



**CITY OF SCOTTSBLUFF
City Hall Council Chambers
2525 Circle Drive
LB 840 Application Review Committee**

**Regular Meeting
March 10, 2023
9:00 AM**

1. **Roll Call**
2. **For public information, a copy of the Nebraska Open Meetings Act is posted in the back of the room on the south wall.**
3. **Notice of changes in the agenda by the city manager** (Additions may not be made to this agenda less than 24 hours before the beginning of the meeting unless added under Item 4 of this agenda.)
4. **Citizens with business not scheduled on the agenda** (As required by state law, no matter may be considered under this item unless the committee determines that the matter requires emergency action.)
5. **Approval of Minutes**
 - a) Approval of Minutes
6. **Economic Development Assistance Application Funding**
 - a) Economic Development Assistance Funding
7. **Consideration of Applications for Economic Development Assistance**
 - a) Receive Information and Consider Action on TCD RWHF 2023
8. **Closed Session (to consider any of the above matters, where an Executive Session is appropriate).**
 - a) Following passage of motion to enter into executive session, presiding officer must state purpose of executive session.
9. **Reports from Staff, Boards & Commissions**
 - a) Reports (informational only)
10. **Adjournment.**

City of Scottsbluff, Nebraska
Friday, March 10, 2023
Regular Meeting

Item 1

Approval of Minutes

Staff Contact:

CITY OF SCOTTSBLUFF
ECONOMIC DEVELOPMENT APPLICATION REVIEW COMMITTEE
November 8, 2022

A meeting of the Economic Development Application Review Committee was advertised for November 8, 2022 at 9:00 a.m. at City Hall, 2525 Circle Drive, Scottsbluff, Nebraska. A quorum of the Committee was available.

Present at the meeting were Committee members Marla Marx, Nate Merrigan and Jim Trumbull. Also present were Kent Hadenfeldt, City Attorney, Sharaya Toof, Small Business Outreach/Public Relations Coordinator for the City, Zach Glaubius, Planning Administrator for the City, and Starr Lehl, Economic Development Director for the City. Member Nate Merrigan presided over the meeting.

The meeting was called to order at 9:10. Roll call was completed. Committee Member Merrigan pointed out the Open Meetings Act poster on the west wall of the meeting room.

There were no changes to the agenda.

There were no citizens with business other than what was on the agenda.

The next order of business was the approval of the minutes for the October 28, 2022 meeting. It was moved by Committee member Trumbull and seconded by Committee member Marx to approve the minutes. Voting yes: Marx, Merrigan and Trumbull. Voting no: none.

The next order of business was to remove from the table the LB840 Application for Brandon Rajewich. It was moved by Committee member Trumbull and seconded by Committee member Marx to remove the Application from the table. Voting yes: Trumbull, Marx and Merrigan. Voting no: None.

The next order of business was to receive information and consider action on the Brandon Rajewich LB840 Application. Mr. Rajewich was present. Information was exchanged regarding the need for and the amount of the loan application. It was presented that currently there are eleven employees and there were eleven full-time employees at the time the business was acquired in October. The five new employees will be added based upon an influx of capital and this loan. Some numbers were discussed and a payment schedule was discussed. The Applicant would prefer an annual payment sometime in the fall, either October or November. The Applicant asked about the number of full time employees for the five-year period of the amortization schedule. It was discuss that anything over eleven full time employees would be credited against the annual payment. Approximate payment amounts and bonding assistance through the use of the influx of capital were also discussed.

After questions and information were exchanged, there was a discussion regarding security for the loan through a Deed of Trust, Security Agreement and Guaranty. In addition, there were questions on whether or not the Applicant was a qualifying business and engaged in an eligible

activity under the Plan. Because of the work performed in Wyoming, it was determined the Applicant would be qualified and eligible.

It was moved by Committee member Trumbull and seconded by Committee member Marx to recommend a loan in the amount of \$257,000.00 to be amortized over a period of 5 years with an interest rate equal to the mid-term rate and to provide for an offset equal to the number of full-time employees over eleven as reported by the Applicant. In addition, security will be provided through a Deed of Trust, Security Agreement and Guaranty of the Applicant. Voting yes: Marx, Trumbull and Merrigan. Voting no: none.

There were no other items of business and the meeting was adjourned at 9:31 a.m.

Starr Lehl, Economic Development Director

City of Scottsbluff, Nebraska
Friday, March 10, 2023
Regular Meeting

Item 1

Economic Development Assistance Funding

Staff Contact: TCD

**City of Scottsbluff
Economic Development Grant Application**

1. Applicant Information:

Business Name: Twin Cities Development Association, Inc.

Address: 1620 Broadway, Scottsbluff, NE 69361

Applicant Contact: Jordan Diedrich

Business Phone: 308-632-2833 Cell Phone: 308-765-1141 Fax: 308-633-2854

E-mail address: jdiedrich@tcdne.org

2. Business Information:

Structure of Business (proprietorship, partnership, LLC, corporation, etc): Corporation

Ownership breakdown (include percentages for each Owner): 501c4

General Description of Business: Economic Development Organization focused on: lead generation, business retention, and expansion, entrepreneurship, grant writing and administration, workforce housing, workforce recruitment, marketing, job posting services, business and property listings, and community tours.

Products/Services: Business assistance to other qualifying businesses. Focus on bringing in investment into western Nebraska.

Number of years in Business (or if a new Business, describe Owners experience in this type of business): Over 40 years

Proposed Location Address: 1620 Broadway, Scottsbluff, NE 69361

Current Zoning Classification:

3. Employment:

Base (current) number of full-time positions: 0

Full-time positions to be created: Construction jobs from the contractors 5 to 15

Salary/Wage Range: \$12 - \$22 per hour

Benefits provided to employees (include any contribution required by Employees): Employees will be hired by the individual contractors that will apply to the RWHF.

4. Financial Need:

Total project cost estimate: \$1,500,000

Breakdown of use of funds: \$1,500,000 for rehabilitation and new construction housing projects

Date funds are needed: Commitment needed by March 23, 2023 Funds needed by May, 2023 (before release of grant funds)

Investment to be made by Applicant (Amount & Source): TCD will manage and administer the grant funds.

Loan(s) to be obtained (Amount & Bank Name): No loan funds are allowed. The funds must be a cash donation.

LB840 financial assistance amount requested for the Project: \$200,000 as match funds

**The committee reserves the right to make part of the funds Grant (forgivable loan) and part of the funds Loan, which in non-forgivable and has repayment terms.

Other Loans/Grants (CDBG, TIF, Re-Use, etc.): Rural Workforce Housing grant for up to \$1,000,000 depending on match amount. It is a 2:1 match.

5. Security Available:

Guarantor(s):

Real Estate:

Existing Liens:

Personal Property:

Existing Liens:

Stock / LLC Interests:

Other:

6. Eligibility:

Principal Source of Income from (circle one):

- a. Manufacturing
- b. Research & development

- c. Processing, storage, transport or sale of goods or commodities in interstate commerce
- d. Sale of Services in interstate commerce
- e. Headquarters facilities relating to eligible activities
- f. Telecommunications activities
- g. Tourism-related activities
- h. Construction and rehabilitation of housing**
- i. Retail trade where the principal source of income is from retail sales of products manufactured on the premises.
- j. Film production (Nebraska Film Office Activity Registration Form is also required).

Statement of how project is consistent with the goals of the Scottsbluff Economic Development Program: Revolving loan fund for rural workforce housing that is lent to contractors and/or eligible housing organizations to build appropriate workforce housing solutions in communities in western Nebraska.

Describe any pending legal action(s), to include the amount at risk and a summary of how ownership is reacting to the action(s): None

7. Additional Information to be submitted:

- a. Resumes of Owners, Management & Key Employees (include experience, training, credentials & work history).
- b. Brief history of your business and where you see your business going in the next 5 years, with emphasis on the impact to the City of Scottsbluff.
- c. Personal Financial Statement of Guarantors and anyone owning 25% or more of the business. Note: documentation verifying assets and liabilities shall be made available upon request. NA
- d. Income statement covering the past 2 years of business operations, if in business for that long. Copies of filed tax returns are acceptable and the most recent year's return must be included.
- e. Business Plan, to include:
 - Total project costs to include itemized use of funds
 - Lender Commitments
 - Investor Commitments
 - Financial projections for the next 3 years.
 - Employment projections for the next 3 years
 - Identification of jobs to be created by description, number, average wage, benefits, etc.
 - Information as to suppliers, and in particular, those in the Scottsbluff area

- f. References, to include name, position, address and phone number:
- g. Any other information that you feel will assist the City in evaluating your Application. Please include any marketing or sales brochures. See state guidelines for RWHF
- h. With respect to the Business, or any persons owning 25% or more of the business and any officers, indicate if there is any past or pending litigation which either has resulted in or could result in a judgment against the Business or any such person. List the nature of the judgment or pending action, and whether any portion remains unpaid as of this date.
NA
- i. With respect to any persons owning 25% or more of the business and any officers, indicate any who have been convicted of or plead guilty to any criminal charge or violation of law, excepting minor traffic offenses. List the nature of the charge, where the charge occurred and the year and month of the conviction or plea.
- j. Applicant agrees to sign waiver form provided by the City of Scottsbluff for Background and Credit Check.

8. Nebraska Advantage Act:

The Applicant certifies to the city as follows (select one):

The applicant has not filed nor does it intend to file an application with the Nebraska Department of Revenue to receive tax incentives under the Nebraska Advantage Act with respect to this project.

The Applicant has filed or intends to file an application with the Department of Revenue to receive tax incentives under the Nebraska Advantage Act for the project. If so, indicate if such application includes or will include, as one of the tax incentives, a refund of the City's local option sales tax revenue: __ ; and whether such application has been approved under the Nebraska Advantage Act: __ .

I certify that the information presented in connection with this Application for Economic Development Assistance is true and correct. Consent is given to the City of Scottsbluff to contact references, conduct one or more credit checks, criminal background checks, and to verify the information contained in this Application.

Dated: 2/27/2023

By: 
Title: Executive Director

City of Scottsbluff, Nebraska
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Item 1

Receive Information and Consider Action on TCD RWHF 2023

Staff Contact:

2023 Rural Workforce Housing Fund

Scottsbluff LB840

2020 RWHF

- Low-interest, short-term loans
 - 0% new construction
 - 2% rehabilitation
 - 15 months or house sells
- Contractors, builders, individuals
- \$1.83 million available
- \$1.82 million allocated



2020 RWHF

Limits

- Owner occupied
 - Max of \$325,000 per unit
- Rentals
 - Max of \$250,000 per unit
- \$20,000 loan minimum
- Rehab cost must exceed 50% of assessed value

2020 RWHF

Eligible expenses

- Purchase of real estate
- Construction
- Supplies
- Material
- Subcontractor expenses

2020 Scottsbluff

Match: \$350,000 contributed

Projects: \$1,425,397.59 allocated

- Six rehabilitation projects
- One single-family new construction
- 10-unit duplexes
- One rehabilitation house is on the market
- The remaining are in progress

Projects

Rehabilitation

- 1606 Ave H
- 1820 Ave G
- 2502 Ave B
- 1824 Ave H
- 112 W 36th St
- 1717 Ave K

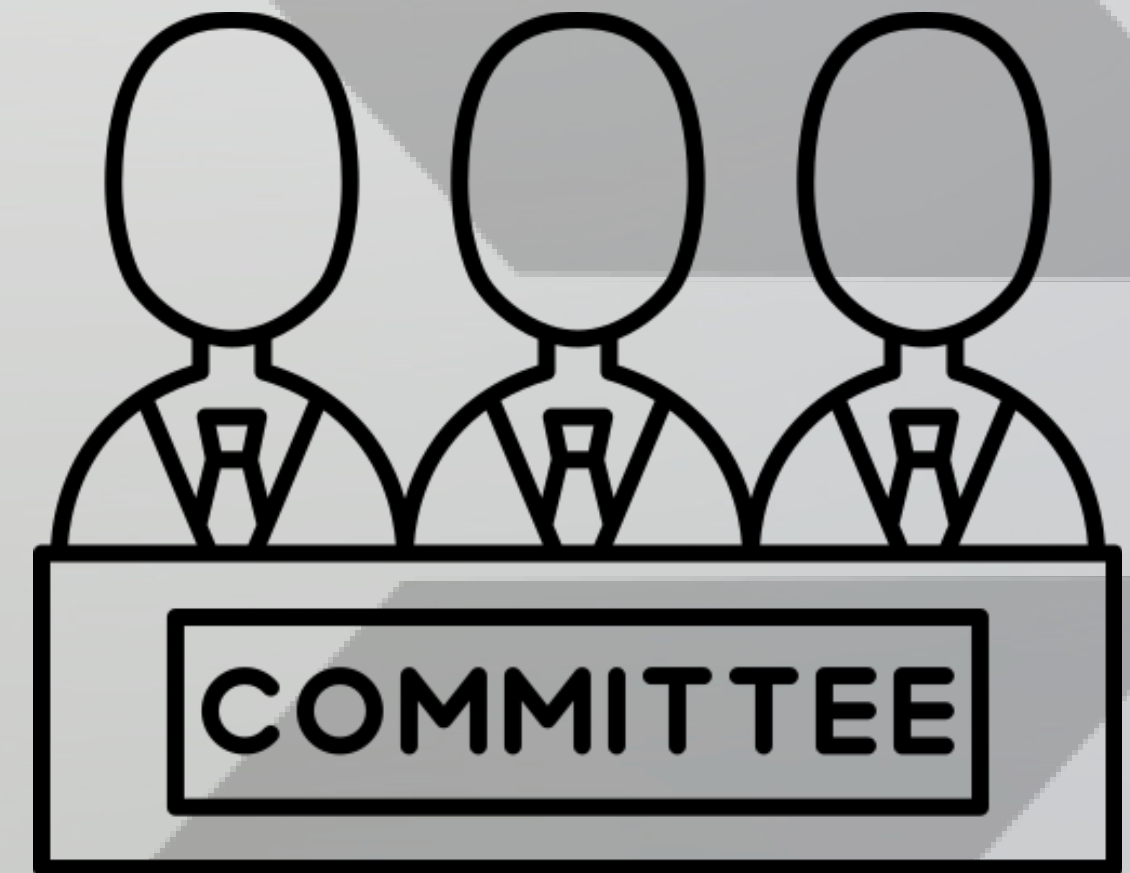
Projects

New Construction

- Single-family: 2401 Ave F
- 10-unit duplexes: Circle Drive

Review Committee

- Mike Downey
- Kelly Strey
- Adam Hoelsing
- Brendan Rice
- Bryan Venable
- Annita Doggit
- Rawnda Pierce
- Jordan Diedrich

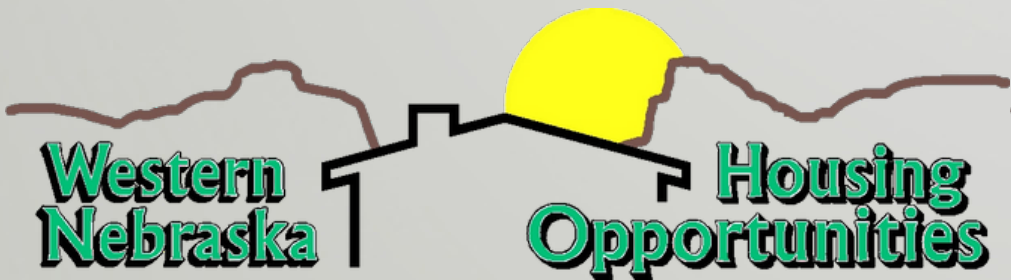


Review Committee

Application

- Property information
- Project summary
- Timeline
- Estimated costs
- Experience
- Site plan
- Personal/business financials

2020 Funding Partners





TCD Housing

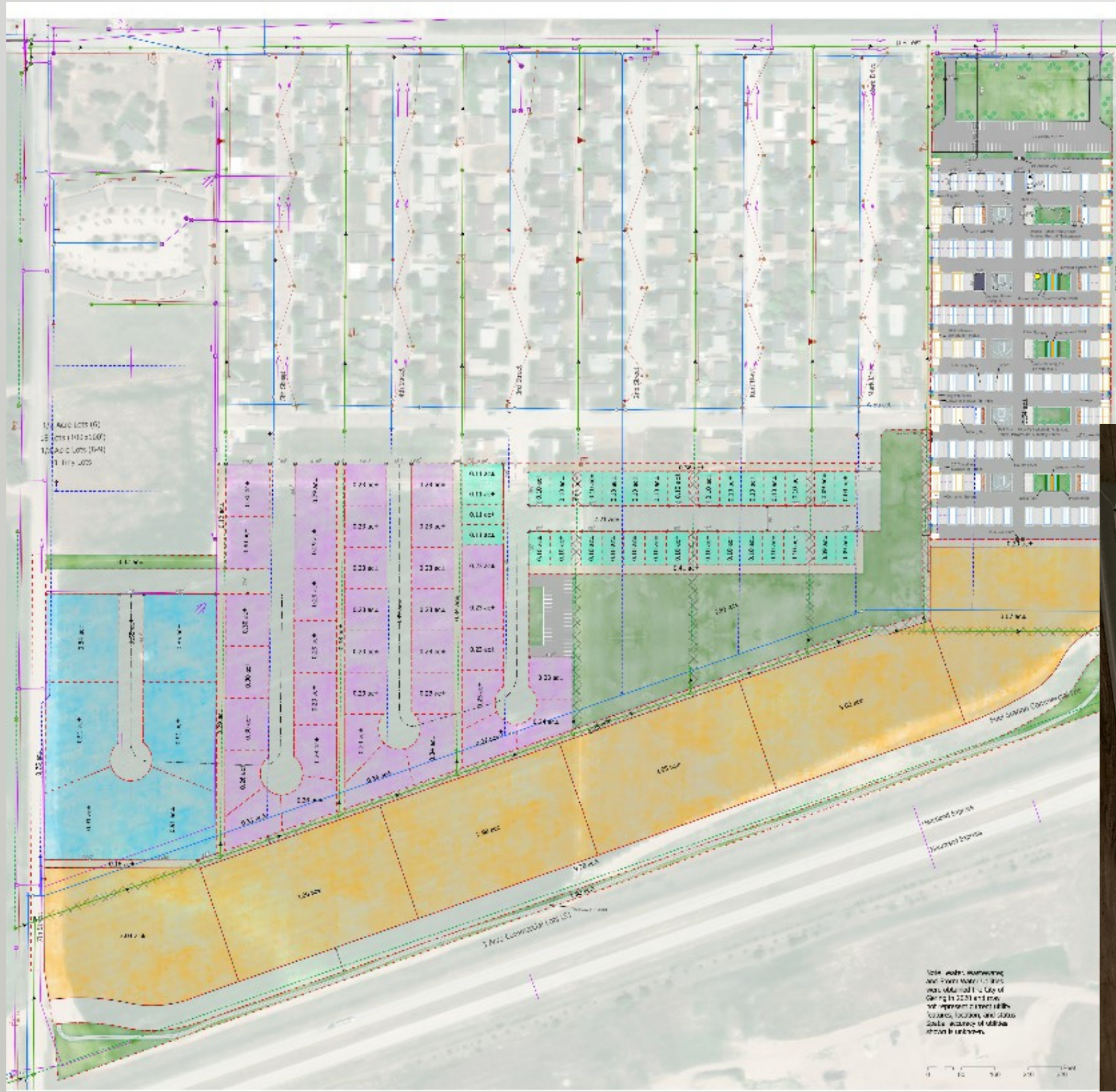






TCD Housing





2023 RWHF

- Same program and guidelines as 2020
- 1/2:1 match
 - \$1,000,000 funding available
 - \$500,000 match needed
 - Requesting \$200,000 from LB840
 - Total of \$600,000 with match
- Two years to spend State's money

2023 RWHF

- Projected match amounts
 - Scottsbluff: \$200,000
 - Gering: \$200,000
 - Kimball: \$100,000
 - Dept of Economic Development: \$1 million
- Total: \$1.5 million

THANK YOU for your continued
support of Twin Cities
Development and the economic
growth of our community!

Jordan Diedrich
Executive Director
(308) 632-2833
jdiedrich@tcdne.org

City of Scottsbluff, Nebraska
Friday, March 10, 2023
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Item 1

**Following passage of motion to enter into executive session,
presiding officer must state purpose of executive session.**

Staff Contact:

City of Scottsbluff, Nebraska

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Item Reports1

Reports (informational only)

Staff Contact: