

NORTHEAST NEBRASKA ECONOMIC DEVELOPMENT DISTRICT - NENEDD
BOARD OF DIRECTORS MEETING
WEDNESDAY, NOVEMBER 29, 2017 - 7:15 P.M.

City of Columbus Offices – Mayor’s Office, 2424 14th St, Columbus, NE 68601
City of Hartington Offices – Conference Room, 107 W. State St., Hartington, NE 68739
City of Norfolk Offices – Training Room, 309 N 5th St, Norfolk, NE 68701
West Point Chamber of Commerce – 200 Anna Stalp Ave, West Point, NE 68788
Wayne Chamber of Commerce – 108 W. 3rd St., Wayne, NE 68787

The Chairman and Board of Directors reserve the right to adjourn into closed session as per
Section 84-1410 of the Nebraska Open Meetings Act.

AGENDA

- I. Call to Order:** Inform the public about the location of the Open Meetings Act and that it is accessible to the public (LB 898).
- II. Roll Call**
- III. Introduction of Council of Officials Representatives**
- IV. Secretary’s Report**
 - A.** Approval of November 29, 2017 Agenda & October 25, 2017 Meeting Minutes (as mailed & posted)
- V. Treasurer’s Report**
 - A.** October 2017 Treasurer’s Report
- VI. Action Items**
 - A.** Acceptance of Northeast Nebraska Economic Development District Audit
 - B.** Approve to sign on with a letter to Urge Congress to Appropriate \$3.3 Billion for CDBG in FY18
- VII. Chairman/Board Comments**
- VIII. Next Meeting Date:** The Northeast Nebraska Economic Development District Board of Directors will meet on Wednesday, January 10, 2018, at 7:15 pm or following the Northeast Economic Development, Inc. meeting. The meeting will be held by conference call. The call locations will be publicized December 27, 2017.
- IX. Adjournment**

Shannon Stuchlik____ Nadine Hagedorn____ Dan Kathol____ Judy Mutzenberger____
Christian Ohl____ Rich Jablonski____ Jim McCarville____ Dick Pfeil____ Scott Schaller____

Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)

NENEDD Board Agenda

Object: To approve the November 29, 2017 meeting agenda and the October 25, 2017 meeting minutes

Contact Person: Danielle Lammers, Administrative Assistant

For: Action

Explanation: The November 29, 2017 agenda has been posted on the website. The October 25, 2017 meeting minutes were mailed and posted on the website.

Motion: To approve the November 29, 2017 meeting agenda and the October 25, 2017 board meeting minutes.

Shannon Stuchlik____ Nadine Hagedorn____ Dan Kathol____ Judy Mutzenberger____
Christian Ohl____ Rich Jablonski____ Jim McCarville____ Dick Pfeil____ Scott Schaller____

Y (In Favor of Motion) N (Against Motion) **ABS** (Abstain) **A** (Absent)

Secretary's Report Item IV. A

NENEDD Board Agenda

Object: Approval of the October 2017 Treasurer's Report

Contact Person: Kristen Rosner, Fiscal Officer

For: Action

Background: Northeast Nebraska Economic Development District's (NENEDD) October 2017 Statement of Financial Position and the Statement of Revenues and Expenditures that reflect the monthly Budget, Actual and Budget Variance. Also stated is the Fiscal Year (FY) 2018 Budget for the nonaccrual accounts, July 1, 2017 through June 30, 2018 Actual, Budget Variance so far this fiscal year and Percent of the Fiscal Year 2018 Budget remaining.

Explanation: Additional Information:

Business Loan Principal Received	29,218.34
Housing Rehabilitation Principal Received	475.66
Business Loan Disbursements	-

Restate Net Income

	258,365.12
Year to date Non-Operating Revenue:	
Economic Development Administration (EDA) Peer & Conference Revenues	(19,240.00)

Year to date Non-Operating Expenditures:

Donations (Loan Payments to Northeast Economic Development, Inc.)	1,303.58
Economic Development Administration (EDA) Peer & Conference Expenses	19,240.00
Depreciation Expense	1,230.28
Loans Written Off	-
Loans Forgivable Portion	78.96
Actual Year to date Revenue Over (Under) Expenditures	<u><u>\$260,977.94</u></u>

Business Loan Payoffs:
Client #311002, Candi's Kitchen, \$13,420.04

Motion: To approve the October 2017 Treasurer's Report as presented.

Shannon Stuchlik____ Nadine Hagedorn____ Dan Kathol____ Judy Mutzenberger____
Christian Ohl____ Rich Jablonski____ Jim McCarville____ Dick Pfeil____ Scott Schaller____

Y (In Favor of Motion) N (Against Motion) **ABS** (Abstain) **A** (Absent)

Treasurer's Report Item V. A

Northeast Nebraska Economic Development District
Statement of Financial Position - Overall
As of 10/31/2017

	Current Period Balance
Assets	
General Cash	
Cash in Bank - Checking	102,831.56
Unrestricted CD-Stanton State Bank #2995	21,808.60
Unrestricted CD-BankFirst #34875	51,573.61
Unrestricted CD-Midwest #882523	26,908.56
Unrestricted CD-Midwest #881867	1,627.87
Unrestricted-BankFirst #1648078	400,429.24
Unrestricted-BankFirst #1648166	78,799.70
Business RLF Cash	
Security Reserve Account CD-EVB #20832	26,783.97
EDA RLF-BankFirst #1648089	762,893.99
NEF RLF-BankFirst #1648100	17,303.29
NE CDBG Regional RLF-BankFirst 1648111	215,454.04
IRP RLF-BankFirst #1648122	217,685.22
HUD Business RLF-BankFirst #1648133	121,392.84
IRP #1 Loan Loss Reserve-BankFirst #1648144	32,663.87
IRP #2 Loan Loss Reserve-BankFirst #1648177	27,557.03
Housing Cash	
Housing Construction-BankFirst #1648188	1,534.07
Accounts Receivable	
Accounts Receivable	160,488.85
Business RLF Loans Receivables	
EDA RLF Loans Receivable	1,162,558.49
NEF RLF Loans Receivable	7,386.54
CDBG Regional RLF Loans Receivable	57,001.62
IRP RLF Loans Receivable	1,235,886.00
HUD RLF Loans Receivable	112,331.36
Housing Notes Receivable	
Regional Rehab Notes Receivable	3,708.59
HUD Rehab Notes Receivable	2,689.38
Other Receivables	
Grants Receivable	19,240.00
Prepaid Expenses	
Prepaid Expense	4,866.00
Allowances for Uncollectible Accounts	
Allowance for Uncollectible A/R	(13,000.00)
Allowance for Uncollectible Notes	(436,280.38)
Fixed Assets	
Furniture and Equipment	191,037.75
Accumulated Depreciation	<u>(187,135.68)</u>
Total Assets	<u><u>4,428,025.98</u></u>
Liabilities	
Accounts Payable	
Accounts Payable	3,987.67
Other Payables	
Other Payables	302.59
Lease Payable	3,772.94
Paryoll Payables	
ADD & Life Payable	72.50
Accrued FICA Payable	3,407.32
Federal Tax Withheld	2,087.56

Northeast Nebraska Economic Development District
Statement of Financial Position - Overall
As of 10/31/2017

	Current Period Balance
State Tax Withheld	811.77
457 Withheld	735.76
Health Insurance Payable	0.05
Cafeteria Premium Payable	171.37
Unreimbursed Medical Payable	1,959.10
Dependent Care Payable	215.06
Child Support Payable	1,500.00
Annual Leave Payable	11,899.62
HSA Contributions	510.00
Accrued Salaries	15,381.40
NEF Loan Payable	
NEF Loan Payable	179,861.04
IRP Loan Payable	
IRP #1 Loan Payable	413,396.25
IRP #2 Loan Payable	347,989.67
Total Liabilities	988,061.67
Net Assets	
Other	3,439,964.31
Total Net Assets	3,439,964.31
Total Net Assets and Liabilities	4,428,025.98

Northeast Nebraska Economic Development District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 10/01/2017 Through 10/31/2017

		Current Period Budget	Current Period Actual	Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
Revenues								
400	Federal Grants-EDA	5,833.33	18,249.25	12,415.92	70,000.00	35,165.50	(34,834.50)	(49.76)%
405	Dues-Community	13,333.33	0.00	(13,333.33)	160,000.00	161,082.52	1,082.52	0.68%
406	Dues-Counties	1,173.33	0.00	(1,173.33)	14,080.00	13,275.00	(805.00)	(5.72)%
407	Dues-Associates	1,095.83	0.00	(1,095.83)	13,150.00	13,600.00	450.00	3.42%
410	State Funding NDED	6,458.33	0.00	(6,458.33)	77,500.00	74,010.59	(3,489.41)	(4.50)%
415	Meeting Income	83.33	0.00	(83.33)	1,000.00	600.00	(400.00)	(40.00)%
418	NED, Inc. Management	14,583.33	13,905.96	(677.37)	175,000.00	52,129.21	(122,870.79)	(70.21)%
420	General Administration Fees	17,500.00	9,503.98	(7,996.02)	210,000.00	50,546.10	(159,453.90)	(75.93)%
425	Lead Based Paint Inspection	1,500.00	2,340.00	840.00	18,000.00	7,890.00	(10,110.00)	(56.17)%
430	Housing Administration Fees	4,583.33	5,778.36	1,195.03	55,000.00	30,223.68	(24,776.32)	(45.05)%
433	Construction Management	1,200.00	480.00	(720.00)	14,400.00	3,613.76	(10,786.24)	(74.90)%
443	EDA Peer/Conf Revenue	6,603.25	0.00	(6,603.25)	79,239.00	19,240.00	(59,999.00)	(75.72)%
444	Loan Closing Revenue	104.17	0.00	(104.17)	1,250.00	168.00	(1,082.00)	(86.56)%
445	NPAIT Investment Income	183.33	90.43	(92.90)	2,200.00	404.46	(1,795.54)	(81.62)%
451	Business Loan Interest	13,333.33	14,057.59	724.26	160,000.00	52,637.91	(107,362.09)	(67.10)%
452	Business Loan Late Fee	50.00	25.00	(25.00)	600.00	165.00	(435.00)	(72.50)%
453	Loan Processing Fee	291.66	1,400.00	1,108.34	3,500.00	1,650.00	(1,850.00)	(52.86)%
454	Annual Servicing Fees	833.33	782.34	(50.99)	10,000.00	4,307.03	(5,692.97)	(56.93)%
460	Special Projects	6,250.00	300.00	(5,950.00)	75,000.00	50,828.61	(24,171.39)	(32.23)%
481	Housing Rehab Interest	12.50	7.15	(5.35)	150.00	31.49	(118.51)	(79.01)%
490	Interest Income	750.00	1,554.90	804.90	9,000.00	4,477.33	(4,522.67)	(50.25)%
495	In-Kind Contributions	1,250.00	1,250.00	0.00	15,000.00	5,000.00	(10,000.00)	(66.67)%
	Total Revenues	<u>97,005.71</u>	<u>69,724.96</u>	<u>(27,280.75)</u>	<u>1,164,069.00</u>	<u>581,046.19</u>	<u>(583,022.81)</u>	<u>(50.08)%</u>
Expenditures								
500	Salaries and Wages	50,000.00	47,071.36	2,928.64	600,000.00	186,817.58	413,182.42	68.86%
505	Fringe Benefits	12,500.00	9,868.61	2,631.39	150,000.00	45,340.07	104,659.93	69.77%
520	Rent In-Kind	1,250.00	1,250.00	0.00	15,000.00	5,000.00	10,000.00	66.67%
521	Telephone	750.00	815.72	(65.72)	9,000.00	3,373.00	5,627.00	62.52%
522	Postage	416.67	70.82	345.85	5,000.00	1,578.42	3,421.58	68.43%
523	Office Supplies	833.33	216.18	617.15	10,000.00	3,712.68	6,287.32	62.87%
524	Training	500.00	230.00	270.00	6,000.00	1,769.98	4,230.02	70.50%
526	Travel-Staff	2,083.33	1,190.49	892.84	25,000.00	8,371.56	16,628.44	66.51%
530	Printing/Publishing	41.67	0.00	41.67	500.00	2,018.00	(1,518.00)	(303.60)%
531	Copier Expense	291.67	281.23	10.44	3,500.00	1,544.32	1,955.68	55.88%
532	Donations	500.00	0.00	500.00	6,000.00	1,303.58	4,696.42	78.27%
535	Computer Maintenance/Software	250.00	0.00	250.00	3,000.00	1,062.50	1,937.50	64.58%
536	Computer Equipment	1,291.67	0.00	1,291.67	15,500.00	149.00	15,351.00	99.04%
538	Software Maintenance	1,016.67	865.96	150.71	12,200.00	3,634.33	8,565.67	70.21%

Northeast Nebraska Economic Development District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 10/01/2017 Through 10/31/2017

		Current Period Budget	Current Period Actual	Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
539	Lead Testing Expense	1,500.00	2,145.00	(645.00)	18,000.00	9,190.00	8,810.00	48.94%
543	EDA Peer Project	6,603.25	0.00	6,603.25	79,239.00	19,240.00	59,999.00	75.72%
548	Loan Closing Expense	104.17	203.50	(99.33)	1,250.00	1,040.00	210.00	16.80%
550	Building Maintenance	287.50	288.75	(1.25)	3,450.00	1,111.25	2,338.75	67.79%
551	Utilities	600.00	0.00	600.00	7,200.00	2,309.78	4,890.22	67.92%
553	Dues/Memberships	708.33	260.00	448.33	8,500.00	4,539.00	3,961.00	46.60%
554	Subscriptions/Reference	41.67	0.00	41.67	500.00	300.00	200.00	40.00%
555	Advertising/Marketing	250.00	0.00	250.00	3,000.00	310.83	2,689.17	89.64%
556	Insurance	625.00	0.00	625.00	7,500.00	0.00	7,500.00	100.00%
560	Legal Services	166.67	0.00	166.67	2,000.00	745.89	1,254.11	62.71%
561	Audit Fees	633.33	6,930.00	(6,296.67)	7,600.00	6,930.00	670.00	8.82%
562	Other Professional Services	416.67	123.00	293.67	5,000.00	785.90	4,214.10	84.28%
563	Annual Staff Retreat Expense	41.67	0.00	41.67	500.00	0.00	500.00	100.00%
565	Depreciation Expense	500.00	307.57	192.43	6,000.00	1,230.28	4,769.72	79.50%
567	Annual Meeting Expense	208.33	0.00	208.33	2,500.00	2,204.88	295.12	11.80%
568	Board Meeting Expense	0.00	1,069.45	(1,069.45)	0.00	1,069.45	(1,069.45)	0.00%
572	USDA Interest Expense	641.67	0.00	641.67	7,700.00	0.00	7,700.00	100.00%
573	Microenterprise Interest Exp.	433.33	462.34	(29.01)	5,200.00	1,922.98	3,277.02	63.02%
574	RLF Management Contract	416.67	765.00	(348.33)	5,000.00	870.00	4,130.00	82.60%
577	Local RLF Contribution Expense	0.00	0.00	0.00	0.00	21.24	(21.24)	0.00%
580	Loans Written Off	2,083.33	0.00	2,083.33	25,000.00	0.00	25,000.00	100.00%
581	Loans Forgivable Portion	20.00	19.74	0.26	240.00	78.96	161.04	67.10%
590	Miscellaneous	41.67	10.00	31.67	500.00	60.00	440.00	88.00%
602	Vehicle Maintenance	500.00	188.19	311.81	6,000.00	3,045.61	2,954.39	49.24%
	Total Expenditures	<u>88,548.27</u>	<u>74,632.91</u>	<u>13,915.36</u>	<u>1,062,579.00</u>	<u>322,681.07</u>	<u>739,897.93</u>	<u>69.63%</u>
	Total Revenues Over (Under) Expenditures	<u>8,457.44</u>	<u>(4,907.95)</u>	<u>(13,365.39)</u>	<u>101,490.00</u>	<u>258,365.12</u>	<u>156,875.12</u>	<u>154.57%</u>

NENEDD Board Agenda

Object: Acceptance of Northeast Nebraska Economic Development District Audit

Contact Person: Kristen Rosner, Fiscal Officer

For: Action

Background: Board members were presented the Fiscal Year 2017 audit at the October, 2017 meeting and had time to review to address any questions or concerns.

Motion: To accept the Fiscal Year 2017 Northeast Nebraska Economic Development District audit as presented.

Shannon Stuchlik____ Nadine Hagedorn____ Dan Kathol____ Judy Mutzenberger____
Christian Ohl____ Rich Jablonski____ Jim McCarville____ Dick Pfeil____ Scott Schaller____

Y (In Favor of Motion) **N** (Against Motion) **ABS** (Abstain) **A** (Absent)

NENEDD Board Agenda

Object: Approve to sign on with a letter to Urge Congress to Appropriate \$3.3 Billion for CDBG in FY18

Contact Person: Thomas L. Higginbotham Jr

For: Action

Explanation: CDBG Support Letter: We Urge Congress to Appropriate \$3.3 Billion for CDBG in FY18

We, the undersigned national, state, and local organizations, write to express our support for the U.S. Department of Housing and Urban Development's Community Development Block Grant Program (CDBG) and urge Congress to appropriate at least \$3.3 billion in formula funding for CDBG in FY 2018. For over 40 years, CDBG has served as the cornerstone of the federal government's commitment to partnering with state and local governments to strengthen our nation's communities and improve the quality of life for low- and moderate-income Americans. Every State, Territory, and Congressional district receives or has access to CDBG funds. CDBG provides crucial funding for economic development projects, public improvements, public services and affordable housing. It remains the principal source of federal revenue for states and localities and their program partners to use in developing and implementing flexible community development solutions.

CDBG plays a vital role in attracting significant investment in low- and moderate-income neighborhoods. For every \$1.00 of CDBG funding another \$4.10 in private and public funding is leveraged. According to HUD, since FY 2005, the CDBG program has assisted over 1.3 million low- and moderate-income homeowners rehabilitate their homes, provided down payment and closing cost assistance to qualified home buyers, and assisted homeowners with lead-based paint abatement. Moreover, since FY 2005, CDBG-funded public improvements directly benefitted over 42 million low- and moderate-income people nationwide and CDBG-funded public services assisted over 133 million low- and moderate-income persons nationwide. Additionally, CDBG is a jobs generator. Since FY 2005, the program has created/retained more than 387,000 economic development related jobs.

Unfortunately, CDBG funding has been cut by \$1.4 billion since FY 2001, from \$4.4 billion in FY 2001 to \$3.0 billion in FY 2017; resulting in unmet need, staff reductions, and delayed and cancelled projects. A survey conducted by the CDBG Coalition found that the cuts to CDBG have reduced the number of small businesses assisted, provided less funding for seniors (e.g., food assistance, housing rehabilitation assistance to allow seniors to age in place, and capital improvements to senior centers), cut programs to our nation's veterans (e.g., housing, services, employment/job training), and canceled and delayed public improvements. Further, the survey found that CDBG grantees annually receive far more applications for funding than can be met with their current CDBG allocation; with most estimating that over half of the CDBG annual funding requests received are not funded.

CDBG is a proven program that assists millions of low- and moderate-income households each year and provides access to funding in every Congressional district. We urge you to support the program and assist grantees and their program partners work towards meeting the surmounting community development and affordable needs in their communities by appropriating no less than \$3.3 billion for CDBG in FY18.

Sincerely,
NENEDD Board of Directors

Motion: Motion to approve to sign on with a letter to Urge Congress to Appropriate \$3.3 Billion for CDBG in FY18

Shannon Stuchlik____ Nadine Hagedorn____ Dan Kathol____ Judy Mutzenberger____
Christian Ohl____ Rich Jablonski____ Jim McCarville____ Dick Pfeil____ Scott Schaller____

Y (In Favor of Motion) **N** (Against Motion) **ABS** (Abstain) **A** (Absent)

Action Item VI. B