

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

Wednesday, November 28, 2018, 3:30 p.m.  
Rock Island County Office Building  
County Board Chambers, Third Floor  
1504 Third Avenue  
Rock Island, IL

**MEMBERS PRESENT:** Earnhardt – Chair, Beck, Broderson, Carroll-Duda, Dawson, Freeman, Gallagher, Gradert, Heninger, Klipsch, Knobbe, Lack, Lawrence, Maranda, Mather, Mendenhall, O’Boyle, Newton-Butt, Sauer, Schloemer, Sherwin, Tank, Thoms, Tompkins, Waldron

**MEMBERS ABSENT:** Acri, Brown, Callaway-Thompson, Condon, Geenen, Kiser, Looney, Moore, Stoermer, Terry

**OTHERS PRESENT:** None

**STAFF PRESENT:** Bulat, Grabowski, McCullough

Chair Earnhardt called the meeting to order at 3:30 p.m.

1. Approval of the October 24, 2018 Minutes. Mayor Klipsch moved to approve the minutes of the October 24, 2018 meeting as presented. Mr. Gradert seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Mayor Gallagher presented the Treasurer’s Report for the month ending October 31, 2018, noting an ending total bank and book balance of \$716,050.61. Mayor Gallagher moved the report be accepted as written and mailed. Mr. Maranda seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
  - a. Bills. Mayor O’Boyle presented the bills totaling \$42,957.78, as listed on the following bills listing:

Bills List

Blackhawk Bank & Trust, VISA charge card expenses related to Managers and Administrators Committee meeting (cost reimbursed by participants); Iowa Association of Regional Councils meeting; 1 staff attending the National Association of Development Organizations conference; 1 staff attending the National Association of Regional Councils conference; 5 staff attending the Illinois Department of Transportation Fall Planning Conference; 1 staff Attending the Civic Leadership Academy workshop; 2 staff attending the American Planning Association conference; 2 staff attending the Illinois Geographic Information System Association annual conference; office supplies	4,151.38
Opportunity Alliance LLC, consulting related to the enterprise zone application, \$10,000.00 October 2018 services, (cost reimbursed by participating member governments)	

Thomas A. Skorepa, P.C., Administrator Hearing Officer October 2018 services (cost reimbursed by MUNICES)	2,955.00
The Roosevelt Group LLC, October 2018 Legislative Technical Services (cost reimbursed by participating member governments)	20,000.00

Addendum

Rock Island County Treasurer			5,851.40
12/2018	Rent	4,832.58	
12/2018	Internet Access	88.00	
11/2018	Managed Print Services	323.72	
10/2018	Postage	493.14	
10/2018	Supplies	66.00	
10/2018	Cell Phone	47.96	

Mayor O’Boyle moved approval of the bills totaling \$42,957.78 as presented above. Mr. Knobbe seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission’s FY 2018-19 Program Budget as of October 31, 2018. Mayor O’Boyle explained the Program Budget Status Report was mailed in members' packets. The Commission is 33.0% through the fiscal year with 30.6% expended and within budget.
- c. Contracts/Grants for Consideration. Ms. Bulat presented the following grant amendment for consideration.
  - Amended grant with Iowa Association of Councils of Governments for Iowa Department of Economic Development for planning assistance to local governments. The grant amount is amended from \$10,294.00 to \$11,764.70. The grant runs July 1, 2018 through June 30, 2019.

Mayor Klipsch moved approval of the contract, and Mr. Beck seconded. The motion passed unanimously.

- 4. Presentation on Joint Purchasing Program. Ms. McCullough reported that the Joint Purchasing Council (JPC) was formed 32 years ago in 1986 to develop an intergovernmental agreement and guidelines for the joint purchasing of goods. Over \$48 million in products have been purchased since its establishment. Membership in the JPC requires city or county board approval and signing of the intergovernmental agreement. Currently, 31 governmental entities are members of the JPC, and Bi-State membership dues fund agency staff time and bid materials needed by the program.

Bi-State employees Patty Pearson and Bryan Schmid work directly with about 121 government staff from various departments within Bi-State’s local governments, and maintain a database of about 152 vendors. They also assist with development of bid specifications, coordinate the bid letting and opening, complete the bid analysis, and coordinate the actual sending of purchase orders to the awarded vendors. Bi-State staff facilitate 15 bids throughout the year.

The JPC program reduces duplicative administrative costs, such as advertising, postage, bid preparation, and analysis for all bid participants. Vendors deliver all items as indicated on the bid participant supplied purchase orders. This reduces the need for local governments to “go shopping” for items and reduces fuel charges. Bid prices are firm and all-inclusive so there are no “surprise” fees added at the time of delivery. The JPC does not accept any additional delivery, freight, deposit, or fuel surcharges that are frequently added to invoices, if an entity were purchasing on their own.

Ms. McCullough explained that participating in the bid process is covered under membership dues, and for many bids, it only requires entering quantities needed on an order form, approving the bid results, and creating a purchase order. Program participants share expertise and experience through participating in JPC meetings or special training sessions held with industry experts. Current common purchases include calendars; printer supplies; fine paper; municipal water treatment chemicals and utility supplies; marking paint; street signs and hardware; street sign posts; ice melt; turf chemicals; athletic field dressing items; various types of seed; janitorial paper products, cleaning supplies, and personal hygiene items; garbage can liners; and food service supplies. The largest overall single bid purchase is for water treatment chemical at over \$1.5 million per year. The most items purchased by bid is turf chemicals and seeds with 138 items, followed by janitorial supplies with 96 items. Individual members cost savings can be from 25-80% of the retail costs for various bid items.

Ms. Bulat reported that as part of joint purchasing effort, the aerial photo project is underway. A consultant has prepared a Request of Proposals (RFP) to find a vendor to do the flyover work. The consultant is under a contract of \$20,000, which was less than anticipated. The final product is anticipated to have a greater resolution at costs similar to the 2014 aerials.

5. Questions or Comments by Commissioners. Mayor Gallagher reported to the Commission about efforts by the Mississippi River Cities and Towns Initiative (MRCTI). He noted that there are 184 communities along the main stem of the Mississippi River, and the MRCTI has been in existence since 2010. This year, the MRCTI conference was held in the Quad Cities, and over 30 local mayors attended, along with over 120 visitors. Participants were treated to visits at the Arsenal, Figge, and Blackhawk historic site, and a reception was held in Schwiebert Park in Rock Island.

Mayor Gallagher and Mayor Klipsch also shared information about sustainable activities of the MRCTI, including Farm to Table food efforts. Mayor Klipsch announced his upcoming trip to Washington, D.C. to learn about resiliency and international endorsement of green practices. He recently went to Germany to participate in a climate change and sustainability workshop. He mentioned that Wal-Mart in particular is interested to know where the food products that they sell come from and are informed about food production practices.

Mr. Gradert noted that it was nice to see the I-74 Bridge arches come to the Quad Cities via Mississippi River barge. It gives the public an opportunity to see the river way used for significant projects in addition to bulk commodity movements and pleasure boating.

6. Other Business. Ms. Earnhardt reminded Commissioners of the upcoming Scott County Economic Development Summit on February 28, 2019, and save-the-date information will be going out soon. Ms. Earnhart also alerted Commissioners to the next meeting on the third Wednesday, December 19.

Ms. Bulat also reported that following the Revolving Loan Fund (RLF) presentation at the October meeting, she has been contacted about a potential project in Rock Island, scheduled two presentations on the RLF, and received multiple loan officer contacts to expand the outreach efforts.

7. Adjournment. The meeting adjourned at 4:09 p.m.

Respectfully submitted,



Kathy Carroll-Duda  
Secretary