

***Northeast Nebraska
Regional
Land Bank***

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The Board of Directors of the Northeast Nebraska Regional Land Bank held a board meeting Monday, January 22, 2024, at 12:00 P.M. at the Norfolk Public Library, 308 W Prospect Avenue, Meeting Room A, Norfolk, Nebraska.

1. Roll Call. The following board members introduced themselves and were present: Brian Lundy, John Kouba, Benjamin Temple, Rob Merrill, Randy Wilcox, Rod Johnson, Soshia Bohn, Mayra Mendoza, Juan Sandoval
Absent: None Others present included: Val Grimes, City of Norfolk Director of Planning & Development; Justin Snorton, City of Norfolk Councilperson; Mark Craft, Village of Hadar; Myron Wasson, Village of Hadar; Gary Bretschneider, City of Norfolk Executive Director; Julie Drahota, City of Norfolk Housing Program Manager; Danielle Myers-Noelle, City of Norfolk City Attorney; Lyle Lutt, City of Norfolk Director of Administrative Services; Sally Anderson, City of Norfolk Accounting Specialist; Brandon Gascoigne, City of Norfolk Housing Coordinator/Inspector; Lenaya Callies; City of Norfolk Attorney's office Legal Assistant; Kylee Soderberg, City of Norfolk Administrative Assistant
2. Informed the public about the location of the Open Meetings Act posted in the Norfolk Public Library, Meeting Room A, and accessible to members of the public.
3. A motion was made by Rob Merrill, seconded by Soshia Bohn to approve the amended agenda moving #6 up to #5 to consider adoption of the Bylaws before Election of Officers. AYES: Lundy, Kouba, Temple, Merrill, Wilcox, Johnson, Bohn, Mendoza, Sandoval NAYS: None Motion carried.
4. Discussion was held on consideration of adoption of Bylaws. The Land Bank includes 2 communities, Norfolk and Hadar. The City of Norfolk City Attorney reviewed and pointed out several items in the bylaws. The Land Bank reports to the City Council and annually to the Legislature, meeting procedures, Officers/Terms of board members, Gary Bretschneider is Executive Director and Julie Drahota, Secretary, until self-sustaining, voting board members and backgrounds required, different requirements for a quorum, liability insurance, conflict of interest, board member training, creating special committees, and finance committee appointed. There could be communities that join the land bank in the future. A motion was made by Rob Merrill, seconded by Benjamin Temple to approve adoption of the Bylaws. AYES: Lundy, Kouba, Temple, Merrill, Wilcox, Johnson, Bohn, Mendoza, Sandoval NAYS: None Motion carried.
5. A motion was made by Rod Johnson, seconded by Benjamin Temple to adopt the amended Bylaws with the majority of voting members present and voting. AYES: Lundy, Kouba, Temple, Merrill, Wilcox, Johnson, Bohn, Mendoza, Sandoval NAYS: None Motion carried.
6. Discussion was held on the election of officers. Danielle Myers-Noelle referred to Article 5, Page 7 for Officers of the Board. Elections will include a Chair, Vice Chair, and Treasurer. Discussion was held nominating Rob Merrill as Chair, Soshia Bohn as Vice Chair, and Benjamin Temple as Treasurer. A motion was made by Benjamin Temple, seconded by Soshia Bohn to approve the following officers of the Land Bank board: Rob Merrill, Chair; Soshia Bohn, Vice Chair, and Benjamin Temple, Treasurer. AYES: Lundy, Kouba,



Temple, Merrill, Wilcox, Johnson, Bohn, Mendoza, Sandoval NAYS: None Motion carried.

7. Discussion was held on consideration of Resolution 2024LB-1 setting the standard day and time for future meetings. City staff discussed some dates to stay away from. It was suggested the 4th Monday of the month at 12 Noon would work for the meetings in the future. It was also suggested that the agenda packet go out by email the Wednesday before the meeting for review by the board members. A motion was made by Soshia Bohn, seconded by Juan Sandoval to approve Resolution 2024LB-1 setting the standard day and time for future meetings. AYES: Lundy, Kouba, Temple, Merrill, Wilcox, Johnson, Bohn, Mendoza, Sandoval NAYS: None Motion carried.
8. Discussion was held on consideration of approval of the Conflict of Interest Policy. Danielle Myers-Knoelle read the first paragraph of the guidelines and if board members feel they have a conflict of interest they can reach out to staff. There is conflict of interest forms that would need to be filled out and emailed to staff. If you have a conflict, you will need to abstain or remove yourself from discussion. A motion was made by Mayra Mendoza, seconded by Juan Sandoval to approve the Conflict of Interest Policy. AYES: Lundy, Kouba, Temple, Merrill, Wilcox, Johnson, Bohn, Mendoza, Sandoval NAYS: None Motion carried.
9. In interest of saving time, both Agenda Items 9 & 10 will be discussed and voted on together. Insurance for the Board of Directors and commercial liability insurance for the properties acquired by the Land Bank were discussed. These policies are for 1 year with the possibility of rebidding after the first year. There are not too many comparable types of insurance for Land Banks and the Omaha Land Bank said it was hard to find insurance coverage. The policies are with Frank Arends, Town & Country Insurance. It was noted that Frank Arends is a City Councilperson, and this would not be a conflict of interest. A motion was made by Soshia Bohn, seconded by Juan Sandoval to approve the Public Officials Management and Liability insurance policy with Indian Harbor Insurance Company and commercial liability insurance with GTA Insurance Group. AYES: Lundy, Kouba, Temple, Merrill, Wilcox, Johnson, Bohn, Mendoza, Sandoval NAYS: None Motion carried.
10. Discussion was held on consideration of approval of Resolution 2024LB-2 adopting the mission statement. The mission statement can be revised in the future if the mission changes. These are residential properties that are put back on the tax base with affordable housing being built on the property. The Land Bank can only work with 5% of commercial properties. A motion was made by Rod Johnson, seconded by John Kouba to approve Resolution 2024LB-2 adopting the mission statement. AYES: Lundy, Kouba, Temple, Merrill, Wilcox, Johnson, Bohn, Mendoza, Sandoval NAYS: None Motion carried.
11. Discussion was held on consideration of approval of a funding request to the City of Norfolk City Council. The City Council earmarked \$50,000 of ARPA funds for the Land Bank in year 2022. This letter will go to the City Council at the February 5th Council meeting. Funds from the auctioned Northdale property (\$39,000) the City owned will also go into the Land Bank funds. A motion was made by Benjamin Temple, seconded by Soshia Bohn to approve the funding request letter go to the City Council to request the \$50,000 ARPA funds. AYES: Lundy, Kouba, Temple, Merrill, Wilcox, Johnson, Bohn, Mendoza, Sandoval NAYS: None Motion carried.
12. Discussion was held on appointing a Finance Committee. In Article 4, Section 2, a Finance Committee will be elected by the Board every January familiar with financial practices with a group of 3 board members. The Finance Committee will be Juan Sandoval, Benjamin Temple, and Brian Lundy. It was asked if the audit of the Land Bank could be included with the City of Norfolk's audit. A motion was made by Soshia Bohn, seconded by Mayra Mendoza to approve the Finance Committee of Juan Sandoval, Benjamin Temple, and Brian Lundy. AYES: Lundy, Kouba, Temple, Merrill, Wilcox, Johnson, Bohn, Mendoza, Sandoval NAYS: None Motion carried.



13. Discussion was held on consideration of approval of FY 23-24 budget. The property demo fees were an estimate of how much it might take to demolish a house. Once the property is acquired, we have to make sure the property is safe. The budget year will be through September 30th. Plan to talk to banks and for marketing have flyers made. Plan to have a website page on the City of Norfolk's website. May become a 501(c)3 in the future. The first Monday in March is when the tax certificates come up on tax delinquent properties and the Land Bank can pay for these certificates and possibly own the property after 3 years. A motion was made by Benjamin Temple, seconded by Juan Sandoval to approve the FY 23-24 budget. AYES: Lundy, Kouba, Temple, Merrill, Wilcox, Johnson, Bohn, Mendoza, Sandoval NAYS: None Motion carried.
14. It was asked if information on the land bank could be prepared to include the mission statement so this could be explained by the board. Gary Bretschneider and Val Grimes are going to the Home Builders meeting on February 13th to promote the Land Bank. Three house plans are available for building on infill lots. Will watch for yellow/red tagged properties. We are not competing with the private sector.
15. The meeting was adjourned at 1:35 P.M.

The Northeast Nebraska Regional Land Bank shall have the right to modify the agenda to include items of an emergency nature at the public meeting as outlined in Section 84-1, 411 Revised Statutes of Nebraska.



Julie Drahota

Secretary

Northeast Nebraska Regional Land Bank

