

NORTHEAST NEBRASKA ECONOMIC DEVELOPMENT DISTRICT - NENEDD
SEMI-ANNUAL COUNCIL OF OFFICIALS MEETING
WEDNESDAY, DECEMBER 14, 2022 - 7:15 P.M.

City of Norfolk Offices – Training Room, 309 N. 5th St., Norfolk, NE 68701
City of Columbus Offices – 1st Floor Mayor’s Office, 2424 14th St., Columbus, NE 68601

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 December 14, 2022, agenda and September 28, 2022, meeting minutes.
- V. Treasurer’s Report**
 - A. Consideration of acceptance of the September 2022 Treasurer’s Report as presented.
 - B. Consideration of acceptance of the October 2022 Treasurer’s Report as presented.
- VI. Discussion Items**
 - A. Quarterly Staff Reports.
 - B. Discussion of the November 2022 Treasurer’s Report.
- VII. Action Items**
 - A. Consideration to approve a \$128,800 loan to Circle M Feed and Trailer Sales, LLC, in O’Neill.
 - B. Consideration to approve a \$94,512 loan to Tornado Alley, LLC, in Wisner.
 - C. Consideration of acceptance of the Northeast Nebraska Economic Development District Audit.
- VIII. Chairman/Board Comments**
- IX. Next Meeting Date:** The Northeast Nebraska Economic Development District Board of Directors will meet on Wednesday, January 25, 2023, at 7:15 p.m. or following the Northeast Economic Development, Inc. meeting. The meeting will be held via conference call.
- X. Adjournment**

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

NENEDD Board Agenda

Object: Consideration of approval of the December 14, 2022, agenda and September 28, 2022, meeting minutes

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

For: Action

Explanation: The December 14, 2022, agenda has been posted on the website. The September 28, 2022, meeting minutes have been posted on the website.

Motion: Consideration for approval of the December 14, 2022, meeting agenda and the September 28, 2022, board meeting minutes.

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

NENEDD Board Agenda

Object: Acceptance of the September 2022 Treasurer's Report

Contact Person: Kristen Rosner, Fiscal Officer

For: Action

Background:

Northeast Nebraska Economic Development District's (NENEDD) September 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) 2023 Budget for the nonaccrual accounts, July 1, 2022, through June 30, 2023, Actual, Budget Variance so far this fiscal year and Percent of the Fiscal Year 2023 Budget remaining.

Explanation:

Additional Information:

Business Loan Principal Received	52,551.39
Business Loan Disbursements	70,000.00

Restate Net Income

Year to Date Revenue Over (Under) Expenditures	142,045.47
Year to date Non-Operating Revenue:	
Bad Debt Recovery	(757.48)

Year to date Non-Operating Expenditures:

Donations (To Northeast Economic Development, Inc.)	-
Depreciation Expense	2,301.99
Loans Written Off	-
Actual Year to date Revenue Over (Under) Expenditures	<u>143,589.98</u>

Business Loan Disbursements:

Client #323001, Truksa Auto Body, L.L.C., David City, \$70,000

NENEDD Business Revolving Loan Funds Available for Lending (All Sources): \$2,407,697

Motion: Consideration for acceptance of the September 2022 treasurer's report as presented.

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

Northeast Nebraska Economic Development District
Statement of Financial Position - Overall - Unposted Transactions Included In Report
As of 09/30/2022

	Current Period Balance
Assets	
General Cash	
Cash in Bank - Checking	87,383.31
Unrestricted CD-Stanton State Bank #2995	23,155.53
Unrestricted CD-BankFirst #34875	54,926.71
Unrestricted CD-Midwest #882523	27,700.15
Unrestricted CD-Midwest #881867	1,728.31
Loan Payment Account	5,000.00
Unrestricted-BankFirst #1648078	216,405.66
Unrestricted-BankFirst #1648166	81,115.16
Business RLF Cash	
EDA RLF-BankFirst #1648089	1,179,952.58
IRP RLF-BankFirst #1648122	528,151.95
HUD Business RLF-BankFirst #1648133	196,121.28
IRP #1 Loan Loss Reserve-BankFirst #1648144	37,526.25
IRP #2 Loan Loss Reserve-BankFirst #1648177	13,164.90
EDA CARES Act RLF - Bankfirst #1755625	503,471.49
Accounts Receivable	
Accounts Receivable	133,549.82
Business RLF Loans Receivables	
EDA RLF Loans Receivable	1,111,574.25
IRP RLF Loans Receivable	837,922.18
HUD RLF Loans Receivable	63,027.93
EDA CARES Act RLF Notes Receivable	1,716,195.68
Prepaid Expenses	
Prepaid Expense	16,367.42
Allowances for Uncollectible Accounts	
Allowance for Uncollectible A/R	(24,849.00)
Allowance for Uncollectible Notes	(573,194.46)
Fixed Assets	
Furniture and Equipment	212,096.30
Accumulated Depreciation	(165,609.20)
Total Assets	6,282,884.20
Liabilities	
Accounts Payable	
Accounts Payable	3,357.28
Other Payables	
Lease Payable	8,760.50
Payroll Payables	
Accrued FICA Payable	3,945.50
Federal Tax Withheld	2,208.30
State Tax Withheld	1,062.90
457 Withheld	821.20
Health Insurance Payable	870.51
Cafeteria Premium Payable	(203.31)
Dependent Care Payable	0.34
Child Support Payable	1,500.00
Annual Leave Payable	11,276.09
HSA Contributions	430.00
Accrued Unemployment	4.25
Accrued Salaries	18,330.88
IRP Loan Payable	

Northeast Nebraska Economic Development District
Statement of Financial Position - Overall - Unposted Transactions Included In Report
As of 09/30/2022

	Current Period Balance
IRP #1 Loan Payable	272,080.37
IRP #2 Loan Payable	257,471.80
Deferred Revenue	
Deferred Revenue-EDA Planning	24,928.12
Total Liabilities	606,844.73
Net Assets	
Other	5,676,039.47
Total Net Assets	5,676,039.47
Total Net Assets and Liabilities	6,282,884.20

Northeast Nebraska Economic Development District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 From 09/01/2022 Through 09/30/2022

	Current Period Budget	Current Period		Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
		Actual	Budget					
Revenues								
400	7,916.00	1,259.01	(6,656.99)	95,000.00	19,743.35	(75,256.65)	(79.22)%	
405	13,500.00	1,358.03	(12,141.97)	162,000.00	169,120.77	7,120.77	4.40%	
406	1,200.00	0.00	(1,200.00)	14,400.00	14,560.00	160.00	1.11%	
407	1,154.00	0.00	(1,154.00)	13,850.00	16,050.00	2,200.00	15.88%	
410	12,887.00	0.00	(12,887.00)	154,647.00	0.00	(154,647.00)	(100.00)%	
415	42.00	0.00	(42.00)	500.00	555.00	55.00	11.00%	
418	19,167.00	19,552.65	385.65	230,000.00	67,805.72	(162,194.28)	(70.52)%	
420	18,750.00	10,756.75	(7,993.25)	225,000.00	31,854.91	(193,145.09)	(85.84)%	
425	1,250.00	0.00	(1,250.00)	15,000.00	0.00	(15,000.00)	(100.00)%	
430	5,000.00	6,712.57	1,712.57	60,000.00	17,945.94	(42,054.06)	(70.09)%	
433	5,000.00	1,357.50	(3,642.50)	60,000.00	3,780.00	(56,220.00)	(93.70)%	
444	105.00	24.25	(80.75)	1,250.00	48.50	(1,201.50)	(96.12)%	
445	167.00	216.66	49.66	2,000.00	598.46	(1,401.54)	(70.08)%	
451	13,333.00	11,834.15	(1,498.85)	160,000.00	34,889.02	(125,110.98)	(78.19)%	
452	50.00	40.00	(10.00)	600.00	40.00	(560.00)	(93.33)%	
453	292.00	1,840.00	1,548.00	3,500.00	1,840.00	(1,660.00)	(47.43)%	
454	1,083.00	368.61	(714.39)	13,000.00	1,302.47	(11,697.53)	(89.98)%	
460	250.00	93.75	(156.25)	3,000.00	900.00	(2,100.00)	(70.00)%	
489	0.00	0.00	0.00	0.00	757.48	757.48	0.00%	
490	917.00	1,919.52	1,002.52	11,000.00	4,766.95	(6,233.05)	(56.66)%	
495	1,250.00	1,250.00	0.00	15,000.00	3,750.00	(11,250.00)	(75.00)%	
	103,313.00	58,583.45	(44,729.55)	1,239,747.00	390,308.57	(849,438.43)	(68.52)%	
Expenditures								
500	57,201.00	54,356.72	2,844.28	690,000.00	161,802.30	528,197.70	76.55%	
505	14,166.00	14,577.71	(411.71)	170,000.00	44,211.46	125,788.54	73.99%	
520	1,250.00	1,250.00	0.00	15,000.00	3,750.00	11,250.00	75.00%	
521	666.00	469.28	196.72	8,000.00	1,286.08	6,713.92	83.92%	
522	250.00	0.00	250.00	3,000.00	8.82	2,991.18	99.71%	
523	834.00	675.05	158.95	10,000.00	1,260.00	8,740.00	87.40%	
524	667.00	1,835.00	(1,168.00)	8,000.00	2,664.25	5,335.75	66.70%	
526	1,500.00	871.45	628.55	18,000.00	4,075.37	13,924.63	77.36%	
530	208.00	0.00	208.00	2,500.00	2,663.13	(163.13)	(6.53)%	
531	100.00	758.18	(658.18)	1,200.00	758.18	441.82	36.82%	
536	333.00	746.39	(413.39)	4,000.00	2,414.57	1,585.43	39.64%	
538	1,267.00	1,114.00	153.00	15,200.00	3,903.04	11,296.96	74.32%	
539	1,250.00	2,100.00	(850.00)	15,000.00	2,100.00	12,900.00	86.00%	
548	104.00	232.70	(128.70)	1,250.00	551.20	698.80	55.90%	
550	288.00	291.00	(3.00)	3,450.00	873.00	2,577.00	74.70%	

Northeast Nebraska Economic Development District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 09/01/2022 Through 09/30/2022

	Current Period Budget	Current Period Actual	Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
551	600.00	49.75	550.25	7,200.00	1,400.70	5,799.30	80.55%
553	750.00	1,154.00	(404.00)	9,000.00	2,799.00	6,201.00	68.90%
554	117.00	0.00	117.00	1,400.00	0.00	1,400.00	100.00%
555	125.00	0.00	125.00	1,500.00	0.00	1,500.00	100.00%
556	500.00	337.00	163.00	6,000.00	1,854.00	4,146.00	69.10%
560	167.00	0.00	167.00	2,000.00	384.73	1,615.27	80.76%
561	783.00	0.00	783.00	9,400.00	0.00	9,400.00	100.00%
562	417.00	949.17	(532.17)	5,000.00	1,840.01	3,159.99	63.20%
565	758.00	767.33	(9.33)	9,100.00	2,301.99	6,798.01	74.70%
567	292.00	0.00	292.00	3,500.00	4,150.49	(650.49)	(18.59)%
572	441.00	0.00	441.00	5,296.00	0.00	5,296.00	100.00%
580	2,083.00	0.00	2,083.00	25,000.00	0.00	25,000.00	100.00%
590	21.00	15.00	6.00	250.00	15.00	235.00	94.00%
602	417.00	345.82	71.18	5,000.00	1,195.78	3,804.22	76.08%
	<u>87,555.00</u>	<u>82,895.55</u>	<u>4,659.45</u>	<u>1,054,246.00</u>	<u>248,263.10</u>	<u>805,982.90</u>	<u>76.45%</u>
Total Revenues Over (Under) Expenditures	<u>15,758.00</u>	<u>(24,312.10)</u>	<u>(40,070.10)</u>	<u>185,501.00</u>	<u>142,045.47</u>	<u>(43,455.53)</u>	<u>(23.43)%</u>

NENEDD Board Agenda

Object: Acceptance of the October 2022 Treasurer's Report

Contact Person: Kristen Rosner, Fiscal Officer

For: Action

Background:

Northeast Nebraska Economic Development District's (NENEDD) October 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) 2023 Budget for the nonaccrual accounts, July 1, 2022, through June 30, 2023, Actual, Budget Variance so far this fiscal year and Percent of the Fiscal Year 2023 Budget remaining.

Explanation:

Additional Information:

Business Loan Principal Received	56,942.85
Business Loan Disbursements	34,500.00

Restate Net Income

Year to Date Revenue Over (Under) Expenditures	205,714.51
Year to date Non-Operating Revenue:	
Bad Debt Recovery	(757.48)

Year to date Non-Operating Expenditures:

Donations (To Northeast Economic Development, Inc.)	-
Depreciation Expense	3,069.32
Loans Written Off	-
Actual Year to date Revenue Over (Under) Expenditures	<u>208,026.35</u>

Business Loan Disbursements:

Client #323003, PH Morales, LLC d/b/a 4/11 Bar & Grill, Pierce, \$34,500

NENEDD Business Revolving Loan Funds Available for Lending (All Sources): \$2,360,788

Motion: Consideration for acceptance of the October 2022 treasurer's report as presented.

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

Northeast Nebraska Economic Development District
Statement of Financial Position - Overall - Unposted Transactions Included In Report
As of 10/31/2022

	Current Period Balance
Assets	
General Cash	
Cash in Bank - Checking	239,978.02
Unrestricted CD-Stanton State Bank #2995	23,155.53
Unrestricted CD-BankFirst #34875	54,926.71
Unrestricted CD-Midwest #882523	27,741.72
Unrestricted CD-Midwest #881867	1,728.31
Loan Payment Account	15,000.00
Unrestricted-BankFirst #1648078	216,587.62
Unrestricted-BankFirst #1648166	81,169.58
Business RLF Cash	
EDA RLF-BankFirst #1648089	1,194,384.72
IRP RLF-BankFirst #1648122	538,710.96
HUD Business RLF-BankFirst #1648133	197,024.59
IRP #1 Loan Loss Reserve-BankFirst #1648144	37,551.43
IRP #2 Loan Loss Reserve-BankFirst #1648177	13,170.38
EDA CARES Act RLF - Bankfirst #1755625	430,667.95
Accounts Receivable	
Accounts Receivable	109,873.54
Business RLF Loans Receivables	
EDA RLF Loans Receivable	1,103,143.99
IRP RLF Loans Receivable	831,579.14
HUD RLF Loans Receivable	62,573.35
EDA CARES Act RLF Notes Receivable	1,708,980.71
Prepaid Expenses	
Prepaid Expense	14,469.75
Allowances for Uncollectible Accounts	
Allowance for Uncollectible A/R	(24,849.00)
Allowance for Uncollectible Notes	(573,194.46)
Fixed Assets	
Furniture and Equipment	212,096.30
Accumulated Depreciation	(166,376.53)
Total Assets	6,350,094.31
Liabilities	
Accounts Payable	
Accounts Payable	7,505.58
Other Payables	
Lease Payable	8,254.31
Payroll Payables	
Accrued FICA Payable	3,945.46
Federal Tax Withheld	2,208.30
State Tax Withheld	1,062.90
457 Withheld	821.20
Health Insurance Payable	870.52
Cafeteria Premium Payable	(203.29)
Dependent Care Payable	0.34
Child Support Payable	1,500.00
Annual Leave Payable	12,549.96
HSA Contributions	430.00
Accrued Unemployment	(18.48)
Accrued Salaries	18,722.83
IRP Loan Payable	

Northeast Nebraska Economic Development District
Statement of Financial Position - Overall - Unposted Transactions Included In Report
As of 10/31/2022

	<u>Current Period Balance</u>
IRP #1 Loan Payable	272,080.37
IRP #2 Loan Payable	257,471.80
Deferred Revenue	
Deferred Revenue-EDA Planning	<u>23,184.00</u>
Total Liabilities	<u>610,385.80</u>
 Net Assets	
Other	<u>5,739,708.51</u>
Total Net Assets	<u>5,739,708.51</u>
 Total Net Assets and Liabilities	<u><u>6,350,094.31</u></u>

Northeast Nebraska Economic Development District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 From 10/01/2022 Through 10/31/2022

	Current Period Budget	Current Period Actual	Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
Revenues							
400	7,916.00	19,244.12	11,328.12	95,000.00	38,987.47	(56,012.53)	(58.96)%
405	13,500.00	0.00	(13,500.00)	162,000.00	169,120.77	7,120.77	4.40%
406	1,200.00	0.00	(1,200.00)	14,400.00	14,560.00	160.00	1.11%
407	1,154.00	0.00	(1,154.00)	13,850.00	16,050.00	2,200.00	15.88%
410	12,887.00	77,323.38	64,436.38	154,647.00	77,323.38	(77,323.62)	(50.00)%
415	42.00	0.00	(42.00)	500.00	555.00	55.00	11.00%
418	19,167.00	18,757.10	(409.90)	230,000.00	86,562.82	(143,437.18)	(62.36)%
420	18,750.00	9,262.50	(9,487.50)	225,000.00	41,117.41	(183,882.59)	(81.73)%
425	1,250.00	0.00	(1,250.00)	15,000.00	0.00	(15,000.00)	(100.00)%
430	5,000.00	3,889.34	(1,110.66)	60,000.00	21,835.28	(38,164.72)	(63.61)%
433	5,000.00	2,860.83	(2,139.17)	60,000.00	6,640.83	(53,359.17)	(88.93)%
444	105.00	584.75	479.75	1,250.00	633.25	(616.75)	(49.34)%
445	167.00	216.35	49.35	2,000.00	814.81	(1,185.19)	(59.26)%
451	13,333.00	12,167.54	(1,165.46)	160,000.00	47,056.56	(112,943.44)	(70.59)%
452	50.00	0.00	(50.00)	600.00	40.00	(560.00)	(93.33)%
453	292.00	0.00	(292.00)	3,500.00	1,840.00	(1,660.00)	(47.43)%
454	1,083.00	21.81	(1,061.19)	13,000.00	1,324.28	(11,675.72)	(89.81)%
460	250.00	318.75	68.75	3,000.00	1,218.75	(1,781.25)	(59.38)%
489	0.00	0.00	0.00	0.00	757.48	757.48	0.00%
490	917.00	2,286.01	1,369.01	11,000.00	7,052.96	(3,947.04)	(35.88)%
495	1,250.00	1,250.00	0.00	15,000.00	5,000.00	(10,000.00)	(66.67)%
	103,313.00	148,182.48	44,869.48	1,239,747.00	538,491.05	(701,255.95)	(56.56)%
Expenditures							
500	57,201.00	55,698.88	1,502.12	690,000.00	217,501.18	472,498.82	68.48%
505	14,166.00	14,575.37	(409.37)	170,000.00	58,786.83	111,213.17	65.42%
520	1,250.00	1,250.00	0.00	15,000.00	5,000.00	10,000.00	66.67%
521	666.00	445.62	220.38	8,000.00	1,731.70	6,268.30	78.35%
522	250.00	359.00	(109.00)	3,000.00	367.82	2,632.18	87.74%
523	834.00	346.53	487.47	10,000.00	1,606.53	8,393.47	83.93%
524	667.00	334.00	333.00	8,000.00	2,998.25	5,001.75	62.52%
526	1,500.00	4,575.79	(3,075.79)	18,000.00	8,651.16	9,348.84	51.94%
530	208.00	0.00	208.00	2,500.00	2,663.13	(163.13)	(6.53)%
531	100.00	(0.03)	100.03	1,200.00	758.15	441.85	36.82%
536	333.00	457.92	(124.92)	4,000.00	2,872.49	1,127.51	28.19%
538	1,267.00	1,090.25	176.75	15,200.00	4,993.29	10,206.71	67.15%
539	1,250.00	0.00	1,250.00	15,000.00	2,100.00	12,900.00	86.00%
548	104.00	289.45	(185.45)	1,250.00	840.65	409.35	32.75%
550	288.00	291.00	(3.00)	3,450.00	1,164.00	2,286.00	66.26%

Northeast Nebraska Economic Development District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 10/01/2022 Through 10/31/2022

	Current Period Budget	Current Period Actual	Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
551	600.00	618.69	(18.69)	7,200.00	2,019.39	5,180.61	71.95%
553	750.00	541.00	209.00	9,000.00	3,340.00	5,660.00	62.89%
554	117.00	0.00	117.00	1,400.00	0.00	1,400.00	100.00%
555	125.00	612.28	(487.28)	1,500.00	612.28	887.72	59.18%
556	500.00	501.00	(1.00)	6,000.00	2,355.00	3,645.00	60.75%
560	167.00	0.00	167.00	2,000.00	384.73	1,615.27	80.76%
561	783.00	0.00	783.00	9,400.00	0.00	9,400.00	100.00%
562	417.00	960.70	(543.70)	5,000.00	2,800.71	2,199.29	43.99%
565	758.00	767.33	(9.33)	9,100.00	3,069.32	6,030.68	66.27%
567	292.00	0.00	292.00	3,500.00	4,150.49	(650.49)	(18.59)%
572	441.00	0.00	441.00	5,296.00	0.00	5,296.00	100.00%
580	2,083.00	0.00	2,083.00	25,000.00	0.00	25,000.00	100.00%
590	21.00	0.00	21.00	250.00	15.00	235.00	94.00%
602	417.00	798.66	(381.66)	5,000.00	1,994.44	3,005.56	60.11%
	87,555.00	84,513.44	3,041.56	1,054,246.00	332,776.54	721,469.46	68.43%
	15,758.00	63,669.04	47,911.04	185,501.00	205,714.51	20,213.51	10.90%
Total Revenues Over (Under) Expenditures							

NENEDD Board Agenda

Object: Staff Reports

Contact Person: See individual reports

For: Discussion

Background: Review of activities for period October-December 2022

Explanation: See attached individual reports

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

- **NENEDD/NED, Inc.**
 - Continue to review personnel/administration policies for updates
 - Overall management of organizations, programs, and budgets
 - Continue to work with communities on the co-working space “Project Connect”
 - Attended the Nebraska Counties northeast district meeting regarding the services we offer including partnering with our state association
- **National Association of Development Organizations (NADO)**
 - 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)
 - Attended the annual conference in October 2022
- **Economic Development Administration (EDA)**
 - Tina and I participated in peer review of NENEDD and SICOG (**see attached letter**)
 - Implementing and managing our CEDS scope of work
- **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 monthly board of directors’ meetings
 - Continue to work with our lobbyist on legislation
- **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



**United States Department of Commerce
Economic Development Administration
Denver Regional Office
1244 Speer Boulevard, Suite 431
Denver, Colorado 80204**

November 16, 2022

In Reply Refer to:
ED21DEN3020030

Thomas Higginbotham, Executive Director
Northeast Nebraska Economic Development District
111 South 1st St.
Norfolk, NE 68701

Dear Mr. Higginbotham:

As an EDA Partnership Planning grant recipient, in accordance with EDA's regulations (13 CFR, Part 304), Economic Development Districts (EDD) must be evaluated at least once every three years. On November 16, 2022, the Denver Regional Office conducted a Peer Evaluation of your organization. The Peer Evaluation team consisted of Caroline Plante, Economic Development Specialist, Daniel Kojetin, Economic Development Specialist, and a Peer Evaluator, Beth Waddle, Executive Director of Southern Iowa Council of Governments in Creston, Iowa. The purpose of the review was to conduct an evaluation of the management standards, financial accountability and program performance of the district with respect the EDA Partnership Planning program. We appreciate the time and effort you took to accommodate the review for all of the participants. This letter serves as confirmation of the compliance with the regulatory requirements for the peer evaluation. Our team was impressed with the activities and procedures that your district has incorporated to implement the EDA planning process.

We commend you for the work you are doing to serve the needs of your counties in Nebraska. If you have any questions regarding the evaluation or other matters pertaining to your work with EDA, please contact Caroline Plante, Economic Development Specialist in the Denver Regional Office at (720) 392-9284 or cplante@eda.gov. We look forward to continuing our economic development partnership with you.

Sincerely,

Caroline Plante

Caroline Plante
Economic Development Specialist

To: NENEDD Board of Directors

From: Tina M. Engelbart, Deputy Director

RE: Quarterly Staff Report – October/November/December 2022

- **NENEDD/NED, Inc.**
 - Attended meeting with auditor for final review of the audits for both organizations
 - Overall management of organizations, programs, budgets, and staff
- **Human Resources**
 - **SHRM (Society for Human Resource Management)**
 - Kept apprised of current developments in human resources through newsletters, emails and webinars
 - Completed continued education requirements for recertification of my Senior Certified Professional designation
 - **NAHRA (Norfolk Area Human Resources Association)**
 - Participated in monthly membership meetings and various webinars
- **Community Members**
 - Assisted in preparation for DED monitoring of multiple projects ready for closeout
 - Assisted with contract review for the proposed Fremont rental rehabilitation program
 - Participated in membership presentation for the City of Neligh
 - Participated in meeting with the Norfolk Planning Commission and public hearing with the Norfolk City Council regarding a recently conducted blight study
- **EDA (Economic Development Administration)**
 - Implementing goals of the current Comprehensive Economic Development Strategy (CEDS) scope of work
 - Participated in peer review of the Southern Iowa Council of Governments with new executive director and EDA staff
- **DED (Nebraska Department of Economic Development)**
 - Participated in the Qualified Action Plan focus group regarding housing trust funds
 - Participated in CDBG recertification training and testing
 - General management & correspondence of NENEDD and NED, Inc grants
- **NADO (National Association of Development Organizations)**
 - Stayed apprised of current developments on Capitol Hill through email, the NADO newsletter and webinars
 - Attended the annual training conference in Pittsburgh
- **NEDA (Nebraska Economic Developers Association)**
 - Participated in legislative calls gearing up for 2023
- **NHDA (Nebraska Housing Developers Association)**
 - Participated in policy committee calls regarding housing legislation
 - Participated in executive committee calls and board meetings
- **NROC (Nebraska Regional Officials Council)**
 - Assisting in the finalizing the speakers and agenda for the all-staff retreat held in November
 - Participated in board meetings and misc. calls with the NROC lobbyist relating to state legislation and potential funding opportunities
 - Participated in multiple broadband committee meetings

- **Coldwell Banker Dover Realtors**
 - Attended continuing education courses for my real estate license renewal
 - 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: December 14, 2022
RE: Staff Report for October, November, December

Meetings/Conferences

- Attended various webinars in-house, including topics on Section 3, NAHTF, CDGB, HUD, SHPO, SAM
- Prepared and submitted Notifications of Annual Audit to communities with open grants
- Attended NROC annual conference
- Attended member community board meetings and town hall meetings

Community Projects:

Allen

- Conducted a community attitude survey for the Village of Allen and preparing a Town Hall/Strategic Planning Session for January

Belden

- Assisting the Village with obtaining their SAM registration
- with a CCCFF Public Works grant for ADA upgrades to the community swimming pool

Emerson

- Awarded a CDBG Planning grant application for DTR planning
- Assisting with a Public Works grant

Martinsburg

- Assisted in the bidding process/bid opening to secure a contractor for water/wastewater project
- Applied for and received a contract extension for the WW project

Newcastle

- Assisting the community in the implementation of their Public Works street improvement grant; bidding expected to begin late December
- Awarded a Planning grant application for a comprehensive plan

Norfolk

- Conducting construction management for the Johnson Park Restroom and Parking Lot project that has recently begun
- Attended various meetings with the City's economic development department regarding multiple grant opportunities
- 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 commercial rehab project
- Applied for and received a contract extension for the DTR project; fourth round of commercial rehab awards underway
- Assisting with a CCCFF grant application for library renovations
- Assisting with a Rural Workforce Land Development grant for infrastructure for the existing RWHF grant

Stanton

- DTR façade improvements underway. Conducting site visits and wage interviews as well as general administration
- Applied for and received a contract extension for the DTR project

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 October, November, December 2022

Meetings and Conference Calls

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

Attended Cuming County/Wisner IEDC research small groups

Attended Schuyler Development Corporation Annual Meeting

Attended 4 Days of CDBG Certified Administrator Training in Lincoln

Attended Meeting with Meghan Buresh regarding SAM registrations

Attended Meeting with DED to discuss Winslow Income Survey

Attended DED Economic Recovery Town Hall Meeting in Fremont

Attended two-day NROC All Staff Retreat in Holdrege

Attended NENEDD Board Meeting

Webinars: Rural Workforce Housing, 2019 AAP Substantial Amendment, NAHTF QAP Focus Group, SHPO RNHP grant opportunity, SAM's for communities, NROC

Community Projects

- **Craig**
 - Completed general grant administration duties for Planning Grant
 - Began work on new CDBG Public Works grant

- **Decatur**
 - Completed general grant administration duties for reuse funds

- **Dodge County**
 - Completed general grant administration duties for EM grants

- **Fremont**
 - Meetings with Angie Olson, City of Fremont to discuss current and future grants
 - Attended Meeting with DED for NAHTF Contract Review
 - Meeting with Game & Parks for Fremont FEVR Trails site visit
 - Completed general grant administration duties for EM grant
 - Completed general grant administration duties for three EMCV grants
 - Submitted Pre-Applications for additional funding for two existing LifeHouse Covid Grants
 - Submitted Pre-Application for new LifeHouse Covid grant
 - Attended Fremont City Council Meeting
 - Attended Zoom Meeting with Angie and LifeHouse regarding new Covid grant
 - Attended Game & Parks virtual presentation for Fremont FEVR Rail to Trail grant
 - Attended Meeting with Angie and FurEver Homes
 - 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
 - Attended Bid Opening for Senior Center Grant
 - Submitted Pre-Application for additional funding for existing Covid grant

- **Newman Grove**
 - Wrote and submitted Game and Parks Trails grant for City Park Trail
 - Attended Game & Parks virtual presentation for Newman Grove trail grant

- **Schuyler**
 - Attended Schuyler Housing Development Committee monthly meetings
 - Attended Schuyler Downtown Revitalization and Commercial Development Committee monthly meetings
 - Completed general grant administration duties for EMCV grant
 - Attended Meeting with Schuyler Senior Center regarding new Covid grant
 - Attended Meeting with Schuyler Food Pantry to discuss current Covid grant
 - Submitted Pre-Application for Senior Center Covid grant
 - Attended Zoom Meeting for Schuyler 12th & B CDBG Public Works grant
 - Attended Meetings with City Administrator Will De Roos and Economic Development Director Cheryl Brandenburgh

- **Scribner**
 - Completed general grant administration duties for repurposed funds

- **Winslow**
 - Continued Work on Income Survey
 - Zoom Meeting with Susan Nickerson, DED, regarding Income Surveys
 - Zoom Meeting regarding CDBG DR money

To: NENEDD Board of Directors

From: Riah Deane, Community Planner

RE: Activity Report – October, November, December

2022 CDBG Grant Applications

- **Clearwater-22-PP-007**
 - Planning-Downtown Revitalization Plan-Partnered with Grace, who wrote the bulk of the narrative, Special Conditions for Release of Funds Phase
- **Pierce-22-DTR-010**
 - Downtown Revitalization Implementation – Commercial Rehabilitation, Special Conditions for Release of Funds phase
- **Wayne-22-PW-008**
 - Public Works – Trail Expansion project-Special Conditions for Release of Funds phase
- **Tilden-Not Awarded**
 - Downtown Revitalization Implementation – ADA sidewalk and Street Rehabilitation-Waiting to hear from DED on what to improve on the application so that it scores more favorably in the future

Community Economic and Development Activities

- **Creighton**
 - Housing – Hinkslers Heights Development of 20ish lots for mixed residential use
- **Columbus**
 - Housing information for RWH and NAHTF
 - DTR 2023 information and timeline expectation review
- **Platte County**
 - CDBG-DR grant admin assistance
- **Wayne**
 - Lagoon Repurpose Project
 - Potential Housing projects
- **Genoa**
 - LB-840 passed in November
- **Fullerton**
 - Conducting Income Survey
- **Richland**
 - Community Attitude Survey
- **Lindsay**
 - Met with Clerk to discuss potential housing project
- **Albion**
 - Met with new ED Maggie Smith to discuss future projects: New construction single family housing, creative district in the downtown, potential venue for arts and community
- **Osmond**
 - DTR 2023 information and timeline expectation review
- **Pierce**
 - Housing – Rental New Construction 6-8 unit – NAHTF

Grant Administration

- **Bloomfield**
 - Emergency Covid Grant construction underway, funds will be almost 50% drawn by the end of the year
- **Columbus**
 - 6 new Commercial Rehab applications Tier II's nearly complete
 - Extension Request Approved
- **Plainview**
 - 9 new Commercial Rehab applications Tier II's nearly complete
 - Extension Request Approved
- **Wayne**
 - Shower House repurposing project is underway with general contractor Otte Construction
- **Orchard**
 - Planning kickoff is underway

- **Submittal of Notice of Annual Audit for communities with active grants for CDBG grants**
 - Wayne
 - Plainview
 - Orchard
 - Columbus
 - Bloomfield
 - Creighton
 - Pierce
 - Albion

Additional Activities/Continued Improvement

- **Census Mapping Webinar**
- **HUD Violence Against Women Act (VAWA) Reauthorization Act of 2022 cross cutting regulation webinar**
- **NAHTF Focus Group Webinar**
- **RWFH Discussion Group Virtual Meeting**
- **CDBG Provisional Training and Certification – Lincoln, NE**
- **NROC Conference – Holdredge, NE**
- **SAM's entity Validation Webinar**
- **History Nebraska Grant Opportunity webinar**
- **Clearwater duplex housing ribbon cutting**

To: NENEDD Board of Directors

From: Martin Griffith, Housing Specialist

RE: Activity Report – October, November, December

Meetings/Conferences

- Attended National Association of Home Builders local chapter monthly General and Board meetings
- Attended Nebraska State Home Builders Association Board meeting
- 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
- Attended NROC All Staff Retreat

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

Homebuyer Assistance program

- No activities

Ned, Inc Regional Reuse Program

- Completed rehabilitation of three homes in Norfolk, Columbus, and Laurel
- Monitored progress on seven projects
- Verified work completed and authorized payments to contractors

Community Reuse Programs

- Monitored progress on two projects in Emerson
- Verified work completed and authorized payments to contractors

Fremont Habitat for Humanity Grant

- Corresponded with grantee, clients, and contractors
- Issued two construction contracts
- Monitored progress on two projects
- Verified work completed and authorized payments to contractors

Columbus Home Buyer Assistance Grant

- Corresponded with interested applicants
- Prepared and mailed applications

Ned, Inc. Home Buyer Assistance Grant

- Corresponded with interested applicants
- Prepared and mailed applications

Plainview Rental four-plex New Construction Grant

- Conducted pre-project and pre-construction conference
- Construction contract signed
- Verified work completed for grant drawdowns

Dodge County Disaster Grant

- Maintained project file

Cuming County Rural Workforce Housing Fund

- Verified work completed

Greater Fremont Development Council Rural Workforce Housing Fund

- No activity

Pierce Five Star Rental Townhomes New Construction Grant

- Conducted pre-project and pre-construction conference
- Construction contract signed
- Verified work completed for grant drawdowns
- Corresponded with grantee, developer and contractor

Wayne OOR Grant

- Initiated one OOR/housing rehab project
- Prepared and mailed application packets
- Corresponded with interested individuals and Grantee

Pender Community Development Inc Rural Workforce Housing Fund

- Corresponded with PCDI representatives and DED

TO: NENEDD Board of Directors
FROM: Mandy Gear, Housing Loan Specialist
DATE: December 14, 2022
RE: Staff Report for October, November, December

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
- Assist with discontinuing RLF for Dixon/Rosalie, Stanton, and Fullerton due to inactivity
- Assist communities in preparing semi-annual program income reports
- OOR projects completed and files closed this quarter: 2

City of Wayne 21-HO-35041

- Correspondence with potential applicants
- Mail application packets
- Process applications and determine income eligibility
- Prepare documents as required by federal and state regulations
- Prepare drawdowns
- Assist with marketing materials to promote program
- Keep current on program guidelines

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
- Assist Conover with loan subordination documentation for the City

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
- Assist with MOU and DOT
- Prepare drawdowns

City of Pierce 21-TFRH-35017

- Administer Housing Management Agreement
- Assist with MOU and DOT
- Prepare drawdowns

City of Fremont 22-FRH-15032

- Assist with contract review items for DED

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

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: 0

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
- Attend Housing Committee meetings
- 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
- Prepare grant files for closeout
- OOR projects completed and files closed this quarter: 0

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

MEETINGS/CONFERENCES

- NED, Inc. monthly board meetings
- NROC all staff retreat
- Home NE webinar
- Foundations of Real Estate Financing Training
- MAPA zoom meeting regarding RWHF
- NROC zoom meeting

TO: NENEDD BOARD OF DIRECTORS

FROM: JEFF CHRISTENSEN, BUSINESS LOAN SPECIALIST

RE: ACTIVITY REPORT – OCTOBER, NOVEMBER, DECEMBER, 2022

- CDBG GENERAL GRANT ADMINISTRATION DUTIES
 - 10ED009 - BUSINESS PARK (FREMONT)
 - JOBS MONITORING
 - 20EDCV002 - NORFOLK MOBILE LAB (NORFOLK)
 - JOBS MONITORING
 - NEW APPLICATION FOR ADD'L \$500,000 (\$1M TOTAL)
 - 20EDCV004 – MIDWEST VETERINARY SERVICES, INC. (BURT COUNTY)
 - REQUEST FOR FUNDS
 - JOBS MONITORING
- 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 DED MICRO LOAN SEMI-ANNUAL REPORT
- PARTICIPATED IN ECONOMIC RECOVERY TOWN HALL MEETING IN FREMONT (LB1024)
- PARTICIPATED IN BUSINESS SUCCESSION/MATCHMAKING PROJECT DISCUSSION (NECC/NCF)
- PARTICIPATED IN EDA RLF INTERVIEW
- PREPARED/SUBMITTED \$250,000 APPLICATION TO DED FOR BUSINESS INNOVATION MICRO LOAN FUNDS

THREE LOANS WERE CLOSED:

- TRUKSA AUTO BODY, LLC – DAVID CITY
(\$70,000 NENEDD EDA)
- ACACIA, INC., D/B/A JUST LOVE COFFEE - PLAINVIEW
(\$74,000 NENEDD EDA)
- PH MORALES, LLC, D/B/A 4/11 BAR & GRILL – PIERCE
(\$40,000 NENEDD EDA)

THREE LOANS APPROVED YET TO BE CLOSED:

- VET. CLINIC, P.C., D/B/A TOWN & COUNTRY VET – ALBION
(\$250,000 NED, INC. NDO) - WAITING FOR CONSTRUCTION TO BE COMPLETED
- RIVER'S EDGE MEAT LOCKER, LLC – FULLERTON
(\$200,000 NED, INC. NDO) - WAITING FOR CONSTRUCTION TO BE COMPLETED
- CC THOR INVESTMENTS – NORFOLK, LLC – NORFOLK
(\$250,000 NED, INC. IRP2) – PENDING PRIMARY LENDER CHANGE

TWO LOANS FOR APPROVAL AT TONIGHT'S BOARD MEETING

- TORNADO ALLEY, LLC – WISNER
(\$94,512 NENEDD EDA CARES)
- CIRCLE M FEED AND TRAILER SALES, LLC – O'NEILL
(\$128,800 NENEDD EDA)

POTENTIAL BUSINESS LOAN PROJECTS INQUIRIES THIS QUARTER:

GROCERY STORE – TRANSITION	MEAT LOCKER – STARTUP (2)
SEED CORN DISTRIBUTOR – EXPANSION	RESTAURANT – STARTUP (2)-EXPANSION(1)
ENTERTAINMENT CENTER – STARTUP	COUNSELLING – EXPANSION
FUNERAL HOME – TRANSITION	TRUCKING COMPANY – EXPANSION
BOWLING ALLEY – EXPANSION	AUTO BODY – TRANSITION
WELDING – TRANSITION	DAYCARE – TRANSITION
FOOD/COFFEE TRAILER – STARTUP	PHARMACY – TRANSITION
LUMBER YARD – TRANSITION	HARDWARE STORE – TRANSITION
PHYSICAL THERAPY – TRANSITION	EMBROIDERY STORE – EXPANSION
AG EQUIPMENT – EXPANSION	AG FEED STORE – STARTUP
CONTRACTOR – STARTUP (1)-EXPANSION (2)	TARP COMPANY - EXPANSION

ABBREVIATIONS:

CDBG – COMMUNITY DEVELOPMENT BLOCK GRANT
DED – DEPARTMENT OF ECONOMIC DEVELOPMENT
EDA – ECONOMIC DEVELOPMENT ADMINISTRATION
IRP – INTERMEDIARY RELENDING PROGRAM
MWRCAP – MIDWEST RENEWABLE CAPITAL
NCF – NEBRASKA COMMUNITY FOUNDATION
NDO – NON-PROFIT DEVELOPMENT ORGANIZATION
NECC – NORTHEAST COMMUNITY COLLEGE
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 – October, November, December 2022

- Meetings/Conferences/Webinars
 - Loan tracking software consultations and training
 - Enrolled in: Cost Accounting
 - Accounting software webinars on advanced functions in the software
 - Amplifund training through Dept. of Economic Development
 - NROC All-Staff Conference
- Reporting as required
 - NED, Inc.
 - RMAP Quarterly
 - IRP 1 & 2 Semi-Annual Reports
 - NENEDD
 - IRP Semi-Annual Report
 - Payroll quarterly reports including W2, 941, 941N, and unemployment
 - EDA Planning Grants Reports
- Audit for FYE June 30, 2022
 - Field work was week of August 15
 - Post-field work was completed. Audits submitted to the clearing house and to the Board of Directors
- 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: December 14, 2022

RE: Staff Report for October, November, December

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 Deeds of Reconveyance and Deeds of Trusts for housing and business clients
- Shred business documents
- Helped prepare Special Conditions documents for a newly awarded planning grant
- Took CDBG certification exam and subsequently passed. Now recertified until 2026

Meetings/Conferences:

- Attended CDBG training in Lincoln
- Participated in Nebraska Affordable Housing Trust Fund (NAHTF) Focus Group
- Participated in Nebraska Housing Developers Association (NHDA) Rural Workforce Housing Fund (RHWF) Discussion Group
- Participated in public hearing regarding a substantial amendment to the 2019 AAP for CDBG-CV program
- Attended the Nebraska Regional Officials Council (NROC) All-Staff Conference
- Attended the Department of Economic Development Economic Recovery Town Hall meeting

NENEDD Board Agenda

Object: Discussion of the November 2022 Treasurer's Report

Contact Person: Kristen Rosner, Fiscal Officer

For: Discussion

Background:

Northeast Nebraska Economic Development District's (NENEDD) November 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) 2023 Budget for the nonaccrual accounts, July 1, 2022, through June 30, 2023, Actual, Budget Variance so far this fiscal year and Percent of the Fiscal Year 2023 Budget remaining.

Explanation:

Additional Information:

Business Loan Principal Received	58,315.08
Business Loan Disbursements	74,000.00

Restate Net Income

Year to Date Revenue Over (Under) Expenditures	161,263.18
Year to date Non-Operating Revenue:	
Bad Debt Recovery	-

Year to date Non-Operating Expenditures:

Depreciation Expense	3,836.65
Loans Written Off	-
Actual Year to date Revenue Over (Under) Expenditures	<u>165,099.83</u>

Note: No revenue has been recognized for November services and no payroll expense for the last half of November as of 12/12/2022.

Business Loan Disbursement:

Loan #323002, Acacia, Inc. d/b/a Just Love Coffee, Plainview, \$74,000

NENEDD Business Revolving Loan Funds Available for Lending (All Sources): \$2,437,772

Northeast Nebraska Economic Development District
Statement of Financial Position - Overall - Unposted Transactions Included In Report
As of 11/30/2022

	Current Period Balance
Assets	
General Cash	
Cash in Bank - Checking	110,432.64
Unrestricted CD-Stanton State Bank #2995	23,155.53
Unrestricted CD-BankFirst #34875	54,926.71
Unrestricted CD-Midwest #882523	27,741.72
Unrestricted CD-Midwest #881867	1,728.31
Loan Payment Account	10,000.00
Unrestricted-BankFirst #1648078	216,790.92
Unrestricted-BankFirst #1648166	81,227.62
Business RLF Cash	
EDA RLF-BankFirst #1648089	1,209,156.57
IRP RLF-BankFirst #1648122	549,332.50
HUD Business RLF-BankFirst #1648133	197,948.00
IRP #1 Loan Loss Reserve-BankFirst #1648144	37,578.28
IRP #2 Loan Loss Reserve-BankFirst #1648177	13,176.55
EDA CARES Act RLF - Bankfirst #1755625	481,335.02
Accounts Receivable	
Accounts Receivable	75,283.15
Business RLF Loans Receivables	
EDA RLF Loans Receivable	1,094,245.07
IRP RLF Loans Receivable	824,857.23
HUD RLF Loans Receivable	62,090.39
EDA CARES Act RLF Notes Receivable	1,740,769.42
Prepaid Expenses	
Prepaid Expense	16,572.08
Allowances for Uncollectible Accounts	
Allowance for Uncollectible A/R	(24,849.00)
Allowance for Uncollectible Notes	(573,194.46)
Fixed Assets	
Furniture and Equipment	212,096.30
Accumulated Depreciation	(167,143.86)
Total Assets	6,275,256.69
Liabilities	
Accounts Payable	
Accounts Payable	(4,065.75)
Other Payables	
Lease Payable	7,889.12
Payroll Payables	
Health Insurance Payable	11,332.10
Cafeteria Premium Payable	(165.96)
Dependent Care Payable	0.34
Annual Leave Payable	12,273.49
IRP Loan Payable	
IRP #1 Loan Payable	272,080.37
IRP #2 Loan Payable	257,471.80
Deferred Revenue	
Deferred Revenue-EDA Planning	23,184.00
Total Liabilities	579,999.51
Net Assets	
Other	5,695,257.18

Northeast Nebraska Economic Development District
Statement of Financial Position - Overall - Unposted Transactions Included In Report
As of 11/30/2022

	Current Period Balance
Total Net Assets	<u>5,695,257.18</u>
Total Net Assets and Liabilities	<u>6,275,256.69</u>

Northeast Nebraska Economic Development District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 From 11/01/2022 Through 11/30/2022

	Current Period Budget	Current Period		Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
		Actual	Budget					
Revenues								
400	7,916.00	0.00	0.00	(7,916.00)	95,000.00	38,987.47	(56,012.53)	(58.96)%
405	13,500.00	0.00	0.00	(13,500.00)	162,000.00	169,120.77	7,120.77	4.40%
406	1,200.00	0.00	0.00	(1,200.00)	14,400.00	14,560.00	160.00	1.11%
407	1,154.00	0.00	0.00	(1,154.00)	13,850.00	16,050.00	2,200.00	15.88%
410	12,887.00	0.00	0.00	(12,887.00)	154,647.00	77,323.38	(77,323.62)	(50.00)%
415	42.00	0.00	0.00	(42.00)	500.00	555.00	55.00	11.00%
418	19,167.00	0.00	0.00	(19,167.00)	230,000.00	86,562.82	(143,437.18)	(62.36)%
420	18,750.00	0.00	0.00	(18,750.00)	225,000.00	41,117.41	(183,882.59)	(81.73)%
425	1,250.00	0.00	0.00	(1,250.00)	15,000.00	0.00	(15,000.00)	(100.00)%
430	5,000.00	0.00	0.00	(5,000.00)	60,000.00	21,835.28	(38,164.72)	(63.61)%
433	5,000.00	0.00	0.00	(5,000.00)	60,000.00	6,640.83	(53,359.17)	(88.93)%
444	105.00	274.25	0.00	169.25	1,250.00	907.50	(342.50)	(27.40)%
445	167.00	253.71	0.00	86.71	2,000.00	1,068.52	(931.48)	(46.57)%
451	13,333.00	10,940.20	0.00	(2,392.80)	160,000.00	57,996.76	(102,003.24)	(63.75)%
452	50.00	0.00	0.00	(50.00)	600.00	40.00	(560.00)	(93.33)%
453	292.00	0.00	0.00	(292.00)	3,500.00	1,840.00	(1,660.00)	(47.43)%
454	1,083.00	231.20	0.00	(851.80)	13,000.00	1,555.48	(11,444.52)	(88.03)%
460	250.00	0.00	0.00	(250.00)	3,000.00	1,218.75	(1,781.25)	(59.38)%
489	0.00	0.00	0.00	0.00	0.00	757.48	757.48	0.00%
490	917.00	2,556.65	0.00	1,639.65	11,000.00	9,609.61	(1,390.39)	(12.64)%
495	1,250.00	1,250.00	0.00	0.00	15,000.00	6,250.00	(8,750.00)	(58.33)%
	<u>103,313.00</u>	<u>15,506.01</u>	<u>1,239,747.00</u>	<u>(87,806.99)</u>	<u>1,239,747.00</u>	<u>553,997.06</u>	<u>(685,749.94)</u>	<u>(55.31)%</u>
Expenditures								
500	57,201.00	26,936.03	0.00	30,264.97	690,000.00	244,437.21	445,562.79	64.57%
505	14,166.00	12,325.62	0.00	1,840.38	170,000.00	71,112.45	98,887.55	58.17%
520	1,250.00	1,250.00	0.00	0.00	15,000.00	6,250.00	8,750.00	58.33%
521	666.00	402.08	0.00	263.92	8,000.00	2,133.78	5,866.22	73.33%
522	250.00	141.00	0.00	109.00	3,000.00	508.82	2,491.18	83.04%
523	834.00	486.91	0.00	347.09	10,000.00	2,093.44	7,906.56	79.07%
524	667.00	20.60	0.00	646.40	8,000.00	3,018.85	4,981.15	62.26%
526	1,500.00	1,885.35	0.00	(385.35)	18,000.00	10,536.51	7,463.49	41.46%
530	208.00	0.00	0.00	208.00	2,500.00	2,663.13	(163.13)	(6.53)%
531	100.00	0.00	0.00	100.00	1,200.00	758.15	441.85	36.82%
536	333.00	330.59	0.00	2.41	4,000.00	3,203.08	796.92	19.92%
538	1,267.00	1,130.00	0.00	137.00	15,200.00	6,123.29	9,076.71	59.72%
539	1,250.00	2,500.00	0.00	(1,250.00)	15,000.00	4,600.00	10,400.00	69.33%
548	104.00	137.75	0.00	(33.75)	1,250.00	978.40	271.60	21.73%
550	288.00	291.00	0.00	(3.00)	3,450.00	1,455.00	1,995.00	57.83%

VI. Discussion Items B

Northeast Nebraska Economic Development District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 11/01/2022 Through 11/30/2022

	Current Period Budget	Current Period Actual	Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
551	600.00	668.82	(68.82)	7,200.00	2,688.21	4,511.79	62.66%
553	750.00	541.00	209.00	9,000.00	3,881.00	5,119.00	56.88%
554	117.00	0.00	117.00	1,400.00	0.00	1,400.00	100.00%
555	125.00	0.00	125.00	1,500.00	612.28	887.72	59.18%
556	500.00	371.00	129.00	6,000.00	2,726.00	3,274.00	54.57%
560	167.00	205.59	(38.59)	2,000.00	590.32	1,409.68	70.48%
561	783.00	9,400.00	(8,617.00)	9,400.00	9,400.00	0.00	0.00%
562	417.00	166.67	250.33	5,000.00	2,967.38	2,032.62	40.65%
565	758.00	767.33	(9.33)	9,100.00	3,836.65	5,263.35	57.84%
567	292.00	0.00	292.00	3,500.00	4,150.49	(650.49)	(18.59)%
572	441.00	0.00	441.00	5,296.00	0.00	5,296.00	100.00%
580	2,083.00	0.00	2,083.00	25,000.00	0.00	25,000.00	100.00%
590	21.00	0.00	21.00	250.00	15.00	235.00	94.00%
602	417.00	0.00	417.00	5,000.00	1,994.44	3,005.56	60.11%
	<u>87,555.00</u>	<u>59,957.34</u>	<u>27,597.66</u>	<u>1,054,246.00</u>	<u>392,733.88</u>	<u>661,512.12</u>	<u>62.75%</u>
Total Revenues Over (Under) Expenditures	<u>15,758.00</u>	<u>(44,451.33)</u>	<u>(60,209.33)</u>	<u>185,501.00</u>	<u>161,263.18</u>	<u>(24,237.82)</u>	<u>(13.07)%</u>

NENEDD Board Agenda

Object: Approve a \$128,800 loan to Circle M Feed and Trailer Sales, LLC, in O'Neill

Contact Person: Jeff Christensen, NENEDD Business Loan Specialist

For: Action

Background: Telle & Jody Manchester are purchasing the former Sidak Feed and Trailer Sales located at 49111 Hwy 20 on the west end of O'Neill, right across the highway from AKRS (John Deere). The previous owner was in business for 34 years and wanted to retire from the feed/trailer sales business. Up until he sold the business, he wasn't actively trying to increase sales. The purchase includes real estate, business personal property, and inventory. They will now call it Circle M Feed and Trailer Sales, LLC which will offer products ranging from pet food to full feed rations, inoculants, and nutritional assistance for cattle feeders. They also sell all types of new and used trailers, parts and service, and forage handling products such as net wrap & twine. Both Telle and Jody work at the business and they have several part-time employees equivalent to approximately one full-time job (3 total) with plans to hire another full time person in the near future.

They call bag and bulk feed orders into Kent Feeds (Columbus) and/or Pellet TechnologyUSA (York). They use a trucking company out of Meadow Grove one to two times each week to pick up bags/bulk feed and brings bags to the store or to the customer that orders bulk feed. There are times that Telle also picks up bag feed at both York and Columbus. Besides their own ranch and experiences, Kent Feeds has on call nutritionists they can call with any questions or information they need to help customers related to rations or nutritional questions that they may not know or are unsure of.

They sell, trade, and order many trailers such as flatbed trailers, stock trailers, hay trailers, and utility trailers. They also sell trailer parts and Telle does repairs on trailers as well. They are dealers for D&K Trailers, Atchison Mfg. Hay Trailers, and Circle D Trailers. Their trailer sales, repair, and parts is approximately 10% of the business income.

They have approximately 450 customers with an average of \$100,000 in sales per month. They plan to put up bulk bins and expand their warehouse. They also sell bulk cattle cubes. This sets them apart from other feed stores. When they do put up bulk bins, they will be the only feed store within miles to have a large amount on hand. That will also open the opportunity to sell cake feeders and fill them at their store. They truly feel this will help them upsell to customers and be able to accommodate their customers.

The total project costs are \$322,000 which includes \$250,000 for the purchase of the business and \$72,000 for inventory. The Manchester's and Great Plains State Bank in O'Neill are requesting that NENEDD provide a loan in the amount of \$128,800 for the project. The Bank is considering a loan of \$161,000. Manchester's will inject \$32,200 cash. The project will retain three jobs including Telle and Jody and add one job for a total of four jobs.

Explanation:

Uses ↓	Sources →	Bank	NENEDD	Equity	Total
Business Purchase		\$125,000	\$100,000	\$25,000	\$250,000
Inventory		\$36,000	\$28,800	\$7,200	\$72,000
TOTAL		\$161,000	\$128,800	\$32,200	\$322,000

Great Plains State Bank in O’Neill is considering a loan of \$161,000 for this project. The term loan will be set up as a regular real estate/commercial loan, fully amortized over a 15-year term at an interest rate of 6.25% (5 year variable). In addition to a first deed of trust on the business real estate, they will require a 2nd deed of trust on Manchester’s personal residence, blanket filing on the business assets, and personal guarantees from Telle and Jody.

NENEDD will lend Circle M Feed and Trailer Sales, LLC \$128,800 to purchase the business and inventory. This loan will have a term of 15 years at an interest rate of 5.00% (fixed). NENEDD will have a subordinate deed of trust on the business real estate, subordinate lien on all business personal property, and personal guaranty from Telle and Jody. NENEDD will also file a Deed of Trust on the Manchester’s personal residence in O’Neill and require an assignment of life insurance from Telle for the amount of the loan for the life of the loan.

The Northeast Revolving Loan Fund (RLF) committee was presented information on credit scores, net worth, collateral, and financial information as part of the loan summary and recommends this loan for approval.

Motion: Consideration for approval of a \$128,800 loan to Circle M Feed and Trailer Sales, LLC, in O’Neill

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

NENEDD Board Agenda

Object: Approve a \$94,512 loan to Tornado Alley, LLC, in Wisner

Contact Person: Jeff Christensen, NENEDD Business Loan Specialist

For: Action

Background: Garrett Lampman is planning the purchase of equipment to upgrade Tornado Alley, the bowling alley in Wisner, located at 507 Ave. E. <https://www.facebook.com/tornadoalleyllc> It was formerly called Wisner Lanes/Coachman's Steakhouse. The equipment to be purchased includes replacing all eight lanes with synthetic lanes, replace pin setters, and replace the electronic automatic scoring system. Garrett has been working with Jayhawk bowling out of Kansas. They will supply Brunswick GSX machines that are from the bowling center at Georgia Tech University. The advantage of purchasing these machines is they aren't as used and abused as pin setters that are from public bowling alleys.

Prior to Garrett purchasing the Wisner bowling alley, it was closed two to three years. Garrett bought the business from the previous owner on a 20 year contract for \$180,000 in September 2020. He opened it up in June 2021 after making repairs on his own. For the remainder of 2021, he operated the local bowling leagues and continued to make repairs. His first year of league was rough as every league night was stretched an extra hour or so due to constant lanes problems. Right after league ended, he had a set of scoring monitors break that cannot be fixed. With all the problems of old worn out machines, scoring monitors, lane surfaces, etc. he is left with two lanes that work well, one that works ok, one that works without scoring, and four broken lanes that cannot be used at all.

Garrett plans to have multiple leagues throughout the year. Along with Leagues he will offer Cosmic Bowling, Open bowling Friday and Saturday nights, as well as reservations for any other night he is open. He also wants to run tournaments throughout the year: New Year's Day, St. Patrick's Day, May Day, July 4th, Labor Day, Halloween, etc.

There is dining in the bowling area where food and drinks are served with nightly specials. He sells various sandwiches that most everyone considers "bar food". There is a separate dining area that is currently not being used. He plans to open that up as a gaming room that can also be used for other events/reservations such as birthday parties.

The total project costs are \$236,281 which includes \$172,893 for the pin setters and synthetic lanes, \$41,908 for the new scoring system, and 10% contingency. Garrett and Citizens State Bank are requesting that NENEDD provide a loan in the amount of \$94,512 for the project. The Bank is considering a loan of \$118,141. Garrett will inject \$23,628 cash. The project will retain three jobs including Garrett.

Explanation:

Uses ↓	Sources →	Bank	NENEDD	Equity	Total
Pin Setter/Lanes		\$86,447	\$69,157	\$17,289	\$172,893
Scoring System		\$20,954	\$16,763	\$4,191	\$41,908
Contingency		\$10,740	\$8,592	\$2,148	\$21,480
TOTAL		\$118,141	\$94,512	\$23,628	\$236,281

Citizens State Bank in Wisner is considering a loan of \$118,000 for this project. The term loan will be set up as a regular commercial loan, fully amortized over a 10-year term at an interest rate of 7.75% (5 year variable). The bank will require a blanket commercial security agreement and Nebraska UCC filing for all business assets, first deed of trust on Garrett’s personal residence at 300 W. 4th Street in Pilger, and 2nd deed of trust on the business real estate at 507 Avenue E in Wisner.

NENEDD will lend Tornado Alley, LLC \$94,512 to purchase equipment. This loan will have a term of 10 years at an interest rate of 4.50% (fixed). NENEDD will have a subordinate deed of trust on the business real estate (3rd position), subordinate lien on all business personal property, and personal guaranty from Garrett Lampman. NENEDD will also file a Deed of Trust on the Garrett’s personal residence in Pilger and require an assignment of life insurance from Garrett for the amount of the loan for the life of the loan.

The Northeast Revolving Loan Fund (RLF) committee was presented information on credit scores, net worth, collateral, and financial information as part of the loan summary and recommends this loan for approval.

Motion: Consideration for approval of a \$94,512 loan to Tornado Alley, LLC, in Wisner

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

NENEDD Board Agenda

Object: Acceptance of Northeast Nebraska Economic Development District Audit

Contact Person: Kristen Rosner, Fiscal Officer

For: Action

Background: Board members were mailed and emailed the Fiscal Year 2022 audit. Staff from Herley & Reinke Accounting, P.C. will present the audit.

Note 13 regarding the pandemic effects is standard language recommended to be included in audits that are presenting fiscal years where the pandemic was an impact on finances or operations. It does not reflect an accurate picture of the NENEDD financials for the year fiscal year ending June 30, 2022. It is anticipated that this will be the last audit where Note 13 regarding the pandemic effects will be included.

The notes regarding the Schedule of Expenditures of Federal Awards have been updated to meet required disclosures for Economic Development Administration (EDA) requirements.

Motion: Consideration to accept the Fiscal Year 2022 Northeast Nebraska Economic Development District audit as presented.

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