

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

Wednesday, August 28, 2013, 3:30 p.m.  
Scott County Administration Building  
600 West Fourth Street  
Davenport, Iowa

MEMBERS PRESENT: Minard – Chair, Austin, Callaway-Thompson, Earnhardt, Goodwin, Gordon, Heninger, Hillman, Hopkins, Kelly, Lawrence, Liddell, O’Boyle, Raes, Sherwin, Tank, Terry, Thodos, Volz, Wells

MEMBERS ABSENT: Anderson, Banaszek, Burrage, Crouch, Gallagher, Gluba, Pauley, Rangel, Schloemer, Sorensen, Stoermer, Sunderbruch, Tossell, Washburn, Williams

OTHERS PRESENT: Robert Mahrt, City of Aledo Administrator

STAFF PRESENT: Bulat, Grabowski, Hunt, McCullough, Moritz, Schmid, Whitson

Chair Minard called the meeting to order at 3:35 p.m. Since there was no initial quorum , the meeting began with Ms. McCullough’s presentation.

1. Approval of the July 24, 2013 Minutes. Mayor Thodos moved to approve the minutes of July 24, 2013 as presented. Mr. Gordon seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Ms. Kelly presented the Treasurer’s Report for the month ending July 31, 2013, noting an ending total bank and book balance of \$423,918.18. Ms. Kelly moved the report be accepted as written and mailed. Mayor Thodos seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
  - a. Bills. Mr. Austin presented the bills totaling \$76,353.80, as listed on the following bills listing and addendum dated August 28, 2013:

Bills List

|  |             |
|--|-------------|
| M.H. Corbin, Inc., traffic counters and software for traffic counters  | \$ 6,717.84 |
| City of East Moline, Municipal Code Enforcement System proceeds  | 3,867.95    |
| Hurt, Norton & Associates, July 2013 legislative technical service (cost reimbursed by participating member governments) | 7,750.00    |
| City of Rock Island, Municipal Code Enforcement System proceeds  | 43,592.01   |
| Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)                            | 2,870.00    |

Addendum

|  |          |
|--|----------|
| Bancard Center, VISA charge card expenses related to 1 staff attending the Presenting Data and Information course; 1 staff attending the Economic Development Strategic Planning Training course; Quad City Riverfront | 4,837.03 |
|--|----------|

Council luncheon meeting (cost reimbursed by participants); 1 staff attending the 2013 Transit Midwest Conference; 1 staff attending the 2013 Transit Midwest Conference/2013 FTA Procurement System Review; 1 staff attending the Quad Cities Chamber Annual meeting; Managers & Administrators meeting (cost reimbursed by participants); online services support; 1 staff attending the Floodplain webinar; office supplies

|                         |                 |            |          |
|-------------------------|-----------------|------------|----------|
| Louisa Ewert, Treasurer |                 |            | 6,718.97 |
| 09/2013                 | Rent            | \$4,618.38 |          |
| 09/2013                 | Internet Access | 88.00      |          |
| 07/2013                 | Postage         | 1,008.23   |          |
| 07/2013                 | Printing        | 748.19     |          |
| 07/2013                 | Supplies        | 76.50      |          |
| 07/2013                 | Cell Phone      | 179.67*    |          |

\*(Partial costs reimbursed by HCEDP/Rural Accelerator Grant)

Mr. Austin moved approval of the bills totaling \$76,353.80 as presented above.  
Ms. Kelly seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission’s FY 2013 Program Budget as of July 31, 2013. Mr. Austin explained the Program Budget Status Report was mailed in members' packets. The Commission is 8.3% through the fiscal year with 7.4% expended and within budget.
- c. Contracts/Grants for Consideration. Ms. Bulat presented the following contracts/grants over \$7,500 requiring Commission approval:
- Grant from the Federal Transit Administration, for bus and bus facilities, in the amount of \$439,362 with the timeframe to be determined. These funds will be passed through to the three Quad City transit systems. Resolutions designating signature authority for Transportation Electronic Award & Management Process and authorizing the filing of the application and acceptance of the award were provided.

Ms. Kelly asked if there was money included for administration. Ms. Bulat said staff receive federal transit planning funds that could be used for this purpose, so no additional monies were required. Mr. Austin moved approval of the resolutions designating signature authority and authorizing the filing and acceptance of the grant award as well as the contracts needed with 3 Quad City transit systems to pass the funds to them, and Ms. Sherwin seconded. The motion passed unanimously.

- Contract with Muscatine County for a Comprehensive Plan, in the amount of \$10,000 for the period September 1, 2013 through September 30, 2014.

Mayor O’Boyle moved approval of contract, and Mayor Thodos seconded. The motion passed unanimously.

- Grant from Economic Development Administration for Investing in Manufacturing Communities Partnership as applied for with the Quad Cities Chamber of Commerce in the amount of \$162,500 with match in the amount of \$162,500 for the period November 1, 2013 through October 31, 2014.

It was noted that Bi-State as co-applicant, would administer the project, and implement any agreements needed with the Quad City Chamber and participants to ensure successful completion of the project. In addition, Bi-State would receive administrative funding for the project. Ms. Kelly moved approval of grant, and Mayor Raes seconded. The motion passed unanimously.

4. Status of Quad Cities Area Household Travel Survey and Travel Demand Model Enhancements. Ms. McCullough explained that every five years, Bi-State Regional Commission staff updates the Quad Cities Metropolitan Planning Area Long Range Transportation Plan (LRTP). The update process examines and reflects changes in the metro transportation system. Quad Cities travel needs, traffic safety, and congestion are evaluated. Bi-State's Quad Cities MPO Transportation Policy and Technical Committees oversee Long Range Transportation Plan preparation, and in the next three years, they will work with Bi-State staff to prepare a full draft update by early 2016. The update will include transportation goals and collection of existing and proposed transportation system recommendations.

Ms. McCullough reported that Bi-State Regional Commission is conducting a survey of more than 1,500 households in the Quad Cities in the next two to three months. The survey results will help transportation planners in the metro area better understand how people travel and why. The results will be used by planners and local officials to identify current travel choices and their effect on the transportation system. The data will also help improve regional mobility.

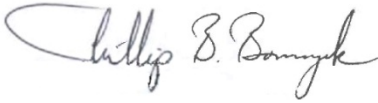
Starting September 9, 2013, households in the Quad Cities will be randomly chosen to participate in this survey. Participation is voluntary but very important. The last survey of this kind was conducted in the late 1960s. Travel patterns and choices have changed greatly since that time. Community participation is critical to the success of the transportation future.

Ms. McCullough stated that ETC Institute has been hired by Bi-State Regional Commission to conduct the survey. Trained interviewers from ETC Institute will call and ask households questions on daily travel. Participants will record the destination address, travel time, mode of travel, and vehicle occupancy for their travels throughout the day. Parents will be asked to keep the travel diary for younger children. The information provided by Quad Citians will be kept confidential and used only in aggregate form for statistical purposes as part of the transportation network modeling process. This effort was funded through an Iowa Clean Air Attainment Program (ICAAP) grant of \$300,000.

The study area boundary includes from Princeton to Buffalo and Eldridge to the Mississippi River in the Scott County, Iowa area. The Illinois portion includes from the Mississippi River south to Oak Grove and Port Byron to Andalusia. It also includes the areas in and around Colona and Coal Valley as a portion of Henry County. Commissioners were asked to share the information within their communities/organizations and encourage participation.

5. Questions or Comments by Commissioners. There were no questions or comments.
6. Other Business. Ms. Bulat introduced, Bryan Schmid and Lindsay Whitson, the newest staff members to Commissioners.
7. Adjournment. The meeting adjourned at 4:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Phillip B. Banaszek".

Phillip Banaszek  
Secretary