

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE MARCH 21, 2013 MEETING

Prior to the scheduled SENDD Board of Directors business meeting, introductions of all Board members in attendance, as well as invited state senators and guests took place. The SENDD Executive Director gave a presentation on the 2010-2012 Performance Report, providing everyone in attendance with copies of the recently printed report. After the 2010-2012 Performance Report presentation, time was allocated for Nebraska state senators in attendance to discuss legislative issues. Senator Jerry Johnson of the 23rd district, representing Saunders, Colfax and Butler counties, was in attendance and provided the SENDD Board with an overview of current legislative issues affecting counties in the SENDD district.

Upon conclusion of the state senator discussion, the scheduled quarterly meeting of the Board of Directors of the Southeast Nebraska Development District (SENDD) was called to order by SENDD Chair Robert Mueller at approximately 7:20 P.M. at the HYVEE Store Conference Room located near 84th and Holdrege Street (1601 N. 84th Street) in Lincoln. Items of SENDD 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 20 Board members present: Bob Mueller, Fillmore Co.; Mary Koci, Seward Co.; Leroy Hanson, Saunders Co.; Dave Bruning, Thayer Co.; Charles (Ron) Hauptman, Otoe Co.; Brad Stake, Pawnee Co.; Brad Grummert, Jefferson Co.; Bob Hutton, Nemaha Co.; Myron Dorn, Gage Co.; Jim Standerford, Richardson Co.; Tim McDermott, Saline County; Jeff Reynolds, REAP; Doug Watts, Greater Wahoo Development; Nick Harling, American National Bank; Bill Wenz, (at large representative); Stephanie Shrader, NCAEDC; Mark Kolterman, Kolterman Agency; Daryl Long, Peru State College; Cheryl Brandenburgh, Black Hills Energy; and Roberta Pinkerton, OPPD.

Board members absent (6) include: Kurt Bulgrin, York Co.; Jim Peterson, Cass Co.; Ted Evans, Johnson Co.; Mike Smith, Polk Co.; Jerry Divis, Divis Planning Services; and Lowell Daisley, Cedar Creek (at large representative).

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

C. Board Membership: As identified in the minutes of the February 21, 2013 Executive Committee meeting, Cassie Seagren of York County Development Corporation (YCDC) has submitted her resignation as a member of the SENDD Board of Directors and SENDD Executive Committee. She will be employed in Omaha and will be moving out of the District boundaries. At this time, SENDD staff are attempting to develop interest from stakeholders for Board membership in Polk and York counties.

Cassie Seagren was an At-Large member of the SENDD Executive Committee. An appointment of another member to fill that position on the Executive Committee will be requested. At this time SENDD Executive Director David Taladay sought nominations from the Full SENDD Board of Directors to fill the at-large membership position on the SENDD Executive Committee recently vacated by Cassie Seagren. After some discussion by the Full SENDD Board members in attendance, Nick Harling of American National Bank was nominated. Chair Mueller then called for a motion. Moved by Shrader, seconded by Watts to appoint Nick Harling as an at-large member of the SENDD Executive Committee. Motion passed unanimously on a vote by acclamation.

II. MINUTES

Minutes of the January 17, 2013 Full SENDD Board Meeting and February 21, 2013 Executive Committee Meeting were enclosed with the meeting agenda. Chair Mueller asked the Full SENDD 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 SENDD Board, Chair Mueller called for a motion. Moved by Standerford, seconded by Hanson to approve the minutes of the January 17, 2013 Full SENDD Board meeting and February 21, 2013 Executive Committee meeting as presented. Motion passed unanimously on a vote by acclimation.

III. AGENDA ADJUSTMENTS

Taladay presented one agenda adjustment to the Full SENDD Board. This agenda adjustment is to be included under the IV. New Business section (Agenda Item B). The agenda adjustment is to be titled: EDA – Invitation to Submit Application for Fiscal Year 2013-2014. A copy of the agenda adjustment was distributed to the Full SENDD Board members prior to the meeting. A formal motion on this agenda adjustment will be sought. Chair Mueller called for motion. Moved by Shrader, seconded by Long to approve the agenda adjustment as presented. Motion passed unanimously on a vote by acclimation.

IV. FINANCIAL

A. Check Registry: A copy of the February 2013 Check Registry report was included in the meeting packet that was sent out to the Full SENDD Board. Taladay briefed the Full SENDD Board on the February 2013 Check Registry report. He stated that this report is a compilation of all checks received and paid out during the month. This does not include any automatic deposits and withdrawals. Typically expenses outweigh revenues this time of the year. Taladay informed the Full SENDD Board that there were no early warning siren checks this month as the contractor is all paid. They are now working to close out that project. Chair Mueller called for a motion. Moved by Reynolds, seconded by Koci to approve the February 2013 Check Registry report as previously distributed. Motion passed unanimously on a vote by acclimation.

B. Revenue/Expense Report: A copy of the February 2013 Revenue/Expense report was distributed to the Full SENDD Board prior to the meeting. Taladay briefed the Full SENDD Board on the February 2013 Revenue/Expense report. He stated that this report represented 2/3 of the current SENDD fiscal year (FY 2013-2014). SENDD showed a deficit of approximately \$39,400 during the month of February. They are keeping an eye on the budget, as most items are pretty much in line with budgeted figures. Taladay did note that contractual is over what was budgeted. SENDD staff is spending more time on the EDA planning grant, due primarily to preparation of the 2012 SENDD CEDS. After a brief discussion by the Full SENDD Board, Chair Mueller called for a motion. Moved by Hutton, seconded by Wenz to approve the February 2013 Revenue/Expense report as previously distributed. Motion passed unanimously on a vote by acclimation.

C. Expenses for Printing SENDD Performance Report 2010-2012: At the February 21, 2013 meeting, the SENDD Executive Committee approved the expense of \$2,075.00 to Citizen Printing of Nebraska City for 2,500 copies of the SENDD Performance Report on 100# glossy paper. However, in confirming that order, Citizen Printing indicated that they made a mistake in their quote. A correction left them as the 2nd low price with a quote of \$2,575. After further review, the Executive Committee agreed (by e-mail response) to the award of contract to Jacob North Printing in Lincoln at a cost of \$2,217.00. This action was initiated by staff in order to allow for printing to start as soon as possible. The Executive Director is requesting retroactive approval of the contract to Jacob North Printing in the amount of \$2,217.00 for printing of the Performance Report.

Taladay briefed the Full SENDD Board on this agenda item. He stated that due to the need to begin the printing process, once SENDD discovered the Citizen Printing quote error, they solicited responses by e-mail from the Executive Committee to approve the contract with Jacob North Printing in the amount of \$2,217.00. Responses were then received from the SENDD Executive Committee members approving the printing contract with Jacob North Printing. Because this does not constitute formal approval by the SENDD Executive Committee or Full SENDD Board, Taladay is requesting retroactive approval of the contract to Jacob North Printing. After a brief discussion by the Full SENDD Board of Directors, Chair Mueller called for a motion. Moved by Kolterman, seconded by McDermott to approve retroactive approval of the contract to Jacob North Printing in the amount of \$2,217.00 for printing of the SENDD 2010-2012 Performance Report. Motion passed unanimously on a vote by acclimation.

D. Crete – Nuisance Abatement Contract: After presentation of the SENDD Nuisance Abatement Program, the City of Crete requested a contract to provide Nuisance Abatement services. The SENDD proposal will identify a limited area of the community for the program as an initial project. The proposed contract still has some room for negotiation and may be for an amount of approximately \$12,500, depending on the final area determined for services. A sample scope of services was distributed with the meeting agenda. The Executive Director is requesting authority to negotiate and enter into a final contract for these services.

Taladay and SENDD staff member Emily Bausch provided an overview of the Crete Nuisance Abatement contract. SENDD has been receiving quite a few requests from SENDD communities for presentations on our Nuisance Abatement program. Bausch has visited a few of these communities over the past few months. Taladay distributed a handout illustrating how the costs of the program are calculated. Costs are based on the number of properties, number of trips to the community, mailing costs and staff time. Bausch indicated that the formula was obtained from a training session SENDD staff attended. However, the formula has been modified based on SENDD's experience with the program. The Nuisance Abatement contract is based on a specific number of properties in a pre-determined area of the community.

A good question and answer session followed the presentation by Taladay and Bausch. Chair Mueller asked how many properties were to be included in the Crete Nuisance Abatement contract. Bausch stated that they are probably looking at about 125 households, as this is a do-able number for one person. Board member McDermott asked who identifies the 125 properties. Bausch answered by stating that the city determines what properties to include in the program, looking at up to 125 properties in a specific area of town. Crete has not yet decided on their specific target area. Vice President Hanson then asked if any communities have any volunteers step in to do the work. Bausch replied by stating that she stays away from encouraging volunteer groups, rather promoting community pride through town clean-up days. The SENDD Board then asked how many communities have requested SENDD Nuisance Abatement services. Bausch indicated that quite a few communities have inquired about SENDD's Nuisance Abatement program, with Crete, Dorchester and Humboldt proceeding with contract negotiations at this time. She added that three communities are about all that one staff member can handle at one time. Taladay indicated that given SENDD community interest in the Nuisance Abatement program, SENDD staff have considered holding quadrant meetings to inform more than one community at once about the program.

Upon conclusion of the Full SENDD Board discussion, Chair Mueller called for a motion. Moved by Wenz, seconded by Brandenburgh to authorize the Executive Director to negotiate and enter into a final contract with the City of Crete (estimated to be approximately \$12,500) for Nuisance Abatement services. Motion passed unanimously on a vote by acclamation.

E. Dorchester – Nuisance Abatement Contract: After presentation of the SENDD Nuisance Abatement Program, and after completing a first project in the community, the Village of Dorchester has requested a new contract to provide Nuisance Abatement services. The SENDD contract will identify a limited area of the community for the program as this second project. The proposed contract still has some room for negotiation and may be for an amount of approximately \$12,000, depending on the final area determined for services. The Executive Director is requesting authority to negotiate and enter into a final contract for these services.

Taladay and Bausch addressed the Full SENDD Board on the Dorchester Nuisance Abatement contract. Bausch stated that Dorchester is looking to do the Nuisance Abatement program again, contracting for another area of town. This new contract will address another 1/3 of the town. It is likely that Dorchester may proceed with another contract next year. Koci asked about the success rate of the previous Nuisance Abatement program in Dorchester. Bausch replied that they looked at 125 properties, sending out just over 50 letters. The village has not yet abated a property, with about 99% voluntary compliance. People are still complying at this time, with the Village preparing to abate three properties. At the conclusion of the Full Board discussion, Chair Mueller called for a motion. Moved by Hanson, seconded by Standerford to authorize the Executive Director to negotiate and enter into a final contract with the Village of Dorchester (estimated to be approximately \$12,000) for Nuisance Abatement services. Motion passed unanimously on a vote by acclamation.

F. SENDD Membership Dues for Counties and Municipalities: Membership dues were last adjusted for fiscal year 2009-2010, based upon Year 2000 Census populations for counties and municipalities in the 15-county District. For fiscal year 2012-2013, the rate of dues assessment rate remained the same as previous; however dues were based upon the latest census populations from 2010. As we look forward to the budget for fiscal year 2013-2014, the Executive Director is recommending that the assessment rates remain the same based upon those 2010 populations. The membership dues received in the last four years have been approximately 20-22 percent of the total SENDD budget.

Taladay briefed the Full SENDD Board on the county and municipality membership dues agenda item. He stated that the last time SENDD membership dues were increased was in 2009. Membership dues were adjusted slightly last year due to population adjustments. SENDD is starting to get ready to send out membership dues requests for FY 2013-2014, with anticipated distribution in May. Remaining the same, membership dues requests from SENDD counties and municipalities for FY 2013-2014 would be approximately \$233,000. Last year SENDD received \$215,154 in membership dues, which was 92% of the total dues requested. After a brief discussion by the Full SENDD Board, Chair Mueller called for a motion. Moved by Stake, seconded by Pinkerton to authorize that the assessment rates for Fiscal Year 2013-2014 membership dues remain the same as last year, based on the 2010 populations. Motion passed unanimously on a vote by acclimation.

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

V. OLD BUSINESS

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

VI. NEW BUSINESS

A. Rural Business Enterprise Grant (RBEG) Program Application: USDA-Rural Development has announced the opening of the RBEG program cycle with an application submittal deadline of April 1, 2013. SENDD staff are developing an application for partial funding of a staff person with the purpose of Technical Assistance in promoting and assisting customers with lending through the existing SENDD loan funds: Intermediary Relending Program (IRP) and Micro-loan Program. We anticipate a final application for up to \$30,000 in RBEG funding with a match of up to \$30,000. The Executive Director is requesting consideration of the application, as well as review/approval of the Resolution (enclosed with the meeting agenda) authorizing SENDD to apply for and administer the RBEG, as well as authorizing the Executive Director to sign the RBEG grant documents.

Taladay and staff member Eberle informed the Full SENDD Board about the RBEG program application. Taladay stated that the RBEG is being pursued to provide funding for technical and loan packaging assistance to new and existing businesses in the SENDD district. This is partly due to the recently awarded \$223,000 in Intermediary Relending Program (IRP) loan funds from USDA-RD. The application is coming together, and will be ready for submittal on or before April 1. The application requests that a Resolution be passed authorizing SENDD to apply for the RBEG grant, and indicating who can sign the application. After a brief discussion by the SENDD Board of Directors, Chair Mueller called for a motion. Moved by Long, seconded by Shrader to authorize consideration of the application, approval of the Resolution authorizing SENDD to apply for and administer the RBEG, and authorize the SENDD Executive Director to sign the RBEG grant application documents. Motion passed unanimously on a vote by acclimation.

B. Agenda Adjustment – EDA Invitation to Submit Application for Fiscal Year 2013-2014: SENDD has recently received an invitation from the Economic Development Administration for a Partnership Planning Program grant for fiscal year 2013-2014 (A copy of that application letter was enclosed with the agenda adjustment). We will be completing an existing third year planning project, under a three year program as of June 30, 2013. This new application is just a one-year application, with the potential for a 2nd and a 3rd year funding, dependent upon the Federal budgets and performance by SENDD. This new application is based upon a funding at 90% of the 2012 year program; \$54,900 grant for a 60% EDA portion (and a \$36,600 local

match) of an entire project of \$91,500. The previous program included a \$61,000 grant at a 50% portion of an entire project budget of \$122,000. Alternate application budgets will be accepted for a 90% allocation and a 100% allocation, dependent upon the situation at award time. The application documents are due on or before April 11, 2013. The Executive Director is requesting approval of submitting an application (and alternate budget) and authorization for the Chair and/or Executive Director to sign all necessary documents.

Taladay provided the Full SENDD Board with an overview of the FY 2013-2014 EDA invitation agenda adjustment. He stated that SENDD is finishing the third year of a three year Partnership Planning Program with EDA. EDA is asking for the submittal of two separate budgets, one based on funding at 90% of the 2012 year program and 100% of last year's program. The economic development conditions have changed, so a smaller match is being considered. With an application deadline of April 11, 2013, there is a need to authorize SENDD to proceed with this application and have the SENDD Chair and Executive Director sign the necessary application documents. After the brief overview by Taladay, Chair Mueller called for a motion. Moved by Shrader, seconded by Hutton to approve submitting an application to the Economic Development Administration (EDA) Partnership Planning Program grant for Fiscal Year 2013-2014, including an alternate budget, as well as authorizing the SENDD Chair and Executive Director to sign all necessary application documents. Motion passed unanimously on a vote by acclimation.

VII. STAFF REPORTS AND REMINDERS

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

A. Newsletter: The March 2013 newsletter was just completed and sent out today. Taladay stated that Bausch and SENDD staff member Lisa Beethe of the SENDD-Humboldt office do a great job putting together the SENDD newsletters.

B. SEND, Inc. Status: Taladay provided an update on the status of SEND, Inc. He stated that articles of incorporation for SEND, Inc. as a state chartered not-for-profit corporation have been filed and accepted by the Nebraska Secretary of State. A five member Board of Directors has been established, with by-laws for the corporation being approved by the Board of Directors. He is now working on the filing for IRS determination of 501(c) (3) non-project status. This is anticipated to be accomplished by the end of the month. Along with the IRS determination, SENDD is completing an application for certification by the Nebraska Department of Economic Development (NDED) for SEND, Inc. as a Non-Profit Development Organization (NDO). Taladay feels they are about 60 days away, taking the approach step by step as the Nebraska Department of Economic Development (NDED) continues to change the guidelines.

C. MINK Coalition Meeting: SENDD staff member Burnison advised the Full SENDD Board that this group has moved to the Committee stage. He and Beethe have been attending the meetings of this group. Six working committees have been formed by this newly created non-profit organization (Missouri, Iowa, Nebraska, Kansas Coalition). The next MINK meeting is scheduled for April 22, 2013 in St. Joseph, Missouri.

D. SERN Meeting – March 20, 2013: The most recent Southeast Nebraska Resource Network (SERN) meeting was held yesterday in Nebraska City at the Morton James Library. The business meeting in the morning included presentations by Maxine Moul, State Director of USDA-Rural Development, Mike Gress of NebWorks, Inc. (Recycling Services) and Stephanie Shrader, Nebraska City Area Economic Development Corp. (NCAEDC). The afternoon session included a presentation concerning the Nebraska City Public Art Project. Board Member Shrader informed the Full SENDD Board that there was a good crowd of around 30 people at the meeting. The afternoon presentation on the Nebraska City Public Art project was the highlight of the meeting. Shrader then informed the Full SENDD Board about the Nebraska City Public Art Project.

E. Future SENDD Meetings: Taladay stated that future meetings of the SENDD Executive Committee are scheduled for April 18, 2013 and May 16, 2013. The next Full SENDD Board meeting is scheduled June 20, 2013 at the Club Room of the Hy-Vee at 84th and Holdrege St. in Lincoln.

F. NDED Program Applications: Taladay distributed a handout to the Full SENDD Board of potential community and organizational applications SENDD staff are working on to the Nebraska Affordable Housing Program (NAHP) and Community Development Block Grant (CDBG) programs as administered by the Nebraska Department of Economic Development (NDED). Some of these applications are for the same communities, with some new communities applying this year. These applications have matching requirements from the counties and communities applying for the funds. Project applications include, but are not limited to housing rehab, down payment assistance with minor rehab, public works, planning, and the new Comprehensive Investment Strategy (CIS) program. SENDD staff are very busy working on these applications, with many of these applications due over the next three months.

At this time, Taladay informed the Full SENDD Board that the Nebraska Regional Officials Council (NROC) statewide district training, which was scheduled for February 21- 22, 2013 in Kearney, was rescheduled due to weather. The training is now scheduled for April 8-9, 2013 in Kearney. Taladay anticipates that quite a few SENDD staff members will be attending the NROC training sessions in Kearney next month.

VIII. ADJOURNMENT

There being no further business to come before the Full SENDD Board, Chair Mueller called for a motion to adjourn the meeting. This motion was moved by Reynolds, seconded by Hutton and approved unanimously by the Full SENDD Board. The meeting was adjourned at approximately 8:03 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem