

**NORTHEAST NEBRASKA ECONOMIC DEVELOPMENT DISTRICT – NENEDD
SEMI-ANNUAL COUNCIL OF OFFICIALS MEETING
WEDNESDAY, JANUARY 26, 2022 – 7:15 P.M.**

**NENEDD Office – Conference Room, 111 S. 1st St., Norfolk, NE 68701
West Point Chamber of Commerce – 200 Anna Stalp Ave., West Point, NE 68788
City of Columbus Offices – 1st Floor Mayor’s Office, 2424 14th St., Columbus, NE 68601**

MINUTES

I. Call to Order: The Northeast Nebraska Economic Development District (NENEDD) Board of Directors meeting was called to order at 7:29 p.m. by NENEDD Vice Chairman Charlie Bahr 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:

Charlie Bahr, Vice Chairman, Columbus City Council (Columbus)
Tina Biteghe Bi Ndong, West Point Chamber of Commerce (West Point)
Troy Uhlir, Madison County Commissioner (Norfolk)
Sally Ganem, Fremont City Council (West Point)
Blake Denton, MetLife Investment Management (West Point)
Loren Kucera, Nebraska Business Development Center (NBDC), Wayne (Norfolk)

Board members absent:

Judy Mutzenberger, Chairwoman, Cuming County Supervisor
Gary Jackson, Secretary/Treasurer, Norfolk City Council

NED Inc. Board Members Present:

Rich Jablonski, Columbus City Council (Columbus); and Jerry Engdahl, Platte County Supervisor (Columbus).

NENEDD Staff Present:

Thomas L. Higginbotham, Jr., Tina M. Engelbart, Martin Griffith, Kristen Rosner, and Grace Petersen.

III. Introduction of Guests: BrenDee Reinke of Schumacher, Smejkal, Brockhaus & Herley P.C.

IV. Secretary’s Report

A. Consideration to approve the January 26, 2022, agenda and the October 27, 2021, minutes:

Tina Biteghe Bi Ndong made a motion to approve the January 26, 2022, agenda and the October 27, 2021, minutes. Sally Ganem seconded the motion. **AYES:** Troy Uhlir, Charlie Bahr, Tina Biteghe Bi Ndong, Sally Ganem, Blake Denton, and Loren Kucera. **NAYS:** None. **ABSENT:** Judy Mutzenberger and Gary Jackson. Motion carried.

V. Treasurer’s Report

A. Consideration to accept the October 2021 Treasurer’s Report as presented.

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

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

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

VI. Discussion Items

A. Quarterly Staff Reports. NENEDD staff listed their activities from September-December 2021. Board members were encouraged to read through the reports and contact staff if there were any questions.

B. Quarterly Loan Review. NENEDD Fiscal Officer Kristen Rosner presented the report. Kristen said there hasn't been a return payment in a year. Currently, there are 62 loans with a total of more than \$4.5 million outstanding.

VII. Action Items

A. Consideration to appoint Elizabeth McManigal to finish Jan Wietfeld's term on the Northeast Revolving Loan Fund (RLF) Committee through June 2022. Each term is 3 years. NENEDD Deputy Director Tina M. Engelbart presented. The Northeast Revolving Loan Fund (RLF) Committee is a 9-member group that reviews NENEDD, NED, Inc's and local community's business loans and makes recommendations for approval. Jan Wietfeld was a vice president at Citizen's State Bank in Leigh until her retirement at the end of 2021. Elizabeth McManigal resides in rural Hubbard and is a loan officer at CharterWest Bank in Pender. Troy Uhlir made a motion to appoint Elizabeth McManigal to finish Jan Wietfeld's term on the Northeast Revolving Loan Fund (RLF) Committee through June 2022. Tina Biteghe Bi Ndong seconded the motion. **AYES:** Troy Uhlir, Charlie Bahr, Tina Biteghe Bi Ndong, Sally Ganem, Blake Denton, and Loren Kucera. **NAYS:** None. **ABSENT:** Judy Mutzenberger and Gary Jackson. Motion carried.

B. Consideration to accept the Northeast Nebraska Economic Development District Audit. BrenDee Reinke from Schumacher, Smejkal, Brockhaus & Herley P.C. presented the audit. Troy Uhlir made a motion to accept the Northeast Nebraska Economic Development District Audit. Loren Kucera seconded that motion. **AYES:** Troy Uhlir, Charlie Bahr, Tina Biteghe Bi Ndong, Sally Ganem, Blake Denton, and Loren Kucera. **NAYS:** None. **ABSENT:** Judy Mutzenberger and Gary Jackson. Motion carried.

C. Consideration to amend the NENEDD Administrative Procedures. NENEDD Deputy Director Tina M. Engelbart presented. Proposed amendment 1 is the deletion of Item #3 under Section I Authority, Budget. Reallocation of funds between budgetary line items are rarely required. If they are, approval is requested by the board of directors. Proposed amendment 2 is the deletion of Appendix I – Nebraska Secretary of State's Record Retention and Disposition Schedule 24 for Local Agencies and addition of the link directly to their website with the most current information. Troy Uhlir made a motion to amend the NENEDD Administrative Procedures. Tina Biteghe Bi Ndong seconded the motion. **AYES:** Troy Uhlir, Charlie Bahr, Tina Biteghe Bi Ndong, Sally Ganem, Blake Denton, and Loren Kucera. **NAYS:** None. **ABSENT:** Judy Mutzenberger and Gary Jackson. Motion carried.

D. Consideration to amend the NENEDD by-laws. NENEDD Deputy Director Tina M. Engelbart

presented. Proposed amendment 1 would be to amend the language throughout the by-laws to read “simple majority (51%” to specify the actual percentage of board members required for quorums, voting, and all other actions taken by the board of directors. The language currently reads “simple majority.” Proposed amendment 2 is to amend Section 9: Vote required for Action to add the following sentence: “The Acting Chairperson shall only vote in the event of a tie.” Troy Uhlir made a motion to amend the NENEDD by-laws. Sally Ganem seconded the motion. **AYES:** Troy Uhlir, Charlie Bahr, Tina Biteghe Bi Ndong, Sally Ganem, Blake Denton, and Loren Kucera. **NAYS:** None. **ABSENT:** Judy Mutzenberger and Gary Jackson. Motion carried.

E. Consideration to amend the NENEDD Personnel Policy & Procedures Manual. NENEDD Deputy Director Tina M. Engelbart presented. It is the practice for NENEDD to observe all federal holidays. As of this past year, June 19th is now officially Juneteenth National Independence Day, commemorating the end of slavery in the United States. The proposed amendment is to add Juneteenth (to be observed June 19th) to the paid holidays offered by NENEDD. Loren Kucera made a motion to amend the NENEDD Personnel Policy & Procedures Manual. Troy Uhlir seconded the motion. **AYES:** Troy Uhlir, Charlie Bahr, Tina Biteghe Bi Ndong, Sally Ganem, Blake Denton, and Loren Kucera. **NAYS:** None. **ABSENT:** Judy Mutzenberger and Gary Jackson. Motion carried.

VIII. Chairman’s/Board Comments: Board member Sally Ganem thanked the NENEDD staff for their hard work. NENEDD Deputy Director Tina M. Engelbart thanked NENEDD Fiscal Officer Kristen Rosner for the work she put into the annual audit.

IX. Next Meeting Date: The NENEDD Board of Directors meeting will be held on Wednesday, February 23, 2022, at 7:15 p.m. or following the NED, Inc. meeting. The meeting will be held via conference call.

X. Adjournment: Troy Uhlir made a motion to adjourn the meeting. Loren Kucera seconded the motion. **AYES:** Troy Uhlir, Charlie Bahr, Tina Biteghe Bi Ndong, Sally Ganem, Blake Denton, and Loren Kucera. **NAYS:** None. **ABSENT:** Judy Mutzenberger and Gary Jackson. Motion carried. NENEDD Vice Chairman Charlie Bahr adjourned the meeting at 7:52 p.m.