UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION (UERPC)
BOARD MINUTES OF JANUARY 28, 2021 MEETING

This meeting took place via electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa. As a result of the spread of COVID-19 in the state of Iowa and based on the latest guidance from the Centers for Disease Control and Prevention, it was impractical for the UERPC Board to meet in person. Therefore, the meeting took place virtually via the Zoom electronic meeting platform.

MEMBERS PRESENT: Jack Knight, Mary Koopman, Larry Schellhammer, Bonnie Basemann, Ray Peterson, Roger Arthur, Marty Stanbrough, Sue Updegraff, Mark Bohle, Pat Murray, Alison Holten, Peggy Lensing, Nina Taylor, Shirley Vermace, and Mark Vick. Leon Griebenow joined at 1:03 pm.

MEMBERS ABSENT: Barb Collins, Patti Ruff, and Brett Devore

OTHERS PRESENT: Rachelle Howe, Heidi Hackman, Karen Cooper, Christi Meyer, and Diana Johnson

Schellhammer called the meeting to order at 1:00 pm. Roll call was taken. A quorum was present.

APPROVAL OF AGENDA: Motion was requested for approval of the agenda. Due to Hacker Nelson not being able to join the meeting until later, a motion was made to approve the agenda with a move of the audit presentation and audit approval discussion to the end of the agenda by Knight; seconded by Updegraff. No further discussion. Motion carried unanimously.

APPROVAL OF MINUTES: Motion was requested for approval of the meeting minutes of the October 22, 2020 meeting. A motion was made for approval by Koopman; seconded by Knight. No further discussion. Motion carried unanimously.

OFFICERS: A motion was made by Basemann; seconded by Arthur to approve the following slate of officers for 2021 as presented by the nominating committee: Pat Murray, Chairman; Ray Peterson, Vice Chairman; Diana Johnson, Secretary; and Alison Holten, Treasurer. No further discussion. Motion carried unanimously.

Murray then proceeded to lead the meeting.

DISBURSEMENTS: Cooper presented the list of disbursements from October 1, 2020 to December 31, 2020 to the board for review. A motion was made by Bohle; seconded by Schellhammer 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. Howe explained that the commission is down in revenue due to changes in staff, lack of grant funding and low to no work for approximately five months in the housing department. A motion was made by Holten; seconded by Griebenow to approve the treasurer's report as presented. No further discussion. Motion carried unanimously.

NEWSPAPER: A motion was made by Knight; seconded by Peterson to approve the Oelwein Daily Register as the official newspaper of the commission. 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. Two seats (Vermace and Vick) are fulfilling a one-year term of a previous member's seat. Howe also explained since there was a change in the Chair and Vice Chair seats, Clayton County supervisors will need to appoint a member to the UERPC executive board.

EXECUTIVE DIRECTOR UPDATE: Howe had prepared a director's report and sent within the board packets. She welcomed the new board members and urged them to call her or staff with any questions. She highlighted that UERPC has applied for a second Paycheck Protection Program (PPP) loan for the same amount. She also explained that we are sad to see an end to the contract for Title 1 services. Also discussed was the purchase of iPads along with an explanation of some of the grants we are writing for daycares, trails and broadband.

HEALTH RENEWAL: Howe explained the recent 1% increase in health insurance for the commission.

PRESENTATIONS: Christi Meyer from Hacker Nelson was in attendance to discuss the audit completed as of June 30, 2020. 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 Schellhammer; seconded by Bohle to approve the 2019-2020 audit as presented. No further discussion. Motion carried unanimously.

FLOOR ITEMS: Howe encourage all to attend an open house on February 25th in Oelwein at the Homes for Iowa project.

NEXT MEETING: The next meeting is scheduled for Thursday, April 22, 2021.

ADJOURNMENT: Motion by Taylor; seconded by Lensing to adjourn the meeting. No further discussion. Motion carried unanimously. Meeting adjourned at 1:37 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