

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
BOARD OF DIRECTORS  
MINUTES OF THE AUGUST 22, 2019 MEETING

The August meeting of the Executive Committee of the Southeast Nebraska Development District (SENDD) was held at SENDD’s office located at 2100 Fletcher Ave., Ste. 100, Lincoln, NE 68521.

I. CALL TO ORDER

SENDD Vice-Chair Erich Tiemann called the meeting to order at 12:22 p.m. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the Open Meetings Act was posted in the meeting room at the SENDD Office and is available for viewing by the public. The SENDD Executive Committee reserves the right to go into executive session in accordance with Section 84-1410.

Denni Mitchell introduced herself as SENDD’s new Community Development Specialist.

Roll was taken. Quorum was present.

Name	Representing	Name	Representing
Dave Bruning	Thayer County	Kurt Bulgrin*	York County
Erich Tiemann	Gage County	Dan Mauk	Otoe County Econ. Dev.

Others present were Tom Bliss, Kim Pham, Denni Mitchell, and Jim Warrelmann. (Warrelmann participated under VI. New Business, Discussion Item 1.) Chair Bulgrin participated via conference call. He noted that he would had a previous commitment and had to leave early; Vice-Chair moved Discussion Items to the latter part of the New Business section. (Chair Bulgrin left the meeting after Action Items were completed.)

II. ADOPT AGENDA

Vice-Chair Tiemann presented the August 22, 2019 SENDD Executive Committee Amended Agenda to include VI. *Action Item 4 – Funding Agreement with Nebraska Department of Economic Development.* Moved by Mauk to approve the amended agenda, seconded by Bruning. Motion passed unanimously on a vote by acclamation.

III. APPROVAL OF MINUTES

Minutes from the July 15, 2019 SENDD Executive Committee Meeting were distributed prior to the meeting. No corrections or additions to the meeting’s minutes were offered. Vice-Chair Tiemann called for a motion. Moved by Mauk to approve the July 15, 2019 minutes, seconded by Bruning. Motion passed on a vote by acclamation. Tiemann abstained.

IV. TREASURER’S REPORT

SENDD’s July 2019 financial statements were provided. Treasurer Mauk provided an overview. Bliss and Pham offered additional information. Vice-Chair Tiemann called for a motion. Moved by Bruning to approve July 2019 financial statements, seconded by Mauk. Motion passed unanimously on a vote by acclamation.

V. COMMITTEE REPORTS

1. Personnel Committee Report: The committee did not meet.

2. Budget and Finance Committee Report: The committee did not meet.

#### VI. NEW BUSINESS

1. Discussion Item – SENDD Building Acquisition: Warrelmann presented on the SENDD Building Acquisition. Building floorplans and a proposed budget were provided prior to the meeting. Discussion occurred. Additional information and discussion will occur at the September 2019 SENDD Board of Directors meeting.
2. Action Item – City of Hickman Tourism Development (TD) CDBG Administration contract: Bliss presented on the action item, which was distributed prior to the meeting. SENDD would enter into a contract with the City of Hickman to perform these services for \$25,000. Discussion occurred. Vice-Chair Tiemann called for a motion. Moved by Mauk to approve the contract, seconded by Bruning. Motion passed unanimously on a vote by acclamation.
3. Action Item – Agreement with Southeast Community College (SCC) for Grant Writing Class: Bliss presented on the action item, which was distributed prior to the meeting. SENDD would enter into a contract with SCC to perform these services for \$100. Discussion occurred. Vice-Chair Tiemann called for a motion. Mauk made the motion to approve the contract with SCC for \$100, seconded by Chair Bulgrin. Motion passed unanimously on a vote by acclamation.
4. Action Item – Funding Agreement with Nebraska Department of Economic Development: Bliss presented on the action item, which was distributed prior to the meeting. Discussion occurred. Vice-Chair Tiemann called for a motion. Moved by Chair Bulgrin to approve the funding agreement with NDED, seconded by Mauk. Motion passed unanimously on a vote by acclamation.

#### VII. OLD BUSINESS

1. Discussion Item – Draft SENDD Bylaws: Bliss presented on the discussion item, which was distributed prior to the meeting. Discussion occurred. No action taken.
2. Discussion Item – Personnel Manual: Bliss presented on the discussion item, which was distributed prior to the meeting. Pam Bourne with Woods and Aitken reviewed the manual for legal analysis. Suggested changes were discussed. Action on the manual occurred in June 2019. No action taken.
3. Discussion Item – Personnel Manual: The manual will be presented at the June SENDD Board of Directors meeting.

#### VIII. OTHER BUSINESS

1. SENAHC Update: Bliss offered an update on SENAHC (Southeast Nebraska Affordable Housing Council).
2. SEND, Inc. Update: Bliss offered an update on SEND, Inc.

#### IX. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities: August staff reports were distributed in the board mailing.

2. SERN/P4P Updates:

- A. Next SERN Meeting: Bliss offered a report on the upcoming SERN meeting.
  
- B. Next SET /P4P Meeting: Bliss provided a report on SET/P4P activities.

X. REPORT OF BOARD CHAIRPERSON

No report.

XI. REPORT OF EXECUTIVE DIRECTOR

Bliss offered an overview of his written report.

XII. NEXT MEETING

- 1. SENDD Executive Committee: Next meeting is October 24, 2019 at noon.
  
- 2. Full SENDD Board Meeting: The next Full SENDD Board meeting is September 19, 2019 at 7:00 pm.

XIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee per the agenda, Vice-Chair Tiemann adjourned the meeting at approximately 1:44 p.m.

Respectfully Submitted:

Tom Bliss  
Secretary Pro Tem