of Existing SENDD Membership Terms** – (See item VI. New Business, J. Nominating Committee)

## II. MINUTES

- A. Minutes of the April 16, 2015 SENDD Executive Committee 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:** A copy of the April 2015 check registry report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**
- B. **Revenue/Expense Report:** A copy of the April 2015 revenue/expense report is enclosed. **A motion to accept the report as presented and/or amended will be sought.**

## V. OLD BUSINESS

- A. **SENDD Personnel Policies/Travel Policies Implementation:** The Executive Director will provide an update on the implementation of changes approved to the SENDD Personnel Policies and Procedures and SENDD Travel Policies. These changes were approved at the May 19, 2015 Full SENDD Board meeting. All policy changes are to be implemented by July 1, 2015.

## VI. NEW BUSINESS

- A. **Firth CDBG #14-WW-002 Administration:** The Executive Director, upon authorization from the SENDD Board of Directors, responded to a Request for Proposals (RFP) from the Village of Firth for administration of a CDBG water/wastewater project. The Village was awarded \$250,000 in CDBG funding, along with an additional \$308,800 from the State Revolving Loan Fund (SRF) from the Nebraska Department of Environmental Quality (NDEQ). The funding will be used to construct a new lift station and rehabilitate existing lagoons. We have executed a contract in the amount of \$20,000 for CDBG General Administrative services. The Executive Director is requesting retroactive approval of this final contract with the Village. **Formal Action is requested.**
- B. **York CDBG #14-ED-004 Administration:** SENDD staff assisted the City of York and a local business in preparation and submittal of an application to the Economic Development category of the Community Development Block Grant (CDBG) Program at the Nebraska Department of Economic Development (NDED). NDED should announce shortly award of a grant in the amount of \$350,000 (out of a total project of \$2,350,000) to leverage loans for the expansion of a local bonded public refrigerated warehouse and stores frozen foods, bulk packages of beef, pork and chicken offal for pet food use, as well as separates cartilage from meat for pharmaceutical use and sells ice to various packing houses and slaughter facilities. The funds will be awarded to the City and then sub-granted to the SEND, Inc. Non-Profit Development Organization (NDO), which will then lend the funds to the business. SENDD will be proposing a contract in the amount of \$5,000 for General Administrative services. The Executive Director is requesting authorization to negotiate and to enter into a contract with the City of York. **Formal Action is requested.**
- C. **City of Wymore/Public Housing Authority Special Services:** Staff have been requested to assist the Wymore Public Housing Authority is preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Wymore and the PHA have executed a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD proposed a special services contract with the City of Wymore for those services, and we will use the CDBG format for the ERR. The City and SENDD have executed a contract for ERR Special Services in the amount not to exceed of \$3,500. The Executive Director is requesting retroactive approval of this contract for ERR Special Services with the City. **Formal Action is requested.**

- D. **City of Plattsmouth/Public Housing Authority Special Services:** Staff have been requested to assist the Plattsmouth Public Housing Authority is preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Plattsmouth and the PHA have executed a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD proposed a special services contract with the City of Plattsmouth for those services, and we will use the CDBG format for the ERR. The City and SENDD have executed a contract for ERR Special Services in the amount not to exceed of \$3,500. The Executive Director is requesting retroactive approval of this contract for ERR Special Services with the City. **Formal Action is requested.**
- E. **City of Crete/Public Housing Authority Special Services:** Staff have been requested to assist the Crete Public Housing Authority is preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Crete and the PHA have executed a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD proposed a special services contract with the City of Crete for those services, and we will use the CDBG format for the ERR. The City and SENDD have executed a contract for ERR Special Services in the amount not to exceed of \$3,500. The Executive Director is requesting retroactive approval of this contract for ERR Special Services with the City. **Formal Action is requested.**
- F. **City of Henderson/Public Housing Authority Special Services:** Staff have been requested to assist the Henderson Public Housing Authority is preparing an Environmental Review Record (ERR) for proposed capital expenditures to be funded by the Department of Housing and Urban Development (HUD). The City of Henderson and the PHA have executed a Memorandum of Understanding (MOU) that authorizes the City to complete the ERR, with the PHA responsible for all costs. SENDD has proposed a special services contract with the City of Henderson for those services, and we will use the CDBG format for the ERR. The Executive Director is requesting approval of negotiating and entering into a contract for ERR Special Services with the City in the amount not to exceed \$3,500. **Formal Action is requested.**
- G. **Village of Greenwood CDBG #14-PP-018 Planning Grant for Comprehensive Plan:** SENDD staff assisted the Village of Greenwood in development and submittal of an application to the CDBG Program for completion of a comprehensive development plan. The Village has been approved for a Grant of \$30,000 with a total project cost estimated at \$39,300. The Executive Director is requesting authorization to negotiate and enter into a contract with the Village of Greenwood for General CDBG Administration in the amount not to exceed \$2,100. **Formal Action is requested.**
- H. **Village of Union CDBG #14-PP-019 Planning Grant for Comprehensive Plan/Street Improvement Plan:** SENDD staff assisted the Village of Union in development and submittal of an application to the CDBG Program for completion of a comprehensive plan and street improvement plan. The Village has been approved for a Grant of \$25,700 with a total project cost estimated at \$33,700. The Executive Director is requesting authorization to negotiate and enter into a contract with the Village of Greenwood for General CDBG Administration in the amount not to exceed \$1,700. **Formal Action is requested.**
- I. **Budget Committee (for SENDD FY 2015-2016 Budget Review and Recommendation at June SENDD Board meeting):** The Executive Committee has once again been appointed to act as the Budget Review Committee. Budget information will be sent out to Executive Committee members (serving as the Budget Review Committee) prior to the scheduled May 28 meeting for review. **Formal action by the Executive Committee is requested as a recommendation to the Full SENDD Board for the June 18, 2015 scheduled meeting.**
- J. **Nominating Committee (for Elections at June SENDD Board Meeting):** The Executive Committee has once again been appointed to act as the Nominating Committee. Attached is a SENDD Member Update which identifies the non-elected members and their terms of membership. It is anticipated that the Executive Committee will review membership, terms for non-elected members and officers, and will develop a slate of nominees for the following

positions: Chair; Vice Chair; Secretary; and Treasurer for presentation at the full SENDD Board meeting in June. Current SENDD officers are as follows:

Chair: Bob Mueller, Fillmore County  
Vice-Chair: Leroy Hansen, Saunders County  
Secretary: Lisa Hurley, York Count Development Corporation  
Treasurer: Kurt Bulgrin, York County

**Formal Action is requested.**

- K. **Lancaster County Membership:** SENDD staff met with the Lancaster County Board of Commissioners on May 7, 2015 to discuss county membership to the District. The enclosed proposal for membership dues was provided to the Lancaster County Board of Commissioners during their regularly scheduled staff meeting. A meeting between the Lancaster County Board of Commissioners, SENDD, and representatives of the rural municipalities in Lancaster County has been scheduled for July 9, 2015 in Lincoln. More information on these meetings with the Lancaster County Board of Commissioners will be provided. **Formal Action may be requested.**

## VII. STAFF REPORTS AND REMINDERS

- A. **Staffing:** The Executive Director has hired a new Program Manager for SENDD. Judi Meyer joined the SENDD staff, starting on May 11, 2015. She most recently worked as the Housing Division Director for Siouxland Interstate Metropolitan Planning Council (SIMPCO) in Sioux City.
- B. **Newsletter:** May 2015 Newsletter.
- C. **Southeast Nebraska Partners For Progress Meeting:** See attached meeting notice of the SE P4P meeting held on May 19, 2015 in Auburn. A brief report on the meeting will be provided.
- D. **LB 318 Status:** Staff report on status of LB-318 at legislature. This bill proposes funding for all Development Districts in the state to assist the Nebraska Department of Economic Development with programs, projects, communications, etc.
- E. **Heartland Economic Development Course:** SENDD Business Loan Officer/Assistant Director Craig Eberle recently completed the Heartland Economic Development Course. This course was held April 19-23, 2015 in Blue Springs, MO. This is an accredited course by the International Economic Development Council, which is presented by the University of Northern Iowa. This course provides five days of intensive training in the basic concepts, information methods, and strategies of local economic development. A brief report on this training will be provided.
- F. **Next SENDD Meeting:** The next meeting of the Full SENDD Board is scheduled for June 18, 2015. Of particular interest will be Election of Officers and review of the SENDD Budget for Fiscal Year 2015-2016.

## VIII. ADJOURNMENT