

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE MARCH 16, 2017 MEETING

The scheduled quarterly meeting of the Board of Directors of the Southeast Nebraska Development District (SEND) was called to order by SEND Chair Hurley at approximately 7:00 P.M. at the Country Inn and Suites conference room located at 5353 No. 27th Street in Lincoln.

I. CALL TO ORDER

A. Chair Hurley 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 14 Board members present: Kurt Bulgrin, York County; Dave Bruning, Thayer Co.; Doris Karloff, Saunders Co (Alternate); Roger Glawatz, Seward Co.; Charles (Ron) Hauptman, Otoe Co.; Bob Hutton, Nemaha County; Bob Mueller, Fillmore Co.; Gale Pohlmann, Jefferson Co.; Terry Frank, Richardson Co.; TiAnn Allen, Tri Valley Bank; Lisa Hurley, YCDC; Patt Lentfer, Fillmore County Development Corp.; Daryl Long, Peru State College; Jeff Reynolds, REAP.

Board members absent (13) include: Les Agena, Johnson Co.; Erich Tiemann, Gage County; Ron Seitz, Pawnee Co.; Russ Karpisek, Saline Co; Stephanie Shrader, Private Business Consultant – Nebraska City; Cheryl Brandenburgh, Black Hills Energy; Bob Berggren, Rose Colored Glass; Brook Aken, OPPD; Mike Smith, Polk County; Jim Peterson, Cass Co.; Jerry Divis, Divis Planning Service; Matt Raber, First Tri County Bank; Paul Lambert, Jeff Henry Chevrolet.

Staff members present were Craig Eberle and Jim Warrelmann of the SEND-Lincoln office and Crystal Dunekacke of the SEND-Humboldt office.

C. Board Membership: At this time all present were introduced and welcomed to the SEND Board of Directors meeting. There are currently no vacancies on the SEND Board. No action needed on SEND Board Membership and none taken.

II. MINUTES

Minutes of the February 16, 2017 SEND Executive Committee Meeting and minutes of the March 10, 2017 Special SEND Executive Committee Meeting were distributed prior to the meeting. Chair Hurley asked the Full SEND Board of Directors if there were any corrections or additions to the previous meeting(s) minutes. With no corrections or additions from the Full SEND Board, Chair Hurley called for a motion to approve the minutes of the February 16, 2017 SEND Executive Committee Meeting and minutes of the March 10, 2017 Special SEND Executive Committee Meeting as presented. Moved by Reynolds, seconded by Glawatz to approve the minutes of the February 16, 2017 SEND Executive Committee Meeting and minutes of the March 10, 2017 Special SEND Executive Committee Meeting 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 of Directors at this time.

IV. FINANCIAL

A. Check Registry: A copy of the February 2017 Check Registry report was distributed prior to the meeting. Eberle briefed the SEND Board of Directors on the February 2017 Check Registry report. At the conclusion of the check registry report overview by Eberle, Chair Hurley called for a motion. Moved by Hauptman, seconded by Pohlmann to approve the February 2017 Check Registry report as previously distributed. Motion passed unanimously on a vote by acclamation.

B. Revenue/Expense Report: A copy of the January 2017 Revenue/Expense Report was distributed prior to the meeting. Eberle indicated that the February 2017 bookkeeping is still being finalized. Eberle briefed the

SEND Board of Directors on the January 2017 Revenue/Expense Report. At the conclusion of the revenue/expense report overview by Eberle, Chair Hurley called for a motion. Moved by Bruning, seconded by Lentfer to approve the January 2017 Revenue/Expense Report as previously distributed. Motion passed unanimously on a vote by acclamation.

C. Contracts: The Chair 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. Anticipation of only seeking one motion for authorizing the SENDD Interim Director to negotiate and enter into final contracts for the following programs:

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 \$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 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

Eberle informed the SENDD Executive Committee about these contracts. After a brief discussion by the SENDD Board, Chair Hurley called for a motion. Moved by Hutton, seconded by Long to authorize the SENDD Interim Director to negotiate and enter into these final contracts as presented. Motion passed unanimously on a vote by acclamation.

V. OLD BUSINESS

A. Humboldt Lease: Eberle and Dunekacke provided an updated on the move to a new location for the office in Humboldt, Nebraska. The office move to 804 3rd street took place on February 28th, 2017. Dunekacke shared pictures of the new location. The mailing address and phone number for the office remain the same. No action needed on the agenda item and none taken.

VI. NEW BUSINESS

A. Public Comment – 2017 Nebraska Annual Action Plan (AAP): Eberle presented the public comments that SENDD staff drafted and submitted for the 2017 Annual Action Plan. Eberle explained the process through which the comments were used to provide feedback for the Nebraska Department of Economic Development (DED). SENDD staff participate in the public comment process for CDBG as a way to advocate for the needs of member counties and communities. No action needed on this agenda item and none taken.

B. Executive Director Position – Introduction: At this time Lisa Hurley, SENDD Board Chair, introduced Tom Bliss to the SENDD Board of Directors and SENDD staff present at the meeting. She stated that upon completion of the interview process, Tom Bliss has been identified by the SENDD Executive Committee as the final candidate for the SENDD Executive Director Position. Mr. Bliss provided the SENDD Board with a brief summary of his past and current work history, experiences and ideas for the SENDD organization. No action needed on this agenda item and none taken.

C. Executive Director Position – Q & A Session: At this time an open dialogue between Mr. Bliss and the SENDD Board and staff members present at the meeting took place. There was a good discussion among all meeting participants. No action needed on this agenda item and none taken.

D. Executive Director Position – Board Approval: At this time, the Board Chair called for a motion to approve the hiring of Tom Bliss for the SENDD Executive Director Position. She requested the vote be conducted by roll call. Mueller made a motion to approve the hiring of Tom Bliss as the new SENDD Executive Director. The motion was seconded by Allen. A roll call vote was taken: Bulgrin: Yes; Bruning: Yes; Karloff: Yes; Glawatz: Yes; Hauptman: Yes; Hutton: Yes; Mueller: Yes; Pohlmann: Yes; Frank: Yes; Allen: Yes; Hurley: Yes; Lentfer: Yes; Long: Yes; Reynolds: Yes. Motion passed unanimously on the roll call vote.

VII. STAFF REPORTS AND REMINDERS

SENDD staff provided updates to the Full SENDD Board on the following:

A. Newsletter: Eberle informed the SENDD Board of Directors that the March 2017 SENDD Newsletter was being developed and would be distributed by the end of the month.

B. Southeast Nebraska Resource Network Meeting (SERN): Eberle informed the Board that 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 were distributed prior to the meeting.

C. Southeast Nebraska Partners for Progress (SE P4P)/Strategic Economies Together (SET): The last SE P4P/SET meeting was held on March 3, 2017 in Auburn. Dunekacke provided a brief report on the meeting, as well as upcoming events planned by the group.

D. MINK Meeting: The last MINK meeting was held on March 16, 2017 in St. Joseph, MO. Dunekacke provided a brief report on the meeting.

E. Nebraska Regional Officials Council (NROC) Update: The SENDD Interim Director attended the most recent meetings held in Lincoln on February 27-28, 2017. Eberle provided 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

There being no further business to come before the Full SENDD Board of Directors, Chair Hurley called for a motion to adjourn the meeting. This motion was moved by Lentfer, seconded by Hutton. Motion passed unanimously on a vote by acclamation. The meeting was adjourned at approximately 7:59 P.M.

Respectfully Submitted:



Crystal Dunekacke
Secretary Pro Tem