

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

Wednesday, October 23, 2019, 3:30 p.m.
Scott County Administrative Center
Sixth Floor Conference Room
600 West Fourth Street
Davenport, IA

MEMBERS PRESENT: Maranda – Chair, Acri, Brunk, Carroll-Duda, Deppe, Freeman, Gradert, Heninger, Jones, Kinzer, Kiser, Klipsch, Lawrence, Mendenhall, Newton-Butt, Parker, Schloemer, Sherwin, Sorensen, Tank, Thoms, Tompkins, Waldron

MEMBERS ABSENT: Beck, Broderson, Condon, Dawson, Gallagher, Knobbe, Lack, Mather, G. Moore, R. Moore, O’Boyle, Stoermer

OTHERS PRESENT: Colonel Stephen Marr, Rock Island Arsenal

STAFF PRESENT: Bulat, Grabowski, McCullough, Moritz

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

1. Approval of the September 25, 2019 Minutes. Mayor Klipsch moved to approve the minutes of the September 25, 2019 meeting as presented. Mr. Gradert seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Mayor Carroll-Duda presented the Treasurer’s Report for the month ending September 30, 2019, noting an ending total bank and book balance of \$781,789.00. Mayor Carroll-Duda moved the report be accepted as written and mailed. Mayor Acri seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mayor Klipsch presented the bills totaling \$70,585.75, as listed on the following bills listing:

Bills List

Thomas A. Skorepa, P.C., Administrator Hearing Officer September 2019 services (cost reimbursed by participating member governments)	\$ 3,395.00
The Roosevelt Group LLC, September 2019 Legislative Technical Services (cost reimbursed by participating member governments)	20,000.00

Addendum

Blackhawk Bank & Trust, VISA charge card expenses related to Illinois Intergovernmental meeting; Managers & Administrators Committee meeting (cost reimbursed by participants); 1 staff attending the National Association of Development Organizations (NADO); 1 staff attending the Iowa Association of Councils of Governments; 4 staff attending the 34th Annual IDOT Fall Planning Conference; 1 staff attending the Iowa Association of Councils of Governments Executive Director’s retreat; 1 staff attending the National Association of Regional Councils (NARC) Executive Directors conference; 1 staff attending the	5,218.63
--	----------

Iowa Employment Conference: Mental Health in the Workplace; 2 staff attending
 The Iowa APA Fall Conference; 1 staff attending the Illinois Public Transit Association
 (IPTA) 2019 Fall Conference; Quad City Riverfront Council meeting (cost
 reimbursed by participants); 1 staff attending the Iowa Downtown Conference;
 office supplies

City of East Moline, Municipal Code Enforcement System proceeds	11,693.33
City of Rock Island, Municipal Code Enforcement System proceeds	24,176.40
Rock Island County Treasurer	6,102.39
11/2019	Rent 4,689.58
11/2019	Internet Access 88.00
10/2019	Managed Print Services 323.72
06-08/2019	Overage 32.37
09/2019	Postage 769.52
09/2019	Printing 15.00
09/2019	Supplies 130.83
09/2019	Cell Phone 53.37

Mayor O’Boyle moved approval of the bills totaling \$70,585.75 as presented above. Mayor Limberg seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission’s FY 2019-20 Program Budget as of September 30, 2019. Mayor Klipsch explained the Program Budget Status Report was mailed in members' packets. The Commission is 25.0% through the fiscal year with 23.2% expended and within budget.
 - c. Contracts/Grants for Consideration. There were no contracts or grants for consideration.
4. Consideration of Resolution for Annual Certification of the Bi-State Revolving Loan Fund (RLF) Plan. Mr. Tank noted that the Bi-State Revolving Loan Fund in Rock Island and Scott Counties is celebrating 34 years of providing gap financing to businesses. Since the inception of the program in 1985, over \$10.7 million has been loaned to 114 businesses in Rock Island and Scott Counties. These loans have helped generate nearly \$441 million in total investments, accessing city and state public financing programs, financial institutions, and company equity. In addition, over 3,900 jobs have been created/retained in the two county area. Currently, there is approximately \$800,000 available to loan.

Mr. Tank moved approval of the resolution, and Mr. Schloemer seconded. The motion passed unanimously.

- 5. Consideration of Resolution for Annual Certification of the Mercer-Muscatine Revolving Loan Fund (RLF) Plan. Ms. Moritz reported there have been \$598,000 loaned to businesses in Mercer and Muscatine Counties. These loans have helped generate over \$43 million in total investments. Currently, there is \$400,000 available to loan for Mercer & Muscatine businesses.

Mayor Freeman moved approval of the resolution, and Mr. Kinzer seconded. The motion passed unanimously.

Ms. Moritz went on to report that Henry County’s RLF program is administered by Jim Kelley and has approximately \$628,000 available to loan to Henry County businesses with very similar requirements.

Companies in need of gap financing can find an application and program guidelines at www.bistateonline.org by clicking the RLF Programs link on the left hand side of the home

page. They should submit this application to the community's economic development staff where the business is located or to Bi-State Regional Commission. They need to prove their need for gap financing by providing a letter from their primary project lender/financial institution stating the gap and reason for not fully providing total lending. RLF funds cannot be used when conventional financing is available.

Ms. Moritz noted the loan amount is based on number of jobs the business will create or retain in two years. Other criteria reviewed included an owner of 20% or more must provide a personal guarantee, 10% of the total project cost should be funded by owner equity, adherence to federal laws and regulations is required, and the loan will be collateralized with a security agreement, mortgage, and/or UCC filings. Total public funds into a project maximum are 1/3. Once the application satisfies community and RLF staff reviews, the RLF Board determines if the project and loan request is approved.

Loans terms are typically 3 years for working capital, 5 to 7 years for equipment, and 7 to 10 years for real estate/fixed assets. The interest rate is below market with a floor of 75% of prime. Priority is given to manufacturing/industrial projects, then service, and lastly to retail businesses.

There are six categories: capital, assets, management, earning, liquidity, and strategic results for a total of 15 measurements. A score is given that affects reporting frequency and could result in a corrective action plan. The Bi-State and Mercer-Muscatine RLF programs scored an A and B respectively, doing well in all categories and measurements except liquidity. There is too much cash available to lend compared to other programs in this EDA region. There are two years to improve this measurement until a corrective action plan, sequestration, or possible return of grant funds to EDA would be required.

Ms. Bulat reported we had followed up on their marketing suggestions from last year and have contacted bankers, credit unions, business brokers, Chamber and Small Business Development Centers, SCORE and presented the program to other organizations. She stated we have working relationships with many of these organizations. We experienced an increase in inquiries and are hopeful these contacts will continue to provide potential applicants.

6. Status of Regional and Metropolitan Long Range Transportation Planning. Ms. McCullough reported that Bi-State Regional Commission staff facilitate long range transportation planning as directed by the States of Iowa and Illinois, and by the federal government requirements on 5-year cycles. Planning for 20-30 years into the future is the typical time horizon for these plans.

Long range transportation plans (LRTPs) are developed for the Quad Cities Metropolitan Area, Iowa/Illinois and the area known as Region 9, including rural Scott County and the entire geographic area of Muscatine County, Iowa. These are funded through federal transportation funds passed through the respective states. In Iowa, the Region 9 transportation planning process mirrors the metropolitan area process as an initiative supported through the Iowa Department of Transportation. In Illinois, the DOT supports rural transit planning, and provides some funding for rural transportation planning via a competitive grant process for the regional planning agencies state-wide. Specialty transportation plans have been developed for trails, transit, and comprehensive land use in Henry County, Illinois.

Ms. McCullough explained LRTPs frame the basis for future transportation investments. Policies and goals for future travel demand guide and support future priorities and improvements to transportation system performance. People and their wish to go place to place

is at the heart of these plans. Where people live and work, and examining an equitable way to distribute improvements to the system so they serve many of the populations' needs, is an important aspect of the planning process. Defining needs then leads to identifying gaps and necessary or wanted connectivity to destinations within a metro area or region.

She reported that pre-planning efforts are underway to fold into the 2050 Quad Cities Long Range Transportation Plan. A number of studies and reports are being prepared to incorporate findings into the LRTP. These are specialized plans to address corridor or rail river bridge crossing issues and extreme weather resilience.

Bi-State staff is working on data collection and the development of a travel demand model to predict future trips. Preliminary feedback related to travel issues include preparing for new technologies, replacing obsolete bridges, addressing system growth and operations, improving regional corridors, and educating transportation system users on the system itself. At the time of the writing of this article, there were 175 responses to the Citizen Survey, which was set to close October 25, 2019. Other opportunities for input are planned.

A draft plan is expected by the end of calendar year 2020. Public meetings will be held in early 2021 on the draft with consideration of adoption in March 2021.

Ms. McCullough also said that pre-planning efforts include an update of the Muscatine County Area Trails Plan, Scott and Muscatine County Hazard Mitigation Plans to coincide with resilience, and the Bi-State Regional Transit Development Plan. Data collection is underway. A public participation outline will be shared with the Technical and Policy Committees at upcoming meetings. A draft plan is anticipated in late summer with consideration of adoption targeted for October 2020.

7. Other Business. Ms. Bulat reported that there was good attendance at the recent Census trainings in Geneseo and Aledo. She urged those present to work with their local churches, neighborhood groups, businesses, and not-for-profits to encourage completing the Census. She noted Bi-State staff will contact Ms. Sherwin to work on ideas related to counting persons with disabilities. Ms. Bulat also reported that a draft letter of intent was submitted for the Mississippi River Ports of Eastern Iowa and Western Illinois on October 10. Bob Sinkler and she were drafting the final application.
8. Questions or Comments by Commissioners. Mr. Gradert asked about an update to the I-74 Bridge project. Ms. Bulat advised that the estimated completion date is 2021 with demolition of the old bridge in 2022.
9. Other Business. There was no other business.
10. Adjournment. The meeting adjourned at 4:26 p.m.

Respectfully submitted,



Jeff Sorensen
Secretary