

NORTHEAST NEBRASKA ECONOMIC DEVELOPMENT DISTRICT - NENEDD
COUNCIL OF OFFICIALS ANNUAL MEETING
WEDNESDAY, JULY 12, 2023 - 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 July 12, 2023, agenda and May 31, 2023, meeting minutes.
- V. Treasurer's Report**
 - A. Consideration of acceptance of the May 2023 Treasurer's Report as presented.
- VI. Discussion Items**
 - A. Quarterly Staff Reports
 - B. 2023-2024 Meeting Dates & Locations
- VII. Action Items**
 - A. Consideration to adopt the 2023-2024 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 for a three-year term.
 - C. Consideration to elect the Northeast Nebraska Economic Development District Officers for 2023-2024 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.
 - F. Consideration for approval of billing rate increases.
 - G. Consideration to approve the Resolution for League Association of Risk Management (LARM) Insurance.
 - H. Consideration to certify NENEDD is operating in accordance with its EDA CARES Act RLF Plan.
 - I. Consideration to invest excess funds with NPAIT.

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 Council of Officials will meet on Wednesday, July 26, 2023, 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. 5th St., Norfolk, NE 68701.

XI. Adjournment

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

NENEDD Board Agenda

Object: Consideration of approval of the July 12, 2023, agenda and May 31, 2023, meeting minutes

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

For: Action

Explanation: The July 12, 2023, agenda has been posted on the website. The May 31, 2023, meeting minutes have been posted on the website.

Motion: Consideration for approval of the July 12, 2023, meeting agenda and the May 31, 2023, board meeting minutes.

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

NENEDD Board Agenda

Object: May 2023 Treasurer's Report

Contact Person: Kristen Rosner, Fiscal Officer

For: Action

Background: Northeast Nebraska Economic Development District's (NENEDD) May 2023 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	41,157.92
Business Loan Disbursements	164,000.00

Restate Net Income

Year to Date Revenue Over (Under) Expenditures	138,331.93
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	8,440.63
Loans Written Off	-
Actual Year to date Revenue Over (Under) Expenditures	<u>146,015.08</u>

Business Loan Payoff:
Client #321010, Country Butcher, L.L.C., \$3,788.27

Business Loan Disbursement:
Client #323006, Murray Lumber, LLC, \$164,000, Newman Grove

NENEDD Business Revolving Loan Funds Available for Lending (All Sources): \$2,654,819

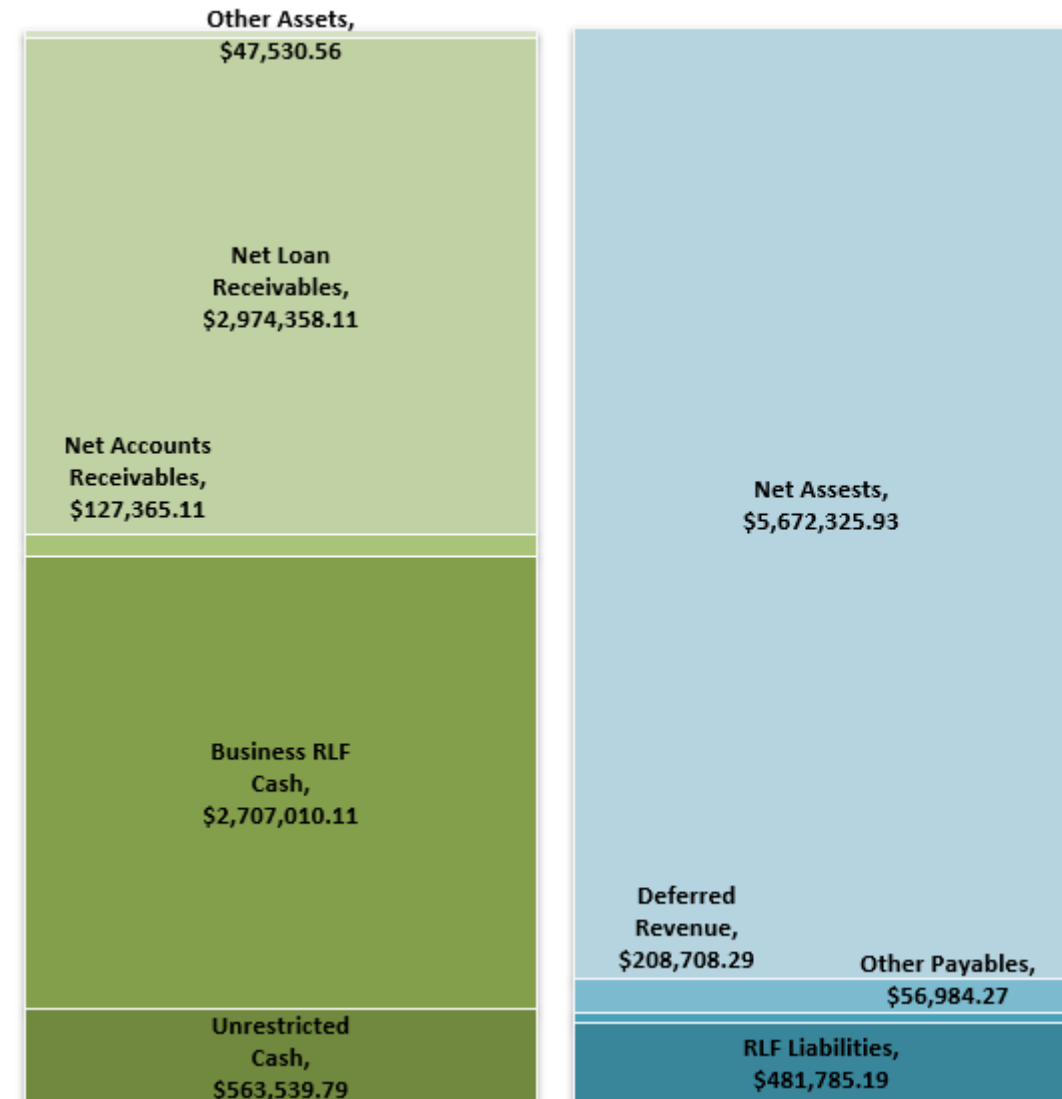
Motion: Consideration for acceptance of the May 2023 treasurer's report as presented.

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

Snapshot of the Statement of Financial Position May 31, 2023

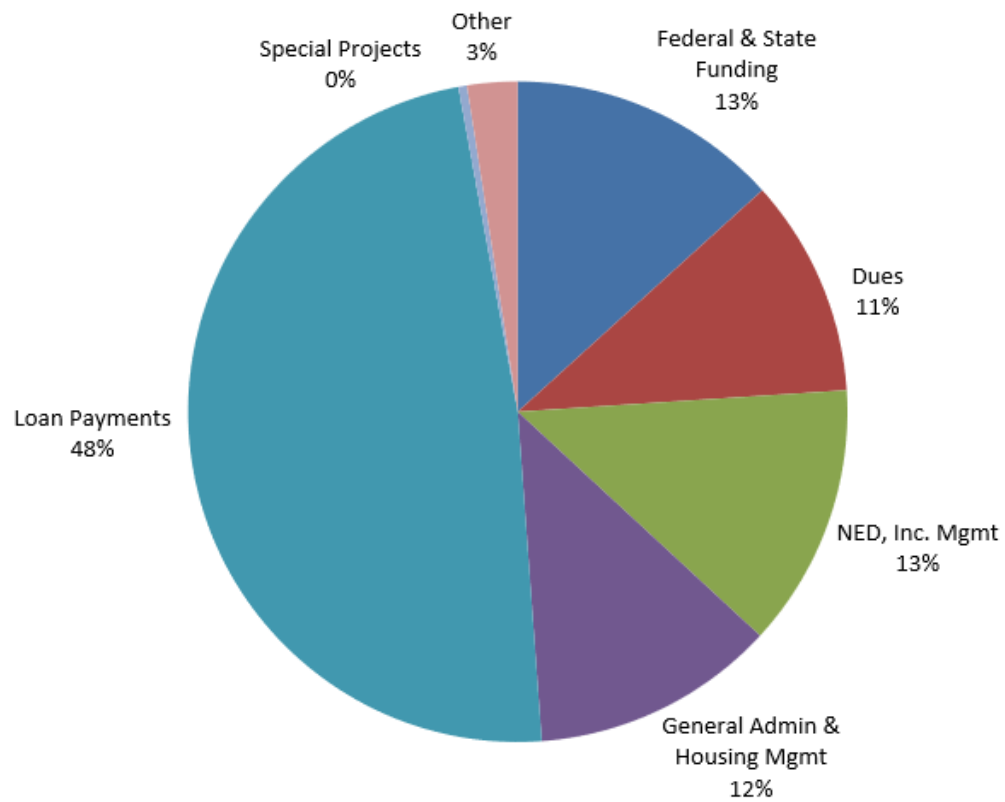
Assets

Liabilities & Net Assets

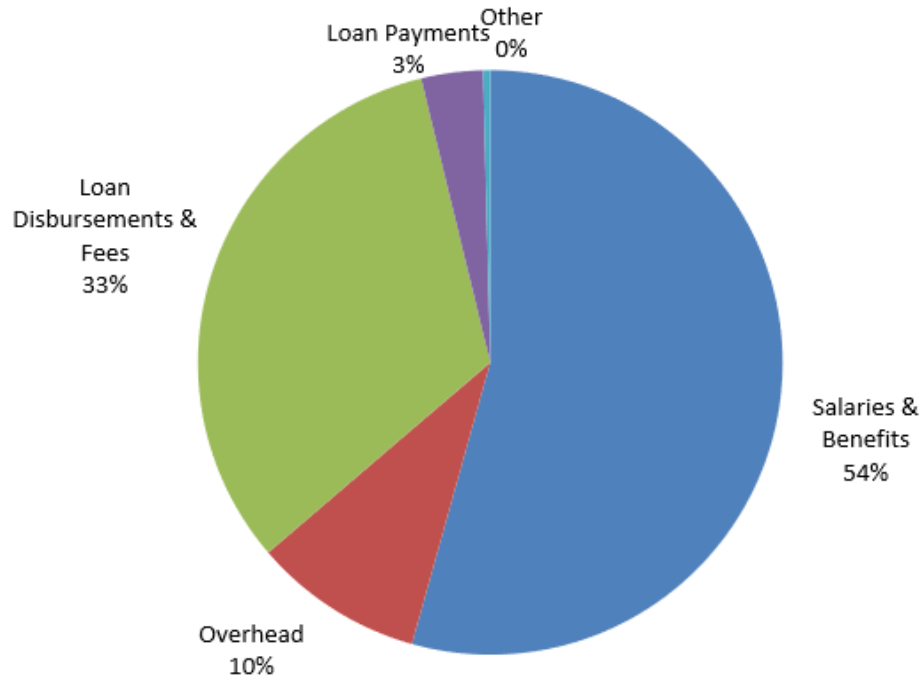


Revenue & Expenses by Type July 2022 – May 2023

Revenue



Expenses



Northeast Nebraska Economic Development District
Statement of Financial Position - Overall - Unposted Transactions Included In Report
As of 05/31/2023

	<u>Current Period Balance</u>
Assets	
General Cash	
Cash in Bank - Checking	198,450.43
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	1,230.04
Unrestricted-BankFirst #1648078	175,948.33
Unrestricted-BankFirst #1648166	81,588.76
Business RLF Cash	
EDA RLF-BankFirst #1648089	1,177,459.43
IRP RLF-BankFirst #1648122	600,894.13
HUD Business RLF-BankFirst #1648133	202,892.44
IRP #1 Loan Loss Reserve-BankFirst #1648144	37,745.35
IRP #2 Loan Loss Reserve-BankFirst #1648177	13,215.37
EDA CARES Act RLF - Bankfirst #1755625	673,573.35
Accounts Receivable	
Accounts Receivable	152,214.11
Business RLF Loans Receivables	
EDA RLF Loans Receivable	1,156,301.80
IRP RLF Loans Receivable	743,478.33
HUD RLF Loans Receivable	59,213.57
EDA CARES Act RLF Notes Receivable	1,588,558.87
Prepaid Expenses	
Prepaid Expense	7,182.10
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	(171,747.84)
Total Assets	<u><u>6,419,803.68</u></u>
Liabilities	
Accounts Payable	
Accounts Payable	4,857.19
Other Payables	
Lease Payable	6,428.36
Payroll Payables	
Accrued FICA Payable	3,860.82
Federal Tax Withheld	1,957.35
State Tax Withheld	1,050.89
457 Withheld	821.20
Health Insurance Payable	930.01
Cafeteria Premium Payable	173.18
Child Support Payable	1,500.00
Annual Leave Payable	16,681.47
HSA Contributions	514.00
Accrued Unemployment	2.69
Accrued Salaries	18,207.11
IRP Loan Payable	
IRP #1 Loan Payable	242,963.67

Northeast Nebraska Economic Development District
Statement of Financial Position - Overall - Unposted Transactions Included In Report
As of 05/31/2023

	Current Period Balance
IRP #2 Loan Payable	238,821.52
Deferred Revenue	
Deferred Revenue-EDA Planning	5,993.70
Deferred Revenue - Community	175,124.59
Deferred Revenue - County	14,640.00
Deferred Revenue - Associates	12,950.00
Total Liabilities	747,477.75
Net Assets	
Other	5,672,325.93
Total Net Assets	5,672,325.93
Total Net Assets and Liabilities	6,419,803.68

Northeast Nebraska Economic Development District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 05/01/2023 Through 05/31/2023

	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	2,451.69	(5,464.31)	95,000.00	91,177.77	(3,822.23)	(4.02)%
405	13,500.00	0.00	(13,500.00)	162,000.00	166,366.08	4,366.08	2.70%
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	154,646.77	(0.23)	(0.00)%
415	42.00	0.00	(42.00)	500.00	555.00	55.00	11.00%
418	19,167.00	23,775.66	4,608.66	230,000.00	238,251.75	8,251.75	3.59%
420	18,750.00	9,258.75	(9,491.25)	225,000.00	145,768.52	(79,231.48)	(35.21)%
425	1,250.00	0.00	(1,250.00)	15,000.00	500.00	(14,500.00)	(96.67)%
430	5,000.00	6,614.28	1,614.28	60,000.00	60,889.77	889.77	1.48%
433	5,000.00	1,337.50	(3,662.50)	60,000.00	14,248.32	(45,751.68)	(76.25)%
444	105.00	0.00	(105.00)	1,250.00	1,211.75	(38.25)	(3.06)%
445	167.00	274.23	107.23	2,000.00	2,543.79	543.79	27.19%
451	13,333.00	11,305.65	(2,027.35)	160,000.00	131,744.16	(28,255.84)	(17.66)%
452	50.00	55.00	5.00	600.00	140.00	(460.00)	(76.67)%
453	292.00	2,000.00	1,708.00	3,500.00	7,713.12	4,213.12	120.37%
454	1,083.00	953.11	(129.89)	13,000.00	6,235.91	(6,764.09)	(52.03)%
460	250.00	1,687.50	1,437.50	3,000.00	7,806.25	4,806.25	160.21%
489	0.00	0.00	0.00	0.00	757.48	757.48	0.00%
490	917.00	3,230.01	2,313.01	11,000.00	26,666.09	15,666.09	142.42%
495	1,250.00	1,250.00	0.00	15,000.00	15,000.00	0.00	0.00%
	103,313.00	64,193.38	(39,119.62)	1,239,747.00	1,102,832.53	(136,914.47)	(11.04)%
Expenditures							
500	57,201.00	54,335.51	2,865.49	690,000.00	634,181.26	(55,818.74)	8.09%
505	14,166.00	16,728.07	(2,562.07)	170,000.00	166,962.50	(3,037.50)	1.79%
520	1,250.00	1,250.00	0.00	15,000.00	15,000.00	0.00	0.00%
521	666.00	773.63	(107.63)	8,000.00	5,069.73	(2,930.27)	36.63%
522	250.00	782.00	(532.00)	3,000.00	1,761.09	(1,238.91)	41.30%
523	834.00	580.74	253.26	10,000.00	5,205.82	4,794.18	47.94%
524	667.00	350.00	317.00	8,000.00	6,383.85	1,616.15	20.20%
526	1,500.00	2,202.23	(702.23)	18,000.00	29,593.99	(11,593.99)	(64.41)%
530	208.00	0.00	208.00	2,500.00	2,663.13	(163.13)	(6.53)%
531	100.00	486.60	(386.60)	1,200.00	2,530.14	(1,330.14)	(110.84)%
536	333.00	1,461.12	(1,128.12)	4,000.00	5,493.65	(1,493.65)	(37.34)%
538	1,267.00	1,094.00	173.00	15,200.00	13,876.29	1,323.71	8.71%
539	1,250.00	0.00	1,250.00	15,000.00	5,740.00	9,260.00	61.73%
548	104.00	222.25	(118.25)	1,250.00	2,411.75	(1,161.75)	(92.94)%
550	288.00	341.00	(53.00)	3,450.00	3,451.00	(1.00)	(0.03)%

Northeast Nebraska Economic Development District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 05/01/2023 Through 05/31/2023

	Current Period Budget	Current Period Actual	Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
551 Utilities	600.00	675.45	(75.45)	7,200.00	6,571.15	628.85	8.73%
553 Dues/Memberships	750.00	541.00	209.00	9,000.00	9,981.00	(981.00)	(10.90)%
554 Subscriptions	117.00	0.00	117.00	1,400.00	100.00	1,300.00	92.86%
555 Advertising/Marketing	125.00	641.89	(516.89)	1,500.00	1,161.22	338.78	22.59%
556 Insurance	500.00	371.00	129.00	6,000.00	5,452.00	548.00	9.13%
560 Legal Services	167.00	0.00	167.00	2,000.00	890.61	1,109.39	55.47%
561 Audit Fees	783.00	0.00	783.00	9,400.00	9,400.00	0.00	0.00%
562 Other Professional Services	417.00	341.67	75.33	5,000.00	4,265.91	734.09	14.68%
565 Depreciation Expense	758.00	767.33	(9.33)	9,100.00	8,440.63	659.37	7.25%
567 Annual Meeting Expense	292.00	0.00	292.00	3,500.00	4,150.49	(650.49)	(18.59)%
572 USDA Interest Expense	441.00	0.00	441.00	5,296.00	5,295.52	0.48	0.01%
580 Loans Written Off	2,083.00	0.00	2,083.00	25,000.00	0.00	25,000.00	100.00%
590 Bank Fees	21.00	15.00	6.00	250.00	90.00	160.00	64.00%
602 Vehicle Maintenance	417.00	591.60	(174.60)	5,000.00	8,377.87	(3,377.87)	(67.56)%
Total Expenditures	87,555.00	84,552.09	3,002.91	1,054,246.00	964,500.60	89,745.40	8.51%
Total Revenues Over (Under) Expenditures	15,758.00	(20,358.71)	(36,116.71)	185,501.00	138,331.93	(47,169.07)	(25.43)%

NENEDD Board Agenda

Object: Staff Reports

Contact Person: See individual reports

For: Discussion

Background: Review of activities for period April-June 2023

Explanation: See attached individual reports

Thomas L. Higginbotham Jr. Executive Director
Quarterly Activity Report April 2023 – June 2023

- **NENEDD/NED, Inc.**
 - Drafted organizations annual budgets
 - 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)**
 - Attended the annual summer board meeting in Utah
 - Met with the colleges to work on the organization strategic plan
 - 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
- **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)**
 - Working on our digital equity grant broadband grant partnering with the Siouxland Interstate Metropolitan Planning Council since they only cover Dakota Cnty
 - Held the kickoff meeting in March with the committee
 - Scheduled the April committee meeting to start gathering data for asset building a list of libraries, schools, senior centers, etc. that provide public access to the internet
 - Participated in NROC monthly board of directors’ meetings
 - Continue to work with our lobbyist on legislation
- **Norfolk**
 - 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 2023

- **NENEDD/NED, Inc.**
 - Assisted with the preparation of the 2023-2024 budgets
 - Assisted in the recruitment of new board members
 - 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
- **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 – currently serving as the board Chair
- **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: Kristen Rosner, Fiscal Officer

RE: Activity Report – April, May, June 2023

- Meetings/Conferences/Webinars
 - Loan tracking software consultations and training
 - Accounting software webinars on advanced functions in the software
 - Amplifund training through Dept. of Economic Development
 - Successfully completed Exam 1 of 4 of the CPA Exam
 - Loan documents completed for the Pender RWHF and GFDC RWHF
- Reporting as required
 - NED, Inc.
 - RMAP Quarterly Report
 - IRP 1 & 2 Semi-Annual Report
 - NENEDD
 - IRP Semi-Annual Report
 - EDA Grant Reports
 - Payroll quarterly reports including W2, 941, 941N, and unemployment
- Audit for FYE June 30, 2023
 - Testing of accounts for the fiscal year
 - Internal controls reviewed, bank account and loan confirmations ready for processing
 - Fieldwork week of August 28
- 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: July 12, 2023

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 Deeds of Reconveyance and Deeds of Trusts for housing and business clients
- Shred business documents
- Initiated and completed annual membership renewal.
- Processed membership dues
- Started working on Annual Report

- Worked with DED as they continue to monitor grants, which requires gathering and submitting documents upon request; responding to monitoring letters that require attention; preparing final drawdowns and final financial reports for signatures; uploading signed documents to Amplifund. To date, 10 grants have been cleared for close out.
- Completed Risk Analysis Compliance Checklist for two grants
- Attended the NEDA Conference in Lincoln

TO: NENEDD BOARD OF DIRECTORS

FROM: JEFF CHRISTENSEN, BUSINESS LOAN SPECIALIST

RE: ACTIVITY REPORT – APRIL, MAY, JUNE, 2023

- CDBG GENERAL GRANT ADMINISTRATION DUTIES
 - 20EDCV002 - NORFOLK MOBILE LAB (NORFOLK)
 - JOBS MONITORING
 - ALL FUNDS HAVE BEEN RECEIVED
 - FINAL FINANCIAL REPORT SUBMITTED
 - 20EDCV004 – MIDWEST VETERINARY SERVICES, INC. (BURT COUNTY)
 - ALL FUNDS HAVE BEEN RECEIVED
 - FINAL FINANCIAL REPORT SUBMITTED
 - JOBS MONITORING
 - ATTENDED BURT CO. SUP'V MTG FOR 2ND PUBLIC HEARING
- DIRECTED NORTHEAST RLF COMMITTEE MONTHLY MEETINGS
- LOAN CLIENT SITE VISITS AND MET WITH VARIOUS BANKERS AND ECONOMIC DEVELOPMENT PROFESSIONALS
- ALL \$350,000 OF LOAN FUNDS FROM DED FOR BUSINESS INNOVATION MICRO LOAN FUNDS #7 HAVE BEEN APPROVED/DISBURSED
- VIEWED ADOBE WEBINAR
- JOINED CDBG APPLICATION WEBINAR
- PARTICIPATED IN MWRCAP CONFERENCE CALL
- JOINED NROC 3RD THURSDAY CONFERENCE CALL

SEVEN LOANS WERE CLOSED:

- RIEF DESIGN & MFG., LLC – BANCROFT
(\$80,000 NED, INC. NDO)
- HOWARD'S HOLY HOAGIES, LLC – HUMPHREY
(\$25,000 NED, INC. DED MICRO #7)
- CK GRILL & BAR, LLC – COLUMBUS
(\$60,000 NED, INC. DED MICRO #7)
- T & A'S TREE SERVICE, LLC – FULLERTON
(\$50,000 NED, INC. DED MICRO #7 & REGIONAL)
- NORTH FORK OUTFITTING, LLC – NORFOLK
(\$45,000 NED, INC. USDA RMAP)
- MURRAY LUMBER, LLC – NEWMAN GROVE
(\$164,000 NENEDD EDA)
- SUNSET'S SLICE, LLC – NORFOLK
(\$200,000 NENEDD EDA CARES)

FOUR 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.
- BRUNE (BRICK ST. PRECISION AG) – DODGE
(\$200,000 NED, INC. NDO) - WAITING FOR CONSTRUCTION TO BE COMPLETED.
- NATHAN POTTS, D/B/A POTTS TAXIDERMY – HARTINGTON
(\$35,000 NENEDD EDA CARES) – WAITING TO SET CLOSING DATE
LOAN CLOSING SCHEDULED FOR 7-26-23.
- TORNADO ALLEY, LLC – WISNER
(\$94,512 – NENEDD EDA CARES) – WAITING FOR INSTALLATION OF NEW EQUIPMENT
LOAN CLOSING SCHEDULED FOR 7-26-23.

THREE LOANS FOR APPROVAL AT TONIGHT’S BOARD MEETING

- WOLKEN THERAPY AND WELLNESS, LLC – OAKLAND
(\$50,000 NED, INC. USDA IRP2)
- CAMERON & FELECIA POLLY, D/B/A POLLY AUCTIONS – ALLEN
(\$40,000 NED, INC. USDA IRP2)
- 39TH AVENUE INDUSTRIAL & STORAGE, LLC - COLUMBUS
(\$52,000 NED, INC. DED MICRO FUNDS #5)

POTENTIAL BUSINESS LOAN PROJECTS INQUIRIES THIS QUARTER:

CAR/TRUCK REPAIR (2) – EXPANSIONS	TRUCKING COMPANY – EXPANSION
BOWLING ALLEY – TRANSITION	BEAUTY SHOP – EXPANSION
MACHINE/TOOL – TRANSITION	SAND/GRAVEL – EXPANSION
DAYCARE – STARTUP	NUTRITION STORE – EXPANSION
RESTAURANT (2) – TRANSITION	CAR WASH – TRANSITION
CRANE OPERATION – EXPANSION	MANUFACTURING – EXPANSION
WINE/LIQUOR – STARTUP	AUCTION BUSINESS – EXPANSION

ABBREVIATIONS:

CARES – CORONA VIRUS AID, RELIEF, AND ECONOMIC SECURITY

CDBG – COMMUNITY DEVELOPMENT BLOCK GRANT

DED – DEPARTMENT OF ECONOMIC DEVELOPMENT

EDA – ECONOMIC DEVELOPMENT ADMINISTRATION

IRP – INTERMEDIARY RELENDING PROGRAM

MWRCAP – MIDWEST RENEWABLE CAPITAL

NDO – NON-PROFIT DEVELOPMENT ORGANIZATION

NROC – NEBRASKA REGIONAL OFFICIALS COUNCIL

RLF – REVOLVING LOAN FUND

RMAP – RURAL MICROENTREPRENEUR ASSISTANCE PROGRAM

USDA – US DEPARTMENT OF AGRICULTURE

TO: NENEDD Board of Directors
FROM: Mandy Gear, Housing Loan Specialist
DATE: July 12, 2023
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
- Assist communities in preparing semi-annual program income reports
- OOR projects completed and files closed this quarter: 1

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

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
- Prepare drawdowns
- Process applications and determine income eligibility
- Determine maximum allowable rents
- Assist with contract amendment request
- Keep current on program guidelines

- Attend ribbon cutting for rental units

City of Pierce 21-TFRH-35017

- Administer Housing Management Agreement
- Prepare drawdowns
- Process applications and determine income eligibility
- Determine maximum allowable rents
- Assist with contract amendment request
- Keep current on program guidelines
- Attend ribbon cutting for townhomes

City of Fremont 22-FRH-15032

- Assist with special conditions items

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

- Administer Housing Management Agreement
- Prepare drawdowns
- Process applications and determine income eligibility
- Determine maximum allowable rents
- Keep current on program guidelines

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
- 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

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 2023 NAHTF pre-applications and full applications

MEETINGS/CONFERENCES

- NED, Inc. monthly board meetings
- RentWise Training
- NIFA conference

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 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

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

- Initiated three housing rehab projects in Howells, Wayne, & Norfolk
- Completed rehabilitation of one home in Scribner
- Monitored progress on seven OOR projects
- Verified work completed and authorized payments to contractors

Community Reuse Programs

- Prepared and mailed one application packet
- Initiated one housing rehab project in Bloomfield

Fremont Habitat for Humanity Grant

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

Columbus Home Buyer Assistance Grant

- Performed HQS inspection and re-inspection on one property
- Corresponded with interested applicants
- Prepared and mailed applications

Ned, Inc. Home Buyer Assistance Grant

- Performed one initial HQS inspection and re-inspection in Leigh
- Corresponded with interested applicants
- Prepared and mailed applications

Plainview Rental four-plex New Construction Grant

- Verified work completed for grant drawdowns
- Corresponded with grantee, developer and contractor
- Performed final inspection of two units
- Attended ribbon cutting ceremony
- Maintained file

Cuming County Rural Workforce Housing Fund

- Verified work completed
- Maintained file

Greater Fremont Development Council Rural Workforce Housing Fund

- No activity

Pierce Five Star Rental Townhomes New Construction Grant

- Verified work completed for grant drawdowns
- Corresponded with grantee, developer and contractor
- Performed final inspection of four units

- Maintained files
- Attended ribbon cutting ceremony

Wayne OOR Grant

- 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: Andrea Larson, Community Planner
DATE: July 12, 2023
RE: Staff Report for April, May, June

Meetings/Conferences

- Attended various webinars and training sessions in-house, including topics on Excel, CDBG, HomeNE,
- Attended NEDA annual conference in Lincoln

Community Projects:

Belden

- In discussion regarding a potential Game and Parks Land and Water Conservation grant for the Belden swimming pool

Emerson

- Received Release of Funds documentation for a DTR Planning grant and working on procurement for DTR plan
- Prepared a letter of intent and assisted with PACE Program solar project letter of intent

Hartington

- Attended several Zoom meetings related to grant opportunities regarding a community center project

Laurel

- Attended a meeting in Laurel with the mayor, street supervisor, and city staff to discuss upcoming grant opportunities and toured the new Community Center (completed utilizing DTR and CCCFF funds)

Martinsburg

- Conducted wage interviews related to work on the Village's water improvement project

Newcastle

- Received Release of Funds documentation for a Planning grant and working on procurement for a Comprehensive Plan

Norfolk

- Conducting construction management for the Johnson Park Restroom and Parking Lot project
- Attended various meetings with the City's economic development department regarding multiple grant opportunities, including a CCCFF Creative District grant
- Contracted to administer two Qualified Census Tract grants through ARPA
- Continued general administration services for the Norfolk CCCFF Johnson Park project
- Beginning work on a DTR grant application

Pender

- Conducted environmental reviews and one pre-construction meeting for the fourth round of DTR commercial rehab project
- Conducted site visits and wage interviews related to work on the NENECAP site improvement project
- Awarded a CCCFF planning grant application for library renovations and began the procurement process

Stanton

- Assisted the DTR committee in preparing to open a second round of DTR awards for the ongoing CDBG grant project and continuing construction management and administration on the first round of awards

Wakefield

- Working on repurposing funds for the City's sidewalk improvement project

All active communities

- General administration and construction management for all open grants

To: NENEDD Board of Directors

From: Riah Deane, Community Planner

RE: Activity Report – April, May, June 2023

Awarded 2023 Grants

- **Wayne-CCCFF (Civic and Community Center Financing Fund) (\$562,500)**
 - Prairie Park Project
- **Albion Economic Development Corporation – RWH (\$1,000,000)**
 - Establish and investment fund to develop and rehabilitate housing in Albion

Submitted 2023 Grants

- **Tilden (\$237,000)**
 - NAHTF Duplex Rental new construction
- **Pierce (\$774,000)**
 - NAHTF 6-unit apartment complex new construction
- **Plainview (\$780,000)**
 - NAHTF 6-unit apartment complex new construction
- **Niobrara (\$780,000)**
 - NAHTF 6-unit apartment complex new construction
- **Columbus Habitat for Humanity (\$530,000)**
 - NAHTF Homebuyer New Construction-Increase capacity of their current program

Planned not Submitted 2023 Grants

- **Orchard DTR (\$435,000)**
 - CDBG Façade Improvements
- **Columbus DTR (\$435,000)**
 - CDBG Façade Improvements
- **Osmond DTR (\$435,000)**
 - CDBG Façade Improvements
- **Tilden DTR (\$435,000)**
 - CDBG DTR Streetscape/ADA sidewalk rehabilitation
- **Bloomfield PW (\$325,000)**
 - ADA restroom facilities for fairgrounds
- **Tilden PW (\$325,000)**
 - ADA restroom facilities for Park
- **Niobrara PW (\$435,000)**
 - Street Improvements
- **Wayne LWCF (\$600,000)**
 - Prairie Park project

Community Economic and Development Activities

- **Columbus**
 - Chamber Housing meetings
- **Wayne**
 - Prairie Park Project resources, LWCF, Shovel Ready
- **McLean**
 - Town visit with City Clerk
- **Osmond**
 - DTR 2023
- **Pierce**
 - Housing – Rental New Construction 6-8 unit – NAHTF
 - DTR Committee meeting for program guidelines review
- **Richland**
 - Community Attitude survey, grant opportunities for town-hall/community center
- **Knox County**
 - Rural Placemaking Innovation Challenge Zoom meeting
- **St Edward**
 - Economic Development Group presentation

Grant Administration

- **Columbus DTR**
 - Letters sent to encourage remaining project completion
- **Plainview DTR**
 - 9 new Commercial Rehab applications 8 Tier II's complete, will likely start round 3 in July
- **Wayne PW**
 - Freedom Park Project is nearly completed and ready for 2nd public hearing.
 - Prairie Park Project ROF received will begin procurement
- **Orchard PP**
 - Planning is ongoing almost half of funds expended will likely apply for DTR or other funding in 2023
- **Clearwater PP**
 - ROF received, confirming procurement process is acceptable
- **Bloomfield EMCV**
 - Getting grant ready to monitor and close out
- **Pierce DTR**
 - ROF received, DTR applicant kickoff meeting
- **Creighton EMCV**
 - ROF received, working on procurement

Additional Activities/Continued Improvement

- Census Data Access Webinars
- 2023 CDBG Guidelines review and DED webinar
- Completion of multiple HUD Exchange training courses
- NROC webinars/HOME NE webinars
- Adobe document utilization webinars
- DOT grant opportunity webinar
- USDA grant opportunity research

To: NENEDD Board of Directors

From: Kirk Brown, Community Planner

RE: Activity Report April, May, June 2023

Meetings and Conference Calls

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

Attended and presented at Wakefield Momentum Conference

Attended Northeast Nebraska Networking Meeting in Norfolk

Attended NEDA Annual Conference in Lincoln

Monthly NROC Zoom Meeting

Monthly HomeNE Webinars

Webinars: Fair Housing, CDBG, Adobe

Community Projects

- **Craig**
 - Completed general grant administration duties for Planning Grant
 - Received Notice of Award for CDBG Public Works grant
 - Work on Release of Funds for CDBG PW grant
- **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 Angie and City Engineer
 - Completed general grant administration duties for EM grant
 - Completed general grant administration duties for three EMCV grants
 - Attended Fremont City Council Meeting
 - Received release of funds for additional funding for 2 LifeHouse Covid grants
 - Attended Meeting with Angie and MainStreet Fremont/BID coordinator regarding CDBG DTR grant
 - Continued work on Fremont NAHTF grant
- **Leigh**
 - Continued discussing Game and Parks Grant with Village Board Member
- **Lyons**
 - Completed general grant administration duties for WW grant
 - Attended meeting to discuss CDBG Public Works grant

- **Madison**
 - Completed general grant administration duties for EMCV grants
 - Received release of funds for additional funding for Auditorium Covid grant
 - Meeting with Brenda Jones, Madison CRA
- **North Bend**
 - Met with Purcell Initiative (Economic Development Group)
- **Schuyler**
 - Attended Schuyler Housing Development Committee monthly meetings
 - Attended Schuyler Downtown Revitalization and Commercial Development Committee monthly meetings
 - Completed general grant administration duties for two EMCV grants
 - Attended meeting with City officials and Governor Pillen
 - Zoom meeting with Terry Meier, JEO
 - Attended Meetings for Schuyler 12th & B CDBG Public Works grant
 - Attended Mayor's Advisory Group meetings
 - Received release of funds for Senior Center Covid grant
 - Received Notice of Award for CDBG Public Works grant
 - Work on Release of Funds for CDBG PW grant
- **Scribner**
 - Completed general grant administration duties for repurposed funds
- **West Point**
 - Completed NAHTF Application

NENEDD Board Agenda

Object: 2023-2024 Board Meeting Dates and Locations

Contact Person: Thomas L. Higginbotham, Jr.

For: Discussion

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

2023-2024 NED, Inc. & NENEDD Board of Directors Meeting Dates & Locations			
July		Wednesday, July 26, 2023	Norfolk – City Office
August		Wednesday, August 30, 2023	Norfolk - City Office
September		Wednesday, September 27, 2023	Norfolk - City Office
October		Wednesday, October 25, 2023	Columbus – City Hall
November		Wednesday, November 29, 2023	Conference Call
December		Wednesday, December 20, 2023	Conference Call
January		Wednesday, January 31, 2024	Conference Call
February		Wednesday, February 28, 2024	Conference Call
March		Wednesday, March 27, 2024	Conference Call
April		Wednesday, April 24, 2024	Norfolk - City Office
May		Wednesday, May 29, 2024	Norfolk - City Office
June		Wednesday, June 26, 2024	Norfolk - City Office

NENEDD Board Agenda

Object: Consideration to adopt the 2023-2024 NENEDD budget as recommended by the Budget Committee

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

Committee: Tina Biteghe Bi Ndong, Charlie Bahr, Blake Denton

For: Action

Background: On July 10, 2023, 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 2023-2024 Annual budget as presented.

History:

SEE ATTACHED BUDGET AND LINE ITEM JUSTIFICATION

Motion: Consideration to adopt the 2023-2024 NENEDD budget as recommended by the Budget Committee

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

Revenues:

VII. Action Items A

489	2023-2024		2022-2023		Current Year		Justification
	Budget	-	Budget	-	as of 05/31/2023	757	
	\$	678,350	\$	678,350	\$	955,825	BAD DEBT RECOVERY - Loan repayment received after loan was written off by Board
	SUBTOTAL RLF						
	\$	1,786,597	\$	1,739,747	\$	1,867,690	Total Revenues

NENEDD Annual Budget
2023-2024

<u>Expenditures</u>	<u>2023-2024</u>		<u>2022-2023</u>		<u>Current Year</u> <u>as of 05/31/2023</u>		<u>Justification</u>
	<u>Budget</u>		<u>Budget</u>		<u>Budget</u>		
500	\$	720,000	\$	671,250	\$	634,181	SALARIES AND WAGES - Based upon 10 full-time employees. Potential 1 part-time employees
505		180,000		183,750		166,963	FRINGE BENEFITS - Based upon 25% of Full time Salaries FICA, UC, Health & Life Insurance, 457 Plan, Cafeteria Plan and Dental & Vision
520		15,000		15,000		15,000	RENT - One year of rent. (This is in-kind and offset by Revenue item 495 In-Kind Contributions)
521		8,000		8,000		5,070	TELEPHONE - Allo and Verizon Cell
522		3,000		3,000		1,761	POSTAGE - Cost for regular mailings
523		10,000		10,000		5,206	OFFICE SUPPLIES - Cost of general office supplies (printer/fax cartridges, envelopes, labels, etc.)
524		8,000		8,000		6,384	TRAINING - Certification workshops, conferences and other professional training programs for staff
526		30,000		18,000		29,594	TRAVEL - STAFF - Mileage, hotel, meals, airfare for staff training and travel
530		2,500		2,500		2,663	PRINTING/PUBLISHING - annual reports
531		4,800		4,800		5,339	COPIER EXPENSE (Accrual Account) - Monthly lease payment (estimate \$300/month (including monthly copies estimated at \$100)
536		5,000		4,000		5,494	COMPUTER EQUIPMENT/SOFTWARE -Desktops, laptops, monitors, Misc. Software
538		15,200		15,200		13,876	COMPUTER/SOFTWARE MAINTENANCE - Electronic Mail/MIP Accounting System/GMS/Barracuda Spam/Web Security/Databases/Connecting Point Labor
539		15,000		15,000		5,740	LEAD TESTING EXPENSE - (Offset to 425 Lead Based Paint Inspections and 418 NED, Inc Management)
540		4,000		4,000		-	EQUIPMENT (Accrual Account) - (Equipment purchases in excess of \$2,000 will be capitalized)
550		4,000		3,450		3,451	BUILDING MAINTENANCE - Cleaning contract at \$245/month=\$2,940; Garbage collection - \$510
551		7,200		7,200		6,571	UTILITIES - Electric, water and sewer
553		10,000		9,000		9,981	DUES/MEMBERSHIPS - Credit Bureau/Home Builders Association/League of Municipalities/NADO/NEDA/Nebraska Housing Developers Association/Norfolk Board of Realtors & MLS/NROC/State Chamber
554		1,400		1,400		100	SUBSCRIPTIONS - EDFS/Survey Monkey/UCC/Zoom
555		1,500		1,500		1,161	ADVERTISING/MARKETING - Newspaper advertisements and marketing of NENEDD
556		6,000		6,000		5,452	INSURANCE - General Liability, umbrella liability, inland marine package, vehicles and fidelity bond.

	2023-2024 Budget	2022-2023 Budget	Current Year as of 05/31/2023	Justification
560	2,000	2,000	891	LEGAL SERVICES - Attorney fees for assistance with loan closings/collections
561	9,400	9,400	9,400	AUDIT FEES - Cost of annual audits for NENEDD
562	5,000	5,000	4,266	OTHER PROFESSIONAL SERVICES - Retirement plan (management fees), shredding fees, title searches and miscellaneous fees
566	9,100	9,100	8,441	DEPRECIATION EXPENSE
567	-	3,500	4,150	ANNUAL MEETING EXPENSE
590	250	250	90	Bank Fees
602	7,500	5,000	5,378	VEHICLE MAINTENANCE
	\$ 1,083,850	\$ 1,005,300	\$ 956,603	SUBTOTAL OPERATING
548	1,250	1,250	2,412	LOAN CLOSING EXPENSE - This Offsets Revenue 444 Loan Closing Revenue
558	350,000	350,000	471,300	BUSINESS LOAN DISBURSEMENTS (Accrual Account) - Estimated amount of loans closed and disbursed during the fiscal year - Loans approved not closed and New Loans
571	48,235	47,766	45,024	USDA LOAN PRINCIPAL PAID (Accrual Account)
572	4,832	5,296	5,295	1% INTEREST PAID TO USDA FOR IRP LOAN
580	25,000	25,000	-	BUSINESS LOANS WRITTEN OFF
	\$ 429,317	\$ 429,312	\$ 524,031	SUBTOTAL RLF
	\$ 1,513,167	\$ 1,434,612	\$ 1,480,633	Total Expenditures
	\$ 24,397	\$ 56,097	\$ (44,738)	OPERATING BALANCES
	\$ 35,000	\$ 35,000	\$ 29,846	Add back 5% of RLF cash accounts that pay for staff time for administration
	9,100	9,100	8,441	NON CASH EXPENDITURES (ACCT # 566 Depreciation Expense)
	\$ 68,497	\$ 100,197	\$ (6,451)	OPERATING BALANCES
	249,033	249,038	431,795	RLF BALANCES
	25,000	25,000	-	NON-CASH EXPENDITURES (ACCT # 580 Business Loans Written Off)
	\$ 274,033	\$ 274,038	\$ 431,795	RLF BALANCES
	\$ 342,530	\$ 374,235	\$ 425,344	ADJUSTED RETAINED EARNINGS

NENEDD Board Agenda

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: Charlie Bahr, Tina Biteghe Bi Ndong, and Blake Denton

For: Action

Explanation: The committee met July 10, 2023, and is making the following recommendations

- Charlie Bahr, Columbus City Council
(2nd Term to End 6/30/2026)
- Blake Denton, MetLife Investment Management
(2nd Term to End 6/30/2026)
- Benjamin Benton, Randolph City Administrator
(1st Term to End 6/30/2026)

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
Charlie Bahr			
Sally Ganem			
Tina Biteghe Bi Ndong			
Troy Uhler			
Blake Denton			
Loren Kucera			
Judy Mutzenberger			
Meghann Buresh			
Justin Webb			
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 2023-2024 as presented.

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

Nominating Committee: Charlie Bahr, Tina Biteghe Bi Ndong, and Blake Denton

For: Action

Explanation: The committee met July 10, 2023, and is making the following recommendations.

CHAIRMAN: (Elect 1)

Charlie Bahr, City of Columbus

VICE CHAIRMAN: (Elect 1)

Selma Ganem, City of Fremont

SECRETARY/TREASURER: (Elect 1)

Troy Uhler, Madison County

Motion: Consideration to elect the Northeast Nebraska Economic Development District Officers for 2023-2024 as presented.

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

NENEDD Board Agenda

Object: Approval of the General Corporate Resolution

Contact Person: Kristen Rosner, Fiscal Officer

For: Action

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
Charlie Bahr			
Sally Ganem			
Tina Biteghe Bi Ndong			
Troy Uhlir			
Blake Denton			
Loren Kucera			
Judy Mutzenberger			
Meghann Buresh			
Justin Webb			
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
Selma Ganem	Vice Chairman
Troy Uhler	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 July 12, 2023, 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 12th day of July 2023.

Secretary/Treasurer



NENEDD Board Agenda

Object: Corporate Resolutions for Bank Accounts and Certificates of Deposit

Contact Person: Kristen Rosner, Fiscal Officer

For: Action

Background: With the change in officers effective July 12, 2023, 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
Charlie Bahr			
Sally Ganem			
Tina Biteghe Bi Ndong			
Troy Uhlir			
Blake Denton			
Loren Kucera			
Judy Mutzenberger			
Meghann Buresh			
Justin Webb			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			

VII. Action Items E

NENEDD Board Agenda

Object: Consideration for approval of billing rate increases

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

For: Action

Background: NENEDD charged \$60/hour for approximately 10 years; changing to \$75/hour for new contracts executed after January 1, 2021.

Explanation: Staff recommends an increase to \$85.00/hour for contracts effective on or after July 1, 2023. Staff also recommends a \$5.00/hour increase.

	Effective July 1, 2023	Effective July 1, 2024	Effective July 1, 2025	Effective July 1, 2026	Effective July 1, 2027	Effective July 1, 2028
Contract Hourly Rate – Member Rate	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00
Contract Hourly Rate – Non-member Rate	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00

Motion: Consideration to approve billing rate increases effective for the July 1, 2023-June 30, 2029, fiscal years.

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

NENEDD Board Agenda

Object: Approval of the Resolution for League Association of Risk Management (LARM) Insurance

Contact Person: Kristen Rosner, Fiscal Officer

For: Action

Background: LARM has been selected since 2013 to provide NENEDD's workers' compensation, general liability, errors & omissions, auto liability, auto physical damage and commercial property insurance coverage.

Explanation: The Renewal Coverage Proposal for the 2023-2024 Pool Year needs to be approved. The effective date is 10/1/2023 and includes a discount for a three-year commitment. Coverage and deductibles remain the same compared to the previous years. The decrease in price is attributed to a history of minimal claims and low risk. LARM changed NENEDD's account to small account pricing which groups NENEDD with villages under 350 population.

Premium Year	Annual Premium
2013-2014	\$6,916
2014-2015	\$8,031
2015-2016	\$8,058
2016-2017	\$6,254
2017-2018	\$5,760
2018-2019	\$5,704
2019-2020	\$4,077
2020-2021	\$3,842
2021-2022	\$4,032
2022-2023	\$4,453
2023-2024	\$4,099

The LARM Board addressed the impact of inflation on property values and contents by adjusting the rate levels as follows:

- 14.5% rate adjustment for Property
- 4.5% adjustment level rates for Liability coverages
- No rate adjustment for Worker's Compensation

The annual premium above addresses only property, general liability and workers' compensation coverages.

Motion: Consideration to approve the resolution with League Association of Risk Management (LARM).

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



NENEDD

Northeast Nebraska Economic Development District

**League Association of Risk Management
2023-24 Renewal Resolution**

WHEREAS, Northeast Nebraska Economic Development District is a member of the League Association of Risk Management (LARM);

WHEREAS, section 8.10 of the Interlocal Agreement for the Establishment and Operation of the League Association of Risk Management provides that a member may voluntarily terminate its participation in LARM by written notice of termination given to LARM and the Nebraska Director of Insurance at least 90 days prior to the desired termination given to and that members may agree to extend the required termination notice beyond 90 days in order to realize reduced excess coverage costs, stability of contribution rates and efficiency in operation of LARM; and

WHEREAS, the Board of Directors of LARM has adopted a plan to provide contribution credits in consideration of certain agreements by members of LARM as provided in the attached letter.

BE IT RESOLVED that the governing body of Northeast Nebraska Economic Development District, in consideration of the contribution credits provided under the LARM Board's plan, agrees to:

- ☐ Provide written notice of termination at least 180 days prior to the desired termination date, which date shall be no sooner than September 30, 2026. (**180 day and 3 year commitment; 5% discount**)

Adopted this ____ day of _____, _____.

Signature: _____

Title: _____

ATTEST: _____

Title: _____



NENEDD Board Agenda

Object: To certify NENEDD is operating in accordance with its EDA CARES Act RLF Plan

Contact Person: Jeff Christensen, Business Loan Specialist/Kristen Rosner, Fiscal Officer

For: Action

Background: NENEDD submits an annual report to the Economic Development Administration (EDA) relating to its CARES Act Revolving Loan Fund (RLF) and certifies that the CARES Act RLF Plan is consistent with and supportive of the area's current economic adjustment strategy; the revolving loan fund is being operated in accordance with the policies and procedures contained in the CARES Act revolving loan fund plan; and the loan portfolio meets the standards contained therein. There were three loans closed during the last 12-month period (7/1/2022 to 6/30/2023).

Standards of the RLF are as follows:

At least one (1) job must be created or retained for each \$35,000 in individual loans, while striving to maintain a \$15,000/job ratio in the RLF portfolio

- Past 6 months – \$19,833 / job
- Overall performance – \$14,499 / job

Comprise at least 50% in fixed asset loans and have a private investment leveraging ratio of at least \$2-\$1 for the loan portfolio as a whole.

- The overall performance of the loan portfolio has 59.42% of loan capital invested into fixed assets.
- The private investment leveraging ratio is currently at \$1.55 to \$1.
 - This was not required by loans closed in the initial disbursement phase. The three loans closed since the initial disbursement phase have a private investment leveraging ratio of \$2.88 to \$1.

10% minimum equity injection from business owner

- The overall performance of the loan portfolio has a 12.08% equity injection from the business owners.
 - This was not required by loans closed in the initial disbursement phase.

Motion: Certify NENEDD is operating in accordance with its EDA approved RLF plan.

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

NENEDD Board Agenda

Object: Consideration to invest excess funds with NPAIT

Contact Person: Kristen Rosner, Fiscal Officer

For: Action

Background: NENEDD is a sponsor for Nebraska Public Agency Investment Trust (NPAIT) for over 20 years. NPAIT provides a wide variety of banking solutions for Nebraska public entities and associations. NPAIT has cash management solutions for short-term investments along with fixed income solutions such as certificates of deposit and government securities. More information can be found at npait.com.

As a sponsor, NENEDD receives approximately \$284/month from NPAIT in sponsorship fees. The calculation includes a percentage of investments of public agencies that have invested with NENEDD as their sponsor along with a percentage of investments of public agencies without a sponsor.

Explanation: NENEDD would like to invest excess funds with NPAIT. There is no minimum investment, minimum to withdraw or transaction limits. NPAIT would operate like an online bank account. NENEDD would be able to transfer funds to NPAIT to invest or from NPAIT to disburse as a loan fairly easily. The daily rate as of June 28, 2023, is 5.202%

Pinnacle Bank and many other banks offer similar services. Kristen Rosner has not asked all of NENEDD's banking partners for a quoted investment rate but Pinnacle Bank is offering 4.75% as of June 28, 2023. NENEDD's current bank accounts with BankFirst have an interest rate of 1.19%. The CDs with Stanton State Bank and Midwest Bank have various interest rates from 2.5% to 3.24%. If renewed, Midwest Bank would offer 5.15% currently on a 7-month CD.

Staff would review current cash needs monthly but the excess business revolving loan funds in the EDA RLF account along with the unrestricted funds held in CDs would be invested with NPAIT.

Motion: Consideration to invest excess funds with Nebraska Public Agency Investment Trust (NPAIT).

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

NENEDD Board Agenda

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

Contact Person: Thomas L. Higginbotham Jr.

For: Action

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
Charlie Bahr			
Sally Ganem			
Tina Biteghe Bi Ndong			
Troy Uhler			
Blake Denton			
Loren Kucera			
Judy Mutzenberger			
Meghann Buresh			
Justin Webb			
Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)			