

**Citizens Advisory Council on Urban Policy (CACUP)**  
**Minutes**  
**April 23, 2012**

MEMBERS: Mary Lorensen, Chairman; Tom Luse, Flo Mier, Matt Puck

STAFF: Jeff Anderson, Fran Frutiger

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Chairman Lorensen called the meeting to order at 4:00 p.m.

1. Approval of September 21, 2011 minutes

Motion by Puck, seconded by Mier, to approve the September 21, 2011 minutes. Motion carried unanimously.

2. Discussion regarding the "Open Meetings" training

Jeff Anderson relayed there was a new requirement that all boards and commissions, that are acting on behalf of the city, must go through a certification process. He stated it was a lengthy process online. City Attorney Maureen Riggs has offered to go through the training with all Boards and Commissions members and if necessary, will do a hands-on session with each member. All certifications must be completed by the end of the year.

3. Discussion regarding Sub-Recipient presentations

CACUP members reviewed the listing of subrecipient applications submitted. Total received were eleven; however, one application was received after the due date which was from the Neighborhood Partnership Committee (City of Moline). After a brief discussion, Chairman Lorensen asked the members to review all the applications before the next meeting scheduled for Monday, April 30, at which time the Committee would decide on which applicants they would like to invite to a future CACUP meeting to present their request. The Committee also decided to eliminate the May 7 meeting and schedule presentations for the meetings of May 14 and May 21.

After a brief discussion concerning the late application from the Neighborhood Partnership Committee, it was the consensus of the committee to deny acceptance of the application as it was received after the deadline date of Friday, March 30. Motion by Luse, seconded by Mier, to deny the acceptance of the Neighborhood Partnership Committee application which was received after the deadline date of March 30. Motion carried unanimously.

4. Other

Jeff Anderson gave a brief overview of current staffing levels due to the loss of the Lead Grant. He relayed that members of the Planning & Development Department would be present at the next CACUP meeting on April 30 to give a brief overview of their respective positions and responsibilities.

Mr. Anderson advised that the week of August 7<sup>th</sup> HUD would be here to do their bi-annual monitoring visit. At the present time, the city audit is coming to an end.

5. Adjournment

Motion by Luse, seconded by Puck, to adjourn the meeting at 4:55 p.m. Motion carried unanimously.

Respectfully submitted,

Fran Frutiger  
Executive Assistant/Recording Secretary