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## City Administrator Report to Mayor & City Council

*January 18, 2013, Edition No. 73*

### REPORT:

1. B-State: Please see the attached January 2013 Commission packet for the January 23<sup>rd</sup> meeting.
2. Colorado Street Project Update: The following information is provided by Robert W. Tobin, P.E. with Shoemaker & Haaland Professional Engineers.
  - IDOT bid letting in August of 2013
  - Notice To Proceed (NTP) - Since this will be a IDOT project we are thinking that the NTP could occur immediately after the City Executes the contract (Sept 19<sup>th</sup>) if allowing work in the fall 13 is acceptable to the City
  - Phasing of Work - We are thinking that the Contractor would be allowed to perform underground utility work in the fall 13. This would be work that could be done without road closure but may require only having one lane available with traffic control and flagmen etc. for short periods of time so that crossing of existing pavement could occur if necessary and temporary patching put back on the existing road to provide a surface through the winter. The fall of 2013 might also be a time to allow the contractor to do some of the earthwork such as building the embankment adjacent to the roadway in areas such as Weed Park. We would like to get your (staff) feedback regarding the Culvert to be placed under Colorado Street at Weed park. We are thinking about the use of a precast box culvert with installation in the fall of 2013. A precast box culvert could be installed in roughly a week. As part of this process Colorado would be closed at the culvert. However we feel use of this approach would minimize long term inconvenience. Precast culverts are generally slightly more expensive (10 to 25%) than cast in place. However if the road is allowed to be closed and a detour were required for a cast in place structure the cost is likely comparable. A cast in place culvert would require a longer time frame for construction roughly 3 to 4 weeks (weather dependent) and we are anticipating that closure for 3 to 4 weeks would not be acceptable so a temporary bypass off to one side would be required.
  - How Much Work Will Be Completed by July 1<sup>st</sup> 2014 - This will be somewhat weather and contractor dependent but at this time we estimate it could be anywhere from 35 to 65% complete.
  - How will you address the work/phase between Colorado and MCC Schools - We are proposing that the work in front of the schools not start until after the school year is complete with the exception of some of the underground work proposed for the fall of 2013. We would also propose that the road in this area be constructed ½ at a time while allowing access to the adjacent properties.

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

- When do you expect completion - We expect substantial completion to be the end of the 2014 construction season with only punch list items such as seeding, etc. stretching into spring 2015. However if we have constructions seasons like the past couple of years - everything may be completed in 2014.
3. Concessions: Happy Joes has requested a reduced City share down to 15% (presently 20%). As such, we will be rebidding concessions for the soccer complex, Kent-Stein, and the pool. Happy Joes did indicate that they would rebid at the lower rate. The Council will need to set a public hearing at the first meeting in February for action at the second meeting. Please see the attached letter.
  4. MFPRSI: Finance Director Nancy Lueck prepared the following information for me after discussing the issue with Rep. Lofgren last Friday. The attached provides a 5-year MFPRSI pension rate increase/impact. I provided a copy to Rep. Lofgren at his request.
  5. Fire Department: Per Chief Ewers: Effective Monday, January 21 Captain Darrell Janssen is promoted to Assistant Fire Chief (56-hr position). Darrell will remain on Blue Shift. Please help me in congratulating Darrell on his promotion. I plan on having one informal promotional gathering and badge pinning with staff and family members in FD day room once all the promotions are completed. As soon as we get the new badges and collar brass the three shift commanders (56-hr AC's) will be renamed to Battalion Chief's. This will be announced when it occurs officially.

FINANCIAL  
(green)ACTION NEEDED  
(yellow)INFORMATIONAL  
(white)

## MEETING ANNOUNCEMENT AND AGENDA BI-STATE REGIONAL COMMISSION

Wednesday, January 23, 2013, 3:30 p.m.

Scott County Administration Building

600 West Fourth Street

Davenport, IA

X

1. Approval of the December 19, 2012 Minutes (See enclosed) – Danny McDaniel, Chair

X

X

2. Treasurer's Report (See enclosed) – Kas Kelly, Treasurer

3. Finance and Personnel Committee/Financial Matters – Chuck Austin, Finance Chair

X

X

- a. Bills. (See enclosed)

X

X

- b. Report on Progress on Commission's FY 2013 Program Budget as of 12/31/2012. (See enclosed)

X

X

- c. Contracts/Grants for Consideration – Denise Bulat, Executive Director

Illinois Department of Transportation	Henry County Comprehensive Transportation Plan	\$37,579	2 years upon execution
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4. Executive Committee – Danny McDaniel, Chair

X

- a. Election of Officers. Following is the slate of officers nominated by the Executive Committee:

Chair – Larry Minard, Chair, Scott County Board of Supervisors

Vice Chair – John Thodos, Mayor, City of East Moline

Secretary – Phil Banaszek, Chair, Rock Island County Board

Treasurer – Kas Kelly, Member, Muscatine County Board of Supervisors

X

- b. Consideration of Recommendation to Articles of Agreement and By-Laws. (See enclosed)

X

5. Update on the Rural Jobs and Innovation Challenge Grant – Mark Hunt, Economic Development Program Manager

6. Questions or Comments by Commissioners

7. Other Business

8. Adjournment

DB/sg  
Agendas\BSRC Agenda.docx

### NEXT MEETING:

**Wednesday, February 27, 2013 – 3:30 p.m.**

Scott County Administration Building

600 West Fourth Street

Davenport, Iowa

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

Wednesday, December 19, 2012, 3:30 p.m.  
Scott County Administration Building  
600 West Fourth Street  
Davenport, Iowa

**MEMBERS PRESENT:** McDaniel – Chair, Austin, Banaszek, Callaway-Thompson, Earnhardt, Gallagher, Gluba, Gordon, Hillman, Hopkins, Kelly, Lawrence, Minard, O’Boyle, Sorensen, Stoermer, Sunderbruch, Terry, Thodos, Volz, Welvaert

**MEMBERS ABSENT:** Anderson, Burrage, Goodwin, Heninger, Liddell, Pauley, Rangel, Schloemer, Sherwin, Tank, Tossell, Washburn, Wells, Williams

**STAFF PRESENT:** Bulat, Hunt, McCullough, Miller, Moritz, Overton

Chair McDaniel called the meeting to order at 3:30 p.m. He welcomed new Commissioners Phil Banaszek, Kim Callaway-Thompson, and Scott Terry, Rock Island County Board, and welcomed back JoAnne Hillman, Henry County Board.

1. **Approval of the November 28, 2012 Minutes.** Mayor Welvaart moved to approve the minutes of November 28, 2012 as presented. Mayor Gluba seconded the motion, and it passed unanimously.
2. **Treasurer’s Report.** Ms. Kelly presented the Treasurer’s Report for the month ending November 30, 2012, noting an ending total bank and book balance of \$545,997.37. Ms. Kelly moved the report be accepted as written and mailed. Mayor Gallagher seconded the motion, and it passed unanimously.
3. **Finance and Personnel Committee.**
  - a. **Bills.** Mr. Austin presented the bills totaling \$56,025.88, as listed on the following bills listing and addendum dated December 19, 2012:

**Bills List**

CBS4 – Coronet Communication, ads to promote air quality (cost reimbursed by ALCOA grant)	\$ 3,966.00
Mark Hunt, tuition reimbursement	825.00
Hurt, Norton & Associates, November 2012 legislative technical service (cost reimbursed by participating member governments)	7,750.00
MRA – The Management Association, Inc., annual membership	500.00
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	2,345.00
Traffic & Parking Control Company, Inc. (TAPCO), traffic signs for the All America City award (costs to be reimbursed by participants)	623.30
TH Enterprises, Inc., Regional Council Management System Software	6,480.00

Agreement for 2013

Addendum

Bancard Center, VISA charge card expenses related to annual software licenses renewal; laptop for MUNICES; 1 staff attending the webinar “Using Background Checks in Employment”; Quad City Riverfront Council meeting (cost reimbursed by participants); 2 staff attending the Iowa Bicycle Summit workshop; 1 staff attending the Dealing with Difficult People seminar; Chief Elected & Administrators luncheon meeting (cost reimbursed by participants); Managers & Administrators luncheon meeting (cost reimbursed by participants); office supplies	3,749.48
Louisa Ewert, Treasurer	5,531.77
01/2013 Rent	\$4,618.38
01/2013 Internet Access	88.00
11/2012 Postage	372.41
11/2012 Printing	313.69
11/2012 Supplies	75.40
11/2012 Cell Phone	63.89
McGladrey LLP, final billing for professional services with the June 30, 2012 financial and compliance audit	7,200.00
Moline Dispatch Publishing Company, L.L.C., ads for Joint Purchasing Council bids and ads to promote air quality (cost reimbursed by ALCOA grant)	902.00
National Association of Development Organizations (NADO), membership dues	2,000.00
Quad-City Times, ads to promote air quality (cost reimbursed by ALCOA grant)	1,333.33
Rock Island County Forest Preserve, member dues over payment	12,820.00

Mr. Austin moved approval of the bills totaling \$56,025.88 as presented above. Mayor Gallagher seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission’s FY 2012 Program Budget as of November 30, 2012. Mr. Austin explained the Program Budget Status Report was included in committee members' packets. The Commission is 41.67% through the fiscal year with 36.39% expended and within budget.

- c. Contracts/Grants for Consideration. There were no contracts over \$7,500 to consider.

4. Update on Census Programs. Meghan Overton, Data Services Planner, provided an update on U.S. Census programs. Ms. Overton explained the American Community Survey (ACS) is an annual rolling survey that replaced the former “long form” survey in decennial censuses and provides estimates of how people live. ACS data is available every year and is released in the fall in 1-year, 3-year, and 5-year survey averages depending on a geographies size. The latest data released on December 6, 2012 was 2006-2011, 5-year estimates. She stated the Equal Employment Opportunity (EEO) Special Tabulation is a special data set compiled by the Census Bureau designed to measure the effects of anti-discrimination laws and regulations in the workplace. Previously only available in the decennial data set, the 2006-2010 (5-year estimates) are the first updated release of the EEO data set since 2000, and the first time ACS data was used. Locally, data is available at the county level and place level (city or town) over 50,000. Another program she covered was the Population Estimates Program (PEP). It utilizes current data on births, deaths, and migration to calculate population change since the most recent

decennial census to produce a time series of estimates. Data is available for U.S., states, counties, and places and includes total population, age, sex, race, and Hispanic origin.

She continued updating the Commissioners on the 2013 Boundary and Annexation Survey (BAS) explaining it is conducted annually. The BAS is used to update information about the legal boundaries and names of all governmental units in the United States. The Census Bureau uses the boundary information collected in the BAS to tabulate data for different census programs such as the ACS and PEP. Response forms are due to the Census Bureau before February 15, 2013, and boundary changes are due before March 1, 2013. The GIS staff in Muscatine and Scott Counties are handling the boundary review and corrections for those counties, and Bi-State can assist with reviewing boundaries for other areas in the region.

Lastly, she told them about the Core Based Statistical Areas (CBSA), which is geographic entities defined by the Office of Management and Budget (OMB) used by federal statistical agencies in collecting, tabulating, and publishing federal statistics. A metro area contains a core urban area of 50,000 or more population, and a micro area contains an urban core of at least 10,000 (but less than 50,000) population. Each metro or micro area consists of one or more counties and includes the counties containing the core urban area, as well as any adjacent counties that are socially and economically connected with the urban core. Usually this is measured by commuting to work patterns. Updates to the current CBSAs will be released in 2013. Current delineations for the Bi-State Region include the Davenport-Moline-Rock Island, IA-IL Metropolitan Statistical Area (Scott County, IA and Henry, Mercer, and Rock Island Counties, IL) and the Muscatine, IA Micropolitan Statistical Area (Louisa and Muscatine Counties, IA).

5. Consideration of the Title VI Program and Non-Discrimination Policy. Ms. McCullough reviewed the Bi-State Title VI Program and Non-Discrimination Policy provided to the Commissioners. She stated the 1964 Civil Rights Act was enacted nearly 50 years ago. There continues to be an on-going need for awareness and implementation of this and new regulations related to civil rights. The document is a consolidation of the various parts of the agency's policies and procedures formalized collectively into one format.

Title VI states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Additional non-discrimination requirements include Executive Orders (EO) to address environmental justice in minority and low-income populations (EO 12898), to improve access to services for persons with limited English proficiency (EO 13166), and to ensure consistent and effective implementation of Title VI (EO 12250) administered through the Department of Justice. There are other statutes that address protected classes related to age, sex, marital status, disability, etc.

The document identifies the executive director as the Title VI Coordinator; outlines roles and responsibilities and related documents, such as the public involvement process; language assistance; and handling of complaints. The Bi-State Regional Commission Title VI Program and Non-Discrimination Policy applies to agencywide programs and planning. It provides the framework for open and inclusive planning processes, outreach to low-income and minority populations, eliminating barriers to participation, providing broad representation on planning and advisory bodies where possible, knowing the socio-economic makeup of the Bi-State Region to address, and being proactive in agency programs and planning.

Mayor Gallagher stated he reviewed the document and it looks good legally and suggested a table of contents. Mayor Welveart moved the report be accepted as written and mailed. Mayor Thodos seconded the motion, and it passed unanimously.

6. Questions or Comments by Commissioners. There were no questions or comments by Commissioners.
7. Other Business. There was no other business.
8. Adjournment. The meeting adjourned at 4:04 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'John Thodos', written over a large, loopy circular flourish.

John Thodos  
Secretary

**BI-STATE REGIONAL COMMISSION  
TREASURER'S REPORT  
FOR THE MONTH ENDING DECEMBER 31, 2012**

	<u>Balance December 1</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Balance December 31</u>
<b>GENERAL SAVINGS ACCOUNT BANK &amp; BOOK BALANCE:</b>				
Balance – December 1, 2012	\$ 419,015.93			
Add Deposits		\$ 360,399.97		
Less Transfers			\$ 245,071.21	
Balance – December 31, 2012				\$ 534,344.69
<b>RLF SAVINGS ACCOUNT BANK &amp; BOOK BALANCE:</b>				
Balance – December 1, 2012	\$ 1,168.19			
Add Deposits		\$ 0.15		
Less Transfers			\$ 0.00	
Balance – December 31, 2012				\$ 1,168.34
<b>CHECKING ACCOUNT BANK AND BOOK BALANCE:</b>				
Balance – December 1, 2012	\$ 24,159.39			
Add Deposits		\$ 142,813.19		
Less Checks Written			\$ 142,808.27	
Balance – December 31, 2012				\$ 24,164.31
<b>PAYROLL ACCOUNT BANK &amp; BOOK BALANCE:</b>				
Balance – December 1, 2012	\$ 1,653.86			
Add Deposits		\$ 102,248.02		
Less Checks Written			\$ 102,338.48	
Balance – December 31, 2012				\$ 1,563.40
<b>INVESTMENT ACCOUNTS BANK &amp; BOOK BALANCE:</b>				
Balance – December 1, 2012	<u>\$ 100,000.00</u>			
State Bank of Orion 06/25/12 – 12/25/12 (.4%) Add Investments Made		<u>\$ 100,000.00</u>		
State Bank of Orion 12/25/12 - 06/25/13 (.25%) Less Investments Matured			<u>\$ 100,000.00</u>	
State Bank of Orion 06/25/12 – 12/25/12 (.4%) Balance – December 31, 2012				<u>\$ 100,000.00</u>
<b>TOTAL BANK &amp; BOOK BALANCE:</b>				
Balance – December 1, 2012	<u>\$ 545,997.37</u>			
Deposits in December		<u>\$ 705,461.33</u>		
Withdrawals in December			<u>\$ 590,217.96</u>	
Balance – December 31, 2012				<u>\$ 661,240.74</u>
<b><u>PASS THROUGH FUNDS</u></b>				
<b>ORIGINAL &amp; RECAPPED RLF ACCOUNTS:</b>				
Balance – December 1, 2012	<u>\$991,743.55</u>			
Add Deposits		<u>\$ 13,006.74</u>		
Less Withdrawals			<u>\$ 30.00</u>	
Balance – December 31, 2012				<u>\$1,004,720.29</u>



**BILLS TO BE CONSIDERED FOR APPROVAL  
AT THE JANUARY 23, 2013  
BI-STATE REGIONAL COMMISSION MEETING**

Cumulus Quad Cities, ads to promote air quality (cost reimbursed by ALCOA grant)	\$ 1,200.00
Joseph F. Fackel, Administrative Hearing Officer services (cost reimbursed by MUNICES)	700.00
Hurt, Norton & Associates, December 2012 legislative technical service (cost reimbursed by participating member governments)	7,750.00
Illinois Association of Regional Councils, Human Services Transportation Plan (HSTP) Administrative Assistance, July 1 – December 31, 2012	1,662.50
Infogroup, web-based access to business database	2,050.00
Moline Dispatch Publishing Company, L.L.C., (cost reimbursed by ALCOA grant)	1,020.00
Craig Piggot, MUNICES reimbursement	580.00
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	<u>2,905.00</u>
<b>TOTAL</b>	<b><u>\$17,867.50</u></b>

Additional bills will be listed on the addendum which will be distributed at the meeting.

**BI-STATE REGIONAL COMMISSION  
FY 2012-13 Program Budget Status Report  
Through Month of December – 50.0% of Year**

<b>ADOPTED BUDGET:</b>	<b>\$1,981,352.00</b>	<b>EXPLANATION:</b>
<b>EXPENDED THROUGH DECEMBER:</b>	<b>\$849,185.00 (42.9%)</b>	
<b>STAFF LEVEL BUDGETED:</b>	<b>23.25 F.T.E.</b>	
<b>STAFF LEVEL MAINTAINED:</b>	<b>22.30 F.T.E.</b>	

**MEMBER GOVERNMENTS SERVED DIRECTLY AND ACTIVITIES DURING DECEMBER**

ALEDO – MERGO Participation; Website Support; RLF Coord.; HSTP Planning; 2013 Mercer County Events Flyer; Logo Design.  
 ALPHA – HCEDP Participation; DCEO Bond Grant Asst.; HSTP Planning.  
 ANDALUSIA – RICWMA Staffing; Riverfront Council; Website Support.  
 ANDOVER – HCEDP Participation; HSTP Planning; Park/Rec Planning/Grant Asst.  
 ATKINSON – HCEDP Participation; Website Support; Joint Purchasing Inquiry; HSTP Planning.  
 BETTENDORF – Joint Purch.; Scott Co. Hsg Cncl.; Transit Planner Coord. & IAQC Transit Issues; Riverfront Cncl.; Solid Waste Coord.; I-74 Brdg. Coord.; Drug/Alcohol Testing Consort.; RLF Loan Admin./Marketing; Trail Coord.; DOJ Interoperability; Air Quality Asst.; Scott Co. Haz Mit Plan; NSBP/EDA Apps; Park/Rec Planning & Mapping Asst.; QCICNet; STP Process; Demographic Radius Maps.  
 BLUE GRASS – Reg. 9 Coord.; Solid Waste Coord.; Website Support; Scott Co. Haz Mit Plan; Grant Asst.  
 BUFFALO – Trail Planning; Riverfront Council; Solid Waste Coord.; Scott Co. Haz Mit Plan; Strategic Planning.  
 CAMBRIDGE – HCEDP Participation; Website Support; Logo Asst.; HSTP Planning.  
 CARBON CLIFF – RICWMA Staffing; Joint Purchasing; Trail Planning.  
 COAL VALLEY – Joint Purchasing; RICWMA Staffing.  
 COLONA – HCEDP Participation; Trail Ping; Joint Purchasing; Utilities GIS/Mapping Asst.  
 CORDOVA – RICWMA Staffing; Riverfront Council; Website Support.  
 DAVENPORT – Joint Purch.; Rvrfrt. Activities, RiverVision; Drug/Alcohol Testing Consort.; Scott Co. Hsg. Cncl.; Solid Waste Coord.; RLF Loan Admin.; Transit NTD; Transit Planner Coord. and IA QC Transit Issues; QCICNET Interoperability Project; BRAC/OEA Coord.; Mississippi River Partnership; Air Quality Asst.; Davenport Schools Haz Mit Plan; Trail Planning; Legislative Priorities Asst.; Eng. Conf.; STP Process.  
 EAST MOLINE – IL QC Intergov. Comm.; E9-1-1 Coord.; Joint Purch.; RICWMA Staffing; RMS Coord.; Riverfront Cncl.; Interop. Project; RLF Admin.; MUNICES; CDAP Grant Admin.; Air Quality Asst.; Trail Planning; Park Planning & Mapping; EDA Grant; Consol. Disp. Study Asst.; QCICNet; Econ. Dev. Strategic Plan; Traffic Study.  
 ELDRIDGE – Solid Waste Coord.; Drug & Alcohol Consort.; Website Support; Scott Co. Haz Mit Plan.  
 FRUITLAND – Region 9 Transportation Coordination; Solid Waste Coord.  
 GALVA – Broadband Coordination; HSTP Planning; HCEDP.  
 GENESEO – HCEDP Participation; Website Support; Trails Planning; HSTP Planning; Development Code Asst.; Document Inquiry.  
 HAMPTON – RICWMA Staffing; Riverfront Council; Website Support.  
 HENRY COUNTY – Joint Purch.; HCEDP Part.; Transit Mobility Coord.; Trail Coord.; Zoning Reviews; LESA Program Review; Workforce Dev. Brd.; Legislative Priorities Asst.; Comprehensive Plan Scope; EDA/USDA Grant; Evacuation Plan.  
 HILLSDALE – Cops Grant Application.  
 KEWANEE – HCEDP Participation; HSTP Planning.  
 LECLAIRE – Joint Purchasing; Riverfront Council; Solid Waste Coord.; Trail Planning; Scott Co. Haz Mit Plan.  
 LONG GROVE – Reg. 9 Trans. Coord.; Solid Waste Coord.; Website Support; Scott Co. Haz Mit Plan.  
 MCCAUSLAND – Reg. 9 Trans. Coord.; Solid Waste Coord.; Scott Co. Haz Mit Plan; Stormwater Meeting; Logo Design; Comp Plan.  
 MILAN – Joint Purch.; RICWMA Stfg.; IL QC Intergov. Comm.; E9-1-1 Coord.; RMS Coord.; RLF Admin.; Interoperability Project; Website Support; Park/Trails Planning/Mapping; MUNICES Coord.; Cons. Dispatch Study Asst.; QCICNet.  
 MOLINE – MUNICES Coord.; IL QC Intergov. Comm.; E9-1-1 Coord.; Joint Purch.; I-74 Bridge Coord.; RICWMA Stfg.; RMS Coord.; Riverfront Cncl.; RLF Loan Admin.; Trails Coord.; Interoperability Project; Rail Coord.; Air Quality Asst.; Park/Rec Planning; Cons. Dispatch Study Asst.; QCICNet; Traffic Study; Mapping for RENEW; STP Process.  
 MUSCATINE CITY – Trl. Ping; Reg. 9 Coord; Solid Wst Coord.; Jnt Purch.; Air Quality Asst.; RLF Meeting; Traffic Study; Sidewalk Plan Inquiry; Transit Summit.  
 MUSCATINE COUNTY – Trls. Ping.; Website Maint. & Updates; Reg. 9 Coord.; Solid Waste Coord.; Joint Purch.; Transit Mobility Coord.; Haz. Mit. Plan; Air Quality Asst.; OEA Grant; Coord. EDA RLF Marketing; IA Mississippi River Partnership.  
 NEW BOSTON – MERGO Participation; Website Support; Grant Research.  
 OAK GROVE – E9-1-1 Coord. Consolidated Dispatch Study.  
 ORION – HCEDP Participation; Website Support; Safety Policies Research; HSTP Planning.  
 PORT BYRON – RICWMA Staffing; Riverfront Council; ED Strategy.  
 PRINCETON – Riverfront Council; Solid Waste Coord.; Trail Planning; Scott Co. Haz Mit Plan.  
 RAPIDS CITY – RICWMA Staffing; Riverfront Council.  
 RIVERDALE – Riverfront Council; Trail Coordination; Solid Waste Coord.; Website Support; Haz Mit Plan; Grant Applications.  
 ROCK ISLAND CITY – IL QC Intrgv. Comm.; E9-1-1 Coord.; Joint Purch.; Riverfront Cncl.; RiverVision; RICWMA Stfg.; MUNICES Coord.; RMS Coord.; RLF Loan Adm.; Interop. Proj.; Rail Coord.; AQ Asst.; Workforce. Dev. Bd.; Consol. Dispatch Study App; QCICNet; STP Process; EDP Appl.  
 ROCK ISLAND COUNTY – E9-1-1 Coord.; LEPC Committee; IL QC Intergov. Comm.; RICWMA Stfg. & Website Support; Joint Purch.; Trail Coord.; WIB Part.; RMS Coord.; Transit Mobility Coord.; Passenger Rail; Air Quality Asst.; Legislative Priorities Asst.; QCICNet; Evac. Plan; Forest Preserve Planning, Census Boundary Inquiry; Stationery and Graphics; STP Process; Hazard Mitigation Ping. Appl.  
 SCOTT COUNTY – Fin. Mgmt. - Scott Co. KIDS; Scott Co. Hsg. Cncl.; Joint Purch.; I-74 Brdg. Coord.; Trail Ping.; RLF Admn.; Reg. 9 Coord. & Regional Transit; Interop. Project; Goals Booklet; Transit Mobility Coord.; OEA.; Passenger Rail Coord.; Housing Assessment; Budget Report; Air Quality Asst.; Haz. Mit. Plan Asst.; IA Mississippi River Partnership; Solid Waste Coord.; Joint Purchasing Input; 175th Annv. Graphics; Zoning Review; Aerial Photo Coord. Asst.  
 SHERRARD – MERGO Participation; Website Support; HSTP Planning.  
 SILVIS – E9-1-1 Coord.; Joint Purch.; IL Intergov. Comm. Coord.; RICWMA Stfg; RMS Coord.; CDAP Grant Admin.; Trail Planning; Consol. Dispatch Study App.; QCICNet; Utilities Mapping; Misc. Mapping Asst.  
 VIOLA – MERGO Participation; HSTP Planning.  
 WALCOTT – Reg. 9 Trans. Coord.; Solid Waste Coord.; Trail Coord.; Scott Co. Haz Mit Plan; RLF Marketing.  
 WEST LIBERTY – Reg. 9 Trans. Coord.; Solid Waste Coord.; Website Support; Muscatine Co. Haz Mit Plan; IA Public Health Initiative.  
 WILTON – Reg. 9 Trans. Coord.; Solid Waste Coord.; Muscatine Co. Haz Mit Plan; IA Public Health Initiative/Health Fair; EDA Application; Traffic Study.  
 WINDSOR – HCDEP Participation; HSTP Planning.  
 WOODHULL – HCEDP Participation; HSTP Planning.

## **Bi-State Report – December**

**COMMUNITY/ECONOMIC DEVELOPMENT:** Attended Henry County Economic Development Partnership (HCEDP) meetings. Continued administration of EDA/USDA Rural Jobs and Innovation Challenge Grant Program on behalf of multiple member governments in Henry, Mercer and Rock Island counties. Provided support for IA RELAT meetings. Assisted with economic development funding program information for legislative efforts. Attended Iowa Regional Council, Illinois Regional Council, and Northwest Municipal Association meetings. Assisted members with legislative priorities.

### **DATA/GRAPHICS/MAPPING/ON-LINE SERVICES:**

**Data Center:** Responded to 16 data and map requests in December 2012 including 10 from local governments, 2 from academic institutions, 2 from businesses, 1 from the media, and 1 from a non-profit. Census 2013 Boundary and Annexation Survey (BAS) Coordination; The data section of the Bi-State website had 723 page views. The data warehouse site ([www.greaterqcregion.org](http://www.greaterqcregion.org)) had 219 visits and 387 page views.

**Graphics/Mapping:** 2014 Aerial Photo Flyover Coordination; Crash Study Data and Mapping; IL Quad Cities Food Deserts Mapping; Planning for 2013 QC Street Map Update (Folded & Wall Versions) and Distribution of 2008-09 Edition; QC Chamber Regional Marketing Maps; Surface Transportation Program (STP) Evaluation; Title VI Plan Mapping; Transit Development Plan Mapping; Update/Maintain GIS Data for Street Centerlines, Traffic Counts, Travel Model Geography, Fed. Functional Class Routes, Corporate Limits, Landmarks, Rail, Trails, and other layers.

**On-Line/Interactive Media Services:** op files downloaded and pages viewed for December 2012 include: The Loop Rider's Guide (4,011); BSRC Home Page (3,997); 2040 Quad Cities Long Range Transportation Plan (3,753); 2010 Transit Development Plan – 2012 Updates (3,018); QCTransit.com (1,934); Joint Purchase Program (431); BSRC Contact Page (242); and Scott County Evacuation Plan (811). Watch for new website coming soon!

**ENVIRONMENTAL, RECREATION, RIVERFRONT SERVICES:** Responded to inquiries & assisted with trail/recreation project funding assistance/grants. Served RICWMA with coordination of meetings, oversight and management of waste disposal and recycling programs, reporting and overall agency administration. Responded to RICWMA telephone inquiries from general public & media concerning solid waste and recycling issues. Attended River Action meetings. Continued coordination of issues related to Bi-State Region Clean Air Partnership and strategies for emission reduction. Completed emission reduction outreach for "Clean Air Counts" Alcoa Foundation Grant. Served inquiries on various programs as they become available on infrastructure, energy and other areas. Continued multi-jurisdictional hazard mitigation planning. Organized bi-monthly meeting of Quad City Riverfront Council. Provided follow-up information on emerald ash borer and urban forest/tree management.

**INTERGOVERNMENTAL FORUMS AND REGIONAL SERVICES:** Continued assistance to the Joint Purchasing Council (JPC). Worked on the following bids: Winter copier and plotter paper, winter printer supplies, 2013 water treatment chemicals, street sign materials, sign posts, janitorial, can liners, food service supplies, water treatment chemicals, turf chemicals, and seed. Gathered information from JPC Survey. Staffed Quad City Area intergovernmental forums and meetings of area recreation directors, managers and administrators, and chief elected officials. Continued coordination and planning for the awarded DOJ interoperability grant. Assisted with Rock Island Arsenal issues.

**REVOLVING LOAN FUND (RLF):** Administered Bi-State RLF Program: Prepared meeting cancellation notice and Financial Summary Report. Provided information to potential applicants. Continued receiving job creation information from active companies. Administered Mercer/Muscatine RLF Program: Provided information to potential applicants. Continued to work on initial draw from EDA for first loan.

**TRANSPORTATION PLANNING, PROGRAMMING AND PROJECT DEVELOPMENT:** Attended related meetings, presented information and continued staff coordination of river crossing issues, including I-74 Mississippi River Corridor. Facilitated consultant contracting for household survey and travel model enhancements. Continued IL Region evacuation planning effort. Provided bridge restrictions notice. Continued preparation of urban crash report. Served transportation data and study requests. Participated in Iowa interdisciplinary traffic safety team meeting and preparing update to Intelligent Transportation System Architecture. Continued implementation of SAFETEA-LU requirements and preparing for MAP-21 requirements. Prepared monthly reports of federal transportation programs and coordinating related funding/reporting. Continued air quality emission reduction efforts. Worked on connections of American Discovery Trail (ADT)/Grand Illinois Trail and MRT, attending related meetings, as well as other trail planning and grant assistance. Organized bi-monthly meeting of the Bi-State Regional Trails Committee. Coordinated Bi-State Drug and Alcohol Testing Consortium and random testing program. Monitored urban and Iowa Region 9 FY13 Transportation Planning Work Program and FFY13-16 TIPs, and need for data entry in Iowa TPMS as part of transportation improvement programming. Facilitated urban STP project programming process. Administered IAQC and Illinois Region 2 transit coordinator positions. Facilitating MAP-21 transit funding issues and Title VI policy document. Monitored ITN-QC and attended human services coordination meetings. Served inquiries and assisted with transportation funding programs and transportation information for legislative efforts.

Adopted March 27, 1974  
Revised May 21, 1975  
Revised October 27, 1976  
Revised May 23, 1979  
Revised August 27, 1980  
Revised November 16, 1983  
Revised April 24, 1985  
Revised December 18, 1985  
Revised January 28, 1987  
Revised April 27, 1988  
Revised March 27, 1991  
Revised January 27, 1993  
Revised April 28, 1993  
Revised February 26, 1997  
Revised January 23, 2013

**BY-LAWS**  
**OF THE**  
**BI-STATE REGIONAL COMMISSION**  
**f/k/a BI-STATE METROPOLITAN PLANNING COMMISSION**

**ARTICLE I**  
**TITLE, AUTHORITY, PURPOSE**

- Section 1. This document shall be known as the "By-Laws of the Bi-State Regional Commission f/k/a/ Bi-State Metropolitan Planning Commission."
- Section 2. Article X, Section 1, of the "Articles of Agreement of the Bi-State Regional Commission" provides for the adoption of By-Laws by the Commission.
- Section 3. The purpose of this document is to establish rules for the Commission to follow in the transaction of its business.

**ARTICLE II**  
**OFFICERS**

- Section 1. Each year in the month of January, the Executive Committee shall serve as the Nominating Committee to recommend a slate of officers for consideration by the full Commission. In addition, nominations may be made from the floor.
- Section 2. Each year in the month of January, the Commission shall elect from its representatives a Chairperson, Vice-Chairperson, a Secretary and a Treasurer. The term of these officers

shall be for one (1) year with eligibility for reelection to a second term. The officers shall be elected officials. No more than one (1) officer shall be selected from each jurisdiction, and no more than two (2) officers shall be selected from the same state.

Section 3. The term of office of Commission officers shall begin on the first day of March of the year of their election.

Section 4. In the case of any of the Commission offices becoming vacant, the Commission shall elect at its next meeting a representative to fill the remainder of the unexpired term.

Section 5. The Chairperson shall preside at all meetings of the Commission and of the Executive Committee, and authenticate by his/her signature, when necessary, all the acts, orders and proceedings of the Commission and of the Executive Committee. The Chairperson may call special meetings of the Commission at such times as in his/her judgment the interest of the Commission requires.

Section 6. The Vice-Chairperson shall act for the Chairperson during his/her absence from the chair, and in case of the position of Chairperson becoming vacant shall act as Chairperson in all matters until the position is again filled as set forth above.

Section 7. The Secretary of the Commission shall be the recording officer of the Commission and the Executive Committee and the custodian of its records except such as are specifically assigned to others. These records shall be open to inspection by any representative at reasonable times, and where a committee needs any records for the proper performance of its duties, they shall be made available to its chairperson. The Secretary shall keep a register of the representatives and call the roll when required and shall perform such other duties as may be assigned by the Commission.

Section 8. The Treasurer of the Commission shall be the fiscal agent of the Commission and of the Executive Committee, and it shall be his/her duty to keep proper financial records of the Commission, and account for all receipts and disbursements. The Treasurer shall report to the Commission annually following the close of the fiscal year, and at such other

times as the Commission may desire, provided that the Treasurer may demand thirty (30) days notice thereof.

### **ARTICLE III COMMISSION COMMITTEES**

Section 1. The Executive Committee shall be composed of up to eleven (11) members consisting of ~~five (5)~~ all member counties and five (5) municipal representatives, and one (1) ~~minority~~diversity representative. The county and municipal representatives shall include the four (4) officers of the Commission. The remaining members shall be appointed by the Chairperson with the approval of the Commission. In making such appointments, the Chairperson shall insure that there shall be one representative from each member county board, and each state shall have at least two (2) municipal elected officials. The term of the appointed members shall be for one (1) year with eligibility for reappointment. In the case of a position of any of the appointed members on the Executive Committee becoming vacant, the Chairperson, with the approval of the Commission, shall appoint a representative to serve the remainder of the unexpired term.

Section 2. There shall be a Finance and Personnel Committee to oversee the fiscal and personnel matters of the Commission. The Committee shall be composed of nine (9) members and appointed by the Commission Chair~~man~~person. A majority of the Committee shall constitute a quorum.

Section 3. The Commission may establish at any time special and standing committees. The members of and duties of such committees shall be clearly defined and recorded in the minutes of that meeting at which the committee is formed.

Section 4. In the interest of effective and efficient functioning of the Commission, delegated authority groups may be established from time to time by the Commission to expedite the functioning of business and activities of specific work areas. The Commission may establish specific guidelines or limits within which the delegated authority group must perform its functions.

## **ARTICLE IV MEETINGS**

- Section 1. Meetings of the Commission shall be held monthly except by vote of the representatives. Special meetings may also be held at the call of the Chairperson or five (5) representatives of the Commission. The Executive Director shall ~~mail~~ communicate notice of all meetings to all representatives of the Commission at least five (5) days prior to such meeting. The Commission shall hold their meetings in such place as a majority of the Commission may from time to time determine.
- Section 2. Meetings of the Executive Committee shall be held at the call of one or more of the four Commission officers. The Executive Director shall ~~mail~~ communicate notices of all meetings to all members of the Executive Committee at least five (5) days prior to such meeting.
- Section 3. A majority of the Commission shall constitute a quorum. However, a lack of a quorum shall not prevent an officially called meeting from coming to order, making motions or the discussion thereof, or for passage by a majority of those representatives present of a motion for continuance of such meeting to a later time.
- Section 4. All plans and recommendations of the Commission shall be adopted and may be added to or changed from time to time by a majority vote of the Commission and shall be a matter of public record. Voting on such adoption, addition, or change shall take place at a subsequent meeting from that meeting at which it is proposed. All other matters which require a vote of the representatives shall be acted on only during those meetings at which a quorum is present. The results of each vote taken shall be reported in the minutes and the vote of each member present shall be made public. A roll call vote may be taken when necessary to determine each member's vote.
- Section 5. In cases requiring action by the Commission in the intervals between Commission meetings, a quorum of the Executive Committee may act as the Commission. A majority of the Executive Committee shall constitute a quorum.

Section 6. Except as otherwise required by these By-Laws and the "Articles of Agreement of the Bi-State Regional Commission," meetings shall be conducted in accordance with the latest revised edition of Robert's Rules of Order.

## **ARTICLE V ADMINISTRATION**

Section 1. The Commission shall appoint an Executive Director, responsible to the defined Commission for carrying out of the functions, duties, and powers as in the Articles of Agreement. The Executive Director shall have the authority to employ, assign, supervise and release all employees and staff of the Commission within the framework of the approved budget and policies of the Commission and Executive Committee.

Section 2. All bills must be approved for payment by the Commission's Executive Director.

Section 3. All warrants over ~~\$500.00~~ 2,000.00, with the exception of warrants drawn for payroll and payroll taxes must be signed by any two (2) of the following Commission officers: Chairperson, Vice-Chairperson, Secretary, Treasurer, and Executive Director.

Section 4. All transfers for either warrants for payroll and payroll taxes or under ~~\$500.00~~2,000.00 must be supported by itemization and signed by any two (2) of the following Commission officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer.

Section 5. All warrants drawn for payroll and payroll taxes or under ~~\$500.00~~ 2,000.00 must be signed by any one (1) of the following Commission officers: Chairperson, Vice-Chairperson, Secretary, Treasurer, and Executive Director.

Section 6. The Commission shall annually have an audit made of the financial records of the Commission.

Section 7. The fiscal year of the Commission shall be from July 1 through June 30.



**Section 8.** The Bi-State Regional Commission shall assume responsibility for representatives on the Commission or representatives of its "delegated authority groups" who are not otherwise protected by their respective appointing jurisdiction (county or municipality). Responsibility shall include legal expenses and losses or damages for claims arising from "errors and omissions liability" where representatives are acting within specific guidelines or limits established by the Commission. Any loss or damage resulting from any dishonest, fraudulent, or criminal act(s) or from assessed punitive damages shall be excluded.

## **ARTICLE VI AMENDMENTS**

**Section 1.** These By-Laws may be amended at any meeting of the Commission by a majority vote of the Commission, provided that the proposed amendment has been sent to all Commission representatives at least five (5) days prior to such meeting. If an amendment is proposed at a meeting, voting on such amendment may not take place until the next meeting.

**ARTICLES OF AGREEMENT**  
**OF THE**  
**BI-STATE REGIONAL COMMISSION**  
**f/k/a BI-STATE METROPOLITAN PLANNING COMMISSION**

By virtue of this Agreement made and entered into by the County Boards and municipalities in a geographic area defined by the five counties of Henry, Mercer, and Rock Island in Illinois and Muscatine and Scott in Iowa, the Bi-State Regional Commission is hereby organized to include county and municipal membership and additional representatives and designated as the regional planning commission for the counties and municipalities located in the geographic area described above.

**ARTICLE I**  
**TITLE, NAME, AND LOCATION**

- Section 1. This Agreement shall be referred to as the "Articles of Agreement of the Bi-State Regional Commission."
- Section 2. The name of the regional planning commission shall be the "Bi-State Regional Commission."
- Section 3. The Bi-State Regional Commission region shall consist of all territory in Henry County, Mercer County, and Rock Island County Illinois, and Muscatine County and Scott County, Iowa.

**ARTICLE II**  
**AUTHORITY**

- Section 1. The County Boards, city councils, and village boards enter into this Agreement and designate the Bi-State Regional Commission as the regional planning commission of the region by virtue of the powers granted to them by Chapter 50, Act 15/0.01 et seq. and Chapter 55, ILCS 5/5-14001 et seq.; Illinois Compiled Statutes, ~~1992~~ 2012; and Chapters 28E, 28H and 28I Code of Iowa, ~~1997~~ 2012.

### **ARTICLE III PURPOSES AND RESPONSIBILITIES**

The purposes and responsibilities of the Bi-State Regional Commission shall be:

- Section 1. To serve as a mutual forum to identify, discuss, study, and bring into focus regional challenges and opportunities.
- Section 2. To serve as a vehicle for the collection and exchange of information of regional interest.
- Section 3. To provide a continuing organizational machinery to insure effective communication and coordination among governments and agencies.
- Section 4. To foster, develop, and review policies, plans, and priorities for regional growth, development, and conservation.
- Section 5. To facilitate agreements and cooperative action proposals among governments for specific projects or other interrelated developmental needs and for the adoption of common policies and plans with respect to common regional challenges.
- Section 6. To maintain liaison with governmental units, groups, or organizations and to serve as regional spokespersons for local government.
- Section 7. To furnish general and technical aid to area local governments as they direct, and to promote and accomplish approved agreements, policies and plans.
- Section 8. To review and coordinate federal, state, and local programs of regional importance.
- Section 9. To perform other duties and responsibilities now or hereafter consistent with the purposes of the Commission and provided for by law.

## ARTICLE IV REPRESENTATION

The Bi-State Regional Commission shall consist of a minimum of thirty-six (36) representatives. Representation shall be from the financially contributing member governments and additional representatives from the specified program areas, designated constituencies, and ~~minority~~diversity representation. The representation shall be constituted as follows:

### Section 1. County Representatives

#### Section 1.1. Rock Island County

- 1.1.a. The Chairperson of the Rock Island County Board is designated as a representative on the Commission, the term to be coterminous with the elective office.
- 1.1.b. One (1) member of the County Board appointed by Rock Island County shall also serve as a representative on the Commission, the term to be determined by the appointing political subdivision.
- 1.1.c. One (1) representative, who shall be an elected official, shall be appointed by the Chairperson of the Rock Island County Board, subject to the approval of the Rock Island County Board. The term shall be determined by the appointing political subdivision. The term of the representative so appointed shall commence on January 1.
- 1.1.d. The remaining representative shall be appointed by the Chairperson of the Rock Island County Board, subject to approval of the Rock Island County Board and shall be and shall represent the ~~minority~~diversity interests of the region. ~~The meaning of the term "minority" as used in this section shall be as defined now and in the future by the Economic Development Administration of the U.S. Department of Commerce.~~ The representative shall be appointed for three (3) years or until a successor is duly appointed and qualified. The term of the representative so appointed shall commence on January 1.

Section 1.2. Scott County

- 1.2.a. The Chairperson of the Scott County Board of Supervisors is designated as a representative on the Commission, the term to be coterminous with the elective office.
- 1.2.b. One (1) member of the County Board of Supervisors appointed by Scott County shall also serve as a representative on the Commission, the term to be determined by the appointing political subdivision.
- 1.2.c. One (1) representative who shall be an elected official, shall be appointed by the Chairperson of the Scott County Board of Supervisors, subject to the approval of the Scott County Board of Supervisors. The term shall be determined by the appointing political subdivision. The term of the representative so appointed shall commence on January 1.
- 1.2.d. The remaining representative shall be appointed by the Chairperson of the Scott County Board of Supervisors, subject to the approval of the Scott County Board of Supervisors and shall be and shall represent the ~~minority~~diversity interests of the region. ~~The meaning of the term "minority" as used in this section shall be as defined now and in the future by the Economic Development Administration of the U.S. Department of Commerce.~~ The representative shall be appointed for three (3) years or until a successor is duly appointed and qualified. The term of the representative so appointed shall commence on January 1.

Section 1.3. Henry County

- 1.3.a. The Chairperson of the Henry County Board is designated as a representative on the Commission, the term to be coterminous with the elective office.
- 1.3.b. One (1) member of the County Board appointed by Henry County shall also serve as a representative on the Commission, the term to be determined by the appointing political subdivision.
- 1.3.c. The remaining one (1) representative, who shall be an elected official, shall be appointed by the Chairperson of the Henry County Board, subject to the approval of the Henry County Board. The term shall be determined by the

appointing political subdivision. The term of the representative so appointed shall commence on January 1.

Section 1.4. Muscatine County

- 1.4.a. The Chairperson of the Muscatine County Board of Supervisors is designated as a representative on the Commission, the term to be coterminous with the elective office.
- 1.4.b. One (1) member of the County Board of Supervisors appointed by Muscatine County shall also serve as a representative on the Commission, the term to be determined by the appointing political subdivision.

Section 1.5. Mercer County

- 1.5.a. The Chairperson of the Mercer County Board is designated as a representative on the Commission, the term to be coterminous with the elective office.

Section 2. Municipal Representatives

Section 2.1. Davenport

- 2.1.a. The Mayor of the City of Davenport is designated as a representative on the Commission, the term to be coterminous with the elective office.
- 2.1.b. Two (2) Davenport City Aldermen appointed by the City of Davenport shall also serve as representatives on the Commission, their terms to be determined by the appointing political subdivision.
- 2.1.c. The remaining one (1) representative, who may be a citizen at-large or an elected official, shall be appointed by the Mayor of the City of Davenport, subject to the approval of the Davenport City Council. If the representative is a citizen at-large, the appointment shall be for three (3) years or until a successor is duly appointed and qualified. If the representative is an elected official, the term shall be determined by the appointing political subdivision. The term of the representative so appointed shall commence on January 1.

Section 2.2. Moline

- 2.2.a. The Mayor of the City of Moline is designated as a representative on the Commission, the term to be coterminous with the elective office.
- 2.2.b. One (1) Moline City Alderman appointed by the City of Moline shall also serve as a representative on the Commission, the term to be determined by the appointing political subdivision.

Section 2.3. Rock Island

- 2.3.a. The Mayor of the City of Rock Island is designated as a representative on the Commission, the term to be coterminous with the elective office.
- 2.3.b. One (1) Rock Island City Councilman appointed by the City of Rock Island shall also serve as a representative on the Commission, the term to be determined by the appointing political subdivision.

Section 2.4. Bettendorf

- 2.4.a. The Mayor of the City of Bettendorf is designated as a representative on the Commission, the term to be coterminous with the elective office.

Section 2.5. East Moline

- 2.5.a. The Mayor of the City of East Moline is designated as a representative on the Commission, the term to be coterminous with the elective office.

Section 2.6. Kewanee

- 2.6.a. The Mayor of the City of Kewanee is designated as a representative on the Commission, the term to be coterminous with the elective office.

Section 2.7. Muscatine

- 2.7.a. The Mayor of the City of Muscatine is designated as a representative on the Commission, the term to be coterminous with the elective office.

Section 2.8. Representatives of Municipalities under 10,000 Population

- 2.8.a. One (1) mayor of a member municipality in Rock Island County shall be selected by a caucus of member mayors from Rock Island County to be designated as a representative on the Commission. In addition, the caucus shall

select a member mayor to serve as a designated alternate. The term of the representative and designated alternate so selected shall be for one (1) year and shall commence on ~~January 1~~ June 1.

2.8.b. One (1) mayor of a member municipality in Henry or Mercer County shall be selected by a caucus of member mayors from Henry and Mercer Counties to be designated as a representative on the Commission. In addition, the caucus shall select a member mayor to serve as a designated alternate. The term of the representative and designated alternate so selected shall be for one (1) year and shall commence on ~~January 1~~ June 1.

2.8.c. One (1) mayor of a member municipality in Scott or Muscatine County shall be selected by a caucus of member mayors from Scott and Muscatine Counties to be designated as a representative on the Commission. In addition, the caucus shall select a member mayor to serve as a designated alternate. The term of the representative and designated alternate so selected shall be for one (1) year and shall commence on ~~January 1~~ February 1.

### Section 3. Additional Representatives

#### Section 3.1. Program Representatives

3.1.a. The following three (3) representatives shall also serve on the Commission, the appointment to be made by the Chairperson of the Commission with the consent of the full Commission. At least one representative shall reside in each state. The terms of the representatives so appointed shall commence on January 1. Members when first appointed shall serve terms as follows: one member - one year; one member - two years; and one member - three years; thereafter, as the term of the first appointed member expires, their successors shall be appointed for a term of three years. Vacancies shall be filled by appointment for unexpired terms only.

1. One (1) representative of the Bi-State Revolving Loan Fund Board.
2. One (1) representative of the Quad Cities Riverfront Council.
3. One (1) representative of the ~~Quad Cities Housing Bureau or~~ an areawide housing group.



**Section 3.2. Designated Constituencies**

3.2.a. The following three (3) representatives shall also serve on the Commission, the appointments to be made by the Chairpersons of the Scott and Rock Island County Boards after consultation with each other. The representatives shall be appointed for three (3) years or until a successor is duly appointed and qualified. The terms of the representatives so appointed shall commence on January 1.

1. One (1) representative of business
2. One (1) representative of labor
3. One (1) representative of social services

**Section 3.3. Minority Diversity Representative**

3.3.a. There shall be one (1) additional representative on the Commission. This representative shall be and shall represent the minority diversity interests of the region. ~~The meaning of the term "minority" as used in this section shall be as defined now and in the future by the Economic Development Administration of the U.S. Department of Commerce.~~ This representative shall be appointed by the Chairperson of the Bi-State Regional Commission after seeking the advice of the various minority diversity organizations in the region. The representative shall be appointed for three (3) years or until a successor is duly appointed and qualified. The term of the representative so appointed shall commence on January 1.

**Section 4. Chief elected officials may designate an alternate.**

**Section 5. Vacancies occurring other than through the expiration of terms shall be filled for the balance of the unexpired term in the same manner as the original appointment.**

**Section 6. All representatives identified in this Article, including the Chairperson and alternates serving on behalf of chief elected officials, shall have the right to vote on all matters before the Commission.**

## **ARTICLE V OFFICERS**

- Section 1. Each year the Commission shall elect from its members a Chairperson, Vice-Chairperson, Secretary, and Treasurer. The term of these officers shall be for one (1) year with eligibility for reelection to a second term. The officers shall be elected officials. No more than one (1) officer shall be selected from each jurisdiction, and no more than two (2) officers shall be selected from the same state.
- Section 2. The Officers shall have duties and responsibilities as the By-Laws shall provide.

## **ARTICLE VI MEETINGS**

- Section 1. All meetings of the Commission as a whole shall be open to the public.
- Section 2. The Commission shall meet regularly as provided for in the By-Laws. Four (4) meetings a year shall be considered as a minimum.
- Section 3. The Executive Committee meetings may coincide at appropriate times with the regular meetings of the Commission as a whole.
- Section 4. A majority of the Commission shall constitute a quorum for the transaction of business at any meeting.

## **ARTICLE VII COMMISSION COMMITTEES**

- Section 1. In the interest of effective and efficient functioning of the Commission, there shall be an up to eleven (11) member Executive Committee consisting of ~~five (5)~~ all member counties and five (5) municipal representatives, and one (1) ~~minority~~ diversity representative. The county and municipal representatives shall include the four (4) officers of the Commission. There shall be one representative from each member county board, and each state shall have at least two (2) municipal elected officials. A majority of the Executive Committee shall constitute a quorum. The Executive Committee shall have the duties and responsibilities as the By-Laws shall provide.

Section 2. There shall be a Finance and Personnel Committee to oversee the fiscal and personnel matters of the Commission. The Committee shall be composed of nine (9) members, appointed by the Commission Chairman, and shall have the duties and responsibilities as the By-Laws shall provide. A majority of the Committee shall constitute a quorum.

Section 3. In the interest of effective and efficient functioning of the Commission, delegated authority groups may be established from time to time by the Commission to expedite the functioning of business and activities of specific work areas. The Commission may establish specific guidelines or limits within which the delegated authority group must perform its functions.

## **ARTICLE VIII FISCAL AFFAIRS**

Section 1. The Commission shall establish an annual operating budget. The operating budget shall include estimated income and expenditures for a fiscal year. The Commission shall establish assessments, proportionally based upon population with a minimum base, against the Members in such amounts as will, in the aggregate, supplement the federal, state and other local funds identified in the Commission's budget income. Such budget shall be submitted to the counties and municipalities which shall participate financially in the programs of the Commission.

Section 2. The Commission shall not obligate the Members for the payment of any indebtedness in excess of that budgeted for repayment out of current revenues within one fiscal year after it is incurred, unless the Commission shall first submit to the Members, at an annual or specially called meeting thereof, a proposal to incur such indebtedness, and unless the same shall be approved by a majority of the representatives of Members present.

Section 3. The Commission shall have authority to provide such information and reports as may be necessary to secure financial aid.

Section 4. The Commission shall deposit funds appropriated by the separate county and municipal boards and any monies received as gifts, donations, or grants in a banking institution or institutions designated by the Commission or the Executive Committee, to be available

for expenditure by checks upon such monies to be drawn only upon vouchers signed as authorized by the By-Laws.

- Section 5. The Commission shall have authority to accept, receive, and expend funds, grants, and services from the Federal Government or its agencies, and instrumentalities of state and local governments.
- Section 6. The Commission shall have authority to accept, receive, and expend funds, grants, and services from private persons or organizations, including businesses or nonprofit corporations.
- Section 7. The Commission shall have authority to contract with respect to any funds, grants, or services from whatever source derived, within the limits of its budget.
- Section 8. The Commission may authorize the members or employees of the Commission to attend conferences or meetings or institutes or hearings upon pending legislation, or to engage in other activities, as official representatives of the Commission, and shall have authority to pay, within the limits of the budget, the reasonable traveling expenses of such representative.
- ~~Section 9. No expenditure for traveling expense nor any other expenditures for single items or to a single firm or individual in an amount of \$500.00 or more shall be made unless the expenditure has been approved by a majority vote of the Commission at a regular or special meeting.~~

## **ARTICLE IX STAFF**

- Section 1. The Commission shall appoint an Executive Director who shall be the administrative officer of the Commission responsible for its records and for carrying out the policies and programs of the Commission in accordance with the Articles of Agreement and By-Laws and the policies of the Commission.

Section 2. The Executive Director shall have the authority to employ, assign, supervise, and release all employees and staff of the Commission with the framework of general limitations approved by the Commission.

## **ARTICLE X BY-LAWS**

Section 1. The Commission shall adopt By-Laws, including rules for the transaction of business, and shall keep a complete record of its findings, resolutions, transactions, and determinations. These shall be a matter of public record.

## **ARTICLE XI SEPARABILITY**

Section 1. If any one or more of the provisions of these Articles of Agreement is declared unconstitutional or contrary to law, the validity of the remainder of these Articles of Agreement shall not be affected thereby.

## **ARTICLE XII MEMBERSHIP ADOPTION, EFFECTIVE DATE AND AMENDMENT**

Section 1. Any county, city, or village within the regional area defined by the five counties of Scott and Muscatine in Iowa and Rock Island, Henry and Mercer in Illinois may become a member of the Bi-State Regional Commission by virtue of adopting a resolution to do so. Said resolutions agreeing to the provisions of these Articles of Agreement shall be delivered to the Commission for the purpose of enrollment and are attached and made a part hereto.

Section 2. This Agreement shall become effective upon approval of the Members and proper filing and recording as prescribed in the Illinois Revised Statutes and Code of Iowa cited in Article II and shall remain in effect thereafter unless terminated according to the provisions of Article XIII, Section 5.

Section 3. Amendments to these Articles of Agreement shall become effective upon resolution by the member governments.

## **ARTICLE XIII TERMINATION**

- Section 1. Any party to this Agreement may withdraw from the Agreement by giving a written notice to the Commission at least one hundred twenty (120) days in advance of the date of withdrawal.
- Section 2. Termination from this Agreement shall not relieve the withdrawing party of the obligation to pay its share of any operating expenses for the fiscal year in which such withdrawal occurs.
- Section 3. Termination from this Agreement shall not relieve the withdrawing party of the obligation to pay its full share of any current expenditures which have been approved by the Board, consistent with this Agreement and the By-Laws, before the termination of such party.
- Section 4. Termination from this Agreement shall not relieve the withdrawing party of any liability which may have accrued to the parties of this Agreement prior to the termination of such party.
- Section 5. Notwithstanding the withdrawal of one (1) or more parties, this Agreement and the Board established hereunder shall continue among the remaining parties. However, in the event that all but one (1) party withdraws, the Agreement shall terminate automatically.
- Section 6. In the event the Commission is terminated, the material benefits realized from the liquidation of any and all of its assets shall be divided among the participating counties and municipalities on a pro rata share after any and all claims against the Commission have been satisfied. The pro rata share to which each county and municipality is entitled shall be calculated as the percentage of the net liquidation proceeds based on the percentage of the total general support funds the county or municipality has provided to the Commission since its inception on January 1, 1974 compared to the sum of all general support funds provided by all participating counties and municipalities.



GOOD TIMES TO BE TOGETHER!®

1/11/2013

City of Muscatine, Iowa  
Department of Parks and Recreation  
215 Sycamore Street  
Muscatine, IA 52761

To Whom It May Concern:

The Muscatine Happy Joe's Pizza & Ice Cream Parlors would like to thank the City of Muscatine for the opportunity to sell food and beverage products during the past year at the Muscatine Aquatic Center, Kent Stein Park and Muscatine Soccer Complex. We thoroughly enjoyed the experiences of both selling products at the venue and partnering with the City.

We regret to inform you that we will need to terminate our agreement as of 2/9/13. Please consider this letter as our 30 day termination notice to the City of Muscatine. However, we are willing to resubmit a proposal this spring which would include our targeted commission rate of 15%.

Please contact Ashley Balluff, Muscatine Happy Joe's District Coach, with any questions at (563) 263-5233. We look forward to hearing back from you in the near future.

Sincerely,

Ashley Balluff  
District Coach  
Muscatine Happy Joe's Pizza & Ice Cream Parlors

**Happy Joe's Support Center**

2705 Happy Joe Drive | Bettendorf, Iowa 52722-3297  
P: (563) 332-8811 | F: (563) 332-5822 | [www.happyjoes.com](http://www.happyjoes.com)

**City of Muscatine**  
**Police and Fire Pension City Contributions**  
**Pension Rate and Contribution Increases - Five Year History**  
**Actual 2009/2010 through Budget 2013/2014**

	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Actual 2011/2012</u>	<u>Budget 2012/2013</u>	<u>Projected 2013/2014</u>	<u>Increase FY 13 to FY 14</u>	<u>Increase FY 10 to FY 14</u>
<b>Pension Contribution Rates (Actual)</b>	<b>17.00%</b>	<b>19.90%</b>	<b>24.76%</b>	<b>26.12%</b>	<b>30.12%</b>	<b>4.00%</b> (Inc. in Contribution Rate)	<b>13.12%</b> (Inc. in Contribution Rate)
<b><u>City Contributions</u></b>							
Police	\$ 333,906	\$ 389,879	\$ 538,194	\$ 611,886	\$ 741,263	\$ 129,377	\$ 407,357
Fire	<u>320,128</u>	<u>388,304</u>	<u>491,247</u>	<u>542,906</u>	<u>645,010</u>	<u>102,104</u>	<u>324,882</u>
Total Police & Fire	<u>\$ 654,034</u>	<u>\$ 778,183</u>	<u>\$ 1,029,441</u>	<u>\$ 1,154,792</u>	<u>\$ 1,386,273</u>	<u>\$ 231,481</u>	<u>\$ 732,239</u>
<b>FY 2013/2014 Total Increase Due To:</b>							
Amount Due to Pension Rate Increase from 26.12% to 30.12%						\$ 184,100	
Amount Due to Wage Increases and Employee Step Changes						<u>47,381</u>	
Total Increase						<u>\$ 231,481</u>	
<b>Note:</b>							
Portion of Above Funded from COPS Grant	<u>-</u>	<u>-</u>	<u>-</u>	<u>22,401</u>	<u>28,542</u>	<u>6,141</u>	
<b>Net Amount to be Funded from Tax Levy</b>	<b><u>\$ 654,034</u></b>	<b><u>\$ 778,183</u></b>	<b><u>\$ 1,029,441</u></b>	<b><u>\$ 1,132,391</u></b>	<b><u>\$ 1,357,731</u></b>	<b><u>\$ 225,340</u></b>	
<b>Amounts Funded from Tax Levy:</b>							<b>Total Increase Last Five Yrs</b>
Dollar Increase from Prior Year	<u>N/A</u>	<u>\$ 124,149</u>	<u>\$ 251,258</u>	<u>\$ 102,950</u>	<u>\$ 225,340</u>		<u>\$ 703,697</u>
Percent Increase from Prior Year	<u>N/A</u>	<u>18.98%</u>	<u>32.29%</u>	<u>10.00%</u>	<u>19.90%</u>		<u>107.59%</u>
<b><u>Actual and Projected City Tax Rate for Police &amp; Fire Pension</u></b>							
Taxable Valuations	\$ 725,500,826	\$ 736,929,726	\$ 756,210,500	\$ 777,688,432	\$ 795,205,814		
Budgeted Police and Fire Pension Tax Rates (Rate per \$1,000 Taxable Valuation)	\$ 0.91745	\$ 1.06724	\$ 1.34977	\$ 1.43566	\$ 1.700090	<b>\$ 0.264430</b> (Tax Rate Increase FY 13 to FY 14)	<b>\$ 0.782640</b> (Tax Rate Increase from FY 2009/2010)
Percent Increase in Tax Rate	N/A	<u>16.33%</u>	<u>26.47%</u>	<u>6.36%</u>	<u>18.42%</u>		<b>85.31%</b> Tax Rate Change from FY 2009/2010
Prepared by: City Finance Department (NL)							
Date: 1-16-13							