

**NORTHEAST NEBRASKA ECONOMIC DEVELOPMENT DISTRICT  
BOARD OF DIRECTORS MEETING  
WEDNESDAY, JANUARY 25<sup>TH</sup>, 2012 - 7:15 P.M.**

***Conference Call Locations***

*City of Hartington, Council Chambers, 107 W. State Street, Hartington, NE 68739  
Norfolk City Council Conference Room, 309 Madison Ave, Norfolk, NE 68701  
Scribner Economic Development Center, 412 Main Street, Scribner, NE 68057  
City of Laurel, 101 W 2<sup>nd</sup>, Laurel, NE 68745  
West Point Chamber of Commerce, 200 Anna Stalp Ave, West Point, NE 68788*

**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 Council of Officials Representatives**
- IV. Secretary's Report**
  - A. Approval of Agenda
  - B. Approval of December 2011 Minutes (as mailed & posted)
- V. Treasurer's Report**
  - A. December 2011 Treasurer's Report
- VI. Discussion Items**
  - A. NENEDD Summer Board Meeting Times and Locations
  - B. NENEDD Board Retreat
  - C. Quarterly Department Reports
- VII. Action Items**
  - A. Quarterly Loan Review
- VII. Chairman/Board Comments**
- VIII. Next Meeting Date:** The NENEDD Board of Directors meeting will be by conference call beginning at 7:00 p.m. on Wednesday, February 29, 2012. The locations for the conference call will be published on February 14<sup>th</sup>, 2012.
- IX. Adjournment**

## NENEDD Board Agenda

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**Object:** Approval of December, 2011 Treasurer's Report

**Contact Person:** Patsy Taylor, Fiscal Officer

**For:** Action

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**Background:** NENEDD's December, 2011 Statement of Financial Position and the Statement of Revenues and Expenditures that reflects the December Budget, Actual and Budget Variance. Also stated is the FY 2012 Budget for the nonaccrual accounts, July 1, 2011 through June 30, 2012 Actual, Budget Variance so far this fiscal year and Percent of the FY 2012 Budget remaining.

**Explanation:** Additional Information:

Business Loan Principal Received-\$93,208.86

Housing Rehab Principal Received-\$1,396.68

Business Loan Disbursements-\$00.00

**Motion:** To approve the December Treasurer's Report as presented.

# Northeast Nebraska Economic Development District

## Statement of Financial Position - Overall

As of 12/31/2011

	Current Period Balance
<b>Assets</b>	
General Cash	
Cash in Bank - Checking	22,223.27
Unrestricted 2-Year CD	20,728.69
General CD-BankFirst	50,263.22
Unrestricted CD-Midwest #882523	26,243.82
Unrestricted CD-Midwest #881867	1,604.42
Unrestricted-BankFirst #1648078	251,697.33
Business RLF Cash	
Security Reserve Account	25,030.02
NEF CD for IRP Loan Loss Reserve	30,000.00
EDA RLF-BankFirst #1648089	358,124.48
Micro RLF-BankFirst #1648100	13,258.16
NE Regional RLF-BankFirst 1648111	247,112.58
IRP RLF-BankFirst #1648122	582,714.14
HUD Business RLF-BankFirst #1648133	116,080.90
IRP Loan Loss Reserve-BankFirst #1648144	15,095.46
Santee Micro Loan Fund-BankFirst #1648155	8,013.18
Reserved Funds-BankFirst #1648166	76,047.35
Loan Loss Reserve IRP #2-BankFirst #1648177	29,857.51
Housing Cash	
City of Pierce Checking	1,299.80
Housing Construction-BankFirst #1648188	1,510.27
Accounts Receivable	
Accounts Receivable	121,765.39
Business RLF Notes Receivables	
RLF Notes Receivable	1,201,285.87
Microloan Notes Receivable	27,508.14
NE Regional Notes Receivable	385,336.86
IRP Fund Notes Receivable	1,114,904.06
HUD Business Loan Notes Receivable	120,176.91
Housing Notes Receivable	
Regional Rehab Notes Receivable	40,024.93
HUD Rehab Notes Receivable	53,331.66
Other Receivables	
Grants Receivable	702.42
Other Receivables	1,165.22
Interest Receivable	3,115.84
Prepaid Expenses	
Prepaid Expense	3,104.13
Allowances for Uncollectible Accounts	
Allowance for Uncollectible A/R	(17,000.00)
Allowance for Uncollectible Notes	(473,000.00)
Fixed Assets	
Furniture and Equipment	212,594.21
Accumulated Depreciation	(131,129.15)
<b>Total Assets</b>	<b>4,540,791.09</b>
<b>Liabilities</b>	
Accounts Payable	
Accounts Payable	3,563.78
Other Payables	
Other Payables	1,524.80

# Northeast Nebraska Economic Development District

## Statement of Financial Position - Overall

As of 12/31/2011

	<u>Current Period Balance</u>
Stanton National Bank Line of Credit	1,146.41
Lease Payable	5,941.09
Paryoll Payables	
Accrued FICA Payable	3,378.67
Federal Tax Withheld	2,572.48
State Tax Withheld	3,120.02
457 Withheld	980.84
Health Insurance Payable	98.55
Cafeteria Premium Payable	543.45
Unreimbursed Medical Payable	1,031.39
Annual Leave Payable	25,749.77
HSA Contributions	320.00
Accrued Unemployment	394.61
Accrued Workers Comp	(2,936.75)
Accrued Salaries	19,450.52
Microloan Note Payable	
Microloan Note Payable	300,000.00
IRP Loan Note Payable	
IRP Loan Note Payable	573,858.05
IRP 2 Loan Note Payable	450,831.00
Notes Payable-Vehicles	
Notes Payable-Vehicles	<u>43,094.07</u>
Total Liabilities	<u>1,434,662.75</u>
Net Assets	
Other	<u>3,106,128.34</u>
Total Net Assets	<u>3,106,128.34</u>
Total Net Assets and Liabilities	<u><u>4,540,791.09</u></u>

**Northeast Nebraska Economic Development District**  
Statement of Revenues and Expenditures  
From 12/01/2011 Through 12/31/2011

	Current Period Budget	Current Period Actual	Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
<b>Revenues</b>							
Federal Grants-EDA	5,083.33	0.00	(5,083.33)	61,000.00	30,500.00	(30,500.00)	(50.00)%
Donations	41.67	0.00	(41.67)	500.00	0.00	(500.00)	(100.00)%
Dues-Community	13,333.33	(625.00)	(13,958.33)	160,000.00	162,179.04	2,179.04	1.36%
Dues-Counties	1,062.50	0.00	(1,062.50)	12,750.00	14,000.00	1,250.00	9.80%
Dues-Associates	1,041.67	0.00	(1,041.67)	12,500.00	12,340.00	(160.00)	(1.28)%
Scholarships	16.67	0.00	(16.67)	200.00	0.00	(200.00)	(100.00)%
Meeting Income	100.00	0.00	(100.00)	1,200.00	1,265.00	65.00	5.42%
NED, Inc. Management	5,833.33	11,736.73	5,903.40	70,000.00	57,440.32	(12,559.68)	(17.94)%
General Administration Fees	30,862.50	28,536.02	(2,326.48)	370,350.00	130,539.48	(239,810.52)	(64.75)%
Grant Writing Fees	250.00	1,500.00	1,250.00	3,000.00	3,000.00	0.00	0.00%
Lead Based Paint Inspection	0.00	500.00	500.00	0.00	24,750.00	24,750.00	0.00%
Blight Study Revenue	208.33	0.00	(208.33)	2,500.00	4,062.01	1,562.01	62.48%
Housing Administration Fees	23,895.83	11,206.02	(12,689.81)	286,750.00	67,549.63	(219,200.37)	(76.44)%
Microenterprise Mng't Revenue	2,500.00	0.00	(2,500.00)	30,000.00	16,250.00	(13,750.00)	(45.83)%
Local RLF Contributions	3,333.33	500.00	(2,833.33)	40,000.00	3,000.00	(37,000.00)	(92.50)%
EDA Peer Project Revenue	1,996.75	702.42	(1,294.33)	23,961.00	951.68	(23,009.32)	(96.03)%
Loan Closing Revenue	291.67	0.00	(291.67)	3,500.00	500.00	(3,000.00)	(85.71)%
NPAT Investment Income	333.33	549.60	216.27	4,000.00	2,434.47	(1,565.53)	(39.14)%
Business Loan Interest	15,833.33	12,757.23	(3,076.10)	190,000.00	85,347.42	(104,652.58)	(55.08)%
Business Loan Late Fee	20.83	100.00	79.17	250.00	875.00	625.00	250.00%
Loan Processing Fee	583.33	0.00	(583.33)	7,000.00	2,396.00	(4,604.00)	(65.77)%
Annual Servicing Fees	1,250.00	670.45	(579.55)	15,000.00	7,171.71	(7,828.29)	(52.19)%
Special Projects	1,666.67	1,437.50	(229.17)	20,000.00	9,676.25	(10,323.75)	(51.62)%
Housing Rehab Interest	66.67	51.48	(15.19)	800.00	326.77	(473.23)	(59.15)%
Interest Income	125.00	1,400.02	1,275.02	1,500.00	7,261.67	5,761.67	384.11%
Miscellaneous Income	41.67	0.00	(41.67)	500.00	50.00	(450.00)	(90.00)%
In-Kind Contributions	1,250.00	1,250.00	0.00	15,000.00	7,500.00	(7,500.00)	(50.00)%
<b>Total Revenues</b>	<b>111,021.74</b>	<b>72,272.47</b>	<b>(38,749.27)</b>	<b>1,332,261.00</b>	<b>651,366.45</b>	<b>(680,894.55)</b>	<b>(51.11)%</b>
<b>Expenditures</b>							
Salaries and Wages	55,750.00	71,476.28	(15,726.28)	669,000.00	335,688.01	333,311.99	49.82%
Fringe Benefits	13,958.33	12,527.07	1,431.26	167,500.00	65,372.19	102,127.81	60.97%
Rent In-Kind	1,250.00	1,250.00	0.00	15,000.00	7,500.00	7,500.00	50.00%
Telephone	708.33	1,114.12	(405.79)	8,500.00	5,542.10	2,957.90	34.80%
Postage	500.00	506.27	(6.27)	6,000.00	2,933.79	3,066.21	51.10%

**Northeast Nebraska Economic Development District**

Statement of Revenues and Expenditures  
From 12/01/2011 Through 12/31/2011

	Current Period Budget	Current Period Actual	Current Period Budget Variance	Total Budget	Current Year Actual	Total Budget Variance	Percent Total Budget \$ Remaining
Office Supplies	833.33	629.09	204.24	10,000.00	5,144.73	4,855.27	48.55%
Training	1,333.33	450.00	883.33	16,000.00	5,115.00	10,885.00	68.03%
Travel-Staff	6,250.00	1,226.56	5,023.44	75,000.00	26,185.15	48,814.85	65.09%
Printing/Publishing	125.00	0.00	125.00	1,500.00	1,231.65	268.35	17.89%
Copier Expense	416.67	201.21	215.46	5,000.00	1,787.64	3,212.36	64.25%
Donations	1,983.33	1,448.16	535.17	23,800.00	10,315.98	13,484.02	56.66%
Computer Maintenance/Software	291.67	818.83	(527.16)	3,500.00	1,990.69	1,509.31	43.12%
Electronic Mail	62.50	39.53	22.97	750.00	626.58	123.42	16.46%
Financial Software	375.00	100.00	275.00	4,500.00	1,227.00	3,273.00	72.73%
Lead Testing Expense	1,083.33	1,560.00	(476.67)	13,000.00	11,200.36	1,799.64	13.84%
Interest Expense	0.00	178.20	(178.20)	0.00	547.65	(547.65)	0.00%
EDA Peer Project	1,996.75	702.42	1,294.33	23,961.00	702.42	23,258.58	97.07%
Loan Closing Expense	291.67	296.60	(4.93)	3,500.00	1,663.75	1,836.25	52.46%
Building Maintenance	250.00	185.00	65.00	3,000.00	1,521.34	1,478.66	49.29%
Utilities	541.67	1,150.67	(609.00)	6,500.00	3,506.47	2,993.53	46.05%
Dues/Memberships	416.67	506.00	(89.33)	5,000.00	2,255.00	2,745.00	54.90%
Subscriptions/Reference	41.67	0.00	41.67	500.00	292.90	207.10	41.42%
Advertising/Marketing	416.67	207.01	209.66	5,000.00	2,646.32	2,353.68	47.07%
Insurance	375.00	242.00	133.00	4,500.00	7,925.00	(3,425.00)	(76.11)%
Legal Services	125.00	0.00	125.00	1,500.00	1,147.93	352.07	23.47%
Audit Fees	1,000.00	0.00	1,000.00	12,000.00	0.00	12,000.00	100.00%
Other Professional Services	0.00	40.00	(40.00)	0.00	3,105.40	(3,105.40)	0.00%
Annual Staff Retreat Expense	41.67	0.00	41.67	500.00	0.00	500.00	100.00%
Depreciation Expense	833.33	2,227.92	(1,394.59)	10,000.00	9,780.73	219.27	2.19%
Annual Meeting Expense	208.33	0.00	208.33	2,500.00	2,129.40	370.60	14.82%
Board Meeting Expense	0.00	21.95	(21.95)	0.00	111.44	(111.44)	0.00%
USDA Interest Expense	833.33	0.00	833.33	10,000.00	0.00	10,000.00	100.00%
Microenterprise Interest Exp.	833.33	750.00	83.33	10,000.00	4,583.33	5,416.67	54.17%
Loans Written Off	10,083.33	0.00	10,083.33	121,000.00	87,278.84	33,721.16	27.87%
Loans Forgivable Portion	408.33	369.07	39.26	4,900.00	2,315.18	2,584.82	52.75%
Accrued Loan Interest Written Off	683.33	0.00	683.33	8,200.00	8,434.22	(234.22)	(2.86)%
Miscellaneous	0.00	107.50	(107.50)	0.00	903.87	(903.87)	0.00%
Total Expenditures	104,300.90	100,331.46	3,969.44	1,251,611.00	622,712.06	628,898.94	50.25%
Total Revenues Over (Under) Expenditures	6,720.84	(28,058.99)	(34,779.83)	80,650.00	28,654.39	(51,995.61)	(64.47)%

## NENEDD Board Agenda

**Object:** To discuss the locations and times of the summer board meetings.

**Contact Person:** Tom Higginbotham/Tina Engelbart

**For:** Discussion

**Background:**

**2011-2012 NENEDD & NED, Inc  
Board of Directors Meeting Dates & Locations**  
*Updated 1/20/2012*

Month	Day	Location	Time
July, 2011	Wednesday, July 27, 2011	NENEDD Conference Room; Board members may attend via conf. call	7 pm
August, 2011	Wednesday, August 31, 2011	Albion	7 pm
September, 2011	Wednesday, September 28, 2011	Norfolk City Council Chambers; Board members may attend via conf. call	7 pm
October, 2011	Wednesday, October 26, 2011	<del>Clearwater</del> NENEDD Offices	7 pm
November, 2011	Wednesday, November 30, 2011	Norfolk City Council Conference Room; Board members may attend via conf. call	7 pm
December, 2011	Wednesday, January 4, 2012 Semi-Annual COO Mtg	Conference Call – Various locations	7 pm
January, 2012	Wednesday, January 25, 2012	Conference Call – Various Locations	7 pm
February, 2012	Wednesday, February 29, 2012	Conference Call – Various Locations	7 pm
March, 2012	Wednesday, March 28, 2012	Conference Call – Various Locations	7pm
April, 2012	Wednesday, April 25, 2012	Elgin	7 pm

<b>May, 2012</b>	<b>Wednesday, May 30, 2012</b>		<b>7 pm</b>
<b>June, 2012</b>	<b>Wednesday, June 27, 2012 Annual COO Mtg</b>	<b>Beemer</b>	<b>7 pm</b>

*\*Subject to change.*

**Explanation:** Discuss any potential changes in the locations and times of the summer board meetings.

## NENEDD Board Agenda

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**Object:** To determine the interest in having a board retreat

**Contact Person:** Tom Higginbotham/Tina Engelbart

**For:** Discussion

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**Background:** In 2008 the NED Inc. and NENEDD boards and staff participated in a board retreat conducted by NPPD. Prior to the board retreat, a survey was conducted asking member communities about the services offered. The results were shared at the board retreat and goals and action plans were set.

**Explanation:** Discussion on the interest of having a board retreat this summer. Potential dates and locations.

## NENEDD Board Agenda

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**Object:** Administrative Department Quarterly Report

**Contact Person:** Tom, Tina, Patsy, Mickella, Candice

**For:** Discussion

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**Background:** Quarterly administrative report as of December 31, 2011

**Financial staff:**

- Prepared and ran month end procedures and analyzed financial statements for the reporting period including cost allocation distribution
- Updated element codes and set up cost allocations
- Monitored and entered RLF loan payments into RLSS and prepared the corresponding spreadsheet, ran and analyzed reports for loan funds, set up profiles and ran amortization schedules for new loans, ran payoff statements as needed for NENEDD and NED, Inc.
- Prepared accounts payable, cash receipts, accounts receivable and payroll processing, bank reconciliations, account transfers, invoicing for services rendered and annual service fees, federal tax deposit, month end journal entries and processing, updated chart of accounts and element sheet for staff, updated copier codes and timesheet database
- Monitored and managed contributions and withdrawals for each employee's cafeteria plan
- Set up loan profiles on Regional Rehab loans, tracked repayments and ran amortization schedules and payoff statements as needed
- Updated vendor and customer information in MIP system
- Monitored and prepared the financials of NED, Inc, reviewed, sent in and monitored drawdown's, prepared and monitored cash receipts, accounts payable and receivable, bank reconciliations, prepared contractors payments and correspondence, prepared line of credit activation and payoff billing and miscellaneous office
- Set up loan profiles on Business loans, tracked repayments and ran amortization schedules and payoff statements as needed
- Created new reports in MIP as necessary
- Did loan ACHs in-house and followed up on unpaid ACH loan payments
- Assisted Executive Director as needed
- Prepared and sent correspondence to loans clients as needed
- IRP reports, RMAP reports, NDO reports & Housing Reuse Reports for NED, Inc.
- IRP reports, Housing Reuse Reports, EDA Reports, Payroll Reports and Year-End Reports for NENEDD
- Participate in department meetings

**Management Projects:**

- **Executive Director**
  - **Norfolk**
    - Attended various resource team meeting hosted by EVEDC regarding potential ED projects
    - Attend City of Norfolk Work sessions and council meetings as needed
    - Attend weekly Action Council meeting to discuss economic development projects

- Assisted with monitoring of CDBG grant of \$500,000 for Premier Senior marketing. Anticipate loan closing in the first quarter of 2012
    - Currently in negotiations with the City and DED on one new CDBG ED projects that will run through the NDO PROJECT EDGAR
  - **Misc.**
    - Working with NROC on EDA planning grant for a state wide impact study
    - Working with NROC/EDA/DED on state wide CEDS
    - Continue to work with NADO board of directors on national policy issues
    - Participate in various National webinar's related to federal funding
    - Working with NROC on the merger of DED and DOL and how it affects us
    - Working on Nuisance Abatement program Scribner to be pilot program.
    - Will facility Nuisance Abatement program and budget with Scribner City council to help them budget for the program beginning October 2012
- **Deputy Director**
  - **Fremont**
    - General Administration of CDBG projects
    - Attended mtgs w/City and DED to discuss projects and participated in city council mtgs and monitoring's
    - Monitor LB840 projects (job/creation/retention)
  - **Norfolk**
    - Assisted EVEDC with TIGER grant application for the Northeast Industrial Highway
    - Finalizing environmental review for the Northeast Industrial Highway project working with the Economic Development Administration (EDA), DED and local engineer/staff.
    - Participated in contract negotiations for Norfolk's Owner Occupied Rehabilitation grant with city staff and DED officials
    - General administration of Comprehensive Revitalization projects
  - **Misc.**
    - Participated in HUD Sustainable Communities and Regional Blueprint Planning meetings
    - Participated in Nuisance Abatement Training
    - Participate in various National webinar's related to federal funding
    - Attended/participated in National Association of Development Organizations (NADO) Annual Training Conference
    - Participated in discussions with Pender Development and Messner Development relating to potential tax credit application
- **Executive & Deputy Directors**
  - **NENEDD**
    - Working on Nuisance Abatement program Scribner to be pilot program.
    - Will facilitate Nuisance Abatement program and budget with Scribner City council to help them budget for the program beginning October 2012
  - **NADO (National Association of Development Organizations)**
    - Participated in NADO conference calls pertaining to budget and funding cuts of CDBG & EDA

- Attended annual NADO Annual Training Conference
- **EDA (Economic Development Administration)**
  - Implementing goals CEDS scope of work
- **NDED (Nebraska Department of Economic Development)**
  - Met w/DED staff to discuss current community projects and environmental reviews
- **Program/Project Administration/Misc**
  - General management & correspondence of the District

**Administrative staff:**

- Answer Phone Daily.
- Quotes/Order and Stock Office Supplies for Office and Staff.
- Deliver faxes.
- Miscellaneous typing/copying for staff.
- Prepare monthly Board Meeting agendas and Minutes.
- Weigh, stamp and take mail to Post Office.
- Open, stamp and deliver mail to staff.
- Prepare daily deposit and deposit to bank.
- Attend Staff Meetings.
- Monthly A/P Invoices.
- Housing (DPA & OOR) Insurance.
- Membership Updates.
- Inventory.
- Assist staff as needed.

**Marketing staff:**

- Keep updated supply of brochures & misc. promotional materials
- Inform members/partners of latest project successes/ED news through email marketing system – Vertical Response
- Maintain NENEDD Facebook page/develop policy/procedures for use
- Marketing strategy implementation/development
- NROC Logo & Business Card Design
- Develop/design community project promotions as needed
- Website Updates
- Regional news review
- Regional Blueprint for Sustainability – brand development and news updates

## NENEDD Board Agenda

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**Object:** Quarterly Department Report – Business Loans

**Contact Persons:** Jeff Christensen & Holly Quinn

**For:** Discussion

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**Background:** In the time period since the last meeting including the October 2011, NENEDD/NED Inc. Board of Director's meetings 6 new loans were approved (NENEDD-1 / NED-5) and 4 loans were closed.

There is one new loan recommended for approval at this Board of Directors meeting.

- Eric & Jill Sohler d/b/a The Plantation – Laurel

Loans of note: Loans # 301017 - Personal bankruptcy. They are in the process of having their work out plan approved by the bankruptcy court.

### Activities

- Jeff/Holly - Webinar on Asset Modernization Initiative
- Jeff/Holly – Site Visits
- Jeff/Holly – CKPPD Conf Call Board Meeting
- Jeff/Holly - NEF Partner Meeting
- Jeff/Holly – DED Presentation on Available Grant Dollars & Business Assistance Programs
- Jeff/Holly – Wayne, WHG Ground Breaking
- Jeff/Holly – Laurel, Laurel BioComposite Site/Plant Visit
- Jeff/Holly – ABPA/CBPA – Business Planning Advisor Classes
- Jeff/Holly – Database
- Holly – City Council Meeting Hartington
- Holly – NEDA Planning Committee Meetings
- Holly – Annual Action Plan DED
- Holly – USDA Farewell Reception
- Holly – Lincoln DED Meeting
- Holly – Verdigre City Council Meeting
- Holly – Network Meetings
- Jeff – Healthcare Initiative Meeting
- Jeff – MWRCAP Semi-annual meeting
- Jeff – Business & Platte Co Roads Meeting

## NENEDD Board Agenda

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**Object:** Housing Dept Quarterly Report

**Contact Persons:** Jamie, Scott, Judy & Stephanie

**For:** Discussion

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**Background:** Housing Department Quarterly Report – October - December 2011

### Rehab –

- For the following: processing applications, inspections, monitoring construction, LBP inspections and Risk Assessments and final clearance of Fremont CR Phase II & III, IV, CIZ '09, NIZ '09, Flood Disaster Grant, Newman Grove and community/NED Inc reuse
- Drawdown's for all rehab grants
- Attend Housing Board Meetings, Public Hearings & City Council Meetings
- Prepare Release of Funds documents for 10-CR-003 City of Fremont
- Attend Fremont City Council meetings – grant amendment requests
- Conduct public housing meeting for City of Fremont – promote housing rehab program
- Conduct Environmental Review for City of Norfolk rehab projects
- Attend contract negotiations for City of Norfolk
- Continuing to market and promote programs
- Meetings with USDA and Golden Rod Hills; partnering projects

### DPA –

- Processing applications, inspections, and loan closings for and NED Inc Reuse
- Marketing program to potential clients & contractors
- Processing DPA applications
- Letter of completion for grant #08-TFHP-5097
- DPA Loan Closings – Norfolk, Tekamah, Stanton, South Sioux City & Columbus

### New Construction –

- Prepare Environmentals for New Construction lots
- Process applications; meet with potential clients
- Monthly meetings with HDC in Schuyler
- Informational meetings held
- Review floor plans, bids and cost estimates
- Prepare loan docs, contractor docs, pre-construction meetings and interim meetings
- Meet with Bankers & Realtors
- Developing new marketing materials
- Continue to market and promote program

### Training & Activities –

- Attended NIFA 1<sup>st</sup> Friday luncheon in Albion – Judy & Scott
- Attended Fair Housing training NECC – Scott, Judy and Stephanie
- Training with staff on grant administration, processing applications, preparing loan documents, drawdown's; for several community and regional grants
- Nuisance Abatement Training Kearney – Scott, Judy & Stephanie
- Nuisance Inspections for community of St Edward
- Nuisance Abatement Informational Meetings for communities

- Energy Audit Seminar – Scott
- DED presentation of Annual Action Plan at NECC – Scott & Judy
- Attended Regional Blue Print Planning Session in West Point – Judy

## NENEDD Board Agenda

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**Object:** Community Planning Dept Quarterly Report

**Contact Person:** Lisa Hurley

**For:** Discussion

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**Background:** Provide board current information

Projects & activities for the Community & Planning Dept. over the last quarter:

- Ongoing grant administration – undergoing some desktop monitoring
- Submitted Grants awaiting award
  - Planning awards
    - Clearwater, Creighton, Fullerton, Madison, Oakdale
- Awarded Grants
  - Laurel and Hartington Phase II Downtown Revitalization grants
  - Columbus ED grant for Apogee Expansion
- Upcoming Grants
  - Columbus and Fremont for Downtown Revitalization, Phase 2
  - We are working with communities to identify applications for coming cycles
  - Verdigree DEQ application
- Planning Activities:
  - Regional Blueprint Planning effort – Kick – off meeting held to gauge interest in a regional planning effort.
  - Blight Studies – Laurel complete, Cedar Rapids starting
  - Income & Attitude Surveys completed
    - Hadar, Madison, Niobrara, Petersburg, St. Edward
  - Income & Attitude Surveys ongoing
    - Albion, Clarkson, Dodge, Howells, Osmond, Schuyler, Wakefield, Wayne
  - Town Halls & Strategic Planning
    - Crofton, Madison, Petersburg and St. Ed
- Other Contracts/activities
  - Providence Medical Center USDA ARRA grant Labor Standards Review
  - Creston USDA ARRA Labor Standards on Lagoon
  - Energy grants for Wayne, Wakefield, Burt County, Colfax County, Petersburg and Scribner
  - Labor Standards contract only on Hartington energy grant
  - Environmental Review for the City of Wayne’s FEMA grant.
- Training events/meetings attended
  - Monthly Northeast NE Network meetings attended by Dept staff
  - Northeast Regional Broadband – Lisa
  - Economic Development Institute – Lisa
  - Nuisance Abatement Training - Lisa

## NENEDD Board Agenda

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**Object:** Quarterly Loan Review

**Contact Person:** Patsy Taylor, Fiscal Officer

**For:** Action

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**Background:** Attached are the loan receivables for all of NENEDD funding sources.

**Explanation:** Below are loans of interest:

Business Loan #301017 – Personal bankruptcy. They are in the process of having their work out plan approved by the bankruptcy court. The last we talked to their attorney, they intend on paying us outside of this plan. Jeff confirmed with the land owner that they are still in business. They worked with them and have lowered their lease payment to help them, but in his words “doesn’t look good”.

Business Loan #310003 – Personal bankruptcy. All assets of the business have been sold at auction through the bank. No proceeds left to pay us. We are recommending writing this one off but will still pursue collection after bankruptcy if possible. Principal to write off is \$33,599.76.

**Motion:** Approve the write-off of Loan #310003 in the principal amount of \$33,599.76.

# Aging Report

Northeast Nebraska Economic Development District

Funds: (38200,38300,38500,38700,38701; Status: All

City: All

Include loans from 1 to 61201401

County: All  
Loan Officer: All

Cutoff Date: 12/31/2011  
Run Date: 01/20/2012  
Run Time: 9:51:17 am  
Page 1 of 5

Loan Amt	Disbursed	Analysis of Payments Due							Total Due	Lt Days
		Current Balance	Regular Payment	1 Payment	2 Payments	3 Payments	Over 3			
0209	25,000.00	25,000.00	277.55	0.00	0.00	0.00	0.00	0.00	0	
0311	49,000.00	49,000.00	519.71	0.00	0.00	0.00	0.00	0.00	0	
0313	59,500.00	59,500.00	46,073.05	427.79	0.00	0.00	0.00	0.00	0	
0314	51,000.00	51,000.00	10,187.72	540.93	0.00	0.00	0.00	0.00	0	
0404	25,000.00	25,000.00	14,290.98	210.96	0.00	0.00	0.00	0.00	0	
0413	25,500.00	25,745.07	14,539.58	220.71	220.71	0.00	0.00	220.71	30	
0421	75,500.00	75,500.00	59,558.23	540.91	0.00	0.00	0.00	0.00	0	
0423	18,000.00	18,000.00	11,256.18	151.89	0.00	0.00	0.00	0.00	0	
0507	20,000.00	20,000.00	1,035.10	292.17	0.00	0.00	0.00	0.00	0	
0508	35,000.00	35,000.00	1,785.01	511.30	0.00	0.00	0.00	0.00	0	
0509	15,000.00	15,000.00	5,934.83	166.53	0.00	0.00	0.00	0.00	0	
0603	126,301.00	126,301.00	79,402.34	1,232.51	0.00	0.00	0.00	0.00	0	
0604	35,000.00	35,000.00	5,134.84	511.30	0.00	0.00	0.00	0.00	0	
0605	100,000.00	100,000.00	78,159.24	690.58	0.00	0.00	0.00	0.00	0	
0607	75,000.00	75,000.00	53,423.63	632.89	0.00	0.00	0.00	0.00	0	
0608	75,000.00	75,000.00	54,139.70	632.89	0.00	0.00	0.00	0.00	0	
0610	40,000.00	40,000.00	9,797.39	584.34	0.00	0.00	0.00	0.00	0	
0611	100,000.00	100,000.00	43,524.67	1,110.20	0.00	0.00	0.00	0.00	0	
0612	100,000.00	100,000.00	24,167.43	1,460.85	0.00	0.00	0.00	0.00	0	
0700	100,000.00	100,000.00	75,334.53	843.86	0.00	0.00	0.00	0.00	0	
0703	100,000.00	100,000.00	74,149.15	843.86	0.00	0.00	0.00	0.00	0	
0705	85,000.00	85,000.00	65,441.40	717.28	0.00	0.00	0.00	0.00	0	
0755	15,000.00	15,000.00	11,548.37	126.58	0.00	0.00	0.00	0.00	0	
*4002	15,000.00	15,000.00	583.75	83.33	0.00	0.00	0.00	0.00	0	
4004	15,000.00	15,000.00	4,917.07	83.33	0.00	0.00	0.00	0.00	0	
4006	12,723.90	12,723.90	4,241.10	70.69	0.00	0.00	0.00	0.00	0	
4011	7,106.72	8,409.88	2,014.07	19.74	0.00	0.00	0.00	0.00	0	
4016	15,000.00	15,000.00	5,333.72	83.33	0.00	0.00	0.00	0.00	0	
4019	14,977.05	14,977.05	5,241.48	83.21	0.00	0.00	0.00	0.00	0	

# Aging Report

Northwest Nebraska Economic Development District

Funds: (38200,38300,38500,38700,38701); Status: All

City: All

Include loans from 1 to 61201401

County: All  
Loan Officer: All

Cutoff Date: 12/31/2011  
Run Date: 01/20/2012  
Run Time: 9:51:17 am  
Page 2 of 5

Action Item VII. A

Loan Amt	Disbursed	Current Balance	Regular Payment	Analysis of Payments Due					Total Due	Lt Days
				1 Payment	2 Payments	3 Payments	Over 3			
4023	15,000.00	710.76	141.40	0.00	0.00	0.00	0.00	0.00	0	
4024	7,500.00	375.00	62.50	0.00	0.00	0.00	0.00	0.00	0	
4025	7,500.00	250.00	62.50	0.00	0.00	0.00	0.00	0.00	0	
4029	7,500.00	1,419.50	0.00	0.00	0.00	0.00	0.00	0.00	0	
4031	7,500.00	1,500.00	62.50	0.00	0.00	0.00	0.00	0.00	0	
4033	7,296.75	926.05	0.00	0.00	0.00	0.00	0.00	0.00	0	
4034	12,582.88	7,549.60	52.43	0.00	0.00	0.00	0.00	0.00	0	
4035	7,500.00	3,499.68	41.67	0.00	0.00	0.00	0.00	0.00	0	
4037	7,500.00	1,500.00	62.50	0.00	0.00	0.00	0.00	0.00	0	
4038	12,309.06	5,744.58	68.38	0.00	0.00	0.00	0.00	0.00	0	
4039	8,994.23	4,655.50	59.97	0.00	0.00	0.00	0.00	0.00	0	
4040	5,146.57	2,718.90	34.05	0.00	0.00	0.00	0.00	0.00	0	
4041	14,475.00	6,191.74	80.42	0.00	0.00	0.00	0.00	0.00	0	
4043	13,364.04	6,363.59	89.11	0.00	0.00	0.00	0.00	0.00	0	
4045	14,772.75	7,642.89	98.51	0.00	0.00	0.00	0.00	0.00	0	
4046	4,420.07	626.58	36.83	0.00	0.00	0.00	0.00	0.00	0	
4047	7,500.00	3,499.68	41.67	0.00	0.00	0.00	0.00	0.00	0	
4049	4,420.07	626.58	36.83	0.00	0.00	0.00	0.00	0.00	0	
4050	15,000.00	7,000.32	83.33	0.00	0.00	0.00	0.00	0.00	0	
4051	7,500.00	1,500.00	62.50	0.00	0.00	0.00	0.00	0.00	0	
4052	7,500.00	1,500.00	62.50	0.00	0.00	0.00	0.00	0.00	0	
4054	7,500.00	1,500.00	62.50	0.00	0.00	0.00	0.00	0.00	0	
4055	7,500.00	1,500.00	62.50	0.00	0.00	0.00	0.00	0.00	0	
4056	4,308.75	2,224.45	29.00	0.00	0.00	0.00	0.00	0.00	0	
9608	23,000.00	192.25	194.09	0.00	0.00	0.00	0.00	0.00	0	
9704	81,000.00	11,169.15	690.68	0.00	0.00	0.00	0.00	0.00	0	
9705	74,000.00	6,668.28	624.45	0.00	0.00	0.00	0.00	0.00	0	

# Aging Report

Northeast Nebraska Economic Development District  
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 Include loans from 1 to 61201401

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 Page 3 of 5

Loan Amt	Disbursed	Analysis of Payments Due							Total Due	Lt Days
		Current Balance	Regular Payment	1 Payment	2 Payments	3 Payments	Over 3			
9903	100,000.00	25,707.22	790.78	0.00	0.00	0.00	0.00	0.00	0	
39020	12,000.00	9,646.85	127.28	0.00	0.00	0.00	0.00	0.00	0	
301011	32,000.00	27,364.33	339.41	0.00	0.00	0.00	0.00	0.00	0	
301012	15,000.00	10,467.63	283.07	0.00	0.00	0.00	0.00	0.00	0	
301014	65,000.00	60,079.54	514.02	0.00	0.00	0.00	0.00	0.00	0	
301015	35,000.00	27,268.49	660.49	0.00	0.00	0.00	0.00	0.00	0	
301016	30,000.00	23,372.91	566.14	0.00	0.00	0.00	0.00	0.00	0	
301017	35,000.00	28,947.25	660.49	660.49	660.49	660.49	660.49	1,981.47	91	
307006	100,000.00	68,216.26	1,413.39	0.00	0.00	0.00	0.00	0.00	0	
307010	32,500.00	25,485.05	274.25	0.00	0.00	0.00	0.00	0.00	0	
307011	35,000.00	27,391.32	295.35	0.00	0.00	0.00	0.00	0.00	0	
307013	20,000.00	8,060.94	292.17	0.00	0.00	0.00	0.00	0.00	0	
307014	80,000.00	63,525.19	675.09	0.00	0.00	0.00	0.00	0.00	0	
	35,000.00	28,504.53	295.35	0.00	0.00	0.00	0.00	0.00	0	
308002	35,000.00	27,983.15	300.00	0.00	0.00	0.00	0.00	0.00	0	
308004	80,000.00	65,152.88	675.09	0.00	0.00	0.00	0.00	0.00	0	
308005	35,000.00	16,213.57	511.30	0.00	0.00	0.00	0.00	0.00	0	
308006	100,000.00	61,418.88	1,460.86	0.00	0.00	0.00	0.00	0.00	0	
308007	100,000.00	47,701.88	1,460.86	0.00	0.00	0.00	0.00	0.00	0	
308008	35,000.00	16,658.55	511.30	0.00	0.00	0.00	0.00	0.00	0	
308010	50,000.00	42,259.56	421.93	0.00	0.00	0.00	0.00	0.00	0	
308011	45,000.00	8,194.89	1,056.83	0.00	0.00	0.00	0.00	0.00	0	
308012	14,000.00	4,856.57	270.66	0.00	0.00	0.00	0.00	0.00	0	
309001	50,000.00	25,548.14	828.64	0.00	0.00	0.00	0.00	0.00	0	
309002	30,000.00	25,822.46	253.16	0.00	0.00	0.00	0.00	0.00	0	
309003	100,000.00	87,024.17	843.86	0.00	0.00	0.00	0.00	0.00	0	
309004	50,000.00	32,085.88	730.43	0.00	0.00	0.00	0.00	0.00	0	
309005	24,500.00	15,978.33	357.91	0.00	0.00	0.00	0.00	0.00	0	
309006	26,400.00	23,322.40	222.78	0.00	0.00	0.00	0.00	0.00	0	
309007	14,000.00	8,818.39	204.52	0.00	0.00	0.00	0.00	0.00	0	
309008	50,000.00	43,643.70	421.93	0.00	0.00	0.00	0.00	0.00	0	
309009	100,000.00	65,961.70	1,413.39	0.00	0.00	0.00	0.00	0.00	0	
309010	100,000.00	87,893.42	790.79	0.00	0.00	0.00	0.00	0.00	0	
309011	30,000.00	26,570.57	237.24	0.00	0.00	0.00	0.00	0.00	0	

# Aging Report

Northeast Nebraska Economic Development District

Funds: (38200,38300,38500,38700,38701); Status: All

City: All

Include loans from 1 to 61201401

County: All  
Loan Officer: All

Cutoff Date: 12/31/2011  
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Page 4 of 5

Action Item VII. A

Loan Amt	Disbursed	Current Balance	Regular Payment	Analysis of Payments Due				Total Due	Lt Days
				1 Payment	2 Payments	3 Payments	Over 3		
309013	35,000.00	27,794.97	371.23	0.00	0.00	0.00	0.00	0	
309014	35,000.00	24,050.35	494.69	0.00	0.00	0.00	0.00	0	
309019	14,000.00	7,423.23	264.20	0.00	0.00	0.00	0.00	0	
310001	100,000.00	90,242.60	790.79	0.00	0.00	0.00	0.00	0	
310003	35,000.00	33,599.76	371.23	371.23	371.23	371.23	5,568.45	6,682.14	
310004	35,000.00	27,753.95	806.03	0.00	0.00	0.00	0.00	0	
310005	20,000.00	13,270.05	377.42	0.00	0.00	0.00	0.00	0	
310006	25,000.00	10,896.50	471.78	0.00	0.00	0.00	0.00	0	
310010	100,000.00	93,650.73	843.86	0.00	0.00	0.00	0.00	0	
310012	50,000.00	47,675.43	421.93	0.00	0.00	0.00	0.00	0	
310013	50,000.00	47,768.35	421.93	0.00	0.00	0.00	0.00	0	
310014	100,000.00	96,276.06	2,302.93	0.00	0.00	0.00	0.00	0	
310015	35,000.00	33,493.62	295.35	0.00	0.00	0.00	0.00	0	
310016	30,000.00	27,450.56	325.58	0.00	0.00	0.00	0.00	0	
311001	35,000.00	28,249.08	660.49	0.00	0.00	0.00	0.00	0	
311002	20,000.00	19,266.96	168.77	0.00	0.00	0.00	0.00	0	
311003	12,000.00	10,253.18	226.45	0.00	0.00	0.00	0.00	0	
311004	30,000.00	25,173.44	566.14	0.00	0.00	0.00	0.00	0	
311005	10,500.00	10,494.71	92.53	0.00	0.00	0.00	0.00	0	
311007	100,000.00	98,738.61	843.86	0.00	0.00	0.00	0.00	0	
312001	100,000.00	99,645.56	843.86	0.00	0.00	0.00	0.00	0	
312002	39,600.00	39,600.00	429.76	0.00	0.00	0.00	0.00	0	

# Aging Report

Northwest Nebraska Economic Development District

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 Include loans from 1 to 61201401

County: All  
 Loan Officer: All

Cutoff Date: 12/31/2011  
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 Page 5 of 5

	Loan Amt	Disbursed	Analysis of Payments Due					Total Due	Lt Days
			Current Balance	Regular Payment	1 Payment	2 Payments	3 Payments		
Totals	4,528,698.84	4,530,247.07	2,942,568.43	49,125.61	1,252.43	1,031.72	1,031.72	5,568.45	8,884.32
*** Total Delinquent Dollars				77,086.59		62,547.01	62,547.01	33,599.76	77,086.59
Percent Delinquent Dollars				2.62%		2.13%	2.13%	1.14%	2.62%

\*\*\*Total of loan balances which are in arrears