UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION (UERPC)
BOARD MINUTES OF AUGUST 28, 2025 MEETING

MEMBERS PRESENT: Dennis Keatley, Jack Knight (arrived at 1:22 pm), Fern Rissman, Brandi Crozier, Darla Kelchen, Ray Peterson (arrived at 1:10 pm), Brett Devore, Leon Griebenow, Bruce Lehmann (arrived at 1:02 pm), Pat Murray (arrived at 1:02 pm), Peggy Lensing, Shirley Vermace, Mark Vick, and Cheryl Wiesler.

MEMBERS ABSENT: Barb Collins, Tim Burrack, Darla Recker, Alison Holten, 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 Lensing; seconded by Devore. No further discussion. Motion carried unanimously.

APPROVAL OF MINUTES: Motion was requested for approval of the meeting minutes of the May 22, 2025, meeting. A motion was made for approval by Murray; seconded by Kelchen. No further discussion. Motion carried unanimously.

DISBURSEMENTS: Emery presented the list of disbursements from April 1, 2025 to June 30, 2025 to the board for review. A motion was made by Devore; 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 Lehmann; seconded by Lensing to approve the treasurer's report as presented. No further discussion. Motion carried unanimously.

Peterson arrived.

FY '27 COUNTY MEMBERSHIP: Howe stated that she is recommending a 4% increase per resident for the county membership for FY '27. A motion was made by Murray; seconded by Wiesler to approve the increase in county membership rates. No further discussion. Motion carried with Peterson and Lehmann voting nay.

Knight arrived.

FY '27 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 FY '27. The motion was tabled due to possibly knowing the local match amounts at the next meeting.

CREDIT CARD POLICY: Howe and Emery explained a section has been added for redemption of rewards/points to the credit card policy for gift cards as the current credit card does not allow for points to be redeemed towards payments on balances. A motion was made by Lensing; seconded by Kelchen to approve the addition to the credit card policy. No further discussion. Motion carried unanimously.

PERSONNEL POLICY: Howe presented updates to the personnel policy after discussions with the HR representative and attorney. A motion was made by Devore; seconded by Murray to approve these updates. No further discussion. Motion carried unanimously.

RLF UPDATE: Johnson had no RLF update as there had been no RLF meeting since the last UERPC commission board meeting.

ENERGY UPDATE: An LED light, solar installation, and siding monthly cost evaluation had been given to the board to review and was discussed.

EXECUTIVE DIRECTOR UPDATE: Howe prepared a director's report and sent it within the board packets. She highlighted the recently held regional housing trust fund annual meeting, the recently awarded downpayment assistance grant from the Iowa Finance Authority, and the recently received NADO Excellence in Regional Transportation Award to the Safe Routes to School program. She also encouraged everyone to attend the November 12th regional workshop sponsored by NIBN as Iowa open meeting laws will be discussed.

INSURANCE UPDATES: Howe explained that there will be no increase in UERPC insurance rates in 2026.

FLOOR ITEMS: Floor items discussed included UERPC parking lot construction and Lansing bridge updates.

NEXT MEETING: The next meeting is scheduled for Thursday, October 30, 2025, at 11:30 am or as called by the Chair.

ADJOURNMENT: Motion by Knight; seconded by Devore to adjourn the meeting. No further discussion. Motion carried unanimously. The meeting adjourned at 2:10 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