

**NORTHEAST NEBRASKA ECONOMIC DEVELOPMENT DISTRICT - NENEDD**  
**ANNUAL COUNCIL OF OFFICIALS MEETING**  
**WEDNESDAY, JUNE 27, 2018 – 7:15 P.M.**

*City of Norfolk Offices – Training Room, 309 N 5<sup>th</sup> 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 7:35 p.m. by NENEDD Chairman Mayor Shannon Stuchlik. Mayor Shannon Stuchlik 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:**

Mayor Shannon Stuchlik, NENEDD Chairman, City of Pierce  
Jim McCarville, NENEDD Board Member, Northeast Community College  
Rich Jablonski, NENEDD Board Member, City of Columbus  
Dick Pfeil, NENEDD Secretary/Treasurer, Norfolk City Council  
Christian Ohl, NENEDD Board Member, Madison County Commissioner  
Scott Schaller, NENEDD Board Member, City of Fremont  
Nadine Hagedorn, NENEDD Board Member, BankFirst

**Board Members Absent:**

Dan Kathol, NENEDD Board Member, Hartington Community Development Corporation  
Judy Mutzenberger, NENEDD Council of Officials, Cuming County

**Others Present:**

Tina Biteghe Bi Ndong, NED, Inc. Board Member  
John Lohr, NED, Inc. Board Member  
Loren Kucera, NED, Inc. Board Member  
Brad Albers, NED, Inc. Board Member  
Thomas L. Higginbotham, Jr., NENEDD  
Tina M. Engelbart, NENEDD  
Kristen Rosner, NENEDD  
Jeff Christensen, NENEDD  
Judy Joy, NENEDD  
Martin Griffith, NENEDD

**III. Secretary's Report**

**A. Approve the June 27, 2018 Agenda and May 30, 2018 Minutes:** Christian Ohl made a motion to approve the June 27, 2018 agenda and the May 30, 2018 minutes Rich Jablonski seconded the motion. **Ayes:** Shannon Stuchlik, Nadine Hagedorn, Christian Ohl, Rich Jablonski, Jim McCarville, Dick Pfeil, and Scott Schaller. **Nays:** None. **Absent:** Judy Mutzenberger and Dan Kathol. Motion carried.

**IV. Treasurer's Report**

**A. May 2018 Treasurer's Report:** NENEDD Fiscal Officer Kristen Rosner presented the report. Scott Schaller made a motion to approve the May 2018 Treasurer's Reports as presented. Jim McCarville seconded the motion. **Ayes:** Shannon Stuchlik, Nadine

Hagedorn, Christian Ohl, Rich Jablonski, Jim McCarville, Dick Pfeil, and Scott Schaller. Nays: None. Absent: Judy Mutzenberger and Dan Kathol. Motion carried.

**V. Action Items**

- A. Close Nebraska Enterprise Fund Revolving Loan Fund Account:** NENEDD Fiscal Officer Kristen Rosner presented. NENEDD received business loan capital funds from the Nebraska Enterprise Fund (NEF) in the 1990s. These funds were used for microenterprise loans and as match for some of the Intermediary Relending Program (IRP) loans. The last outstanding microenterprise loan has been repaid to NENEDD. Any funding used as match for the IRP loans are being repaid to the IRP account. The loan capital funds received from NEF were required to be paid back. This monthly loan payment is deducted from the IRP account. The loan has a balance of \$145,016.43 as of May 31, 2018. The NEF Revolving Loan Fund account has a balance of \$24,453.38. The NENEDD staff recommends closing this bank account and moving the funds to the IRP account. The funds will be used for the loan payment to NEF. Rich Jablonski made a motion to close the NEF RLF account at BankFirst (number \*\*\*\*100) and move the funds to the IRP account at BankFirst (number \*\*\*\*122.) Nadine Hagedorn seconded the motion. Ayes: Shannon Stuchlik, Nadine Hagedorn, Christian Ohl, Rich Jablonski, Jim McCarville, Dick Pfeil, and Scott Schaller. Nays: None. Absent: Judy Mutzenberger and Dan Kathol. Motion carried.
- B. Quarterly Loan Review:** NENEDD Fiscal Officer Kristen Rosner presented. Presented were the loan receivables for all NENEDD funding sources on the loans that have been closed. Loan # 312007 - This loan was closed in June 2012. NENEDD and REAP had loans of \$25,000 each. The last payment was received on March 1, 2016. Foreclosure and repossession of business equipment was coordinated with REAP. Payment of \$2,991.05 was received in May 2018 for NENEDD's portion of the sale of the business equipment. There is no other collateral to repossess. NENEDD staff recommend writing off the remainder of the loan principal of \$12,994.90. Dick Pfeil made a motion to write-off loan #312007 in the amount of \$12,994.90. Christian Ohl seconded the motion. Ayes: Shannon Stuchlik, Nadine Hagedorn, Christian Ohl, Rich Jablonski, Jim McCarville, Dick Pfeil, and Scott Schaller. Nays: None. Absent: Judy Mutzenberger and Dan Kathol. Motion carried.
- C. To approve proposed Personnel Policies & Procedures amendments:** NENEDD Deputy Director Tina Engelbart presented. Management reviews the NENEDD Personnel Policies and Procedures on a semi-annual basis and strives to stay current on labor law and human resources regulations and topics. Nadine Hagedorn made a motion to adopt the amendments to the NENEDD Personnel Policies & Procedures Manual as recommended by NENEDD Management. Shannon Stuchlik seconded the motion. Ayes: Shannon Stuchlik, Nadine Hagedorn, Christian Ohl, Rich Jablonski, Jim McCarville, Dick Pfeil, and Scott Schaller. Nays: None. Absent: Judy Mutzenberger and Dan Kathol. Motion carried.
- D. Adopt 2018-2019 Budget:** NENEDD Executive Director Thomas Higginbotham presented. June 18, 2018 at 1:30 p.m., the NENEDD Budget committee, comprised of Dick Pfeil, Shannon Stuchlik and Jim McCarville, met with staff to review proposed Annual budget. Each line item was discussed in detail. The committee recommends approval of the proposed 2018-2019 Annual budget as presented. Dick Pfeil made a motion to adopt the 2018-2019 NENEDD budget as recommended by the Budget Committee. Jim McCarville seconded the motion. Ayes: Shannon Stuchlik, Nadine

Hagedorn, Christian Ohl, Rich Jablonski, Jim McCarville, Dick Pfeil, and Scott Schaller. Nays: None. Absent: Judy Mutzenberger and Dan Kathol. Motion carried.

- E. Nomination and Election of 2018-2019 Board of Directors:** NENEDD Executive Director Thomas Higginbotham presented. The Nominating committee (Megan Weaver, Brad Albers, Mayor Shannon Stuchlik and Jim McCarville) met via email and made the following recommendations. Scott Schaller, City of Fremont (second term to end 06/30/2021); Dan Kathol, Hartington Community Development Corporation (second term to end 06/30/2021); Loren Kucera, Nebraska Business Development Center (first term to end 06/30/2021). Jim McCarville made a motion to elect the individuals as presented to the Northeast Nebraska Economic Development District Board of Directors for a three-year term. Ayes: Shannon Stuchlik, Nadine Hagedorn, Christian Ohl, Rich Jablonski, Jim McCarville, Dick Pfeil, and Scott Schaller. Nays: None. Absent: Judy Mutzenberger and Dan Kathol. Motion carried.
- F. Nomination and Election of 2018-2019 Officers:** NENEDD Executive Director Thomas Higginbotham presented. The Nominating committee (Megan Weaver, Brad Albers, Mayor Shannon Stuchlik and Jim McCarville) met via email and made the following recommendations. Chairman – Dick Pfeil, City of Norfolk; Vice Chairman – Rich Jablonski, City of Columbus; Secretary/Treasurer – Scott Schaller, City of Fremont. Nadine Hagedorn made a motion to cease nominations and elect the Northeast Nebraska Economic Development District Officers for 2018-2019 as presented. Jim McCarville seconded the motion. Ayes: Shannon Stuchlik, Nadine Hagedorn, Christian Ohl, Rich Jablonski, Jim McCarville, Dick Pfeil, and Scott Schaller. Nays: None. Absent: Judy Mutzenberger and Dan Kathol. Motion carried.
- G. Reappoint Adam Rief, Nicole Sedlacek, & Chad Anderson to another three-year term on the Northeast Revolving Loan Fund (RLF) Committee:** NENEDD Business Loan Specialist Jeff Christiansen presented. The Northeast RLF Committee has nine members; each with a three-year rotating term. The terms of Adam Rief, Nicole Sedlacek, & Chad Anderson are due for renewal. All three have agreed to stay on for another three-year term. Adam is the owner of Rief Design and Manufacturing located in Bancroft. Nicole is an economic development professional with NPPD, and Chad is the Pierce City Administrator. Dick Pfeil made a motion to approve the reappoint of Adam Rief, Nicole Sedlacek, & Chad Anderson to another three-year term on the Northeast Revolving Loan Fund (RLF) Committee as recommended by the Northeast RLF Committee and NENEDD staff. Shannon Stuchlik seconded the motion. Ayes: Shannon Stuchlik, Nadine Hagedorn, Christian Ohl, Rich Jablonski, Jim McCarville, Dick Pfeil, and Scott Schaller. Nays: None. Absent: Judy Mutzenberger and Dan Kathol. Motion carried.
- H. General Corporate Resolution:** 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 an attorney. Jim McCarville made a motion to approve the general corporate resolution as presented. Rich Jablonski seconded the motion. Ayes: Shannon Stuchlik, Nadine Hagedorn, Christian Ohl, Rich Jablonski, Jim McCarville, Dick Pfeil, and Scott Schaller. Nays: None. Absent: Judy Mutzenberger and Dan Kathol. Motion carried.

**I. Corporate Resolutions for Bank Accounts and Certificates of Deposit:** NENEDD Fiscal Officer Kristen Rosner presented. With the change in officers effective July 1, 2018, 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, Executive Director and Deputy Director. Nadine Hagedorn made a motion to approve the corporate resolutions with BankFirst, Stanton State Bank, Midwest Bank and Elkhorn Valley Bank. **Ayes:** Shannon Stuchlik, Nadine Hagedorn, Christian Ohl, Rich Jablonski, Jim McCarville, Dick Pfeil, and Scott Schaller. **Nays:** None. **Absent:** Judy Mutzenberger and Dan Kathol. Motion carried.

**VI. Discussion Items**

**A. 2018-2019 Board Meeting Dates and Locations:** NENEDD Executive Director Thomas L. Higginbotham Jr. presented the dates and locations of the 2018-2019 meeting dates and locations to the Board.

**VII. Chairman's/Board Comments:** None

**VIII. Next Meeting Date:** The next NENEDD Board of Directors meeting will be held on Thursday, July 26, 2017, at 1:30 p.m. or following the NED, Inc. meeting. The meeting will be held at The Stables Event Center, 1909 Vicki Ln, Norfolk, Nebraska.

**IX. Adjournment:** Nadine Hagedorn made a motion to adjourn the meeting. Rich Jablonski seconded the motion. **Ayes:** Shannon Stuchlik, Nadine Hagedorn, Christian Ohl, Rich Jablonski, Jim McCarville, Dick Pfeil, and Scott Schaller. **Nays:** None. **Absent:** Judy Mutzenberger and Dan Kathol. Motion carried. NENEDD Chairman Mayor Shannon Stuchlik adjourned the meeting at 8:01 p.m.