



AGENDA

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, JANUARY 24, 2024
NOON – SEND D’S LINCOLN OFFICE
7407 O STREET, LINCOLN, NE 68510

- I. CALL TO ORDER
- II. ADOPT AGENDA
- III. APPROVAL OF MINUTES – DECEMBER 7, 2023 SEND D BOARD MEETING AND JANUARY 4, 2024 SEND D EXECUTIVE COMMITTEE MEETING
- IV. TREASURER’S REPORT
 1. HBE UPDATE
 2. FINANCIAL STATEMENTS
- V. COMMITTEE REPORTS:
 1. PERSONNEL COMMITTEE REPORT
 2. BUDGET AND FINANCE COMMITTEE REPORT
- VI. NEW BUSINESS:
 1. **ACTION ITEM** – HBE PROPOSAL
 2. **ACTION ITEM** – PERMISSION TO ENTER INTO A GRANT MANAGEMENT CONTRACT WITH THE SOUTHEAST NEBRASKA AFFORDABLE HOUSING COUNCIL (SENAHC) FOR ITS RECENT PANDEMIC HOUSING AWARD NOT TO EXCEED \$100,000
 3. **ACTION ITEM** – PERMISSION TO SELL SEND D TRUCK AND CONSIDER PURCHASE OF A COMPANY-WIDE VEHICLE
- VII. OLD BUSINESS:
 1. **ACTION ITEM** - REVISED SEND D PERSONNEL MANUAL (DRAFT)
- VIII. OTHER BUSINESS:
 1. SENAHC UPDATE
 2. SEND, INC. UPDATE
 3. SEND D CONTRACTING
- IX. STATUS/STAFF REPORTS:
 1. COMMUNITY AND REGIONAL PLANNING ACTIVITIES (SEE ATTACHED)
- X. REPORT OF BOARD CHAIRPERSON

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AUBURN OFFICE
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SEND D is an Equal Opportunity Provider and Employer

XI. REPORT OF EXECUTIVE DIRECTOR

XII. NEXT MEETING

1. FULL SENDD BOARD MEETING (BUSINESS MEETING AND DINNER): MARCH 21, 2024 AT 7:00 P.M. IN LINCOLN
2. EXECUTIVE COMMITTEE MEETING: FEBRUARY 28, 2024 (WEDNESDAY) AT NOON IN LINCOLN

XIII. ADJOURN

PER SECTION 84-1410 OF NEBRASKA OPEN MEETINGS ACT, THE SENDD EXECUTIVE COMMITTEE MAY GO INTO CLOSED SESSION FOR THE PURPOSES (1) FOR THE PROTECTION OF THE PUBLIC INTEREST, OR (2) FOR THE PREVENTION OF NEEDLESS INJURY TO AN INDIVIDUAL, IF SUCH INDIVIDUAL HAS NOT REQUESTED A PUBLIC MEETING.

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE DECEMBER 7, 2023 MEETING

The December 2023 Southeast Nebraska Development District (SEND) Board of Directors occurred at SEND's Lincoln Office, located at 7407 O Street. Participants also participated via videoconference/teleconference pursuant to Section 84-1411 of the Nebraska Open Meetings Act.

I. CALL TO ORDER

SEND Chair Erich Tiemann called the meeting to order at 7:00 p.m. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the Open Meetings Act was posted at the entry of the meeting room and was available for viewing by the public. The SEND Board of Directors reserve the right to go into executive session in accordance with Section 84-1410.

Attendance was taken with roll call. Quorum was present.

Name	Representing	Name	Representing
Frank Ordia*	UNL	Daniel Grotz*	York County
Rod Reisen	Bank of Ashland	Dan Mauk	Otoe County Econ. Dev.
Darrel Zabrocki	Seward County	Bill Reese	Saunders County
Jason Esser	OPPD	Walker Zulkoski	NPAIT
Marguerite Himmelberg	SE Comm. College	Sarah Smith*	Neb. Dept. of Education
Gale Pohlmann	Jefferson County	Chuck Cole	Otoe County
Erich Tiemann	Gage County	Kimberly Mortensen*	Cornerstone Bank

*online

Others present were Tom Bliss, Ryan Bauman, Amanda Stutzman, Jim Warrelmann, Tate Bredenkamp, James Owens from SEND and Michele Kelley from HBE, LLP.

II. ADOPT AGENDA

Chair Tiemann presented the December 7, 2023 meeting agenda. Moved by Pohlmann to approve the December 7, 2023 agenda as presented, seconded by Zabrocki. Vote taken by affirmation – 14 yes and 0 no. Motion carried (14-0).

III. APPROVAL OF MINUTES

Minutes from the October 25, 2023 SEND Executive Committee meeting were distributed prior to the meeting. No corrections or additions to the meeting's minutes were offered. Chair Tiemann called for a motion. Moved by Mauk to approve the October 25, 2023 SEND Executive Committee meeting minutes, seconded by Cole. Vote taken by affirmation – 14 yes and 0 no. Motion carried (14-0).

IV. TREASURER'S REPORT

Treasurer Mauk presented on SEND's month-ending October 2023, which was distributed prior to the meeting. Michele Kelley from HBE, LLP provided an update on their progress. Stutzman provided additional details. Discussion occurred. Chair Tiemann called for a motion on the October 2023 SEND financials. Moved by Cole to approve the Treasurer's Report as presented, seconded by Zulkoski. Vote taken by affirmation – 14 yes and 0 no. Motion carried (14-0).

The Quarterly Loan Report was not presented due to additional reconciliation activities needing to be resolved. No action taken.

V. COMMITTEE REPORTS

1. Personnel Committee Report: Bliss noted that several changes have occurred with staffing including the resignations of Vanessa Castro and Mary Brown. Castro's position is being filled by Tate Bredenkamp who will become SENDD's Statewide Broadband Director. This is a grant funded position. SENDD is currently recruiting for Brown's and Bredenkamp's positions.
2. Budget and Finance Committee Report: The Budget and Finance Committee did not meet.

VI. NEW BUSINESS

1. Action Item – Permission to enter into up to a \$25,000 fee for service contract with the City of Fairbury to perform general administrative and construction management services for their 2023 Nebraska Economic Development Administration (EDA) Tourism award to expand their City Park's trail system: Bliss presented the action item, which was distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Cole motioned to authorize SENDD to enter into up to a \$25,000 contract with the City of Fairbury to perform general administrative and construction management services for its 2023 Nebraska EDA Tourism award, seconded by Himmelberg. Vote taken by affirmation – 14 yes and 0 no. Motion carried 14-0.
2. Action Item – Permission to enter into six professional services contracts with the cities of Beatrice and Falls City (Downtown Revitalization – up to \$25,000 each), Deshler, Leshara, and Wymore (Public Works – up to \$25,000 each), and Tecumseh (Planning – up to \$3,000) to perform Community Development Block Grant (CDBG) general administration services totaling up to \$128,000.00: Bliss presented the action item, which was distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Reece motioned to authorize SENDD to enter into six professional services contracts totaling up to \$128,000 with the listed communities, seconded by Pohlmann. Vote taken by affirmation – 14 yes and 0 no. Motion carried 14-0.
3. Action Item - Permission to enter into five professional services contracts with the cities of Beatrice and Falls City (Downtown Revitalization – up to \$10,000 each) and Deshler, Leshara, and Wymore (Public Works – up to \$5,000 each) to perform Community Development Block Grant (CDBG) construction management services totaling up to \$35,000: Bliss presented the action item, which was distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Mauk motioned to authorize SENDD to enter into six professional services contracts totaling up to \$35,000 with the listed communities, seconded by Zabrocki. Vote taken by affirmation – 14 yes and 0 no. Motion carried 14-0.
4. Action Item - Permission to enter into two housing management and lead testing contracts for Milford and Beaver Crossing totaling up to \$78,000: Warrelmann presented the action item, which was distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Zulkoski motioned to authorize SENDD to enter into two housing management and lead test contracts totaling up to \$78,000 with the communities of Milford and Beaver Crossing, seconded by Cole. Vote taken by affirmation – 14 yes and 0 no. Motion carried 14-0.
5. Action Item - Permission to enter into two general administration contracts with the communities of Milford and Beaver Crossing totaling up to \$17,000: Warrelmann presented the action item, which was distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Cole motioned to authorize SENDD to enter into two general administration contracts totaling up to \$17,000 with the communities of Milford and Beaver Crossing, seconded by Himmelberg. Vote taken by affirmation – 14 yes and 0 no. Motion carried 14-0.

6. Action Item - Permission to enter into a construction contract with the City of Nebraska City to perform construction services for the complete construction of one single-family house in Nebraska City. The proposed construction contract will not exceed \$315,000: Warrelmann presented the action item, which was distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Cole motioned to authorize SENDD to enter into a construction contract not to exceed \$315,000 with Nebraska City for the construction of one single-family house, seconded by Pohlmann. Vote taken by affirmation – 14 yes and 0 no. Motion carried 14-0.

VII. OLD BUSINESS

1. Action Item – SENDD’s Personnel Manual Revision: Bliss presented the action item, which was distributed prior to the meeting. He noted that SENDD’s Personnel Manual needs to be amended to reflect changes within the organization as well as state and federal labor laws. Upon the guidance of Pam Bourne from Woods & Aitken, the District was encouraged to prioritize this action. To meet this deadline, staff encourage the Board of Directors to grant the SENDD Executive Committee permission to conditionally approve the document until the March 2024 BOD meeting. Discussion occurred. Chair Tiemann called for a motion. Reece motioned to approve granting the SENDD Executive Committee permission to conditionally approve the 2023 Personnel Manual with the understanding the document will be presented at the March 2024 BOD meeting for action, seconded by Esser. Vote taken by affirmation – 14 yes and 0 no. Motion carried 14-0.

VIII. OTHER BUSINESS –

1. SENAHC update – Warrelmann provided the SENDD Board an update on SENAHC activities.
2. SEND, Inc. update – Stutzman provided the SENDD Board an update on SEND, Inc. activities.
3. SENDD Contracting – Warrelmann provided the SENDD Board with an update on SENDD Contracting activities.

IX. STATUS/STAFF REPORTS – Staff reports were distributed prior to the meeting.

XI. REPORT OF BOARD CHAIRPERSON

Drawing for a gift card. Pohlmann was the recipient of a Cabela’s gift card.

XII. REPORT OF EXECUTIVE DIRECTOR

Distributed prior to the meeting.

XIII. NEXT MEETING

1. SENDD Executive Committee: Next meeting is January 24, 2024 at noon at SENDD’s Lincoln office, 7407 O Street.
2. Full SENDD Board Meeting: The next Full SENDD Board meeting is March 21, 2024 at 7:00 p.m. at SENDD’s Lincoln office, 7407 O Street.

XIV. ADJOURNMENT

There being no further business to come before the SENDD Board of Directors per the agenda, Chair Tiemann adjourned the meeting at approximately 8:04 p.m.

Respectfully Submitted:

Tom Bliss
Secretary Pro Tem

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE JANUARY 4, 2024 ZOOM MEETING

The special meeting of the Executive Committee of the Southeast Nebraska Development District (SENDD) was held electronically via zoom.

Name	Representing	Name	Representing
Darrell Zabrocki	Seward County	Gale Pohlmann	Jefferson County
Lisa Hurley	York County Dev. Corp.	Dan Mauk	Nebraska City Area Econ. Dev.
Walker Zulkoski	NPAIT		

Others present were Tom Bliss and Kelly Gentrup from SENDD

I. NEW BUSINESS

1. Action Item – Consider approval of \$180,000 EDA RLF loan in Diller, NE: Gentrup presented an overview of the proposed EDA RLF loan for a project in Diller. Discussion occurred. Moved by Zabrocki to approve a \$180,000 business acquisition loan to Rupprecht Fix N Fill, LLC at 3.5% interest carrying a 15-year term, seconded by Hurley. Motion carried unanimously.

II. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee per the agenda, the meeting was adjourned.

Respectfully Submitted:

Tom Bliss
Secretary Pro Tem