

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

Wednesday, November 15, 2006, 3:30 P.M.
Scott County Administration Building
600 West Fourth Street
Davenport, Iowa

MEMBERS PRESENT: O'Brien – Chair, Austin, Burns, Dean, Gallin, Harris, Heninger, Hillman, Lawrence, Lohse, Malvik, McDaniel, Minard, Nicholson, Oberhaus, Ripperger, Spring, Tank, Volz, Welvaert, Wilkinson, Winborn

MEMBERS ABSENT: Adams, Becker, Bohnsack, Dumas, Freemire, Frink, Rangel, Rockwell, Schwiebert, Sherwin, Sunderbruch, Thodos, Washburn, Wilson

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

OTHERS PRESENT: Sarah Bohnsack, McGladrey & Pullen

Chair O'Brien called the meeting to order at 3:30 p.m. Ms. Bulat congratulated Bi-State staff for completing another successful United Way campaign. All 22 Bi-State staff members participated in surpassing our United Way goal for a total contribution of \$12,362.96.

1. Approval of the October 25, 2006 Minutes. Ms. Dean moved approval of the minutes of the October 25, 2006 meeting, as written and mailed. Mayor Welvaert seconded the motion, and the motion passed unanimously.
2. Treasurer's Report. Ms. Connors presented the Treasurer's Report for the month ending October 31, 2006, noting an ending total bank and book balance of \$422,442.84. Mayor McDaniel moved the report be accepted as written and mailed. Mr. Oberhaus seconded the motion, and the motion passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mr. Malvik presented the bills totaling \$17,610.64, as listed on the following addendum and bills listing dated November 15, 2006:

Addendum

Abbey Hotel & Abbey Station, 40 th Anniversary Breakfast	\$ 1,551.11
Bancard Center, VISA, charge card expenses related to 4 staff attending Upper Midwest American Planning Association conference; 1 staff attending the Iowa Recycling & Solid Waste Management conference; 3 staff attending the 2006 Illinois Department of Transportation Fall Planning conference; 1 staff attending the Statewide Mobility Action Planning conference	1,067.15

Ironwood Environmental, Inc., asbestos abatement	1,000.00
Louise A. Kerr, Treasurer	5,386.62
12/06 Rent	\$4,165.96
12/06 Internet Access	88.00
10/06 Printing	920.88
10/06 Supplies	211.78

Bills List

GeoLytics, Inc., Census Demographic Data	4,985.00
RK Dixon, maintenance contract and service	534.38
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	2,337.50
Wayne/Wagoner Printing, 40 th Anniversary Brochure printing	748.88

Mr. Malvik moved approval of the bills totaling \$17,610.64, as presented above.
Mr. Minard seconded the motion, and the motion passed unanimously.

- b. Report on Progress on Commission’s FY 2007 Program Budget as of October 31, 2006. Mr. Malvik explained the Program Budget Status Report was handed at the meeting. The Commission is 33.3% through the fiscal year with 30.9% expended and within budget.
 - c. Consideration of a Recommendation to Accept the Financial and Compliance Report for Year Ended June 30, 2006. Mr. Malvik stated the Finance and Personnel Committee received a detailed audit presentation and are recommending approval of the audit report. The Commission once again received the highest audit opinion, a “Clean Audit”, with no findings or questioned costs.

Mr. Malvik made a motion to accept the Financial and Compliance Report for the year ended June 30, 2006. Mr. Wilkinson seconded the motion and the motion passed unanimously.
 - d. Consideration to Renew Executive Director’s Annual Employment Agreement. Mr. Malvik reported evaluation forms were sent to Commissioners and member government officials, with Ms. Bulat receiving high marks by those who responded. Mr. Malvik stated the Finance and Personnel Committee recommended the Executive Directors employment contract be renewed for the year November 1, 2006 – November 1, 2007, with a 3% merit increase. Mr. Wilkinson made a motion to renew the Executive Director’s annual employment agreement. Mayor Spring seconded the motion, and the motion passed unanimously.
4. Presentation on Data Services and Preparations for Census 2010. Ms. Milliron reported that the Bi-State Regional Commission has recently purchased new software for the Data Center titled GeoLytics. This software provides the data center with a digital archive of historical Census data from 1970 to the present. Previously, this Decennial Census data was archived at the data center library in a series of books which, with age, have begun to deteriorate. Having the Census data in digital format allows for faster, more accurate and more user friendly utilization of the data.

Ms. Milliron stated that the GeoLytics software also provides the Data Center with an all new capability to track the trends in population growth between 1980 and 2000. Because GeoLytics is linked to GIS software, population trend tracking at virtually any geographic level is possible and especially useful for municipalities whose boundaries may have changed between 1980 and 2000. The data center foresees this software being highly utilized for comprehensive plans, land use plans, and other data projects.

Ms. Milliron reported that the U.S. Census Bureau has established the American Community Survey program. The American Community Survey is conducted under federal authority by the U.S. Census Bureau and can be thought of as a mini-Census conducted every year as part of an effort to provide more current data throughout the decade.

Ms. Milliron noted that preparations for Census 2010 have begun and local governments are being called upon for their help. The Local Update of Census Addresses (LUCA) and the Boundary and Annexation Survey (BAS) efforts will start in January of 2007. The U.S. Census Bureau is asking municipalities to utilize the local knowledge base to ensure the accuracy of information currently on file for individual municipalities at the Census Bureau.

5. Questions and Comments by Commissioners. There were no questions or comments by Commissioners.
6. Other Business. Ms. Bulat thanked Donna Moritz and other fiscal staff for their efforts that led to another clean audit. She offered Commissioners the opportunity to contact staff if they had any questions on the audit.
7. Adjournment. The meeting adjourned at 3:55 p.m.

Respectfully submitted,

Tom Nicholson
Secretary