



**CITY OF SCOTTSBLUFF  
Scottsbluff City Hall  
2525 Circle Drive  
LB 840 Citizen Review Committee**

**Regular Meeting  
September 11, 2023  
12:00 PM**

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 north wall.**
3. **Notice of changes in the agenda by the Program Administrator** (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) The meeting of October 6, 2022
6. **Review Items**
  - a) Review 6/30/23 Spreadsheet
7. **Discussion Items**
  - a) Discuss Prime Metals
  - b) Discuss Default LB840 Loans
    - i) Elite Urgent Care
    - ii) Open Door Counseling
8. **Next Meeting Date:**
  - a) Discuss Date of next meeting
9. **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.
10. **Adjournment.**

**City of Scottsbluff, Nebraska**  
**Monday, September 11, 2023**  
**Regular Meeting**

**Item 1**

**The meeting of October 6, 2022**

**Staff Contact:**

**CITY OF SCOTTSBLUFF**  
**CITIZENS ADVISORY REVIEW COMMITTEE MINUTES**  
**October 6, 2022**

The meeting of the City of Scottsbluff Economic Development Program Citizens Advisory Review Committee was held on October 6, 2022 at 11:00 a.m., at City Hall, 2525 Circle Drive, Scottsbluff, Nebraska.

Committee members in attendance were Diane Vandenberg, Mark Harris, Marci Meyer, Scott Phillips, and Sam Mark. Also in attendance were Adam Hoelsing (Deputy City Attorney), Elizabeth Loutzenhiser (co-City Manager and City Finance Director), Starr Lehl (City Economic Development Director), and Sharaya Toof (City Small Business Outreach/Public Relations Coordinator).

Chairman Harris presided over the meeting. A copy of the Nebraska Open Meetings Act was noted as being located on the south wall of the Chamber. No changes were made to the agenda and no citizens were present with business not scheduled on the agenda.

First item of business was to approve the May 3, 2022 meeting minutes. It was moved by member Mark and seconded by member Vandenberg to approve the minutes of the May 3, 2022 meeting. Voting yes: Vandenberg, Mark, Meyer, Phillips, and Harris. Voting no: None.

The next item on the agenda was a review of the Economic Development Program annual reports for year ending March 31, 2022 and June 30, 2022. All business reports were in compliance with agreements executed by the City for the Economic Development Program and any modifications to those agreements, except for Elite Urge Care, LLC which was in active collections via bankruptcy and Open Door Counseling, LLC, which was in active collections. Following presentation by co-City Manager Loutzenhiser, it was moved by member Phillips and seconded by member Mark to approve the annual reports for year ending March 31, 2022 and June 30, 2022. Voting yes: Vandenberg, Mark, Meyer, Phillips, and Harris. Voting no: None.

The next item on the agenda was a modification to the Economic Development Assistance Agreement with Eaglemed LLC. Counsel Hoelsing presented on the modification. Eaglemed LLC had previously executed an Assistance Agreement with the City Scottsbluff Nebraska, but before the end of the term of that Assistance Agreement the assets and employees of Eaglemed LLC were transferred to an affiliate corporation, that being Guardian Flight LLC. Otherwise, all assets of the fixed wing medical ambulance remained in Scottsbluff, the employees remained in Scottsbluff, and the purpose of the original Assistance Agreement was continuing to be served by Guardian Flight LLC. Staff was proposing approval of the modification in order for Guardian Flight LLC to continue job performance reports as well as earn all job performance credits under an extended term. It was moved by member Meyer and seconded by member Phillips to approve the modification to the Economic Development Assistance Agreement with Eaglemed LLC, naming Guardian Flight LLC as the new party to the Agreement and extending the term of the Agreement. Voting yay: Meyer, Phillips, Vandenberg, Mark, and Harris. Voting no: None.

The next item on the agenda was presentation by Mrs. Lehl and Ms. Toof regarding the addition of retail as a qualifying business to the City of Scottsbluff Economic Development Program. Retail was recommended to be added to the Economic Development plan under the following parameters:

1. Assistance to any retail applicant would be the maximum of \$10,000 or 50% of the project;
2. The Applicant must show 10% monetary investment in the project;
3. The Applicant must be located within the current business improvement district;
4. The Applicant must have a bank or other financing involved in the project;
5. The Applicant would need to submit invoices before payment is disbursed, and the Applicants would be encouraged complete small business training sessions;
6. The total assistance provided by the Economic Development Program in any one fiscal year to strictly retail businesses could not exceed more than 20% of the sales tax receipts for the Program during the previous fiscal year.

Following discussion, it was moved by member Mark and seconded by member Phillips to recommend the inclusion of retail as qualifying businesses under the discussed and presented parameters mentioned above. Voting yay: Harris, Phillips, Mark, Meyer, and Vandenberg. Voting nay: None.

Following that discussion, the meeting was adjourned at 11:53 a.m.

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Starr Lehl, Economic Development Director

**City of Scottsbluff, Nebraska**  
**Monday, September 11, 2023**  
**Regular Meeting**

**Item 1**

**Review 6/30/23 Spreadsheet**

**Staff Contact:**

**City of Scottsbluff, Nebraska**  
**Monday, September 11, 2023**  
**Regular Meeting**

**Item 1**

**Discuss Prime Metals**

**Staff Contact:**

**City of Scottsbluff, Nebraska**  
**Monday, September 11, 2023**  
**Regular Meeting**

**Item 2**

**Discuss Default LB840 Loans**

*Elite Urgent Care*

*Open Door Counseling*

**Staff Contact:**

**City of Scottsbluff, Nebraska**  
**Monday, September 11, 2023**  
**Regular Meeting**

**Item 1**

**Discuss Date of next meeting**

**Staff Contact:**



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presiding officer must state purpose of executive session.**

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