

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

Wednesday, January 25, 2012, 3:30 p.m.  
Scott County Administration Building  
600 West Fourth Street  
Davenport, Iowa

MEMBERS PRESENT: McDaniel – Vice Chair, Anderson, Austin, Fox, Gallagher, Gluba, Heninger, Kelly, Lawrence, Liddell, Minard, O’Boyle, Rockwell, Schloemer, Sherwin, Sorensen, Thodos, Wells

MEMBERS ABSENT: Bohnsack, Burrage, Earnhardt, Goodwin, Gordon, Hopkins, Pauley, Rangel, Stoermer, Sunderbruch, Tank, Tossell, Volz, Washburn, Welvaert

STAFF PRESENT: Berkley, Bulat, Grabowski, Hunt, McCullough, Miller, Moritz

Vice Chair McDaniel called the meeting to order at 3:30 p.m. He began by recognizing new Commissioners Mayor Gallagher and Mr. Sorensen.

1. Approval of the December 21, 2011 Minutes. Mayor O'Boyle moved to approve the minutes of December 21, 2011 as presented. Mayor Thodos seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Ms. Bulat presented the Treasurer’s Report for the month ending December 31, 2011, noting an ending total bank and book balance of \$591,952.71. Ms. Kelly moved the report be accepted as written and mailed. Mayor Gluba seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
  - a. Bills. Mr. Austin presented the bills totaling \$178,610.39, as listed on the following bills listing and addendum dated January 25, 2012:

*Bills List*

Clear Channel, advertisement space & printing for air quality awareness promotion	\$ 4,030.00
Cumulus, advertisement space & printing for air quality awareness promotion	3,999.90
Dell Marketing L.P., 2 work stations, 3 hard drives and 2 monitors	8,876.61
Dispatch, advertisement space & printing for air quality awareness promotion	4,196.68*
Louisa Ewert, Treasurer	6,860.85*
02/2012                    Rent	\$4,618.38
02/2012            Internet Access	88.00
12/2011                    Postage	1,701.18
12/2011                    Printing	371.07
01/2012                    Cell Phone	82.22

Mark Hunt, tuition reimbursement	1,575.00
Infogroup, Reference USA government and businesses database annual agreement	2,050.00
Lohman Companies, directors and officers liability insurance renewal for Workforce Development Board (cost reimbursed by WDB)	4,465.00
McGladrey & Pullen, LLP, final billing for the June 30, 2011 audit	1,000.00
Minuteman Press, 2040 Quad Cities Area Long Range Transportation Plan & 2011 Comprehensive Economic Development Strategy (CEDS) books	7,914.25*
Quad Cities Chamber, Washington DC trip	1,300.00
Quad City Times, advertisement space & printing for air quality awareness promotion	6,370.10
Trafx Research, Ltd., Trafx System Package, counter and extended warranty	6,685.00
Tri-County Regional Planning Commission, annual membership dues	2,298.84

Addendum

Bancard Center, VISA charge card expenses related to Chief Elected & Administrative Officials lunch meeting (cost reimbursed by participants); 1 staff attending a course on Para Transit Management & Operations; annual domain fee; office supplies	1,391.14
Village of Hampton, Energy Efficiency & Conservation Block Grant	108,166.59
Mel Foster Co., Inc., Public Officials renewal and a Workers Comp rate revision	4,890.00
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	2,415.00

\*Corrections –

Dispatch, (previously listed as \$4,196.68), additional invoice for advertising (\$22.00)	4,218.68
Louise Ewert, Treasurer, (previously listed as \$6,860.85), additional invoice for Printing (\$43.43)	6,904.28
Minuteman Press, (previously listed as \$7,914.25), additional invoice for supplies (\$60.00)	7,974.25

Mr. Austin moved approval of the bills totaling \$178,610.39 as presented above.  
 Ms. Sherwin seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission's FY 2012 Program Budget as of December 31, 2011.  
 Mr. Austin explained the Program Budget Status Report was mailed in the agenda packet.  
 The Commission is 50.0% through the fiscal year with 43.2% expended and within budget.

4. Executive Committee. Vice Chair McDaniel reported the Executive Committee, serving as the Nominating Committee, met January 25, 2012 to recommend a slate of officers for consideration to the full Commission. The By-Laws provide that officers shall serve a term of one year — with eligibility for re-election to a second term, must be elected officials, with no more than one officer from each jurisdiction and no more than two officers from the same state. The office begins March 1, 2012. The slate nominated is:

**Chair** – **Danny McDaniel, Mayor, City of Colona**  
**Vice Chair** – **Larry Minard, Member, Scott County Board of Supervisors**

**Secretary – John Thodos, Mayor, City of East Moline**  
**Treasurer – Kas Kelly, Chair, Muscatine County Board of Supervisors**

*Vice Chair McDaniel called for nominations from the floor, and none were received.* Mayor O'Boyle moved approval of the slate of officers as presented. Mr. Schloemer seconded the motion, and it passed unanimously.

5. Kickoff of 2012 CEDS Progress Report. Mr. Hunt updated the Commission on the status of the 2012 Comprehensive Economic Development Strategy (CEDS) Progress Report. He began by reviewing the CEDS planning process. The CEDS document is drafted by Bi-State staff with oversight and input from CEDS Committee. The CEDS Committee is made up of public and private economic development professionals. During the process, which begins in January and is completed in June, Bi-State staff will make periodic updates to the Commission. Commissioners will be asked to approve the document in June. The CEDS is required by the federal Economic Development Administration (EDA) for the region to be eligible for EDA grants. A full CEDS is produced every five years, with progress reports produced during the interim years.

For the 2012 CEDS Progress Report, Bi-State staff are working to make the document more visually impactful by using more maps, pictures, and graphs. At the initial CEDS planning meeting held on January 5 this year, the CEDS Committee drafted a list of threats and opportunities to be incorporated in the CEDS. Mr. Hunt shared the draft threat and opportunity list with the Commission.

Mr. Hunt closed by providing information of recent EDA projects that have been funded in the region in the past five years. The list of funded projects follows:

- Rock Island Ridgewood Sustainable Business Park (2011) \$1.5 mil. Fed.
- Davenport Rail Port at Eastern Iowa Industrial Center (2010) \$5.1 mil. Fed.
- Mercer/Muscatine RLF (2010) \$750K Fed.
- East Moline Economic Development Plan (2009) \$50k Fed.
- Moline RiverTech (2007) \$1 mil. Fed

6. Census 2012 Boundary and Annexation Survey Update. Ms. Miller told the Commission that each year the U.S. Census Bureau conducts the Boundary and Annexation Survey Program (BAS), to collect information about geographic areas, especially city boundaries.

She reminded the elected officials of the importance of their staff's response to this request to review governmental boundary and legal name information to ensure accurate reporting of Census data for the Population Estimates Program and the American Community Survey. Responding each year with accurate information also ensures accurate collection of census statistics for the next decennial Census in 2020. Contact Forms and Advance Response Forms are due to the Census Bureau before February 15, 2012, and boundary changes are due before March 1, 2012.

Ms. Miller's presentation concluded with some discussion on the importance of accurate Census reporting. The Commission discussed using media advertisement to inform the public of the need to properly fill out the American Community Survey forms they receive in the mail.

7. Questions or Comments by Commissioners. Ms. Bulat presented a grant for the Commission's information. Because the grant amount is under \$7,500, no Commission action is needed.
  - Grant with Iowa Association of Regional Councils for Connect Nation Community Engagement. The grant is in the amount up to \$3,000 for the period January 20, 2012 through July 20, 2012.
8. Other Business. There was no other business
9. Adjournment. The meeting adjourned at 4:02 p.m.

Respectfully submitted,



Dennis Pauley  
Secretary