

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

Wednesday, May 22, 2013, 3:30 p.m.
Scott County Administration Building
600 West Fourth Street
Davenport, Iowa

MEMBERS PRESENT: Minard – Chair, Banaszek, Callaway-Thompson, Earnhardt, Gluba, Goodwin, Gordon, Heninger, Hillman, Kelly, Liddell, O’Boyle, Raes, Schloemer, Sorensen, Sunderbruch, Tank, Terry, Thodos, Volz, Washburn

MEMBERS ABSENT: Anderson, Austin, Burrage, Gallagher, Hopkins, Lawrence, Pauley, Rangel, Sherwin, Stoermer, Tossell, Wells, Williams

OTHERS PRESENT: Lawrence Bay, Mayor, Village of Port Byron; Chris Ward, West Liberty City Manager

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

Chair Minard called the meeting to order at 3:30 p.m. He then welcomed new member Mayor Raes to the Commission as well as visitors Mayor Bay and Mr. Ward.

1. Approval of the April 24, 2013 Minutes. Mr. Schloemer moved to approve the minutes of April 24, 2013 as presented. Mr. Sunderbruch seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Ms. Kelly presented the Treasurer’s Report for the month ending April 30, 2013, noting an ending total bank and book balance of \$571,423.72. Ms. Kelly moved the report be accepted as written and mailed. Ms. Earnhardt seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Ms. Hillman presented the bills totaling \$81,987.64, as listed on the following bills listing and addendum dated May 22, 2013:

Bills List

Hurt, Norton & Associates, April 2013 legislative technical service (cost reimbursed by participating member governments)	\$ 7,750.00
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	3,885.00

Addendum

Bancard Center, VISA charge card expenses related to Chief Elected & Administrative Officials luncheon (cost reimbursed by participants); Managers & Administrators Luncheon meeting (cost reimbursed by participants); 2 staff attending International City Managers Association (ICMA) Leadership Training; 1 staff attending the 2013 Iowa Employment Training, Benefits, and Wellness conference; office supplies	2,561.30
EMSI, subscription for Analyst Software renewal	7,695.00

Louisa Ewert, Treasurer			7,797.50
06/2013	Rent	\$4,618.38	
06/2013	Internet Access	88.00	
01 – 03/2013	Postage	2,115.62	
04/2013	Printing	744.80	
04/2013	Supplies	51.00	
04/2013	Cell Phone	179.70*	
*(Partial costs reimbursed by HCEDP/Rural Accelerator Grant)			
Tri-County Regional Planning Commission/Illinois MPO Dues FY 2013			2,298.84
Disbursements of funds for the following Revolving Loan Program Loans:			
Barley & Rye, Inc.			50,000.00

Ms. Hillman moved approval of the bills totaling \$81,987.64 as presented above. Mayor Thodos seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission’s FY 2013 Program Budget as of April 30, 2013. Ms. Hillman explained the Program Budget Status Report was distributed at the meeting. The Commission is 83.3% through the fiscal year with 75.1% expended and within budget.
- c. Contracts/Grants for Consideration. There were no contracts for submission.
- d. Presentation of Recommended FY 2014 Commission Planning Budget. Ms. Bulat, Executive Director, reviewed the draft FY 2014 Budget as recommended by the Finance and Personnel Committee. She reported revenues for FY 2014 are projected to be up 8.5% from the current year, primarily attributable to the Economic Development Administration Rural Accelerator Grant and the use of additional transportation grant funds carried over from previous years.

Membership dues for local governments will not to increase for the fifth year in a row to recognize the current fiscal constraints of member governments. Continuation of the merit performance review program, with a projected average of 2.5%, is recommended along with a 1.0% across the board annual wage adjustment budgeted. An across the board wage adjustment was not budgeted the previous fiscal year.

Membership dues make up 17.5% of revenues with 63.2% of dues going to match federal and state grant funding. The proposed budget will lay on the table for review for one month.

- e. Consideration of Recommended Selection of Firm to Conduct Commission's Annual Audit for Fiscal Years Ending June 20, 2013; 2014; 2015; 2016; & 2017. Ms. Bulat and Ms. Moritz announced to Commission that the firm of Bohnsack & Frommelt has been recommended by the Finance and Personnel Committee to conduct Bi-State's annual audit for the next five years. Three firms provided bids with Bohnsack & Frommelt being the lowest bid.

Ms. Hillman moved approval of auditor selection, and Mr. Schloemer seconded the motion. It passed with Mr. Rockwell and Mayor Thodos abstaining.

- f. Consideration of Recommended Emergency Succession Plan. Ms. Bulat presented the Emergency Succession Plan to Commission in the event that she would need a temporary replacement. The plan states Gena McCullough, Planning Director would be the Acting Executive Director. If she is unable to serve, Donna Moritz, Administrative Services Director and Mark Hunt, Economic Development Program Manager would be co-appointees for the Acting Executive Director position.

Ms. Hillman moved approval of the recommended Emergency Succession Plan. Ms. Kelly seconded the motion, and it passed unanimously.

4. 2013 Comprehensive Economic Development Strategy (CEDS) Progress Report Draft. Mr. Hunt provided a detailed review of draft 2013 Comprehensive Economic Development Strategy (CEDS) Progress Report. He provided commissioners a full draft of the Analysis, Opportunities & Threats, and Socioeconomic chapters. Commission staff have continued efforts to make the document more accessible to the public by developing imagery to convey data and showcase economic development projects.

In covering the Analysis chapter, Mr. Hunt explained that the region exhibited desirable trends in the areas of Gross Regional Product, Retail Sales, and Unemployment. However, the region continues to show a decline in total available labor force. This decline is likely caused by the long-term unemployed no longer being counted in the labor supply by the federal government.

Under the Opportunities and Threats chapter, sequestration, base realignment, and defense cuts continue to threaten the region's largest employer—the Rock Island Arsenal. Yet multiple opportunities for growth at the Arsenal exist as well as opportunities in wind energy and transportation infrastructure investment.

The Socioeconomic Chapter provided more detail on data provided in the analysis and showed annual trends. Much work has been done on this chapter to incorporate imagery and improve the readability of the document.

Mr. Hunt concluded by announcing that this begins the public input process for approval of the CEDS.

5. Presentation and Consideration of Resolutions Supporting the FY2014 Quad Cities and Region 9 Transportation Work Planning Programs (TPWPs) and Status of Quad Cities Household Travel Survey. Ms. McCullough told Commissioners that as a precursor to the Bi-State Regional Commission budgeting process, staff annually prepares the Transportation Planning Work Programs (TPWP) for the Quad Cities metropolitan planning area (MPA) and Region 9, serving rural Scott County and Muscatine County. They are revised to reflect staff work tasks/activities for the coming fiscal year. The FY2014 TPWPs are developed to aid cooperative, continuing, and comprehensive (3 “C”s) transportation planning. The TPWPs include budgets for transportation planning short and long range activities and delineate federal, state, and local planning funds. Activities include staffing transportation meeting, technical assistance such as grant writing and traffic studies/analysis, as well as the development of various modal plans and transportation funding programming.

In the Bi-State region, major transportation issues furthered by these federal planning dollars include:

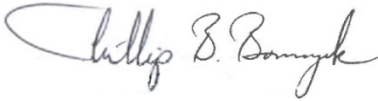
1. River Crossing and Transportation Capacity Improvements
2. Air Quality Improvement and Congestion Management
3. Long Range Plan Implementation and Planning
4. Passenger Transportation Coordination and Mobility Enhancements
5. Integration of Safety and Security
6. Monitoring the Status of Federal Funding and Programs.

Ms. McCullough said that with federal transportation appropriations, the total planning effort for urban transportation planning amounts to \$829,515 in the urban area and \$66,489 in Region 9. The urban program includes authorization to utilize \$55,414 in Illinois State Comprehensive Regional Planning Funds for matching funds and the remainder for technical assistance and intermodal planning. The Region 9 program utilizes \$10,000 in local Surface Transportation Program (STP) funds.

Ms. Kelly made a motion to approve the resolutions to authorize applications of the federal planning grants and execute the respective grant contracts. Mr. Volz seconded the motion, and it passed unanimously. Discussion of the Household Travel Survey was tabled until the next meeting.

6. Questions or Comments by Commissioners. There were no questions or comments.
7. Other Business. Ms. Bulat mentioned that a group of Swedish dignitaries will be visiting Augustana College, and she gave Commissioners an informational sheet on the visit.
8. Adjournment. The meeting adjourned at 4:42 p.m.

Respectfully submitted,



Phillip Banaszek
Secretary