

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

Wednesday, July 26, 2006, 3:30 P.M.  
Scott County Administration Building  
Sixth Floor Conference Room  
428 Western Avenue  
Davenport, Iowa

MEMBERS PRESENT: Welvaert – Vice Chair, Adams, Becker, Bohnsack, Burns, Dean, Eccher, Freemire, Frink, Gallin, Harris, Heninger, Lawrence, McDaniel, Minard, Oberhaus, Rangel, Ripperger, Rockwell, Sherwin, Spring, Sunderbruch, Thodos, Volz, Wilson

MEMBERS ABSENT: Austin, Dumas, Hillman, Malvik, O'Brien, Schwiebert, Tank, Washburn, Wilkinson, Williams, Winborn

STAFF PRESENT: Bulat, Connors, DeLille, Grabowski, Hunt, McCullough, Miller, Moritz, Schmedding

Vice Chair Welvaert called the meeting to order at 3:32 p.m.

1. Approval of the June 28, 2006 Minutes. Mayor Spring moved approval of the minutes of the June 28, 2006 meeting, as written and mailed. Mr. Oberhaus seconded the motion and the motion passed unanimously.
2. Treasurer's Report. Mayor Freemire presented the Treasurer's Report for the month ending June 30, 2006, noting an ending total bank and book balance of \$598,171.05. Mayor Freemire 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. Ms. Connors presented the bills totaling \$55,542.19, as listed on the following addendum and bills listing dated July 26, 2006:

Addendum

Lavender Crest Winery, Illinois Department & Economic Opportunity meeting (cost reimbursed by participants)	\$ 2,038.22
OfficeMax Contract, Inc., office supplies	1,234.19
Sam's Club, membership (cost reimbursed by participants)	525.00
Spotts, Stevens and McCoy, Inc., progress billing for Illinois Quad Cities	18,000.00

Corrections –

URS Corporation, (previously listed as \$5,186.58), professional services ending June 30, 2006 (\$360.05) 5,546.63

Bills List

American Chamber of Commerce Research Association (ACCRA), one staff attending Research Methods for Economic Developers conference	890.00
Bancard, VISA, charge card expenses related to the Illinois Municipal League Golf Outing (cost reimbursed by participants); Chief Elected Officials & County Board Chairs meeting (cost reimbursed by participants); one staff attending Iowa Counties Information Technology conference; St. Louis meetings for OEA grant	2,296.89
Illinois Institute for Rural Affairs, conference registration for one staff attending the Midwest Community Development Institute	550.00
Iowa Association of Regional Councils, membership dues	2,300.00
Ironwood Environmental, Inc., asbestos abatement completed	5,500.00
Louise A. Kerr, Treasurer	6,815.82
08/06 Rent	\$4,165.96
08/06 Internet Access	88.00
06/06 Printing	1,135.80
06/06 Supplies	164.61
06/06 Postage	1,261.45
McGladrey & Pullen, progress billing for FY 2006 financial and compliance audit	5,000.00
MCPc, Inc., computer supplies	596.35
National Association of Development Organizations, membership dues	1,000.00
RK Dixon, maintenance contract and service	664.09
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	2,585.00
URS Corporation, progress billing for IAQC Transit Alternatives Analysis costs	5,186.58

Ms. Dean moved approval of the bills totaling \$55,542.19, as presented above.  
 Ms. Ripperger seconded the motion, and the motion passed unanimously.

b. Report on Progress on Commission's FY 2006 Program Budget as of June 30, 2006.

Ms. Connors explained the Program Budget Status Report was mailed in the agenda packet. The Commission is 100.0% through the fiscal year with 95.0% expended and within budget.

4. Report on Contracts Approved by the Executive Director. Ms. Bulat reported on the following contracts that were approved by the Executive Director and required no action because they were under \$7,500.

- Contract with the Village of Cambridge for Website Redesign. The contract is in the amount of \$1,787 and covers the period 7/1/06 - 9/30/06.
- Contract with the City of Princeton for a Land Use Plan. The contract is in the amount of \$7,324 and covers the period 8/1/06 - 6/30/07.

5. Annual Comprehensive Economic Development Strategy Update Process. Mr. Mark Hunt, Senior Planner, provided a presentation on the Comprehensive Economic Development Strategy (CEDS) for the Bi-State Region. Mr. Hunt explained, that as a federally designated and funded economic development district (EDD), Bi-State must produce and update the CEDS on an annual basis. Bi-State receives planning funds from the Economic Development Administration. These funds are matched by local government dues and allow Bi-State to provide an assortment of economic development services, including grant writing, marketing assistance, research, and the annual CEDS update.

Currently, Bi-State is updating the CEDS. The CEDS update process can be divided into three parts — goals/strategies, data, and projects. Bi-State works with the CEDS committee to update the CEDS goals and strategies section, ensuring that each year the goals are changed to match new and emerging economic shifts in the region, such as the approaching relocation of roughly 1,000 civilian personnel away from the Rock Island Arsenal. The CEDS committee includes individuals from both the public and private sector, including chambers of commerce, development groups, local government, workforce development agencies, and academic institutions.

Bi-State's Data-Graphics-Mapping Department updates the document's extensive data section. Data for the document is compiled from multiple sources and requires careful analysis and verification. The data section is one of the most referenced portions of the document and is used by many organizations for grant development.

Local governments are surveyed to provide a listing of major economic development projects that have occurred or are planned to occur in their communities. This list is compiled and published in the CEDS. The projects list is vital in communicating both the region's needs and accomplishments to the federal and state governments.

Mr. Hunt closed by identifying the many ways CEDS is used by local governments, citizens, and businesses in the region. Mr. Hunt stated the document is used for marketing, research, and is often referenced by the federal government when considering grant funding of local projects.

6. Safe Routes to School Program. Mr. Doug DeLille, Senior Planner, updated the Commissioners on the status of the Safe Routes to School programs for Iowa and Illinois. Safe Routes to Schools provides funding for states to implement infrastructure and non-infrastructure projects focusing on returning kids to the active and healthy tradition of walking and biking to school and striving to improve safety. Emphasis will be placed on projects implementing the five "Es":

- Evaluation
- Engineering
- Education
- Enforcement
- Encouragement

It is important for potential sponsors/applicants to develop local Safe Routes to Schools planning groups. The Safe Routes to School program provides 100% federal funds for approved projects; no local matching dollars are required. The primary beneficiaries must be K-8 students.

Iowa is currently accepting applications through October 1, 2006 for the first two years of funding. The program applications and guidelines are available on the Iowa Department of Transportation website at [www.dot.state.ia.us/saferoutes](http://www.dot.state.ia.us/saferoutes). Illinois is in the process of developing online planning tools for the program and hiring a Safe Routes to School Coordinator. The Illinois Department of Transportation anticipates a call for projects to occur by December 2006. Information on Illinois' Safe Routes to School Program is available at [www.dot.state.il.us/saferoutes/index](http://www.dot.state.il.us/saferoutes/index).

7. Questions and Comments by Commissioners. Mr. Oberhaus stated that he will be bringing a proposal before the legislature that requires vendors at flea markets, who are selling tools and other materials containing copper, to keep the items separate for two weeks to allow time for individuals who have had items stolen to track the items. He added that out-of-state vendors should also be required to provide identification.
8. Other Business. Mr. Ralph Heninger presented the Commission with a Certificate of Appreciation from the Quad City Riverfront Council for the Commission's role in the completion of the American Discovery Trail bicycle and pedestrian bridge over Sylvan Slough.

Ms. Bulat introduced new staff member Sarah Grabowski who is responsible for word processing and desktop publishing duties.

9. Adjournment. The meeting adjourned at 4:06 p.m.

Respectfully submitted,

Tom Nicholson  
Secretary