

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE JANUARY 28, 2021 MEETING

The January 2021 meeting of the Executive Committee of the Southeast Nebraska Development District (SEND) was held at SEND's Lincoln office located at 2100 Fletcher Ave., Ste. 100, Lincoln, NE.

I. CALL TO ORDER

SEND Chair Kurt Bulgrin called the meeting to order at 12:04 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 and was available for viewing by the public. The SEND Executive Committee reserves the right to go into executive session in accordance with Section 84-1410. Pursuant to Executive Order 20-36 issued by the Governor of the State of Nebraska, this meeting was held online via Zoom. Information was made available to the public on SEND's website as well as being sent to all county clerks in the region.

Roll was taken with a sign-in sheet. Quorum was present.

Name	Representing	Name	Representing
Walker Zulkoski	NPAIT	Erich Tiemann	Gage County
Lisa Hurley	YCDC	Dan Mauk	Otoe County Econ. Dev.
Kurt Bulgrin	York County	Dave Bruning	Thayer County

Others present were Commissioner Rick Vest, Jerry Divis, Tom Bliss, Kim Pham, Kelly Gentrup, Jim Warrelmann, and Crystal Dunekacke.

II. ADOPT AGENDA

Chair Bulgrin presented the January 28, 2021 agenda. Moved by Zulkoski to approve the agenda as presented, seconded by Hurley. Roll call vote. Motion carried 6 yes and 0 no.

III. APPROVAL OF MINUTES

Minutes from the December 10, 2020 SEND Board Meeting 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 Mauk to approve the December 10, 2020 minutes, seconded by Hurley. Roll call vote. Motion carried 6 yes and 0 no.

IV. TREASURER'S REPORT

Treasurer Mauk provided an overview of the balance sheet, profit and loss statement, and check register for the month ending December 2020. These documents were distributed prior to the meeting. Chair Bulgrin called for a motion. Moved by Hurley to approve December 2020 financial statements, seconded by Zulkoski. Roll call vote. Motion carried 6 yes and 0 no.

V. COMMITTEE REPORTS

1. Personnel Committee Report: The committee discussed adding an additional Housing Program staff member. This position was not budgeted; however, recent and existing housing grant projects along with SEND Contracting revenue will cover anticipated expenses. Chair Bulgrin called for a motion. Moved by Zulkoski to approve the addition of a new Housing Program staff member, seconded by Hurley. Roll call vote. Motion carried 6 yes and 0 no.

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

VI. NEW BUSINESS

1. Action Item – Permission to Enter Into a Contract with ClickTime: Bliss presented on the action item, which was distributed prior to the meeting. Discussion occurred on allowing SENDD staff to enter into a contract with ClickTime timesheet tracking and management software. Chair Bulgrin called for a motion. Moved by Zulkoski to approve SENDD entering into a monthly contract with ClickTime, seconded by Hurley. Roll call vote. Motion carried 6 yes and 0 no.
2. Action Item – Pre-approval to enter into a contract with the City of Tecumseh for General Administration on an EDA Grant: Bliss presented on the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin called for a motion. Moved by Hurley to approve entering into a contract with the City of Tecumseh for General Administration services for an EDA grant, seconded by Zulkoski. Roll call vote. Motion carried 6 yes and 0 no.
3. Discussion Item – SENDD Procurement Policy: Bliss presented on the discussion item, which was distributed prior to the meeting. Discussion occurred. No action taken.
4. Discussion Item – Potential Building Acquisition: Zulkoski motioned to go into Executive Session under the Nebraska Open Meetings Act Section 84-1410(1) at 1:00 PM and to include Divis, Warrelmann, Dunekacke, Gentrup, and Bliss, seconded by Mauk. Roll call vote. Motion carried 6 yes and 0 no. Discussion occurred. Hurley motioned to go out of Executive Session in support of the Southeast Nebraska Affordable Housing Council (SENAHC) to provide a letter of intent to purchase a site at 121 Cherry Hill Blvd., Lincoln, NE with SENDD completing all renovations up to \$1 million at 1:34 PM, seconded by Zulkoski. Roll call vote. Motion carried 6 yes and 0 no.
5. Discussion Item – Personnel: No action taken.

VII. OLD BUSINESS

1. Nuisance Abatement: Bliss gave an update on Nuisance Abatement services. Discussion took place on this program and the difficulties associated with it, particularly safety concerns. The Executive Committee suggested pausing this program for a period to explore solutions to the challenges associated with it. No official action occurred.

VIII. OTHER BUSINESS

1. SENAHC Update: Bliss provided an update on SENAHC activities.
2. SEND, Inc. Update: Bliss provided an update on SEND, Inc. activities.
3. SENDD Contracting: Warrelmann gave a report on SENDD Contracting activities.

IX. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities: Staff reports were sent with board packets prior to meeting.

2. SERN/P4P Updates: Bliss gave a brief update on SERN.

X. REPORT OF BOARD CHAIRPERSON

No report.

XI. REPORT OF EXECUTIVE DIRECTOR

Distributed prior to the meeting.

XII. NEXT MEETING

1. SEND D Executive Committee: Next meeting is February 25, 2021 at noon at a location to be determined.
2. Full SEND D Board Meeting: The next Full SEND D Board meeting is March 18, 2021 a location to be determined.

XIII. ADJOURNMENT

There being no further business to come before the SEND D Executive Committee per the agenda, Chair Bulgrin adjourned the meeting at approximately 2:02 p.m.

Respectfully Submitted:

Tom Bliss
Secretary Pro Tem