



Gregg Mandsager
City Administrator
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City Administrator Report to Mayor & City Council

October 18, 2013, Edition No. 103

REPORT:

1. Annual Goal Setting Session: Our annual goals session has been set for **October 24th** at 5:30PM. Attached is a copy of the current years values/vision/mission and goals for your review.
 - Accomplishments: Staff is also in the process of compiling our annual memo on accomplishments as well as grants/outside funding. This will be provided in October.
 - Additional tools:
 - Comp Plan: Chapter 1 provides a list of all of the goals included in the Comp Plan. Here is the link to the adopted version - <http://www.muscatineiowa.gov/index.aspx?NID=518>
 - University of Iowa Sustainability Projects (See Attached)
2. City Administrator Evaluation: Just a reminder that the City Administrator evaluation will need to be scheduled in November. We typically place this on the schedule for a Closed Session at 5:30pm in the Lower Conference Room prior to one of our meetings in November. **Does 11/14 at 5:30 work?** The evaluation form is attached. Please return by email or by hard copy by **November 7th**. This will allow time to collate and copy for the meeting. Additional information (i.e. form, annual grants and accomplishments) will be distributed next week.
3. ATE: Here are the links to the ISU CTRE studies on ATEs as well as the link to the IODT rules that was sent out earlier. The CTRE link is on the left side of web page) - <http://www.muscatineiowa.gov/index.aspx?NID=541>. Link to proposed rules - <https://www.legis.iowa.gov/DOCS/ACO/IAC/LINC/ARC.1037C.pdf>.
4. CVB: Nancy and I met earlier this week to discuss some minor contract language changes (Finance/release of funds and HR related) per their request. The CVB Board will be discussing these changes at their upcoming meeting and subsequently, we will bring forward to the board.
5. Bi-State: Attached is the October 2013 Commission Packet. The next Commission meeting is scheduled for Wednesday, October 23, 2013.
6. Pensions: The City (along with Sioux City) has been asked to speak to an interim legislative committee on pensions next week. Nancy and I are preparing background materials such as budget history and increases for the Mayor to present next week. This issue is sustainability or the existing structure, i.e. annual increases of \$230,000 +/- . We are still awaiting further details.
7. Finance: Attached is a copy of the GFOA Budget award letter for FY 2012.
8. Council Meetings: Here is a tentative schedule for upcoming regular, in-depth and special meetings:
 1. October: Annual Goal Session
 2. November: CIAT/IISC and Blue Zones update, Roundabout presentation, Complete Streets Policy, City Administrator Evaluation
 3. December: Capital Improvement Plan (CIP)

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

**City of Muscatine
2013 Core Values, Vision and Mission
Adopted, December 20, 2012**

Core Values

- Integrity
- Respect
- Innovation
- Excellence
- Professionalism
- Customer Service
- Fiscal Responsibility

Vision

Muscatine is a vibrant river community where a rich tradition of community pride and entrepreneurial spirit has created an outstanding environment to live and work. Muscatine values its history, has a strong sense of community pride, is rich in cultural and economic diversity, and has strong global connections. Muscatine residents, businesses and its local government are engaged and achieve goals through valued partnerships.

Mission

The City of Muscatine's mission is to provide a full-range of high quality, effective municipal services; excellent customer service; and sound fiscal management. We engage our community, producing results designed to enhance the safety, well-being and quality of life for our residents and business community. We are advocates for our community, valuing our history and working to shape our future.

**City of Muscatine
2013 Council and Management Agenda
Adopted December 20, 2012**

Long-Term Goals

- Promote in-fill and voluntary annexation opportunities.
- Develop effective economic development strategies to encourage local investment and partnership.
- Partner with local organizations and governments to combine services or cooperate where feasible and appropriate.

Council Policy Agenda 2012-2013

Top Priority

- Develop a marketing and branding initiative for the City of Muscatine in cooperation with the Chamber and CVB. 2013
- Work to promote the City of Muscatine as a Blue Zones Community.
- Meet with MPW to redefine annexation policy for the extension of utilities in unincorporated areas
- Monitor the long-term plan to eliminate the accumulated deficit in the landfill fund.
- Update the City's Financial Policies to reflect a new target General Fund fund balance in excess of the present 10% threshold. This policy update will also address conditions for use of reserves, authority over reserves, and replenishment of reserves. 2013
- Position the City to address potential shortfalls in revenue due to state and federal mandates.
- Develop a citywide comprehensive plan incorporating Iowa's Smart Planning Principles. 2013
- Develop policies/incentives to encourage in-fill opportunities and address blight within the city limits.
 - Adopt housing tax abatement plan.
 - Adopt historical housing tax abatement plan.

High Priority

- Provide for the City's existing levels of service with an emphasis on essential services.
- Prioritize and determine funding sources for capital projects identified in the 5-Year Capital Improvement Plan.
- Promote a climate for businesses to thrive in Muscatine and Work to retain Tax Increment Financing (TIF) as a municipal economic development tool.
- Adopt updated City Code. 2013 (Estimated Cost \$10,000)
- Adopt updated Citywide zoning ordinance. 2013-2014 (Estimated cost \$15,000)

Management Agenda 2012-14

The Management Agenda represents short-term projects for the City Administrator and staff. Included in the Management Agenda are items that are considered major projects that involve significant city resources and may span more than one year for completion

Top Priority

- Focus on continuous improvement and excellence in service throughout the organization.
- Enhance the City's new website and maximize web-based resources as a resource for public communication.
- Complete an update of the City Code and City's 1974 zoning ordinance. 2013
- Prepare a Unified Development Code for City Council review and adoption (Subdivision, Building, Zoning and Health regulations). 2014

High Priority

- Utilize surveys and other tools to enhance policy and budget recommendations.
- Continue to develop the Continuous Service Improvement (CSI) Program and begin Lean training for all City employees in cooperation with HNI.
- Provide a pavement management program and work to develop a sidewalk management policy and plan. 2013
- Continue to review and target means to improve energy efficiency throughout the organization and City facilities.
- Complete the following Capital Projects:
 - Finalize and implement Combined Sewer Overflow (CSO) timeline. 2013
 - Cedar Street Reconstruction and Trail. 2013-2014
 - Colorado Street Reconstruction. 2013-2014
 - Identify Mississippi Drive Corridor funding mechanisms. 2013-2014
 - Provide support to the Phase III Soccer Committee.
 - Evaluate adding HVAC to City Hall and the Art Center. 2013
 - Prepare cost estimates and a construction timeline for inclusion of reconstruction of Mulberry Street (Houser to Bypass) in the City's CIP.

PERFORMANCE EVALUATION MUNICIPAL CHIEF EXECUTIVE

PLANNING – ability to anticipate and analyze problems; maps effective solutions.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

ORGANIZING – ability to arrange work and efficiently apply resources.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

SUPERVISION – builds and motivates a team, provides direction, monitors and adjusts performance as necessary.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

DELEGATION – effectively assigns work to others and builds their skills.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

TIMING, i.e., opportunist – makes decisions when sufficient information is available, implements action when conditions are ripe for success.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

FINANCIAL MANAGEMENT - accurately and concisely reports (and projects) the financial condition; management practices and policies are designed to maintain (or achieve) a sound long-range financial condition – uses debt cautiously, plans for the long-term replacement and maintenance of equipment and infrastructure.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

FORGES COMPROMISES – has the ability to resolve the numerous conflicts inherent in municipal government.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

ANALYTICAL – in making decisions considers the best available facts.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

SENSITIVITY – listens and understands the positions and circumstances of others.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

COMMUNICATIONS WITH GOVERNING BODY – accurately interprets the direction given by the governing body; keeps you well informed with concise oral and written communication.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

COMMUNICATIONS WITH THE PUBLIC – is open and available to the public, takes their concerns and problems seriously, recognizes the public's right and need to be well informed; is visible in the community.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

COMMUNICATIONS WITH EMPLOYEES - provides sufficient information to keep the employees productive, motivated and part of the team; understands their concerns.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

CREATIVE – ability to reach for effective and, when necessary, inventive solutions.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

HONEST/FAIR – consistently open and straightforward.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

ADAPTABLE – responds positively to a changing world and changing local conditions.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

RESILIENT – energy and motivation maintained in spite of constant demands.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

HUMOR – maintains and shares an appropriate sense of humor to lighten the load.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

HIRING – recognizes the value of excellent employees and uses all reasonable efforts to ensure that the best available individuals are recruited and hired.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

RISK MANAGEMENT – implements effective programs to limit liability and loss.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

LEADERSHIP – guides effectively.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

ACCEPTS DIRECTION – aggressively responds to the direction of the majority of the governing body – not sidetracked by the minority but recognizes their concern.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

ETHICAL – conforms to the high standards of municipal services.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

JOB KNOWLEDGE – has a solid understanding of all phases of municipal government.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

PROFESSIONAL DEVELOPMENT – takes action to acquire new knowledge and skills.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

SUCCESSFUL – in spite of limited resources.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

OPERATIONAL EFFICIENCY – obtains the best possible end result for the money spent.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

CREDITS GOVERNING BODY – credits municipal accomplishments to the policy makers; does not feed a personal ego.

unacceptable poor marginally acceptable acceptable good very good excellent

Comment: _____

QUALITY OF MUNICIPAL SERVICES – how well do the direct services provided meet the needs of the community?

	Unacceptable	Poor	Marginally Acceptable	Acceptable	Good	Very Good	Excellent
Street Maintenance							
Police Services							
Fire-EMS							
Parks							
Recreation							
Water and Sewer							
Land Use							
Animal Control							
Construction & Engineering							

NEW OBJECTIVES – list new priorities you think should be emphasized.

AREAS IN NEED OF IMPROVEMENT.

STRENGTHS – list other strengths.

Signature of Evaluator

Evaluation Period

Date



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

September 24, 2013

Mr. Gregg Mandsager
City Administrator
City of Muscatine
215 Sycamore Street
Muscatine, IA 52761

Dear Mr. Mandsager:

I am pleased to notify you that City of Muscatine, Iowa has received the Distinguished Budget Presentation Award for the current budget from the Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement by your organization.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to:

Finance Department

We hope you will arrange for a formal public presentation of the award, and that appropriate publicity will be given to this notable achievement. A press release is enclosed for your use.

We appreciate your participation in GFOA's Budget Awards Program. Through your example, we hope that other entities will be encouraged to achieve excellence in budgeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen J. Gauthier".

Stephen J. Gauthier, Director
Technical Services Center

Enclosure



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

September 24, 2013

PRESS RELEASE

For Further Information Contact
Stephen J. Gauthier (312) 977-9700

Chicago--The Government Finance Officers Association of the United States and Canada (GFOA) is pleased to announce that **City of Muscatine, Iowa** has received the GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to **Finance Department**.

For budgets including fiscal period 2012, over 1,340 entities are expected to receive the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The Government Finance Officers Association is a nonprofit professional association serving over 17,800 government finance professionals throughout North America. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.

Washington, DC Office

1301 Pennsylvania Avenue, N.W., Suite 309 • Washington, DC 20004 • 202.393.8020 • fax: 202.393.0780
www.gfoa.org

MEETING ANNOUNCEMENT AND AGENDA BI-STATE REGIONAL COMMISSION

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

Scott County Administration Building
600 West Fourth Street
Davenport, IA

	X	1. <u>Approval of the September 25, 2013 Minutes (See enclosed)</u> – Larry Minard, Chair
X	X	2. <u>Treasurer's Report (See enclosed)</u> – Kas Kelly, Treasurer
		3. <u>Finance and Personnel Committee/Financial Matters</u> – Chuck Austin, Finance Chair
X	X	a. <u>Bills (See enclosed)</u>
X	X	b. <u>Report on Progress on Commission's FY 2014 Program Budget as of 9/30/2013 (See enclosed)</u>
X	X	c. <u>Contracts/Grants for Consideration</u> – Denise Bulat, Executive Director
	X	4. <u>Consideration of a Resolution for Annual Certification of the Bi-State Revolving Loan Fund (RLF) Plan (See enclosed)</u> – Jim Tank, Commissioner RLF
X	X	5. <u>Consideration of a Resolution for Annual Certification of the Mercer-Muscatine Revolving Loan Fund (MMRLF) Plan (See enclosed)</u> – Mark Hunt, Economic Development Project Manager
	X	6. <u>Status of Freight Study in the Bi-State Region</u> - Denise Bulat, Executive Director
		7. <u>Questions or Comments by Commissioners</u>
		8. <u>Other Business</u>
		9. <u>Adjournment</u>

DB/sg
Agendas\BSRC Agenda.docx

NEXT MEETING: Wednesday, November 20, 2013 – 3:30 p.m.
Scott County Administration Building
600 West Fourth Street
Davenport, Iowa

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

Wednesday, September 25, 2013, 3:30 p.m.
Scott County Administration Building
600 West Fourth Street
Davenport, Iowa

MEMBERS PRESENT: Minard – Chair, Austin, Banaszek, Callaway-Thompson, Gluba, Hillman, Kelly, Lawrence, Liddell, Myers, O’Boyle, Raes, Sherwin, Sorensen, Terry, Thodos, Volz, Wells

MEMBERS ABSENT: Anderson, Burrage, Crouch, Earnhardt, Gallagher, Goodwin, Gordon, Heninger, Hopkins, Pauley, Rangel, Schloemer, Stoermer, Sunderbruch, Tank, Tossell, Washburn

OTHERS PRESENT: Robert Mahrt, City of Aledo Administrator

STAFF PRESENT: Bulat, Grabowski, Pearson

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

1. Approval of the August 28, 2013 Minutes. Ms. Sherwin moved to approve the minutes of August 28, 2013 as presented. Mr. Volz seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Ms. Kelly presented the Treasurer’s Report for the month ending August 31, 2013, noting an ending total bank and book balance of \$522,618.65. Ms. Kelly moved the report be accepted as written and mailed. Mayor Gluba seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.

- a. Bills. Mr. Austin presented the bills totaling \$57,190.37, as listed on the following bills listing and addendum dated September 25, 2013:

Bills List

Hurt, Norton & Associates, August 2013 legislative technical service (cost reimbursed by participating member governments)	\$ 7,750.00
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	4,438.00

Addendum

Bancard Center, VISA charge card expenses related to 1 staff attending the Presenting Data & Information seminar; 1 staff attending the Economic Development Strategic Planning Training Course; 1 staff attending the Human Services Transportation Planning meeting; office supplies	3,448.65
Caliper Corporation, 2 Standard TransCAD Software Support	2,200.00

Louisa Ewert, Treasurer			5,057.12
10/2013	Rent	\$4,618.38	
10/2013	Internet Access	88.00	
08/2013	Postage	-	
08/2013	Printing	81.11	
08/2013	Supplies	89.81	
08/2013	Cell Phone	179.82*	
*(Partial costs reimbursed by HCEDP/Rural Accelerator Grant)			
URS Corporation, Household Survey and Model Integration Project			34,296.60

Mr. Austin moved approval of the bills totaling \$57,190.37 as presented above.

Mayor O'Boyle seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission's FY 2013 Program Budget as of August 31, 2013. Mr. Austin explained the Program Budget Status Report was mailed in members' packets. The Commission is 16.7% through the fiscal year with 15.8% expended and within budget.
- c. Contracts/Grants for Consideration. Ms. Bulat presented the following contracts/grants over \$7,500 requiring Commission approval:
 - Contract with Penn Credit Corporation for collection of delinquent MUNICES fines. The contingency commission fee shall be 19.5% for standard non-attorney referral collections and 30% when referred to an attorney for collections. The term of the contract is continuing and will remain in effect until terminated by either party. The terminating party shall provide sixty (60) days notice.

Mayor Thodos moved approval of contract, and Mr. Austin seconded. The motion passed unanimously.

4. Report on Joint Purchasing. Ms. Pearson reported that the Bi-State Regional Commission's member governments in Illinois created the Illinois Joint Purchasing Council in 1986, and purchasing activity started in December of that year. In 1999, Bettendorf, Davenport, and Scott County joined, and the group became known as the Bi-State Joint Purchasing Council.

Ms. Pearson said that membership in the Council requires village, city, or county approval and signing of the intergovernmental agreement by all parties. Currently, 29 government entities are members, and Bi-State membership dues fund the program. The Council lowers governmental purchasing costs through large volume purchases and competitive buying.

Ms. Pearson and Bi-State staff member Peggy Merchie, work with about 80 government staff located in various departments within Bi-State member governments. Staff maintains a database of about 275 vendors that includes all contact information, items on which they are able to bid, and past bid responsiveness of the vendor.

The program reduces duplicative administrative costs, such as advertising, postage, bid preparation, and analysis. Vendors deliver all items as indicated on the purchase orders supplied by the participants, which cuts down on shopping trips and fuel charges by participating member governments. Bid prices are firm and all inclusive.

Ms. Pearson explained that the Council does not accept any of the delivery, freight, or fuel surcharges that are frequently added to invoices. Program participants share expertise and

experience attending Joint Purchasing Council meetings or special training sessions held with industry experts.

Currently, the common purchases include:

- Office calendars
- Printer/fax supplies
- Copier and plotter paper
- Water treatment chemicals
- Utility supplies – pipe, clamps, couplings, valves and valve boxes, hydrants, marking paint
- Street signs, street sign posts, and related materials
- Ice melt
- Turf chemicals, athletic field dressing items , pond colorants, and turf
- Prairie & wildflower seed
- Janitorial paper products, cleaning supplies and chemicals, and personal hygiene items
- Can liners and food service supplies

Ms. Pearson told Commissioners that they could contact her for more information on the program and to let all of their staff know about the program. It was suggested intergovernmental organizations that work with member governments and are tax exempt should be made aware of the program.

5. Air Quality Update. Ms. Bulat reported that the Clean Air Act requires the Environmental Protection Agency (EPA) to set National Ambient Air Quality Standards (NAAQS) for pollutants considered harmful to public health and the environment. The Clean Air Act identifies air quality standards to protect public health including protecting the health of "sensitive" populations such as asthmatics, children, and the elderly. EPA has set NAAQS for six principal pollutants, which are called "criteria" pollutants. They are carbon monoxide, lead, nitrogen dioxide, ozone, PM 2.5, PM10, and sulfur dioxide. The three criteria pollutants of most concern to the Bi-State Region are ozone, PM2.5, and sulfur dioxide.

Ms. Bulat stated that there have been no air quality exceedences in Scott and Rock Island Counties to date in 2013. She did note that there are no monitors for NAAQS in Henry and Mercer Counties. Exceedences of sulfur dioxide and fine particulates have persisted in the Muscatine County area. In 2010, a new standard for sulfur dioxide was put in place that has contributed to the high number of poor air quality readings in Muscatine. As a result, the U.S. Environmental Protection Agency (USEPA) in cooperation with the Iowa Department of Natural Resources (IADNR) held outreach meetings in Muscatine. A non-attainment designation for sulfur dioxide in Muscatine was announced earlier this year. IADNR is working with Kent Foods Corporation (GPC), Muscatine Power and Water, and Union Tank Car to implement stationary source emission reduction measures to address the sulfur dioxide non-attainment designation. The cost of improvements implemented by the businesses will total over \$100 million. These improvements should also reduce the level of fine particles in the air.

Ms. Bulat stressed that as a result of the continuing changes in the regulations, education and outreach remain important. Bi-State continues to conduct outreach including publication of newspaper tabs, press releases, and other media outreach.

The USEPA thru the IADNR and the Illinois Environmental Protection Agency (ILEPA) are required by law to reduce exposure to hazardous air pollutants. EPA has issued over 120

National Emission Standards for Hazardous Air Pollutants. Some of these standards apply to both major and area sources of hazardous air pollution, and some apply just to one or the other.

Ms. Bulat outlined the two sources of air pollutants.

Major sources are those with facility-wide potential or actual emissions of 10 tons per year, or more of any single hazardous air pollutant or 25 tons per year or more of a combination of hazardous air pollutants. These are named Title V facilities and are randomly inspected.

Area sources are those with potential and actual emissions below the major source thresholds. Businesses may need an air permit if any operations or equipment release air emissions (dust, vapors, fumes, etc.). Air permits may be required if equipment or processes:

- Include a stack, vent, or dust collector
- Use solvent, paints, inks, or adhesives
- Burn fuel
- Cause smoke, dust, or odors

Ms. Bulat concluded that any activity that emits or can reasonably be expected to emit an air pollutant would need to have appropriate permits from the IADNR or the ILEPA. Permits are issued prior to beginning construction or modification unless exempted pursuant to a rule or statute. Examples of businesses that typically need permits are large industry, body shop repair establishments, dry cleaners, gasoline stations, and plating and polishing operations, among others.

6. **Other Business.** Ms. Bulat noted that Bi-State received official notice that the EDA awarded the money for the Investing in Manufacturing Communities Partnership grant in conjunction with the Quad Cities Chamber of Commerce, as approved by the Commission at last month's meeting.
7. **Adjournment.** The meeting adjourned at 4:31 p.m.

Respectfully submitted,



Phillip Banaszek
Secretary

**BI-STATE REGIONAL COMMISSION
TREASURER'S REPORT
FOR THE MONTH ENDING SEPTEMBER 30, 2013**

	<u>Balance September 1</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Balance September 30</u>
GENERAL SAVINGS ACCOUNT BANK & BOOK BALANCE:				
Balance – September 1, 2013	\$ 422,654.91			
Add Deposits		\$ 232,783.29		
Less Transfers				\$ 223,472.95
Balance – September 30, 2013				\$ 431,965.25
RLF SAVINGS ACCOUNT BANK & BOOK BALANCE:				
Balance – September 1, 2013	\$ 1,169.51			
Add Deposits		\$ 0.14		
Less Transfers			\$ 0.00	
Balance – September 30, 2013				\$ 1,169.65
CHECKING ACCOUNT BANK AND BOOK BALANCE:				
Balance – September 1, 2013	(\$ 3,988.97)			
Add Deposits		\$ 122,164.02		
Less Checks Written				\$ 156,190.87
Balance – September 30, 2013				(\$ 38,015.82)
PAYROLL ACCOUNT BANK & BOOK BALANCE:				
Balance – September 1, 2013	\$ 2,783.20			
Add Deposits		\$ 101,302.93		
Less Checks Written			\$ 101,396.88	
Balance – September 30, 2013				\$ 2,689.25
INVESTMENT ACCOUNTS BANK & BOOK BALANCE:				
Balance – September 1, 2013	<u>\$ 100,000.00</u>			
State Bank of Orion				
06/25/13 – 12/25/13 (.20%)				
Add Investments Made	<u>\$ 0.00</u>			
Less Investments Matured			<u>\$ 0.00</u>	
Balance – September 30, 2013				<u>\$ 100,000.00</u>
TOTAL BANK & BOOK BALANCE:				
Balance – September 1, 2013	<u>\$ 522,618.65</u>			
Deposits in September		<u>\$ 456,250.38</u>		
Withdrawals in September			<u>\$ 481,060.70</u>	
Balance – September 30, 2013				<u>\$ 497,808.33</u>
<u>PASS THROUGH FUNDS</u>				
BI-STATE RLF ACCOUNT:				
Balance – September 1, 2013	<u>\$ 854,472.93</u>			
Add Deposits		<u>\$ 21,501.23</u>		
Less Withdrawals			<u>\$ 85.00</u>	
Balance – September 30, 2013				<u>\$ 875,889.16</u>
MERCER-MUSCATINE RLF ACCOUNTS:				
Balance – September 1, 2013	<u>\$ 10,886.58</u>			
Add Deposits		<u>\$ 2,664.72</u>		
Less Withdrawals			<u>\$ 5.00</u>	
Balance – September 30, 2013				<u>\$ 13,546.30</u>

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

Hurt, Norton & Associates, September 2013 legislative technical service (cost reimbursed by participating member governments)	\$ 7,750.00
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	<u>2,625.00</u>
TOTAL	<u>\$10,375.00</u>

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

SV
Budget\billslist.docx

BI-STATE REGIONAL COMMISSION
FY 2013-14 Program Budget Status Report
Through Month of September – 25% of Year

ADOPTED BUDGET:	\$2,057,347.00	EXPLANATION:
EXPENDED THROUGH AUGUST:	\$503,756.54 (24.5%)	
STAFF LEVEL BUDGETED:	25.25 F.T.E.	
STAFF LEVEL STAFF LEVEL MAINTAINED:	23.75 F.T.E.	

MEMBER GOVERNMENTS SERVED DIRECTLY AND ACTIVITIES DURING SEPTEMBER

ALEDO – MERGO Participation; Website Support; RLF Coord.; Transit Mobility/HSTP Planning; Aerial Photo Coord. Asst.; Economic Develop. Strategic Plan Presentation

ALPHA – HCEDP Participation; Transit Mobility/HSTP Planning.

ANDALUSIA – RICWMA Staffing; Riverfront Council; Website Support.

ANDOVER – HCEDP Participation; Transit Mobility/HSTP Planning

ATKINSON – HCEDP Participation; Website Support; Transit Mobility/HSTP Planning.

BETTENDORF – Joint Purchasing; Scott Co. Housing Council; IAQC Transit Planner Coord. & Transit Issues; Transit Certification Review; Riverfront Council; Solid Waste Coord.; I-74 Bridge Coord.; Drug/Alcohol Testing Consort.; RLF Loan Admin./Marketing; Trail Coord.; DOJ Interoperability; Air Quality Asst.; NSBP/EDA Apps;; Trails Counting Asst.; QCICNet; Aerial Photo Coord. Asst.; RDA/SCRA Grant Asst.; STP & TAP Inquiries; IADOT/City Qrtly Mtg.

BLUE GRASS – Reg. 9 Transportation Coord.; Solid Waste Coord.; Website Support; Aerial Photo Coord. Asst.; SCRA & HMGP Grants Applications

BUFFALO – Trail Planning and RFP Asst.; Riverfront Council; Solid Waste Coord.; Aerial Photo Coord. Asst.; RDA Grant Application.

CAMBRIDGE – HCEDP Participation; Website Support; Transit Mobility/HSTP Planning.

CARBON CLIFF – RICWMA Staffing; Joint Purchasing; Trail Planning; Aerial Photo Coord. Asst.

COAL VALLEY – Joint Purchasing; RICWMA Staffing; Aerial Photo Coord. Asst.

COLONA – Grants Inquiries; Joint Purchasing; GIS/Mapping Asst. – Utilities, Zoning, Indian Trails Resort; Census Count Question Resolution

CORDOVA – RICWMA Staffing; Riverfront Council & Riverfront Planning; Website Support; Mapping Asst..

DAVENPORT – Joint Purchasing; Riverfront Council, RiverVision; Drug/Alcohol Testing Consort.; Scott Co. Housing Council; Solid Waste Coord.; RLF Loan Admin.; Transit Funding & NTD Asst.; IAQC Transit Planner Coord. and Transit Issues; Transit Certification Review; QCICNET Interoperability Project; BRAC/OEA Coord.; Air Quality Asst.; Davenport Schools Hazard Mitigation Plan; Trail Planning (Goose Creek scope revision); Legislative Priorities Asst.; IMCP/EDA Grant with QC Chamber; Aerial Photo Coord. Asst.; IADOT/City Qrtly Mtg.

EAST MOLINE – IL QC Intergov. Comm.; E9-1-1 Coord.; Joint Purch.; RICWMA Staffing; RMS Coord.; Riverfront Cncl.; Interoperability Project; RLF Admin.; MUNICES; Air Quality Asst.; Trail Planning;; Consol. Disp. Study Asst.; QCICNet; Econ. Dev. Strategic Plan; Aerial Photo Coord. Asst.

ELDRIDGE – Solid Waste Coord.; Drug & Alcohol Consort.; Website Support; Aerial Photo Coord. Asst.

FRUITLAND – Region 9 Transportation Coord.; Solid Waste Coord.

GALVA – Broadband Coord.; Transit Mobility/HSTP Planning; HCEDP.

GENESEO – HCEDP Part.; Website Support; Trails Planning; Transit Mobility/HSTP Planning; TIF District Mapping Asst.;

HAMPTON – RICWMA Staffing; Riverfront Council; Website Support.

HENRY COUNTY – Joint Purch.; HCEDP Part.; Transit Mobility/HSTP Plan; Trail Coord.; Zoning Reviews; Workforce Dev. Board; Legislative Priorities Asst.; Comp. Plan & Zoning Mapping/GIS; EDA/USDA Grant; Evac. Plan; Fact Sheet Update, Illinois Grants for Local Gvts.; Aerial Photo Coord. Asst.

KEWANEE – Transit Mobility/HSTP Planning.

LECLAIRE – Joint Purchasing; Riverfront Council; Solid Waste Coord.; Trail Planning; Aerial Photo Coord. Asst.

LONG GROVE – Reg. 9 Trans. Coord.; Solid Waste Coord.; Website Support; Aerial Photo Coord. Asst.

MCCAUSLAND – Reg. 9 Trans. Coord., Solid Waste Coord.; Stormwater Meeting; Comprehensive Plan.

MILAN – Joint Purchasing.; RICWMA Staffing; IL QC Intergov. Comm.; E9-1-1 Coord.; RMS Coord.; RLF Admin.; Interoperability Project; MUNICES Coord.; Cons. Dispatch Study Asst.; QCICNet.

MOLINE – MUNICES Coord.; IL QC Intergov. Comm.; E9-1-1 Coord.; Joint Purch.; I-74 Bridge Coord & Southern Sec.; RICWMA Staff.; RMS Coord.; Riverfront Cncl./RiverVision; RLF Loan Admin.; Trails Coord.; Interop. Proj.; Rail Coord.; Air Qual. Asst.; Park/Rec Plan.; Cons. Disp. Study Asst.; QCICNet; Aerial Photo Coord. Asst.

MUSCATINE CITY – Trail Planning; Reg. 9 Transportation Coord.; Solid Waste Coord.; Joint Purchasing; Air Quality Asst.; RLF Coord.; Aerial Photo Coord. Asst.;

MUSCATINE COUNTY – Trails Planning; Website Support/Development/Redesign; Reg. 9 Coord.; Solid Waste Coord.; Joint Purch.; Transit Mobility Coord.; Hazard Mitigation Plan; Air Quality Asst.; OEA Grant Coord.; EDA RLF Coord.; Comprehensive Plan; Aerial Photo Coord. Asst.

NEW BOSTON – MERGO Participation; Website Support; Grant Research;

OAK GROVE – E9-1-1 Coord.; Consolidated Dispatch Study.

ORION – HCEDP Participation; Website Support; Transit Mobility/HSTP Planning; Water System Map Update.

PORT BYRON – RICWMA Staffing; Riverfront Council; ED Strategy;; Zoning administration inquiry

PRINCETON – Riverfront Council; Solid Waste Coord.; Trail Planning; Economic Development Presentation; Aerial Photo Coord. Asst.

RAPIDS CITY – RICWMA Staffing; Riverfront Council.

RIVERDALE – Riverfront Council; Trail Coord & TEAP Traffic Counting Asst.; TAP Candidate Project Review; Solid Waste Coord.; Website Support; Haz Mit Plan.

ROCK ISLAND CITY – IL QC Intrv. Comm.; E9-1-1 Coord.; Joint Purchasing; Riverfront Council; RiverVision; RICWMA Stfg.; MUNICES Coord.; RMS Coord.; RLF Loan Adm.; Interop. Proj.; Air Quality Asst.; Workforce Dev. Bd.; Consol. Dispatch Study App; QCICNet; Aerial Photo Coord. Asst.; TAP Candidate Project Review; Comp Plan Public Input Process; Status of EDP Appl.

ROCK ISLAND COUNTY – E9-1-1 Coord.; LEPC Committee; IL QC Intergov. Comm.; RICWMA Stfg.; Electronic Collection Event & Website Support; Joint Purchasing; Trail Coord.; WIB Part.; RMS Coord.; Transit Mobility/HSTP Planning; Passenger Rail; Air Quality Asst.; Legislative Priorities Asst.; QCICNet; Evacuation Plan; Forest Preserve Planning & Map; Hazard Mitigation Ping. Appl.; QC Health Initiative

SCOTT COUNTY – Financial Management - Scott Co. KIDS; Scott Co. Hsg. Cncl.; Joint Purchasing; I-74 Brdg. Coord.; Trail Plng.; RLF Admin.; Reg. 9 Transportation; Transit Mobility/HSTP Planning; Interop. Project; Goals Booklet; OEA; Passenger Rail; Housing Assessment; Budget Report; Air Quality Coord.; Solid Waste Coord.; Aerial Photo Coord. Asst.; QC Health Initiative.

SHERWARD – MERGO Participation; Website Support; Transit Mobility/HSTP Planning; Joint Purchasing Council Info..

SILVIS – E9-1-1 Coord.; Joint Purchasing; IL Intergov. Comm. Coord.; RICWMA Stfg.; RMS Coord.; CDAP Grant Admin.; Trail Planning; Consol. Dispatch Study App.; QCICNet; Aerial Photo Coord. Asst.; Sisters Park; TIF/Enterprise Zone & Utilities GIS/Mapping Asst.; Existing/Projected Traffic Counts.

VIOLA – MERGO Participation; Transit Mobility/HSTP Planning; Logo Development;

WALCOTT – Reg. 9 Transportation; Solid Waste Coord.; Trail Coord.; RLF Marketing; Aerial Photo Coord. Asst.

WEST LIBERTY – Reg. 9 Transportation; Solid Waste Coord.; Website Support; Muscatine Co. Haz Mit Plan; Air Quality Coord.

WILTON – Reg. 9 Transportation; Solid Waste Coord.; Muscatine Co. Haz Mit Plan; EDA Application; Air Quality Coord.; Water/Sewer System Maps.

WINDSOR – HCEDP Participation; Transit Mobility/HSTP Planning; Zoning Inquiry;

WOODHULL – HCEDP Participation; Transit Mobility/HSTP Planning.

Bi-State Report – September

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. Attended IA RELAT meetings. Assisted with economic development funding program information for legislative efforts. Attended Iowa Regional Council, Illinois Regional Council, Northwest Municipal Association, QCCVB Annual and Quad City Health Initiatives-NPAW Panel meetings. Assisted members with legislative priorities. Printed 2013 CEDS Progress Report. Held 2013-14 APA audio-conference training for planning commissioners/planners/citizen planners. . Continued coordination with QC Chamber on EDA's Investing in Manufacturing Community Partnership Grant.

DATA/GRAFICS/MAPPING/ON-LINE SERVICES:

Data Center: Staff responded to approximately 15 data and map requests in September 2013 including 6 from local governments, 2 from media, 2 from non-profits, 2 from private citizens, 1 from academic, 1 from business, and 1 from other. The data section of the Bi-State website had 667 page views. The data warehouse site (www.greaterqcregion.org) had 279 visits and 476 page views. Staff began work on the community profile chapter for the Henry County Comprehensive Plan. New U.S. Census Bureau American Community Survey (ACS) data was released, 2012 1-year estimates for geographies 65,000+.

Graphics/Mapping: 2013 QC Street Map Update (Folded & Wall Versions) and Distribution of 2008-09 Edition; 2014 Aerial Photo Flyover Coordination; 2045 Long Range Transportation Plan Coordination; Crash Study Data and Mapping; IL Counties Evacuation Plan Mapping; QC Chamber Certified Sites GIS/Mapping Asst.; QC Marathon Mapping; Travel Model Data and GIS Assistance; Update/Maintain GIS Data for Street Centerlines, Traffic Counts, Federal Functional Class Routes, Corporate Limits, Landmarks, Rail, Trails, and other layers.

www.bistateonline.org. Top files downloaded and pages viewed for September 2013 include: Comprehensive Economic Development Strategy (CEDS) Progress Report 2013 (8,262); BSRC Home Page (3,121); Scott County Evacuation Plan, Final (888); Quad Cities Metro Area Street Map (591); BSRC Grants & Funding Resources – Public Facilities (401) & Contact Page (315); QCTransit.com (294); 2008-09 Quad Cities Fact Sheet (255); and The Loop Rider's Guide Insert (238).

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. Held electronic recycling event. Attended River Action meetings. Continued coordination of issues related to Bi-State Region Clean Air Partnership and strategies for emission reduction. Continuing "Make Air Quality Visible" strategic plan update process. Continued multi-jurisdictional hazard mitigation planning. Organized bi-monthly meeting of Quad City Riverfront Council. Participated in Upper Mississippi River and Urban Waterfront Conferences.

INTERGOVERNMENTAL FORUMS AND REGIONAL SERVICES: Continued assistance to the Joint Purchasing Council (JPC). Worked on the following bids: 2014 Office Calendars; Ice Melt, Fall Printer Supplies; Fall Copier & Plotter Paper; Fall Printer Supplies. Staffed Quad Cities 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 cancelation 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.

TRANSPORTATION PLANNING, PROGRAMMING AND PROJECT DEVELOPMENT: Attended related meetings, presented information, and continued staff coordination of river crossing issues. Conducted outreach for household survey and continued travel model enhancements project with consultant team. Worked on urban 2045 LRTP travel model development. Continued IL Region evacuation planning effort. Coordinated traffic & trails analyses, and data requests. Completed urban crash intersection report. Participated in Iowa-Illinois interdisciplinary traffic safety team meeting. Monitored status of MAP-21 implementation. Held urban Technical and Policy Committees and Region 9 Technical Committee meetings. Completed urban and Region 9 Transportation Alternatives Program project selection process and took receipt of Region 9 STP candidate projects. . Prepared monthly reports of federal transportation programs, coordinated related funding/reporting. Continued air quality emission reduction efforts and organized bi-monthly meetings of Air Quality Task Force. Worked on connections of American Discovery Trail (ADT)/Grand Illinois Trail and MRT, and attended 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 continued random testing program. Monitored urban and Iowa Region 9 FY14 Transportation Planning Work Program and FFY14-17 TIPs, and need for data entry in Iowa TPMS as part of transportation improvement programming. Administered IAQC and Illinois Region 2 transit coordinator positions. Participated in Iowa QC transit systems certification and IL rural 5311 compliance reviews. Facilitated MAP-21 transit funding issues and suballocations and assisted with NTD data analysis. Served inquiries and assisted with transportation funding programs and transportation information for legislative efforts. Participated in ILDOT/MPO Fall Planning Conference, NADO RTPO national transportation policy advisory committee, freight workshop; ILDOT Bike Plan & 5-Yr. Program and MPO Directors meetings. Participated in transportation webinars on transit & transit oriented development, urban mobility, travel data, travel demand modeling, MPOs, and infrastructure financing.



Serving local governments in Muscatine and Scott Counties, Iowa;
Henry, Mercer and Rock Island Counties, Illinois.

OFFICERS:
Chair
Larry Minard
Vice-Chair
John Thodos
Secretary
Phillip Banaszek
Treasurer
Kas Kelly

MUNICIPAL REPRESENTATIVES:

City of Davenport
Bill Gluba, Mayor
Sheila Burrage, Alderman
Jason Gordon, Alderman
Hap Volz, Citizen
City of Rock Island
Dennis Pauley, Mayor
Chuck Austin, Alderman
City of Moline
Scott Raes, Mayor
Sean Liddell, Alderman
City of Bettendorf
Bob Gallagher, Mayor
City of East Moline
John Thodos, Mayor
City of Muscatine
DeWayne Hopkins, Mayor
City of Kewanee
Bruce Tossell, Mayor
City of Silvis; Villages of
Andalusia, Carbon Cliff,
Coal Valley, Cordova, Hampton,
Hillsdale, Milan, Oak Grove,
Port Byron, and Rapids City
Ken Williams, Mayor, Carbon Cliff
Cities of Aledo, Colona, Galva,
Genesee; Villages of Alpha,
Andover, Alkinson, Cambridge,
New Boston, Orion, Sherrard,
Viola, Windsor, and Woodhull
Jim Crouch, Mayor, Cambridge
Cities of Blue Grass, Buffalo,
Eldridge, Fruitland, LeClaire,
Long Grove, McCausland,
Princeton, Riverdale, Walcott,
West Liberty, and Wilton
Marty O'Boyle, Mayor, Eldridge

COUNTY REPRESENTATIVES:

Henry County
Tim Wells, Chair
Dennis Anderson, Member
JoAnne Hillman, Member
Mercer County
Vacant
Muscatine County
Jeff Sorenson, Chair
Kas Kelly, Member
Rock Island County
Phillip Banaszek, Chair
Kim Callaway-Thompson, Member
Scott Terry, Member
Elizabeth Sherwin, Citizen
Scott County
Larry Minard, Chair
Carol Earnhardt, Member
Tom Sunderbruch, Member
Celia Rangel, Citizen

PROGRAM REPRESENTATIVES:
Cheryl Goodwin
Ralph H. Heninger
Nathaniel Lawrence
Rick Schloemer
Bill Stoermer
Jim Tank
Rory Washburn
Executive Director
Denise Bulat

Agenda Item #4

**RESOLUTION FOR THE
ANNUAL CERTIFICATION OF THE
BI-STATE REGIONAL COMMISSION'S
REVOLVING LOAN FUND PLAN**

WHEREAS, the Bi-State Regional Commission has established continued economic development in the region as a major priority; and

WHEREAS, the Bi-State Regional Commission administers the Bi-State Revolving Loan Fund program; and

WHEREAS, the Bi-State Revolving Loan Fund provides an opportunity for economic development, including job retention and creation in the Bi-State Region; and

WHEREAS, the Bi-State Revolving Loan Fund Loan Administration Board and the Bi-State Regional Commission have reviewed the RLF Plan and the strategies for the Bi-State region.

NOW, THEREFORE, BE IT RESOLVED by the Bi-State Regional Commission that:

1. The RLF Plan is consistent with and supportive of the area's current economic adjustment strategy;
2. The RLF Plan is being operated in accordance with the policies and procedures contained in the RLF Plan, and the loan portfolio meets the standards contained therein.

Passed this 23rd day of October 2013 by the Bi-State Regional Commission.

SIGNED:

ATTEST:

by: _____

by: _____

Larry Minard, Chair





Agenda Item #5

OFFICERS:
Chair
Larry Minard
Vice-Chair
John Thodos
Secretary
Phillip Banaszek
Treasurer
Kas Kelly

MUNICIPAL REPRESENTATIVES:

City of Davenport
Bill Gluba, Mayor
Shellia Burrage, Alderman
Jason Gordon, Alderman
Hap Volt, Citizen
City of Rock Island
Dennis Pauley, Mayor
Chuck Austin, Alderman
City of Moline
Scott Raes, Mayor
Sean Liddell, Alderman
City of Bettendorf
Bob Gallagher, Mayor
City of East Moline
John Thodos, Mayor
City of Muscatine
DeWayne Hopkins, Mayor
City of Kewanee
Bruce Tossell, Mayor
City of Silvis; Villages of Andalusia, Carbon Cliff, Coal Valley, Cordova, Hampton, Hillsdale, Milan, Oak Grove, Port Byron, and Rapids City
Ken Williams, Mayor, Carbon Cliff

Cities of Aledo, Colona, Galva, Geneseo; Villages of Alpha, Andover, Atkinson, Cambridge, New Boston, Orion, Sherrard, Viola, Windsor, and Woodhull
Jim Croucht, Mayor, Cambridge
Cities of Blue Grass, Buffalo, Eldridge, Fruiland, LeClaire, Long Grove, McCausland, Princeton, Riverdale, Walcott, West Liberty, and Wilton
Marty O'Boyle, Mayor, Eldridge

COUNTY REPRESENTATIVES:

Henry County
Tim Wells, Chair
Dennis Anderson, Member
JoAnne Hillman, Member
Mercer County
Vacant
Muscatine County
Jeff Sorenson, Chair
Kas Kelly, Member
Rock Island County
Phillip Banaszek, Chair
Kim Callaway-Thompson, Member
Scott Terry, Member
Elizabeth Sherwin, Citizen
Scott County
Larry Minard, Chair
Carol Earnhardt, Member
Tom Sunderbruch, Member
Celia Rangel, Citizen

PROGRAM REPRESENTATIVES:

Cheryl Goodwin
Ralph H. Heninger
Nathaniel Lawrence
Rick Schloemer
Bill Stoermer
Jim Tank
Rory Washburn
Executive Director
Denise Bulat

**RESOLUTION FOR THE
ANNUAL CERTIFICATION OF THE
MERCER - MUSCATINE COUNTY
REVOLVING LOAN FUND PLAN**

WHEREAS, the Bi-State Regional Commission has established continued economic development in the region as a major priority; and

WHEREAS, the Bi-State Regional Commission administers the Mercer - Muscatine County Revolving Loan Fund program; and

WHEREAS, the Mercer- Muscatine County Revolving Loan Fund provides an opportunity for economic development, including job retention and creation in the Bi-State Region; and

WHEREAS, the Mercer - Muscatine County Revolving Loan Fund Loan Administration Board and the Bi-State Regional Commission have reviewed the RLF Plan and the strategies for the Bi-State region.

NOW, THEREFORE, BE IT RESOLVED by the Bi-State Regional Commission that:

1. The RLF Plan is consistent with and supportive of the area's current economic adjustment strategy;
2. The RLF Plan is being operated in accordance with the policies and procedures contained in the RLF Plan, and the loan portfolio meets the standards contained therein.

Passed this 23rd day of October 2013 by the Bi-State Regional Commission.

SIGNED:

ATTEST:

by: _____
Larry Minard, Chair

by: _____

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RLF\Resolutions\Mercer-Muscatine Co Annual Certification RLF Resolution.docx