

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

Wednesday, November 15, 2017, 3:30 p.m.
Scott County Administrative Center
600 West Fourth Street
Davenport, IA

MEMBERS PRESENT: Earnhardt – Chair, Beck, Broderson, Carroll-Duda, Dawson, Gallagher, Gordon, Heninger, Klipsch, Lack, Lawrence, O’Boyle, Schloemer, Sherwin, Stoermer, Tank, Terry, Thoms, Tompkins, Waldron

MEMBERS ABSENT: Acri, Brown, Callaway-Thompson, Freeman, Geenen, Gradert, Howard, Kiser, Knobbe, Looney, Maranda, Mendenhall, Moore, Newton-Butt, Sorensen

STAFF PRESENT: Bulat, Grabowski, Melton, Miller, Moritz

Chair Earnhardt called the meeting to order at 3:34 p.m. and asked for introductions of attendees.

1. Approval of the October 25, 2017 Minutes. Mr. Schloemer moved to approve the minutes of the October 25, 2017 meeting as presented. Mayor Klipsch seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Mayor Klipsch presented the Treasurer’s Report for the month ending October 31, 2017, noting an ending total bank and book balance of \$812,842.23. Mr. Stoermer moved the report be accepted as written and mailed. Mayor Broderson seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mayor O’Boyle presented the bills totaling \$146,714.00, as listed on the following bills listing:

Bills List

Thomas A. Skorepa, P.C., Administrator Hearing Officer October 2017 services (cost reimbursed by MUNICES)	\$ 3,255.00
The Roosevelt Group LLC, October 2017 Legislative Technical Services (cost reimbursed by participating member governments)	20,000.00

Addendum

Blackhawk Bank & Trust, VISA charge card expenses related to Henry County Administrator lunch (cost reimbursed by participants); 1 staff attending the National Association of Regional Councils (NARC) 2017 Executive Directors’ Conference; 3 staff attending the Illinois Department of Transportation Fall Planning Conference; Iowa Intergov meeting (cost reimbursed by participants); Managers & Administrators Committee meeting (cost reimbursed by participants); Chief Elected & Chief Administrators Officials meeting (cost reimbursed by participants); office supplies	2,388.39
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City of East Moline, Municipal Code Enforcement System proceeds	3,964.67
City of Rock Island, Municipal Code Enforcement System proceeds	24,189.26
Opportunity Alliance LLC, consulting related to the enterprise zone application (cost reimbursed by participating member governments)	6,667.00
Rock Island County Treasurer	6,177.68
12/2017 Rent	\$4,832.58
12/2017 Internet Access	88.00
11/2017 Managed Print Services	323.72
10/2017 Postage	843.36
10/2017 Cell Phone*	90.02
* (Partial costs reimbursed by HCEDP)	

Disbursement of funds for the following Bi-State Revolving Loan Fund Loan:
 Pak Source, Inc. 80,072.00

Ms. Bulat explained approval for Pak Source, Inc.’s disbursement is contingent upon the RLF Board approving the loan at their meeting next week. The loan would need to close prior to the Commission’s next meeting. Mayor O’Boyle moved approval of the bills totaling \$146,714.00 as presented above. Mr. Schloemer seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission’s FY 2017-18 Program Budget as of October 31, 2017.
 Mayor O’Boyle explained the Program Budget Status Report was mailed in members' packets. The Commission is 33.0% through the fiscal year with 29.1% expended and within budget.
- c. Contracts/Grants for Consideration. There were no contracts or grants for consideration.
- 4. Hazard Mitigation Planning and Updates on Other Related Activities. Mr. Melton reported that a FEMA-approved hazard mitigation plan is required per the Disaster Mitigation Act of 2000 to access certain FEMA Grant Programs such as Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA). FEMA requires that natural hazards with potential impact to a location be considered when creating a plan. Mr. Melton explained there are about 15 natural hazards that have the potential to impact the Bi-State Region. The most prevalent are river floods, flash floods, and severe storms. These hazards are reviewed by each jurisdiction participating in the plan.

 Mr. Melton described the responsibilities of participating communities regarding review and public input for plan materials that culminates in adoption of the resulting plan for each community. Bi-State Staff have recently completed updates to Muscatine County’s plan in 2015 and Rock Island County’s plan in 2016. They are currently in the process of updating Scott County’s plan.
- 5. Questions or Comments by Commissioners. There were no further questions or comments by Commissioners.
- 6. Other Business. Ms. Moritz gave an update on October’s presentation of the Revolving Loan Fund. She researched loans provided to women and minority-owned businesses and reported that 16 businesses were women-owned and seven were minority-owned.
- 7. Adjournment. The meeting adjourned at 3:56 p.m.

Respectfully submitted,



Kathy Carroll-Duda
 Secretary