UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION (UERPC)
BOARD MINUTES OF JANUARY 23, 2020 MEETING

MEMBERS PRESENT: Jack Knight, Larry Schellhammer, Mary Koopman, Barb Collins, Ray Peterson, Patti Ruff, Brett Devore, Leon Griebenow, Marty Stanbrough, Sue Updegraff, Mark Bohle, Pat Murray, Alison Holten, Mark Kuhn, Nina Taylor, Dean Thompson and Sam Whitehead

MEMBERS ABSENT: Bonnie Basemann and Roger Arthur

OTHERS PRESENT: Christi Meyer (Hacker Nelson), Rachelle Howe, Karen Cooper and Diana Johnson

After introductions were made, Chairman Kuhn called the meeting to order at 1:04 pm at UERPC's Postville office. Roll call was taken. A quorum was present.

APPROVAL OF AGENDA: Motion was requested for approval of the agenda. A motion was made for approval by Murray with the addition of Peggy Sherrets added to board seat discussion on item 13; seconded by Ruff. No further discussion. Motion carried unanimously.

PRESENTATIONS: Christi Meyer from Hacker Nelson was in attendance to discuss the audit completed as of June 30, 2019. Several items of the report were discussed, and members were encouraged to ask questions.

AUDIT: Motion was requested for approval of the audit. A motion was made by Thompson; seconded by Peterson to approve the audit as presented. No further discussion. Motion carried unanimously.

APPROVAL OF MINUTES: Motion was requested for approval of the special meeting minutes of the December 5, 2019 meeting. A motion was made for approval by Holten with the amended changes discussed added; seconded by Taylor. No further discussion. Motion carried unanimously.

OFFICERS: A motion was made by Griebenow; seconded by Bohle to approve the following slate of officers for 2020 as presented by the nominating committee: Larry Schellhammer, Chairman; Pat Murray, Vice Chairman; Diana Johnson, Secretary and Alison Holten, Treasurer. No further discussion. Motion carried unanimously.

Schellhammer then proceeded to lead the meeting.

DISBURSEMENTS: Cooper presented the list of disbursements from October 1, 2019 to December 31, 2019 to the board for review. A motion was made by Updegraff; seconded by Koopman to approve these disbursements for UERPC. No further discussion. Motion carried unanimously.

TREASURER'S REPORT: Cooper also presented the treasurer's report to the board for review. A motion was made by Knight; seconded by Bohle to approve the treasurer's report as presented. No further discussion. Motion carried unanimously.

CAR REPLACEMENT: Howe explained that UERPC needs a van replacement for the Decorah office due to high mileage on the current vehicle. Howe will send a request to dealerships within the five-county region. A motion was made by Kuhn; seconded by Peterson to approve up to $25,000 for replacement of the current van. No further discussion. Motion carried unanimously.

PERSONNEL POLICY: Howe discussed recent updates to the personnel policy in the areas of PTO, travel and training expenses. After some discussion, a motion was made by Thompson; seconded by Bohle to accept these changes as presented. No further discussion. Motion carried unanimously.

BANKING DUTIES: Cooper discussed the addition of new finance staff to UERPC. A motion was made by Murray; seconded by Ruff to approve Mary Fitch to perform banking duties on behalf of UERPC. No further discussion. Motion carried unanimously.

ROOF REPAIRS: Kuhn and Howe explained the Decorah building roof is in dire need of some repairs. The project has been put out for bids but are due after the commission meeting date. A motion was made by Bohle;

seconded by Peterson to give Mark Kuhn authority to oversee the bid process for the roof repairs. No further discussion. Motion carried unanimously.

BOARD APPOINTMENTS: Howe explained the board seat appointments were up for re-election in each county. These re-appointments have been approved by each county supervisor group and will be appointed for a three-year term. One seat (Collins) is fulfilling a two-year term of a previous member's seat and two seats (Devore and Whitehead) are fulfilling a one-year term of a previous member's seat.

EXECUTIVE DIRECTOR'S UPDATE: Howe had prepared a director's report and sent within the board packets. She highlighted the Postville apartment repairs and Decorah building renovations, Federal Home Loan Bank grant of $750,000 and the Homes for Iowa project, with a potential tour to Newton in March.

HEALTH RENEWAL: Howe explained the recent 10% increase in health insurance for the commission. Dental is now within the same company as health. Vision, life and disability insurance all stayed the same.

FLOOR ITEMS: No floor items were discussed.

NEXT MEETING: The next meeting is scheduled for Thursday, April 23, 2020 at 1:00 pm at the Postville office.

ADJOURNMENT: Motion by Bohle; seconded by Kuhn to adjourn the meeting. No further discussion. Motion carried unanimously. Meeting adjourned at 2:01 pm.

The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for any corrections or omissions.

/s/ Diana Johnson, Recording Secretary