

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE
MINUTES OF THE DECEMBER 18, 2014 MEETING

The regularly scheduled monthly meeting of the Southeast Nebraska Development District's Executive Committee was scheduled and held on Thursday, December 18, 2014. This meeting was conducted via teleconference.

I. CALL TO ORDER

A. The meeting was called to order by SENDD Vice Chair Leroy Hanson at approximately 6:33 P.M. at the SENDD-Lincoln office. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the Open Meetings Act was posted in the meeting room at the SENDD Office and is available for viewing by the public.

B. Roll call: The following 5 SENDD Executive Committee members were present: Leroy Hanson, Saunders Co.; Mary Koci, Seward Co.; Cheryl Brandenburgh, Black Hills Energy; Tim McDermott, Saline Co.; and Nick Harling, American National Bank.

Executive Committee members absent (2): Robert Mueller, Fillmore Co.; and Bill Wenz, At Large Representative.

SENDD Staff members present were Dave Taladay and Craig Eberle, SENDD-Lincoln office.

II. MINUTES

The previous SENDD Executive Committee meeting minutes from the November 20, 2014 meeting were included in the meeting packet that was sent out to the SENDD Executive Committee. Vice Chair Hanson asked the Executive Committee members in attendance if there were any corrections or additions to the previous meeting minutes. With no corrections or additions from the SENDD Executive Committee, Vice Chair Hanson called for a motion. Moved by Koci, seconded by McDermott to approve the minutes of the November 20, 2014 SENDD Executive Committee meeting as presented. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; McDermott: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

III. AGENDA ADJUSTMENTS

There were no agenda adjustments to be brought before the SENDD Executive Committee at this time.

IV. FINANCIAL

A. Check Registry: A copy of the November 2014 Check Registry report was sent out with the meeting agenda. SENDD Executive Director David Taladay briefed the SENDD Executive Committee on the check registry report. He stated that checks issued were pretty straight forward for this time of year. A few final SENDD membership dues payments for FY 2014-2015 came in during the month. Revenues included collection of some funds owed on project work. Upon conclusion of the briefing by Taladay, Vice Chair Hanson called for a motion. Moved by Brandenburgh, seconded by Harling to approve the November 2014 Check Registry report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; McDermott: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

B. Revenue/Expense Report: A copy of the November 2014 Revenue/Expense report was sent out with the meeting packet. Taladay briefed the Executive Committee on the November Revenue/Expense report. The November 2014 Revenue/Expense report represents the first five months of the SENDD FY 2014-2015 operating year. Projected expenses are down, with projected revenues up. Projected revenues are high due in part to receiving FY 2014-2015 SENDD membership and housing dues. Revenues were solid in November due to collecting some project receivables. After the overview by Taladay, Vice Chair Hanson called for a motion. Moved by McDermott, seconded by Koci to approve the November 2014 Revenue/Expense report as previously distributed. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; McDermott: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

C. Nebraska City CDBG 14-TD-002???: Staff assisted the City of Nebraska City, in collaboration with the Nebraska Arbor Day Foundation, in the development and submittal of an application to the Tourism Development Category under the Community Development Block Grant (CDBG) Program through NDED. The City may soon be awarded \$238,400 in CDBG funds to assist in the "Lied Lodge Renewal with ADA Compliance". Total CDBG project is estimated at \$383,000, with a full renovation of the Lied Lodge and Conference Center estimated at over \$1 million. The Executive Director is requesting approval of negotiating and entering into a contract for CDBG General Administration with the City in the amount not to exceed \$18,000

Taladay addressed the SENDD Executive Committee on the Nebraska City CDBG – Nebraska Arbor Day Foundation project. He stated that the Nebraska Arbor Day Foundation is doing some updating to their Lied Lodge and Conference Center. This includes the removal of architectural barriers to meet ADA compliance. They are anticipating that this CDBG-TD project will be awarded. Upon conclusion of the overview by Taladay, Vice Chair Hanson called for a motion. Moved by Harling, seconded by Hanson to authorize the Executive Director to negotiate and enter into a CDBG General Administration contract with the City of Nebraska City in an amount not to exceed of \$18,000 for the Nebraska City CDBG Tourism Development – Nebraska Arbor Day Foundation project. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; McDermott: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote. Motion passed unanimously on the roll call voice vote.

D. York County Development Corporation/Local Business – Special Services Contract: The City of York is considering an application to the CDBG Program Economic Development Category to assist an existing business with a proposed expansion in the community. SENDD staff will be assisting both the City and York County Development Corporation (YCDC) in developing the application. As part of CDBG-Economic Development projects, an Environmental Review Process must be completed before a final application for CDBG funds can be submitted. The benefiting business has agreed to pay for a portion of the CDBG Environmental Review. The Executive Director is requesting consideration and approval of entering into a contract, in an amount not to exceed \$3,500, with either York County Development Corporation and/or the benefiting business for a completed CDBG Environmental Review process.

SENDD Business Loan Officer Craig Eberle briefed the SENDD Executive Committee on the York County Development Corporation/Local Business Environmental Review project. He stated that SENDD is working with York County Development Corporation (YCDC) and an existing local business on a potential CDBG-Economic Development project. The local business has begun the CDBG ED application process with the Nebraska Department of Economic Development. York County Development Corporation and the local business have approached SENDD about assisting with the CDBG Environmental Review process. It is the goal to have the ERR done up front as the application is being processed. The current contract proposal is for the local business to pay for the first \$2,000 of the special services contract, with the final \$1,500 of the contract to be paid for by YCDC. After a brief discussion by the SENDD Executive Committee, Vice Chair Hanson called for a motion. Moved by Brandenburgh, seconded by McDermott to authorize the Executive Director to negotiate and enter into a Special Services contract with both York County Development Corporation and the Local Participating Business to complete the CDBG Environmental Review process in an amount not to exceed of \$3,500. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; McDermott: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

V. OLD BUSINESS

A. SENDD Equipment Upgrades: Taladay informed the SENDD Executive Committee that the SENDD upgrades for software and computer system equipment are almost complete. A spreadsheet was distributed to the Committee indicating what computer system upgrades were performed. The total amount spent was just over \$21,000. They used Tech Soup for some of the software upgrades and received some significant discounts. The only thing that isn't fully operational yet is remote access. Otherwise everything is working well. No action needed on the SENDD Equipment Upgrades meeting agenda item and none taken.

B. SENDD Personnel Policies Committee: The SENDD Personnel Policies Committee held a meeting at the SENDD Lincoln office on December 4, 2014. Eberle attended this meeting and gave a report. He stated that during this meeting the SENDD Personnel Policies Committee members provided various proposals for personnel policy changes. SENDD staff has a meeting scheduled to review some of these proposals and provide feedback. The next SENDD Personnel Policies Committee meeting is scheduled for January 6, 2015. At this meeting the Committee will look to finalize these policy proposals, review SENDD staff comments, and possibly make a recommendation to the Full SENDD Board of Directors at the 1-15-15 meeting. No action needed on the SENDD Personnel Policies Committee meeting agenda item and none taken.

VI. NEW BUSINESS

A. SENDD Budget Committee: Staff are in the process of developing a SENDD Fiscal Year 2014-2015 Amended Budget for consideration at the January 15, 2015 Full SENDD Board meeting. Discussion on scheduling a SENDD Executive Committee/Budget Committee meeting prior to the January 15, 2015 Full SENDD Board meeting to review the FY 2014-2015 SENDD Amended Budget and provide a recommendation to the Full SENDD Board. Last year the Executive Committee/Budget Committee met at 6:00 P.M. on the same day as the January Full SENDD Board meeting.

Taladay and Eberle briefed the SENDD Executive Committee on the SENDD Budget Committee agenda item. Taladay stated that they have a good set of projects in place for the 2014-2015 Fiscal Year. He is anticipating raises to staff as a part of the amended budget. Thus there will be a need for the SENDD Executive Committee to meet prior to the Full SENDD Board meeting, so that the SENDD Budget Committee can review the proposed amended budget and make a recommendation to the Full SENDD Board. The SENDD Executive Committee members felt that it would work to meet at 6:00 P.M. prior to the Full SENDD Board meeting on 1-15-15 to review and discuss the proposed amended budget. There was some concern about using the same meeting room for this meeting, as this will be the time that SENDD Board members as well as potentially Nebraska State Senators are arriving for the meal and evening Board meeting. Taladay indicated that they will either try to pull a table off to the side to conduct the meeting, or possibly meet downstairs. Eberle indicated that he will prepare a brief agenda and distribute that along with the proposed SENDD FY 2014-2015 Amended Budget to the SENDD Executive Committee prior to the 1-15-15 Full SENDD Board meeting. No action needed on the SENDD Budget Committee agenda item and none taken.

B. Lancaster County - Potential Projects: We have been contacted by several communities in Lancaster County concerning potential projects, including CDBG Administration and Nuisance Code Enforcement. We are hesitating to develop contracts for Nuisance Code Enforcement for non-members due to the time and complexity of that activity. SENDD staff are also developing proposals for a potential meeting with Lancaster County and local community officials concerning membership. There is however, a potential for Administration services for at least two Community Development Block Grant (CDBG) projects in this next year cycle; a Wastewater project in Firth and a Comprehensive Planning project in Roca. SENDD staff will not be assisting in the CDBG application process, but could respond to RFP's for CDBG Administration contracts. The Executive Director is seeking approval to make proposals for potential CDBG project assistance for these communities. Formal Action is requested. Note that the Board has previously authorized a "surcharge" for increased hourly fees on any contracts for non-members.

Taladay briefed the SENDD Executive Committee on the potential projects in Lancaster County agenda item. He stated that SENDD currently has a CDBG administration contract in place with Lancaster County for administration of their CDBG Program Income Reuse Loan Fund. On this special services contract with Lancaster County they have a 20% surcharge in place on hourly fees. Taladay stated that they have received inquiries from smaller communities in Lancaster County about SENDD services. Many of these communities are not LMI, however with the latest American Community Survey 4 of the 11 Lancaster County communities are LMI. The difficulty lies in getting the County to become a member first as per the SENDD By-Laws. SENDD staff have had some initial discussions regarding setting up a meeting with Lancaster County and the communities about SENDD membership.

Taladay continued his presentation by stating that until that time, he knows of two Lancaster County communities that are proceeding with CDBG projects. One of these communities is in Firth, with the other

project in Roca. SENDD has been asked by the engineering firm working on these projects if they could list SENDD on the RFP's. If awarded these contracts, SENDD would institute a special 20% surcharge over hourly fees. Taladay mentioned at this time that EDA, which funds the SENDD Partnership Planning Grant, does not cover Lancaster County. The Nebraska Regional Officials Council (NROC) has a proposal with the Nebraska Department of Economic Development (NDED) to fund \$500,000 with the state for planning purposes. A brief discussion by the SENDD Executive Committee followed the presentation by Taladay. Upon conclusion of the discussion by the SENDD Executive Committee, Vice Chair Hanson called for a motion. Moved by Brandenburgh, seconded by Koci to authorize the Executive Director to make proposals for potential SENDD CDBG project assistance to these communities in Lancaster County. Vice Chair Hanson then proceeded with a roll call voice vote. Hanson: Yes; Koci: Yes; McDermott: Yes; Brandenburgh: Yes; Harling: Yes. Motion passed unanimously on the roll call voice vote.

VII. STAFF REPORTS AND REMINDERS

A. Staffing: Taladay informed the SENDD Executive Committee that Ben Volz, SENDD Senior Housing Rehabilitation Specialist, is retiring as of December 31, 2014. A copy of his letter of resignation and letter of acceptance was distributed with the meeting agenda. Ben has been with the organization for over 26 years, facilitating a lot of housing rehab projects. He went out of his way to make people eligible, and will definitely be missed. Taladay continued by stating that a notice for a new Housing Rehabilitation Specialist has been sent out. This notice for the position will be open until the second week in January.

B. SEND D Newsletter: Taladay informed the SENDD Executive Committee that the December newsletter was just sent out. The newsletter features a spotlight story on the community of Fairmont, an article on Ben Volz, as well as information on the DED proposed 2015-2019 Consolidated Plan and 2015 Annual Action Plan.

C. MINK Corridor Meetings: Taladay updated the SENDD Executive Committee about a recent Strategic Planning session held for the Missouri, Iowa, Nebraska and Kansas Corridor non-profit corporation in Nebraska City on November 17-18. A report of the meeting activities was distributed with the meeting packet. The two day session included reviewing demographic information about the region, discussing strengths, weaknesses and opportunities of the corridor, and working on vision, mission and value statements. SENDD Community Development Specialist Lisa Beethe from the SENDD-Humboldt office attended these sessions in Nebraska City. The next MINK Corridor meeting will be held in January 2015.

D. Next SENDD Meeting: Taladay noted that the next Full SENDD Board meeting is scheduled for January 15, 2015 at the Hy-Vee Store Club Room at 84th and Holdrege St. in Lincoln. Taladay indicated that he has finalized invitations to Nebraska State Senators. There are six State Senators in the SENDD District that are being invited to attend this meeting. These include Districts 1: Dan Watermeier; 2. Bill Kintner; 23. Jerry Johnson; 24. Mark Kolterman; 30. Roy Baker; 32. Laura Ebke. He is distributing these invitations to State Senators at this time, both by e-mail and hard copy. They anticipate a small presentation by SENDD staff, as well as time for each Nebraska State Senator to address the Full SENDD Board.

VIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee, Vice Chair Hanson called for a motion from the SENDD Executive Committee to adjourn the meeting. This motion was moved by Koci, seconded by McDermott. Motion passed unanimously on a vote by acclamation. The meeting was adjourned at approximately 7:05 P.M.

Respectfully Submitted:



Craig Eberle
Secretary Pro Tem