

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
BOARD OF DIRECTORS  
MINUTES OF THE MARCH 15, 2012 MEETING

The scheduled monthly meeting of the Board of Directors of the Southeast Nebraska Development District (SEND) was called to order by SEND Chair Robert Mueller at approximately 7:04 P.M. at the HYVEE Store Conference Room located near 84<sup>th</sup> and Holdrege Street (1601 N. 84<sup>th</sup> Street) in Lincoln. Items of SEND business were as follows:

**I. CALL TO ORDER**

A. Chair Mueller 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 15 Board members present: Bob Mueller, Fillmore Co.; Mary Koci, Seward Co.; Leroy Hanson, Saunders Co.; Bill Wenz, Saline Co.; Steven Lade, Otoe Co.; Jim Peterson, Cass Co.; Brad Stake, Pawnee Co.; Jim Davidson, Richardson Co.; Marvin Yost, Jefferson Co.; Dave Bruning, Thayer Co.; Doug Watts, Greater Wahoo Development; Jerry Divis, Divis Planning Services; Eric Leichy, Midwest Bank – Deshler; Jeff Reynolds, REAP; and Gus Brown, York (at large representative).

Board members absent (9) include: Robert Curry, Johnson Co.; Bob Hutton, Nemaha Co.; Kurt Bulgrin, York Co.; Mike Smith, Polk Co.; Rex Adams, Gage Co.; Stephanie Shrader, NCAEDC; Cassie Seagren, YCDC; Daryl Long, Peru State College; and Lowell Daisley, Cedar Creek (at large representative).

Staff members present were Dave Taladay, Craig Eberle, and Emily Bausch, Lincoln; Kevin Burnison and Lisa Beehe, Humboldt.

C. Board Membership: Dave Taladay distributed a handout that provided the Full SEND Board with a membership update. This handout was also placed on the projector screen. This handout lists the terms for the non-elected Full SEND Board members approved at the June 16, 2011 meeting. These terms are set for one year, two year and three year terms. At the June 21, 2012 SEND Board meeting, election of officers will be on the agenda. At that time, the Full SEND Board will review terms for the non-elected members. Elections of positions for members who are completing the one-year term will also take place at this meeting. No formal action was needed on Board Membership and none taken.

**II. MINUTES**

The minutes of the January 19, 2012 Full SEND Board meeting and February 16, 2012 SEND Executive Committee meeting were included in the meeting packet that was sent out to the Full SEND Board. Chair Mueller asked the Full SEND Board members in attendance if there were any corrections or additions to the previous meeting(s) minutes. With no corrections or additions from the Full SEND Board, Chair Mueller called for a motion. Moved by Peterson, seconded by Reynolds to approve the minutes of the January 19, 2012 SEND Executive Committee Meeting as presented, as well as approve the minutes of the February 16, 2012 Full SEND Board meeting minutes as presented. Motion passed unanimously on a vote by acclamation.

**III. AGENDA ADJUSTMENTS**

There were no agenda adjustments to be brought before the Full SEND Board at this time.

**IV. FINANCIAL**

A. Check Registry: A copy of the February 2012 Check Registry report was included in the meeting packet that was sent out to the Full SEND Board. Taladay briefed the Full SEND Board on the February 2012 Check Registry report. He mentioned that the first check number is a voided check to META. This check was for lead inspection training for one of our housing staff members. This training was cancelled. SEND wrote a large check to Schmader Electric in February for siren installation in the amount \$192,446.00. SEND

received the 75% drawdown component for this payment in February. Due to the fact this drawdown was received via ACH deposit and not a check, the 75% grant component is not reflected in this report. Thus revenues are understated in comparison to checks paid out. At the conclusion of this discussion Chair Mueller called for a motion. Moved by Koci, seconded by Stake to approve the February 2012 Check Registry report as previously distributed. Motion passed unanimously on a vote by acclamation.

B. Revenue/Expense Report: A copy of the February 2012 Revenue/Expense report was distributed to the Full SENDD Board prior to the meeting. Eberle briefed the Full SENDD Board on the February 2012 Revenue/Expense report. He stated that the February 2012 Revenue/Expense report represents 2/3 of the SENDD fiscal year. There is a significant revenue surplus for the month of Fairbury. This is primarily due to receipt of the 75% grant portion of the January EDA siren grant contractor invoice (\$210,137.77) during the month of February. The actual contractor invoice was paid in January, thus a significant deficit was shown on the January 2012 Revenue/Expense report. Since the 75% grant portion of the January 2012 EDA disbursement was actually received in February, revenues are significantly higher than expenses for the month. Eberle mentioned that the February 2012 Revenue/Expense report includes the amended SENDD budget as of 12-8-11. This amended SENDD Budget was approved by the Full SENDD Board at the 1-19-12 meeting. After a brief discussion by the Full SENDD Board, Chair Mueller called for a motion. Moved by Brown, seconded by Hanson to approve the February 2012 Revenue/Expense report as previously distributed. Motion passed unanimously on a vote by acclamation.

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

## **VI. OLD BUSINESS**

A. Nuisance Abatement Program: SENDD staff attended a training workshop in October 2011 developed by the West Central Nebraska Development District (WCNDD) for the implementation of a "Nuisance Abatement Program." Staff have been working on development a proposal for a "Pilot Project" with a single community to start. Staff anticipates a presentation for a "Pilot Project" to be available at the time of the meeting.

Bausch addressed the board on the nuisance abatement program "Pilot Project." She indicated that SENDD has been in discussions with the Village of Dorchester about a nuisance abatement program. SENDD has developed a nuisance abatement program that is now ready for implementation. SENDD is considering a budget of up to \$5,000 to facilitate a nuisance abatement program in the Village of Dorchester as a "Pilot Project." Actual expenditures to facilitate this program will probably be closer to \$3,500. SENDD staff plan to discuss implementation of the nuisance abatement program, as well as a possible contract with the City of Dorchester at their April meeting. Taladay requested the Full SENDD Board to consider authorizing the Executive Director to enter into a \$5,000 not to exceed contract with the Village of Dorchester to facilitate a nuisance abatement program. After a discussion by the Full SENDD Board, Chair Mueller called for a motion. Moved by Bruning, seconded by Wenz to approve the Executive Director to enter into a maximum not to exceed contract of \$5,000 with the Village of Dorchester for a nuisance abatement program "Pilot Project." Motion passed unanimously on a vote by acclamation.

B. Early Warning Sirens: Taladay provided an update on the early warning sirens project. A handout was distributed and placed on the projection screen providing a status update on the siren installation. Sirens have already been installed in 36 of 45 participating communities. Installation is expected to be complete on the 45 original communities by the end of this month. To date, SENDD has paid the contractor \$740,857 with an additional \$204,769 pending for payment this month. Since the original bid was awarded under budget by \$149,374 EDA has approved additional sirens to be purchased and installed. These sirens must be installed in communities that were included in the original bid. Taladay mentioned that Jen Olds is working with the contractor to identify communities in need of new sirens. These communities should be identified soon, with final installation of the new sirens to take place over the next 2-3 months. Anticipated closeout for this project is July 2012. No formal action was needed on the Early Warning Sirens project update and none taken.

C. Comprehensive Economic Development Strategy (CEDs) for 15-County Membership: SENDD staff are in the beginning stages of preparing a new CEDs for the 15-County area of SENDD. Previously, CEDs for each

of the new seven counties had been prepared as part of membership and expansion to a single 15-county EDA recognized District. Staff will present a work plan identifying needed activities, information, participation, etc. to develop this new CEDS document.

Burnison briefed the Full SENDD Board on the 15-County Certified Economic Development Strategy (CEDS). He indicated that the CEDS was discussed in great detail at the January 19, 2012 meeting. SENDD has begun the process of teaming up sub-groups in SENDD counties to facilitate this process at the local level. These regional groups will be made up of local economic development individuals and County Board members. SENDD is in the process of recruiting individuals to serve on these regional community groups. The time commitment from these individuals will consist of two meetings, as well as completion of a survey. An e-mail survey will be submitted via survey monkey in the coming weeks. A handout of the CEDS survey was distributed and placed on the projection screen. The intent of this survey is to help gather important information for completing the CEDS. Taladay stressed the importance of having a survey, as a survey will provide on-line data responses from local individuals to contribute to the report.

Don Macke with the Center for Rural Entrepreneurship (CRE) and his staff have already been providing SENDD with some of the requested data and analysis. A Development Opportunity Assessment handout for one of SENDD's counties, prepared by CRE, was distributed and placed on the projection screen. This shows some of the data and analysis that CRE is preparing for SENDD on each county. CRE is also preparing an online resource library containing all of the county background data information as well as the county-specific analysis. Burnison stated that the anticipated timeline to complete the CEDS process is the end of June 2012, possibly by the June 21, 2012 Full SENDD Board meeting. A discussion followed Burnison's presentation on the CEDS process. No formal action was needed on the Comprehensive Economic Development Strategy (CEDS) for 15-County Membership and none taken.

D. Non-Profit Development Organization (NDO): Development of a 15-county regional Not-for-Profit Development Organization. Staff will report on the status to date. Taladay indicated that they are getting close. SENDD has developed a draft staff agreement, and staff is working with an attorney on establishing a non-profit corporation. So far three individuals have been enlisted to serve on the SENDD NDO Board of Directors, with only two more positions to fill. No formal action needed on the Non-Profit Development Organization (NDO) and none taken.

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

## VII. NEW BUSINESS

A. EDA – Invitation to submit application for third year for Partnership Planning Grant: The Denver Regional Office of the Economic Development Administration (EDA) has recently sent SENDD an invitation to submit an application for the third year of our Partnership Planning Grant. This will be processed as an "amendment" to our original application under a three-year program. A deadline for submittal of materials is March 23, 2012. This project will be an application for \$61,000 in EDA to be matched by \$61,000 in local SENDD funding to undertake the work plan. Staff will be working on developing the application materials and at this time the Executive Director is requesting approval of the application and authorization for the Board Chair to sign necessary documents to support that application.

Taladay briefed the SENDD Board on the EDA invitation. He stated that this planning grant supports staffing efforts to develop applications and provide assistance to SENDD counties and communities on various economic development and community development projects. This invitation was recently received via fax from EDA, requesting that the required documents be submitted to EDA by 3-23-12. SENDD staff has prepared a revised scope of work and Application for Federal Assistance (SF 424). They are currently finalizing the remaining documents necessary for a complete application. The Application for Federal Assistance form requires a signature from the Full SENDD Board Chair. After a brief discussion by the Full SENDD Board, Chair Mueller called for a motion. Moved by Brown, seconded by Leichty to approve submittal of an application to EDA for the third year of the Partnership Planning Grant, as well as authorize the Board Chair to sign the Application for Federal Assistance to support the application. Motion passed unanimously on a vote by acclamation.

B. Intermediary Relending Program (IRP) with USDA-Rural Development: On March 7, 2012 USDA-RD announced receipt of a Nebraska state allocation of \$152,000 in Intermediary Relending Program (IRP) funds. SENDD staff is considering the development of an application to the USDA-RD IRP program for capitalizing a "Regional IRP Loan Fund". SENDD has an existing IRP loan fund, however almost all funds have been loaned out and are being repaid. SENDD is anticipating submitting an application for \$152,000 of IRP funding through USDA-RD. This application will likely include matching funds from the Nebraska Enterprise Fund (NEF), through their Evergreen Loan Program. The NEF program requires a separate application. The matching funds may be up to 25 % of the IRP loan application, or approximately \$51,000. SENDD staff will provide information on the both loan programs, as well as an application proposal for each program. The deadline to submit an application for the USDA-RD IRP state allocation is April 30, 2012. There is no specific deadline for the NEF Evergreen Loan Program application. NEF Evergreen Loan Program applications are accepted and reviewed on an open cycle as funding is available. The SENDD Executive Director is requesting authorization from the Board to proceed with an application for funding under each program. It is anticipated that a final application to each program will be presented to the SENDD Executive Committee for approval at the April 19, 2012 meeting

Eberle briefed the Full SENDD Board on the IRP/NEF program application. He stated that SENDD is currently low on loan capital in their existing IRP-RLF loan fund. There continues to be a need for mid-level gap financing in the SENDD district, thus SENDD has been looking for ways to re-capitalize their existing loan fund. USDA-RD is currently accepting applications for a state IRP allocation of \$152,000. This application requires matching dollars from a non-federal source. In order to obtain up to a 25% match for the IRP loan application, SENDD is considering a loan application to the Nebraska Enterprise Fund Evergreen Loan Program for approximately \$51,000. If awarded, both these funds would be combined into one loan pool. SENDD can then loan these funds out to new and existing small businesses.

Eberle went over the application proposal as previously distributed to the Full SENDD Board. This proposal lists the terms of the USDA-RD IRP and NEF Evergreen Loan Program, as well as the proposed loan terms of the new SENDD IRP-RLF loan program. The USDA-RD IRP loan will be amortized over a 30 year term at a 1% interest rate (interest only for the first three years). The NEF program requires interest only payments with unlimited renewals every five years. The SENDD IRP-RLF loan program terms would be set up similar to SENDD's existing IRP-RLF loan program, with a few modifications. SENDD is considering a coverage area of only 14 counties, due to a community representation stipulation in the USDA-RD IRP application about additional points for a 14 county service area. Eberle then provided an overview of the loan financial projection reports for the first few years of the program, as well as the existing SENDD IRP-RLF loan program. He indicated that a final application to each program will be presented to the SENDD Executive Committee for approval at the April 19, 2012 meeting. After a discussion by the Full SENDD Board, Chair Mueller called a motion. Moved by Watts, seconded by Reynolds to authorize 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. Motion passed unanimously on a vote by acclamation.

C. Other New Business: There was no other new business to discuss at this time.

## VII. STAFF REPORTS AND REMINDERS

SENDD staff present at the meeting provided updates to the Full SENDD Board on the following:

Potential project applications for funding 2012 CDBG program: Taladay distributed a handout including a list of potential SENDD project applications in 2012. Potential CDBG projects at the present time include Planning – housing market studies in Nebraska City, Thayer County, Wymore, Seward and Dorchester; Economic Development in Seward for support for the REAP program; and a Public Works street improvement project in Blue Springs. Potential Nebraska Affordable Housing Program (NAHP) projects include Seward countywide Down Payment Assistance; Owner Occupied Housing Rehabilitation in Plattsmouth Fairbury, Ashland and Thayer County; as well as a possible Land Water Conservation Fund (LCWF) application for the City of Fairbury. Taladay mentioned that success of these applications always depend on funding and competition from other applications.

New Employee at Humboldt office: Lisa Beethe: At this time, Taladay introduced Lisa Beethe to the Full SENDD Board. A press release on Lisa's joining the SENDD staff was distributed to the Full SENDD Board prior to the meeting. Lisa was hired as a full-time Community Development Specialist working out of the SENDD-Humboldt office. At this time Lisa personally introduced herself to the Full SENDD Board. Lisa indicated that she is a native of Pawnee City, currently residing near Elk Creek with her husband and two children. Her most recent employment was with the Nebraska Environmental Trust, where she worked for over 11 years. Lisa has been on staff with SENDD for approximately three weeks. She has spent most of her initial days learning the ins and outs of the organization, as well as studying for her CDBG Certified Administrator exam. The Full SENDD Board members in attendance welcomed her to the organization.

Newsletter – February / March: Copies of both the February and March SENDD Newsletters were distributed to the Full SENDD Board prior the meeting. These newsletters are also available on the SENDD website. Taladay mentioned that the February newsletter had a feature story about affordable housing. This newsletter was distributed to state senators in the SENDD membership/service area to inform them about how Nebraska Affordable Housing Trust Funds (NAHTF) have been used to develop affordable housing programs. SENDD is setting up a distribution list to all state senators in the 15 county SENDD membership/service area so they can receive our newsletters in the future.

SERN Meeting of March 14, 2012: Taladay stated that SENDD provides technical assistance staff time to lead this organization. The Southeast Nebraska Resource Network (SERN) is a regional group made up of service providers, economic development individuals, utilities, etc. that participate and collaborate on a local level. Meetings are usually held quarterly in each of the four SERN quadrants. Bausch provided the Full SENDD Board with an update on the March 14, 2012 meeting. This meeting was held at the Evening with Friends Restaurant in Milligan. The SERN meeting included a regular business meeting, Fillmore County/Community report/local business spotlight, as well as roundtable discussions. Erin Malzer with GROW Nebraska was the guest speaker. The meeting was well attended with over 25 people in attendance.

Meeting schedule – Back on Regular Schedule. Next Full SENDD Board meeting: June 21, 2012: Taladay indicated that they are back on a regular schedule for Full SENDD Board meetings as well as Executive Committee meetings. A proposed meeting schedule for the 2012 calendar year was distributed to the Full SENDD Board prior to the meeting. The next SENDD Executive Committee meeting is scheduled for April 19, 2012. This meeting will be conducted via conference call. The next Full SENDD Board meeting is scheduled for June 21, 2012 at the 84<sup>th</sup> and Holdrege Hy-Vee location in Lincoln.

#### **VIII. ADJOURNMENT**

There being no further business to come before the SENDD Board, Chair Mueller called for a motion to adjourn the meeting. This motion was moved by Davidson, seconded by Bruning and approved unanimously by the Full SENDD Board. The meeting was adjourned at approximately 8:01 P.M.

Respectfully Submitted:



Craig Eberle  
Secretary Pro Tem