

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

Wednesday, November 18, 2009, 3:30 p.m.
Scott County Administration Building
Sixth Floor Conference Room
600 West Fourth Street
Davenport, Iowa

MEMBERS PRESENT: Freemire – Vice Chair, Austin, Barnes, Becker, Bohnsack, Gary Brown, Gallin, Henry, Hillman, Lawrence, Malvik, McDaniel, Minard, Nicholson, O’Brien, Pauley, Rangel, Ripperger, Shoultz, Stoermer, Sunderbruch, Thodos, Volz

MEMBERS ABSENT: Nathan Brown, Dean, Gluba, Goodwin, Heninger, Meeker, Rockwell, Sherwin, Tank, Tossell, Washburn, Welvaert, Williams

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

Vice Chair Freemire called the meeting to order at 3:30 p.m. Vice Chair Freemire introduced new Commissioner Maxine Henry, Mercer County Chair.

1. Approval of the October 28, 2009 Minutes. Mr. Austin moved approval of the minutes of October 28, 2009 as presented. Mayor O’Brien seconded the motion, and the motion passed unanimously.
2. Treasurer’s Report. Ms. Ripperger presented the Treasurer’s Report for the month ending October 31, 2009, noting an ending total bank and book balance of \$632,819.51. Ms. Ripperger moved the report be accepted as written and mailed. Mr. Nicholson seconded the motion, and the motion passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mr. Malvik presented the bills totaling \$45,828.76, as listed on the following bills listing and addendum dated November 18, 2009:

Bills List

ITN America, Quad Cities technical planning support	\$17,500.00
McClure Engineering Associates, Inc., East West Gateway Corridor Study	13,674.70

Addendum

Bancard Center, VISA charge card expenses related to Iowa Clean Air Attainment Program; renewal of technical hardware support; one staff attending the Mid America Trails & Greenways Conference; one staff	5,163.68
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attending the Defense Community Conference; one staff attending the Iowa Public Transit Meeting; two staff attending the Midwest Transportation and Illinois Department of Transportation Fall Conferences; Manager & Administrators Advisory Committee meeting (cost reimbursed by participants); Iowa Association of Regional Councils meeting; Chief Elected Officials/Chief Administrative officials meeting (cost reimbursed by participants); office supplies

Louise A. Kerr, Treasurer			6,655.38
12/09	Rent	\$4,165.96	
12/09	Internet Access	88.00	
10/09	Printing	589.57	
10/09	Supplies	113.60	
10/09	Postage	1,617.55	
11/09	Cell Phone	80.70	
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)			2,835.00

Mr. Malvik moved approval of the bills totaling \$45,828.76 as presented above.
Mr. Minard seconded the motion, and the motion passed unanimously.

b. Report on Progress on Commission's FY 2010 Program Budget as of October 31, 2009.

Mr. Malvik explained the Program Budget Status Report was mailed in the agenda packet.
The Commission is 33.3% through the fiscal year with 32.5% expended and within budget.

4. Report on Contract approved by the Executive Director. Ms. Bulat reported on the following contract that was approved by the Executive Director and requires no action because it was under \$7,500.

- Contract with the City of Muscatine for preparation of a CDBG Application and Survey. The contract is in the amount of \$4,020 and covers the period 10/16/09 - 11/30/09.

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

- Contract with Iowa Association of Regional Councils for a Regional Nutrition and Physical Activity project in West Liberty. The contract is in the amount of \$14,000 and covers the period 07/01/09 – 06/30/10.

Mayor Pauley moved the Bi-State Regional Commission approve the contract as described above. Mr. Austin seconded the motion, and the motion passed unanimously.

- Contract with Hurt, Norton & Associates, Inc. for Legislative Technical Services Support along with contractual arrangements with the Cities of Bettendorf,

Davenport, East Moline, Moline, and Rock Island, and Rock Island and Scott Counties to pay for the contracted services. The contract is in an amount not to exceed \$100,000 and covers the period 12/01/09 – 11/30/10.

Mr. Stoermer moved the Bi-State Regional Commission approve the contract as described above.

Mayor O'Brien seconded the motion, and the motion passed unanimously.

6. Update on Bi-State Projects and Services. Ms. Bulat explained to Commissioners that Bi-State's mission is to serve as a forum for intergovernmental cooperation and delivery of regional programs and to assist member local governments in planning and development projects. Currently Bi-State serves five counties and 43 municipalities.

Bi-State provides services in community and regional planning, transportation planning, data graphics, and administrative support. Bi-State also serves as a Regional Economic Development District to our member governments. Besides the larger program areas like planning for bridges, preparing the Comprehensive Economic Development Strategy and air quality, many other significant underlying projects and services are occurring such as:

- *Under Community and Regional Programs/Services* – Preparation of 2-3 land use and comprehensive plans per year; preparation of 3-4 recreation plans and grants; assistance with 3-4 public safety projects; and coordination of floodplain management and solid waste planning.
 - a.
 - *Under Transportation Planning* – Coordination of incident management planning; conducting the annual crash analysis; performing the 4-10 traffic analysis each year; traffic study coordination; and preparation of transportation grants.
 - b.
 - *Under DataGraphics Center Services* – responding to data requests; maintenance of 23 member government websites; maintenance of Bi-State's website; and graphics projects.
 - c.
 - *Under Economic Development* – Support to economic development organizations in our region; participation in economic development professional networking meetings with the Bi-State Region chambers; preparation of federal funding requests and paperwork for legislative directed projects; and grant applications to EDA.
 - d.
 - *Under Administrative Services* – Development of the annual salary and fringe benefits survey; preparation of the Public Officials Directory twice a year; accounting and payroll services to 4-5 organizations; personnel description assistance; and staffing joint efforts such as MUNICES, Rock Island County 911, and Iowa Quad City Transit Planning.

Future activities will include responding to air quality regulation changes; continued monitoring of transportation funding and planning changes; analyzing the use of the data web portal; facilitating governance needs for public telecommunications; exploring

energy/sustainability opportunities; and, facilitating regional efforts to promote a healthy environment including infrastructure.

7. Questions and Comments by Commissioners. There were no other questions or comments.
8. Other Business. Ms. Bulat reported that The National Association of Development Organizations recognized Bi-State Regional Commission for its “Aware of Air” program at the 2009 National Rural Transportation Peer Learning Conference, October 28-30th.

Bi-State was also selected for a pilot transit project in Illinois due to agency performance on the rural transit coordination project.

Ms. Bulat informed Commissioners that Bi-State staff had completed their United Way campaign for the year and exceeded our goal with \$11,658.78 raised and 100% staff participation.

9. Adjournment. The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Larry Minard
Secretary