

**NORTHEAST NEBRASKA ECONOMIC DEVELOPMENT DISTRICT - NENEDD
BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 25, 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 Thomas L. Higginbotham, Jr., Executive Director. Thomas L. Higginbotham, Jr. 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 Fiscal Officer Kristen Rosner read roll call.

Board Members Present:

Loren Kucera, Nebraska Business Development Center (NBDC), Wayne
Dan Kathol, Hartington Community Development Corporation
Tina Biteghe Bi Ndong, West Point Chamber of Commerce
Glen Ellis, City of Fremont
Gary Jackson, City of Norfolk
Judy Mutzenberger, Cuming County

Board Members Absent:

Rich Jablonski, Chairman, City of Columbus
Troy Uhlir, Madison County

Others Present:

Thomas L. Higginbotham, Jr., NENEDD
Tina M. Engelbart, NENEDD
Kristen Rosner, NENEDD
Jeff Christensen, NENEDD
Martin Griffith, NENEDD
Jan Merrill, NENEDD
Mandy Gear, NENEDD
Lowell Schroeder, NENEDD
John F. Lohr, City of Columbus
Jerry Engdahl, Platte County

III. Introduction of Guests: Thomas L. Higginbotham, Jr., Executive Director, asked everyone attending the meeting to introduce themselves to the group.

IV. Secretary's Report

A. Consideration to approve the September 25, 2019 Agenda and the August 28, 2019

Minutes: NENEDD Executive Director Thomas L. Higginbotham, Jr. presented. Loren Kucera made a motion to approve the September 25, 2019 agenda the August 28, 2019 minutes. Gary Jackson seconded the motion. **Ayes:** Glen Ellis, Gary Jackson, Judy Mutzenberger, Loren Kucera, Dan Kathol and Tina Biteghe Bi Ndong. **Nays:** None. **Absent:** Troy Uhlir and Rich Jablonski. Motion carried.

V. Treasurer's Report

A. Acceptance of the August 2019 Treasurer's Report: NENEDD Fiscal Officer Kristen Rosner Presented the report. Tina Biteghe Bi Ndong made a motion to accept the August 2019 Treasurer's Report. Dan Kathol seconded the motion. **Ayes:** Glen Ellis, Gary Jackson, Judy Mutzenberger, Loren Kucera, Dan Kathol and Tina Biteghe Bi Ndong. **Nays:** None. **Absent:** Troy Uhlir and Rich Jablonski. Motion carried.

VI. Discussion Items

A. Staff Quarterly Reports NENEDD staff reported to the Board their activities for July – September 2019.

VII. Action Items

A. Consideration for approval appointing Troy Uhlir to represent NENEDD at LARM member meetings and Thomas L. Higginbotham, Jr., Executive Director, as the alternate. Executive Director Thomas L. Higginbotham, Jr. presented. As a participation member, NENEDD is allowed to appoint representatives so that NENEDD has voting rights at LARM member meetings. Gary Jackson made a motion to appoint Troy Uhlir to represent NENEDD at LARM member meetings and Thomas L. Higginbotham, Jr., Executive Director, as the alternate. Judy Mutzenberger seconded the motion. **Ayes:** Glen Ellis, Gary Jackson, Judy Mutzenberger, Loren Kucera, Dan Kathol and Tina Biteghe Bi Ndong. **Nays:** None. **Absent:** Troy Uhlir and Rich Jablonski. Motion carried.

B. Consideration to approve the use of NENEDD's general funds at 2% and secure a line a credit with BankFirst (not to exceed \$500,000) to pay contractor bills. Executive Director Thomas L. Higginbotham, Jr. presented. NENEDD pays contractors on behalf of the community for housing grants. The community reimburses NENEDD after received the funds through the grant drawdown. In recent years, NENEDD has used its general funds (at no cost to the grantee) to meet the obligations. Due to the disaster grants being funded and future potential housing grants, NENEDD would like to have a line of credit available due to the large dollar amounts. NENEDD would like to continue to pay contractors on behalf of the grantee with general funds at a 2% charge (interest on our saving and checking) which will be invoiced to the grant. If contractor obligations are too large to utilize NENEDD's general funds, the line of credit will be utilized. Judy Mutzenberger made a motion to approve the use of NENEDD's general funds at 2% and secure a line of credit with BankFirst (not to exceed \$500,000) to pay contractor bills. Loren Kucera seconded the motion. **Ayes:** Glen Ellis, Gary Jackson, Judy Mutzenberger, Loren Kucera, Dan Kathol and Tina Biteghe Bi Ndong. **Nays:** None. **Absent:** Troy Uhlir and Rich Jablonski. Motion carried.

C. Consideration for approval of a \$120,000 loan to Dendinger Drug, LLC to purchase the Plainview Family Pharmacy as recommended by NENEDD staff and the Northeast RLF Committee. NENEDD Business Loan Specialist Jeff Christensen presented. Dendinger Drug, LLC will do business as Plainview Family Pharmacy with Ashley Dendinger as the sole member. The purchase includes the building/real estate and entire pharmacy contents and pharmacy business. The total project costs are \$426,550. NENEDD will lend Dendinger Drug, LLC \$120,00 to purchase Plainview Family Pharmacy in Plainview. The loan will have a term of 15 years at an interest rate of 5.00% (fixed). NENEDD will have a subordinate (2nd) lien position on the real estate and business personal property and personal guaranty from Ashley & Forrest Dendinger. NENEDD will also file a Deed of Trust on the Dendinger's personal residences in Hartington and require an assignment of life insurance from Ashley for the amount of the loan for the life of the loan. Tina Biteghe Bi Ndong made a motion to approve a \$120,000 loan to Dendinger Drug, LLC to purchase the Plainview Family Pharmacy as recommended by NENEDD staff and the

Northeast RLF Committee. Gary Jackson seconded the motion. **Ayes:** Glen Ellis, Gary Jackson, Judy Mutzenberger, Loren Kucera, Dan Kathol and Tina Biteghe Bi Ndong. **Nays:** None. **Absent:** Troy Uhlir and Rich Jablonski. Motion carried.

D. Consideration for approval of NENEDD's 2019 EDA RLF Plan and updated RLF Guidelines as recommended by NENEDD staff and the Northeast RLF Committee.

NENEDD Business Loan Specialist Jeff Christensen presented. NENEDD's EDA RLF plan was last updated in September 2013. EDA requires the plan to be updated every five years. NENEDD's current RLF Guidelines (last updated in 2013) allow for loans to be termed out up to 20 years if real estate is involved. Since April, SBA 504 loans can be termed out to 25 years. SBA's rules state that no other loans can be paid off faster than the SBA loan. The interest rate for a 25-yr term loan will be 6.00%. Tina Biteghe Bi Ndong made a motion to approve NENEDD's 2019 EDA RLF Plan and updated RLF Guidelines as recommended by NENEDD staff and the Northeast RLF Committee. Gary Jackson seconded the motion. **Ayes:** Glen Ellis, Gary Jackson, Judy Mutzenberger, Loren Kucera, Dan Kathol and Tina Biteghe Bi Ndong. **Nays:** None. **Absent:** Troy Uhlir and Rich Jablonski. Motion carried.

E. Consideration for approval of resolution for an amendment to NENEDD's USDA-RD IRP Work Plan as recommended by NENEDD staff and the Northeast RLF Committee.

NENEDD Business Loan Specialist Jeff Christensen presented. NENEDD's current USDA-RD IRP Workplans (last updated in 2013) allow for loans to be termed out up to 20 years if real estate is involved. Since April, SBA 504 loans can be termed out to 25 years. SBA's rules state that no other loans can be paid off faster than the SBA loan. Loren Kucera made a motion to approve the resolution for an amendment to NENEDD's USDA-RD IRP Workplan as recommended by NENEDD staff and the Northeast RLF Committee. Judy Mutzenberger seconded the motion. **Ayes:** Glen Ellis, Gary Jackson, Judy Mutzenberger, Loren Kucera, Dan Kathol and Tina Biteghe Bi Ndong. **Nays:** None. **Absent:** Troy Uhlir and Rich Jablonski. Motion carried.

F. Consideration to adopt the 2019-2023 Comprehensive Economic Development Strategy (CEDS) that posted for public comment August 19 – September 17, 2019.

Deputy Director Tina M. Engelbart presented. The CEDS document is a requirement of the Economic Development Administration (EDA) from which NENEDD receives funding for planning activities. The CEDS analyzes the regional economy and serves as a guide from establishing regional goals and objectives, developing and implementing a regional plan of action and identifying investment priorities and funding sources. This document is required to be updated every five years. Once the board adopts the CEDS, it will be forwarded to the EDA for their review and acceptance. The annual scope of work for NENEDD comes directly from the SWOT Analysis that is included in the CEDS. Tina Biteghe Bi Ndong made a motion to adopt the 2019-2023 CEDS that was posted for public comment August 19 – September 17, 2019. Loren Kucera seconded the motion. **Ayes:** Glen Ellis, Gary Jackson, Judy Mutzenberger, Loren Kucera, Dan Kathol and Tina Biteghe Bi Ndong. **Nays:** None. **Absent:** Troy Uhlir and Rich Jablonski. Motion carried.

VIII. Chairman's/Board Comments: None.

IX. Next Meeting Date: The next NENEDD Board of Directors meeting will be held on Wednesday, October 30, 2019, at 7:15 p.m. or following the NED, Inc. meeting. The meeting will be held via conference call.

X. Adjournment: Tina Biteghe Bi Ndong made a motion to adjourn the meeting. Gary Jackson seconded the motion. **Ayes:** Glen Ellis, Gary Jackson, Judy Mutzenberger, Loren Kucera, Dan

Kathol and Tina Biteghe Bi Ndong. **Nays:** None. **Absent:** Troy Uhlir and Rich Jablonski. Motion carried. Thomas L. Higginbotham, Jr., Executive Director, adjourned the meeting at 8:21 p.m.