

**South Central Economic Development District, Inc.**  
**Nebraska Firefighters Museum & Education Center**  
**2434 E 1<sup>st</sup> St., Kearney, Buffalo County, NE**  
**5:30 PM, Thursday, November 18, 2021**

***Mission:** The South Central Economic Development District exists to develop and promote a positive economic climate, which supports regional growth.*

*Our **vision** is to be the resource businesses and communities rely on for advice and connections to programs designed to help businesses grow and insure community sustainability.*

**AGENDA**

**5:30 PM Board of Directors Meeting/Meal:**

- 1) Open Public Meeting Procedures**
- 2) Call to Order/Roll Call**
- 3) Introductions**
- 4) Agenda Approval**
- 5) Minutes of September 30, 2021 Meeting**
- 6) Public Comment: *if commenting on an item not on the agenda, it will not be considered at this meeting***
- 7) Financial Report:**
  - a. Approval of Claims, September 1 – October 31, 2021
  - b. Financial Reports as of October 31, 2021
  - c. Investment Reports:
    - i. Rural Workforce Housing
    - ii. Community Catalyst
    - iii. Operating Funds
- 8) Information Items:**
  - a. Project Information
  - b. Housing Projects
- 9) Discussion/Action Items:**
  - a. Museum housing funding: RWH or SCEDD
  - b. Museum house guidelines to follow
  - c. Employee Benefits
  - d. Appointment to Investment Committee
  - e. Appointment to Housing Committee
  - f. Updated Succession Plan
  - g. Conflict of Interest Policy
  - h. Adopt Strategic Plan for 2022
  - i. Discuss/Approve 2022 Budget
  - j. Evaluation of Executive Director and Wage Discussion/Motion
  - k. Hueftle, Ferguson requests for cash out of PTO
  - l. Discussion of Federal Mandate re: COVID 19 Vaccine
  - m. Election of Officers
- 10) Ratify contract(s):**
  - a. SCEDD Construction Management Services Agreement, Hastings 20-PW-004
  - b. Amendment to the Professional Services Agreement, Shelton NAHTF 19-TFHO-34008
- 11) Next Meeting: 5:30PM Board Meeting, Thursday, January , 2021, Buffalo County, NE**
- 12) Adjourn**

The South Central Economic Development District, Inc. reserves the right to go take agenda items out of order. This body may also go in to closed session if deemed necessary.

**South Central Economic Development District, Inc.**  
**5:30 PM, Thursday, November 18, 2021**  
**Nebraska Firefighters Museum, Kearney, Buffalo County, NE**  
**Meeting Minutes**

***Mission:** The South Central Economic Development District exists to develop and promote a positive economic climate, which supports regional growth.*  
*Our **vision** is to be the resource businesses and communities rely on for advice and connections to programs designed to help businesses grow and ensure community sustainability.*

**The Board Meeting was called to order** at 5:45 PM by President Barb Barnett.

**Open Public Meeting Procedures:** President Barb Barnett indicated the open meetings law was in effect and a copy of the law was available in the room.

**Roll Call**

|                        |                    |                          |                  |
|------------------------|--------------------|--------------------------|------------------|
| <b>Adams</b>           | Dale Curtis        | <b>Buffalo</b>           | Timothy Higgins  |
| <b>Clay</b>            | Barb Barnett       | <b>Franklin</b>          | Raquel Felzien   |
| <b>Hall</b>            | Mary Berlie        | <b>Hamilton</b>          | Roger Nunnenkamp |
| <b>Harlan</b>          | Christian Schluntz | <b>Howard</b>            | Michael Coghlan  |
| <b>Kearney</b>         | Robert Swanson     | <b>Merrick</b>           | Edward Dexter    |
| <b>Nuckolls</b>        | Absent             | <b>Phelps</b>            | Absent           |
| <b>Webster</b>         | Marilyn Alber      | <b>Private Business</b>  | Linda Glause     |
| <b>Stkhldr Org/CCC</b> | Absent             | <b>Stkhldr Org/Const</b> | Keith Dubas      |

**Introductions:** SCEDD Executive Director, Sharon Hueftle, and Deputy Director, LeAnn Jochum.

The **agenda** for this meeting and the **minutes** of the September 30, 2021, meeting were approved by unanimous vote. Raquel Felzien made the motion, Ed Dexter seconded.

**Public Comment:** No comment.

**Financial Reports:**

Bob Swanson made the motion to approve the **Claims for September 1 through October 31, 2021**; Ed Dexter seconded the motion; roll call vote provided unanimous approval.

Sharon provided an overview of the October 31, 2021, year to date financial reports. Marilyn Alber made the motion to accept the **Financial Reports as of October 31, 2021** for filing; Raquel Felzien seconded the motion; roll call vote provided unanimous approval.

Timothy Higgins made the motion to accept the **Investment Reports as of October 31, 2021** for filing; Dale Curtis seconded the motion; roll call vote provided unanimous approval.

**Information Items:**

Sharon Hueftle reviewed **Projects** grant awards to Hastings for Downtown Revitalization and Red Cloud for a Dam Project, noted ongoing projects and grant applications in progress, and informed the board of a change in DED policy that has brought more opportunities to submit proposals for grant administration.

**Housing update report:** The housing loan committee reviewed the contract terms with Jennings Construction and agreed to accept the work schedule and completion date of March 28, 2022. Jochum will be drafting a correspondence to such and requesting confirmation of key components (garage doors, appliances) to be on order to avoid further delays. Keith Dubas reported progress is continuing with duct

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work, windows, furnace, and tub surrounds being in place but not hooked up. Dubas will confirm the plumber is on track for hook-ups and running the sewer to the street as previously arranged.

Jochum reported on the Museum house that Kinnison Homes has provided two quotes – demo prep for \$10,750 and foundation and flatwork for relocation at \$48,750. All inspections required would be addressed in the above quotes. Kinnison can pour the basement due to an opening in December, therefore we can hold our January date with Williams House Movers if the basement is confirmed. The demo, land leveling and site work is still being discussed with the Prairie Museum. Hueftle reported that Kinnison has offered to buy the property in order to upscale the renovation to a higher bracket. This will be considered by the housing loan committee as an option.

Hueftle reported a loan for the Palmer Economic Development housing project was approved for \$285K from the Rural Workforce Housing Fund – this will enable the group to build one house simultaneous to another on their development with their funds. Superior has also requested \$825K to construct 3 homes and at this time the loan fund would be \$70K short so we may counter with a lesser loan amount.

### **Discussion/Action Items:**

- a. Museum House Funding:** Hueftle shared that loan applications have been received that could utilize all RWH funds and NDO funds without funding the museum house. The board was asked to consider funding the museum house with SCEDD funds on hand rather than RWH loan funds. Mary Berlie made a motion to approve funding the Museum House project with SCEDD cash on hand rather than the RWH loan fund; seconded by Keith Dubas; roll call vote provided unanimous decision.
- b. Museum House Guidelines to Follow:** Hueftle noted that RWH guidelines limit the sale price to \$285,000 and presented information regarding housing values in the neighborhood in which the museum house will be set. Due to the size of this house and the neighborhood, it would be appropriate to invest in a higher priced renovation. Dale Curtis made a motion that the Museum House Project rehab will be based on market rate for the neighborhood, motion seconded by Mary Berlie, unanimous approval.
- c. Employee Benefits:** Hueftle presented the research into employee benefits that was completed by LeAnn Jochum. The comparison of leave days to other EDD's was discussed. The board voted to approve the proposed revisions to the paid time off to include 8 paid holidays effective December 1, 2021; 16 hours/mo years 0-3, 18 hours/mo years 3-5, 20.67 hours/mo years 6-10, and 22.67 hours/mo years 11 and up. The board also approved increasing employee benefits to include 1) Health Savings Account employer contribution of \$150/mo per employee; 2) \$50K Term Life insurance policy with accidental death and dismemberment benefit; and 3) Short Term Disability group insurance plan. The board decided not to offer Long Term Disability insurance. The HSA, Term Life and Short Term Disability plans will go into effect January 1, 2022. Board members discussed the need for robust benefits through their experiences at the county level in recruiting candidates to positions. Several board members mentioned the need for SCEDD to continue to explore health insurance options through NACO and any other options, as this will be critical in personnel recruitment efforts.
- d. Appointment to Investment Committee:** Robert Swanson was appointed to the Investment Committee to fill the position vacated by Keith Dubas.
- e. Appointment to Housing Committee:** Marilyn Alber was appointed to the Housing Committee, filling the position vacated by Theresa Puls.
- f. Undated Succession Plan:** Hueftle presented the Succession Plan which was updated to include LeAnn. Tim Higgins made a motion to approve the updated Succession Plan; Michael Coghlan seconded; unanimous approval.
- g. Conflict of Interest Policy:** Hueftle asked each board member to review, sign, and return the Conflict of Interest Policy, which is completed annually.
- h. Adopt Strategic Plan for 2022:** Hueftle presented the Strategic Plan as developed at the planning session held September 30, 2021 prior to the board meeting. Ed Dexter made a motion to adopt the 2022 Strategic Plan; Mary Berlie seconded the motion, unanimous approval.
- i. Discuss/Approve 2022 Budget:** Hueftle presented the 2022 proposed budget, noting the staff

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benefits that were included. Michael Coghlan made a motion to approve the budget as presented, seconded by Tim Higgins; roll call vote provided unanimous approval.

- j. Evaluation of Executive Director and Wage Discussion/Motion:** Barb Barnett reviewed the Evaluation of Executive Director conducted by the Executive Committee. Dale Curtis moved to approve a 4% increase in salary for Executive Director Hueftle, Raquel Felzien seconded the motion; roll call vote provided unanimous approval of those present; Roger Nunnenkamp was absent for the vote.
- k. Hueftle/Ferguson PTO cash out:** Hueftle requested a cash out of excess PTO for herself and Lori Ferguson, approximate 150 hours each with a cash impact of \$7,600. Michael Coghlan moved to approve the both requests, seconded by Raquel Felzien; roll call vote provided unanimous approval.
- l. Discussion of Federal Mandate re: Covid 19 Vaccine:** Hueftle informed the board that Federal Vaccine Mandates could impact SCEDD as a recipient of EDA funding and as administrator for multiple grants - HUD, EDA and FEMA. She encouraged them to consider options as there are staff at SCEDD that are not willing to receive this vaccine.
- m. Election of Officers:** Hueftle recommended the following slate of officers for 2022: Barb Barnett, President; Dale Curtis, Vice President; Theresa Puls, Treasurer; Raquel Felzien, Secretary. Tim Higgins moved to accept the nomination of officers seconded by Christian Schluntz. With no other nominations from the floor, nominations ceased. Roll call vote provided unanimous approval.

**Ratify Contracts:** Marilyn Alber motioned to ratify the contracts listed below; Bob Swanson seconded the motion, unanimous approval.

- SCEDD Construction Management Services Agreement, Hastings 20-PW-004
- Amendment to the Professional Services Agreement, Shelton NAHTF 19-TFHO-34005

**Meeting adjourned 7:32PM.**

**Next Meeting:** 5:30PM Board Meeting & Meal, Thursday, January 27, 2021, Clay County, NE