



AMENDED AGENDA

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT

BOARD MEETING

THURSDAY, MARCH 21, 2024

6:30 PM (MEAL)

7:00 PM (BUSINESS MEETING)

7407 O STREET, LINCOLN, NE 68510

A ZOOM LINK IS INCLUDED FOR THOSE WHO CANNOT ATTEND IN PERSON

[HTTPS://US06WEB.ZOOM.US/J/81723485010?PWD=1DkWPbBM3JiAIK1NMTXFjOU1oTazQF.1](https://us06web.zoom.us/j/81723485010?pwd=1DkWPbBM3JiAIK1NMTXFjOU1oTazQF.1)

MEETING ID: 817 2348 5010

PASSCODE: 154194

- I. CALL TO ORDER
- II. ADOPT AGENDA
- III. APPROVAL OF MINUTES – FEBRUARY 28, 2024 SEND D EXECUTIVE COMMITTEE MEETING
- IV. TREASURER’S REPORT
 - 1. FINANCIAL STATEMENTS
 - 2. QUARTERLY LOAN REPORT
- V. COMMITTEE REPORTS:
 - 1. PERSONNEL COMMITTEE REPORT
 - 2. BUDGET AND FINANCE COMMITTEE REPORT
- VI. NEW BUSINESS:
 - 1. **ACTION ITEM** - PROPOSED REVISED FY 23-24 HOURLY RATE
 - 2. **ACTION ITEM** – BROADBAND MAPPING REQUEST FOR PROPOSALS (RFP)
- VII. OLD BUSINESS:
 - 1. **ACTION ITEM** – SEND D’S PERSONNEL MANUAL REVISION
 - 2. **ACTION ITEM** – HBE PROPOSAL
- VIII. OTHER BUSINESS:
 - 1. SENAHC UPDATE
 - 2. SEND, INC. UPDATE
 - 3. SEND D CONTRACTING
- IX. STATUS/STAFF REPORTS:

LINCOLN OFFICE
7407 O Street, Suite 2
Lincoln, NE 68510
Office: 402-475-2560

www.sendd.org



AUBURN OFFICE
919 Central Ave.
Auburn, NE 68376
Office: 402-862-2201

SEND D is an Equal Opportunity Provider and Employer

1. COMMUNITY AND REGIONAL PLANNING ACTIVITIES (SEE ATTACHED)
2. EDA RLF

X. REPORT OF BOARD CHAIRPERSON

XI. REPORT OF EXECUTIVE DIRECTOR

XII. NEXT MEETING

1. FULL SENDD BOARD MEETING (BUSINESS MEETING AND DINNER): JUNE 20, 2024 AT 6:30 P.M. IN LINCOLN
2. EXECUTIVE COMMITTEE MEETING: APRIL 24, 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 FEBRUARY 28, 2024 MEETING

The February 2024 meeting of the Executive Committee of the Southeast Nebraska Development District (SEND) was held at SEND's Lincoln office located at 7407 O Street, Lincoln, NE.

I. CALL TO ORDER

SEND Chair Erich Tiemann called the meeting to order at 12:08 PM. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the Open Meetings Act was posted in the office foyer and was available for viewing by the public. The SEND Executive Committee reserves the right to go into executive session in accordance with Section 84-1410.

Roll was taken with a roll call. Quorum was present.

Chair Tiemann presided over the meeting.

Name	Representing	Name	Representing
Darrell Zabrocki	Seward County	Gale Pohlmann	Jefferson County
Erich Tiemann	Gage County	Dan Mauk	Nebraska City Area Econ. Dev.
Walker Zulkoski	NPAIT		

Others present were Tom Bliss, Amanda Stutzman, Jim Warrelmann, and Kelly Gentrup from SEND.

II. ADOPT AGENDA

Chair Tiemann presented the February 28, 2024 agenda. Zabrocki moved to approve the agenda as presented, seconded by Mauk. Motion carried unanimously.

III. APPROVAL OF MINUTES

Minutes from the January 24, 2024 SEND Executive Committee meeting was distributed prior to the meeting. Chair Tiemann called for a motion. Moved by Mauk to approve the January 24, 2024 minutes as presented, seconded by Zulkoski. Motion carried unanimously.

IV. TREASURER'S REPORT

Treasurer Mauk and Stutzman presented SEND's financial statements ending January 2024. Chair Tiemann asked about a check protection service. The statements were distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Moved by Mauk to approve the January 2024 financial statements as presented, seconded by Zulkoski. Motion carried unanimously.

VII. COMMITTEE REPORTS

1. Personnel Committee Report: The committee did not meet. Bliss gave an update on staffing. No action taken.
2. Budget and Finance Committee Report: The committee did not meet. No action taken.

VIII. NEW BUSINESS

1. Action Item – Consider action on the King Malcolm Loan: Gentrup presented on the action item. No action item was distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Moved by Mauk to suspend RLF until the sale of the borrower’s house with the contingency that SENDD file a temporary residential lien on the property for the remaining loan balance and that SENDD continue accruing interest on the frozen payments; seconded by Pohlmann. Motion carried unanimously.
2. Action Item – Consider revisions to the EDA Revolving Loan Fund Plan: Gentrup presented the action item. Information was distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Moved by Pohlmann for the following RLF revisions – reducing the application fees to \$500 for loans under \$100,000 and \$1,000 for all loans over this amount, invoice borrower for actual closing costs, charge a 1% processing fee, and charge a 1% servicing fee, seconded by Zulkoski. Motion carried unanimously.
3. Action Item – Permission to Enter into a Professional Service Contract up to \$25,000 with the City of Friend/Friend Historical Society to Perform Community Development Block Grant (CDBG) General Administration Services: Bliss presented on the action item. Information was distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Moved by Mauk to approve SENDD to enter into a professional service contract with the City of Friend for up to \$25,000 to perform general administrative services, seconded by Zulkoski. Motion carried unanimously.
4. Action Item – Permission to Enter into a Professional Service Contract up to \$8,000 with the City of Friend/Friend Historical Society to Perform Community Development Block Grant (CDBG) Construction Management Services: Bliss presented on the action item. Information was distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Moved by Mauk to approve SENDD to enter into a professional service contract with the City of Friend for up to \$8,000 to perform construction management services, seconded by Zabrocki. Motion carried unanimously.
5. Action Item – Permission to Work with the Southeast Nebraska Affordable Housing Council (SENAHC) to Develop a Nebraska Affordable Housing Trust Fund (NAHTF) Grant Application for a New Construction program and for SENDD to Provide Cash Match to this Program up to \$50,000: Warrelmann presented on the action item. Information was distributed prior to the meeting. Discussion occurred. Chair Tiemann called for a motion. Moved by Mauk to approve SENDD working with SENACH on a NAHTF application for a new construction program and providing up to \$50,000 in match funds with the contingency that SENDD receive 50% of the realized profits (see handout for additional information), seconded by Pohlmann. Motion carried unanimously.

IV. OLD BUSINESS

1. Action Item – HBE Proposal: Stutzman presented on the action item, which was tabled at the January meeting. Discussion occurred. The Committee voted to table the item until the March Board meeting.
2. Action Item - Revised SENDD Personnel Manual (Draft): Bliss provided an update on the proposed revised SENDD Personnel Manual. Discussion occurred. Chair Tiemann called for a motion. Mauk motioned to recommend the proposed revisions to the SENDD Personnel Manual to the full SENDD Board of Directors, seconded by Zabrocki. Motion carried unanimously.

X. OTHER BUSINESS

1. SENAHC Update: Warrelmann provided an update on SENAHC activities.
2. SEND, Inc. Update: Gentrup provided an update on SEND, Inc. activities.
3. SENDD Contracting: Warrelmann provided the SENDD Contracting report.

XI. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities: Staff reports were sent with board packets prior to meeting.

XII. REPORT OF BOARD CHAIRPERSON

Chair Tiemann provided a short report.

XIII. REPORT OF EXECUTIVE DIRECTOR

Distributed prior to the meeting.

XIV. NEXT MEETING

1. Full SENDD Board Meeting (Business Meeting and Dinner): March 21, 2024 at 6:30 PM in Lincoln
2. Executive Committee Meeting: April 24, 2024 (Wednesday) at noon in Lincoln

XV. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee per the agenda, Chair Tiemann adjourned the meeting at approximately 2:07 PM.

Respectfully Submitted:

Tom Bliss
Secretary Pro Tem