

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

Wednesday, November 28, 2007, 3:30 P.M.
Scott County Administration Building
600 West Fourth Street
Davenport, Iowa

MEMBERS PRESENT: O'Brien – Chair, Austin, Becker, Freemire, Gallin, Harris, Heninger, Kelly, Lawrence, Malvik, McDaniel, Minard, Nicholson, Rangel, Rockwell, Schwiebert, Sherwin, Spring, Sunderbruch, Volz, Welvaert, Wilson

MEMBERS ABSENT: Bohnsack, Breecher, Dean, Dumas, Hillman, Ripperger, Tank, Thodos, Tossell, Washburn, Wilkinson, Williams, Winborn

COMMUNITIES

PRESENT: Lee Celske, Mayor of Aledo

OTHERS PRESENT: Angela Burch, McGladrey and Pullen

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

Chair O'Brien, called the meeting to order at 3:35 p.m.

1. Approval of the October 24, 2007 Minutes. Mayor Spring moved approval of the minutes of the October 24, 2007 meeting as written and mailed. Mayor Welvaert seconded the motion, and the motion passed unanimously.
2. Treasurer's Report. Mayor Freemire presented the Treasurer's Report for the month ending October 31, 2007, noting an ending total bank and book balance of \$505,939.87. Mayor Freemire moved the report be accepted as written and mailed. Ms. Kelly seconded the motion, and the motion passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mr. Malvik presented the bills totaling \$23,573.92, as listed on the following addendum and bills listing dated November 28, 2007:

Addendum

Louise A. Kerr, Treasurer	\$6,563.56
09/07 Postage	\$1,314.07
10/07 Postage	995.53
12/07 Rent	4,165.96
12/07 Internet Access	88.00
MRA, the Management Association, membership	550.00
Rock Island County Emergency Telephone System Board, reimburse for check deposited in Bi-State's account in error	9,288.03
Correction –	

Bancard Center (previously listed as \$1,200.05), additional invoices 2,799.06
\$1,599.01 for CEO meeting (costs reimbursed by participants);
Transportation Policy meeting (costs reimbursed by participants);
annual HP maintenance; Managers/Administrators meeting (costs
reimbursed by participants)

Bills List

Bancard Center, VISA charge card expenses related to one staff attending 1,200.05
the 2007 Upper Midwest Planning Conference; one staff attending the
Region 7 Public Transportation SAFETEA-LU Training meeting; two
staff attending the Iowa Association of Regional Councils staff retreat;
one staff attending the Huntsville, Alabama Chamber trip; software
Becky Passman, expense reimbursement 538.06
Quad-City Times, Go Green public education information (paid for by 1,200.00
Clean Air Attainment Program)
R.K. Dixon, maintenance service on network and monthly copier charges 572.71
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost 2,062.50
reimbursed by MUNICES)

Mr. Malvik moved approval of the bills totaling \$23,573.92 as presented above.
Mr. Rockwell seconded the motion, and the motion passed unanimously.

b. Report on Progress on Commission's FY 2008 Program Budget as of October 31, 2007.

Mr. Malvik explained the Program Budget Status Report was mailed in the agenda packet.
The Commission is 33.3% through the fiscal year with 32.1% expended and within budget.

c. Consideration of a Recommendation to Accept the Financial and Compliance Report for Year Ended June 30, 2007. Mr. Austin stated the Finance and Personnel Committee received a detailed audit presentation and are recommending approval of the audit report. He reported that McGladrey and Pullen stated that Bi-State complied with all laws, regulations, contracts, and grants. The Commission received an unqualified audit opinion and there were no questioned costs.

Mr. Malvik made a motion to accept the Financial and Compliance Report for the year ended June 30, 2007. Mr. Austin seconded the motion and the motion passed unanimously.

d. Consideration to Renew Executive Director's Annual Employment Agreement. Mr. Austin reported evaluation forms were sent to Commissioners and member government officials, with Ms. Bulat receiving high marks by those who responded. Mr. Austin stated the Finance and Personnel Committee recommended the Executive Directors employment contract be renewed for the year November 1, 2007 – November 1, 2008, with a 3% merit increase and an increase in her auto allowance from \$190.00 to \$210.00 per pay period. Mr. Austin made a motion to renew the Executive Director's annual employment agreement. Mayor Schwiebert seconded the motion, and the motion passed unanimously.

4. Consideration of the following Contracts and Grant Amendments. Ms. Bulat reviewed the following items, which require Commission approval:
– Contract with Chaya Friedman in the amount of \$15,000 for MUNICES database and up to \$5,000 for additional modifications to the database. Additional hours of customization/support at

the rate of \$125 per hour.

- Amendment of the MUNICES agreement to include Coal Valley and East Moline in the Municipal Code Enforcement System.

Ms. Kelly moved approval of the contract and amendment, as presented above. Mayor Welvaert seconded the motion, and the motion passed unanimously.

5. Presentation on Bi-State Recreation Planning Services. Mr. Doug DeLille summarized the key elements of a recreation plan: a park inventory and community profile, public input, analysis of benchmarks and community needs, and strategies to improve and enhance the park and recreation system. These plans provide the framework for caring for, enhancing, and creating new park and recreation opportunities.

Mr. DeLille noted current park and recreation trends – skate parks, unstructured open space, and imaginative play areas. With an emphasis on “Greening” our environment, he offered that capitalizing on our region’s natural setting through signing of native plants and habitat can provide educational benefits as well as enhance the local park experience. Another suggestion related to having consistent policies and message reported in brochures, websites, and signage to reduce confusion by the park users.

Mr. DeLille also reviewed several grant programs that help fund implementation of park and recreation plans. The following are Iowa related programs and their deadlines: REAP (August 15th); Transportation Enhancement Program (October 1st); and State Recreation Trails (July 1st). Illinois related programs and their deadlines include: OSLAD (July 1st); Transportation Enhancement Program (as available); and State Recreation Trail (March 1st). There are many others.

6. Questions and Comments by Commissioners. Mr. Minard asked for an update on the Passenger Rail project. Ms. Bulat responded that the study was expected to be released for review by the Illinois DOT by December 5th. The DOT should complete their review within a week and then the study will be released to the public. Ms. Bulat stated that it appears costs will be below those originally estimated.
7. Other Business. There was no other business.
8. Adjournment. The meeting adjourned at 4:20 p.m.

Respectfully submitted,

Tom Nicholson
Secretary