

SOUTHEAST NEBRASKA DEVELOPMENT DISTRICT  
BOARD OF DIRECTORS  
MINUTES OF THE MAY 30, 2019 MEETING

The May 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 Chair Kurt Bulgrin called the meeting to order at 12:10 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.

Liz Cody 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.
Lisa Hurley	York County Econ. Dev.		

Others present were Commissioner Russ Karpisek, Tom Bliss, Kim Pham, Ashley Larsen, Liz Cody, Trey Ertmer, and Jim Warrelmann. (Larsen, Cody, and Warrelmann participated under VII. Old Business, Discussion Item 3, Ertmer participated under VIII. Other Business, Amended Agenda Item 3 – Proposed Loan.)

II. ADOPT AGENDA

Chair Bulgrin amended the May 30, 2019 SENDD Executive Committee agenda to include *VIII. Other Business, Amended Agenda Item 3 – Proposed Loan*. Moved by Hurley to approve the amended agenda, seconded by Mauk. Motion passed unanimously on a vote by acclamation.

III. APPROVAL OF MINUTES

Minutes from the April 25, 2019 SENDD 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 April 25, 2019 minutes, seconded by Bruning. Motion passed unanimously on a vote by acclamation.

IV. TREASURER’S REPORT

SENDD’s April 2019 financial statements were provided. Treasurer Mauk provided an overview. Bliss and Pham offered additional information. Chair Bulgrin called for a motion. Moved by Mauk to approve April 2019 financial statements, seconded by Tiemann. 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: Committee met to discuss proposed SEND 2019-2020 Budget. See below.

## VI. NEW BUSINESS

1. Discussion Item – Draft 2019-2020 SENDD Budget: Mauk presented two proposed 2019-2020 SENDD Budget and budget notes for discussion, which were distributed prior to the meeting. The first budget did not include a proposed Building Inspector/Contractor Program, and the second did. This service was discussed under Old Business. Discussion occurred. Hurley recommended increasing Section 7200 (Salaries and Related Expenses) to include salary (\$50,000) for an additional staff person, if needed. Hurley recommended adding an additional \$2,000 for Line Item 8540 – Training. No comments were made on the second proposed budget. No action taken. Both budgets will be presented to the full SENDD Board at their June 2019 meeting. (Comm. Karpisek left the meeting at 1:15 PM.)
2. Action Item – Ashland Area Economic Development Corp. (AAEDC) contract: 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 the contract, seconded by Mauk. Motion passed unanimously on a vote by acclamation.
3. Action Item – Resolution allowing SENDD Executive Director to sign Economic Development Administration (EDA) documents: Bliss presented on the action item, which was distributed prior to the meeting. Two sample corporate resolutions were presented. Discussion occurred. Chair Bulgrin called for a motion. Moved by Hurley to approve Corporate Resolution 5-30-19 that enables all SENDD officers and SENDD Executive Director the authorization to execute documents as identified in the resolution, seconded by Mauk. Motion passed unanimously on a vote by acclamation.
4. Action Item – Nominating Committee: Bliss presented on the action item, which was distributed prior to the meeting. Discussion occurred. Chair Bulgrin named Lisa Hurley, Dan Mauk, and himself to the 2019-2020 SENDD Nominating Committee. Chair Bulgrin called for a motion. Moved by Bruning to approve proposed SENDD Nominating Committee, seconded by Mauk. Motion passed unanimously on a vote by acclamation.

## VII. OLD BUSINESS

1. SENDD Board Retreat: Bliss provided an update.
2. Discussion Item – Investment Plan: Bliss provided a brief update. No action taken.
3. Discussion Item – Building Inspector/Contractor Business Plan: Warrelmann and Larsen joined the meeting to discuss the proposed Building Inspector/Contractor Business services. Warrelmann distributed a business plan detailing costs and benefits of the program. Discussion occurred. Committee recommended staff seek legal advice prior to establishing the business. The item will be presented at the June SENDD Board of Directors meeting. Warrelmann and Larsen left the meeting at 2:25 PM.
4. 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.
3. Amended agenda item - Proposed Loan: Ertmer joined the meeting and discussed a proposed Intermediary Relending Program (IRP) loan in the amount not to exceed \$104,475 to assist PAJ Industries, LLC. for the construction of a new building. The building construction is estimated at \$109,000.00 which includes a 40' x 50' x 14' all steel building complete with a concrete floor, electric, and plumbing. The loan request, as presented, is for a SENDD Loan amount not to exceed \$104,475.00 - 15 years at five percent interest with repayment beginning August 1. Discussion occurred. No action taken.

#### IX. STATUS/STAFF REPORTS

1. Community and Regional Planning Activities: May 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 July 25, 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, Chair Bulgrin adjourned the meeting at approximately 2:40 p.m.

Respectfully Submitted:

Tom Bliss  
Secretary Pro Tem