UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION (UERPC)
BOARD MINUTES OF JANUARY 23, 2025 MEETING

MEMBERS PRESENT: Dennis Keatley, Jack Knight, Fern Rissman, Barb Collins, Ray Peterson, Tim Burrack, Brett Devore, Leon Griebenow, Bruce Lehmann, Alison Holten, Pat Murray, Nina Taylor, Shirley Vermace, Mark Vick, and Cheryl Wiesler.

MEMBERS ABSENT: Brandi Crozier, Darla Kelchen, Darla Recker, Peggy Lensing

OTHERS PRESENT: Alicia Wemark, Rachelle Howe, Karen Cooper-Frana, Aaron Detter, and Diana Johnson

Chair Holten called the meeting to order at 1:00 pm. Introductions were made as a 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 Vick; seconded by Peterson. No further discussion. Motion carried unanimously.

PRESENTATION: Alicia Wemark from Hacker Nelson was in attendance to discuss the audit completed as of June 30, 2024. 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 Burrack; seconded by Devore to approve the 2023-2024 audit as presented. No further discussion. Motion carried unanimously.

APPROVAL OF MINUTES: Motion was requested for approval of the meeting minutes of the October 31, 2024, meeting. A motion was made for approval by Devore; seconded by Vick. No further discussion. Motion carried unanimously.

DISBURSEMENTS: Cooper-Frana presented the list of disbursements from October 1, 2024 to December 31, 2024 to the board for review. A motion was made by Vick; seconded by Devore to approve these disbursements for UERPC. No further discussion. Motion carried unanimously.

TREASURER'S REPORT: Cooper-Frana also presented the treasurer's report to the board for review. A motion was made by Collins; seconded by Rissman to approve the treasurer's report as presented. No further discussion. Motion carried unanimously.

FINANCIAL MANUAL: Cooper-Frana discussed the changes made to the Financial Procedures Manual with the board. A motion was made by Burrack; seconded by Vermace to approve the Financial Procedures Manual as presented. No further discussion. Motion carried unanimously.

CONFLICT OF INTEREST: Howe presented the Conflict-of-Interest policy and asked board members to read over, indicate any conflicts, and sign. A motion was made by Vick; seconded by Collins to approve the Conflict-of-Interest policy as presented. No further discussion. Motion carried unanimously.

RLF UPDATE: Howe gave the board an update regarding the RLF/IRP loan committee meeting of January 7, 2025, and the recent EDA Risk Rating. A motion was made by Peterson; seconded by Murray to approve these meeting minutes and risk rating. No further discussion. Motion carried unanimously.

OFFICERS: A motion was made by Murray; seconded by Griebenow to approve the following slate of officers for 2025 as presented by the nominating committee: Shirley Vermace, Chair; Bruce Lehmann, Vice Chair; Diana Johnson, Secretary; and Nina Taylor, Treasurer. No further discussion. Motion carried unanimously.

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 Murray, seconded by Peterson to approve the EDA scope of work for 2025-2029. No further discussion. Motion carried unanimously.

NEWSPAPER: A motion was made by Vick; seconded by Burrack 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 Collins; seconded by Murray to continue with the federal mileage rate, which is currently at .70 cents. No further discussion. Motion carried with Peterson voting nay.

LAND SALE: Howe explained the Executive Board had met before the Full Board meeting, but no decision was made on the land sale. A motion was made by Vermace; seconded by Taylor to table a decision on the land sale. 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 2025.

ENERGY REPORT: Howe presented a report showing energy savings since the installation of LED lights and solar panels. The report indicated the commission has saved an average of 76.73% in expense and approximately 54.98% in usage.

EXECUTIVE DIRECTOR UPDATE: Howe prepared a director's report and sent it within the board packets. She highlighted the promotion of Diana Johnson to Assistant Director and Aaron Detter to Planning Department Head within the UERPC management team. She also discussed Delaware County rejoining the Northeast Iowa Business Network (NIBN) group.

FLOOR ITEMS: There was no floor items discussed.

NEXT MEETING: The next meeting is scheduled for Thursday, May 22, 2025, at 1:00 pm or as called by the Chair.

ADJOURNMENT: Motion by Devore; seconded by Peterson to adjourn the meeting. No further discussion. Motion carried unanimously. The meeting adjourned at 1:48 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