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# City of Moline

## “Special” Citizens Advisory Council on Urban Policy (CACUP)

Monday, March 23, 2015  
4:00 p.m.

**Committee-of-the-Whole**  
City Hall, 619 16<sup>th</sup> Street, Moline, IL 61265 – 2<sup>nd</sup> Floor

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### **AGENDA**

1. Approval of the February 9, 2015 Minutes
2. 2015 Annual Action Plan (2015-2019 Consolidated Plan)
3. Other
4. Adjournment

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Any person with disabilities who wishes to attend the meeting who requires a special accommodation, or any other person requiring a special accommodation in attending the meeting, should notify K.J. Whitley at (309) 524-2044 at least 24 hours prior to meeting time.

**CITY OF MOLINE  
CITIZENS ADVISORY COUNCIL ON URBAN POLICY (CACUP)  
"SPECIAL" MEETING MINUTES  
MONDAY, FEBRUARY 9, 2015**

**Present:** Sue Lillybeck, Anne Huntoon, Dougal, Nelson, Janet Zam, Carol Triebel

**Absent:** Matt Puck, Jeff Anderson

**Staff:** K.J. Whitley, Annaka Whiting, Tracy Koranda, Anamaria Vera

**Others:** None.

Prior to the meeting, City Clerk, Tracy Koranda swore in the new appointees: Dougal Nelson, Janet Zam, and Carol Triebel to CACUP. Chairman Lillybeck welcomed the new appointees. K.J. Whitley also welcomed the new appointees and invited all members to introduce themselves.

Chairman Lillybeck called the meeting to order at 4:02 pm in the Moline City Council Chamber.

**1. Introductions/Oath of new Appointees**

Chairman Lillybeck stated she is the current owner of Dounut's Delight, purchasing the company from her parents in 1985. Chairman Lillybeck is a Moline High School graduate and neighbors with fellow Member Huntoon. Member Huntoon proceeded to introduce herself, stating she is a Moline resident and close friend of Chairman Lillybeck, having met in 1975. Member Zam stated she is a City of Moline retiree from the Human Resources Department and has been a Moline resident for thirty years. She is originally from Mobil, Alabama and relocated to the City of Moline while employed with Montgomery Elevator. Chairman Lillybeck indicated that although required by law, CACUP independently does very good work advising staff. Member Triebel continued the introductions stating she is a retiree from the City of Rock Island's Planning & Development Department where she held the Housing Manger position for seven years having held other prior positions to include a position with St. Ambrose University. Member Douglas Nelson stated he is not retired and is currently the Development Director for Habitat for Humanity, noting many may remember him from his tenure with Isabel Bloom. He is also a lifelong resident of the City of Moline.

**2. Citizen Participation Plan/Process**

Ms. Whitley followed by providing an overview of CACUP to the Members, stating CACUP is an advisory board whose purpose is to compile thoughts and recommendations for staff to present to City Council. Ms. Whitley emphasized that although all recommendations provided by CACUP are presented to Council, there is no guarantee that Council will agree with those recommendations. Ms. Whitley continued, stating City Council created CACUP in 1975 and over the last forty years the City of Moline has received Community Development Block Grant ("CDBG") funds which assist with staff salaries and housing programs provided by the City. Pursuant to the requirements of CDBG, staff creates an Action Plan prior to the allocation of funds to the City to present to the Department of Housing and Urban Development ("HUD"), which outlines what the City anticipates its use of funds for prior to the disbursement of CDBG funds to the City.

Annaka Whiting stated that in addition to the Action Plan, the City is also required to create a Consolidated Annual Performance Evaluation Report (“CAPER”) to present to HUD which outlines everything the City was able to leverage with the prior year’s CDBG funds. Mrs. Whiting stated that the CAPER is currently due to HUD on April 1 and will be a detailed report showing all of the housing assistance that was extended to residents by way of the Housing Programs managed by K.J. Whitley. Mrs. Whiting noted that in addition to the housing assistance report, the CAPER would normally also include information on any sub-recipients of CDBG funds, however, there were not any sub-recipients for the prior year. The City anticipates having two sub-recipients for the upcoming year, Salvation Army and the Moline Community Development Corporation.

### **3. Estimated 2015 CDBG Allocation**

Ms. Whitley further explained that the City provides HUD a five-year Plan of its anticipated use of CDBG funds with a general overview of the five year period and will then follow-up yearly with an Action Plan of targeted action items for that immediate year. Ms. Whitley stated that normally, the Action Plan would have already been submitted to HUD for the current year, however, pursuant to direction from HUD the City was advised to wait until the allocation of funds was completed and disbursed to the City. Ms. Whitley explained that in the past the City had several sub-recipients of CDBG funds, such as a boxing club, Casa Guanajuato, C.O.P. shops throughout neighborhoods within the City, among others; however, HUD has become more stringent due to its desire to be more transparent and has imposed very strict reporting requirements upon all sub-recipients must be able to met in order for them to qualify as a sub-recipient. If the reporting requirements are not met, the sub-recipient becomes ineligible. Ms. Whitley noted that as sub-recipients for the upcoming year, Salvation Army is proposing to assist with rent receipts and utility assistance, while the Moline Community Development Corporation proposes to install new restrooms at McCandless Park and in addition to making the Park and its available facilities handicap accessible. Ms. Whitley noted that sub-recipients are selected through an open application process that is then reviewed by CACUP for recommendations.

Chairman Lillybeck inquired whether or not staff had as estimate for the 2015 CDBG funds allocation from HUD. Mrs. Whiting explained that although it is difficult to predict what the government will do with the dollars they have available to allocate, staff begins to monitor the grant at the end of the year to get an idea. Ms. Whiting stated that originally staff anticipated a 5% reduction from the previous year’s disbursement which was \$709,819.00 and had created a plan based on that reduction; however, staff now anticipates receiving a similar disbursement to the previous year. Mrs. Whiting stated that if staff’s prediction is accurate, there will be additional dollars to disburse, although, 20% of the disbursement is always automatically allocated towards administration of the funds and the programs funded through CDBG.

Ms. Whitley reiterated that unchanged would be the proposed sub-recipients that have already been identified which are the Salvation Army and the Moline Community Development Corporation, funds would be also be allocated towards code compliance and enforcement efforts by Brad Hauman with the City of Moline, as well as for CHS Service Delivery. Ms. Whitley asked Mrs. Whiting to explain to the Members what CHS Service Delivery is. Ms. Whiting explained that the allocation of funds within CHS Service Delivery is used as a “match” to offset the administration of other state programs offered by the City, for example the Trust Fund Homebuyer and Rehabilitation Program, the Single Family Owner-Occupied Rehabilitation Program, Trust Fund Emergency Repair Program, as well as the Lead Hazard Control Grant Program. Ms. Whiting further explained that CDBG funds can be used to make those programs happen, in addition, the Lead Hazard Control Grant requires the City to show that it has the

ability to match 10% of its 2.5 million dollar disbursement in order to receive the grant and run the program. Ms. Whiting stated that in addition to utilizing CDBG funds to assist with the administration of the Lead Hazard Control Program, the City has also partnered with the City of Rock Island, the City of East Moline, the City of Sterling, Project NOW, and Rock Island Economic Growth Corporation who are also able to use their internal funds whether their own CDBG funds, tax levy, or otherwise, to assist as a match to the Lead Hazard Control Grant.

Ms. Whitley continued with staff's recommendations for the 2015 CDBG funds allocation stating funds would also be allocated for the Sidewalk Program which is targeted towards low to moderate income tracts that have sidewalks that present a hazard of more than an inch. The Sidewalk Program is only available for existing sidewalks. Ms. Whitley stated that the Community Housing Services Program ("CHS") is another Program that is funded by CDBG and currently has a waiting list of over 300. Ms. Whitley noted that the waiting list length has remaining consistent over the last ten years. Ms. Whitley explained that two sub programs from the CHS Program are the CHS Emergency Program and the CHS Roofing Program.

Ms. Whitley informed the Members that annually an average of 100 applications are sent out to individuals on the CHS waiting list and of those 100, some individuals have passed away, do not return their applications, or have eliminated the problem and are no longer seeking assistance. Prospective recipients are given two weeks to return their completed applications and only about 40% return their application; however, about 12% are over income or fail to qualify for a lack of a complete application. As a result, the waiting list is not moving as quickly as staff would hope. Ms. Whitley explained that the way the CHS Program is currently set up an applicant is eligible for assistance of up to \$15,000 as long as they own their homes. Ms. Whitley pointed out that mobile homes are ineligible for the Program because the owner does not own the land, only the trailer. Furthermore, Ms. Whitley noted that because of the misconception that each individual is entitled to repairs to meet the \$15,000 cap, a re-organization of the Program is warranted to assist more individuals. Ms. Whitley stated that staff is proposing to modify the current structure of \$14,999 and five year recapture period to a cap of \$4,999 for non-roof repairs and \$10,000 for roof repairs and/or replacement in order to avoid triggering a lead risk assessment on the property, noting any time more than \$4,999 is put into a home, lead is triggered. Ms. Whitley explained that because the City also carries the Lead Hazard Control Program, individuals would be able to obtain assistance for lead through that Program because the way the Lead Program is structured, the City has a budget for relocation, whereas, CHS does not have a budget for relocation when lead is triggered which makes it difficult for the applicants to leave their homes during construction. Ms. Whitley also stated that the way the Program is currently set up, applicants are entitled to up to \$15,000 worth of assistance every five years, however, with the proposed changes, applicants would be able to obtain additional assistance sooner for either assistance with \$4,999 increments or a combination of roof and non-roof assistance, although they would need to be placed back on the waiting list prior to each re-application.

Ms. Whitley pointed out there are some proposed "clean-up" modifications to the Program guidelines that do not change the intention in some areas but are still necessary. Ms. Whitley noted that staff would also like to add specific language to make it clear the City will not subordinate in instances where a recipient of assistance wishes to do a Reverse Mortgage on their property during the recapture period. Mrs. Whiting clarified that the proposed changes from staff have all been triggered by current events that have needed to be addressed by staff and the proposed changes would increase efficiency and reduce staff administration with regard to these issues with the additional clarification.

Member Triebel asked whether CHS provided assistance for garages. Ms. Whitley clarified that only attached garages are eligible under CHS. Member Triebel questioned how contractors install soffit without triggering lead. Ms. Whitley explained that since the soffit installation is on the exterior of the home, relocation is not required.

Ms. Whitley further explained that even with the CHS restructure, there is also CHS Emergency dollars which would enable an applicant to receive emergency assistance on a one time use basis which covers several vital items within a home. Ms. Whitley explained that when the emergency is for HVAC a licensed contractor is required to inspect the furnace and provide a written work order of what is wrong with the furnace in order to qualify for the Program. Ms. Whitley noted that staff would also like to include weather-heads in the qualified emergency items for CHS Emergency. Ms. Whitley stated that staff has received calls from individuals who have been contacted by MidAmerican Energy stating their weather-heads required replacement otherwise service will be discontinued. In those instances applicants would need to bring in correspondence from MidAmerican Energy stating the replacement is necessary in order to qualify for assistance. Staff also would like to include water heaters to CHS Emergency.

Member Triebel requested clarification as to whether an applicant is able to pay out of pocket for a bid in excess of \$4,999 for CHS. Ms. Whitley stated yes, applicants are able to pay out of pocket for bids in excess of \$4,999. Member Triebel suggested that staff consider adding tree removal to CHS Emergency as well. Noting that there are instances where the tree becomes dangerous or has outgrown into the right-of-way from within private property and the homeowners are unable to pay for services to have the tree removed, especially when it comes to senior citizens. Ms. Whitley stated that staff would have the ability to include Member Triebel's recommendation within this year's revisions if the Members agree with the recommendation. Mrs. Whiting clarified that a tree in the public right-of-way would not qualify.

Ms. Whitley reiterated that the proposed changes to the CHS programs would enable staff to get through the waiting list much sooner, especially considering the Moline's housing stock was primarily built prior to 1978, some as late as 1949 and residents are unable to pay for repairs to these older homes.

Member Nelson asked how staff handles a situation where a home has liens against it. Ms. Whitley clarified that an applicant must satisfy the liens within thirty days in order to receive assistance from the City. Mrs. Whiting confirmed that the City is unable to assist residents who are unable to satisfy their liens. Member Nelson mentioned that he would assume an applicant in financial need for assistance would also not have the means to satisfy liens against their property in order to move forward with the Program. Ms. Whitley noted that staff has only encountered about a dozen cases of homes with liens and a situation of liens against a home has not been much of an issue.

Member Triebel inquired as to what percentage of the Area Median Income ("AMI") was required to participate in the Programs. Ms. Whitley clarified the AMI is 80% of the total household income. Member Triebel asked whether staff insured City water bills of the applicant's home were up to date at the time of application. Ms. Whitley confirmed staff does indeed insure payment of the water service is up to date and in the instances where a water lien is made against the property, applicants must again; satisfy their debt prior to participating in the Program.

Staff recommended approval the proposed changes with the additional recommendations.

**4. 2016 CDBG Sub Recipient Funding Round**

Ms. Whitley explained that sub-recipient applications are solicited and then application is made on a City formatted application sometime in March. The application period is open for thirty days, a copy of each application is then sent to all Members for review and the applicants are invited to a CACUP meeting to present their proposals to the Members for consideration. Ms. Whitley noted that this process would follow with a meeting in April to decide who the sub-recipients for 2016 will be and what the allocation of funds to each sub-recipient would be.

**5. Consideration**

**Proposed Community Housing Service Program Changes**

**Motion made by Member Nelson; seconded by Member Triebel, to approve the Proposed Community Housing Services Program Changes to include tree removal within the changes. Motion carried unanimously.**

**6. Other**

Brief discussion ensued between the Members and staff.

**7. Adjournment**

**There being no further business, Motion made by Member Zam; seconded by Member Huntoon to adjourn the Special Meeting at 4:46 pm. Motion passed unanimously.**

Respectfully Submitted,

Anamaria M. Vera, Administrative Secretary

# Citizens Advisory Council on Urban Policy

Moline, Illinois

## Program Year 2015 CDBG

	<u>Original Approved Budget</u>	<u>2015 Allocation</u>	<u>2014 Carryover</u>	<u>Program Income</u>	<u>Final Approved Budget</u>
Salvation Army	\$21,610.00	\$21,610.00	\$0.00		\$21,610.00
Moline CDC	\$14,274.00	\$14,274.00	\$0.00		\$14,274.00
Administration	\$134,846.00	\$70,456.00	\$69,031.40		\$139,487.40
Code Compliance	\$35,500.00	\$33,732.56	\$1,767.44		\$35,500.00
CHS Service Delivery	\$125,000.00	\$89,549.53	\$35,450.47		\$125,000.00
Hawk Hollow	\$0.00	\$124,814.91	\$0.00	\$31,241.05	\$156,055.96
Sidewalk Program	\$18,000.00	\$18,000.00	\$0.00		\$18,000.00
Community Housing Services Program	\$225,000.00	\$275,000.00	\$0.00		\$275,000.00
CHS - Emergency	\$50,000.00	\$50,000.00	\$0.00		\$50,000.00
CHS - Roof Program	\$50,000.00	\$0.00	\$0.00		\$0.00
	\$674,230.00	\$697,437.00	\$106,249.31	\$31,241.05	\$834,927.36