UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION (UERPC)
BOARD MINUTES OF MAY 28, 2026 MEETING

MEMBERS PRESENT: Dennis Keatley, Jack Knight, Barb Collins (via zoom), Brandi Crozier, Ray Peterson, Tim Burrack (arrived at 1:01 pm), Brett Devore (via zoom, arrived at 1:03 pm), Leon Griebenow, Bruce Lehmann, Alison Holten, Pat Murray, Peggy Lensing, Mark Vick and Cheryl Wieseler.

MEMBERS ABSENT: Fern Rissman, Darla Kelchen, Darla Recker, Nina Taylor, and Shirley Vermace

OTHERS PRESENT: Rachelle Howe, Jodi Emery, Karine Guese, Crystal Wagner, Aaron Detter, and Diana Johnson

Vice-Chair Lehmann called the meeting to order at 1:00 pm. Roll call was taken. A quorum was present. Guese introduced new employee, Crystal Wagner. Howe also explained that Guese had been promoted to Housing Department Head.

Burrack and Devore joined the meeting.

APPROVAL OF AGENDA: Motion was requested for approval of the agenda. A motion was made for approval by Peterson; seconded by Vick. No further discussion. Motion carried unanimously.

PRESENTATION: None

APPROVAL OF MINUTES: Motion was requested for approval of the meeting minutes of the January 22, 2026, meeting. A motion was made for approval by Holten; seconded by Peterson. No further discussion. Motion carried unanimously.

DISBURSEMENTS: Emery presented the list of disbursements from January 1, 2026 to March 31, 2026 to the board for review. A motion was made by Peterson; seconded by Murray 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 Lensing; seconded by Wieseler to approve the treasurer's report as presented. No further discussion. Motion carried unanimously.

FY '27 BUDGET: Emery explained several items within the FY '27 budget. A motion was made by Burrack, seconded by Murray to approve the FY '27 budget. No further discussion. Motion carried unanimously.

RLF WORK PLAN UPDATE: Resolution #2026-02 approving updates to the USDA and EDA RLF CARES ACT work plans was presented by Johnson. She explained the updates to the process of approving loans made to small businesses moving forward. A motion was made by Vick; seconded by Griebenow to approve resolution #2026-02. A roll call vote was taken with all members voting aye. No further discussion. Motion carried unanimously.

PROCUREMENT POLICY: Emery presented and discussed the changes to the Procurement policy. A motion was made by Burrack; seconded by Knight to approve the Procurement policy as presented. No further discussion. Motion carried unanimously.

ACH MONITORING POLICY: Emery presented and discussed a new required ACH Monitoring policy to help reduce fraud within our ACH payment processes and strengthen overall risk management controls. A motion was made by Lensing; seconded by Griebenow to approve the ACH Monitoring policy as presented. No further discussion. Motion carried unanimously.

TRAFFIC GARDEN: Detter explained a proposed traffic garden concept in the UERPC parking lot to provide space for children and adults to strengthen bicycle and pedestrian safety. Discussion was had regarding the layout, parking spaces, and liability. A motion was made by Vick; seconded by Holten to table the discussion until additional information was obtained. No further discussion. Motion carried unanimously.

EXECUTIVE BOARD MEETING: Lehmann explained that the Executive Board had met prior to the full board meeting and had discussed the traffic garden but had tabled a motion until further information could be obtained.

INDIRECT RATE: Emery explained that UERPC has received their certificate for the indirect rate from the Department of Interior which shows a rate of 38.41% for FY'27 which is lower than last fiscal year.

RLF UPDATE: Johnson stated that the RLF committee had met last week and denied a request for a potential business in Marquette.

EXECUTIVE DIRECTOR UPDATE: Howe prepared a director's report and sent it within the board packets. She highlighted recent trips to the state capitol in Des Moines during the legislative session, approvals of two recent Congressman Hinson grants to the City of Luana and Veterans Memorial Hospital in Waukon that were written by UERPC staff, and that she was a recent speaker at the Power of 10 event held with Northeast Iowa Community College.

FLOOR ITEMS: Knight stressed the importance of talking to our local legislators regarding assistance to Northeast Iowa programs.

NEXT MEETING: The next meeting is scheduled for Thursday, August 27, 2026, at 1:00 pm or as called by the Chair.

ADJOURNMENT: Motion by Griebenow; seconded by Knight to adjourn the meeting. No further discussion. Motion carried unanimously. The 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