UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION (UERPC)
BOARD MINUTES OF AUGUST 29, 2024 MEETING

MEMBERS PRESENT: Dennis Keatley, Barb Collins, Brandi Crozier, Darla Kelchen, Ray Peterson, Tim Burrack, Brett Devore (arrived at 1:04 pm), Leon Griebenow, Bruce Lehmann, Alison Holten, Pat Murray, Peggy Lensing, Nina Taylor, Shirley Vermace, and Mark Vick.

MEMBERS ABSENT: Jack Knight, Fern Rissman, Darla Recker, and Tim Lecander

OTHERS PRESENT: 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 Vermace; seconded by Peterson. No further discussion. Motion carried unanimously.

APPROVAL OF MINUTES: Motion was requested for approval of the meeting minutes of the May 23, 2024, meeting. A motion was made for approval by Kelchen; seconded by Murray. No further discussion. Motion carried unanimously.

Board member Devore arrived.

DISBURSEMENTS: Cooper presented the list of disbursements from April 1, 2024 to June 30, 2024 to the board for review. A motion was made by Lensing; seconded by Peterson 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 Collins; seconded by Devore to approve the treasurer's report as presented. No further discussion. Motion carried unanimously.

OFFICE SIDING: Howe discussed that a request for proposal had been sent out regarding the need for siding on portions of the UERPC building. A motion was made by Burrack; seconded by Murray to approve the bid from Ashbacher's Building Supplies removing the sales tax amount. No further discussion. Motion carried with Peterson and Devore voting nay.

PERSONNEL POLICY: Howe presented the updates to the personnel policy after discussions with the HR consultant and attorney. A motion was made by Devore; seconded by Vermace to approve these updates pending a language change if needed after discussion with the HR specialist/attorney. No further discussion. Motion carried unanimously.

FY '26 COUNTY MEMBERSHIP: Howe stated that she is recommending a 3% increase per resident for the county membership for FY '26. A motion was made by Collins; seconded by Devore to approve the increase to county membership rates. No further discussion. Motion carried unanimously.

FY '26 LOCAL MATCH: Howe stated that she would like to continue with Department of Transportation (DOT), Safe Routes to School (SRTS), and Economic Development Authority (EDA) match dollars from each of the counties for fiscal year 2026. Currently, the fiscal year 2025 amounts needed for match from the agency is $5,946.30 per county for DOT, $3,724.40 per county for SRTS, and $3,800 per county for EDA. Fiscal year 2026 amounts will be slightly different. A motion was made by Devore; seconded by Griebenow to approve this match. No further discussion. Motion carried unanimously.

EXECUTIVE DIRECTOR UPDATE: Howe prepared a director's report and sent within the board packets. She highlighted a recent CDBG grant received in Lansing for a water and sewer project and a $1 million workforce tax credit received in Waukon. She also discussed an IEDA representative coming to the area on October 15th to discuss city and county ordinances and encouraged all to attend.

FLOOR ITEMS: Howe introduced board members to two new staff members, Chris Troendle and Cole Barrett.

Vermace encouraged members to attend the hazard mitigation meetings. Kelchen encouraged members to attend and help promote the Northeast Iowa Business Network QuickBooks trainings upcoming this fall.

NEXT MEETING: The next meeting is scheduled for Thursday, October 31, 2024, at 1:00 pm or as called by the Chair.

ADJOURNMENT: Motion by Taylor; seconded by Kelchen to adjourn the meeting. No further discussion. Motion carried unanimously. The meeting adjourned at 1:50 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