



City Administrator Report to Mayor & City Council

2018.11.21, Edition No. 330

WEEKLY UPDATE:

- Thanksgiving: Enjoy the holiday with family and friends! City Hall is closed Thursday and Friday.
- MFPRSI: Please find attached the MFPRSI Board Meeting Agenda for the forthcoming meeting on November 29, 2018.
- Bi-State: Attached is the November 28, 2018 Bi-State Regional Commission meeting packet. The next Commission meeting is scheduled for Wednesday, November 28, 2018, at 3:30 p.m. in the Scott County Administrative Center. Thank you. Sarah Grabowski, Bi-State Regional Commission (New # Phone: (309) 793-6300 Ext. 1136).
- HR: HR has scheduled customer service training December 18th-19th for those employees who have regular contact with the public. I'd really like for all office personnel and "front line" employees to attend one of these 90 minute sessions. Brenda Clark-Hamilton will be conducting these sessions. This may affect some department's access during training. We will try to avoid closures where possible.
- In-Depth: Art Director Alexander plans to present the idea of a public art commission or advisory committee and also discuss the Muscatine Art Center's re-accreditation through the American Alliance of Museums at the January In-Depth Session.
- Bi-State: Bi-State has a new telephone system, so staff direct numbers have changed, effective November 8, 2018. The phone number for all staff is (309) 793-6300, and then dial the staff member's extension. Please see the attached staff listing.
- Grandview: Our Project Team is tentatively recommending the Grandview Ave. Project be rescheduled for a bid letting either later in the 2019 year or January 2020. The reasons for this recommendation are:
 1. Securing the additional \$1.5 million has not been completed yet.
 2. Muscatine Power and Waters Budgetary process can be revised
 3. There are several loose ends in the final design to include ingress/egress for several private businesses.
 4. Easement acquisitions have not been completed yet and may not be by January 2019.
 5. The conflict with the Bowling Tournament is problematic
 6. The 2019 construction schedule for the City is very full at this time
 7. Bids may be more favorable to the City if we postpone the letting date.

City staff will be meeting with Bolton-Menk on Tuesday, 27th. One critical item is ensuring that this does not impact existing funding and grant allocations. More to come...

Additional Information follows...

**"I remember Muscatine for its sunsets. I have never seen any
on either side of the ocean that equaled them" — Mark Twain**

The following are the notes from the Project Management Meeting on Tuesday, November 20th:

1. Phase IVA - West Hill Sewer Separation:
 - a. Updated work accomplishments:
 - i. Private walks and driveways poured
 - ii. Sanitary sewer installed on Locust Street
 - iii. Earthwork completed on Locust Street
 - iv. Finished rocking/trim/set forms on Locust Street
 - v. Poured alleyway aprons
 - vi. Landscaping and hydro-seeding on 7th and Spruce
 - b. Upcoming Work - November 20th - November 30th
 - i. Pour concrete on Locust
 - ii. Pour radii and corners
 - iii. Finish sewer installation
 - iv. Finish hydro-seeding
 - c. Remaining work:
 - i. Linn Street needs completed
 - ii. Punch list needs completed
 - d. Estimated Completion Date - December 31, 2018
 - e. Goal --- Council Acceptance of project: January 17, 2019

2. Mississippi Drive Corridor Project:
 - a. Updated work Accomplishments:
 - i. Finished paving final tie-ins along North late on 2nd Street
 - ii. Poured borders and sidewalks
 - iii. Removed asphalt in parking lot
 - iv. Landscaped 4 median areas
 - v. Poured sidewalks and driveway next to Family Dollar
 - vi. Finished conduit for two light poles
 - vii. Street Lights installed on 2nd Street
 - b. Upcoming Work: November 20th - November 30th
 - i. Street striping
 - ii. Bricks to be installed
 - iii. Asphalt pour along rail road tracks
 - iv. Pour Street Light foundations
 - v. Pour sidewalks and median base for bricks
 - c. Remaining work:
 - i. Punch List needs completed
 - ii. Landscaping needs completed
 - d. Estimated Completion Date - December 31, 2018
 - e. Goal - Council Acceptance of Project: January 17, 2019

3. Riverside Park Master Plan:
 - a. Reviewing options for beer Garden and Truck Vendors
 - i. Potential fundraising opportunity for non-profits
 - b. Reviewing options for an Entertainment area
 - c. Recommended restroom locations: Riverview Center/Papoose Pump Station

- d. Winter 2019 development project
- 4. Grandview Ave. Reconstruction Project:
 - a. Next Staff/Consultant meeting is November 27th
 - b. Revised Schedule:
 - i. December 11, 2018: Check Plans submittal deadline to DOT
 - ii. December 13, 2018: Muscatine City Council Work Session
 - iii. January 22, 2019: Final Plans submittal deadline to DOT
 - iv. February 5, 2019: Contract Plans submittal deadline to DOT
 - v. February 21, 2019: Resolution Setting Public Hearing
 - vi. March 7, 2019: Public Hearing and Resolution Approving Plans /Specs
 - vii. April 16, 2019: Bid Opening
 - viii. May 2, 2019: Resolution Awarding Contract
 - ix. May 16, 2019: Resolution Approving Contract and Bond
 - x. June 2019: Construction Start
 - xi. 2019: Pearl to Oregon/Musser
 - xii. 2020: Oregon/Musser to By-Pass
 - c. Team Recommendation:
 - i. Postpone project to 20/21 construction season
- 5. 2nd/Mulberry Roundabout Project:
 - a. Property acquisition being finalized
 - b. Possible permanent easements for water and roadway access under consideration
 - c. City staff/Bolton-Menk reviewing final plans for Winter bid letting
 - d. Process with schedule to follow:
 - i. Acquire Property
 - ii. Raze existing structures
 - iii. Bid Project
 - iv. Construction
 - e. Note: This becomes a priority project
 - f. Potential Schedule:
 - i. December 2018 Property Acquired
 - ii. January/February Demolition of existing structures
 - iii. January/February: Council action
 - iv. March Bid Letting
- 6. Westside Trail:
 - a. DOT review of Environmental Phase I archaeological impact underway
 - b. Developer has given assurances for a trail route behind Crossroads
 - c. Soccer Complex Parking Lot/Trail work nearing completion
 - d. DOT demand that trail has a 10' width - not 8' as proposed
 - i. Could be problematic
- 7. 2nd Street Improvement Project/Design:
 - a. Surveying work approved by Council
 - b. Final review of Design Proposal/Scope of Services by staff
 - c. Council approval of Proposal - January 2019
 - d. Design during 2019

- e. Construction during 2020
- 8. Kent-Stein to Deep Lakes Trail:
 - a. Preparing documentation for final audit
- 9. DOT Lake Park Blvd site:
 - a. City has purchased the site
 - b. Process with schedule to follow:
 - i. Determine Facilitator for the Project
 - ii. Access to facility for review by Police/Fire/PW
 - iii. Draft site analysis report
 - iv. Design renovations
 - v. Construction
- 10. Carver Corner Development:
 - a. Initial Goals:
 - i. Highest and Best Use Development
 - ii. Attract more people to live in Muscatine
 - iii. Make it unique from CBD
 - b. Process:
 - i. Seek additional opinions for best use
 - ii. Discuss the need for a financial consultant
 - iii. Finalize a "best use" list
 - iv. Discuss with City Council
 - v. Develop RFP
- 11. Old Library Site:
 - a. City to consider development options
 - i. Perhaps combine with Carver Corner site development
- 12. 2018 Full Depth Program:
 - a. Houser, Logan - completed
 - b. Park Ave. West, 2nd Ave. - remaining
- 13. City Hall Security:
 - a. Funding in place
 - b. Door replacements to be selected
- 14. Phase V - West Hill Sewer Separation Design:
 - a. November 29th - Next Meeting with Stanley
 - b. Televising Agreement and Property Research have been let
 - c. Maintenance accessibility part of design
- 15. Park Ave. Three Lane Configuration Project:
 - a. Cost to be divided between City/State/DOT
 - i. MPW Scope of Services and Budget commitments
 - ii. Final estimate needed from Shive-Hattery for DOT review
 - b. Project needs Staff review
 - i. Needs to be in CIP as a placeholder

c. Council Approval required

16. Fulliam/Houser Roundabout:

- a. Shive-Hattery design
- b. Cost - 100% State funded
 - i. Overruns covered by City
- c. 2019 Construction Project

2019 Projects:

- a. Grandview Ave (?)
- b. Westside Trail
- c. Phase IVB West Hill Sewer Separation
- d. Park Ave. three lane configuration
- e. Roundabout at Fulliam/Houser
- f. Riverside Park Development
- g. DOT Lake Park Blvd Facility design
- h. 2nd Street Improvement Project design
- i. City Hall HVAC Envelope
- j. Roundabout at 2nd/Mulberry
- k. Carver Corner Development Process
- l. Phase V West Hill Sewer Separation Design
- m. Old Library site development
- n. 2019 Full Depth Patch Program
- o. Extension of Briar's Ditch design

**NOTICE OF MEETING OF THE BOARD OF TRUSTEES
MUNICIPAL FIRE AND POLICE RETIREMENT SYSTEM OF IOWA
THURSDAY, NOVEMBER 29, 2018 1:00 pm**

LOCATION: MFPRSI OFFICES 7155 LAKE DRIVE SUITE 201, WEST DES MOINES, IA, 50266
OFFICE PHONE: (888) 254-9200

PRELIMINARY AGENDA [See Notes 1, 2, 3, 4 below]

THURSDAY, NOVEMBER 29, 2018

I. INVESTMENT CONSULTANT SELECTION

NOTES: 1) Subject to additions & modifications as topics develop. At the discretion of the Chairperson of the Board, the scheduling of individual subjects during the meeting may be adjusted to facilitate the efficient utilization of time. 2) You are hereby notified that the above named public body will hold a meeting at the dates, time and place specified. A vote may be considered to go into closed session pursuant to Iowa Code 21.5(c)(f). 3) Consent Agenda: Subjects that require only consent or approval by the Board of Trustees, including informational topics. Subjects upon which information is provided for the Board but which will not be reviewed at the Board meeting except at the request of an individual Board member or the administration. 4) The Board of Trustees will work through the agenda until completion. Breaks will occur periodically as deemed necessary by the Board chairperson.

NEXT BOARD MEETING: January 3, 2019

**MEETING ANNOUNCEMENT AND AGENDA
BI-STATE REGIONAL COMMISSION**

Wednesday, November 28, 2018, 3:30 p.m.

**** BACK TO REGULAR LOCATION ****

Scott County Administrative Center

Sixth Floor Conference Room

600 West Fourth Street

Davenport, IA

FINANCIAL
(green)

ACTION NEEDED
(yellow)

INFORMATIONAL
(white)

- | | | | | | | | |
|--|--|---|---|--|--|---|------------------|
| | X | | 1. <u>Approval of the October 24, 2018 Minutes (See enclosed)</u> – Carol Earnhardt, Chair | | | | |
| X | X | | 2. <u>Treasurer’s Report (See enclosed)</u> – Bob Gallagher, Treasurer | | | | |
| | | | 3. <u>Finance and Personnel Committee/Financial Matters</u> – Marty O’Boyle, Finance and Personnel Committee Chair | | | | |
| X | X | | a. <u>Bills</u> (See enclosed) | | | | |
| X | | X | b. <u>Report on Progress on Commission’s FY 2018-19 Program Budget as of 10/31/2018 (See enclosed)</u> | | | | |
| X | X | | c. <u>Contracts/Grants for Consideration</u> | | | | |
| | | | <table border="1"> <tr> <td>I. Iowa Association of Councils of Governments</td> <td>Iowa Department of Economic Development for planning assistance to local governments</td> <td>Amended grant amount from \$10,294 to \$11,764.70</td> <td>7/01/18-06/30/19</td> </tr> </table> | I. Iowa Association of Councils of Governments | Iowa Department of Economic Development for planning assistance to local governments | Amended grant amount from \$10,294 to \$11,764.70 | 7/01/18-06/30/19 |
| I. Iowa Association of Councils of Governments | Iowa Department of Economic Development for planning assistance to local governments | Amended grant amount from \$10,294 to \$11,764.70 | 7/01/18-06/30/19 | | | | |
| | | | II. Other Contracts/Grants | | | | |
| | | X | 4. <u>Presentation on Joint Purchasing Program</u> – Patty Pearson, Senior Planner/Joint Purchasing Coordinator | | | | |
| | | | 5. <u>Questions or Comments by Commissioners</u> | | | | |
| | | | 6. <u>Other Business</u> | | | | |
| | | | 7. <u>Adjournment</u> | | | | |

NEXT MEETING: **Wednesday, December 19, 2018 – 3:30 p.m.**

Scott County Administrative Center

Sixth Floor Conference Room

600 West Fourth Street

Davenport, IA

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

Wednesday, October 24, 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, Acri, Carroll-Duda, Freeman, Gallagher, Gradert, Heninger, Klipsch, Knobbe, Lack, Lawrence, Maranda, Mendenhall, O’Boyle, Schloemer, Sherwin, Stoermer, Tank, Thoms, Tompkins, Waldron

MEMBERS ABSENT: Beck, Brown, Broderson, Callaway-Thompson, Condon, Dawson, Geenen, Kiser, Looney, Mather, Moore, Newton-Butt, Sauer, Terry

OTHERS PRESENT: None

STAFF PRESENT: Bulat, Gardner, Grabowski, McCullough, Moritz

Chair Earnhardt called the meeting to order at 3:35 p.m.

1. **Approval of the September 26, 2018 Minutes.** Mr. Maranda moved to approve the minutes of the September 26, 2018 meeting as presented. Mayor Klipsch 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, 2018, noting an ending total bank and book balance of \$790,700.43. Mayor O’Boyle 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 \$71,419.22, as listed on the following bills listing:

Bills List

Opportunity Alliance LLC, consulting related to the enterprise zone application, September 2018 services, (cost reimbursed by participating member governments)	\$10,000.00
Thomas A. Skorepa, P.C., Administrator Hearing Officer September 2018 services (cost reimbursed by MUNICES)	2,765.00
The Roosevelt Group LLC, September 2018 Legislative Technical Services (cost reimbursed by participating governments)	20,000.00

Addendum

Blackhawk Bank & Trust, VISA charge card expenses related to Illinois Intergovernmental meeting; Iowa Intergovernmental meeting (cost reimbursed by participants); Chief Elected and Chief Administrative Officials meeting (cost reimbursed by participants); 1 staff attending the International City Managers Association conference; 1 staff attending the National Association of Development Organizations conference; 1 staff attending the freight conference; 1 staff attending the National Association of Regional Councils conference; staff recruitment advertising; 3 staff attending the Upper Mississippi River conference; 1 staff attending the Iowa Public Transit Association 2018 Fall conference; 1 staff attending the Annual Illinois Counties Solid Waste Management Association conference; 2 staff attending the American Planning Association Iowa conference; office supplies	3,813.11
City of East Moline, Municipal Code Enforcement System proceeds	5,254.19
City of Moline, Municipal Code Enforcement System proceeds	3,354.83
City of Rock Island, Municipal Code Enforcement System proceeds	18,823.43
Rock Island County Treasurer	7,408.66
11/2018 Rent	4,832.58
11/2018 Internet Access	88.00
10/2018 Managed Print Services	323.72
09/2018 Postage	1,795.76
June-August 2018 Print Overage	136.21
09/2018 Printing	30.94
09/2018 Supplies	153.44
09/2018 Cell Phone	48.01

Mayor O’Boyle moved approval of the bills totaling \$71,419.22 as presented above. Mr. Maranda seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission’s FY 2018-19 Program Budget as of September 30, 2018. Mayor O’Boyle explained the Program Budget Status Report was mailed in members’ packets. The Commission is 25.0% through the fiscal year with 23.1% expended and within budget.
- c. Contracts/Grants for Consideration. Ms. Bulat presented the following contract and contract amendment for consideration.
 - Contract with TSS, Inc. (Tongass Substance Screening) for the Drug and Alcohol Consortium Screening program. The contract is January 1, 2019 and through December 31, 2021. Costs are as follows:
 - DOT Urine Drug Test - \$80.00
 - Breath Alcohol Test - \$50.00
 - Breath Alcohol Confirmation Test - \$45.00
 - After-hours Collections - \$135/hour, 1-hour minimum, plus drug or alcohol testing fee

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

- Contract with Iowa Association of Council of Governments for foreign labor housing inspection program. Cost is \$222 to \$257.35 per inspection. The contract is October 1, 2018 and through October 1, 2019.

Mayor Thoms moved approval of the contract, and Mr. Stoermer seconded. The motion passed unanimously.

4. Consideration of Resolution for Annual Certification of the Bi-State Revolving Loan Fund (RLF) Plan. Mr. Tank informed the Commission that the Bi-State Revolving Loan Fund (BSRLF) is celebrating 33 years of providing gap financing to businesses. He reported that since the inception of the program in 1985, over \$10.5 million has been loaned to 112 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, over 3,900 jobs have been created/retained in the two county area. Currently, there is approximately \$700,000 available to loan.

Mayor Gallagher moved approval of the resolution, and Ms. Mendenhall seconded. 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). She stated 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 \$333,000 available to loan for Mercer & Muscatine businesses.

Mayor Gallagher moved approval of the resolution, and Ms. Mendenhall seconded. The motion passed unanimously.

Ms. Moritz also reported that Henry County's RLF, administered by Lori Merrill, has approximately \$200,000 available to loan to Henry County businesses with very similar requirements. Information for this program can be found on Henry County's website www.henrycty.com.

Ms. Moritz reviewed guidelines and processes for both the BSRLF and MMRLF programs. She stated companies in need of gap financing could 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 economic development staff for the community 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 explained that 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.

Ms. Moritz then reported on the new risk rating system for EDA RLF programs. 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. Bi-State's programs scored an A & B, which was very good with all categories and measurements except liquidity. There is too much cash to lend compared to our counterparts in this EDA region. Bi-State has two years to improve this measurement until a corrective action plan, sequestration, or possible return of grant funds to EDA would be required.

Ms. Moritz requested ideas to market these programs. The Commissioners suggested contacting bankers, credit unions, business brokers, commercial real estate brokers, leasing companies, construction equipment dealers, SBA local representatives, Chambers of Commerce, and Small Business Development Centers. Ms. Moritz and Ms. Bulat stated Bi-State has working relationships with many of these organizations including SCORE and appreciated the suggestions and discussion. Ms. Bulat stated staff would gather email information to provide updated information to all the suggested contacts.

Chair Earnhardt suggested Bi-State participate in the Scott County Economic Summit at the Waterfront Convention Center on February 28, 2019. Ms. Bulat stated Congresswomen Cheri Bustos generally has an Illinois Economic Summit in the spring at Augustana College. Staff will plan to market the RLF programs at these events.

Ms. Moritz asked anyone who knows of potential projects in the five county region that will create new jobs and needs public loan assistance to supplement conventional financing should contact a local government's economic development staff or Donna Moritz at (309) 793-6300, ext. 1128.

6. Questions or Comments by Commissioners. There were no further questions or comments by Commissioners.
7. Other Business. Ms. Bulat told Commissioners that the November meeting will be back in the Scott County Administrative Building.
8. Adjournment. The meeting adjourned at 4:25 p.m.

Respectfully submitted,



Kathy Carroll-Duda
Secretary

**BI-STATE REGIONAL COMMISSION
TREASURER'S REPORT
FOR THE MONTH ENDING OCTOBER 31, 2018**

	<u>Balance October 1</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Balance October 31</u>
GENERAL SAVINGS ACCOUNT BANK & BOOK BALANCE:				
Balance – October 1, 2018	\$ 618,249.81			
Add Deposits		\$ 191,847.53		
Less Transfers			\$ 266,506.67	
Balance – October 31, 2018				\$ 543,590.67
RLF SAVINGS ACCOUNT BANK & BOOK BALANCE:				
Balance – October 1, 2018	\$ 1,178.46			
Add Deposits		\$ 0.15		
Less Transfers			\$ 0.00	
Balance – October 31, 2018				\$ 1,178.61
CHECKING ACCOUNT BANK AND BOOK BALANCE:				
Balance – October 1, 2018	\$ 69,024.52			
Add Deposits		\$ 164,840.84		
Less Checks Written			\$ 164,754.04	
Balance – October 31, 2018				\$ 69,111.32
PAYROLL ACCOUNT BANK & BOOK BALANCE:				
Balance – October 1, 2018	\$ 2,247.64			
Add Deposits		\$ 101,625.83		
Less Checks Written			\$ 101,703.46	
Balance – October 31, 2018				\$ 2,170.01
INVESTMENT ACCOUNTS BANK & BOOK BALANCE:				
Balance – October 1, 2018	<u>\$ 100,000.00</u>			
State Bank of Orion 6/25/18 – 12/25/18 (.80%) Add Investments Made		<u>\$ 0.00</u>		
Less Investments Matured			<u>\$ 0.00</u>	
Balance – October 31, 2018				<u>\$ 100,000.00</u>
TOTAL BANK & BOOK BALANCE:				
Balance – October 1, 2018	<u>\$ 790,700.43</u>			
Deposits in October		<u>\$ 458,314.35</u>		
Withdrawals in October			<u>\$ 532,964.17</u>	
Balance – October 31, 2018				<u>\$ 716,050.61</u>
<u>PASS THROUGH FUNDS</u>				
BI-STATE RLF ACCOUNT:				
Balance – October 1, 2018	<u>\$1,070,994.04</u>			
Add Deposits		<u>\$ 17,680.59</u>		
Less Withdrawals			<u>\$ 88.32</u>	
Balance – October 31, 2018				<u>\$1,088,586.31</u>
MERCER-MUSCATINE RLF ACCOUNTS:				
Balance – October 1, 2018	<u>\$ 335,761.83</u>			
Add Deposits		<u>\$ 1,116.10</u>		
Less Withdrawals			<u>\$ 10.00</u>	
Balance – October 31, 2018				<u>\$ 336,867.93</u>

**BILLS TO BE CONSIDERED FOR APPROVAL
AT THE NOVEMBER 21, 2018
BI-STATE REGIONAL COMMISSION MEETING**

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, October 2018 services, (cost reimbursed by participating member governments)	10,000.00
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)	<u>20,000.00</u>
TOTAL	<u>\$37,106.38</u>

Additional bills for which invoices have not yet been received and will be listed on an addendum to be distributed separately.

**BI-STATE REGIONAL COMMISSION
FY 2018-19 Program Budget Status Report
Through Month of October – 33% of Year**

ADOPTED BUDGET:	\$1,966,425.00	EXPLANATION:
EXPENDED THROUGH OCTOBER:	\$ 601,193.74 (30.6%)	
STAFF LEVEL BUDGETED:	22.0 F.T.E.	
STAFF LEVEL MAINTAINED:	20.0 F.T.E.	

MEMBER GOVERNMENTS SERVED DIRECTLY AND ACTIVITIES DURING OCTOBER:

ALEDO – MMRLF Coord.; Transit Mobility/HSTP Planning; Aerial Photo Inquiry; Recycling Inquiry.
ALPHA – HCEDP Participation; Transit Mobility/HSTP Planning, Grant Inquiry.
ANDALUSIA – RICWMA Staffing; MPO Trans. Coord.; Riverfront Council; Website Support; Municipal Code Update.
ANDOVER – HCEDP Participation; Transit Mobility/HSTP Planning; Website Support.
ANNAWAN – Joint Purchasing Council; Transit Mobility/HSTP Planning; Trails and Greenway Planning; HCEDP and EZ Participation; Liaison; Grants Inquiry.
ATKINSON – HCEDP and EZ Participation; Transit Mobility/HSTP Planning; Trails and Greenway Planning; Website Support; CARS submission assistance.
BETTENDORF – Air Quality; Drug & Alcohol Consort.; I-74 Bridge Coord.; Transit Planning-Performance Measures Coord.; Joint Purchasing; Haz. Mit. Plan; Riverfront Council; RLF Loan Admin.; Scott Co. Housing Council; Solid Waste Coord.; Trail Coord.; MPO Trans. Coord.; Aerial Photo Coord.
BLUE GRASS – Reg. 9 Transp. Coord.; Solid Waste Coord.; Website Support.
BUFFALO – Riverfront Council; Solid Waste Coord.; MPO Trans. Coord.; Trail Planning Coordination; Hazard Mitigation Plan.
CAMBRIDGE – HCEDP and EZ Participation; Transit Mobility/HSTP Planning; Aerial Photo Coord.; Zoning Maps.
CARBON CLIFF – Joint Purchasing; RICWMA Staffing; MPO Trans. Coord.; Trail Planning, GIT Coord.; Aerial Photo Coord.; Grant Inquiry.
COAL VALLEY – Joint Purchasing; MPO Trans. Coord.; MUNICES Coord.; RICWMA Staffing; Floodplain; Utility Map; SRTS Grant Appl.
COLONA – HCEDP Participation; Joint Purchasing; Floodplain; Trails and Greenway Planning; GIT and Hennepin Parkway Coord.; MPO Coord.; ILDOT-IL84 Concept Mtg.
CORDOVA – RICWMA Staffing; Riverfront Council; Transit Mobility/HSTP Planning.
DAVENPORT – Air Quality Asst.; Transit Planning-Performance Measures Coordination; FTA 5339 Grant Admin.; Joint Purchasing; Riverfront Council; RLF Loan Admin.; Scott Co. Housing Council; Solid Waste Coord.; Trails Planning; MPO Trans. Coord.; IADOT/City Qtrly. Mtg.; QCTrails.org; QC TELL; Aerial Photo Coord.; Grant Inquiry.
EAST MOLINE – Air Quality Asst.; E9-1-1 Coord.; Joint Purchasing; MUNICES Coord.; RICWMA Staffing; Riverfront Council; RLF Admin.; RMS Coord.; MPO Trans. Coord.; Trail Planning & GIT Coord.; Aerial Photo Coord.
ELDRIDGE – Drug & Alcohol Consort.; Solid Waste Coord.; Website Support; Trails Planning; MPO Trans. Coord.
FRUITLAND – Reg.9 Transp. Coord.; Solid Waste Coord.; Municipal Code Update.
GALVA – HCEDP and EZ Participation; Transit Mobility/HSTP Planning; Trails and Greenway Planning.
GENESEO – HCEDP Part.; Transit Mobility/HSTP Planning; Trail Planning and Hennepin Parkway Coord.; Aerial Photo Coord.; Grant Inquiry.
HAMPTON – MUNICES Coord.; RICWMA Staffing; MPO Trans. Coord.; Riverfront Council; Aerial Photo Coord.
HENRY COUNTY – HCEDP Part.; Joint Purch.; Transit Mobility/HSTP Plan.; Trail & Greenway Plan & Mapping/Hennepin Parkway Coord.; MPO Trans. Coord.; Enterprise Zone App.; Zoning & LESA Reviews.
HILLSDALE – Transit Mobility/HSTP Planning.
KETHSBURG – CDBG Grant Admin.; OSLAD Grant.
KEWANEE – HCEDP and EZ Participation; Transit Mobility/HSTP Planning; Trails and Greenway Planning; Joint Purchasing Information; Grant Inquiry.
LECLAIRE – Joint Purchasing; Riverfront Council; Solid Waste Coord.; MPO Trans. Coord.; Trails Planning and Fed. Rec. Trail Appl.
LONG GROVE – Reg. 9 Trans. Coord.; Solid Waste Coord.; Website Support.
MCCAUSLAND – Reg. 9 Trans. Coord.; Solid Waste Coord.
MILAN – E9-1-1 Coord.; Joint Purchasing; MUNICES Coord.; RICWMA Staffing; MPO Trans. Coord.; RLF Admin.; RMS Coord.; Cons. Dispatch Study Asst.; Comp Plan Update; Trails Planning; QCTrails.org; Aerial Photo Coord.
MOLINE – Air Quality Asst.; E9-1-1 Coord.; Joint Purch.; I-74 Bridge Coord.; MUNICES Coord.; RICWMA Staffing; Riverfront Cncl; RLF Adm.; RMS Coord.; Trails Coord. and Complete Streets Planning; MPO Trans. Coord.; QCTrails.org; Aerial Photo Coord.
MUSCATINE CITY – Air Quality Asst.; Joint Purch.; Reg. 9 Transportation Coord.; MMRLF Coord.; Solid Waste Coord.; Trails Planning/ADT Coord.; Aerial Photo Coord.
MUSCATINE COUNTY – Air Quality Asst.; Joint Purch.; Reg. 9 Coord.; Trails Plan Update/ADT Coord.; Transit Mobility Coord.; MMRLF Coord.; Cedar River Watershed Planning; 2019 Aerial Photo Coord.
NEW BOSTON – Transit Mobility Coord./HSTP Planning.
NICHOLS – CDBG Wastewater Funding Inquiry.
OAK GROVE – E9-1-1 Coord.; MPO Trans. Coord.
ORION – HCEDP and EZ Participation; Website Support; Transit Mobility/HSTP Planning; OSLAD Grant App.
PORT BYRON – RICWMA Staffing; MPO Trans. Coord.; Riverfront Council; Trails Coord. and Complete Streets.
PRINCETON – Riverfront Council; Solid Waste Coord.; MPO Trans. Coord.; Trail Planning & Fed. Rec. Trail Grant Appl.; Zoning Maps.
RAPIDS CITY – RICWMA Staffing; Riverfront Council; MPO Trans. Coord.; OSLAD Grant.
RIVERDALE – Riverfront Council; MPO Trans. Coord.; Solid Waste Coord.; Trails Coord.; Website Support.
ROCK ISLAND CITY – Air Quality Asst.; E9-1-1 Coord.; Joint Purch.; MUNICES Coord.; Riverfront Cncl.; RICWMA Stfg.; RLF Loan Admin.; RMS Coord.; Trails Coordination; MPO Trans. Coord.; QCTrails.org; Complete Streets Planning; Aerial Photo Coord.
ROCK ISLAND COUNTY – Air Quality Asst.; E9-1-1 Coord.; Joint Purchasing; QCEPC Committee; MUNICES Coord.; RICWMA Stfg. & Website Support; RMS Coord.; Trail Coord.; Transit Mobility/HSTP Planning + QC Rideshare; Passenger Rail; Floodplain Coord. Efforts; QC Health Initiative; MPO Trans. Coord.; Forest Preserve Plan Update/Complete Streets, Greenway Plan; Census Tract Map Updates; Stationery-Business Cards.; Comp Plan Update Grant Award; Aerial Photo Coord.; OSLAD Grant App.
SCOTT COUNTY – Financial Mgmt – Scott Co. KIDS and Scott Co. Hsg. Cncl.; Air Quality Coord.; I-74 Bridge Coord.; Joint Purch.; QCICNet, Reg. 9 Transportation Coord. & MPO Trans. Coord.; RLF Admin.; Planning; Trail Planning/ADT Coord.; REAP Plan Update; Transit Mobility/HSTP Planning + IA/QC Rideshare; Interop. Project; QC Health Initiative; Countywide IT Services/Equipment Coord.; QC EPC Meeting; 2019 Aerial Photo Coord.; Economic Development Summit.
SHERRARD – Joint Purchasing; Transit Mobility/HSTP Planning; Website Support.
SILVIS – E9-1-1 Coord.; IL Intergov. Comm. Coord.; Joint Purch.; MUNICES Coord.; RICWMA Stfg.; RMS Coord.; MPO Trans. Coord.; Trails Planning & GIT Coord.; RLF Loan Admin; Mapping Asst.; Aerial Photo Coord.; Grant Inquiry.
VIOLA – Transit Mobility/HSTP Planning; Mapping Asst.; Sidewalk Policy.
WALCOTT – Reg. 9 Transportation Coord.; RLF Admin; Solid Waste Coord.; Comp Plan Update; Trail Coord.
WEST LIBERTY – Air Qual. Coord.; Reg. 9 Transportation Coord.; Trails Plan/ADT Coord. Solid Waste Coord.; MMRLF.
WILTON – Air Qual. Coord.; Reg. 9 Transp. Coord.; Solid Waste Coord.; MMRLF.
WINDSOR – Transit Mobility/HSTP Planning; CDBG Grant Admin.
WOODHULL – HCEDP and EZ Participation; Transit Mobility/HSTP Planning.

Bi-State Report – October

COMMUNITY/ECONOMIC DEVELOPMENT: Provided information to Henry County Economic Development Partnership (HCEDP) board and follow-up for the Enterprise Zone application. Began planning economic summits. Attended Iowa Regional Council of Governments meeting and NARC Executive Directors Conference. Data warehouse www.greaterqcregiondata.org website maintenance. Attended executive directors conference, and other community development trainings and webinars. Began comparing economic development software.

DATA/GRAPHICS/MAPPING/ON-LINE SERVICES

Data Center: Staff responded to 7 data and map requests including 2 from non-profits, 3 from local governments, 1 from the media, and 1 from a private citizen. The data section of the Bi-State website had 30 page views. The data portal (www.greaterqcregiondata.org) had 47 sessions and 317 page views. Staff continued to assist with and monitored the 2020 Census.

Graphics/GIS/Mapping: QC Street Map (Folded & Wall Versions) Distribution; QCTrails.org Website Maintenance-trail safety alerts; Region-wide 2019 Aerial Photo Update Coordination; Region 9 Transportation Improvement Plan Mapping; Transit Development Plan Mapping; Updated/Maintained GIS Data for Street Centerlines, Traffic Counts, MPA Boundary, Federal Functional Class Routes, Urban Areas, Corporate Limits, Landmarks, Rail, Trails, zoning, utilities.

www.bistateonline.org: Total pages viewed for October 2018 was 2,518, and top pages viewed included: Joint Purchasing Council/Bid Notices (276); Average Daily Traffic Counts (88); Our Staff (107); 2019 Water Treatment Chemicals Bid Notice (79); Contact Us (58); Quad Cities LRTP (36); Search (86); Documents (53); and Who We Are (57).

ENVIRONMENTAL, RECREATION, RIVERFRONT SERVICES: Responded to inquiries & assisted with trail/recreation project funding assistance/grants and trail use counting. Assisted with Safe Routes to Schools grant requests. Prepared solar farm zoning reviews. Worked on Rock Island County Forest Preserve Plan, Rock Island County Greenways and Trails Plan, and Muscatine County Trails Plan updates. Prepared for publication of Scott County REAP Plan update. Prepared 4 Open Space and Land Acquisition grant applications. Served Rock Island County Waste Management Agency (RICWMA) with oversight and management of waste disposal and recycling programs, drop-off recycling program, reporting, and overall agency administration. Responded to RICWMA telephone inquiries from general public & media concerning solid waste and recycling issues. Continued coordination of issues related to Bi-State Region Clean Air Partnership and strategies for emission reduction. Continued development for 2019 alternative energy workshop. Continued multi-jurisdictional hazard mitigation planning. Attended River Action meetings.

INTERGOVERNMENTAL FORUMS AND REGIONAL SERVICES: Continued assistance to the Joint Purchasing Council (JPC). Worked on the following bids: utility supplies, water treatment chemicals, paper, turf chemical and seed, signs/sign posts, can liners, and food service supplies. Staffed Quad Cities Area intergovernmental forums and meetings of managers, administrators, and chief elected officials. Assisted with Rock Island Arsenal issues. Participated in emergency planning and preparedness meetings. Provided follow-up for Scott County smaller community IT study.

REVOLVING LOAN FUND (RLF): Administered Bi-State RLF Program: Prepared meeting cancellation notice and financial summary report. Continued working with Bettendorf company for application information. Continued receiving job creation information from active companies. Prepared and presented report to Bi-State Regional Commission to recertify RLF Plan. Administered Mercer/Muscatine RLF Program (MMRLF): Prepared financial summary report. Prepared and presented report to Bi-State Regional Commission to recertify MMRLF Plan. Provided information to potential applicants. Worked with Aledo, Muscatine City and County, West Liberty, and Wilton to identify potential projects for gap financing.

TRANSPORTATION PLANNING, PROGRAMMING AND PROJECT DEVELOPMENT: Attended related meetings, presented information, and continued staff coordination of river crossing issues. Served transportation inquiries on projects, funding, and rail crossings. Held interdisciplinary traffic safety meeting. Monitored bridge restrictions. Prepared monthly reports of federal transportation programs and coordinated related funding/reporting. Monitored air quality emission issues and exceedances. Continued extreme weather durability and resilience and adaptation assessment pilot. Developed RFQs for Illinois 92 corridor and QC Mississippi River Rail Bridges ILSPR grants. Worked on connections of American Discovery Trail (ADT)/Grand Illinois Trail and Mississippi River Trail and attended related meetings, as well as other trails planning and grant assistance. Facilitated QCTransit.com, QCTrails.org, and QC Rideshare sites maintenance. Conducted trails counter technical assistance. Facilitated issues related to Bi-State Regional Trails Committee. Coordinated Bi-State Drug and Alcohol Testing Consortium random testing program, and continued to facilitate new vendor contracting. Monitored MPO and Iowa Region 9 FY19 Transportation Planning Work Programs. Monitored MPO & Region 9 Federal Fiscal Year (FFY) 2019-22 Transportation Improvement Programs (TIP), including facilitating TIP revisions, and maintenance of data entry in Iowa Transportation Project Management System (TPMS) as part of transportation improvement programming. Prepared and participated in Region 9 planning process review. Prepared Region 9 STBG manual update. Continued model development coordination, including beginning to address parcel data needs. Addressed performance measures requirements. Started developing 2050 travel demand model network and input data. Administered Illinois Region 2 transit HSTP coordinator position. Administered Federal Transit Administration (FTA) 5339 grant. Published Title VI update. Monitored status of implementation of passenger rail service to Chicago. Participated in webinars, workshops, and conferences on various transportation topics related to modeling, performance measures, traffic safety, resiliency, walking, and bicycles.

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