

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

Wednesday, January 28, 2015, 3:30 p.m.
Scott County Administration Building
600 West Fourth Street
Davenport, Iowa

MEMBERS PRESENT: Thodos – Vice Chair, Austin, Callaway-Thompson, Earnhardt, Gallagher, Gluba, Goodwin, Heninger, Holst, Hopkins, Howard, Kelly, Lawrence, Maranda, Meeker, Newton-Butt, O’Boyle, Pauley, Raes, Schloemer, Sherwin, Stoermer, Sunderbruch, Tank, Terry, Volz, Washburn

MEMBERS ABSENT: Anderson, Gordon, Gradert, Hillman, Holmes, Liddell, Tossell, Williams

OTHERS PRESENT: Kathleen Repass, Director, Henry County Economic Development Partnership

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

Vice Chair Thodos called the meeting to order at 3:31 p.m. and asked for introductions of those present.

1. Approval of the December 17, 2014 Minutes. Mayor Gluba moved to approve the minutes of December 17, 2014 as presented. Mr. Austin seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Mayor O’Boyle presented the Treasurer’s Report for the month ending December 31, 2014, noting an ending total bank and book balance of \$547,084.57. Mayor O’Boyle 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. Mr. Austin presented the bills totaling \$83,561.85, as listed on the following bills listing and addendum dated January 28, 2015:

Bills List

Bohnsack & Frommelt LLP, final billing for year-end audit 2014	\$ 4,000.00
Hurt, Norton & Associates, December 2014 legislative technical service (cost reimbursed by participating member governments)	7,750.00
Infogroup, license for web-based access to business database	2,100.00
City of Moline, Municipal Code Enforcement System proceeds	3,511.42
Moline Dispatch Publishing Company, L.L.C., advertisement for air quality partnership promotion	5,660.00
Quad Cities Chamber of Commerce, IMCP Grant, July1 thru September 30, 2014	2,976.57
City of Rock Island, Municipal Code Enforcement System proceeds	37,830.91
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	2,730.00

Addendum

Missman, Inc., preparation of East Moline Enterprise Zone legal description, December 2014 services	\$7,990.00
Quad City Times, advertisement for air quality partnership promotion	3,000.00
Rock Island County Treasurer	6,012.95
02/2015 Rent	\$4,618.38
02/2015 Internet Access	88.00
10/2014 Adjustment & 12/2014 Postage	1,126.54
12/2014 Cell Phone	180.03*

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

Mr. Austin moved approval of the bills totaling \$83,561.85 as presented above.

Ms. Kelly seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission's FY 2014-15 Program Budget as of December 31, 2014.
Mr. Austin explained the Program Budget Status Report was mailed in members' packets. The Commission is 50.0% through the fiscal year with 47.4% expended and within budget.

- c. Contracts/Grants for Consideration. There were no contracts/grants for consideration.

4. Executive Committee.

- a. Election of Officers. Vice Chair Thodos reported the Executive Committee, serving as the Nominating Committee, met January 28, 2015 to recommend a slate of officers for consideration to the full Commission. The following slate of officers for 2015-2016 was presented to the Commission for approval:

Chair – John Thodos, Mayor, City of East Moline

Vice Chair – Kas Kelly, Chair, Muscatine County Board

Secretary – Kim Callaway-Thompson, Member, Rock Island County Board

Treasurer – Marty O'Boyle, Mayor, City of Eldridge

Vice Chair Thodos called for nominations from the floor, and none were received. Mayor Gluba motioned to approve the slate of officers, and Ms. Earnhardt seconded. The motion passed unanimously by the Commission.

5. Update on the Henry County Economic Development Partnership (HECDP) Rural Jobs and Innovation Challenge Grant. Ms. Repass provided an update on the Rural Jobs Accelerator Grant Initiative (RJAGI), which covers Henry and Mercer Counties and rural portions of Rock Island County. The three-year grant period began January 2013 and goes through September 2015. Grant funds provided for 1.75 staff to increase economic development capacity.

The project is jointly funded by Economic Development Administration (EDA) and U.S. Department of Agriculture (USDA) Grant for \$193,500, which was matched locally with another \$193,500. The EDA portion of the project funded the *Rural Economic Development Plan* cluster analysis, a business needs assessment, and a Rock Island Arsenal connectivity assessment. The USDA portion of the grant funded efforts to expand the local foods network, coordination of entrepreneur engagement, and rural tourism assessments.

Ms. Repass explained the first year of the grant involved data gathering, analysis, and identification of the four key industry clusters in the project area, which were agriculture,

transportation, manufacturing, and tourism. A Henry County fact sheet was also created along with the first-year draft of the *Rural Economic Development Plan*. The business needs assessment included compiling a major employer inventory in the four industries and conducting interviews using a customized survey tool. Results were shared with public and private officials in the area.

A Rock Island Arsenal (RIA) connectivity assessment identified key business partners at the RIA and compiled a database of numbers of employees and salary ranges in the project area employed at the RIA. During the business needs assessment interviews, business opportunities to those interested in RIA contracts were communicated.

In 2014, a Cluster Analysis Steering Committee and five smaller task forces were created that identified objectives to support job retention foster partnerships to increase development. Also in 2014, outreach presentations continued to gather input to the economic development planning effort. The need to maintain an enterprise zone designation in the planning area was also identified. Interviews to expand the business needs assessment were also continued.

Ms. Repass reported work on the local foods network involved developing a database of growers and determining a market for their products. Partnership possibilities with the Quad City Food Hub were identified, as well as the need for a refrigerated food truck to gather the product. Training in USDA Good Agricultural Practices (GAP) certification will also be considered along with local grocery store collaboration in joint purchasing.

To encourage rural entrepreneurs, a “Fast Pitch” competition was held with a monetary prize. The 2013 and 2014 winners were:

- Save a Heart — AED devices (Colona)
- One Stop Shooting Range (Toulon)
- 360 e-Cycle — recycle electronic devices (Kewanee)
- Paxton Poultry (Annawan)
- Designs on the Boulevard (Geneseo)
- Jim Langdon — athletic equipment, patent work (Stark County)

For the Rural Tourism Community Assessment, a Phase I consultant study of tourism opportunities, issues, and challenges in Henry, Mercer, and rural Rock Island Counties was conducted by Hargrove and Young. A Phase II report developed a tourism asset map of the project area and was prepared by Place Dynamics. Results of both studies will be utilized to strengthen tourism activities and marketing in the area.

Ms. Repass concluded by saying that in the final year of the grant, business interviews will continue, and the Cluster Analysis/Economic Development Plan will be finalized. The Rock Island Arsenal connectivity assessment will be updated with the most recent employment and contract information, and the Rock Island Arsenal Development Group will explore partnership options with local businesses officials. Potential activities with the Quad City Food Hub will also be explored. The final year of the Fast Pitch competition will be held, and high schools students will be invited to participate.

6. Kick-off of CEDS Progress Report 2015. Ms. Berkley provided a brief update on the status of the 2015 Comprehensive Economic Development Strategy (CEDS) Progress Report. The CEDS is updated annually and fully redeveloped every five years. The strategy must be completed for the region to receive federal funds from the Economic Development

Administration (EDA). The CEDS planning process is a collaborative effort with participation from economic development organizations, local governments, institutions of higher learning and private businesses. A core Bi-State staff of seven works closely on the document while another five provide information and review. The CEDS also serves as a unifying economic development strategy that broadly incorporates goals and projects from across the region.

The CEDS Progress Report includes a comprehensive list of economic development projects that have been completed in the last year, are currently underway, and projects planned for the future. The jobs and investments from this list are reported to EDA and are utilized by legislatures to promote the region and champion projects. Granting bodies also can review the list and use it to make decisions on future grant awards.

Ms. Berkley explained the timeframe for the CEDS has changed. In the past, progress reports were due in June, but they will be due in April moving forward. Also new this year was the decision to hold meetings in each county to ensure full representation of the region. The CEDS progress report contains a progress toward the goals of the 2011 full CEDS, background demographics, data analysis include quality of life, and an overview of the region's opportunities and threats. The next full version of the CEDS will be completed in 2016.

Ms. Berkley informed Commissioners that Bi-State staff will bring a draft of the 2015 CEDS Progress Report to the Commission in March for review and a final draft in April for approval.

7. Questions or Comments by Commissioners. There were no questions or comments by Commissioners.
8. Other Business. There was no other business
9. Adjournment. The meeting adjourned at 4:20 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'John Thodos', is written over a large, faint, circular watermark or stamp.

John Thodos
Vice Chair