

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

Wednesday, January 24, 2007, 3:30 P.M.
Scott County Administration Building
600 West Fourth Street
Davenport, Iowa

MEMBERS PRESENT: O'Brien – Chair, Adams, Austin, Becker, Bohnsack, Burns, Dean, Gallin, Harris, Hillman, Kelly, Lawrence, Lohse, Malvik, McDaniel, Minard, Nicholson, Ripperger, Rockwell, Schwiebert, Sherwin, Spring, Sunderbruch, Thodos, Volz, Wilkinson, Wilson

MEMBERS ABSENT: Dumas, Freemire, Frink, Heninger, Rangel, Tank, Washburn, Welvaert, Winborn

OTHERS PRESENT: Lee Celske, Mayor of Aledo; Norma Wren, Mayor of Riverdale; Marie Press, City of Muscatine

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

Chair O'Brien called the meeting to order at 3:30 p.m.

1. Approval of the December 20, 2006 Minutes. Ms. Dean moved approval of the minutes of the December 20, 2006 meeting, as written and mailed. Mayor Schwiebert seconded the motion, and the motion passed unanimously.
2. Treasurer's Report. Ms. Connors presented the Treasurer's Report for the month ending December 31, 2006, noting an ending total bank and book balance of \$363,420.95. Ms. Ripperger moved the report be accepted as written and mailed. Mayor Schwiebert seconded the motion, and the motion passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mr. Malvik presented the bills totaling \$127,145.82, as listed on the following addendum and bills listing dated January 24, 2007:

Addendum

RK Dixon, IT services and maintenance service on copier	545.03
Bill Me Later, staff computer purchase on Bi-State's computer purchase program (cost to be reimbursed by staff member)	1,315.38

Corrections –	
Eastern Iowa Community College District, (previously listed as \$3,168.29), additional cost Rock Island County NEG (National Emergency Grant) administration and program expense	7,371.25
Disbursement of funds for the following Revolving Loan Program Loans: Quad City Engineering Company, Inc.	100,000.00

Bills List

Bancard Center, VISA charge card expenses related to Managers/ Administrators Meeting (cost reimbursed by participants); airfare to attend the Washington D.C. Trip; Hostway Domain charges	1,068.39
Creative Images Center, printing of CEDS document	1,655.90
Eastern Iowa Community College District, Rock Island County NEG (National Emergency Grant) administration and programs expense	3,168.29
Louise A. Kerr, Treasurer	6,787.67
2/07 Rent \$4,165.96	
2/07 Internet Access 88.00	
12/06 Postage 1,417.28	
12/06 Printing 1,035.07	
12/06 Supplies 81.36	
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	2,365.00
Zones Corporate Solutions, HP DesignJet 800PS 42” large format printer	6,037.20

Mr. Malvik moved approval of the bills totaling \$127,145.82, as presented above. Mayor Schwiebert seconded the motion, and the motion passed unanimously.

- b. Report on Progress on Commission’s FY 2007 Program Budget as of December 31, 2006.
 Mr. Malvik explained the Program Budget Status Report was distributed at the meeting. The Commission is 50.0% through the fiscal year with 47.9% expended and within budget.

- 4. Executive Committee. Chair O’Brien reported that the Executive Committee had met per the by-laws as the nominating committee. Because the existing slate of officers were eligible to serve one more year, they were nominated for a second term as follows:

Mayor O’Brien	Chair
Mayor Welvaert	Vice Chair
Mayor Freemire	Treasurer
Mr. Nicholson	Secretary

Mr. Malvik motioned for approval of the slate of officers. Mr. Spring seconded the motion, and the motion passed unanimously.

5. Consideration of the following Contracts. Ms. Bulat requested approval of the following contracts over \$7,500 that require Commission approval:

- Contract with Iowa Workforce Development for a Laborshed Study in relation to the Rock Island County NEG Grant. The contract is in an amount not to exceed \$30,000 and will be completed by June 30, 2007.

Ms. Dean moved the Bi-State Regional Commission approve the contract as described above. Mayor Lohse seconded the motion, and the motion passed unanimously.

- Contract with the Illinois Department of Transportation for a regional transit planning grant. The contract is in an amount not to exceed \$150,000 and will begin upon adoption of the contract and will run for a period of three years.

Ms. Kelly moved the Bi-State Regional Commission approve the contract as described above. Mr. Volz seconded the motion, and the motion passed unanimously.

6. Report on Comprehensive Land Use Planning. Ms. McCullough reported that since its inception in 1966, Bi-State Regional Commission has assisted its member governments with comprehensive land use planning. Comprehensive land use planning is a process and a product. From the product side, a community or county comprehensive land use plan is used as a reference document to declare the local governments' land use policies, goals, and objectives. It outlines strengths and weaknesses by inventorying assets, such as streets and water and wastewater systems, as well as resources, such as prime farmland, forested areas, or natural setting of a community. Needs are identified and prioritized based on the infrastructure and demographic assessment and on public input. Priorities are later refined into strategies for implementation – ongoing, short term, or long term activities and responsibilities. The plan provides guidance for land use decisions and public investments, whether it is a new city hall, park development, or the need for a new water tower. The plan provides information to allow or encourage communities to coordinate with other levels of government, as might occur through annexation agreements or coordination of roadway connections.

Ms. McCullough stated that from a process perspective, the comprehensive planning effort generally takes from 12-18 months under the direction of a planning commission or steering committee. Public involvement through town visioning, focus groups, and other meetings are an integral part of the process. The concluding public input occurs at a public hearing held by the planning commission who then makes a recommendation to the governing board, e.g. city council or county board, to adopt the plan. In recent years, Bi-State Regional Commission staff has assisted a number of member governments with public input facilitation, land use/infrastructure mapping, plan updates, or development of an entire comprehensive land use plan. Successful plans are adaptable to change, solution-oriented, visual, easily understood, provide benchmarks, and are community and administratively supported.

7. Report on Communication/Technology Coordination Efforts. Mr. Hunt reported that Bi-State has successfully applied the same facilitation, coordination, administration, and technical assistance skills used for other planning activities to the implementation of regional technology-related projects at local governments. Over the past two years, Bi-State has been active in a number of technology projects including the following:

- Interstate 74 Intelligent Transportation System
- Illinois Quad Cities Communication Technology Study
- Quad Cities Interoperable Communications Grant
- Scott County Dispatch Consolidation and Radio Study

Mr. Hunt updated the Commissioners on the status of each project and indicated Bi-State's role in each project. He noted that Bi-State staff played a major role in coordinating the Illinois Quad Cities Communication Technology Study. The goal of the study was to identify the capacity and need for communication technology in Rock Island County, as it relates to economic development. Staff prepared memos of agreement to establish how the local match would be divided among the participating governments. Additionally, Bi-State staff developed the Request for Proposals (RFP) to solicit a consultant to conduct the study and held the contract for the involved local governments while the study was being conducted. The study was completed in September 2006 and the results have been provided to all participating governments. Among the study's recommendations was the creation of a consortium of public and private entities that would track and share information about the development of technology infrastructure in the region.

8. Questions and Comments by Commissioners. There were no questions or comments by Commissioners.

9. Other Business. Mayor O'Brien introduced Ms. Kas Kelly, a new Commission member, representing Muscatine County. He also introduced Ms. Marie Press, a member of the Muscatine City Council. Mayor O'Brien then thanked Denise and her staff for the service they provide to the Commission.

10. Adjournment. The meeting adjourned at 4:15 p.m.

Respectfully submitted,

Tom Nicholson
Secretary