NORTHEAST NEBRASKA ECONOMIC DEVELOPMENT DISTRICT - NENEDD
BOARD OF DIRECTORS MEETING
WEDNESDAY, MARCH 27, 2019 - 7:15 P.M.

City of Columbus Offices – 1st Floor Mayor’s Office, 2424 14th St, Columbus, NE 68601
City of Hartington Offices – Conference Room, 107 W. State St., Hartington, NE 68739
City of Norfolk Offices – Training Room, 309 N 5th St, Norfolk, NE 68701
Cuming County Courthouse – Downstairs Meeting Room, 200 S. Lincoln St, West Point, NE 68788

The Chairman and Board of Directors reserve the right to adjourn into closed session as per Section 84-1410 of the Nebraska Open Meetings Act.

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 Guests

IV. Secretary’s Report
   A. Consideration of approval of the March 27, 2019, agenda and February 27, 2019, meeting minutes

V. Treasurer’s Report
   A. Consideration for acceptance of the February 2019 treasurer’s report as presented

VI. Action Items
   A. Consideration for approval of the subordination request for NENEDD loan #312003 as presented and recommended by NENEDD Staff and the Northeast Loan Committee

VII. Discussion Items
   A. Quarterly Staff Reports

VIII. Chairman/Board Comments

IX. Next Meeting Date: The Northeast Nebraska Economic Development District Board of Directors will meet on Wednesday, April 24, 2019, at 7:15 pm or following the Northeast Economic Development, Inc. meeting. The meeting will be held at the following location:

   City of Norfolk Offices – Training Room, 309 N 5th St, Norfolk, NE 68701

X. Adjournment
Object: Approve the March 27, 2019, agenda and the February 27, 2019, meeting minutes.

Contact Person: Brittany O’Brien, Administrative Assistant

For: Action

Explanation: The March 27, 2019, agenda has been posted on the website. The February 27, 2019, meeting minutes have been posted on the website.

Motion: Consideration for approval of the March 27, 2019, meeting agenda and the February 27, 2019, board meeting minutes.
NENEDD Board Agenda

Object: Acceptance of the February 2019 Treasurer’s Report

Contact Person: Kristen Rosner, Fiscal Officer

For: Action

Background:
Northeast Nebraska Economic Development District’s (NENEDD) February 2019 Statement of Financial Position and the Statement of Revenues and Expenditures that reflect the monthly Budget, Actual and Budget Variance. Also stated is the Fiscal Year (FY) 2019 Budget for the nonaccrual accounts, July 1, 2018 through June 30, 2019 Actual, Budget Variance so far this fiscal year and Percent of the Fiscal Year 2019 Budget remaining.

Explanation:

Additional Information:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Loan Principal Received</td>
<td>14,591.96</td>
</tr>
<tr>
<td>Housing Rehabilitation Principal Received</td>
<td>51.44</td>
</tr>
<tr>
<td>Business Loan Disbursements</td>
<td>130,000</td>
</tr>
</tbody>
</table>

Restate Net Income

Year to date Non-Operating Revenue: 96,465.87
N/A

Year to date Non-Operating Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations (Loan Payments to Northeast Economic Development, Inc.)</td>
<td>1,691.23</td>
</tr>
<tr>
<td>Depreciation Expense</td>
<td>3,432.06</td>
</tr>
<tr>
<td>Loans Written Off</td>
<td>15,021.04</td>
</tr>
<tr>
<td>Loans Forgivable Portion</td>
<td>157.92</td>
</tr>
<tr>
<td>Actual Year to date Revenue Over (Under) Expenditures</td>
<td>116,768.12</td>
</tr>
</tbody>
</table>

Business Loan Disbursements:
#319004 Cahoy General Store, LLC, Spencer, $130,000

Motion: Consideration for acceptance of the February 2019 treasurer’s report as presented.
## Northeast Nebraska Economic Development District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 02/01/2019 Through 02/28/2019

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Current Period Budget</th>
<th>Current Period Actual</th>
<th>Current Period Budget Variance</th>
<th>Total Budget</th>
<th>Current Year Actual</th>
<th>Total Budget Variance</th>
<th>Percent Total Budget Remaining $</th>
</tr>
</thead>
<tbody>
<tr>
<td>400</td>
<td>Federal Grants-EDA</td>
<td>5,833.33</td>
<td>0.00</td>
<td>(5,833.33)</td>
<td>70,000.00</td>
<td>(17,500.00)</td>
<td>(25.00)%</td>
</tr>
<tr>
<td>405</td>
<td>Dues-Community</td>
<td>13,333.33</td>
<td>0.00</td>
<td>(13,333.33)</td>
<td>160,000.00</td>
<td>(159,968.08)</td>
<td>(0.02)%</td>
</tr>
<tr>
<td>406</td>
<td>Dues-Counties</td>
<td>1,173.33</td>
<td>0.00</td>
<td>(1,173.33)</td>
<td>14,080.00</td>
<td>(13,350.00)</td>
<td>(5.18)%</td>
</tr>
<tr>
<td>407</td>
<td>Dues-Associates</td>
<td>1,133.33</td>
<td>0.00</td>
<td>(1,133.33)</td>
<td>13,600.00</td>
<td>12,550.00</td>
<td>(7.72)%</td>
</tr>
<tr>
<td>410</td>
<td>State Funding NDED</td>
<td>5,833.33</td>
<td>0.00</td>
<td>(5,833.33)</td>
<td>70,000.00</td>
<td>69,569.96</td>
<td>(0.61)%</td>
</tr>
<tr>
<td>415</td>
<td>Meeting Income</td>
<td>83.33</td>
<td>0.00</td>
<td>(83.33)</td>
<td>1,000.00</td>
<td>655.00</td>
<td>(34.50)%</td>
</tr>
<tr>
<td>418</td>
<td>NED, Inc. Management</td>
<td>14,583.33</td>
<td>16,837.54</td>
<td>2,254.21</td>
<td>175,000.00</td>
<td>140,104.00</td>
<td>(19.94)%</td>
</tr>
<tr>
<td>420</td>
<td>General Administration Fees</td>
<td>27,095.83</td>
<td>4,054.04</td>
<td>(23,041.79)</td>
<td>325,150.00</td>
<td>89,676.49</td>
<td>(25,473.51)%</td>
</tr>
<tr>
<td>425</td>
<td>Lead Based Paint Inspection</td>
<td>1,500.00</td>
<td>0.00</td>
<td>(1,500.00)</td>
<td>18,000.00</td>
<td>10,718.50</td>
<td>(7,281.50)%</td>
</tr>
<tr>
<td>430</td>
<td>Housing Administration Fees</td>
<td>3,618.75</td>
<td>3,482.08</td>
<td>(136.67)</td>
<td>43,425.00</td>
<td>42,791.58</td>
<td>(6,332.42)%</td>
</tr>
<tr>
<td>433</td>
<td>Construction Management</td>
<td>3,916.25</td>
<td>660.00</td>
<td>(3,256.25)</td>
<td>46,995.00</td>
<td>13,220.68</td>
<td>(33,774.32)%</td>
</tr>
<tr>
<td>440</td>
<td>Local RLF Contributions</td>
<td>0.00</td>
<td>600.00</td>
<td>0.00</td>
<td>4,800.00</td>
<td>4,800.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>444</td>
<td>Loan Closing Revenue</td>
<td>104.16</td>
<td>250.00</td>
<td>145.84</td>
<td>1,250.00</td>
<td>740.00</td>
<td>(510.00)%</td>
</tr>
<tr>
<td>445</td>
<td>NPAIT Investment Income</td>
<td>83.33</td>
<td>98.25</td>
<td>14.92</td>
<td>1,000.00</td>
<td>1,011.61</td>
<td>1.16%</td>
</tr>
<tr>
<td>451</td>
<td>Business Loan Interest</td>
<td>13,333.33</td>
<td>11,562.33</td>
<td>(1,771.00)</td>
<td>160,000.00</td>
<td>91,143.26</td>
<td>(68,856.74)%</td>
</tr>
<tr>
<td>452</td>
<td>Business Loan Late Fee</td>
<td>50.00</td>
<td>0.00</td>
<td>(50.00)</td>
<td>600.00</td>
<td>35.00</td>
<td>(565.00)%</td>
</tr>
<tr>
<td>453</td>
<td>Loan Processing Fee</td>
<td>291.66</td>
<td>0.00</td>
<td>(291.66)</td>
<td>3,500.00</td>
<td>5,400.00</td>
<td>1,900.00</td>
</tr>
<tr>
<td>454</td>
<td>Annual Servicing Fees</td>
<td>833.33</td>
<td>618.53</td>
<td>(214.80)</td>
<td>10,000.00</td>
<td>4,449.82</td>
<td>(5,550.18)%</td>
</tr>
<tr>
<td>460</td>
<td>Special Projects</td>
<td>0.00</td>
<td>1,410.00</td>
<td>1,410.00</td>
<td>0.00</td>
<td>3,060.00</td>
<td>3,060.00</td>
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<tr>
<td>481</td>
<td>Housing Rehab Interest</td>
<td>6.66</td>
<td>0.11</td>
<td>(6.55)</td>
<td>80.00</td>
<td>9.89</td>
<td>(70.11)%</td>
</tr>
<tr>
<td>490</td>
<td>Interest Income</td>
<td>1,083.33</td>
<td>1,584.23</td>
<td>500.90</td>
<td>13,000.00</td>
<td>12,854.01</td>
<td>(145.99)%</td>
</tr>
<tr>
<td>491</td>
<td>Miscellaneous Income</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>390.30</td>
<td>390.30</td>
<td>0.00%</td>
</tr>
<tr>
<td>495</td>
<td>In-Kind Contributions</td>
<td>1,250.00</td>
<td>1,250.00</td>
<td>0.00</td>
<td>15,000.00</td>
<td>10,000.00</td>
<td>(5,000.00)%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>95,139.94</strong></td>
<td><strong>42,407.11</strong></td>
<td><strong>(52,732.83)</strong></td>
<td><strong>1,141,680.00</strong></td>
<td><strong>738,998.18</strong></td>
<td><strong>(402,681.82)</strong></td>
<td><strong>(32.17)%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Current Period Budget</th>
<th>Current Period Actual</th>
<th>Current Period Budget Variance</th>
<th>Total Budget</th>
<th>Current Year Actual</th>
<th>Total Budget Variance</th>
<th>Percent Total Budget Remaining $</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>Salaries and Wages</td>
<td>50,916.66</td>
<td>47,678.83</td>
<td>3,237.83</td>
<td>611,000.00</td>
<td>402,681.83</td>
<td>34.09%</td>
</tr>
<tr>
<td>505</td>
<td>Fringe Benefits</td>
<td>12,333.33</td>
<td>10,607.45</td>
<td>1,725.88</td>
<td>148,000.00</td>
<td>93,396.80</td>
<td>54,603.20</td>
</tr>
<tr>
<td>520</td>
<td>Rent In-Kind</td>
<td>1,250.00</td>
<td>1,250.00</td>
<td>0.00</td>
<td>15,000.00</td>
<td>10,000.00</td>
<td>5,000.00</td>
</tr>
<tr>
<td>521</td>
<td>Telephone</td>
<td>750.00</td>
<td>1,008.90</td>
<td>(258.90)</td>
<td>9,000.00</td>
<td>6,611.98</td>
<td>2,388.02</td>
</tr>
<tr>
<td>522</td>
<td>Postage</td>
<td>333.33</td>
<td>235.00</td>
<td>98.33</td>
<td>4,000.00</td>
<td>2,132.63</td>
<td>1,867.37</td>
</tr>
<tr>
<td>523</td>
<td>Office Supplies</td>
<td>833.33</td>
<td>66.16</td>
<td>767.17</td>
<td>10,000.00</td>
<td>6,915.64</td>
<td>3,084.36</td>
</tr>
<tr>
<td>524</td>
<td>Training</td>
<td>833.33</td>
<td>1,410.00</td>
<td>(576.67)</td>
<td>10,000.00</td>
<td>10,615.52</td>
<td>(615.52)</td>
</tr>
<tr>
<td>526</td>
<td>Travel-Staff</td>
<td>2,333.33</td>
<td>1,880.17</td>
<td>453.16</td>
<td>28,000.00</td>
<td>13,288.35</td>
<td>14,711.65</td>
</tr>
<tr>
<td>530</td>
<td>Printing/Publishing</td>
<td>183.33</td>
<td>0.00</td>
<td>183.33</td>
<td>2,200.00</td>
<td>2,018.00</td>
<td>182.00</td>
</tr>
<tr>
<td>531</td>
<td>Copier Expense</td>
<td>400.00</td>
<td>0.00</td>
<td>400.00</td>
<td>4,800.00</td>
<td>1,708.62</td>
<td>3,091.38</td>
</tr>
<tr>
<td>532</td>
<td>Donations</td>
<td>333.33</td>
<td>0.00</td>
<td>333.33</td>
<td>4,000.00</td>
<td>1,691.23</td>
<td>2,308.77</td>
</tr>
<tr>
<td>535</td>
<td>Computer Maintenance/Software</td>
<td>250.00</td>
<td>796.20</td>
<td>(546.20)</td>
<td>3,000.00</td>
<td>3,788.39</td>
<td>(788.39)</td>
</tr>
<tr>
<td>536</td>
<td>Computer Equipment</td>
<td>958.33</td>
<td>48.16</td>
<td>910.17</td>
<td>11,500.00</td>
<td>7,377.36</td>
<td>4,122.64</td>
</tr>
</tbody>
</table>
### Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 02/01/2019 Through 02/28/2019

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Current Period Budget</th>
<th>Current Period Actual</th>
<th>Current Period Budget Variance</th>
<th>Total Budget</th>
<th>Current Year Actual</th>
<th>Total Budget Variance</th>
<th>Percent Total Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>538 Software Maintenance</td>
<td>1,016.66</td>
<td>566.88</td>
<td>449.78</td>
<td>12,200.00</td>
<td>5,829.61</td>
<td>6,370.39</td>
<td>52.22%</td>
</tr>
<tr>
<td>539 Lead Testing Expense</td>
<td>1,500.00</td>
<td>510.00</td>
<td>990.00</td>
<td>18,000.00</td>
<td>11,465.00</td>
<td>6,535.00</td>
<td>36.31%</td>
</tr>
<tr>
<td>548 Loan Closing Expense</td>
<td>104.16</td>
<td>110.40</td>
<td>(6.24)</td>
<td>1,250.00</td>
<td>1,714.20</td>
<td>(464.20)</td>
<td>(37.14)%</td>
</tr>
<tr>
<td>550 Building Maintenance</td>
<td>287.50</td>
<td>288.75</td>
<td>(1.25)</td>
<td>3,450.00</td>
<td>2,489.18</td>
<td>960.82</td>
<td>27.85%</td>
</tr>
<tr>
<td>551 Utilities</td>
<td>600.00</td>
<td>557.39</td>
<td>42.61</td>
<td>7,200.00</td>
<td>4,055.70</td>
<td>3,144.30</td>
<td>43.67%</td>
</tr>
<tr>
<td>553 Dues/Memberships</td>
<td>750.00</td>
<td>416.67</td>
<td>333.33</td>
<td>9,000.00</td>
<td>5,762.01</td>
<td>3,237.99</td>
<td>35.98%</td>
</tr>
<tr>
<td>554 Subscriptions/Reference</td>
<td>250.00</td>
<td>0.00</td>
<td>250.00</td>
<td>3,000.00</td>
<td>3,520.00</td>
<td>(520.00)</td>
<td>(17.33)%</td>
</tr>
<tr>
<td>555 Advertising/Marketing</td>
<td>250.00</td>
<td>0.00</td>
<td>250.00</td>
<td>3,000.00</td>
<td>1,279.17</td>
<td>1,720.83</td>
<td>57.36%</td>
</tr>
<tr>
<td>556 Insurance</td>
<td>625.00</td>
<td>(124.66)</td>
<td>749.66</td>
<td>7,500.00</td>
<td>6,160.98</td>
<td>1,339.02</td>
<td>17.85%</td>
</tr>
<tr>
<td>560 Legal Services</td>
<td>166.66</td>
<td>0.00</td>
<td>166.66</td>
<td>2,000.00</td>
<td>1,727.78</td>
<td>272.22</td>
<td>13.61%</td>
</tr>
<tr>
<td>561 Audit Fees</td>
<td>633.33</td>
<td>0.00</td>
<td>633.33</td>
<td>7,600.00</td>
<td>7,280.00</td>
<td>320.00</td>
<td>4.21%</td>
</tr>
<tr>
<td>562 Other Professional Services</td>
<td>583.33</td>
<td>224.67</td>
<td>358.66</td>
<td>7,000.00</td>
<td>2,308.84</td>
<td>4,691.16</td>
<td>67.02%</td>
</tr>
<tr>
<td>563 Annual Staff Retreat Expense</td>
<td>41.66</td>
<td>0.00</td>
<td>41.66</td>
<td>500.00</td>
<td>325.52</td>
<td>174.48</td>
<td>34.90%</td>
</tr>
<tr>
<td>564 Depreciation Expense</td>
<td>500.00</td>
<td>400.97</td>
<td>99.03</td>
<td>6,000.00</td>
<td>3,432.06</td>
<td>2,567.94</td>
<td>42.80%</td>
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<tr>
<td>565 Annual Meeting Expense</td>
<td>208.33</td>
<td>0.00</td>
<td>208.33</td>
<td>2,500.00</td>
<td>2,380.17</td>
<td>119.83</td>
<td>4.79%</td>
</tr>
<tr>
<td>566 Board Meeting Expense</td>
<td>125.00</td>
<td>0.00</td>
<td>125.00</td>
<td>1,500.00</td>
<td>0.00</td>
<td>1,500.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>567 USDA Interest Expense</td>
<td>600.00</td>
<td>600.00</td>
<td>0.00</td>
<td>7,200.00</td>
<td>7,200.00</td>
<td>0.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>573 Microenterprise Interest Exp.</td>
<td>283.33</td>
<td>261.47</td>
<td>21.86</td>
<td>3,400.00</td>
<td>2,448.11</td>
<td>951.89</td>
<td>28.00%</td>
</tr>
<tr>
<td>574 RLF Management Contract</td>
<td>416.66</td>
<td>285.00</td>
<td>131.66</td>
<td>5,000.00</td>
<td>690.00</td>
<td>4,310.00</td>
<td>86.20%</td>
</tr>
<tr>
<td>577 Local RLF Contribution Expense</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>80.38</td>
<td>(80.38)</td>
<td>0.00%</td>
</tr>
<tr>
<td>580 Loans Written Off</td>
<td>2,083.33</td>
<td>0.00</td>
<td>2,083.33</td>
<td>25,000.00</td>
<td>15,021.04</td>
<td>9,978.96</td>
<td>39.92%</td>
</tr>
<tr>
<td>581 Loans Forgivable Portion</td>
<td>20.00</td>
<td>19.74</td>
<td>0.26</td>
<td>240.00</td>
<td>157.92</td>
<td>82.08</td>
<td>34.20%</td>
</tr>
<tr>
<td>590 Miscellaneous</td>
<td>41.66</td>
<td>0.00</td>
<td>41.66</td>
<td>500.00</td>
<td>15.00</td>
<td>485.00</td>
<td>97.00%</td>
</tr>
<tr>
<td>602 Vehicle Maintenance</td>
<td>500.00</td>
<td>0.00</td>
<td>500.00</td>
<td>6,000.00</td>
<td>2,163.29</td>
<td>3,836.71</td>
<td>63.95%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>83,294.91</td>
<td>68,498.15</td>
<td>14,796.76</td>
<td>999,540.00</td>
<td>642,532.31</td>
<td>357,007.69</td>
<td>35.72%</td>
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</table>

**Total Revenues Over (Under) Expenditures**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Current Period Budget</th>
<th>Current Period Actual</th>
<th>Current Period Budget Variance</th>
<th>Total Budget</th>
<th>Current Year Actual</th>
<th>Total Budget Variance</th>
<th>Percent Total Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>11,845.03</td>
<td>(26,091.04)</td>
<td>(37,936.07)</td>
<td>142,140.00</td>
<td>142,140.00</td>
<td>96,465.87</td>
<td>(45,674.13)</td>
<td>(32.13)%</td>
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</tbody>
</table>
Northeast Nebraska Economic Development District

Statement of Financial Position - Overall - Unposted Transactions Included In Report
As of 02/28/2019

<table>
<thead>
<tr>
<th>Current Period Balance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
</tr>
<tr>
<td>General Cash</td>
<td></td>
</tr>
<tr>
<td>Cash in Bank - Checking</td>
<td>9,408.73</td>
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<tr>
<td>Unrestricted CD-Stanton State Bank #2995</td>
<td>21,808.60</td>
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<tr>
<td>Unrestricted CD-BankFirst #34875</td>
<td>52,313.38</td>
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<tr>
<td>Unrestricted CD-Midwest #882523</td>
<td>27,097.43</td>
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<tr>
<td>Unrestricted CD-Midwest #881867</td>
<td>1,646.74</td>
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<tr>
<td>Unrestricted-BankFirst #1648078</td>
<td>375,589.33</td>
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<tr>
<td>Unrestricted-BankFirst #1648166</td>
<td>79,662.28</td>
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<tr>
<td>Business RLF Cash</td>
<td></td>
</tr>
<tr>
<td>Security Reserve Account CD-EVB #20832</td>
<td>27,329.48</td>
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<tr>
<td>EDA RLF-BankFirst #1648089</td>
<td>814,211.72</td>
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<tr>
<td>NE CDBG Regional RLF-BankFirst 1648111</td>
<td>243,606.80</td>
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<tr>
<td>IRP RLF-BankFirst #1648122</td>
<td>193,257.50</td>
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<tr>
<td>HUD Business RLF-BankFirst #1648133</td>
<td>101,152.97</td>
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<tr>
<td>IRP #1 Loan Loss Reserve-BankFirst #1648144</td>
<td>48,452.89</td>
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<tr>
<td>IRP #2 Loan Loss Reserve-BankFirst #1648177</td>
<td>27,829.10</td>
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<tr>
<td>Housing Cash</td>
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</tr>
<tr>
<td>Housing Construction-BankFirst #1648188</td>
<td>1,537.53</td>
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<tr>
<td>Accounts Receivable</td>
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<tr>
<td>Accounts Receivable</td>
<td>86,908.10</td>
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<tr>
<td>Business RLF Loans Receivables</td>
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<tr>
<td>EDA RLF Loans Receivable</td>
<td>1,164,274.43</td>
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<tr>
<td>CDBG Regional RLF Loans Receivable</td>
<td>47,919.12</td>
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<tr>
<td>IRP RLF Loans Receivable</td>
<td>1,221,574.42</td>
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<tr>
<td>HUD RLF Loans Receivable</td>
<td>141,202.09</td>
</tr>
<tr>
<td>Housing Notes Receivable</td>
<td></td>
</tr>
<tr>
<td>Regional Rehab Notes Receivable</td>
<td>316.43</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td></td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td>8,061.36</td>
</tr>
<tr>
<td>Allowances for Uncollectible Accounts</td>
<td></td>
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<tr>
<td>Allowance for Uncollectible A/R</td>
<td>(24,000.00)</td>
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<tr>
<td>Allowance for Uncollectible Notes</td>
<td>(418,611.85)</td>
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<tr>
<td>Fixed Assets</td>
<td></td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>205,739.37</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>(181,054.48)</td>
</tr>
<tr>
<td>Total Assets</td>
<td>4,277,233.47</td>
</tr>
</tbody>
</table>

| Liabilities            |                  |
| Accounts Payable       |                  |
| Accounts Payable       | 4,728.93         |
| Other Payables         |                  |
| Other Payables         | 302.59           |
| Lease Payable          | 13,624.80        |
| Payroll Payables       |                  |
| ADD & Life Payable     | 70.00            |
| Accrued FICA Payable   | 3,462.82         |
| Federal Tax Withheld   | 1,742.03         |
| State Tax Withheld     | 848.20           |
| 457 Withheld           | 719.10           |
| Miscellaneous          | 12.46            |
| Health Insurance Payable| 123.85     |
| Cafeteria Premium Payable| 173.54    |

Treasurer's Report V. A
### Northeast Nebraska Economic Development District

#### Statement of Financial Position - Overall - Unposted Transactions Included In Report

**As of 02/28/2019**

<table>
<thead>
<tr>
<th></th>
<th>Current Period Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unreimbursed Medical Payable</td>
<td>(375.00)</td>
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<tr>
<td>Dependent Care Payable</td>
<td>542.33</td>
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<tr>
<td>Child Support Payable</td>
<td>1,500.00</td>
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<tr>
<td>Annual Leave Payable</td>
<td>16,136.11</td>
</tr>
<tr>
<td>HSA Contributions</td>
<td>702.50</td>
</tr>
<tr>
<td>Accrued Unemployment</td>
<td>463.04</td>
</tr>
<tr>
<td>Accrued Salaries</td>
<td>15,756.11</td>
</tr>
<tr>
<td>NEF Loan Payable</td>
<td>99,311.96</td>
</tr>
<tr>
<td>IRP Loan Payable</td>
<td></td>
</tr>
<tr>
<td>IRP #1 Loan Payable</td>
<td>385,692.71</td>
</tr>
<tr>
<td>IRP #2 Loan Payable</td>
<td>330,244.56</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>875,782.64</strong></td>
</tr>
</tbody>
</table>

**Net Assets**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>3,401,450.83</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td><strong>3,401,450.83</strong></td>
</tr>
</tbody>
</table>

**Total Net Assets and Liabilities**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Net Assets and Liabilities</strong></td>
<td><strong>4,277,233.47</strong></td>
</tr>
</tbody>
</table>
NENEDD Board Agenda

Object: Approve Subordination request for Loan #312003 – West Point

Contact Person: Jeff Christensen, NENEDD Business Loan Specialist

For: Action

Background: NENEDD approved and closed this $100,000 loan in April 2015. (15 yrs – 6.00% - current balance $68,303) All payments have been made as promised. Other financing included Cedar Security Bank ($248,891 balance), and City of West Point ($48,000 balance) and $256,000 of equity and investors. NENEDD has the following collateral:

• Deed of Trust on business real estate purchased in 2015
• UCC blanket lien on all business property
• Personal Guaranty from business owner

NENEDD and the business owner is requesting NENEDD subordinate an additional $190,000 for the purchase of new equipment, $96,725 for adjoining 2.71 acres for expansion, and $165,000 to buy out some initial investors. $451,000 total.

The business has experienced positive and profitable financial results since it has opened. Advancements in this industry have made the processes simpler and more affordable for this size of business. In 2018, the business purchased an add’l $190,000 worth of equipment, with a loan from Cedar Security Bank, that is expected to streamline labor and processes to the point of the business needing 1-2 fewer employees. Rather than lay off the employees, the owner plans to utilize the “freed-up” labor to further increase the number of units processed weekly.

Explanation: As the business was making plans to utilize the new equipment purchases, the adjoining 2.71-acre commercial lot came up for sale. ($96,725) They have purchased this lot as well with financing from Cedar Security Bank. As the demand for the business’ products continues to increase, the managers anticipate the need to expand building size and warehouse space. They anticipate numbers of units to be processed, business gross sales and business net profit will continue to improve, and the need for more space can be met on the adjoining lot if necessary.

As the business has been utilizing the new equipment purchases, and finalizing the purchase of the adjoining lot, some specific shareholders have been asking about receiving a return on their original equity investment. In addition to the equipment and real estate purchase, they are planning to buy-out approximately $165,000 of original equity investment with financing from Cedar Security Bank. Original investment amount was $10,000 per share. There were 27 shareholder K-1 forms in the 2018 Income tax packet. The owner is estimating that he’ll have 13 or 14 that will take the buyout.

As part of the subordination, NENEDD would file a deed of trust on the additional 2.71 acres that was purchased and file a deed of trust on the business owner’s personal residence in West Point.

The Northeast RLF committee was presented information on credit scores, net worth, collateral, and financial information as part of the loan summary discussion and recommends this subordination request as presented.

Motion: Consideration for approval of the subordination request for NENEDD loan #312003 as presented and recommended by NENEDD Staff and the Northeast Loan Committee.

Dick Pfeil______ Rich Jablonski______ Glen Ellis______ Nadine Hagedorn______
Christian Ohl______ Judy Mutzenberger______ Dan Kathol______ Jim McCarville______ Loren Kucera______

Y (In Favor of Motion) N (Against Motion) ABS (Abstain) A (Absent)
Object: Staff Reports

Contact Person: See individual reports

For: Discussion

Background: Review of activities for period January – March 2018

Explanation: See attached individual reports
To: NENEDD Board of Directors

From: Thomas L. Higginbotham Jr. Executive Director


- **NENEDD/NED, Inc.**
  - Overall management of organizations, programs and budgets

- **NADO (National Association of Development Organizations)**
  - Participated in NADO annual policy conference in DC. Met with the staff of each office advocating for the federal programs our communities utilize. We also discussed the flooding and each office is there to assist in any way needed.

- **EDA (Economic Development Administration)**
  - Implementing and managing our CEDS scope of work
  - March 27th conference call with state and federal partners on flooding situation and the role of EDD’s in the recovery efforts.

- **DED (Nebraska Department of Economic Development)**
  - Continue communications with DED staff on community projects
  - General management & correspondence of NENEDD and NED, Inc grants
  - Working with DED management on a scope of work for potential fee for service activities

- **Norfolk**
  - Attended various resource team meeting hosted by City economic development department regarding potential economic development projects
  - Attend City of Norfolk subcommittee and council meetings as needed
  - Attend weekly Action Council meeting to discuss economic development projects
  - Continue to meet with City staff on the Community Revitalization program
  - Continue working with City to inventory available lots and building for economic development projects
  - Assisting City in assessing what properties could qualify for Tax Increment Financing (TIF)

- **Fremont**
  - Participated on calls and emails regarding the administration of Fremont’s workforce housing funds.
  - We closed three of the four loans for the Fremont Rural Workforce Housing Program total over $680,000.
  - Attended the annual meeting of the Greater Fremont Development Corporation

Discussion Item VII. A
- Nebraska Regional Officials Council (NROC).
  - Participated in conference calls/emails and discussions related the LB 452 land banks, LB551 increase in funding for EDD’s.
  - Participated in the February LONM conference informational booth.
  - Participated in NROC annual legislative breakfast for the Senators. Had great discussions regarding community and economic development bills.
  - Continue to work with NROC on Economic Development Administration (EDA) planning grant for a state-wide impact study. Working with NROC, EDA, and Department of Economic Development (DED) on state wide Comprehensive Economic Development Strategy (CEDS).
  - Continue to work with National Association of Development Organization (NADO) board of directors on national policy issues and board of directors' strategic plan
  - Participated in NROC conference calls and quarterly board of directors’ meetings
To: NENEDD Board of Directors
From: Tina M. Engelbart, Deputy Director
RE: Quarterly Staff Report – January, February, March 2019

• NENEDD/NED, Inc.
  o Overall management of organizations, programs, budgets and staff

• EDA (Economic Development Administration)
  o Implementing goals of the current Comprehensive Economic Development Strategy (CEDS) scope of work
  o In the process of drafting survey results, town hall meeting input and demographic information for the upcoming 2019 CEDS that is due to EDA June 15, 2019

• DED (Nebraska Department of Economic Development)
  o Continue communications w/DED staff on community projects
  o General management & correspondence of NENEDD and NED, Inc grants
  o Reviewed and attended workshop on the proposed 2019 Annual Action Plan

• NADO (National Association of Development Organizations)
  o Attended the annual Policy Conference in Washington DC & participated in visits to the Hill meeting with Legislative Staff representing Congressman Fortenberry & Bacon as well as Senators Sasse & Fischer

• NHDA (Nebraska Housing Developers Association)
  o Participated in Board of Directors meeting/Governance Committee/Policy Committee conference calls and was re-elected to the Board of Directors for a 2nd term

• NROC (Nebraska Regional Officials Council)
  o Participated in board meetings, conference calls/emails and discussions relating to legislation.
  o Participated in the NROC legislative breakfast in Lincoln
  o Participated in the League of Municipalities Winter Conference in Lincoln

• Coldwell Banker Dover Realtors
  o Participated in weekly agent meetings as appropriate

• SHRM (Society for Human Resource Management)
  o Attended the SHRM Leadership Conference held in Lincoln
  o Continuing to study for the SHRM Exam to obtain my SHRM-SCP designation

• NAHRA (Norfolk Area Human Resources Association)
  o Participated in monthly membership and Board of Directors meetings
  o Served on conference committee and participated in the HR Business Symposium

Attended/Participated in:
• Participated in Legislative calls for Nebraska Regional Officials Council, Nebraska Housing Developers Association, Nebraska Economic Developers Association and the Norfolk Government Affairs Committee
• Attended the Greater Fremont Development Council’s annual meeting

Community Activities:
• Attended North Bend City Council meeting to discuss continued membership
• Attended meetings in Columbus to discuss upcoming housing trust fund application with City staff
• Dodge County/Fremont Investment Fund – General Administration and committee conference calls
TO: NENEDD BOARD OF DIRECTORS

FROM: JEFF CHRISTENSEN, BUSINESS LOAN SPECIALIST

RE: ACTIVITY REPORT – JANUARY, FEBRUARY, MARCH 2019

- PREPARED/REVIEWED AND SUBMITTED:
  - USDA RMAP QUARTERLY REPORT
  - CDBG ED PROGRAM INCOME REPORTS
    - ALLEN          COLUMBUS           KNOX COUNTY          LEIGH           MADISON CO.       PLATTE CO.
    - SCHUYLER       TEKAMAH          VERDIGRE             WAYNE
  - CDBG GENERAL GRANT ADMINISTRATION DUTIES, SEMI-ANNUAL REPORTS, AND REQUEST FOR FUNDS
    - 10-ED-009 (BUSINESS PARK – FREMONT)
    - 16-ED-001 (WEILAND DOORS - MADISON CO.)
    - 16-ED-003 (BREHMER MFG - LYONS)
    - 17-ED-004 (CONTI-TECH - NORFOLK)
    - 17-ED-005 (COLUMBUS HYDRAULICS – COLUMBUS)
  - CDBG ENVIRONMENTAL ASSESSMENT
    - 18-ED-005
  - CDBG MONITORING
    - ALLEN          COLERIDGE         COLUMBUS           HOWELLS          KNOX CO.
    - SCHUYLER       SNYDER            TEKAMAH

- DIRECTED NORTHEAST RLF COMMITTEE MONTHLY MEETINGS

- CDBG/NON-PROFIT DEVELOPMENT ORGANIZATION (NDO) PROCESS MEETINGS
  - SCHUYLER (APPROVED IN FEBRUARY)
  - SNYDER (PENDING APPROVAL AT APRIL VILLAGE Bd MtG)

- ANNUAL SITE VISITS

- MEETINGS WITH BANKS TO DISCUSS BUSINESS RLF PROGRAM

- ATTENDED GREATER FREMONT DEVELOPMENT COUNCIL ANNUAL MEETING

- ATTENDED NORTHEAST NETWORK MEETING IN COLUMBUS

- PARTICIPATED IN CENTER FOR RURAL AFFAIRS PLANNING MEETING FOR FOOD & ART CONFERENCE

- ATTENDED ECONOMIC RECOVERY WORKSHOP AT WAYNE STATE COLLEGE

ONE LOAN WAS CLOSED:

- CAHOY GENERAL STORE, LLC - SPENCER (NENEDD $130,000)

TWO LOANS APPROVED - NOT CLOSED:

- TALON CAPITAL, LLC – WAYNE (NENEDD $250,000 & NED, INC. $250,000)
  - CLOSING 3-29-19
- HEARTLAND CHIROPRACTIC – FREMONT (NENEDD $140,000)

OTHER LOAN OF NOTE:

- #612017 (HARTINGTON) – WRITE-OFF TO BE CONSIDERED IN APRIL
POTENTIAL BUSINESS LOAN PROJECTS:

BAR & GRILL (2) – BUY EXISTING & EXPANSION
CHIROPRACTOR – STARTUP
HEATING/COOLING – EXPANSION
GOLF CLUB – RETENTION
DAIRY – EXPANSION
CONVENIENCE STORE – BUY EXISTING
GROCERY STORE (2) – BUY EXISTING
MANUFACTURING - RETENTION
TRUCKING – STARTUP
SERVICE BUSINESS - EXPANSION
BEAUTY SALON – STARTUP
SPORTS BAR - STARTUP

ABBREVIATIONS:

CDBG – COMMUNITY DEVELOPMENT BLOCK GRANT
DED – NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT
ED – ECONOMIC DEVELOPMENT
IRP – INTERMEDIARY RELENDING PROGRAM
RLF – REVOLVING LOAN FUND
RMAP – USDA RURAL MICROENTREPRENEUR ASSISTANCE PROGRAM
USDA – US DEPARTMENT OF AGRICULTURE – RURAL DEVELOPMENT
To: NENEDD Board of Directors

From: Kristen Rosner, Fiscal Officer

RE: Activity Report – January, February, March

- Meetings/Conferences
  - Attended a webinar for the accounting systems’ cloud-based options
- Reporting as required
  - NED, Inc.
    - RMAP Quarterly report
    - NDO Semi-Annual report
    - Program Income reports for housing funds
    - 1099s
    - 1098s for mortgage interest statements
  - NENEDD
    - Payroll quarterly reports including 941, 941N, unemployment
    - Payroll 2018 reports for W2s
    - 1099s
    - 1098s for mortgage interest statements for NENEDD and communities
    - Program Income reports for housing funds
    - Regional CDBG Economic Development Program Income reports on behalf of communities
- Monthly and daily tasks of accounts payable, accounts receivable, payroll, loan payments, follow-up with loan clients, financial statements, invoicing for services, etc.
- January Board Meeting treasurer’s report for NED, Inc. included examples of two of the statements that will be in the audit in the ASU 2016-14 reporting standard.
- Assisting Housing Department with review of community Deeds of Trust.
To: NENEDD Board of Directors

From: Brittany O’Brien, Administrative Assistant

RE: Activity Report – January, February, & March

Explanation: Activities completed:

- Completing office procedures; ordering office supplies and processing requests; directing phone calls to appropriate staff.
- Updating and inputting data into membership database
- Prepare monthly board meeting packets
- Attended Monthly Board Meetings
- Insurance follow ups for Housing clients.
- Accounts Payables
- Daily Deposits
- Post Office Deliveries
- Updating Monthly Loan Payments

Discussion Item VII. A
To: Northeast Nebraska Economic Development District Board of Directors

From: Judy Joy, Housing Loan Specialist


OWNER/OCCUPIED HOUSING REHABILITATION (OOR)

NED Inc. and Community Reuse OOR Projects
- Contact applicants on regional waiting list for participation in the program.
- Process applications and determine income eligibility.
- Conduct Environmental Reviews on board approved projects.
- Monitor projects and maintain client files.
- Prepare loan documents for approved and completed projects.
- Owner/Occupied Rehabilitation projects completed, and files close this quarter: 1

Village of Walthill 16-HO-15069
- Mail application packets to interested persons.
- Process applications and determine income eligibility.
- Conduct Environmental Reviews on board approved projects.
- Monitor projects and maintain client files.
- Prepare loan documents for approved and completed projects.
- Maintain individual client budget and total grant budget.
- Prepare drawdowns and submit to Nebraska Department of Economic Development for reimbursement of grant funds.
- Monitor the progress of the grant.
- Prepare and submit semi-annual project status report to the Nebraska Department of Economic Development.
- Owner/Occupied Rehabilitation projects completed, and files closed this quarter: 1

City of Fremont 15-CR-003
- Monitoring has been requested.

City of Fremont 15-TFHO-15038
- Monitoring has been requested.

RENTAL HOUSING REHABILITATION

City of Fremont – Comprehensive Revitalization Past Grants
- Track monthly forgivable loan payments.
- Prepare and send lease notification and chargeable rent information to property owners.
City of Madison 17-TFRH-15050
- Process contractor invoices.
- Prepare drawdowns and submit to Nebraska Department of Economic Development for reimbursement of grant funds.
- Monitor progress of grant.

City of Bloomfield 18-TFRH-35006
- Release of Funds Received

DOWN PAYMENT ASSISTANCE (DPA)

NED Inc. Regional Reuse Funds
- Process application and determine income eligibility.
- Conduct Environment Reviews on board approved projects.
- Maintain client files with required documentation.
- Prepare acquisition documents.
- Prepare loan documents.
- Attend loan closings as required.
- Prepare and submit required reports for individual client files to the Nebraska Department of Economic Development.
- Down Payment Assistance loans closed in this quarter: __1_______.

NEW CONSTRUCTION

Norfolk Area Habitat for Humanity 15-TFHP-15044
- Monitoring has been requested.

City of Wakefield 15-TFHP-35028
- Monitoring has been requested.

GENERAL HOUSING ACTIVITIES

- Prepare and assist communities with program income reports.
- Reorganize files and delete files from server.
- Update Community reuse account budget sheets with information from bank statements.
- Revise housing applications.
- Assist planning department with housing grant applications.
- Reviewing community files for Deeds of Trust and Deeds of Reconveyance.
- Prepare a manual for Housing Loan Specialist job duties and instructions for completing those duties.
- Prepare community program income reports and submit to communities for completion.
- Assist communities in completion of program income reports.
- Review down payment assistance guidelines and make changes for City of Columbus grant application.
- Mail monthly housing administration invoices to communities.
• Compare fiscal officer’s element code balances to open grant budget balances.
• Prepare spreadsheets for homeownership limits.
• Provide updates to housing department’s project list.

MEETINGS/CONFERENCE CALLS

• NED, Inc. monthly board meetings.
• Attend meeting in Bancroft for potential housing application
• Attend Nebraska Affordable Housing Trust Fund application workshop in Omaha.
• Attend Nebraska Investment Finance Authority conference in Omaha
• Attend Public Hearing for State of Nebraska Department of Economic Annual Action Plan.
To: NENEDD Board of Directors

From: Martin Griffith, Housing Specialist

RE: Activity Report – January, February, March

Meetings/Conferences

- Attended the NIFA Housing Innovation Marketplace Conference
- Attended National Association of Home Builders local chapter monthly meetings
- Attended Ned, Inc and NENEDD board of Directors meetings
- Attended Community and Housing Board meetings
- Attended Schuyler Housing Development Committee meetings representing NENEDD as a consultant
- Attended Town Hall meetings
- Attended City of Norfolk Planning Commission & sub-committee meetings
- Attended the 2019 Nebraska Planning and Zoning Association Conference
- Attended the Nebraska State Home Builders Association’s Legislative Banquet

Owner Occupied

- Sent application packets to interested individuals
- Processed applications
- Performed initial Housing Quality Standards inspections
- Prepared initial work and board write-ups
- Presented applicants to Board for approval/denial
- Conducted Tier II Environmental Reviews
- Ordered Title Searches
- Ordered Lead Based Paint Audits/Risk Assessments
- Reviewed Lead Based Paint Risk Assessments and revised work write-ups accordingly
- Prepared bid specifications
- Filed and evaluated bids
- Conducted Pre-construction Conferences
- Prepared and issued construction contracts
- Conducted interim and final inspections of repairs
- Reviewed contractor invoices, verified work completed and authorized payment to contractors
- Maintained project files and budgets

Down Payment Assistance program

- Performed initial Housing Quality Standards inspections
- Prepared list of required repairs
- Performed verification of repairs

Ned, Inc Regional Reuse Program

- Initiated one project in the community of Genoa
• Monitored progress on projects in Genoa, Meadow Grove, Fullerton, Fremont, Cedar Rapids, Bloomfield & Plainview
• Verified work completed and authorized payments to contractors
• Completed rehabilitation of one home in Plainview

Walthill Grant

• Completed rehabilitation of one home
• Monitored progress on two projects
• Verified work completed and authorized payments to contractors

Community Reuse Programs

• Initiated projects in the communities of Stanton
• Monitored progress on two projects
• Verified work completed and authorized payments to contractors

Madison Rental Rehabilitation Grant

• Verified work completed and authorized payments to contractors
• Monitored progress on project
TO: NENEDD Board of Directors  
FROM: Mandy Gear, Community Planner  
DATE: March 27, 2019  
RE: Staff Report for January, February, March

Meetings/Conferences
- Attended monthly NE Nebraska network meetings
- Participated in NAHTF pre-application workshop
- Participated in NAHTF Application webinar
- Attended Madison County Housing study kickoff meeting
- Attended 2019 annual action plan public hearing

Community Projects:

Columbus
- Attended Columbus Taskforce Housing meetings in February and March
- Completed ROF and ERR documents and submitted to DED
- Received ERR Clearance and ROF from DED; NWNEN is currently drafting housing management contract and subrecipient agreement
- City engineering department is finishing up the 15th Street design phase for 16-CD-101; bid letting for a contractor is expected to occur in the next couple months; NWNEN continues to search for properties located in the project area to purchase to begin PRR activities.
- Completed General Grant Administration duties for 16-CD-101 and 16-CD-201
- Attended meetings and participated in conference calls with Columbus regarding a NAHTF grant application; submitted a NAHTF pre-application for direct homebuyer assistance; currently working on the final NAHTF application which is due April 30, 2019
- Attended a meeting in Columbus to discuss DTR program

Fordyce
- Completed Community attitude survey and held a results meeting with the Village
- Fordyce hopes to apply for PW funding for a streets project

Oakdale
- Bid letting was held and contractors were selected; Board approved contractors; LSE7 submitted to DED
- Prepared documents and Attended preconstruction meeting for 16-WW-003; Construction to begin in April
- Completed General Grant Administration duties for 16-WW-003

Pender
- Conducted 2nd Public Hearing for 16-PP-010
- Received the 1st draft of Pender’s DTR program guidelines for the DTR grant application
Schuyler
- Attended monthly Schuyler Housing Development Committee meetings
- Completed Final Financial report for 13-CIS-105
- Completed General Grant Administration duties for 14-CIS-005 and 13-CIS-105

Tilden
- Finished up Tilden’s income survey which determined them to only be 45.81% LMI
- Currently assisting Five Rule Planning with Community Survey; strategic planning scheduled for April 23rd with Five Rule Planning and NPPD

Wynot
- Bid letting was held and a contractor was selected; Board approved contractor; LSE7 submitted to DED; Construction planned to begin in August
- Completed General Grant Administration duties for 17-PW-010

Fremont
- Completed ROF and ERR documents for 16-CD-202 and submitted to DED
- Received ROF and Environmental clearance from DED; Architect was previously procured for and project design has started
- Completed general administration duties for 16-CD-202
- Worked with Lowell and the City to complete and submit a CCCFF application for improvements to the City Auditorium

Wakefield
- Completed ROF and ERR documents for 18-PW-013 and submitted to DED
- Completed general administration duties for 18-PW-013

Pierce
- Conducted wage interviews on contractor and subs for Pierce well project
- Conducted Davis Bacon monitoring on certified payrolls received from contractor and subs for Pierce well project
- Submitted additional wage classification request to NDEQ for Pierce well project
- Completed ROF and ERR documents for 18-DTR-102 and submitted to DED
- Received ROF and environmental clearance from DED for 18-DTR-102; Appointed City engineer is Gilmore and Associates; City has been advised to proceed with project design
- Completed general administration duties for 18-DTR-102

Platte Center
- Prepared and mailed 1st and 2nd round of income surveys to the entire Village; They are currently 32.84% LMI; Village is hoping to apply for Water/Wastewater grant

Newman Grove
- Prepared and mailed random 1st and 2nd round of income surveys to Newman Grove; They are currently 50% LMI; Village is hoping to apply for Public Works for street improvements
To: NENEDD Board of Directors

From: Jan Merrill, Community Planner

RE: Activity Report – January, February, March

Meetings/Conferences

Participated in a Federal Transportation BUILD grant Webinar
Participated in the NAHTF grant preapplication Webinar
Participated in the NAHTF full application Webinar
Participated in Annual Action Plan Public Hearing

Community Projects

- Albion
  - Norfolk Downtown Revitalization Grant
    - Assisted the awarded business with the required SAM registration
    - Held preconstruction conferences with business owners and contractors
    - Conducted wage interviews with contractors
  - Completed general grant administration duties
- Beemer
  - Wrote and submitted an Innovative Nebraska Affordable Housing Trust Fund grant application
- Bancroft
  - Meeting with community leaders regarding housing opportunities
- Columbus
  - Attended a meeting with community leaders regarding Downtown Revitalization opportunities
- Cuming County
  - Assisted Cuming County Economic Development Director with housing options
- Hartington
  - Assisting the City’s Economic Development Coordinator with housing opportunities
- Howells
  - Assisting the City with an Income Survey to see if they will qualify for a Public Works grant
- Laurel
  - Assisted the City with their DTR Planning Study
  - Attended Council/Town Hall meeting regarding Community Center options
  - Completed general grant administration duties
- Lyons
  - Assisted the City with their DTR Planning Study
  - Completed general grant administration duties
Norfolk
- **Norfolk Downtown Revitalization Grant**
  - Assisted the awarded business with the required SAM registration
  - Held preconstruction conferences with business owners and contractors
  - Conducted wage interviews with contractors
  - Completed general grant administration duties
- **Comprehensive Development Phase 2 Year 1 Grant**
  - Completed general grant administration duties
- **Comprehensive Development Phase 2 Year 2 Grant**
  - Completed general grant administration duties
- **Tourism Development Grant**
  - Assisted the City with procurement for the design of the Skatepark
  - Completed general grant administration duties
- **Recreational Trails grant was awarded**
- **Wrote and submitted an Innovative Nebraska Affordable Housing Trust Fund grant application**
- **Meeting with Dave Rippe, Nebraska Department of Economic Development Director, regarding housing opportunities for Norfolk**
- **Meeting with Norfolk Riverfront committee**

North Bend
- Attended Economic Development meeting
- Attended Council meeting to discuss options for Economic Development

Scribner
- Assisted with writing a Civic and Community Center Financing Fund grant for upgrades to their auditorium

St. Edward
- Assisted with writing a Civic and Community Center Financing Fund grant for a new Civic Center

Thurston
- Completed general grant administration duties

Wayne
- **Comprehensive Development Phase 2 Year 1 Grant**
  - Completed general grant administration duties
- **Comprehensive Development Phase 2 Year 2 Grant**
  - Attended concept design meetings
  - Assisted with Open House meeting to inform residents of the upcoming street construction
  - Completed general grant administration duties
To: NENEDD Board of Directors

From: Lowell Schroeder, Community Planner

RE: Activity Report – January, February, March

Meetings/Conferences/Other Activities

- Met with two area Economic Developers and a community leader regarding flood recovery resources and disaster recovery strategic planning
- Attended Northeast Network group meeting
- DED Nebraska Affordable Trust Funds Webinars
- Provided input to other staff members regarding questions from communities

Community Projects

- **Bloomfield**
  - Bloomfield Nebraska Affordable Housing Program grant application
    - Assisted contractors with Nebraska Energy Office requirements
    - Grant release of funds has been obtained

- **Creighton**
  - Orientation meeting with new Economic Development Director
  - Creighton Downtown Revitalization Grant
    - Completed general grant administration duties
    - Conducted wage interviews with contractors

- **Fremont**
  - Participated housing development meetings for future grant application
    - Prepared two NAHTF Innovative Demonstration Fund Proposals
    - Prepared one NAHTF pre-application
  - Assisted with preparation of Civic Community Center Financing Fund application for $1,125,000
  - Fremont Comprehensive Development (CD) Grant Year 1
    - Attended concept design meetings and assisted City staff with CDBG bid document requirements
    - Contractor monitoring site visit
  - Fremont Downtown Revitalization Grant
    - Completed general grant administration duties
    - Submitted required Project Status Reports

- **Knox County**
  - Provide input to Knox County Development Agency on communities and potential projects
  - Met to discuss flood disaster resources and recovery strategic planning

- **Madison**
  - Madison 2017 CDBG Public Works Street and ADA Improvements
    - Completed general grant administration duties
    - Assisted Preservation Madison and ADA project Architect with requirements of final design
- **Neligh**
  - Neligh Downtown Revitalization Grant
    - Completed general grant administration duties
    - Conducted wage interviews with contractors
    - Submitted required Project Status Reports

- **Niobrara**
  - Assisted with analysis of community attitude survey
  - Planning for March 28 disaster recovery meeting

- **Osmond**
  - Prepared and submitted NAHTF Innovative Demonstration Fund Proposal
  - Planning and preparation NAHTF housing application
  - Met to discuss flood disaster resources and recovery strategic planning

- **Pierce**
  - Phone call to discuss flood disaster resources and recovery strategic planning

- **Plainview**
  - Met with City, Economic Developer, and housing developer to prepare future housing application for four-unit rental project.
  - Met to discuss flood disaster resources and recovery strategic planning

- **Walthill**
  - Prepare CDBG planning grant for public meeting facilities

- **Wausa**
  - **Wausa** Downtown Revitalization Grant
    - General grant administration duties
    - Conducted wage interviews with contractors
    - Submitted required Project Status Reports
  - Game and Parks Land and Water Conservation grant application for ADA swimming pool renovation was awarded $300,000
  - Prepared Civic Community Center Financing Fund application for $200,000