UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION (UERPC)
BOARD MINUTES OF MAY 22, 2025 MEETING

MEMBERS PRESENT: Dennis Keatley, Jack Knight, Fern Rissman, Barb Collins, Brandi Crozier, Ray Peterson, Tim Burrack, Leon Griebenow, Bruce Lehmann, Darla Recker, Alison Holten, Peggy Lensing, Shirley Vermace, Mark Vick, and Cheryl Wiesler.

MEMBERS ABSENT: Darla Kelchen, Brett Devore, Pat Murray and Nina Taylor

OTHERS PRESENT: Rachelle Howe, Jodi Emery, and Diana Johnson

Chair Vermace 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 Knight; seconded by Holten. No further discussion. Motion carried unanimously.

APPROVAL OF MINUTES: Motion was requested for approval of the meeting minutes of the January 23, 2025, meeting. A motion was made for approval by Peterson; seconded by Collins. No further discussion. Motion carried unanimously.

DISBURSEMENTS: Emery presented the list of disbursements from January 1, 2025 to March 31, 2025 to the board for review. A motion was made by Burrack; seconded by Griebenow to approve these disbursements for UERPC. No further discussion. Motion carried unanimously.

TREASURER REPORT: Emery also presented the treasurer's report to the board for review. A motion was made by Peterson; seconded by Wiesler to approve the treasurer's report as presented. No further discussion. Motion carried unanimously.

FY '26 BUDGET: Emery explained the FY '26 budget with a CPI percentage of 2.75% and the step pay plan increases. A motion was made by Burrack, seconded by Lensing to approve the FY '26 budget. No further discussion. Motion carried unanimously.

COST ALLOCATION: Emery presented the FY '26 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 Griebenow. No further discussion. Motion carried unanimously.

AUDIT: Hacker Nelson provided the sole bid to continue conducting the three audits needed for UERPC. A motion was made by Burrack; seconded by Holten to approve the bid from Hacker Nelson. No further discussion. Motion carried unanimously.

RLF UPDATE: Johnson gave the board an update regarding the RLF/IRP loan committee meeting of May 15, 2025.

PARKING LOT AND BUILDING: Howe had obtained bids from two contractors for concrete work to replace the curb, gutter, and sidewalks, as well as perform some work in our parking lot. She had also received a bid to tear down a building on our property. A motion was made by Holten to approve the bid from Kelly Concrete for the concrete work and the building demolition; seconded by Vick. No further discussion. Motion carried unanimously.

EXECUTIVE BOARD MEETING: Vermace explained that the Executive Board had met prior to the full board meeting and had approved an increase in the Executive Director's salary.

EXECUTIVE DIRECTOR UPDATE: Howe prepared a director's report and sent it within the board packets. She highlighted the many trips to Des Moines for legislative discussions, a Friend of COGs award received from the ICOG staff retreat for Allamakee County Economic Development, some housing grant work in the Edgewood area and a potential EPA brownfield application for the region.

FLOOR ITEMS: There was no floor items discussed.

NEXT MEETING: The next meeting is scheduled for Thursday, August 28, 2025, at 1:00 pm or as called by the Chair.

ADJOURNMENT: Motion by Holten; seconded by Rissman to adjourn the meeting. No further discussion. Motion carried unanimously. The meeting adjourned at 2:18 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