

**NORTHEAST NEBRASKA ECONOMIC DEVELOPMENT DISTRICT - NENEDD  
BOARD OF DIRECTORS MEETING  
THURSDAY, JULY 26, 2018 – 1:30 P.M.**

*The Stables – 1909 Vicki Lane, Norfolk, NE 68701*

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.** Consideration for approval of the July 26, 2018 meeting agenda and the June 27, 2018 board meeting minutes.
- V. Treasurer’s Report**
  - A.** Consideration for acceptance of the June 2018 treasurer’s report as presented.
- VI. Action Items**
  - A.** Consideration for approval of resolution with LARM for 2018-2019 year.
- VII. Discussion**
  - A.** Discuss the 2019-2024 NENEDD CEDS Timeline
- VIII. Executive Session**
  - A.** Executive Directors Annual Review
- IX. Chairman/Board Comments**
- X. Next Meeting Date:** The Northeast Nebraska Economic Development District Board of Directors will meet on Wednesday, August 29, 2018, at 7:15 pm or following the Northeast Economic Development, Inc. meeting. The meeting will be held at City of Norfolk Offices – Training Room, 309 N 5<sup>th</sup> St, Norfolk, NE 68701
- XI. Adjournment**

Dick Pfeil \_\_\_\_\_ Rich Jablonski \_\_\_\_\_ Scott Schaller \_\_\_\_\_ Nadine Hagedorn \_\_\_\_\_  
Christian Ohl \_\_\_\_\_ Judy Mutzenberger \_\_\_\_\_ Dan Kathol \_\_\_\_\_ Jim McCarville \_\_\_\_\_ Loren Kucera \_\_\_\_\_

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

## NENEDD Board Agenda

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**Object:** Consideration for approval of the July 26, 2018 meeting agenda and the June 27, 2018 meeting minutes

**Contact Person:** Brittany O'Brien, Administrative Assistant

**For:** Action

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**Explanation:** The July 26, 2018 agenda has been posted on the website. The June 27, 2018 meeting minutes were mailed and posted on the website.

**Motion:** Consideration for approval of the July 26, 2018 meeting agenda and the June 27, 2018 board meeting minutes.

Dick Pfeil\_\_\_\_\_ Rich Jablonski\_\_\_\_\_ Scott Schaller\_\_\_\_\_ Nadine Hagedorn\_\_\_\_\_  
Christian Ohl\_\_\_\_\_ Judy Mutzenberger\_\_\_\_\_ Dan Kathol\_\_\_\_\_ Jim McCarville\_\_\_\_\_ Loren Kucera\_\_\_\_\_

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

## NENEDD Board Agenda

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**Object:** Acceptance of the June 2018 Treasurer's Report

**Contact Person:** Kristen Rosner, Fiscal Officer

**For:** Action

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**Background:**

Northeast Nebraska Economic Development District's (NENEDD) June, 2018 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	17,515.54
Housing Rehabilitation Principal Received	310.45
Business Loan Disbursements	

**Restate Net Income**

147,272.78

Year to date Non-Operating Revenue:

Economic Development Administration (EDA) Peer & Conference Revenues	(79,239.10)
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**Year to date Non-Operating Expenditures:**

Donations (Loan Payments to Northeast Economic Development, Inc.)	14,501.81
Economic Development Administration (EDA) Peer & Conference Expenses	79,239.10
Depreciation Expense	3,690.82
Loans Written Off	-
Loans Forgivable Portion	236.88
Actual Year to date Revenue Over (Under) Expenditures	<u>165,702.29</u>

**Motion:** Consideration for acceptance of the June 2018 treasurer's report as presented.

Dick Pfeil \_\_\_\_\_ Rich Jablonski \_\_\_\_\_ Scott Schaller \_\_\_\_\_ Nadine Hagedorn \_\_\_\_\_  
Christian Ohl \_\_\_\_\_ Judy Mutzenberger \_\_\_\_\_ Dan Kathol \_\_\_\_\_ Jim McCarville \_\_\_\_\_ Loren Kucera \_\_\_\_\_

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

**Northeast Nebraska Economic Development District**  
**Statement of Financial Position - Overall**  
**As of 06/30/2018**

	Current Period Balance
<b>Assets</b>	
General Cash	
Cash in Bank - Checking	101,963.29
Unrestricted CD-Stanton State Bank #2995	21,808.60
Unrestricted CD-BankFirst #34875	52,225.33
Unrestricted CD-Midwest #882523	26,908.56
Unrestricted CD-Midwest #881867	1,627.87
Unrestricted-BankFirst #1648078	387,249.08
Unrestricted-BankFirst #1648166	79,163.46
Business RLF Cash	
Security Reserve Account CD-EVB #20832	26,783.97
EDA RLF-BankFirst #1648089	647,781.31
NEF RLF-BankFirst #1648100	24,464.45
NE CDBG Regional RLF-BankFirst 1648111	231,707.41
IRP RLF-BankFirst #1648122	124,844.19
HUD Business RLF-BankFirst #1648133	90,541.72
IRP #1 Loan Loss Reserve-BankFirst #1648144	32,797.33
IRP #2 Loan Loss Reserve-BankFirst #1648177	27,669.62
Housing Cash	
Housing Construction-BankFirst #1648188	1,535.79
Accounts Receivable	
Accounts Receivable	159,779.74
Business RLF Loans Receivables	
EDA RLF Loans Receivable	1,322,498.57
CDBG Regional RLF Loans Receivable	52,525.77
IRP RLF Loans Receivable	1,280,078.61
HUD RLF Loans Receivable	146,097.39
Housing Notes Receivable	
Regional Rehab Notes Receivable	1,558.07
HUD Rehab Notes Receivable	982.15
Other Receivables	
Grants Receivable	6,102.24
Prepaid Expenses	
Prepaid Expense	1,594.37
Allowances for Uncollectible Accounts	
Allowance for Uncollectible A/R	(13,000.00)
Allowance for Uncollectible Notes	(420,561.08)
Fixed Assets	
Furniture and Equipment	186,913.37
Accumulated Depreciation	(177,421.09)
<b>Total Assets</b>	<b>4,426,220.09</b>
<b>Liabilities</b>	
Accounts Payable	
Accounts Payable	17,241.84
Other Payables	
Other Payables	302.59
Verdigre Business Payments	278.68
Lease Payable	1,461.42
Paryoll Payables	
ADD & Life Payable	70.00
Accrued FICA Payable	3,408.08
Federal Tax Withheld	1,718.82

**Northeast Nebraska Economic Development District**  
**Statement of Financial Position - Overall**  
**As of 06/30/2018**

	<b>Current Period Balance</b>
State Tax Withheld	826.49
457 Withheld	696.76
Health Insurance Payable	132.21
Cafeteria Premium Payable	173.54
Unreimbursed Medical Payable	895.17
Dependent Care Payable	292.08
Child Support Payable	1,500.00
Annual Leave Payable	14,566.88
HSA Contributions	440.00
Accrued Unemployment	72.05
Accrued Salaries	15,930.54
NEF Loan Payable	
NEF Loan Payable	139,988.73
IRP Loan Payable	
IRP #1 Loan Payable	385,692.71
IRP #2 Loan Payable	330,244.56
Deferred Revenue	
Deferred Revenue - Community	161,888.08
Deferred Revenue - County	13,350.00
Deferred Revenue - Associates	11,300.00
Deferred Revenue - General	90.00
Total Liabilities	1,102,561.23
Net Assets	
Other	3,323,658.86
Total Net Assets	3,323,658.86
Total Net Assets and Liabilities	4,426,220.09

**Northeast Nebraska Economic Development District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 06/01/2018 Through 06/30/2018

		Current Period Budget	Current Period Actual	Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
<b>Revenues</b>								
400	Federal Grants-EDA	5,833.37	0.00	(5,833.37)	70,000.00	71,665.00	1,665.00	2.38%
405	Dues-Community	13,333.37	0.00	(13,333.37)	160,000.00	159,812.52	(187.48)	(0.12)%
406	Dues-Counties	1,173.37	0.00	(1,173.37)	14,080.00	13,275.00	(805.00)	(5.72)%
407	Dues-Associates	1,095.87	0.00	(1,095.87)	13,150.00	13,600.00	450.00	3.42%
410	State Funding NDED	6,458.37	0.00	(6,458.37)	77,500.00	74,010.59	(3,489.41)	(4.50)%
415	Meeting Income	83.37	0.00	(83.37)	1,000.00	600.00	(400.00)	(40.00)%
418	NED, Inc. Management	14,583.37	12,143.10	(2,440.27)	175,000.00	156,935.66	(18,064.34)	(10.32)%
420	General Administration Fees	17,500.00	17,822.19	322.19	210,000.00	178,296.94	(31,703.06)	(15.10)%
425	Lead Based Paint Inspection	1,500.00	3,145.00	1,645.00	18,000.00	20,379.15	2,379.15	13.22%
430	Housing Administration Fees	4,583.37	7,160.21	2,576.84	55,000.00	74,641.41	19,641.41	35.71%
433	Construction Management	1,200.00	4,644.21	3,444.21	14,400.00	14,173.38	(226.62)	(1.57)%
440	Local RLF Contributions	0.00	600.00	600.00	0.00	20,400.00	20,400.00	0.00%
443	EDA Peer/Conf Revenue	6,603.25	5,037.49	(1,565.76)	79,239.00	79,239.10	0.10	0.00%
444	Loan Closing Revenue	104.13	250.00	145.87	1,250.00	1,547.50	297.50	23.80%
445	NPAIT Investment Income	183.37	71.97	(111.40)	2,200.00	1,001.50	(1,198.50)	(54.48)%
451	Business Loan Interest	13,333.37	11,416.21	(1,917.16)	160,000.00	145,757.83	(14,242.17)	(8.90)%
452	Business Loan Late Fee	50.00	50.00	0.00	600.00	720.00	120.00	20.00%
453	Loan Processing Fee	291.74	0.00	(291.74)	3,500.00	4,400.00	900.00	25.71%
454	Annual Servicing Fees	833.37	3,172.36	2,338.99	10,000.00	13,365.76	3,365.76	33.66%
460	Special Projects	6,250.00	0.00	(6,250.00)	75,000.00	57,672.35	(17,327.65)	(23.10)%
481	Housing Rehab Interest	12.50	2.83	(9.67)	150.00	68.72	(81.28)	(54.19)%
489	Bad Debt Recovery	0.00	15,719.30	15,719.30	0.00	15,719.30	15,719.30	0.00%
490	Interest Income	750.00	1,365.35	615.35	9,000.00	13,415.95	4,415.95	49.07%
495	In-Kind Contributions	1,250.00	1,250.00	0.00	15,000.00	15,000.00	0.00	0.00%
	<b>Total Revenues</b>	<u>97,006.19</u>	<u>83,850.22</u>	<u>(13,155.97)</u>	<u>1,164,069.00</u>	<u>1,145,697.66</u>	<u>(18,371.34)</u>	<u>(1.58)%</u>
<b>Expenditures</b>								
500	Salaries and Wages	50,000.00	45,350.18	4,649.82	600,000.00	585,301.22	14,698.78	2.45%
505	Fringe Benefits	12,500.00	10,882.40	1,617.60	150,000.00	132,464.05	17,535.95	11.69%
520	Rent In-Kind	1,250.00	1,250.00	0.00	15,000.00	15,000.00	0.00	0.00%
521	Telephone	750.00	1,124.67	(374.67)	9,000.00	9,993.30	(993.30)	(11.04)%
522	Postage	416.63	715.54	(298.91)	5,000.00	4,436.86	563.14	11.26%
523	Office Supplies	833.37	533.35	300.02	10,000.00	9,584.67	415.33	4.15%
524	Training	500.00	309.00	191.00	6,000.00	4,479.61	1,520.39	25.34%
526	Travel-Staff	2,083.37	2,322.17	(238.80)	25,000.00	22,863.98	2,136.02	8.54%
530	Printing/Publishing	41.63	14.40	27.23	500.00	2,060.56	(1,560.56)	(312.11)%
531	Copier Expense	291.63	385.82	(94.19)	3,500.00	4,398.03	(898.03)	(25.66)%
532	Donations	500.00	10,591.07	(10,091.07)	6,000.00	14,501.81	(8,501.81)	(141.70)%
535	Computer Maintenance/Software	250.00	0.00	250.00	3,000.00	3,723.25	(723.25)	(24.11)%

**Northeast Nebraska Economic Development District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 06/01/2018 Through 06/30/2018

		Current Period Budget	Current Period Actual	Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
536	Computer Equipment	1,291.63	380.28	911.35	15,500.00	1,536.67	13,963.33	90.09%
538	Software Maintenance	1,016.63	1,254.45	(237.82)	12,200.00	11,258.16	941.84	7.72%
539	Lead Testing Expense	1,500.00	2,500.00	(1,000.00)	18,000.00	20,789.15	(2,789.15)	(15.50)%
543	EDA Peer Project	6,603.25	5,037.49	1,565.76	79,239.00	79,239.10	(0.10)	(0.00)%
548	Loan Closing Expense	104.13	186.45	(82.32)	1,250.00	2,680.96	(1,430.96)	(114.48)%
550	Building Maintenance	287.50	811.93	(524.43)	3,450.00	8,428.14	(4,978.14)	(144.29)%
551	Utilities	600.00	1,099.61	(499.61)	7,200.00	7,900.76	(700.76)	(9.73)%
553	Dues/Memberships	708.37	510.00	198.37	8,500.00	9,865.00	(1,365.00)	(16.06)%
554	Subscriptions/Reference	41.63	260.00	(218.37)	500.00	1,910.00	(1,410.00)	(282.00)%
555	Advertising/Marketing	250.00	0.00	250.00	3,000.00	1,560.06	1,439.94	48.00%
556	Insurance	625.00	0.00	625.00	7,500.00	5,669.98	1,830.02	24.40%
560	Legal Services	166.63	0.00	166.63	2,000.00	1,791.46	208.54	10.43%
561	Audit Fees	633.37	0.00	633.37	7,600.00	6,930.00	670.00	8.82%
562	Other Professional Services	416.63	322.00	94.63	5,000.00	6,648.89	(1,648.89)	(32.98)%
563	Annual Staff Retreat Expense	41.63	0.00	41.63	500.00	1,318.00	(818.00)	(163.60)%
565	Depreciation Expense	500.00	307.57	192.43	6,000.00	3,690.82	2,309.18	38.49%
567	Annual Meeting Expense	208.37	0.00	208.37	2,500.00	2,741.52	(241.52)	(9.66)%
568	Board Meeting Expense	0.00	0.00	0.00	0.00	1,069.45	(1,069.45)	0.00%
572	USDA Interest Expense	641.63	0.00	641.63	7,700.00	7,613.85	86.15	1.12%
573	Microenterprise Interest Exp.	433.37	362.91	70.46	5,200.00	5,175.55	24.45	0.47%
574	RLF Management Contract	416.63	15.00	401.63	5,000.00	2,505.60	2,494.40	49.89%
577	Local RLF Contribution Expense	0.00	0.00	0.00	0.00	58.75	(58.75)	0.00%
580	Loans Written Off	2,083.37	0.00	2,083.37	25,000.00	0.00	25,000.00	100.00%
581	Loans Forgivable Portion	20.00	19.74	0.26	240.00	236.88	3.12	1.30%
585	Rehab Loan Disbursements	0.00	0.00	0.00	0.00	(5,231.60)	5,231.60	0.00%
590	Miscellaneous	41.63	0.00	41.63	500.00	61.00	439.00	87.80%
602	Vehicle Maintenance	500.00	396.06	103.94	6,000.00	4,169.39	1,830.61	30.51%
	Total Expenditures	<u>88,548.03</u>	<u>86,942.09</u>	<u>1,605.94</u>	<u>1,062,579.00</u>	<u>998,424.88</u>	<u>64,154.12</u>	<u>6.04%</u>
	Total Revenues Over (Under) Expenditures	<u>8,458.16</u>	<u>(3,091.87)</u>	<u>(11,550.03)</u>	<u>101,490.00</u>	<u>147,272.78</u>	<u>45,782.78</u>	<u>45.11%</u>

## NENEDD Board Agenda

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**Object:** Approve Resolution for League Association of Risk Management (LARM) Insurance

**Contact Person:** Thomas L. Higginbotham Jr.

**For:** Action

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**Background:** LARM has been approved since 2013 to provide NENEDD's workers' compensation, general liability, errors & omissions, auto liability, auto physical damage and commercial property insurance coverage

NENEDD sent Request for proposals for four insurance providers in the area prior to the 2016-2017 pool year. Although one other firm expressed interest, LARM was the only company that submitted a proposal.

**Explanation:** The Renewal Coverage Proposal for the 2018-2019 Pool Year needs to be approved. The effective date is 10/1/2018. Coverage and deductibles remains the same compared to the previous four years. The decrease in price is attributed to a history of minimal claims, low risk and a 2% reduction due to LARM no longer paying a fee to the League of Nebraska Municipalities. NENEDD will procure for these services again for the 2019-2022.

Premium Year	Annual Premium
2013-2014	\$7,558.00
2014-2015	\$8,577.36
2015-2016	\$8,465.48
2016-2017	\$6,264.00
2017-2018	\$6,135.02
2018-2019	\$5,712.64

**Motion:** Consideration for Approval of resolution with LARM for 2018-2019 year.

Dick Pfeil \_\_\_\_\_ Rich Jablonski \_\_\_\_\_ Scott Schaller \_\_\_\_\_ Nadine Hagedorn \_\_\_\_\_  
Christian Ohl \_\_\_\_\_ Judy Mutzenberger \_\_\_\_\_ Dan Kathol \_\_\_\_\_ Jim McCarville \_\_\_\_\_ Loren Kucera \_\_\_\_\_

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



## Resolution

WHEREAS, The Northeast Nebraska Economic Development District is a member of the League Association of Risk Management (LARM);

WHEREAS, section 8.10 of the Interlocal Agreement for the Establishment and Operation of the League Association of Risk Management provides that a member may voluntarily terminate its participation in LARM by written notice of termination given to LARM and the Nebraska Director of Insurance at least 180 days prior to the desired termination given to and that members may agree to extend the required termination notice beyond 180 days in order to realize reduced excess coverage costs, stability of contribution rates and efficiency in operation of LARM; and

WHEREAS, the Board of Directors of LARM has adopted a plan to provide contribution credits in consideration of certain agreements by members of LARM as provided in the attached letter.

BE IT RESOLVED that the governing body of The Northeast Nebraska Economic Development District, Nebraska, in consideration of the contribution credits provided under the LARM Board's plan, agrees to:

Provide written notice of termination at least 180 days prior to the desired termination date, which date shall be no sooner than September 30, 2019. **(180 day notice only; 2% discount)**

Adopted this 26th day of July 2018.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Title: \_\_\_\_\_



## NENEDD Board Agenda

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**Object:** Discuss the 2019-2024 NENEDD CEDS Timeline

**Contact Person:** Tina M. Engelbart, Deputy Director &  
Thomas L. Higginbotham, Jr., Executive Director

**For:** Discussion

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**Background:** NENEDD is required by the Economic Development Administration (EDA) to complete a Comprehensive Economic Development Strategy (CEDS) for the region every five years. The CEDS qualifies a region and the local governments in the region for potential EDA funding. A CEDS is designed to bring together the public and private sectors in the creation of an economic road-map to diversify and strengthen regional economies. The CEDS serves as a guide for establishing regional goals and objectives, developing and implementing a regional plan of action and identifying investment priorities and funding sources.

**Explanation:** Below is our proposed timeline to complete this project. We will be utilizing both the NED, Inc. and NENEDD Boards of Directors as the CEDS Strategy Committee.

### 2019-2024 NENEDD CEDS Milestones & Timeline

<b>July - August 2018</b>	CEDS Kickoff/Community Survey through August 31st
<b>September 2018</b>	Public Workshops Begin to review survey results and gather additional feedback
<b>October 2018</b>	Steering Committee Meeting (Date TBD): Review Feedback from Surveys & Public Workshops
<b>October/November 2018</b>	Begin data analysis/CEDS Call for Projects/Draft SWOT/Action Plan & Criteria
<b>December 2018</b>	Steering Committee Meeting to provide feedback for CEDS draft
<b>January 2019</b>	Draft CEDS available for Public Comment Period
<b>February 2019</b>	Finalize CEDS
<b>March 2019</b>	Strategy Committee Meeting to review final CEDS & recommend approval to NENEDD Board of Directors
<b>March 27th NENEDD Board of Directors Meeting</b>	NENEDD Board of Directors Approves CEDS
<b>April 2019</b>	Submit CEDS to EDA (Actual due date of June 15, 2019) Publish CEDS