

**NORTHEAST NEBRASKA ECONOMIC DEVELOPMENT DISTRICT – NENEDD  
COUNCIL OF OFFICIALS ANNUAL MEETING  
WEDNESDAY, JUNE 30, 2021 – 7:15 P.M.**

**MINUTES**

**I. Call to Order:** The Northeast Nebraska Economic Development District (NENEDD) Board of Directors meeting was called to order at 7:26 p.m. by NENEDD Chairman Loren Kucera who informed the public about the location of the Open Meetings Act LB 898 and that it was accessible to the public.

**II. Roll Call:** NENEDD Administrative Assistant, Grace Petersen, read roll call.

**Board Members Present:**

Loren Kucera, Chairman, Nebraska Business Development Center (NBDC), Wayne  
Dan Kathol, Vice Chairman, Hartington Community Development Corporation  
Judy Mutzenberger, Secretary/Treasurer, Cuming County  
Gary Jackson, City of Norfolk  
Troy Uhlir, Madison County  
Charlie Bahr, City of Columbus  
Blake Denton, BankFirst-West Point  
Sally Ganem, City of Fremont

**Board members absent:**

Tina Biteghe Bi Ndong, West Point Chamber of Commerce

**Council of Officials present:** None.

**NED Inc. Board Members Present:**

None.

**NENEDD Staff Present:**

Thomas L. Higginbotham, Jr., Tina M. Engelbart, Jeff Christensen, Jan Merrill, Andrea Larson, Kirk Brown, Riah Deane, Kristen Rosner, and Grace Petersen.

**III. Introduction of Guests:** NENEDD Chairman Loren Kucera introduced guests.

**IV. Secretary's Report**

**A. Consideration to approve the June 30, 2021, agenda and the May 26, 2021, minutes:** Gary Jackson made a motion to approve the June 30, 2021, agenda and the May 26, 2021, minutes. Troy Uhlir seconded the motion. **AYES:** Dan Kathol, Judy Mutzenberger, Loren Kucera, Gary Jackson, Troy Uhlir, Charlie Bahr, Sally Ganem, and Blake Denton. **NAYS:** None. **ABSENT:** Tina Biteghe Bi Ndong. Motion carried.

**V. Treasurer's Report**

**A. Consideration to accept the May 2021 Treasurer's Report as presented.** NENEDD Fiscal Officer Kristen Rosner presented the report. Troy Uhlir made a motion to accept the May 2021 Treasurer's Report as presented. Charlie Bahr seconded the motion. **AYES:** Dan Kathol, Judy Mutzenberger, Loren Kucera, Gary Jackson, Troy Uhlir, Charlie Bahr, Sally Ganem, and Blake Denton. **NAYS:** None. **ABSENT:** Tina Biteghe Bi Ndong. Motion carried.

**VI.** Discussion Items

**A. Quarterly Staff Reports.** NENEDD staff reported to the Board their activities from April through June 2021.

**B. 2021-2022 Meeting Dates & Locations and Annual Meeting Reminder.** NENEDD Executive Director Thomas L. Higginbotham, Jr. presented. He informed the board and guests of the upcoming Board meeting dates and locations, as well as reminded those present about the Annual Meeting. Board members were encouraged to submit ideas for meeting locations.

**VII.** Action Items

**A. Consideration to approve a \$32,500 loan to Martin House of Donuts, LLC, d/b/a Daylight Donuts – Columbus.** NENEDD Business Loan Specialist Jeff Christensen presented. John Martin and Jason Gaver have formed Martin House of Donuts, LLC, and will do business as Daylight Donuts. They will purchase the existing business, Daylight Donuts, at 1266 27<sup>th</sup> Ave. in Columbus. The business has been in business since 1975 and offers daily fried donuts of all varieties, as well as beverages. One of the main reasons the current owner is selling is because of concerns about COVID-19. The purchase includes furniture, fixtures, equipment, inventory and intangible assets. Total project costs are \$125,000. NENEDD will lend \$32,500 to purchase the business. The \$32,500 NENEDD EDA CARES loan will have a term of 10 years at an interest rate of 2.00% for years 1 & 2, then 4.50% (fixed) for years 3-10. NENEDD will have a subordinate UCC lien on the business personal property. NENEDD also will require personal guaranties from John and Jason, file a deed of trust on John's personal residences in Columbus, and require a life insurance assignment from John for the life of the loan. Troy Uhlir made a motion to approve a \$32,500 loan to Martin House of Donuts, LLC, d/b/a Daylight Donuts -- Columbus. Charlie Bahr seconded the motion. **AYES:** Dan Kathol, Judy Mutzenberger, Loren Kucera, Gary Jackson, Troy Uhlir, Charlie Bahr, Sally Ganem, and Blake Denton. **NAYS:** None. **ABSENT:** Tina Biteghe Bi Ndong. Motion carried.

**B. Consideration to approve a \$70,000 loan to Trent Thompson, d/b/a Pierce Locker – Pierce.** NENEDD Business Loan Specialist Jeff Christensen presented. Trent Thompson is planning the purchase of the Pierce Locker where he has worked part-time for the past 10 years. The purchase includes the real estate located at 117 N. Brown St. in Pierce, equipment, and intangible assets/goodwill. The total project cost is \$225,000. NENEDD will lend \$70,000 to purchase the Pierce Locker. NENEDD's loan will have a term of 19 years at an interest rate of 2.00% for years 1 & 2, then 5.50% (fixed) for years 3-19. NENEDD will have a subordinate deed of trust on the business real estate and a subordinate lien position on all other business assets of Pierce Locker. NENEDD will file a deed of trust on Trent's personal residence in Pierce and require life insurance on Trent for the amount of the loan for the life of the loan. Dan Kathol made a motion to approve a \$70,000 loan to Trent Thompson, d/b/a Pierce Locker – Pierce. Troy Uhlir seconded the motion. **AYES:** Dan Kathol, Judy Mutzenberger, Loren Kucera, Gary Jackson, Troy Uhlir, Charlie Bahr, Sally Ganem, and Blake Denton. **NAYS:** None. **ABSENT:** Tina Biteghe Bi Ndong. Motion carried.

**C. Consideration to reallocate NENEDD CARES Act Funding from Administration and Contractual Service to be used as loan capital.** NENEDD Business Loan Specialist Jeff Christensen presented. To date, there is \$124,250 of loan capital yet to be approved. Once the initial \$2,010,000 loan capital has been loaned out, the Administration funds are no longer available. There is approximately \$40,000 left of Administration and \$98,818 for Contractual services. NENEDD staff has confirmed with the Economic Development Administration that we can reallocate the remaining balances of Administration and Contractual Services to loan capital since it's less than 10% of the total award. Gary Jackson made a motion to reallocate NENEDD CARES Act Funding from Administration and Contractual Service to be used as loan capital. Charlie Bahr seconded that motion. **AYES:** Dan Kathol, Judy Mutzenberger, Loren Kucera, Gary Jackson, Troy Uhlir, Charlie Bahr, Sally Ganem, and Blake Denton. **NAYS:** None. **ABSENT:** Tina Biteghe Bi Ndong. Motion carried.

**D. Consideration to adopt the 2021-2022 NENEDD budget as recommended by the Budget Committee.** NENEDD Executive Director Thomas L. Higginbotham, Jr. presented. On June 24, 2021, at 9:30 a.m., the NENEDD Budget Committee met with staff to review the proposed Annual Budget. The committee recommends approval of the proposed 2021-2022 Annual Budget as presented. Charlie Bahr made a motion to adopt the 2021-2022 NENEDD budget as recommended by the Budget Committee. Troy Uhlir seconded that motion. **AYES:** Dan Kathol, Judy Mutzenberger, Loren Kucera, Gary Jackson, Troy Uhlir, Charlie Bahr, Sally Ganem, and Blake Denton. **NAYS:** None. **ABSENT:** Tina Biteghe Bi Ndong. Motion carried.

**E. Consideration to appoint an individual as presented to the NENEDD Board of Directors for a three-year term.** NENEDD Executive Director Thomas L. Higginbotham, Jr. presented. The committee met on June 24, 2021, and is making the following recommendation: Loren Kucera, Nebraska Business Development Center (NBDC), Wayne, (second term to end 6/30/2024). There is a vacant seat on the board with the first term to end 6/30/2024. Gary Jackson made a motion to appoint an individual as presented to the NENEDD Board of Directors for a three-year term. Troy Uhlir seconded that motion. **AYES:** Dan Kathol, Judy Mutzenberger, Gary Jackson, Troy Uhlir, Charlie Bahr, Sally Ganem, and Blake Denton. **NAYS:** None. **ABSTAIN:** Loren Kucera. **ABSENT:** Tina Biteghe Bi Ndong. Motion carried.

**F. Consideration to elect the NENEDD Officers for 2021-2022 as presented.** NENEDD Executive Director Thomas L. Higginbotham, Jr. presented. The committee met on June 24, 2021, and is making the following recommendations: Chairwoman: Judy Mutzenberger, Cuming County; Vice Chairman: Charlie Bahr, City of Columbus; Secretary/Treasurer: Gary Jackson, City of Norfolk. Troy Uhlir made a motion to elect the NENEDD Officers for 2021-2022 as presented. Blake Denton seconded that motion. **AYES:** Dan Kathol, Judy Mutzenberger, Loren Kucera, Gary Jackson, Troy Uhlir, Charlie Bahr, Sally Ganem, and Blake Denton. **NAYS:** None. **ABSENT:** Tina Biteghe Bi Ndong. Motion carried.

**G. Consideration for approval of the general corporate resolution as presented. NENEDD Fiscal Officer 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 is suggested and reviewed by attorney Michael Brogan. Charlie Bahr made a motion to approve the general corporate resolution as presented. Troy Uhlir seconded that motion. **AYES:** Dan Kathol, Judy Mutzenberger, Loren Kucera, Gary Jackson, Troy Uhlir, Charlie Bahr, Sally Ganem, and Blake Denton. **NAYS:** None. **ABSENT:** Tina Biteghe Bi Ndong. Motion carried.

**H. Consideration for approval of corporate resolutions with BankFirst, Stanton State Bank, and Midwest Bank.** NENEDD Fiscal Officer Kristen Rosner presented. With the change in officers effective July 1, 2021, 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, and Midwest Bank. The signors on the accounts will be the Chairwoman, Vice Chairman, Secretary/Treasurer, City of Norfolk representative, Executive Director, and Deputy Director. Troy Uhlir made a motion to approve the corporate resolutions with BankFirst, Stanton State Bank, and Midwest Bank. Judy Mutzenberger seconded that motion. **AYES:** Dan Kathol, Judy Mutzenberger, Loren Kucera, Gary Jackson, Troy Uhlir, Charlie Bahr, Sally Ganem, and Blake Denton. **NAYS:** None. **ABSENT:** Tina Biteghe Bi Ndong. Motion carried.

**VIII. Executive Session.** Consideration for approval to move into Executive Session to conduct the Annual Review of the Executive Director. Charlie Bahr made a motion to approve to move into Executive Session to conduct the Annual Review of the Executive Director at 8:20 p.m. Troy Uhlir seconded that motion. Judy Mutzenberger made a motion to move out of Executive Session and reconvene into regular session at 8:33 p.m. Troy Uhlir seconded that motion. Loren Kucera restated for the record the

only item discussed in Executive Session was the Annual Review of the Executive Director. **AYES:** Dan Kathol, Judy Mutzenberger, Loren Kucera, Gary Jackson, Troy Uhlir, Charlie Bahr, Sally Ganem, and Blake Denton. **NAYS:** None. **ABSENT:** Tina Biteghe Bi Ndong. Motion carried.

**IX. Chairman's/Board Comments:** NENEDD Executive Director Thomas L. Higginbotham, Jr. presented outgoing board member Dan Kathol with a certificate. Dan Kathol made a few comments, thanking the board and the staff.

**X. Next Meeting Date:** The NENEDD Board of Directors meeting will be held on Wednesday, July 28, 2021, at 7:15 p.m. or following the NED, Inc. meeting. The meeting will be held at the following location: City of Norfolk Offices – Training Room, 309 N. 5<sup>th</sup> St., Norfolk, NE 68701.

**XI. Adjournment:** Charlie Bahr made a motion to adjourn the meeting. Sally Ganem seconded the motion. **AYES:** Dan Kathol, Judy Mutzenberger, Loren Kucera, Gary Jackson, Troy Uhlir, Charlie Bahr, Sally Ganem, and Blake Denton. **NAYS:** None. **ABSENT:** Tina Biteghe Bi Ndong. Motion carried. NENEDD Chairman Loren Kucera adjourned the meeting at 8:37 p.m.