

**NORTHEAST NEBRASKA ECONOMIC DEVELOPMENT DISTRICT - NENEDD**  
**COUNCIL OF OFFICIALS ANNUAL MEETING**  
**WEDNESDAY, JUNE 29, 2022 - 7:15 P.M.**

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

The Chairman and Board of Directors reserve the right to adjourn into closed session as per  
Section 84-1410 of the Nebraska Open Meetings Act.

**AGENDA**

- I. Call to Order:** Inform the public about the location of the Open Meetings Act and that it is accessible to the public (LB 898).
- II. Roll Call**
- III. Introduction of Guests**
- IV. Secretary’s Report**
  - A. Consideration of approval of the June 29, 2022, agenda and May 25, 2022, meeting minutes.
- V. Treasurer’s Report**
  - A. Consideration of acceptance of the May 2022 Treasurer’s Report as presented.
- VI. Discussion Items**
  - A. Quarterly Staff Reports
  - B. 2022-2023 Meeting Dates & Locations and Annual Meeting Reminder
- VII. Action Items**
  - A. Consideration to adopt the 2022-2023 NENEDD budget as recommended by the Budget Committee.
  - B. Consideration to appoint the individuals as presented to the Northeast Nebraska Economic Development District Board of Directors three-year term.
  - C. Consideration to elect the Northeast Nebraska Economic Development District Officers for 2022-2023 as presented.
  - D. Consideration for approval of the general corporate resolution as presented.
  - E. Consideration for approval of the corporate resolution with BankFirst, Stanton State Bank, and Midwest Bank.
- VIII. Executive Session**
  - A. Consideration for Approval to move into Executive Session to conduct Annual Review of the Executive Director at \_\_\_\_\_ (insert time).
- IX. Chairman/Board Comments**
- X. Next Meeting Date:** The Northeast Nebraska Economic Development District Board of Directors will meet on Wednesday, July 27, 2022, at 7:15 p.m. or following the Northeast Economic Development, 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**

<b>NENEDD Board Members</b>	<b>Vote</b>	<b>COO Name</b>	<b>Vote</b>
Judy Mutzenberger			
Charlie Bahr			
Gary Jackson			
Tina Biteghe Bi Ndong			
Troy Uhlir			
Blake Denton			
Sally Ganem			
Loren Kucera			
Y (In Favor of Motion) N (Against Motion) <b>ABS</b> (Abstain) A (Absent)			

## NENEDD Board Agenda

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**Object:** Consideration of approval of the June 29, 2022, agenda and May 25, 2022, meeting minutes

**Contact Person:** Thomas L. Higginbotham Jr., Executive Director

**For:** Action

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**Explanation:** The June 29, 2022, agenda has been posted on the website. The May 25, 2022, meeting minutes have been posted on the website.

**Motion:** Consideration for approval of the June 29, 2022, meeting agenda and the May 25, 2022, board meeting minutes.

NENEDD Board Members	Vote	COO Name	Vote
Judy Mutzenberger			
Charlie Bahr			
Gary Jackson			
Tina Biteghe Bi Ndong			
Troy Uhlir			
Blake Denton			
Sally Ganem			
Loren Kucera			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			

## NENEDD Board Agenda

**Object:** May 2022 Treasurer’s Report

**Contact Person:** Kristen Rosner, Fiscal Officer

**For:** Action

**Background:** Northeast Nebraska Economic Development District’s (NENEDD) May 2022 Statement of Financial Position and the Statement of Revenues and Expenditures that reflect the monthly Budget, Actual and Budget Variance. Also stated is the Fiscal Year (FY) 2022 Budget for the nonaccrual accounts, July 1, 2021 through June 30, 2022 Actual, Budget Variance so far this fiscal year and Percent of the Fiscal Year 2022 Budget remaining.

**Explanation: Additional Information:**

Business Loan Principal Received	52,393.00
Business Loan Disbursements	91,967.93

**Restate Net Income**

Year to date Non-Operating Revenue:

Year to date Non-Operating Revenue:	610,821.00
EDA CARES Act RLF Business Loan Contributions	(466,775.00)
Bad Debt Recovery	(1,800.47)

**Year to date Non-Operating Expenditures:**

Donations (To Northeast Economic Development, Inc.)	-
Local RLF Contributions	34,206.97
Depreciation Expense	7,102.44
Loans Written Off	-
Loans Forgivable Portion	-
Actual Year to date Revenue Over (Under) Expenditures	183,554.94

Business Loan Disbursements:

Loan #322006, ASQ Promotional Products, Inc., Norfolk, \$91,967.93

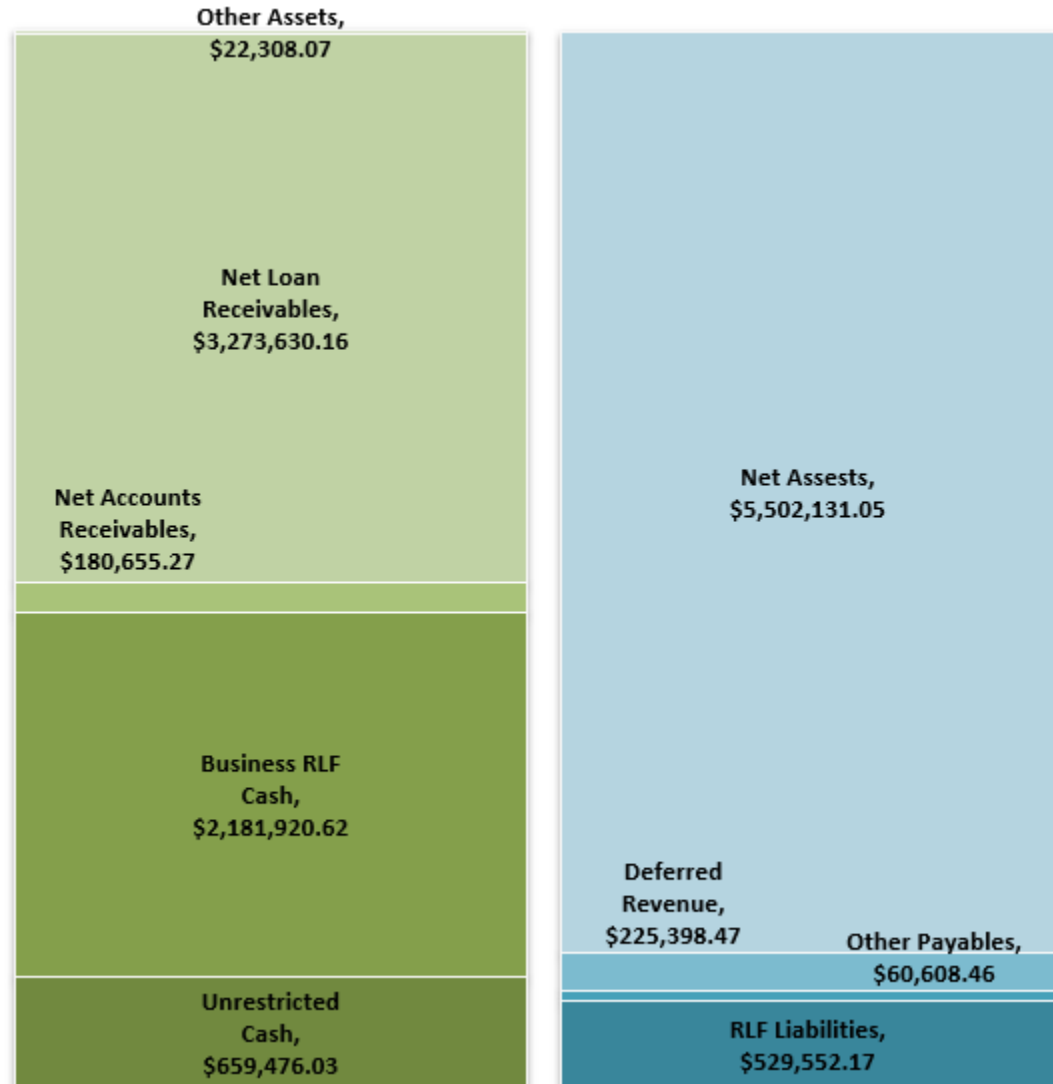
**Motion:** Consideration to accept the May 2022 Treasurer’s Report.

NENEDD Board Members	Vote	COO Name	Vote
Judy Mutzenberger			
Charlie Bahr			
Gary Jackson			
Tina Biteghe Bi Ndong			
Troy Uhler			
Blake Denton			
Sally Ganem			
Loren Kucera			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			

# Snapshot of the Statement of Financial Position May 31, 2022

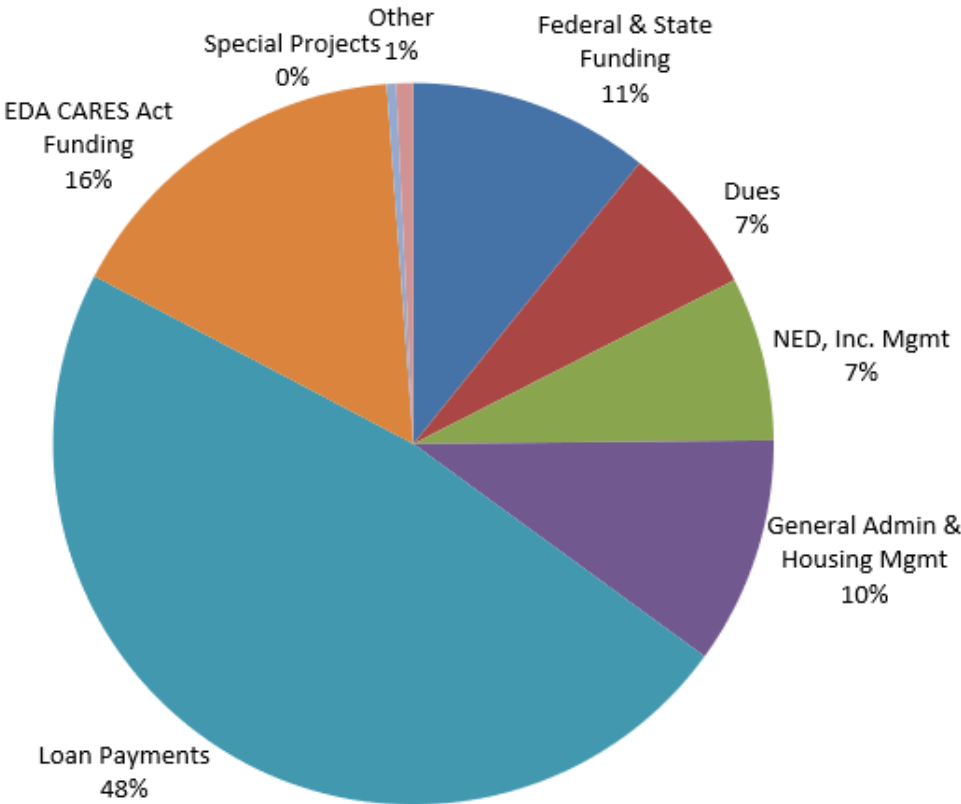
## Assets

## Liabilities & Net Assets

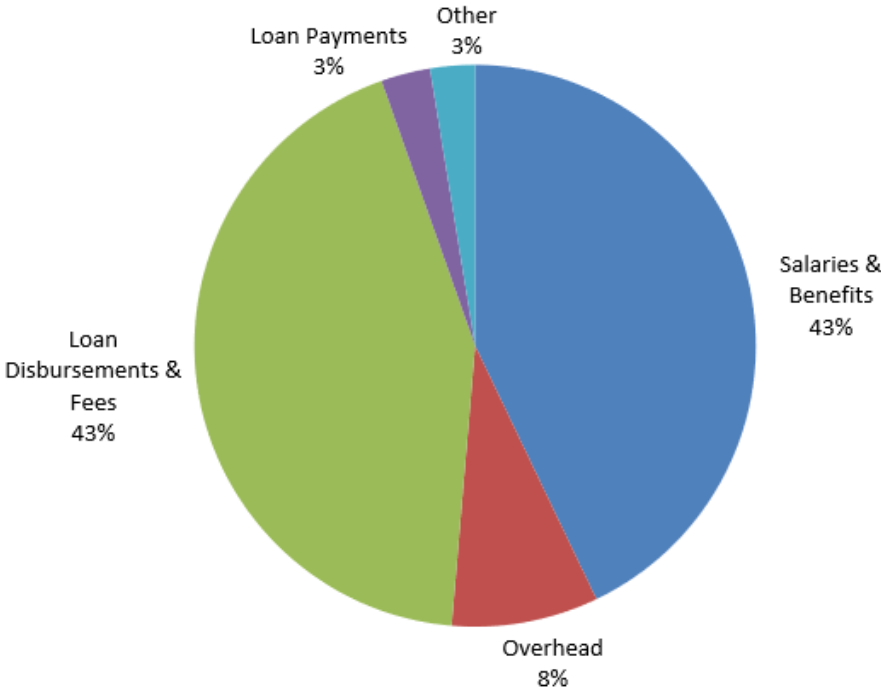


# Revenue & Expenses by Type July 2021 – May 2022

## Revenue



## Expenses



**Northeast Nebraska Economic Development District**  
**Statement of Financial Position - Overall - Unposted Transactions Included In Report**  
**As of 05/31/2022**

	Current Period Balance
<b>Assets</b>	
General Cash	
Cash in Bank - Checking	268,978.37
Unrestricted CD-Stanton State Bank #2995	23,155.53
Unrestricted CD-BankFirst #34875	54,861.39
Unrestricted CD-Midwest #882523	27,700.15
Unrestricted CD-Midwest #881867	1,663.22
Unrestricted-BankFirst #1648078	202,141.80
Unrestricted-BankFirst #1648166	80,975.57
Business RLF Cash	
EDA RLF-BankFirst #1648089	1,126,036.35
IRP RLF-BankFirst #1648122	488,182.82
HUD Business RLF-BankFirst #1648133	167,146.42
IRP #1 Loan Loss Reserve-BankFirst #1648144	37,461.68
IRP #2 Loan Loss Reserve-BankFirst #1648177	14,907.87
EDA CARES Act RLF - Bankfirst #1755625	348,185.48
Accounts Receivable	
Accounts Receivable	198,217.27
Business RLF Loans Receivables	
EDA RLF Loans Receivable	1,147,274.37
IRP RLF Loans Receivable	863,524.87
HUD RLF Loans Receivable	90,972.64
EDA CARES Act RLF Notes Receivable	1,860,105.74
Prepaid Expenses	
Prepaid Expense	7,437.43
Allowances for Uncollectible Accounts	
Allowance for Uncollectible A/R	(17,862.00)
Allowance for Uncollectible Notes	(688,247.46)
Fixed Assets	
Furniture and Equipment	177,090.30
Accumulated Depreciation	(162,219.66)
<b>Total Assets</b>	<b>6,317,690.15</b>
<b>Liabilities</b>	
Accounts Payable	
Accounts Payable	7,431.06
Other Payables	
Other Payables	302.59
Lease Payable	10,362.26
Payroll Payables	
ADD & Life Payable	12.92
Accrued FICA Payable	3,805.20
Federal Tax Withheld	2,077.67
State Tax Withheld	1,001.68
457 Withheld	792.88
Health Insurance Payable	573.35
Cafeteria Premium Payable	115.49
Dependent Care Payable	662.34
Child Support Payable	1,500.00
Annual Leave Payable	13,783.04
HSA Contributions	430.00
Accrued Unemployment	4.25
Accrued Salaries	17,753.73

**Northeast Nebraska Economic Development District**  
**Statement of Financial Position - Overall - Unposted Transactions Included In Report**  
**As of 05/31/2022**

	<b>Current Period Balance</b>
IRP Loan Payable	
IRP #1 Loan Payable	272,080.37
IRP #2 Loan Payable	257,471.80
Deferred Revenue	
Deferred Revenue-EDA Planning	30,135.73
Deferred Revenue - Community	167,102.74
Deferred Revenue - County	14,560.00
Deferred Revenue - Associates	13,600.00
Total Liabilities	815,559.10
Net Assets	
Other	5,502,131.05
Total Net Assets	5,502,131.05
Total Net Assets and Liabilities	6,317,690.15



**Northeast Nebraska Economic Development District**  
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
 From 05/01/2022 Through 05/31/2022

	Current Period	Current Period	Current Period	Total Budget	Current Year	Total Budget	Percent Total
	Budget	Actual	Budget Variance		Actual	Variance	Budget \$ Remaining
<b>Revenues</b>							
400	41,849.00	0.00	(41,849.00)	502,203.00	158,231.99	(343,971.01)	(68.49)%
405	13,500.00	0.00	(13,500.00)	162,000.00	165,345.82	3,345.82	2.07%
406	1,200.00	0.00	(1,200.00)	14,400.00	14,480.00	80.00	0.56%
407	1,154.00	0.00	(1,154.00)	13,850.00	14,250.00	400.00	2.89%
410	8,634.50	0.00	(8,634.50)	103,614.00	154,646.76	51,032.76	49.25%
415	41.00	0.00	(41.00)	500.00	295.00	(205.00)	(41.00)%
418	18,750.00	20,151.51	1,401.51	225,000.00	212,564.23	(12,435.77)	(5.53)%
420	27,083.00	8,309.77	(18,773.23)	325,000.00	185,568.54	(139,431.46)	(42.90)%
421	50,765.00	0.00	(50,765.00)	609,180.00	466,775.00	(142,405.00)	(23.38)%
Contributions							
425	1,250.00	4,845.00	3,595.00	15,000.00	8,380.00	(6,620.00)	(44.13)%
430	8,333.00	7,429.75	(903.25)	100,000.00	73,156.53	(26,843.47)	(26.84)%
433	2,916.00	375.00	(2,541.00)	35,000.00	27,697.50	(7,302.50)	(20.86)%
444	104.00	274.25	170.25	1,250.00	1,920.00	670.00	53.60%
445	100.00	183.62	83.62	1,200.00	1,470.87	270.87	22.57%
451	13,333.00	12,175.34	(1,157.66)	160,000.00	159,351.61	(648.39)	(0.41)%
452	50.00	0.00	(50.00)	600.00	25.00	(575.00)	(95.83)%
453	291.00	920.00	629.00	3,500.00	4,383.00	883.00	25.23%
454	1,083.00	1,300.16	217.16	13,000.00	8,131.66	(4,868.34)	(37.45)%
460	250.00	337.50	87.50	3,000.00	12,196.04	9,196.04	306.53%
489	0.00	0.00	0.00	0.00	1,800.47	1,800.47	0.00%
490	916.00	519.06	(396.94)	11,000.00	6,593.36	(4,406.64)	(40.06)%
491	0.00	145.16	145.16	0.00	170.16	170.16	0.00%
495	1,250.00	1,250.00	0.00	15,000.00	13,750.00	(1,250.00)	(8.33)%
	192,852.50	58,216.12	(134,636.38)	2,314,297.00	1,691,183.54	(623,113.46)	(26.92)%
<b>Expenditures</b>							
500	65,730.00	53,186.79	12,543.21	788,779.00	635,672.08	153,106.92	19.41%
505	17,250.00	14,266.02	2,983.98	207,014.00	167,395.39	39,618.61	19.14%
520	1,250.00	1,250.00	0.00	15,000.00	13,750.00	1,250.00	8.33%
521	791.00	479.31	311.69	9,500.00	7,057.61	2,442.39	25.71%
522	333.00	0.00	333.00	4,000.00	2,410.11	1,589.89	39.75%
523	833.00	351.28	481.72	10,000.00	9,519.32	480.68	4.81%
524	833.00	375.00	458.00	10,000.00	4,602.01	5,397.99	53.98%
526	2,333.00	1,247.62	1,085.38	28,000.00	13,342.98	14,657.02	52.35%
530	183.00	0.00	183.00	2,200.00	2,423.83	(223.83)	(10.17)%
531	0.00	0.00	0.00	0.00	2,380.34	(2,380.34)	0.00%
536	416.00	83.92	332.08	5,000.00	14,740.64	(9,740.64)	(194.81)%
538	1,266.00	990.16	275.84	15,200.00	13,172.43	2,027.57	13.34%

**Northeast Nebraska Economic Development District**  
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
 From 05/01/2022 Through 05/31/2022

Account Number	Account Description	Current Period	Current Period	Current Period	Current Year	Total Budget	Total Budget	Percent Total
		Budget	Actual	Budget Variance	Actual	Variance	Budget \$ Remaining	
539	Lead Testing Expense	1,250.00	4,900.00	(3,650.00)	12,900.00	15,000.00	2,100.00	14.00%
540	Equipment	0.00	0.00	0.00	33,656.98	0.00	(33,656.98)	0.00%
543	EDA Peer Project	0.00	0.00	0.00	10.00	0.00	(10.00)	0.00%
548	Loan Closing Expense	104.00	108.75	(4.75)	2,643.00	1,250.00	(1,393.00)	(111.44)%
550	Building Maintenance	287.50	291.00	(3.50)	3,247.00	3,450.00	203.00	5.88%
551	Utilities	600.00	676.08	(76.08)	7,153.33	7,200.00	46.67	0.65%
553	Dues/Memberships	750.00	500.00	250.00	9,007.94	9,000.00	(7.94)	(0.09)%
554	Subscriptions	116.00	0.00	116.00	384.00	1,400.00	1,016.00	72.57%
555	Advertising/Marketing	250.00	0.00	250.00	818.31	3,000.00	2,181.69	72.72%
556	Insurance	416.00	336.00	80.00	5,294.11	5,000.00	(294.11)	(5.88)%
560	Legal Services	166.00	0.00	166.00	1,782.63	2,000.00	217.37	10.87%
561	Audit Fees	633.00	0.00	633.00	9,400.00	7,600.00	(1,800.00)	(23.68)%
562	Other Professional Services	416.00	426.67	(10.67)	4,039.98	5,000.00	960.02	19.20%
563	Annual Staff Retreat Expense	41.00	0.00	41.00	0.00	500.00	500.00	100.00%
565	Depreciation Expense	400.00	756.55	(356.55)	7,102.44	4,800.00	(2,302.44)	(47.97)%
567	Annual Meeting Expense	291.00	0.00	291.00	3,436.50	3,500.00	63.50	1.81%
568	Board Meeting Expense	41.00	0.00	41.00	0.00	500.00	500.00	100.00%
569	Contractual Services - EDA Cares ACT PP	25,914.50	0.00	25,914.50	49,500.00	310,974.00	261,474.00	84.08%
572	USDA Interest Expense	481.25	0.00	481.25	5,768.39	5,775.00	6.61	0.11%
574	RLF Management Contract	41.00	456.82	(415.82)	1,089.59	500.00	(589.59)	(117.92)%
577	Local RLF Contribution Expense	10,468.00	0.00	10,468.00	34,206.97	125,620.00	91,413.03	72.77%
580	Loans Written Off	2,083.00	0.00	2,083.00	0.00	25,000.00	25,000.00	100.00%
590	Miscellaneous	41.00	0.00	41.00	115.46	500.00	384.54	76.91%
602	Vehicle Maintenance	500.00	70.67	429.33	2,339.17	6,000.00	3,660.83	61.01%
	Total Expenditures	<u>136,508.25</u>	<u>80,752.64</u>	<u>55,755.61</u>	<u>1,080,362.54</u>	<u>1,638,262.00</u>	<u>557,899.46</u>	<u>34.05%</u>
	Total Revenues Over (Under) Expenditures	<u>56,344.25</u>	<u>(22,536.52)</u>	<u>(78,880.77)</u>	<u>610,821.00</u>	<u>676,035.00</u>	<u>(65,214.00)</u>	<u>(9.65)%</u>

## NENEDD Board Agenda

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**Object:** Staff Reports

**Contact Person:** See individual reports

**For:** Discussion

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**Background:** Review of activities for period April-June 2022

**Explanation:** See attached individual reports

**To: NENEDD Board of Directors**  
**From: Thomas L. Higginbotham Jr. Executive Director**  
**RE: Quarterly Activity Report March 2022 – June 2022**

- **NENEDD/NED, Inc.**
  - Prepared and analyzed the 2022-2023 budgets
  - Developed the 2022-2023 board rosters
  - Continue to review personnel/administration policies for updates
  - Overall management of organizations, programs, and budgets
  - Continue to monitor Dodge County Nebraska Joint Water Management Advisory Board (JWMAB) meeting regarding disaster
  
- **National Association of Development Organizations (NADO)**
  - Attended the 4-state conference in Kansas City May 2022
    - Gave a presentation on the success of our CARES RLF program
  - Continue to stay informed of federal legislation and federal budget and impacts on federal programs.
  - Participated in various webinars regarding American Rescue Plan Act (ARPA)
  
- **Economic Development Administration (EDA)**
  - Implementing and managing our CEDS scope of work
  - Continued implementing of EDA COVID-19 grants for planning and business RLF that were awarded in July 2020
  - Continue to work with consultant on the co-working space “Project Connect”
  
- **Nebraska Department of Economic Development (DED)**
  - Continue to follow and monitor the disaster programs for flood and COVID-19
    - possible relocation of Winslow
    - continue to monitor ARPA fund opportunities
  - General management & correspondence of NENEDD and NED, Inc grants
  - Working with DED on closeout of multiple community grants
  
- **Nebraska Regional Officials Council (NROC)**
  - Continue to work with NROC on Economic Development Administration (EDA) grant for the statewide broadband study
  - Participated in NROC board of directors’ meetings
  - Continue to work with our lobbyist on legislation
    - Possible funding for at statewide coordinator
  
- **Norfolk**
  - Working on a potential application for new rural workforce housing funds
  - Attended meeting related to potential grant applications for ARPA projects
  - Attended weekly Norfolk Action Council economic development meetings
  - Continue to participate in Northeast Nebraska Growing Together initiative
  - Attended monthly Housing Agency board meetings

**To: NENEDD Board of Directors**  
**From: Tina M. Engelbart, Deputy Director**  
**RE: Quarterly Staff Report – April/May/June 2022**

- **NENEDD/NED, Inc.**
  - Assisted with the preparation of the 2022-2023 budgets
  - Assisted in the recruitment of new board members
  - Researched and developed new staff evaluation form for annual performance reviews
  - Attended the National Association of Development Organizations 4 State Conference in Kansas City and was a speaker on a panel discussing various housing programs
  - Overall management of organizations, programs, budgets, and staff
  - Participated in legislative calls with the Nebraska Regional Officials Council (NROC), Nebraska Housing Developers Association (NHDA), Nebraska Economic Development Association (NEDA) and the Norfolk Government Affairs Committee
  
- **Human Resources**
  - **SHRM (Society for Human Resource Management)**
    - Kept apprised of current developments in human resources through newsletters, emails and webinars
  
  - **NAHRA (Norfolk Area Human Resources Association)**
    - Participated in monthly membership meetings and various webinars
  
- **Community Members**
  - Assisted communities and facilitated meetings with parties interested in applying for EDA American Rescue Plan funding
  - Continued to participate in DED meetings regarding the Community Development Block Grant Disaster Recovery funds related to the flooding of 2019
    - Assisted with completion of disaster recovery grant application for Dodge County
  
- **EDA (Economic Development Administration)**
  - Implementing goals of the current Comprehensive Economic Development Strategy (CEDS) scope of work
  - Providing oversight in the implementation of the EDA CARES Act grants for planning and business RLF
  
- **DED (Nebraska Department of Economic Development)**
  - Continue communications w/DED staff on community projects and closeouts
  - General management & correspondence of NENEDD and NED, Inc grants
  - Participated in Rural Workforce Housing Discussions
  
- **NADO (National Association of Development Organizations)**
  - Stayed apprised of current developments on Capitol Hill through email, the NADO newsletter and webinars
  
- **NHDA (Nebraska Housing Developers Association)**
  - Participated in quarterly meeting and have been appointed as the marketing chairperson
  
- **NROC (Nebraska Regional Officials Council)**
  - Participated in board meetings and misc. calls with the NROC lobbyist relating to state legislation and potential funding opportunities
  - Continue to be involved in discussion with NROC on Economic Development Administration (EDA) grant for a statewide broadband study
  
- **Coldwell Banker Dover Realtors**
  - Participated in agent meetings as appropriate and act as a resource providing grant opportunities and information related to housing

**TO: NENEDD Board of Directors**  
**FROM: Andrea Larson, Community Planner**  
**DATE: June 29, 2022**  
**RE: Staff Report for April, May, June**

**Meetings/Conferences**

- Attended NEDA Conference in Valentine
- Attended Fair Housing Conference in Columbus
- Attended various webinars in-house, including topics on AmpliFund, NAHTF, CDGB

**Community Projects:**

**Allen**

- Currently conducting a community survey for the Village of Allen

**Belden**

- Assisting the Village with a CDBG Public Works grant for ADA upgrades to the community swimming pool

**Emerson**

- Assisting the community with a CDBG Public Works grant for street improvements
- Assisting the community with a CDBG Planning grant for DTR planning

**Hartington**

- Currently conducting a community survey for the City of Hartington

**Martinsburg**

- Filed and received a contract extension for the water improvement grant

**Newcastle**

- Assisting the community in the implementation of their Public Works street improvement grant

**Norfolk**

- Conducting construction management for the Johnson Park Restroom and Parking Lot project that has recently begun
- Writing a CDBG Emergent Threat-Covid grant for improvements to Bright Horizons, following a special invitation from DED
- Assisting the community with a DTR grant for commercial rehab and mid-block crossing improvements
- Assisting the community with a SS4A planning grant
- Assisting the community with a LB1024 grant for Midtown Health, Salvation Army, and NENCAP
- Continued general administration services for the Norfolk CCCFF Johnson Park project

**Pender**

- Assisting the community with their EMCV-Covid grant implementation
- Continuing administration and construction management of DTR façade improvement project

**Stanton**

- DTR façade improvements underway. Conducting site visits and wage interviews as well as general administration

**Winnebago**

- General administration and construction management of the Winnebago street Improvement project

**To: NENEDD Board of Directors**

**From: Kirk Brown, Community Planner**

**RE: Activity Report April, May, June 2022**

### **Meetings and Conference Calls**

Attended Fremont/Dodge County Long Term Recovery Group/COAD quarterly meeting

Attended Northeast Nebraska Network monthly meetings

Attended Fremont/Dodge County Joint Water Management Quarterly meeting

Attended Columbus Fair Housing Conference

Attended Meeting with DED to discuss Project Status Reports

Nebraska Department of Economic Development webinars: Amplifund, Disaster Recovery, 2022 Action Plan,

HUD Section 3, Upcoming CDBG Grants

### **Community Projects**

- **Clarkson**
  - Discussed grant opportunities for downtown streets
  - Completed RFQ for engineering
- **Craig**
  - Completed general grant administration duties for Planning Grant
  - Attended Village Board Meetings and Public Hearing
- **Decatur**
  - Discussed grant funding options
- **Dodge**
  - Discussed grant opportunities for new city auditorium
- **Dodge County**
  - Completed general grant administration duties for EM grants
  - Meetings with Tom Smith, Emergency Management Coordinator
  - Assisted with Disaster Recovery Pre-Applications
- **Fremont**
  - Meetings with Angie Olson, City of Fremont to discuss current and future grants
  - Meeting with LifeHouse and City of Fremont
  - Meeting with Fremont Trails Committee
  - Completed general grant administration duties for EM grant
  - Completed general grant administration duties for three EMCV grants
  - Completed NAHTF Grant Application
  - Site visits to conduct wage interviews for Davis-Bacon
- **Lyons**
  - Completed general grant administration duties for WW Grant
- **Madison**
  - Completed general grant administration duties for EMCV grants and CCCFF grant
  - Site visit to conduct wage interviews for Davis-Bacon
  - Attended Pre-Construction Conference with Engineer for City Auditorium Grant
- **Newman Grove**



- Discussed grant opportunities for trails
  
- **Schuyler**
  - Attended Schuyler Housing Development Committee monthly meetings
  - Attended Schuyler Downtown Revitalization and Commercial Development Committee monthly meetings
  - Met with Schuyler City Administrator to discuss grant opportunities
  - Completed general grant administration duties for EMCV grant
- **Scribner**
  - Completed general grant administration duties for repurposed funds
  - Site visit to discuss Slum and Blight Study
- **West Point/Cuming County**
  - Meeting with David Branch to discuss Project Connect
- **Winslow**
  - Continued Work on Income Survey
  - Meeting with Winslow, Tom Smith, JEO and conference call with EPA

**To: NENEDD Board of Directors**

**From: Riah Deane, Community Planner**

**RE: Activity Report – April, May, and June**

### **Meetings and Conference Calls**

Northeast Nebraska Network monthly meetings.

Nebraska Department of Economic Development webinars regarding grant applications and new online portal Amplifund.

### **Community Projects**

- **Albion**
  - Assisted with general grant administration duties for DTR grant
- **Emerson**
  - Attended Town Hall meeting and Strategic Planning
- **Laurel**
  - Assisted with general grant administration duties for DTR grant
- **Norfolk**
  - Attended Riverfront Development Meeting at the Chamber monthly
- **Osmond**
  - Attended DTR meeting with Pierce ED Director and City Officials
- **Stanton**
  - Assisted with general grant administration duties for DTR grant
- **Wayne**
  - Attended meeting/town hall reviewing Community Attitude Survey
- **West Point**
  - Assisted with general grant administration duties for DTR grant

**TO: NENEDD Board of Directors**  
**FROM: Mandy Gear, Housing Loan Specialist**  
**DATE: June 29, 2022**  
**RE: Staff Report for April, May, June**

**OWNER/OCCUPIED HOUSING REHABILITATION (OOR)**

**Northeast Nebraska Economic Development Inc. (NED, Inc.) and Community Reuse OOR Projects**

- Contact applicants on regional waiting list for participation in the program
- Mail out application packets
- Process applications and determine income eligibility
- Monitor projects
- Prepare loan documents for approved and completed projects
- Assist with marketing materials to promote program
- Community program income reports
- Keep current on program guidelines
- OOR projects completed and files closed this quarter: 1

**City of Wayne 21-HO-35041**

- Assist with ROF items
- Draft separate Housing Management and Lead Based Paint Service Agreements

**RENTAL REHABILITATION PROJECTS**

**Conover Properties – Madison**

- Process applications and determine income eligibility
- Tenant income reviews
- Determine maximum allowable rents and notify landlords regarding lease renewals

**BOWA and Parkview Properties - Bloomfield**

- Tenant income reviews
- Process applications and determine income eligibility
- Determine maximum allowable rents and notify landlords regarding lease renewals

**City of Plainview 20-TFRH-35023**

- Administer Housing Management Agreement

**City of Pierce 21-TFRH-35017**

- Administer Housing Management Agreement

**City of Fremont**

- Determine maximum allowable rents and notify landlords regarding lease renewals

**Riverpoint Properties – City of Norfolk**

- Determine maximum allowable rents and notify landlords regarding lease renewals

**Conover Properties – City of Norfolk 20-TFRH-15005**

- Process applications and determine income eligibility

- Determine maximum allowable rents and notify landlord regarding new leases
- Assist with lease changes
- Assist with tenant education requirements
- Gather project completion documents for final project drawdown request
- Zoom call with City of Norfolk, DED, and Conover Properties on grant requirements

#### **DIRECT HOMEBUYER ASSISTANCE (DHA)**

##### **NED, Inc. Regional Reuse Funds and NED, Inc. 20-TFHP-15004**

- Correspondence with potential applicants
- Mail application packets
- Process applications and determine income eligibility
- Prepare documents as required by federal and state regulations
- Attend loan closings
- Keep current on program guidelines
- DHA loans closed this quarter: 1

##### **City of Columbus 20-TFHP-17006**

- Correspondence with potential applicants
- Mail application packets
- Process applications and determine income eligibility
- Prepare documents as required by federal and state regulations
- Prepare drawdowns
- Attend loan closings
- DHA loans closed this quarter: 0

##### **Fremont Area Habitat for Humanity 19-TFHP-15062 (OOR and new construction activities)**

- Correspondence with potential applicants
- Mail out application packets
- Process applications and determine income eligibility
- Prepare documents as required by federal and state regulations
- Prepare drawdowns
- Attend loan closings
- Assist with Contract Budget Amendment Request
- DHA loans closed this quarter: 0
- OOR projects completed and files closed this quarter: 0

#### **NEBRASKA AFFORDABLE HOUSING TRUST FUND DISASTER GRANTS**

##### **Greater Fremont Development Foundation 19-TFDR-15092**

- Prepare drawdowns

#### **RURAL WORKFORCE HOUSING FUNDS (RWHF)**

##### **Greater Fremont Development Council 17-RWHF-009**

- Attend GFDC meetings as needed
- Provide housing administrative services
- Maintain Housing project files
- Keep current on housing guidelines

- Annual reporting

**Pender Community Development 20-RWHF-003**

- Attend PCD meetings as needed
- Provide housing administrative services
- Maintain Housing project files
- Keep current on housing guidelines
- Annual reporting

**Cuming County Economic Development 20-RWHF-004**

- Attend CCED meetings as needed
- Provide housing administrative services
- Maintain Housing project files
- Keep current on housing guidelines
- Annual reporting

**GENERAL HOUSING ACTIVITIES**

- Maintain client files
- Update community reuse account budget sheets with information from bank statements
- Mail monthly housing administration invoices to communities
- Compare fiscal officer's element codes balances to open grant budget balances
- Provide updates to housing department project list
- Assist communities in getting set up in Amplifund
- Assist with City of Fremont Rental Rehabilitation grant application

**MEETINGS/CONFERENCES**

- NED, Inc. monthly board meetings
- Downhome Training via Zoom
- Zoom call with SHPO on THPO and Section 106
- NWNEN Fair Housing Conference in Columbus
- DED Amplifund training

**To: NENEDD Board of Directors**

**From: Martin Griffith, Housing Specialist**

**RE: Activity Report – April, May, June**

**Meetings/Conferences**

- Attended National Association of Home Builders local chapter monthly General and Board meetings
- Attended Ned, Inc and NENEDD board of Directors meetings
- Attended Community and Housing Board meetings
- Attended Schuyler Housing Development Committee meetings representing NENEDD as a consultant
- Attended Town Hall meetings
- Attended City of Norfolk Planning Commission & sub-committee meetings
- Attended Home NE webinars

**Owner Occupied**

- Sent application packets to interested individuals
- Processed applications
- Performed initial Housing Quality Standards inspections
- Prepared initial work and board write-ups
- Presented applicants to Board for approval/denial
- Conducted Tier II Environmental Reviews
- Ordered Title Searches
- Ordered Lead Based Paint Audits/Risk Assessments and Clearances
- Reviewed Lead Based Paint Risk Assessments and revised work write-ups accordingly
- Prepared bid specifications
- Filed and evaluated bids
- Conducted Pre-construction Conferences
- Prepared and issued construction contracts
- Conducted interim and final inspections of repairs
- Reviewed contractor invoices, verified work completed and authorized payment to contractors
- Maintained project files and budgets
- Requested proposals, scored proposals & selected company to perform Lead Based Paint Services

**Homebuyer Assistance program**

- Performed initial Housing Quality Standards inspections
- Prepared list of required repairs
- Performed verification of repairs

**Ned, Inc Regional Reuse Program**

- Completed rehabilitation of one home in Cedar Rapids
- Initiated two projects in the communities of Norfolk and Clarkson
- Monitored progress on eight projects

- Verified work completed and authorized payments to contractors

#### **Community Reuse Programs**

- Initiated one project
- Monitored progress on one project
- Verified work completed and authorized payments to contractors

#### **Fremont Habitat for Humanity Grant**

- Verified work completed for drawdowns
- Monitored progress on one New Construction project
- Conducted final inspection of one New Construction project

#### **Columbus Home Buyer Assistance Grant**

- Conducted Housing Quality Standards inspections on two properties
- Prepared lists of required repairs
- Verified completion of required repairs on two properties

#### **Ned, Inc, Home Buyer Assistance Grant**

- Conducted initial Housing Quality Standards inspections on one property
- Prepared list of required repairs
- Performed verification of repairs

#### **Plainview Rental four-plex New Construction Grant**

- Conducted discussions of options due to project cost overruns
- Attended virtual meeting with DED, Developer and community

#### **Dodge County Disaster Grant**

- Completed Rehabilitation of one home
- Verify work completed for contractor payment
- Conducted conference call with grantee

#### **Norfolk Grand Theater upper story Rental Rehab**

- Monitored progress & Verified work completed for drawdowns
- Conducted final inspections
- Filed Certificate of Occupancy

#### **Cuming County Rural Workforce Housing Fund**

- Met with Economic Development Director
- Verified work completed

### **Greater Fremont Development Council Rural Workforce Housing Fund**

- Researched eight properties and determined proper Legal Descriptions
- Ordered Title Searches on eight properties



**TO: NENEDD BOARD OF DIRECTORS**

**FROM: JEFF CHRISTENSEN, BUSINESS LOAN SPECIALIST**

**RE: ACTIVITY REPORT – APRIL, MAY, JUNE, 2022**

- CDBG GENERAL GRANT ADMINISTRATION DUTIES
  - 10ED009 - BUSINESS PARK (FREMONT)
    - SEMI-ANNUAL PROJECT STATUS REPORT
    - JOBS MONITORING
    - 2 YEAR EXTENSION REQUEST APPROVED
  - 20EDCV002 - NORFOLK MOBILE LAB (NORFOLK)
    - REQUEST FOR FUNDS
  - 20EDCV004 – MIDWEST VETERINARY SERVICES, INC. (BURT COUNTY)
    - REQUEST FOR FUNDS
- DIRECTED NORTHEAST RLF COMMITTEE MONTHLY MEETINGS
- LOAN CLIENT SITE VISITS AND MET WITH VARIOUS BANKERS AND ECONOMIC DEVELOPMENT PROFESSIONALS
- PREPARED USDA RMAP QUARTERLY REPORT
- PREPARED USDA IRP SEMI-ANNUAL REPORTS
- PREPARED DED MICRO SEMI-ANNUAL REPORTS
- PARTICIPATED IN MWRCAP AND NIF ADVISORY COMMITTEE MEETINGS
- PRESENTED LOAN FOR APPROVAL AT KNOX COUNTY BOARD MEETING
- ATTENDED DED AMPLIFUND TRAININGS
- PARTICIPATED IN DOWNHOME LOAN SOFTWARE UPDATE WEBINAR
- ATTENDED CONNECTING ENTREPRENEURIAL COMMUNITIES CONFERENCE

FIVE LOANS WERE CLOSED:

- FLAT WATER MEATS, LLC – SNYDER  
(\$140,000 DED MICRO #6 & USDA IRP #1)
- VET. CLINIC, P.C., D/B/A TOWN AND COUNTY VETERINARY CLINIC – ELGIN, & ST. EDWARD  
(\$45,000 DED MICRO #6)
- NOFO RESTAURANTS, LLC – NORFOLK  
(\$114,515 DED MICRO #6 & USDA RMAP)
- ASQ PROMOTIONAL PRODUCTS, INC. – NORFOLK  
(\$91,967.93 USDA IRP)
- STANKOSKI DOZING AND EXCAVATING, LLC – MONROE  
(\$94,400 DED MICRO #6)

ONE LOAN APPROVED YET TO BE CLOSED

- MARA BREITHAUPT, D/B/A COMMERCIAL HOTEL - VERDIGRE  
(\$50,000 KNOX COUNTY RLF/NDO)

TWO LOANS FOR APPROVAL AT TONIGHT'S BOARD MEETING

- WRAGGE TRUCK SERVICES, LLC – SNYDER  
(\$87,500 DED MICRO #3 & #6)
- VET. CLINIC, P.C., D/B/A TOWN AND COUNTY VETERINARY CLINIC – ALBION  
(\$250,000 NED, Inc. NDO)

POTENTIAL BUSINESS LOAN PROJECTS:

VETERINARY CLINIC – EXPANSION	MEAT LOCKER – TRANSITION
HOME HEALTH CARE – EXPANSION	CAFÉ/RESTAURANT (2) – START-UP
MARKETING/PROMOTIONAL BUSINESS – TRANSITION	TRUCKING COMPANY – START-UP
BAR/GRILL – TRANSITION	SERVICE BUSINESS – EXPANSION
COFFEE SHOP – START-UP	AUTO/TRUCK REPAIR (2) – EXPANSION
EXCAVATING BUSINESS – EXPANSION	MOTEL/HOTEL (2) – TRANSITION
CHIROPRACTOR – EXPANSION	CONSTRUCTION BUSINESS – EXPANSION
DAYCARE (2) – START-UP	CAR WASH – START-UP
HARDWARE STORE – TRANSITION	PRE-SCHOOL – EXPANSION
BODY SHOP – EXPANSION	HOME FURNISHINGS – EXPANSION
ENTERTAINMENT CENTER – START-UP	BUSINESS PARK – START-UP
BOWLING ALLEY - TRANSITION	

ABBREVIATIONS:

**CDBG** – COMMUNITY DEVELOPMENT BLOCK GRANT  
**DED** – DEPARTMENT OF ECONOMIC DEVELOPMENT  
**IRP** – INTERMEDIARY RELENDING PROGRAM  
**MWRCAP** – MIDWEST RENEWABLE CAPITAL  
**NIF** - NATIONAL IMPACT FUND  
**RLF** – REVOLVING LOAN FUND  
**RMAP** – RURAL MICROENTREPRENEUR ASSISTANCE PROGRAM  
**USDA** – US DEPARTMENT OF AGRICULTURE

To: NENEDD Board of Directors

From: Kristen Rosner, Fiscal Officer

RE: Activity Report – April, May, June 2022

- Meetings/Conferences/Webinars
  - Loan tracking software consultations and training
  - Enrolled in: Taxation for Businesses and Advanced Auditing
  - Accounting software webinars on advanced functions in the software
  - Amplifund training through Dept. of Economic Development
- Reporting as required
  - NED, Inc.
    - RMAP Quarterly report
    - IRP & IRP2 Semi-annual reports
  - NENEDD
    - Payroll quarterly reports including W2, 941, 941N, and unemployment
    - EDA Planning grants reporting
    - IRP Semi-annual reports
- Downhome Loan Software
  - Editing merged data for duplication, setting up reports, merge loan closing documents
- Audit for FYE June 30, 2022
  - Review of accounts
  - Field work is week of August 15
- Monthly and daily tasks of accounts payable, accounts receivable, payroll, loan payments, follow-up with loan clients, financial statements, invoicing for services, etc.

**TO: NENEDD Board of Directors**

**FROM: Grace Petersen, Planning & Administrative Assistant**

**DATE: June 29, 2022**

**RE: Staff Report for April, May, June**

**Activities Completed:**

- Completed office procedures, which included, but not limited to, ordering office supplies as needed; directing phone calls to appropriate staff members; processing mail and delivering it to appropriate staff members; and switching vehicle mileage sheets at the beginning of each month
- Completed daily bank deposits
- Composed and sent email blasts announcing grant winners and updated the NENEDD website with news as needed
- Produced and distributed monthly board meeting agendas
- Participated in monthly board meetings
- Produced and distributed monthly board meeting minutes
- Updated insurance records for both housing loan and business loan clients
- Updated and input data into membership database
- Composed Deeds of Reconveyance for both housing loan clients and business loan clients
- File numerous Deeds of Reconveyance and Deeds of Trusts for housing and business clients
- Continued to prepare grants for monitoring/closeout by submitting drawdowns, preparing or gathering close out reports and collaborating with Community Planners to navigate Amplifund
- Initiated planning for the annual meeting and annual report
- Conducted the annual membership renewal and processed incoming membership dues

- Continued planning for the annual meeting and annual report, which includes sending virtual invitations, updating mailings lists, processing RSVPs, taking photos, producing PowerPoint presentation, and creating/editing the annual report.
- Shred business documents
- Communicated with Best Point for continual updates of our website

**Activities Completed:**

- Attended Fair Housing Conference in Columbus
- Participated in Downhome Solutions webinar

## NENEDD Board Agenda

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**Object:** 2022-2023 Board Meeting Dates and Locations & Annual Meeting Reminder

**Contact Person:** Thomas L. Higginbotham, Jr.

**For:** Discussion

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**Background/Explanation:** The dates and tentative locations for the upcoming fiscal year's board meetings are listed below. The dates are subject to change.

2022-2023 NED, Inc. & NENEDD Board of Directors Meeting Dates & Locations		
July	Wednesday, July 27, 2022	Norfolk – City Office
August	Wednesday, August 31, 2022	Norfolk - City Office
September	Wednesday, September 28, 2022	Norfolk - City Office
October	Wednesday, October 26, 2022	Conference Call
November	Wednesday, November 16, 2022	Conference Call
December	Wednesday, December 14, 2022	Conference Call
January	Wednesday, January 25, 2023	Conference Call
February	Wednesday, February 22, 2023	Conference Call
March	Wednesday, March 29, 2023	Conference Call
April	Wednesday, April 26, 2023	Norfolk - City Office
May	Wednesday, May 31, 2023	Norfolk - City Office
June	Wednesday, June 28, 2023	Norfolk - City Office

**REMINDER:** The Northeast Nebraska Economic Development Annual Meeting will be held on Thursday, July 28, at 11:30 a.m. to 1 p.m. at the Stables, 1909 Vicki Lane. Please RSVP by Thursday, July 21.

## NENEDD Board Agenda

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**Object:** Consideration to adopt the 2022-2023 NENEDD budget as recommended by the Budget Committee

**Contact Person:** Thomas L. Higginbotham, Jr., Tina M. Engelbart, Kristen Rosner

**Committee:** Sally Ganem, Loren Kucera, Charlie Bahr

**For:** Action

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**Background:** June 23, 2022, the NENEDD Budget committee met with staff to review proposed Annual budget. Each line item was discussed in detail. The committee recommends approval of the proposed 2022-2023 Annual budget as presented.

**History:**

**SEE ATTACHED BUDGET AND LINE ITEM JUSTIFICATION**

**Motion:** Consideration to adopt the 2022-2023 NENEDD budget as recommended by the Budget Committee

NENEDD Board Members	Vote	COO Name	Vote
Judy Mutzenberger			
Charlie Bahr			
Gary Jackson			
Tina Biteghe Bi Ndong			
Troy Uhlir			
Blake Denton			
Sally Ganem			
Loren Kucera			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			

	2022-2023	2021-2022	Current Year	Justification
	Budget	Budget	as of 5/31/2022	
400	\$ 70,000	\$ 70,000	\$ 70,000	Economic Development Administration (EDA) - Annual planning grant received in quarterly installments
401	\$ 25,000	\$ 367,091	\$ 69,683	EDA CARES Act planning grant award. Total awarded for two years is \$400,000, \$80,000 personnel/fringe and \$320,000 for contractual work related to the recovery efforts due to the pandemic.
402	\$ -	\$ 65,112	\$ 20,112	EDA CARES Act RLF grant award. Total awarded for two years is \$2,211,000, \$101,000 personnel/fringe, and \$2,110,000 in loan capital
405	162,000	162,000	165,346	REGULAR MEMBERSHIP DUES - Annual membership dues from cities/villages. Maintain current membership = 70
406	14,400	14,400	14,480	REGULAR MEMBERSHIP DUES - Annual membership dues from counties. Maintain current membership = 16 @ \$885
407	13,850	13,850	14,250	ASSOCIATE MEMBERSHIP DUES Annual membership dues from associate members. Maintain current membership = 51
410	154,647	103,614	154,647	STATE FUNDING - NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT - This amount is NENEDD est. share of the \$1,000,000 in the Governor's 2021-2023 Budget
415	500	500	295	MEETING INCOME - Estimated from our annual meeting and special meetings
418	230,000	225,000	212,564	NED INC MANAGEMENT - Management of the organization including housing and business loan programs
420	225,000	325,000	185,569	GENERAL ADMINISTRATION(CDBG/Trust Funds/HOME Funds and Community Business RLF's)
425	15,000	15,000	8,380	LEAD BASED PAINT INSPECTIONS (Estimated 1 lead inspection per month at \$1,500/inspection - Partial offset to 539 Lead Testing Expenses)
430	60,000	100,000	73,157	HOUSING MANAGEMENT FEES (CBDG/Trust Funds/HOME Funds and Community Housing RLF's)
433	60,000	35,000	27,698	CONSTRUCTION MANAGEMENT FEES
445	2,000	1,200	1,471	NPAIT INVESTMENT INCOME
460	3,000	3,000	12,196	SPECIAL PROJECTS (includes blight studies, environmental reviews, non-CDBG Davis Bacon monitoring, Rural Workforce Housing)
490	11,000	11,000	6,593	INTEREST INCOME - Estimated income from our regular checking account, restricted fund account, and savings account
495	15,000	15,000	13,750	IN-KIND CONTRIBUTIONS - Value of office space and utilities provided by the City of Norfolk over and above their membership dues \$1,250 month - Offset to 520 Rent)
	<b>\$ 1,061,397</b>	<b>\$ 1,526,767</b>	<b>\$ 1,050,189</b>	<b>SUBTOTAL OPERATING</b>
444	1,250	1,250	1,920	LOAN CLOSING REVENUE - 5 loans @ \$250
450	500,000	500,000	1,205,257	BUSINESS LOAN PRINCIPAL (Accrual Account) - Estimated amount of loan repayments during next year from our existing loans from EDA, Micro, Regional, IRP and HUD
451	160,000	160,000	159,952	BUSINESS LOAN INTEREST - Interest income on loan repayments during next year from EDA, Micro, Regional, IRP and HUD
452	600	600	25	LOAN LATE FEES - Estimated income from late charges on loan payments and missing information fees
453	3,500	3,500	4,383	LOAN PROCESSING FEES - Estimated 1% Fee of \$350,000
454	13,000	13,000	8,132	ANNUAL RLF SERVICING FEES (CURRENT LOANS ONLY) - .5% annual servicing fee for all active RLFs
421	-	609,180	466,775	EDA CARES Act business loan contributions - grant award. Total awarded for two years is \$2,211,000, \$101,000 personnel/fringe, and \$2,110,000 in loan capital.
	<b>\$ 678,350</b>	<b>\$ 1,287,530</b>	<b>\$ 1,845,843</b>	<b>SUBTOTAL RLF</b>
	<b>\$ 1,739,747</b>	<b>\$ 2,814,297</b>	<b>\$ 2,896,033</b>	<b>Total Revenues</b>



Expenditures	2022-2023		2021-2022		Current Year		Justification
	Budget		Budget		as of 5/31/2022		
500	\$	671,250	\$	700,000	\$	635,672	SALARIES AND WAGES - Based upon 10 full-time employees. Potential 1 part-time employees
500	\$	18,750	\$	42,088	\$	-	EDA CARES Act Planning Salaries and Wages - grant award. Total awarded for two years is \$400,000, \$80,000 personnel/fringe and \$320,000 for contractual work related to the recovery efforts due to the pandemic.
500	\$	46,691	\$	46,691	\$	-	EDA CARES Act RLF Salaries and Wages - grant award. Total awarded for two years is \$2,211,000, \$101,000 personnel/fringe, and \$2,110,000 in loan capital.
505		163,750		175,000		167,395	FRINGE BENEFITS - Based upon 25% of Full time Salaries FICA, UC, Health & Life Insurance, 457 Plan, Cafeteria Plan and Dental & Vision
505		6,250		14,030		-	EDA CARES Act Planning Fringe Benefits - grant award. Total awarded for two years is \$400,000, \$80,000 personnel/fringe and \$320,000 for contractual work related to the recovery efforts due to the pandemic.
505		-		17,984		-	EDA CARES Act RLF Fringe Benefits - grant award. Total awarded for two years is \$2,211,000, \$101,000 personnel/fringe, and \$2,110,000 in loan capital.
569		-		310,974		49,500	EDA CARES Act Planning Contractual Services - grant award. Total awarded for two years is \$400,000, \$80,000 personnel/fringe and \$320,000 for contractual work related to the recovery efforts due to the pandemic.
520		15,000		15,000		13,750	RENT - One year of rent. (This is in-kind and offset by Revenue item 495 In-Kind Contributions)
521		8,000		9,500		7,058	TELEPHONE - Allo and Verizon Cell
522		3,000		4,000		2,410	POSTAGE - Cost for regular and bulk mailings and bulk mail permit
523		10,000		10,000		9,519	OFFICE SUPPLIES - Cost of general office supplies (printer/fax cartridges, envelopes, labels, etc.)
524		8,000		10,000		4,602	TRAINING - Certification workshops, conferences and other professional training programs for staff
526		18,000		28,000		13,343	TRAVEL - STAFF - Mileage, hotel, meals, airfare for staff training and travel
530		2,500		2,200		2,424	PRINTING/PUBLISHING - annual reports, annual meeting invitations
531		4,800		4,800		2,380	COPIER EXPENSE (Accrual Account) - Monthly lease payment (estimate \$300/month (including monthly copies estimated at \$100)
536		4,000		5,000		14,741	COMPUTER EQUIPMENT/SOFTWARE - Desktops, laptops, monitors, Misc. Software
538		15,200		15,200		13,172	COMPUTER/SOFTWARE MAINTENANCE - Electronic Mail/MIP Accounting System/GMS/Barracuda Spam/Web Security/Databases/Connecting Point Labor
539		15,000		15,000		12,900	LEAD TESTING EXPENSE - Alloy fees (Offset to 425 Lead Based Paint Inspections and 430 Housing Management Fees)
540		4,000		5,000		33,657	EQUIPMENT (Accrual Account) - (Equipment purchases in excess of \$2,000 will be capitalized)
550		3,450		3,450		3,247	BUILDING MAINTENANCE - Cleaning contract at \$245/month=\$2,940; Garbage collection - \$510
551		7,200		7,200		7,153	UTILITIES - Electric, water and sewer
553		9,000		9,000		9,008	DUES/MEMBERSHIPS - Credit Bureau/Home Builders Association/League of Municipalities/NADO/NEDANebraska Housing Developers Association/Norfolk Board of Realtors & MLS/NROC/State Chamber
554		1,400		1,400		384	SUBSCRIPTIONS - EDFS/Survey Monkey/UCC/Zoom
555		1,500		3,000		818	ADVERTISING/MARKETING - Newspaper advertisements and marketing of NENEDD
556		6,000		5,000		5,294	INSURANCE - General Liability, umbrella liability, inland marine package, vehicles and fidelity bond.

NENEDD Annual Budget  
2022-2023

	2022-2023 Budget	2021-2022 Budget	Current Year as of 5/31/2022	Justification
560	2,000	2,000	1,783	LEGAL SERVICES - Attorney fees for assistance with loan closings/collections
561	9,400	7,800	9,400	AUDIT FEES - Cost of annual audits for NENEDD
562	5,000	5,000	4,040	OTHER PROFESSIONAL SERVICES - Retirement plan (management fees), shredding fees, title searches and miscellaneous fees
566	9,100	4,800	7,102	DEPRECIATION EXPENSE
567	3,500	3,500	3,437	ANNUAL MEETING EXPENSE
590	250	500	115	Bank Fees
602	5,000	6,000	2,339	VEHICLE MAINTENANCE
	<b>\$ 1,030,300</b>	<b>\$ 1,488,917</b>	<b>\$ 1,036,644</b>	<b>SUBTOTAL OPERATING</b>
558	-	609,180	-	EDA CARES Act business loan disbursements - grant award. Total awarded for two years is \$2,211,000, \$101,000 personnel/fringe, and \$2,110,000 in loan capital.
548	1,250	1,250	2,643	LOAN CLOSING EXPENSE - This Offsets Revenue 444 Loan Closing Revenue
558	350,000	350,000	752,018	BUSINESS LOAN DISBURSEMENTS (Accrual Account) - Estimated amount of loans closed and disbursed during the fiscal year - Loans approved not closed and New Loans
571	47,766	47,290	47,294	USDA LOAN PRINCIPAL PAID (Accrual Account)
572	5,296	5,775	5,768	1% INTEREST PAID TO USDA FOR IRP LOAN
574	-	500	1,090	CDBG RLF ADMINISTRATION
577	-	125,620	34,207	LOCAL RLF CONTRIBUTION EXPENSE - Repayment of Community CDBG ED RLF funds to DED
580	25,000	25,000	-	BUSINESS LOANS WRITTEN OFF
	<b>\$ 429,312</b>	<b>\$ 1,164,615</b>	<b>\$ 843,020</b>	<b>SUBTOTAL RLF</b>
	<b>\$ 1,459,612</b>	<b>\$ 2,653,532</b>	<b>\$ 1,879,664</b>	<b>Total Expenditures</b>
	<b>\$ 31,097</b>	<b>\$ 37,850</b>	<b>\$ 13,545</b>	<b>OPERATING BALANCES</b>
	<b>\$ 35,000</b>	<b>\$ 48,000</b>	<b>\$ 29,846</b>	Add back 5% of RLF cash accounts that pay for staff time
	<b>9,100</b>	<b>4,800</b>	<b>7,102</b>	NON CASH EXPENDITURES (ACCT # 566 Depreciation Expense)
	<b>\$ 75,197</b>	<b>\$ 90,650</b>	<b>\$ 50,494</b>	<b>OPERATING BALANCES</b>
	<b>249,038</b>	<b>122,915</b>	<b>1,002,823</b>	<b>RLF BALANCES</b>
	<b>25,000</b>	<b>25,000</b>	<b>-</b>	NON-CASH EXPENDITURES (ACCT # 580 Business Loans Written Off)
	<b>\$ 274,038</b>	<b>\$ 147,915</b>	<b>\$ 1,002,823</b>	<b>RLF BALANCES</b>
	<b>\$ 349,235</b>	<b>\$ 238,565</b>	<b>\$ 1,053,317</b>	<b>ADJUSTED RETAINED EARNINGS</b>

VII. Action Items A

## NENEDD Board Agenda

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**Object:** Consideration to appoint the individuals as presented to the Northeast Nebraska Economic Development District Board of Directors for a three-year term.

**Contact Person:** Thomas L. Higginbotham, Jr. / Tina M. Engelbart

**Nominating Committee:** Sally Ganem, Loren Kucera, Charlie Bahr

**For:** Action

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**Explanation:** The committee met June 23, 2022, and is making the following recommendations

- Gary Jackson, City of Norfolk  
(2<sup>nd</sup> Term to End 6/30/2025)
- Tina Biteghe Bi Ndong, West Point Chamber  
(2<sup>nd</sup> Term to End 6/30/2025)
- Troy Uhlir, Madison County Commissioner  
(2<sup>nd</sup> Term to End 6/30/2025)
- Meghann Buresh, PTAC Consultant – Northeast Nebraska  
(1st Term to End 6/30/2025)

**Motion:** Consideration to appoint the individuals as presented to the Northeast Nebraska Economic Development District Board of Directors for a three-year term.

NENEDD Board Members	Vote	COO Name	Vote
Judy Mutzenberger			
Charlie Bahr			
Gary Jackson			
Tina Biteghe Bi Ndong			
Troy Uhlir			
Blake Denton			
Sally Ganem			
Loren Kucera			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			

## NENEDD Board Agenda

---

**Object:** Consideration to elect the Northeast Nebraska Economic Development District Officers for 2022-2023 as presented.

**Contact Person:** Thomas L. Higginbotham, Jr. / Tina M. Engelbart

**Nominating Committee:** Sally Ganem, Loren Kucera, and Charlie Bahr

**For:** Action

---

**Explanation:** The committee met June 23, 2022, and is making the following recommendations.

**CHAIRMAN: (Elect 1)**

Charlie Bahr, City of Columbus

**VICE CHAIRMAN: (Elect 1)**

Gary Jackson, City of Norfolk

**SECRETARY/TREASURER: (Elect 1)**

Sally Ganem, City of Fremont

**Motion:** Consideration to elect the Northeast Nebraska Economic Development District Officers for 2022-2023 as presented.

NENEDD Board Members	Vote	COO Name	Vote
Judy Mutzenberger			
Charlie Bahr			
Gary Jackson			
Tina Biteghe Bi Ndong			
Troy Uhlir			
Blake Denton			
Sally Ganem			
Loren Kucera			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			

## NENEDD Board Agenda

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**Object:** Approval of the General Corporate Resolution

**Contact Person:** Kristen Rosner, Fiscal Officer

**For:** Action

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**Background:** 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.

**Motion:** Consideration for approval of the general corporate resolution as presented.

NENEDD Board Members	Vote	COO Name	Vote
Judy Mutzenberger			
Charlie Bahr			
Gary Jackson			
Tina Biteghe Bi Ndong			
Troy Uhlir			
Blake Denton			
Sally Ganem			
Loren Kucera			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			



# NENEDD

Northeast Nebraska Economic Development District

## CORPORATE RESOLUTION

WHEREAS, Northeast Nebraska Economic Development District desires to grant signing and authority to certain person(s) described hereunder.

RESOLVED, that the Board of Directors is hereby authorized and approved to grant signing and authority to conduct business to any one of the following person(s):

Charlie Bahr	Chairman
Gary L. Jackson	Vice Chairman
Sally Ganem	Secretary/Treasurer
Thomas L. Higginbotham, Jr.	Executive Director
Tina M. Engelbart	Deputy Director

The foregoing signing and authority granted shall include, but shall not be limited to, the execution of Deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into by this Corporation.

The undersigned hereby certifies that they are the duly elected and qualified Secretary and the custodian of the books and records and seal of Northeast Nebraska Economic Development District, a quasi-governmental agency pursuant to the laws of the state of Nebraska and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors and that said meeting was held in accordance with state law and the Bylaws of the Northeast Nebraska Economic Development District on June 29, 2022, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the Northeast Nebraska Economic Development District this 29th day of June 2022.

\_\_\_\_\_  
Secretary/Treasurer



## NENEDD Board Agenda

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**Object:** Corporate Resolutions for Bank Accounts and Certificates of Deposit

**Contact Person:** Kristen Rosner, Fiscal Officer

**For:** Action

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**Background:** With the change in officers effective July 1, 2022, the Board of Directors need to approve who can sign on NENEDD's bank accounts and certificates of deposit.

**Explanation:** The resolutions will be for the following banks: BankFirst, Stanton State Bank, and Midwest Bank. The signors on the accounts will be the Chairman, Vice Chairman, Secretary/Treasurer, Executive Director and Deputy Director. Two signors are required for each check.

**Motion:** Consideration for approval of the corporate resolutions with BankFirst, Stanton State Bank, and Midwest Bank.

NENEDD Board Members	Vote	COO Name	Vote
Judy Mutzenberger			
Charlie Bahr			
Gary Jackson			
Tina Biteghe Bi Ndong			
Troy Uhlir			
Blake Denton			
Sally Ganem			
Loren Kucera			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			

VII. Action Items E

## NENEDD Board Agenda

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**Object:** Executive Session – Northeast Nebraska Economic Development District  
Executive Board’s Annual Review of Executive Director

**Contact Person:** Thomas L. Higginbotham Jr.

**For:** Action

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**Motion:** Consideration for Approval to move into Executive Session to conduct the Annual Review of the Executive Director at \_\_\_\_\_(insert time).

Motion made by:\_\_\_\_\_ 2nd: \_\_\_\_\_

**Motion:** Consideration for Approval to move out of Executive Session and reconvene into regular session \_\_\_\_\_(insert time).

Motion made by:\_\_\_\_\_ 2nd: \_\_\_\_\_

\_\_\_\_\_(Name) restated for the record the only item discussed in Executive Session was the Annual Review of the Executive Director.

NENEDD Board Members	Vote	COO Name	Vote
Judy Mutzenberger			
Charlie Bahr			
Gary Jackson			
Tina Biteghe Bi Ndong			
Troy Uhlir			
Blake Denton			
Sally Ganem			
Loren Kucera			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			