

MINUTES OF THE

BI-STATE REGIONAL COMMISSION

Wednesday, December 16, 2009, 3:30 p.m.
Scott County Administration Building
Sixth Floor Conference Room
600 West Fourth Street
Davenport, Iowa

MEMBERS PRESENT: Welvaert – Chair, Austin, Barnes, Bohnsack, Gary Brown, Dean, Gallin, Gluba, Hillman, Lawrence, Malvik, McDaniel, Meeker, Minard, O’Brien, Pauley, Rockwell, Sherwin, Shultz, Stoermer, Sunderbruch, Tank, Thodos, Volz

MEMBERS ABSENT: Becker, Nathan Brown, Freemire, Goodwin, Heninger, Henry, Nicholson, Rangel, Ripperger, Tossell, Washburn, Williams

OTHERS PRESENT: Angela Burch, McGladrey and Pullen

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

Chair Welvaert called the meeting to order at 3:32 p.m. Chair Welvaert recognized outgoing Commissioner Paul Barnes for his two years of service to the Commission.

1. Approval of the November 18, 2009 Minutes. Mr. Minard moved approval of the minutes of November 18, 2009 as presented. Mr. Meeker seconded the motion, and the motion passed unanimously.
2. Treasurer’s Report. Ms. Connors presented the Treasurer’s Report for the month ending November 30, 2009, noting an ending total bank and book balance of \$545,621.62. Mayor McDaniel moved the report be accepted as written and mailed. Mr. Bohnsack seconded the motion, and the motion passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mr. Malvik presented the bills totaling \$140,516.74, as listed on the following bills listing and addendum dated December 16, 2009:

Bills List

McClure Engineering Associates, Inc., East West Gateway Corridor Study	5,811.79
MLPtech LLC, Trend Micro Worry-Free Business Security 2 year maintenance agreement	692.55
MRA, annual membership	500.00
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	3,220.00
TH Enterprises, Inc., 2010 financial software service agreement	6,480.00

Addendum

Bancard Center, VISA charge card expenses related to Iowa Association of Regional Councils; Chief Elected & Chief Administrative meeting (cost reimbursed by participants); Illinois & Iowa Intergov meetings; Finance meeting; Iowa Department of Transportation Rail meeting	482.82
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Louise A. Kerr, Treasurer		5,527.12
01/10	Rent	\$4,165.96
01/10	Internet Access	88.00
11/09	Printing	199.20
11/09	Supplies	72.28
11/09	Postage	920.98
12/09	Cell Phone	80.70
Mel Foster Co., Inc., annual premium for Business Owner’s Package, Auto Policy, Worker’s Comp Policy, Crime Policy, Umbrella Policy, and Employment Practice Policy		15,698.33
RK Dixon, maintenance service on network		2,104.13
Disbursements of funds for the following Revolving Loan Program Loan:		
Bouncetown Adventures, Inc.		25,000.00
RILCO, Inc.		75,000.00

Mr. Malvik moved approval of the bills totaling \$140,516.74 as presented above.
 Mr. Rockwell seconded the motion, and the motion passed unanimously.

- b. Report on Progress on Commission’s FY 2010 Program Budget as of November 30, 2009. Mr. Malvik explained the Program Budget Status Report was mailed in the agenda packet. The Commission is 41.7% through the fiscal year with 40.9% expended and within budget.
- c. Consideration of recommended revised FY 2010 Commission Planning Budget. Mr. Malvik reported the Finance and Personnel Committee reviewed and recommended the proposed revised FY 2010 Commission budget.

Mayor Pauley moved approval of the Revised Recommended FY2010 Commission Planning Budget, as presented. Ms. Sherwin seconded the motion, and the motion passed unanimously.

- d. Consideration of a Recommendation to Accept the Financial and Compliance Report for the Year Ended June 30, 2009. Mr. Malvik 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 once again received the highest audit opinion, a “Clean Audit” with no findings or questioned costs.

Mr. Stoermer made a motion to accept the Financial and Compliance Report for the year ended June 30, 2009. Mayor O’Brien seconded the motion and the motion passed unanimously.

- e. Consideration of a Recommendation to Amend the Rental Agreement with Rock Island County. Mr. Malvik reported that Rock Island County is raising the per square foot rate to \$10.50 effective July 1, 2010.

Mr. Stoermer moved approval to amend the rental agreement with Rock Island County. Mayor O’Brien seconded the motion and the motion passed unanimously.

- f. Consideration to Renew the Executive Directors 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 Director's employment contract be renewed for the year November 1, 2009 – November 1, 2010, with a 1.5% merit increase in light of the economic concerns the member governments are facing.

Mr. Stoermer made a motion to renew the Executive Director's annual employment agreement. Mayor Pauley seconded the motion, and the motion passed unanimously. Ms. Bulat thanked Commissioners for their support and recognized Ms. Moritz and Ms. Connors for their work related to the clean audit.

4. Presentation on Data Portal Website. Ms. Miller, DataGraphics Manager, provided an update on the new data portal website for the Bi-State Region. Currently data exists on various websites, including Bi-State's own agency site; websites of local governments, chambers, economic development organizations; and state and federal agencies. The data portal brings all of these sources of information together in one, easy-to-use website for the five-county Bi-State Region.

Ms. Miller stated that initial funding for the project included \$15,000 in planning funds from the Economic Development Administration (EDA) Chicago Region, which were used to acquire a consultant for technical assistance.

Staff received input from economic development professionals and member governments to select the website name and address. Criteria for the design and name selection was that it should describe the five-county region and be easily recognizable. The name **GreaterQuadCitiesRegion.org** was selected.

Ms. Miller reported that the new website contains three main sections: *Visiting & Living Here*; *Doing Business Here*; and *Regional Statistics*. The *Visiting & Living Here* and *Doing Business Here* sections contain pages with overview information on topics such as visitors' bureaus, higher education, health care, businesses, labor force, transportation, and sites and buildings. However, the main intention of these pages is to link to the websites for appropriate agencies or organizations that focus on these subjects, rather than duplicate the marketing efforts of these other organizations.

The third section, *Regional Statistics*, is where the website visitor will find demographic, social, economic, housing, and infrastructure data for locations within the five-county Region. The user may choose to view a quick report for any municipality or county within the region, the metropolitan statistical area (MSA), the five-county GreaterQCRegion, the states of Illinois or Iowa, or the United States. A custom report area is also available where users may pick from a variety of data sets, time periods, data fields or variables, and locations. All data reports can be exported as Excel or PDF files.

Staff is currently finalizing the website and is presenting the site to representatives from local governments, chambers, and economic development organizations. The GreaterQuadCitiesRegion.org website is scheduled to go live in late January 2010. With an additional \$10,189 in EDA planning funds for a Phase Two of the data portal project, even more

data sets, enhanced mapping capabilities, charts and graphs, and improvements to navigation will be added in the next six months.

5. Questions and Comments by Commissioners. There were no other questions or comments.
6. Other Business. There was no other business.
7. Adjournment. The meeting adjourned at 3:57 p.m.

Respectfully submitted,

Larry Minard
Secretary