

APPROVED 9/12/12

**MINUTES
METRO PEORIA AD-HOC COMMITTEE
July 11, 2012
2:30 P.M.**

MEMBERS PRESENT:	Mary Ardapple, Chairperson; Timothy Riggerbach, Michael Phelan, Andrew Rand, Ryan Spain, W. Eric Turner
MEMBERS ABSENT:	
OTHERS PRESENT:	Scott Sorrel, Kate Van Beek, Mark Rothert - Assistant Co. Administrators; Carol Trumpe, Rachael Parker - County Board Members; Jenny Fulton - Dir. of Strategic Communications; John Hamann - Rural Economic Development Coordinator; Patrick Urich - Peoria City Manager; Chris Setti - City of Peoria; Amy McLaren, Jeff Gilles - County Highway; Doug Crew - PASS Forward; Bashir Ali - Workforce Development

The meeting was called to order by Chairperson Ardapple at 2:30 p.m.

Approval of Minutes

A motion to approve the minutes of June 13, 2012 was made by Mr. Turner and seconded by Mr. Rand. The motion carried.

Discussion

• **Economic Development Cooperation**

Peoria Area Opportunity Center - Small Business Incubator - Mr. Rothert provided background on the ongoing efforts to create a regional small business incubator. He advised that a consultant was retained to examine the feasibility and viability of creating an incubator in the community. It was concluded that the Peoria area was solidly behind the concept of a mixed use incubator, with an emphasis on minority and women owned enterprises. He stated that although the area was found to have adequate resources to support those functions, in order to provide a sufficient capacity and support for both the Peoria Next Innovation Center and the Peoria Area Opportunity Center, support would be necessary from the entire region, not just Peoria County. He noted that a location in the warehouse district was recommended as an incubator site; however, the site was determined to be unfeasible due to cost of purchase and renovation challenges. He noted that Peoria County has committed up to \$400,000.00 for purchase of property and another \$200,000.00 for architectural and design fees through a HUD Sustainability Grant.

Mr. Rothert stated that the feasibility study indicated that a minimum of 30,000 sq. ft. would be needed in order to run a self-sufficient incubator. Mr. Urich advised that the City of Peoria is in the planning stages of vacating offices currently located in the Twin Towers, leaving approximately 15,000 square feet of office space that could potentially be utilized for a small business incubator. He advised that the City owns the space, with common area maintenance charges and electricity charges. Mr. Rothert added that an industrial warehouse facility owned by a tax-exempt entity, and containing approximately 17,000 sq. ft., is an additional option. Running the two sites simultaneously would address both the office and light manufacturing/assembly market with the requisite amount of incubator space.

After discussion, it was the consensus of the Committee that space utilization between the City and County is a subject matter within the Committee's scope of interest, as the topic may launch a broader acknowledgment of where potential sharing capability can occur. Ms. Ardapple requested moving the topic forward to County staff to determine the viability of the presented option, and to City staff to present a proposal on the space.

- **Workforce Presentation**

Mr. Ali presented an update to Committee on the Workforce Development Board's planning efforts over the last five years. He stated that every 3-5 years an intergovernmental agreement is drafted with the City of Peoria and four partner counties. Within the last three years, the Workforce Board began to examine new concepts of moving the workforce system forward. Conversations began around the same time with the City and the four counties regarding the expansion of their regional footprint by creating a greater regional model, increasing the partnership with partner counties and strengthening ties with economic development. Over the last year, a committee convened to review the re-engineering of the workforce system. As a result of those meetings, the Workforce Board is recommending the creation of a new organizational model to meet strategic objectives. It is anticipated that an intergovernmental agreement recommending the creation of a governmental consortium to administer workforce services will be coming forward for action within the next several months.

Mr. Urich noted that the recommended model is moving towards a shared services model for delivery of services between the City of Peoria and the four counties of Peoria, Stark, Marshall and Woodford. He stated that, currently, all workforce employees are employed by the City of Peoria; however, personnel within the new service model would be employees of the consortium created between the five governmental entities.

Ms. Ardapple asked that follow-up information regarding the reasons why delivery of workforce development is important to shared services, and where it will interface in the future, be included in the next Committee packet.

- **Marketing/Website Update**

Ms. Fulton advised that staff is recommending One Hat Design as the vendor for website development. She advised that as this company is currently utilized for the Peoria County website, County staff are familiar with the system and have a positive working relationship with the firm. A motion to approve the staff recommendation was made by Mr. Spain and seconded by Mr. Turner. The motion carried.

- **Joint City/County Employee Training**

Ms. Ardapple stated that although the Committee has been focused on the integration of City and County committee members to develop an operational culture, it is also important to development communication between the two elective communities, particularly supervisory staff. Mr. Urich advised that in an effort to improve the business climate and acumen of different services being provided, a series of joint supervisory training programs have been developed by the City and County Human Resources Departments. Ms. Van Beek stated that she and the Human Resources Director for the City have been working collaboratively to assess collective needs from a managerial perspective. She advised that the training has been designed to reduce overall risk to both the City and County by training and educating managers to improve their managerial skills.

- **Multiplier Used for City Contracts**

Mr. Urich noted that at a previous Committee meeting, discussion of contracts which allow the County to utilize City staff to conduct facility and traffic control maintenance brought up the question of the methodology by which the City generated its multiplier of 1.8. Mr. Setti advised that the City also provides signal and traffic control maintenance for the Illinois Department of Transportation for its signals within the City, and that the City adopted the same rate for the County services. He summarized a percentage breakdown of the administrative overhead costs that encompass the rate.

- **Amended Fuel Agreement**

Ms. Ardapple advised that the County's Land Use and Transportation Committee requested further data on the agreement, specific to the E-85 fueling option, and whether it is cost effective for the County to fuel cars at the City's Dries Lane facility. The amended agreement provides detail on the cost savings associated with the use of E-85.

- **CSO Stormwater Overview**

Mr. Urich advised that for a number of years, the City has been working on submitting a long-term control plan to the U.S. EPA pertaining to the combined storm and sewer system in the older portion of Peoria. He stated that the EPA has said the level of discharge into the Illinois River is an issue that needs resolution, and due to its designation of the river as a "sensitive area" they are demanding that the City reduce the amount of discharge from 160 million gallons annually to virtually no discharge. He advised that a plan has been devised to account for 90% of the 160 million gallons, at a cost of \$90 million. The plan would allow for the creation of holding tanks and primary treatment of any discharge released into the river. He advised that, as the plan does not allow for secondary treatment, the EPA is not satisfied with the proposed solution.

Mr. Urich stated that the U.S. EPA is attempting to tie the Greater Peoria Sanitary District and the operations of their sanitary system into the City's issue. He advised that the combination of the two issues would delay construction of new facilities and add additional expense. He stated that the City and County can work collaboratively and collectively to explore solutions to this matter.

Miscellaneous

Ms. Ardapple requested that Committee members bring forward any recommended action items or substantive topics for inclusion on the monthly agenda.

Mr. Rand Mr. Rand suggested expanding the committee charter to include additional representatives from Peoria County to represent rural interests.

The meeting was adjourned at 3:38 p.m.

Recording Secretary: Jan Kleffman