UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION (UERPC)
BOARD MINUTES OF MAY 25, 2023 MEETING

MEMBERS PRESENT: Dennis Keatley, Fern Rissman, Bonnie Basemann, Barb Collins, Darla Kelchen, Ray Peterson, Roger Arthur, Leon Griebenow, Bruce Lehmann, Jesse Maire, Alison Holten, Pat Murray, Tim Lecander, Peggy Lensing, Nina Taylor, and Mark Vick.

MEMBERS ABSENT: Jack Knight, Brett Devore, and Shirley Vermace

OTHERS PRESENT: Joel Teslow (Decorah Electric at 1:00 pm), Ed Wulfekuhle (Wulfekuhle Electric at 1:36 pm), Rachelle Howe, Karen Cooper, and Diana Johnson

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

APPROVAL OF AGENDA: Holten explained that the agenda indicated Novak Electric in attendance at 1:25 pm but Novak has since decided not to present, so Holten asked for an emergency revision to continue moving down the agenda. A motion was made for approval with changes by Lensing; seconded by Kelchen. No further discussion. Motion carried unanimously.

PRESENTATIONS: Joel Teslow was in attendance to discuss the Decorah Electric proposal for solar installation.

APPROVAL OF MINUTES: Motion was requested for approval of the meeting minutes of the January 26, 2023, meeting. A motion was made for approval by Murray; seconded by Griebenow. No further discussion. Motion carried unanimously.

DISBURSEMENTS: Cooper presented the list of disbursements from January 1, 2023 to March 31, 2023 to the board for review. A motion was made by Lensing; seconded by Vick 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 Taylor; seconded by Griebenow to approve the treasurer's report as presented. No further discussion. Motion carried unanimously.

PRESENTATIONS: Ed Wulfekuhle was in attendance to discuss the Wulfekuhle Electric proposal for solar installation.

SOLAR INSTALLATION: A long discussion was had after the two solar presentations. A motion was made by Vick to table the discussion but no second was made so the motion died. Vick then made a motion to accept the lowest bid from Wulfekuhle, pending Howe gather details on the structural soundness of the roof along with other details on the specifications to get started; seconded by Maire. No further discussion. Motion carried with Griebenow voting nay.

EDA SCOPE OF WORK: A copy of the EDA scope of work was provided to the board. Howe discussed the various items included within the scope of work. A motion was made by Arthur, seconded by Taylor to approve the EDA scope of work for 2023-2025. No further discussion. Motion carried unanimously.

Arthur left the meeting at 2:22 pm.

MILEAGE RATE: A motion was made by Rissman; seconded by Murray to continue to match the federal rate of mileage. No further discussion.

REVENUE COMMITTEE: A revenue committee of Griebenow, Holten, and Vick had met to discuss additional ideas to generate income for the commission. They recommended asking the counties to provide the EDA match of $3,800 per county instead of relying on the commission to do so. A motion was made by Murray; seconded by Basemann to ask the counties to provide their share of the EDA local match. No further discussion. Motion carried with Vick, Lehmann, Maire, and Griebenow abstaining from the vote.

Taylor left the meeting at 2:41 pm.

FY ‘24 BUDGET: Cooper explained the FY ’24 budget with a CPI percentage of 7.83% and the step pay plan increases. Due to a limited budget and upcoming financial estimates, she could only calculate a percentage increase of 6%. A motion was made by Collins, seconded by Vick to approve the FY ‘24 budget. No further discussion. Motion carried with Peterson voting nay.

CREDIT CARD POLICY: Updates have been made to the credit card policy and provided to members before the meeting for review. A motion was made by Griebenow; seconded by Lehmann to approve the credit card policy with discussed grammatical changes. No further discussion. Motion carried unanimously.

COST ALLOCATION: Cooper presented the FY ‘24 cost allocation plan on how UERPC distributes direct and indirect funds. A motion was made to approve the cost allocation plan by Rissman; seconded by Peterson. No further discussion. Motion carried unanimously.

EXECUTIVE BOARD MEETING REPORT: There was no Executive Board meeting so therefore no items to report.

EXECUTIVE DIRECTOR UPDATE: Howe had prepared a director’s report and sent within the board packets. She highlighted the recent OCIO and Intent to Qualify applications and process, several housing applications she has written, and the NIBN workplan which includes an invite to IEDA to a workshop in September.

FLOOR ITEMS: There were no floor items discussed.

NEXT MEETING: The next meeting will be called by the board Chair due to summer schedule conflicts.

ADJOURNMENT: Motion by Kelchen; seconded by Collins to adjourn the meeting. No further discussion. Motion carried unanimously. Meeting adjourned at 2:59 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