

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

Wednesday, October 25, 2017, 3:30 p.m.  
Scott County Administrative Center  
600 West Fourth Street  
Davenport, IA

**MEMBERS PRESENT:** Carroll-Duda – Secretary, Acri, Beck, Broderson, Callaway-Thompson, Dawson, Freeman, Gallagher, Gordon, Gradert, Heninger, Howard, Lack, Lawrence, Mendenhall, Newton-Butt, O’Boyle, Schloemer, Sorensen, Stoermer, Tank, Terry, Thoms, Tompkins, Waldron

**MEMBERS ABSENT:** Brown, Earnhardt, Geenen, Kiser, Klipsch, Knobbe, Looney, Maranda, Moore, Sherwin

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

Secretary Carroll-Duda called the meeting to order at 3:30 p.m. and asked for introductions of attendees.

1. Approval of the September 27, 2017 Minutes. Secretary Carroll-Duda noted to Commissioners that minutes distributed at the meeting were adjusted after the mailing to correct typing errors. Mayor O’Boyle moved to approve the adjusted minutes of the September 27, 2017 meeting as presented. Mr. Stoermer seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Mayor O’Boyle presented the Treasurer’s Report for the month ending September 30, 2017, noting an ending total bank and book balance of \$809,980.12. Mayor O’Boyle moved the report be accepted as written and mailed. Mr. Howard seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
  - a. Bills. Mayor O’Boyle presented the bills totaling \$50,454.51, as listed on the following bills listing:

**Bills List**

Blackhawk Bank & Trust, VISA charge card expenses related to 3 staff attending \$ 4,197.15 the Community Development Block Grant (CDBG) Application Workshop & Training; 2 staff attending the National Walking Summit; Managers & Administrators Committee meeting (costs reimbursed by participants); 2 staff attending the 2017 Iowa Public Transit Association (IPTA) Fall Conference; Illinois Quad City Intergovernmental meeting; 1 staff attending the National Association of Regional Councils (NARC) 2017 Executive Directors’ Conference; 1 staff attending the International City Managers Association 2017 Annual Conference; Chief Administrative and Chief Elected Officials meeting (cost reimbursed by participants); Metropolitan Planning Organization (MPO) & Regional Planning Agency (RPA) meeting; office supplies

Chmura Economics & Analytics, renewal of annual subscription to JobsEQ, 8/1/17 – 7/31/18	5,995.00
Thomas A. Skorepa, P.C., Administrator Hearing Officer September 2017 services (cost reimbursed by MUNICES)	3,290.00
The Development Consortium, Inc., September 2017 Support Services for QC EZone (cost reimbursed by participating communities)	4,261.47
The Roosevelt Group LLC, September 2017 Legislative Technical Services (cost reimbursed by participating member governments)	20,000.00

Addendum

Opportunity Alliance LLC, consulting related to the enterprise zone application (cost reimbursed by participating member governments)	6,667.00
Rock Island County Treasurer	6,043.89
11/2017 Rent	\$4,832.58
11/2017 Internet Access	88.00
10/2017 Xerox July-August 2017 Overage(29.96)	
10/2017 Managed Print Services	323.72
09/2017 Postage	640.23
09/2017 Supplies	99.36
09/2017 Cell Phone*	89.96
*(Partial costs reimbursed by HCEDP)	

Mayor O'Boyle moved approval of the bills totaling \$50,454.51 as presented above.  
Mr. Howard seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission's FY 2017-18 Program Budget as of September 30, 2017. Mayor O'Boyle explained the Program Budget Status Report was mailed in members' packets. The Commission is 25.0% through the fiscal year with 21.4% expended and within budget.
- c. Contracts/Grants for Consideration. Ms. Bulat presented the following contract for consideration
  - Contract with Opportunity Alliance LLC for QC Enterprise Zone Application Consulting Services (cost to be paid by participating member governments) in the amount of \$122,004.00 for the period October 25, 2017 through January 31, 2019.

Mr. Stoermer moved approval of the contract as presented above, and Mayor Broderson seconded. The motion passed unanimously.

4. Consideration of Resolution for Annual Certification of the Bi-State Revolving Loan Fund (RLF) Plan. Mr. Tank, Bi-State Revolving Loan Fund (RLF) Board Member and RLF Program Representative to Bi-State Regional Commission, noted that the Bi-State Revolving Loan Fund is celebrating 32 years of providing gap financing to businesses. Since the inception of the program in 1985, nearly \$10.5 million has been loaned to 109 businesses in Rock Island and Scott Counties. These loans have helped generate over \$439 million in total investments, accessing city and state public financing programs, financial institutions, and company equity. In addition, nearly 3,900 jobs have been created/retained in the two-county area. Currently, there is approximately \$700,000 available to loan.

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

5. Consideration of Resolution for Annual Certification of the Mercer-Muscatine Revolving Loan Fund (MMRLF) Plan. Ms. Moritz, Revolving Loan Fund Program Administrator, reported that there have been \$598,000 loaned to businesses in Mercer and Muscatine Counties using the Mercer-Muscatine Revolving Loan Fund Program (MMRLF). These loans have helped generate over \$43 million in total investments. Currently, there is \$255,000 available to loan for Mercer and Muscatine businesses.

The Merrill Hotel and Conference Center, a MMRLF loan recipient, is a cornerstone project for Muscatine's downtown and its redevelopment. The project includes an 114-room hotel, conference center and ballroom, two-story parking garage, and associated outdoor improvements.

Ms. Mendenhall 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.

Ms. Moritz also reported that Henry County's RLF, administered by Lori Merrill, has funds available to loan to Henry County businesses.

6. Data Portal and U.S. Census Update. Ms. Miller reported that the data portal website has been updated to [GreaterQCRegionData.org](http://GreaterQCRegionData.org). Staff worked with Far Reach Technologies, Inc. to give the website a new look and update its technology, including making it mobile-friendly, streamlining the data reports, and automating and expanding the data on the website.

The updated website features a simplified, dashboard-style home page design with an updated logo and website address (please note this if you've bookmarked the site.) Website users can easily access data about cities and counties in the region with one click on a data report. Reports are more graphical and are displayed in bar graphs and table format. The data can be exported as an image file to insert into documents and reports or as an Excel file.

In addition, the underlying technology was updated to a more current platform that's more flexible and supported by modern web browsers. Technology was implemented that allows staff to gather and update data for the website more automatically. Tools were created that allow Bi-State staff to quickly and easily create and update the data reports on the website.

Ms. Miller also gave an update on activities and programs in preparation of Census 2020. The Boundary and Annexation Survey (BAS) Program is held annually and is an opportunity for local jurisdictions to provide input to the Census Bureau on boundary and name changes for their area. Accurate boundaries mean that population counts gathered in Census surveys and estimate programs are attributed to the correct jurisdictions. Invitations to participate in the 2018 BAS will be sent to the highest elected officials in December 2017.

The Local Update of Census Addresses (LUCA) Program is currently underway. LUCA provides an opportunity for local jurisdictions to review and comment on the U.S. Census Bureau's residential address lists prior to Census 2020. The Census Bureau relies on a complete and accurate address list to reach all living quarters and associated population for inclusion in the 2020 decennial census survey. The deadline to register to participate in LUCA is December 15, 2017. Several webinars and workshops will be available to educate local governments on the program.

The Participant Statistical Areas Program (PSAP) will begin in mid-2018. PSAP is an opportunity for local jurisdictions to review and suggest changes to geographic boundaries for Census block groups & census tracts, which are used for reporting data from Census 2020. Local input is critical on these geographies to gauge change in population and keep these boundaries at optimum thresholds.

Ms. Miller announced that Census Day is April 1, 2020. Much preparation is happening in anticipation of Census 2020 and the U.S. Census Bureau is utilizing innovation and technology to reduce costs in executing the upcoming decennial Census. Innovative processes are being employed such as:

- Better address validation through U.S. Postal Service lists, aerial imagery, and other sources, rather than walking every street.
- Better use of existing information, such as existing government and commercial records to reduce respondent burden
- Better Census survey response options, like offering secure online, phone, and mail options.
- Better field operations, including using technology to better manage and track field cases, using GPS-enabled technology to efficiently route and manage field staff, and using smart phones and tablets for follow-up, rather than pen and paper.

The Census Bureau hopes to realize a \$5 billion cost savings for Census 2020, reducing the expense of a “traditional” Census from \$17.8 billion to \$12.5 billion for an “innovative” Census.

7. Questions or Comments by Commissioners. There were no further questions or comments by Commissioners.
8. Other Business. There was no other business discussed.
9. Adjournment. The meeting adjourned at 4:29 p.m.

Respectfully submitted,



Kathy Carroll-Duda  
Secretary