

**MINUTES OF THE
BI-STATE REGIONAL COMMISSION**

Wednesday, January 25, 2006, 3:30 P.M.
Scott County Administration Building
Sixth Floor Conference Room
428 Western Avenue
Davenport, Iowa

MEMBERS PRESENT: Schwiebert – Chair, Adams, Austin, Becker, Bohnsack, Burns, Dean, Dumas, Gallin, Harris, Hillman, Lawrence, Lohse, Malvik, McDaniel, Minard, Nicholson, O’Brien, Oberhaus, Rangel, Spring, Sunderbruch, Tank, Thodos, Volz, Washburn, Welvaert, Winborn

MEMBERS ABSENT: Freemire, Frink, Heninger, Ripperger, Rockwell, Sherwin, Wilkinson, Wilson

OTHERS PRESENT: Lee Celske, Mayor of Aledo; Norma Wren, Mayor of Riverdale

STAFF PRESENT: Bulat, Connors, McCullough, Miller, Moritz, Schmedding

Chair Schwiebert called the meeting to order at 3:30 p.m. Chair Schwiebert introduced new Commissioners Brian Dumas, Chris Gallin, and Mayor Ed Winborn. Chair Schwiebert also recognized Jamie Howard for her four years of service to the Commission and Greg Adamson for his two years of service to the Commission.

1. Approval of the December 21, 2005 Minutes. Mayor Spring moved approval of the minutes of the December 21, 2005 meeting, as written and mailed. Mr. Minard seconded the motion and the motion passed unanimously.
2. Treasurer's Report. Mr. Harris presented the Treasurer's Report for the month ending December 31, 2005, noting an ending total bank and book balance of \$485,057.66. Mr. Harris moved the report be accepted as written and mailed. Mayor Thodos seconded the motion and the motion passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mr. Malvik presented the bills totaling \$57,301.26, as listed on the following addendum and bills listing dated January 25, 2006:

Addendum

Bancard, VISA, charge card expenses related to Transportation Policy Committee meeting (cost reimbursed by participants); webhosting costs; supplies	\$ 596.11
Mark Hunt, tuition reimbursement	547.25

Iowa Association of Regional Councils, copies of the Employment Law Handbook (costs reimbursed by participants)	555.00
Louise A. Kerr, Treasurer	5,824.07
02/06 Rent	\$4,165.96
02/06 Internet Access	88.00
12/05 Printing	449.96
12/05 Supplies	228.13
12/05 Postage	892.02

Bills List

Creative Images Center, printing of the Comprehensive Economic Development Strategy (CEDS) document	\$ 1,294.80
CTA Communications, Inc., progress billing for Iowa Quad City study of dispatch services and record keeping consolidation	16,395.20
Quad-City Times, advertising for the Iowa Quad City Transit Alternative Study public notices	1,693.95
James Schmedding, tuition reimbursement	525.50
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	1,260.00
Spotts, Stevens and McCoy, Inc., progress billing for Illinois Quad Cities Communication Technology Strategic Planning Effort and Assessment	4,000.00
URS Corporation, IAQC Transit Alternatives Analysis costs	24,609.38

Mr. Malvik moved approval of the bills totaling \$57,301.26, as presented above. Mr. Bohnsack seconded the motion, and the motion passed unanimously.

- b. Report on Progress on Commission's FY 2006 Program Budget as of December 31, 2005. Mr. Malvik explained the corrected Program Budget Status Report was provided at the meeting. The Commission is 50.0% through the fiscal year with 47.6% expended and within budget.

4. Executive Committee.

- a. Election of Officers. Chair Schwiebert reported the Executive Committee, serving as the Nominating Committee, met January 17, 2006 to recommend a slate of officers for consideration to the full Commission. The By-Laws provide that officers shall serve a term of one year - with eligibility for re-election to a second term, must be elected officials, with no more than one officer from each jurisdiction and no more than two officers from the same state. The office begins March 1, 2006. The slate nominated is:

Chair – Dick O’Brien, Mayor, Muscatine
Vice Chair – Don Welvaert, Mayor, Moline
Secretary – Tom Nicholson, Chair, Henry County Board
Treasurer – Mike Freemire, Mayor, Bettendorf

Chair Schwiebert called for nominations from the floor and none were received. Mayor Thodos moved approval of the slate of officers as presented. Mr. Minard seconded the motion and the motion passed unanimously.

5. Web Services Overview. Mr. Schmedding, Interactive Media Designer, explained Bi-State's Data/Graphics/Mapping Department provides a variety of interactive media design services for its member governments and other Quad Cities agencies.

Mr. Schmedding reported that in June 2005, local leaders were preparing to provide information to the Base Realignment and Closure Commission (BRAC) in defense of the Rock Island Arsenal and its 6,000 employees. Bi-State staff developed a CDROM with an interactive interface to assist in these efforts. The annual Comprehensive Economic Development Strategy (CEDS) document is also available on an interactive CDROM that additionally includes fact sheets for Henry, Mercer and Muscatine Counties, as well as the Quad Cities Region Fact Sheet.

Mr. Schmedding explained that Data/Graphics staff developed and maintains the Bi-State Regional Commission's website, www.bistateonline.org, but has also created and assists in the maintenance of eleven community and two county websites for member governments. The Cities of Cambridge, Hampton, Milan, Orion, Sherrard and Silvis in Illinois and Blue Grass, Long Grove, and Riverdale in Iowa, plus the Counties of Mercer, Illinois and Muscatine, Iowa have websites designed by Bi-State. (Sites for Andalusia and Aledo are coming soon.) Mr. Schmedding noted that these websites can be updated by each community's staff through a CMS (Content Management System) that uses a simple web browser interface. No special software is needed. He also described how a member government can use the Bi-State Regional Commission's website to disseminate vital information if they do not have their own website. Mr. Schmedding also explained that Bi-State Regional Commission uses Urchin software to track information on the websites. Ms. Gena McCullough, Planning Director, noted the City of Milan tracking the times their Comprehensive Plan was accessed and the City of Silvis using it to poll for their new park's name, as examples of how the software was recently used.

Mr. Schmedding reported that future plans include continuing the development of new websites for several member governments, by request, and an overhaul to the Bi-State Regional Commission's website. Mr. Schmedding invited Commissioners to visit the site and provide feedback on what they would like to see on the site.

Chair Schwiebert inquired about whether or not hackers could access these sites. Mr. Schmedding explained that the server is password protected to avoid these types of situations. Mayor Schwiebert asked what types of information you can access from the websites using the Urchin software. Mr. Schmedding reviewed what information is available. Mr. Minard inquired whether small member communities receive Bi-State's web services free of charge. Ms. Bulat explained that Bi-State charges for most of our website creation projects, as 50-60% of the small member dues go towards matching our federal grants, the preparation of documents such as the Public Officials Directory and the Wage and Salary Survey.

6. Report on the New Economic Development Rules and Their Impacts. Ms. Bulat reported that the five-county region of Henry (Illinois), Mercer (Illinois), Rock Island (Illinois), Muscatine (Iowa) and Scott (Iowa) was designated an Economic Development District in 1979 by the Department of Commerce; Economic Development Administration (EDA). Through a combination of 50 percent EDA and member government funding with a total of \$104,000, Bi-State conducts a variety of economic development (ED) activities within the District. Bi-State's core Economic Development activities include:

- **Preparation of Comprehensive Economic Development Strategy (CEDS) for the Bi-State Region**
 - Updated annually with goals and strategy set by a committee of local government representatives and ED practitioners.
 - Contains statistical abstract of the five-county District.
- **Provision of Economic Development Direct Technical Assistance to Local Governments**
 - Writing and administering grants or loans for up to 50 percent of costs of public infrastructure and planning/feasibility studies for economic development projects as identified in the CEDS.
 - Development of graphic materials such as maps, fact sheets and local government promotional information.
- **Participation in Regional Coordination Activities**
 - Participating/assisting with Henry County Economic Development Partnership, Mercer County Growth Organization and other organizations, as requested.
 - Assisting with Quad City Development Group activities related to laborshed and cluster studies, data requests, some mapping and fact sheet development.
- **Provision of Data Services**
 - Demographic and economic data tracking, including fact sheets for all counties in Bi-State Region.
 - Research and analysis, including radius studies.
- **Administration of Revolving Loan Fund (RLF) Serving Rock Island and Scott County**
 - New RLFs are not being considered by the Economic Development Administration (EDA).
- **Assistance with Special Projects**
 - Provision of economic development preparedness training to all five counties.

Ms. Bulat noted that in December new rules were adopted for EDA and there should be little impact on communities. Local governments seeking grant funds will continue to be required to show economic distress to receive funds for a project. Economic Development Districts, such as Bi-State, will remain intact for the next three years.

Mayor Burns inquired whether projects need to be in hand before seeking grant funds. Ms.

Bulat explained that they can be speculative however they would still be required to show economic distress. Chair Schwiebert asked what the fund availability trend looked like. Ms. Bulat stated that it appears to be holding stable. That EDA is however lowering staff through attrition.

7. Questions and Comments by Commissioners. There were no questions or comments.
8. Other Business. There was no other business.
9. Adjournment. The meeting adjourned at 4:20 p.m.

Respectfully submitted,

John Oberhaus
Secretary