

NORTHEAST NEBRASKA ECONOMIC DEVELOPMENT DISTRICT - NENEDD
ANNUAL COUNCIL OF OFFICIALS MEETING
WEDNESDAY, JUNE 26, 2019 – 7:15 P.M.

City of Norfolk Offices – Training Room, 309 N 5th St, Norfolk, NE 68701

MINUTES

I. Call to Order: The Northeast Nebraska Economic Development District (NENEDD) Board of Directors meeting was called to order at 7:41 p.m. by NENEDD Chairman Dick Pfeil. Dick Pfeil informed the public about the location of the Open Meetings Act LB 898 and that it is accessible to the public.

II. Roll Call: NENEDD Administrative Assistant Brittany O'Brien read Roll Call.

Board Members Present:

Dick Pfeil, Chairman, Norfolk City Council
Jim McCarville, Northeast Community College
Dan Kathol, City of Hartington
Judy Mutzenberger, Cuming County
Christian Ohl, Madison County Commissioner
Glen Ellis, City of Fremont
Loren Kucera, Nebraska Business Development Center (NBDC), Wayne

Board Members Absent:

Rich Jablonski, Vice Chairman, City of Columbus
Nadine Hagedorn, Secretary/Treasurer, BankFirst

Others Present:

Thomas L. Higginbotham, NENEDD
Tina Engelbart, NENEDD
Kristen Rosner, NENEDD
Brittany O'Brien, NENEDD
Jeff Christensen, NENEDD
Judy Joy, NENEDD
Jan Merrill, NENEDD
Lowell Schroeder, NENEDD
Tina Biteghe Bi Ndong, West Point Chamber of Commerce
Brad Albers, Business Owner
John F. Lohr, City of Columbus
Greta Kraemer, NENEDD Council of Officials, Dixon County

III. Secretary's Report

A. Approve the June 26, 2019 Agenda and May 29, 2019 Minutes: NENEDD Administrative Assistant Brittany O'Brien presented. Christian Ohl made a motion to approve the June 26, 2019 agenda and the May 29, 2019 minutes. Jim McCarville seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.

IV. Treasurer's Report

A. May 2019 Treasurer's Report: NENEDD Fiscal Officer Kristen Rosner presented the report. Christian Ohl made a motion to accept the May 2019 Treasurer's Reports as presented. Jim McCarville seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.

V. Discussion Items

A. Quarterly Staff Reports: NENEDD Staff was available to report to the Board on their activity from the last three months.

B. 2019-2020 Meeting Dates & Locations and Annual Meeting Reminder: NENEDD Executive Director Thomas Higginbotham presented. Thomas Higginbotham informed the board and guests of the upcoming Board Meeting dates and locations. He also reminded the board and guests of the 2018 – 2019 NENEDD and NED, Inc. Annual Meeting to be held on July 25, 2019 at The Stables.

VI. Action Items

A. Consideration for approval of a \$42,000 loan to Steve Gaunt, d/b/a Kool Katz Sanitation in Beemer as presented and recommended by NENEDD staff and the Northeast RLF Committee: NENEDD Business Loan Specialist Jeff Christensen presented. Steve Gaunt purchased Alley Cat Sanitation in Beemer approximately two months ago and is requesting a \$42,000 NENEDD loan to purchase a building located in downtown Beemer and additional trash cans/dumpsters to expand his business. Steve will call his business Kool Katz Sanitation. NENEDD will lend \$42,000 for the purchase of the business real estate and additional trash can/dumpsters. The \$42,000 loan will have a term of 20 years at an interest rate of 5.50% (fixed). NENEDD will have a first position Deed of Trust on the real estate being purchased and a first lien UCC filing on the business property for the business in Beemer including a title to a 1990 Ford Garbage Truck. NENEDD will require a life insurance assignment from Steve for the amount of the loan for the life of the loan. Jim McCarville made a motion to approve a \$42,000 loan to Steve Gaunt, d/b/a Kool Kats Sanitation in Beemer as presented and recommended by NENEDD staff and the Northeast RLF Committee. Dan Kathol seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.

B. Consideration for approval of a \$70,000 loan to Judd & Kristina Sehi d/b/a Elgin Body & Glass in Elgin as presented and recommended by NENEDD staff and the Northeast RLF Committee: NENEDD Business Loan Specialist Jeff Christensen presented. NENEDD will lend Judd & Kristina Sehi \$70,000 to purchase Elgin Body & Glass. This loan will have a term of 20 years at an interest rate of 5.50% (fixed). NENEDD will have a subordinate (2nd) lien position on the business personal property and real estate being purchased. NENEDD will also file a Deed of Trust on the Sehi's personal residences in Elgin. NENEDD will require an assignment of life insurance from Judd for the amount of the loan for the life of the loan. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.

- C. Consideration to adopt 2019-2020 budget as recommended by the Budget Committee:** NENEDD Executive Director Thomas Higginbotham presented. June 20, 2019 at 1:30 p.m., the NENEDD Budget committee, comprised of Dick Pfeil, Rich Jablonski and Loren Kucera, met with staff via conference call to review the proposed Annual budget. Each line item was discussed in detail. The committee recommends approval of the proposed 2019-2020 Annual budget as presented. Loren Kucera made a motion to adopt the 2019-2020 NENEDD budget as recommended by the Budget Committee. Christian Ohl seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.
- D. Consideration for approval of proposed amendments to the NENEDD Administrative Procedures:** NENEDD Deputy Director Tina Engelbart presented. The following amendments were proposed. Add additional signator for the checks. Last fall the board expressed concerns about using the same auditor for multiple years in a row. The following provides the intent of the procurement process: It is intended that the auditing firms selected may not be contracted for more than two consecutive procurement periods (six years total). Also proposed was the removal of the sentence, “These programs include, but are not limited to, new construction, owner occupied rehabilitation, down payment assistance and nuisance abatement,” from section IX. News Blasts, A. Usage, so the procedures don’t need amended when a program is added or no longer offered. Christian Ohl made a motion to approve the proposed amendments to the NENEDD Administrative Procedures. Jim McCarville seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.
- E. Consideration for approval of proposed amendments to the NENEDD By-Laws:** NENEDD Deputy Director Tina Engelbart presented. The following amendments are proposed: Remove language that references board composition requirements – these are no longer imposed by the EDA; Add language to clarify when vacancies can be voted on by the board of directors; and add additional signator for checks as was done in the Administrative Procedures and clean up language. Christian Ohl made a motion to approve proposed amendments to the NENEDD By-Laws. Judy Mutzenberger seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.
- F. Consideration for approval of the proposed amendments to the NENEDD Personnel Policies & Procedures Manual:** NENEDD Deputy Director Tina Engelbart presented. The following amendments are proposed: Add Martin Luther King, Jr. Day as a paid holiday as it is recognized as a State and Federal government holiday; Add dental and Vision Group Coverage to the list of benefits and reallocate NENEDD expense of \$200/per employee to the Dental and Vision Plan. Christian Ohl made a motion to approve the proposed amendments to the NENEDD Personnel Policies & Procedures Manual. Jim McCarville seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.

- G. Consideration to elect the individuals as presented to the NENEDD Board of Directors for a three-year term:** NENEDD Executive Director Thomas Higginbotham presented. The Nominating committee (Dick Pfeil, Rich Jablonski, Loren Kucera) met via conference call and made the following recommendations. Troy Uhler, Madison County (1st Term to End 6/30/2022), Tina Biteghe Bi Ndong, West Point Chamber of Commerce (1st Term to End 6/30/2022), and Gary Jackson, City of Norfolk (1st Term to End 6/30/2022). Loren Kucera made a motion to elect the individuals as presented to the NENEDD Board of Directors for a three-year term. Judy Mutzenberger seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.
- H. Consideration to elect the NENEDD Officers for 2019-2020 as presented:** NENEDD Executive Director Thomas Higginbotham presented. The Nominating committee (Dick Pfeil, Rich Jablonski, and Loren Kucera) met via conference call and made the following recommendations. Chairman – Rich Jablonski, City of Columbus; Vice Chairman – Nadine Hagedorn, BankFirst; Secretary/Treasurer – Loren Kucera, Nebraska Business Development Center. Nadine Hagedorn resigned from the NENEDD Board of Directors. Loren Kucera nominated Dan Kathol as Vice Chairman during the meeting. Jim McCarville made a motion to elect the NENEDD Officers as presented. Greta Kraemer seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.
- I. Consideration to approve the reappointment of Troy Weyhrich and Jan Wietfeld to another three-year term on the Northeast Revolving Loan Fund (RLF) Committee as recommended by NENEDD staff:** NENEDD Business Loan Specialist Jeff Christiansen presented. The Northeast RLF Committee has nine members; each with a three-year rotating term. The terms of Troy Weyhrich and Jan Wietfeld are due for renewal. Both of them have agreed to stay on for another three-year term. Troy is the owner of Renegade Stores in Norfolk and Sioux Falls, SD. Jan is a Loan Officer at Citizens State Bank in Leigh. Loren Kucera made a motion to appoint Troy Weyhrich and Jan Wietfeld to another three-year term on the Northeast Revolving Loan Fund (RLF) Committee as recommended by NENEDD staff. Dan Kathol seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.
- J. Consideration for approval of the general corporate resolution as presented:** NENEDD Fiscal Officer Kristen Rosner presented. This is the general corporate resolution stating who is authorized to sign documents. Most often this document is used when working with the life insurance companies for business loan clients. This resolution was suggested and reviewed by attorney Michael Brogan. Loren Kucera made a motion to approve the general corporate resolution as presented. Jim McCarville seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.
- K. Consideration for approval of the corporate resolutions with BankFirst, Stanton State Bank, Midwest Bank and Elkhorn Valley Bank:** NENEDD Fiscal Officer Kristen Rosner presented. With the change in officers effective July 1, 2019, the Board

of Directors need to approve who can sign on NENEDD's bank accounts and certificates of deposit. The resolutions will be for the following banks: BankFirst, Stanton State Bank, Midwest Bank and Elkhorn Valley Bank. The signors on the accounts will be the Chairman, Vice Chairman, Secretary/Treasurer, City of Norfolk Representative, Executive Director and Deputy Director. Christian Ohl made a motion to approve the corporate resolutions with BankFirst, Stanton State Bank, Midwest Bank and Elkhorn Valley Bank. Judy Mutzenberger seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.

VII. Executive Session

A. Consideration for approval to move into Executive Session to conduct the Annual Review of the Executive Director at 8:35pm. Christian Ohl made a motion to approve to move into Executive Session to conduct the annual review of the Executive Director at 8:35 p.m. Loren Kucera seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried. Jim McCarville made a motion to move out of Executive Session and reconvene into regular session at 8:53 p.m. Loren Kucera seconded the motion. Dick Pfeil restated for the record the only item discussed in Executive Session was the Annual Review of the Executive Director. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried.

VIII. Chairman's/Board Comments: None

IX. Next Meeting Date: The next NENEDD Board of Directors meeting will be held on Wednesday, July 31, at 7:15 p.m. or following the NED, Inc. meeting. The meeting will be held at the Historic Hartington Hotel, 202 N Broadway, Hartington, NE 68739

IX. Adjournment: Christian Ohl made a motion to adjourn the meeting. Loren Kucera seconded the motion. **Ayes:** Dick Pfeil, Glen Ellis, Christian Ohl, Judy Mutzenberger, Jim McCarville, Dan Kathol, Loren Kucera, and Greta Kraemer. **Nays:** None. **Absent:** Rich Jablonski and Nadine Hagedorn. Motion carried. NENEDD Chairman Dick Pfeil adjourned the meeting at 8:56 p.m.