

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

Wednesday, October 28, 2015, 3:30 p.m.
Rock Island County Office Building
Third Floor Council Chambers
1504 Third Avenue
Rock Island, IL

MEMBERS PRESENT: Thodos – Chair, Conrad, Earnhardt, Gallagher, Gluba, Gordon, Gradert, Heninger, Hillman, Holmes, Hopkins, Howard, Kelly, Lawrence, Maranda, Newton-Butt, O’Boyle, Raes, Schloemer, Sherwin, Stoermer, Sunderbruch, Tank, Terry, Washburn

MEMBERS ABSENT: Anderson, Austin, Callaway-Thompson, Holst, Liddell, Looney, Meeker, Pauley, Volz

OTHERS PRESENT: Dawn Neuses, Dispatch-Argus Newspaper

STAFF PRESENT: Beswick, Bulat, Grabowski, McCullough, Moritz, Patel

Chair Thodos called the meeting to order at 3:33 p.m.

1. Approval of the September 23, 2015 Minutes. Ms. Kelly moved to approve the minutes of September 23, 2015 as presented. Mr. Tank seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Ms. Hillman presented the Treasurer’s Report for the month ending September 30, 2015, noting an ending total bank and book balance of \$681,779.23. Ms. Earnhardt moved the report be accepted as written and mailed. Ms. Sherwin seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Ms. Hillman presented the bills totaling \$169,902.58, as listed on the following bills listing and addendum dated October 28, 2015:

Bills List

Blackhawk Bank & Trust, VISA charge card expenses related to 1 staff attending the IGFOA Finance Lunch; APA Signature Webinar Series Audio Conferences; 2 staff attending the Project Management Workshop; 2 adjustable desktop standing desks for staff; Iowa Intergov meeting; Managers & Administrators Committee meeting (cost reimbursed by participants); Iowa and Illinois Association of Regional Councils meeting; Chief Administrative & Elected Officials meeting (cost reimbursed by participants); Quad City Riverfront Council meeting (cost reimbursed by participants); office supplies	\$ 2,640.13
Bohnsack & Frommelt LLP, progress billing for year-end audit and single audit 2015	10,000.00

Center for Community GIS, Web-based Trails Map Development, September 1 thru September 29, 2015	23,760.00
Hurt, Norton & Associates, September 2015 legislative technical service and Professional Media Services (cost reimbursed by participating member governments)	9,750.00
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	3,780.00

Addendum

City of East Moline, Municipal Code Enforcement system proceeds	2,316.82
City of Rock Island, Municipal Code Enforcement system proceeds	33,477.60
Rock Island County Treasurer	5,924.03
11/2015 Rent	\$4,618.38
11/2015 Internet Access	88.00
09/2015 Postage	1,014.84
09/2015 Supplies	83.15
09/2015 Cell Phone	119.66*

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

Scott County or Stivers Lincoln-Mercury, 2 new Ford Fusion Hybrids	48,254.00
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Ms. Hillman moved approval of the bills totaling \$169,902.58 as presented above. Mr. Heninger seconded the motion, and it passed unanimously.

b. Report on Progress on Commission’s FY 2015-16 Program Budget as of September 30, 2015. Ms. Hillman explained the Program Budget Status Report was mailed in members' packets. The Commission is 25% through the fiscal year with 22.1% expended and within budget.

c. Contracts/Grants for Consideration. Ms. Bulat presented the following contract for consideration.

- Contract with City of East Moline to update zoning ordinance. The contract period is 11/1/15 – 1/31/17, in the amount of \$10,000.

Ms. Sherwin moved approval of the contract as presented above, and Ms. Earnhardt seconded. The motion passed unanimously.

d. Finance & Personnel Committee Additional Item. Ms. Hillman brought to the Commission the recommendation of the Finance & Personnel Committee to purchase two new Ford Fusion Hybrid vehicles up to the amount of \$48,254 for both under the State of Iowa bid. There is a possibility they may need to be purchased through Scott County to access the state bid. Mr. Maranda motioned to approve the purchase, and Mr. Terry seconded. The motion passed unanimously.

4. Consideration of Resolution for Annual Certification of the Bi-State Revolving Loan Fund (RLF) Plan. Mr. Tank stated the Bi-State RLF is celebrating 30 years of providing gap financing to businesses. Since the inception of the program in 1986, nearly \$9.8 million has been loaned to 104 businesses in Rock Island and Scott Counties. These loans have helped generate approximately \$435 million in total investments, accessing city and state public financing programs, financial institutions, and company equity. In addition, over 3,750 jobs have been created/retained in the two-county area. Currently, there is approximately \$935,000 available to loan with the repayment loan pool growing by \$10,000 each month.

For the Bi-State Region Revolving Loan Fund, the job/cost ratio is 2.8:\$7,500; the private/public dollar ratio is \$14:\$1; and the job creation retention is 3,751. RLF guidelines state that there should be a 1:\$7,500 job/cost ratio, a \$2:\$1 private/public dollar ratio, and 1,310 jobs created and/or retained.

Mr. Tank motioned to approve the resolution to renew the annual certification of the Bi-State Revolving Loan Fund Plan. Mayor Gallagher seconded, and the motion passed unanimously.

5. Consideration of Resolution for Annual Certification of the Mercer-Muscatine Revolving Loan Fund (MMRLF) Plan. Ms. Moritz presented the Commission with information on the Mercer-Muscatine Revolving Loan Fund Program (MMRLF). Since the inception of the MMRLF in 2009, there have been \$568,000 loaned to businesses in Mercer and Muscatine Counties. These loans have helped generate nearly \$43 million in total investments. Currently, there is \$63,000 available to loan for Mercer & Muscatine businesses.

For the Mercer-Muscatine Revolving Loan Fund, the job/cost ratio is 1:\$15,500; the private/public dollar ratio is \$74.5:\$1; and the job creation retention is 40. RLF guidelines state that there should be a 1:\$15,500 job/cost ratio, a \$2:\$1 private/public dollar ratio, and 37 jobs created and/or retained.

Mayor Hopkins shared information about a project in downtown Muscatine that utilized the Mercer-Muscatine Revolving Loan Program. The Merrill Hotel and Conference Center is a cornerstone project for their downtown and its redevelopment. The project includes an 114-room hotel, conference center and ballroom, two-story parking garage, and associated outdoor improvements. This project compliments the Mississippi Drive Corridor Project, investment by local industry in the downtown and nearby, the city's Community Attraction and Tourism State of Iowa grant and riverfront improvement plans, as well as small business programs. Muscatine has never had a better opportunity to see its downtown revitalized.

Mayor Hopkins stated local families and investors have stepped up to help drive, fund the hotel, and make this project a reality, as well as their friends from China. A critical component identified during the development process was the value of the RLF loan, its contribution to the project, and the regional support it brings to the project.

Mr. Tank motioned to approve the resolution to renew the annual certification of the Mercer-Muscatine Revolving Loan Fund Plan. Mr. Gradert seconded, and the motion passed unanimously.

6. Consideration of Title VI Program and Non-Discrimination Policy for Bi-State Regional Commission 2015 Update. Ms. McCullough reviewed the update to the Bi-State Title VI Program and Non-Discrimination Policy provided to the Commissioners. She stated that since the 1964 Civil Rights Act was enacted more than 50 years ago, there continues to be an on-going need for awareness and implementation of this and new regulations related to civil rights. The 2013 *Title VI Program and Non-Discrimination Policy for Bi-State Regional Commission* document was a consolidation of the various parts of the agency's policies and procedures formalized collectively into one format. The update revises assigned staff, adds reference to Federal Transit Grant administration and funding allocations, and updates the Limited English Proficiency Plan and analysis.

Ms. McCullough stated Title VI states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial

assistance.” Additional non-discrimination requirements include Executive Orders (EO) to address environmental justice in minority and low-income populations (EO 12898), to improve access to services for persons with limited English proficiency (EO 13166), and to ensure consistent and effective implementation of Title VI (EO 12250) administered through the Department of Justice. There are other statutes that address protected classes related to age, sex, marital status, disability, etc.

Ms. McCullough noted the document identifies the Executive Director as the Title VI Coordinator and outlines roles and responsibilities and related documents, such as the public involvement process, language assistance, and handling of complaints. The Bi-State Regional Commission Title VI Program and Non-Discrimination Policy applies to agency-wide programs and planning. It provides the framework for open and inclusive planning processes, outreach to low income and minority populations, eliminating barriers to participation, providing broad representation on planning and advisory bodies where possible, and knowing the socio-economic makeup of the Bi-State Region to address and be proactive in agency programs and planning.

Ms. Kelly motioned to approve the *Title VI Program and Non-Discrimination Policy for Bi-State Regional Commission 2015* update, and Mr. Stoermer seconded. The motion passed unanimously.

7. Questions or Comments by Commissioners. There were no questions or comments by Commissioners.
8. Other Business. Ms. Bulat informed Commissioners that this meeting marks the beginning of Bi-State Regional Commission’s 50th year. The meeting for October 2016 will be a formal affair with a noon meeting to commemorate the 50th anniversary of the Commission.
9. Adjournment. The meeting adjourned at 4:00 p.m.

Respectfully submitted,



Kimberly Callaway-Thompson
Secretary