

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

Wednesday, May 28, 2008, 3:30 P.M.  
Scott County Administration Building  
600 West Fourth Street  
Davenport, Iowa

MEMBERS PRESENT: Freemire – Vice Chair, Austin, Barnes, Becker, Bohnsack, Breecher, Dean, Eccher, Gallin, Heninger, Hillman, Lawrence, McDaniel, Meeker, Minard, Ripperger, Rockwell, Schwiebert, Sherwin, Sunderbruch, Tank, Thodos, Washburn

MEMBERS ABSENT: Brown, Furlong, Gluba, Goodwin, Harris, Malvik, O'Brien, Rangel, Tossell, Volz, Welvaert, Wilkinson, Williams

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

Vice Chair Freemire called the meeting to order at 3:37 p.m.

1. Approval of the April 23, 2008 Minutes. Mr. Rockwell moved approval of the minutes of the April 23, 2008 meeting as written and mailed. Ms. Sherwin seconded the motion, and the motion passed unanimously.
2. Treasurer's Report. Ms. Ripperger presented the Treasurer's Report for the month ending April 30, 2008, noting an ending total bank and book balance of \$708,522.40. Ms. Ripperger moved the report be accepted as written and mailed. Mayor McDaniel seconded the motion, and the motion passed unanimously.
3. Finance and Personnel Committee.
  - a. Bills. Ms. Hillman presented the bills totaling \$44,759.51, as listed on the following addendum and bills listing dated May 28, 2008:

Addendum

Bancard Center, VISA charge card expenses related 2 staff attending the Illinois Geographic Information System Association 2008 spring conference; 1 staff attending the Region 2 Transit Advisory 2008 spring conference; Quad City Air Quality Task Force Committee meeting (cost reimbursed by participants); Transportation Policy Committee meeting (cost reimbursed by participants); Managers & Administrators luncheon meeting (cost reimbursed by participants); 1 staff attending the Web Design World conference; office supplies	2,656.85
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Blackhawk Hills Resource Conservation & Development/Economic Development District, CRPF rural allocation	23,250.50
Illinois Association of Regional Councils, Human Services Transportation Plan Administrative Assistance for January-March 2008	831.25
North Central Illinois Council of Governments, CRPF rural allocation	2,282.70
River Cities' Reader, Quad Cities Bike to Work Week paid by Iowa Clean Air Attainment Program Grant	536.00

Correction –

Louise A. Kerr, Treasurer (previously listed as \$6,740.23), to correct error on Postage, amount increased by \$227.09	6,967.32
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Bills List

D&B, marketplace credits for use in data research	1,050.00
Illinois Institute for Rural Affairs, registration for two staff to attend the Midwest Community Development Institute	1,000.00
Louise A. Kerr, Treasure	6,740.23
06/08 Rent	\$4,165.96
06/08 Internet Access	88.00
04/08 Postage	871.66
04/08 Printing	1,402.01
04/08 Supplies	212.60
Quad-City Times, Iowa Clean Air Attainment Program and Word Processor/ Reception employment advertisements	1,611.56
R.K. Dixon, maintenance service on network and monthly copier charges	579.33
Rock Island County GIS, map printing	1,271.50
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	2,722.50

Ms. Sherwin moved approval of the bills totaling \$44,759.51 as presented above.  
 Mr. Minard seconded the motion, and the motion passed unanimously.

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

Ms. Hillman explained the Program Budget Status Report was mailed in the agenda packet. The Commission is 83.3% through the fiscal year with 83.3% expended and within budget.

c. Consideration of recommended revised FY 2008 Commission Planning Budget.

Ms. Bulat reported the Finance and Personnel Committee reviewed and recommended the proposed revised FY 2008 Commission budget. She asked if anyone had any questions regarding the changes in the right hand column of the line item budget. There were no questions.

Ms. Hillman moved approval of the Revised Recommended FY2008 Commission Planning Budget, as presented. Ms. Sherwin seconded the motion, and the motion passed unanimously.

- d. Presentation of Recommended FY 2009 Commission Planning Budget. Ms. Bulat reviewed the draft FY 2009 Budget, as recommended by the Finance and Personnel Committee. Ms. Bulat reported revenues for FY 2009 are projected to be up \$43,000 (2.6%) from the current year, primarily attributable to increased earmarks and use of carry over funds for transportation programs. Membership dues for local governments are proposed to increase 3% overall, although the effect on members dues will not occur until their next budget cycle. This equates to an increase of \$31 for members with populations lower than 5,000 and an increase of \$2,071 for the largest member.

A cost of living adjustment of 2% is recommended, as well as continuation of the merit performance review program, which the projected average is 2.5%. In the 42-year history of Bi-State, federal/state funding has gone from over 76% to 56% of the total budget. The balance is made up with dues and contractual revenue.

A question was asked why expenditures were greater than revenues. Ms. Bulat noted this was intentional because excess dollars were paid into the fringe pool in FY 08.

The proposed budget will lay on the table until consideration by the Commission at its June 25<sup>th</sup> meeting.

- e. Consideration of recommended Affirmative Action Analysis and Plan. Ms. Connors reviewed the annual Bi-State Affirmative Action Plan. She explained that this document provides information on employment practices during FY 2007 and an Action Oriented Program for FY 2009. Employment practices were analyzed in relation to hires, promotions, terminations, compensation and benefits, and workforce utilization. While no underutilization was declared for FY 2007, Bi-State's efforts will continue to be directed towards recruiting more minority applicants for our applicant pool. The Action Oriented Program for FY 2009 provides for continued support of equal opportunity and affirmative action, and continued aggressive recruitment of protected status applicants when positions are open.

Mr. Washburn moved for the Affirmative Action Analysis and Plan to be approved as presented. Mr. Meeker seconded the motion, and the motion passed unanimously.

- f. Consideration of recommended Auditing Firm for FY2008-2012. Ms. Hillman said the Finance and Personnel Committee reviewed McGladrey & Pullen's five year proposal for audit services and recommends accepting the five year proposal. The five year audit proposal is as follows: \$16,500, \$17,200, \$17,900, \$19,100 & \$19,800. This was the only proposal received.

Mr. Rockwell moved to approve contracting McGladrey & Pullen's for FY2008-2012 audit services at the costs stated above. Ms. Sherwin seconded the motion, and the motion passed unanimously with Mr. Bohnsack abstaining from the vote.

4. Comprehensive Economic Development Strategy. Mr. Hunt provided Commissioners with a preview of the goals, objectives, and projects proposed for the Region's 2008 Comprehensive Economic Development Strategy (CEDS). He stated that Commissioners will need to take action on the CEDS at the June 25<sup>th</sup> Commission meeting, so that the completed document can be sent to the Economic Development Administration by June 30<sup>th</sup>.

Mr. Hunt's report began with a preview of the goals and objectives proposed for 2008. The number of goals have been reduced from 13 to 10 and the number of objectives was brought down from more than 60 to only four. These reductions and consolidations improve the efficiency of the document and increase the ability of Commission staff to track the Region's progress toward its stated goals.

The economic development projects list proposed for the 2008 CEDS were briefly reviewed. This year, Mr. Hunt, in concert with the CEDS Committee, worked to identify only the most pressing economic development needs in each local government across the Region. The projects lists were distributed to the Commissioners at the meeting.

An opportunity was provided for public input, and no comments were received. Mr. Hunt stated that the public may provide any comments to him by mail or email. Public comments should be provided no later than June 25<sup>th</sup>.

5. Rock Island Arsenal Report. Mr. Tim Frye of Rock Island Arsenal Development Group (RIADG) reported to the Commission about recent activities regarding Rock Island Arsenal (RIA). RIADG is a separate marketing group that has a facility use contract giving it exclusive rights to market underused facilities. RIADG also develops and oversees renovation projects and performs landlord functions for subleases.

Funding comes from the Arsenal Support Program Initiative (ASPI) that encourages commercial firms to utilize and invest in the facilities, thereby reducing product and ownership costs for the three federal arsenals. This helps to maintain and modernize infrastructure and makes use of existing skills. Mr. Frye reported that under the program, there is in excess of 75,000 square feet of space now under lease to 20 ASPI tenants with a total of 375 employees. Annual revenue to RIA is in excess of \$700,000.

With an estimated loss of about 1,000 jobs resulting from the most recent federal government Base Realignment and Closure (BRAC) decision, the Rock Island Arsenal Task Force was formed to identify ways to bolster RIA against future losses.

Ms. Liz Murray Tallman of the Quad City Development Group (QCDG), who now staffs the task force, gave the following report. Following a trip to Red Stone Arsenal in Huntsville, Alabama, there are now over 80 participants on the task force. They are now assigned to action teams for implementing the strategic plan. Those teams and their duties are:

- **Community Awareness Team** — Develop coordinated communication from RIA; assisted with the recent Military Appreciation Week

- **Support & Expand Installation Tenants and Commands** — Work with tenant organizations to identify opportunities for expansion, such as titanium processing, and communicate these to federal funding resources
- **Workforce Development Team** — Collaborate with the QC Chamber Federation for a workforce strategic plan and coordinate assistance to dislocated RIA workers through the services of the I-FORCES office at RIA
- **Federal Campus Initiative** — Promote a plan to expand RIA tenants and new off-site federal field offices in a federal campus concept
- **Infrastructure Team** — Identify needs that will support RIA growth (water, sewer, highway, rail, air facilities, and services)
- **BRAC Preparedness Team** — Take on the original task force role of monitoring and responding to BRAC decisions; prepare a presentation to market the community to incoming military and civilian personnel with the First Army

Further activities of the RIA task force were reviewed through its 2008 action plan.

6. Questions and Comments by Commissioners. There were no questions or comments by Commissioners.
7. Other Business. There was no other business.
8. Adjournment. The meeting adjourned at 4:52 p.m.

Respectfully submitted,

Larry Minard  
Secretary