UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION
January 20, 2011
MINUTES

MEMBERS PRESENT: Dean Darling, Jan McGovern, Leigh Rekow, Leon Griebenow, Larry Gibbs, Les Askelson, Randy Uhl, Paul Ryan, Jerry Freund, Duane Brandt, Barbara Ettleson, Charles Frana, Warren Steffen, Ron McCartney, Larry Schellhammer, Kay Vorwald, Vicki Rowland

MEMBERS ABSENT: Kay Zimmerman, Roger Thomas, Andrew Wenthe, Darla Kelchen, Karla Organist, Mark Bohle

STAFF PRESENT: Aaron Burkes, Mary Jungblut, Ardie Kuhse, Lisa Lensing, Fern Rissman, Bev Krambeer, Lori Brockway, Bill Ziegler, Sue Severson, Jason Connor

OTHERS PRESENT: Stanley Straate, Jason Meyer, Karen Schutte, Dave Schutte, Gwen Rekow

Chair Jan McGovern called the meeting to order at 6 p.m. on Thursday, January 20, 2011 at the Regional Planning office, Postville, Iowa. Introductions were made of those present and welcomed the new board members: Ron McCartney, Larry Schellhammer, Kay Vorwald and Vicki Rowland. Also recognized were those going off the Board: Ray Whalen, Kathy Campbell, Mike Kennedy, Randy Keehner and Elise Bergan.

A motion was made by Uhl/Askelson to amend the agenda by moving #15 on the agenda up to between #4 and #5 to allow Bill Ziegler to give his presentation and go to another meeting. Motion carried unanimously.

Election of officers followed. A motion was made by Gibbs/Ryan to nominate Warren Steffen as Chair. A motion was made by Ryan/Gibbs to cease nominations and cast a unanimous ballot for Steffen. Motions carried unanimously. A motion was made by Griebenow/Steffen to nominate Randy Uhl as Vice Chair and cease nominations and cast a unanimous ballot for Uhl. Motion carried unanimously.

New Chair Steffen took over the meeting.

Appointment of Officers followed. A motion was made by Frana/Griebenow to appoint current officers Mary Jungblut, Secretary and Stan Straate, Treasurer. A motion was made by Griebenow/Gibbs for nominations to cease and cast a unanimous ballot for Jungblut and Straate. Motions carried unanimously.

A motion was made by Askelson/Uhl to approve the November 30, 2010 minutes. Motion carried unanimously.

#15 on the agenda was then discussed – EDA RLF Certification & USDA IRP Approval of new funding. After discussion, a motion was made by Askelson/Brandt to defer the decision to return the $32,000 IDED grant to the RLF Board at their next meeting and leave the decision up to the RLF Board and Executive Director Burkes. Motion carried unanimously. The EDA RLF Certification was then discussed, and a motion was made by McGovern/Uhl to also defer this item back to the RLF Board for their Certification. Motion carried unanimously.

Approval of Attorney Richard Zahasky to represent the Commission at Commission meetings followed. A motion was made by Gibbs/Ryan to leave this to the Executive Director's discretion. Motion carried unanimously.

Conflict of Interest Disclosure Forms were passed out and signed by Board Members.

Finance Managers Sue Seversen and Lisa Lensing gave their Treasurer's Reports and Budget Amendments. A motion was made by Askelson/Griebenow to approve these reports and budget amendments. Motion carried unanimously.

Approval of check signatories followed. A motion was made by Brandt/Ryan to add Larry Schellhammer and Les Askelson to the current signature cards and remove Kathy Campbell. Motion carried unanimously.

A motion was made by Ryan/Uhl to approve the 9/16/10-12/31/10 check disbursements for publication. Motion carried unanimously.

Aaron Burkes gave his Director's report stating: the expansion move to Decorah was completed on 12/30/10 and 1/4/11. There is 12 staff now in the Decorah office. Three office cars are in Postville and one in Decorah. The RHA staff has moved out of their rental office up to the main Postville office. We have emptied out all storage units in Postville. We now have two partners in the Decorah office – ISU Extension and Iowa Workforce Development. We received a telephone system donation from John Deere that will link the Postville and Decorah offices together. Phones will be answered from Postville. New UERPC logo designs were presented. Staff chose their favorite 4 designs and Board Members voted on their choice.

Update on the litigation against UERPC was then discussed. It was pointed out that we do have an Errors and Omissions Public Officials insurance policy in effect. There has been no impact on grant funding that we know of to date; however, there will be a subsequent event mentioned in the 2010 audit which refers to the lawsuit.

The ISU Extension Lease was discussed. The lease will be for approximately 3,000 sq. ft. of office space at a cost of $3,000 per month for 5 years. A motion was made by Gibbs/Brandt to approve the lease with ISU Extension. Motion carried unanimously.

At this time in the meeting, it was discovered that there was an error in the 11/30/10 minutes. A motion was made by Freund/Askelson to rescind the original motion to approve the minutes. A motion was then made to amend the minutes by Ryan/McGovern to state February 1, 2011 instead of 2/1/10 where it referred to the IWD lease. A motion was made by Ettleson/Frana to

approve the revised minutes. Motions carried unanimously. However, after looking at the proof of publication from the Oelwein Daily Register, the date was printed correctly in the newspaper, therefore republishing was not necessary.

Authorization to obtain up to $180,000 for a loan for renovations of IWD's space at the Decorah building was discussed. A motion was made by McGovern/Ryan to authorize a loan up to $180,000. Motion carried unanimously.

A Personnel Manual Clarification/Amendment regarding Military leave followed. A motion was made by Rekow/Freund to approve the proposed amendment. Motion carried unanimously.

Discussion followed on the Decorah MetroNet fiber optic loop. The cost to UERPC would be approximately $50,000 over 2-1/2 years. This will be discussed further at a future Board meeting.

There being no floor items, a motion was made by Gibbs/Ryan to adjourn. Motion carried unanimously. Meeting adjourned at 8:25 p.m.

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

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Mary Jungblut, Secretary