

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
BOARD OF DIRECTORS  
MINUTES OF THE JANUARY 17, 2019 MEETING

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

I. CALL TO ORDER

SEND Chair Kurt Bulgrin called the meeting to order at 12:21 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 SEND Office and is available for viewing by the public. The SEND Executive Committee reserves the right to go into executive session in accordance with Section 84-1410.

Roll was taken. Quorum was present.

Name	Representing	Name	Representing
Lisa Hurley	York County Dev. Corp.	Kurt Bulgrin	York County
Erich Tiemann	Gage County (phone)	Dan Mauk	Otoe County Econ. Dev.

Others present were Mike Hall - Nemaha County Commission, Tom Bliss, Crystal Dunekacke, and Kim Pham.

II. ADOPT AGENDA

Chair Bulgrin called for a motion to adopt the January 17, 2019 SEND Executive Committee agenda as presented. Moved by Mauk, seconded by Hurley. Motion passed unanimously on a vote by acclamation.

III. APPROVAL OF MINUTES

Minutes from the December 20, 2018 SEND Board of Directors were distributed prior to the meeting. No corrections or additions to the meeting's minutes were offered. Chair Bulgrin called for a motion. Moved by Hurley, seconded by Tiemann. Motion passed unanimously on a vote by acclamation.

IV. TREASURER'S REPORT

SEND's December 2018 financial statements were provided. Treasurer Mauk provided an overview. Pham offered additional information. Chair Bulgrin called for a motion. Moved by Mauk, seconded by Hurley. 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. Action Item – Approval for SEND to sign an MOA (Memorandum of Agreement) with Lancaster County and Nebraska City as part of the Environmental Protection Agency (EPA) Brownfield Coalition Assessment grant in the amount of \$500,000. Discussion occurred. Chair Bulgrin called for a motion. Hurley made the motion to give permission to sign the MOA in the amount of \$500,000, Tiemann seconded. Motion passed unanimously on a vote by acclamation.

2. Action Item – Pre-approval to enter into a professional services contract with City of Auburn to perform Community Development Block Grant (CDBG) General Administrative services for the continuation of the Downtown Revitalization (DTR) Façade Improvement program in the amount of \$5,000: Dunekacke presented on the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Moved by Mauk to approve contract, seconded by Tiemann. Motion passed unanimously on a vote by acclamation.
3. Action Item – Pre-approval to enter into a professional services contract with City of Auburn to perform CDBG Construction Management services for the continuation of the Downtown Revitalization (DTR) Façade Improvement program in the amount of \$5,000: Dunekacke presented on the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Moved by Mauk to approve contract, seconded by Hurley. Motion passed unanimously.
4. Discussion Item – Draft SENDD Personnel Manual: Bliss presented on the discussion item, which was distributed prior to the meeting. The draft document was prepared by Zelle H.R. Discussion occurred. Chair Bulgrin asked if Zelle H.R. can attend the February Executive Committee meeting.
5. Discussion Item – SENDD Strategic Planning: Bliss presented on the discussion item, which was distributed prior to the meeting. SENDD staff are proposing the agency to undergo a strategic planning process. The purpose of strategic planning is to help create public awareness and value. This is done by defining vision, mission, and goals, and by creating implementation steps to support the enhancement of life and prosperity for the region. Discussion occurred.
6. Discussion Item – Executive Board and Committee Vacancies: Chair Bulgrin led the conversation on current Executive Committee vacancies. Discussion occurred. Bliss was tasked with contacting Commissioner Dave Bruning from Thayer County. Tiemann volunteered to contact Walker Zulkowski from Gage County Economic Development.

## VII. OLD BUSINESS

1. Lancaster County: Bliss offered information on recent updates between SENDD and Lancaster County membership.
2. Community Development Resources (CDR) Update: Bliss discussed ongoing conversations with CDR staff regarding a potential collaboration.

## VIII. OTHER BUSINESS

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

## IX. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities: December staff reports were distributed in the board mailing.
2. SERN/P4P Updates:

A. Next SERN Meeting: Dunekacke offered a report on the upcoming SERN meeting.

B. Next SET /P4P Meeting: Dunekacke provided a report on SET/P4P activities.

X. REPORT OF BOARD CHAIRPERSON

No report.

XI. REPORT OF EXECUTIVE DIRECTOR

Due to lack of time, there was no report.

XII. NEXT MEETING

1. SENDD Executive Committee: Next meeting is February 28, 2019 at noon. (Due to a conflict, Chair Bulgrin changed the date from February 21, 2019.)
2. Full SENDD Board Meeting: The next Full SENDD Board meeting is March 21, 2019 at 7:00 pm.

XIII. ADJOURNMENT

There being no further business to come before the SENDD Executive Committee per the agenda, Chair Bulgrin adjourned the meeting at approximately 1:24 p.m.

Respectfully Submitted:

Tom Bliss  
Secretary Pro Tem