UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION (UERPC)
BOARD MINUTES OF JANUARY 25, 2024 MEETING

MEMBERS PRESENT: Dennis Keatley, Jack Knight, Fern Rissman, Bonnie Basemann, Darla Kelchen, Ray Peterson, Brett Devore, Leon Griebenow, Bruce Lehmann, Alison Holten, Pat Murray, Tim Lecander, Peggy Lensing, Nina Taylor, Shirley Vermace and Mark Vick.

MEMBERS ABSENT: Barb Collins, Tim Burrack, and Darla Recker

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

Chair Holten 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. A motion was made for approval by Devore; seconded by Peterson. No further discussion. Motion carried unanimously.

PRESENTATIONS: Christi Meyer from Hacker Nelson was in attendance to discuss the audit completed as of June 30, 2023. 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 Vick; seconded by Devore to approve the 2022-2023 audit as presented. No further discussion. Motion carried unanimously.

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

OFFICERS: A motion was made by Peterson; seconded by Devore to approve the following slate of officers for 2024 as presented by the nominating committee: Alison Holten, Chair; Shirley Vermace, Vice Chair; Diana Johnson, Secretary; and Nina Taylor, Treasurer. No further discussion. Motion carried unanimously.

DISBURSEMENTS: Cooper presented the list of disbursements from October 1, 2023 to December 31, 2023 to the board for review. A motion was made by Murray; seconded by Basemann 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 Devore; seconded by Vick to approve the treasurer's report as presented. No further discussion. Motion carried unanimously.

PERSONNEL POLICY: Howe presented the updates to the personnel policy under Safe Working Conditions and Attendance. A motion was made by Kelchen; seconded by Lehmann to approve these updates. No further discussion. Motion carried unanimously.

OFFICE VEHICLE: Howe discussed the condition of the four office vehicles. A motion was made by Taylor; seconded by Vermace to sell the two oldest vehicles. No further discussion. Motion carried unanimously. A motion was then made by Murray; seconded by Vick to replace one of the vehicles and allow Howe an allowance up to $45,000 in purchasing a minivan. No further discussion. Motion carried unanimously.

NEWSPAPER: A motion was made by Vermace; seconded by Rissman to approve the Oelwein Daily Register as the official newspaper of the commission. No further discussion. Motion carried unanimously.

MILEAGE RATE: A motion was made by Murray; seconded by Vick to continue with the federal mileage rate of .67 cents. No further discussion. Motion carried with Peterson voting nay.

GIFT POLICY: Howe presented a new Gift and Donation Acceptance Policy for the board to review. A motion was made by Devore; seconded by Basemann to accept the policy as presented. No further discussion. Motion carried unanimously.

BOARD APPOINTMENTS: Howe explained the board seat appointments that were up for re-election in each county. These re-appointments have been approved by each county supervisor group and are appointed for a three-year term.

HEALTH INSURANCE: Howe provided an update on the new health insurance rates for 2024.

ENERGY REPORT: Howe presented a report showing energy savings since the installation of LED lights throughout the office. The report indicated the commission has saved an average of 14.97% in expense and approximately 11% in usage.

EXECUTIVE DIRECTOR UPDATE: Howe prepared a director's report and sent within the board packets. She explained her visits to each of the counties. She also highlighted the recent award of Iowa Finance Authority HomeBuyer and Repair Program funding, a good attendance at the recent legislative event in Elkader, and a new interactive map showcasing council of government work throughout the state.

FLOOR ITEMS: There were no floor items discussed.

NEXT MEETING: The next meeting is scheduled for Thursday, May 23, 2024 or as called by the Chair.

ADJOURNMENT: Motion by Kelchen; seconded by Devore to adjourn the meeting. No further discussion. Motion carried unanimously. Meeting adjourned at 1:59 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