

---

# City of Moline

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

Monday, February 26, 2018

4:00 p.m.

**Committee-of-the-Whole**

City Hall, 619 16<sup>th</sup> Street, Moline – 2<sup>nd</sup> Floor

---

### **AGENDA**

1. Approval of the June 21, 2017 Minutes
2. Community Development Block Grant (CDBG) Policy & Procedures Manual Amendments
3. 2018 Annual Action Plan (AAP) Status
4. 2017 Consolidated Annual Performance and Evaluation Report (CAPER) Status
5. Other

---

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**  
**TUESDAY, JUNE 21, 2017**

- Present:** Chairman Sue Lillybeck, Janet Zam, Carol Triebel, Anne Huntoon, Dougal Nelson
- Absent:** Matt Puck
- Staff:** K.J. Whitley (Community Development Program Manager), Annaka Whiting (Housing Grant Compliance Analyst), Jeff Anderson (City Planner), Anamaria Vera (Administrative Secretary)
- Others:** Lori Turner, Bill Abel, Nathan Smith, Phylcia Manley, Mariela Treviño, Daniel Zozaya, Mary Chappell, Maryann Gavele, Roslyn Slect, Nicole Keeter, Annisa Wanat, Luis Rosas

Chairman Lillybeck called the meeting to order at 4:37 pm in the Moline City Council Chambers. Jeff Anderson, City Planner excused himself for the presentation portion of the meeting.

**1. 2018 CDBG Sub Recipient Application Presentations/CACUP Recommendations**

Lori Turner presented on behalf of Moline Community Development Corporation (CDC) with regard to its application to “transform Butterworth Park by adding a Dog Park to serve the growing number of downtown Moline residents and pets.” Ms. Turner indicated Butterworth Park a 1.48 acre park, 1 acre of the park is proposed to be utilized as a dog park similar to the dog park located at Green Valley Park. Ms. Turner stated the total project cost is \$71,930, \$50,000 would be allocated by the Parks & Recreation Department’s 2018 budget, the CDC is requesting \$20,000 in Community Block Grant Funds (CDBG) funds and the remaining \$1,930 would be raised through fundraisers. Brief discussion ensued regarding the dog park and the usage of the Green Valley Park, Dog Park.

Bill Abel presented on behalf of the Stephens Parkview Neighborhood Group with regard to its application to “replace four benches at \$1,300 each and four garbage cans at \$1,200 each in Stephens Park.” Mr. Abel stated the four benches are around the Rolle Bolle area, noting the current benches do not have a concrete base for support and have peeling paint. The four trash bins would be updated to match the metal ones cemented to a concrete base already found in some areas of the Park. Mr. Abel noted there would be minimal environmental impact with regard to the project with the total project cost being \$10,000 and the Stephens Parkview Neighborhood Group requesting 100% funding from CDBG. Brief discussion ensued regarding maintenance and installation of the benches and garbage bins.

Mary Chappell presented on behalf of Habitat for Humanity Quad Cities (Habitat) with regard to its application for “home repairs for seniors.” Ms. Chappell stated Habitat adopted the Floreciente Neighborhood in 2015 to kickoff its Neighborhood Revitalization Program and as a result additional need was identified and further resources are being sought to continue to expand upon their efforts within the Neighborhood. Habitat is requesting \$20,000 for repairs to owner-occupied homes of seniors, each project of the CDBG funds would be capped at \$4,999 with no repayment. The total project cost is \$60,000 with the remaining funds incorporated by other funding sources. Brief discussion ensued regarding home ownership requirements and additional funding sources.

No representative was present for The Arc of the Quad Cities Area presentation/application. Application was not heard.

Raslyn Sleet and Nicole Keeter presented on behalf of The Salvation Army of the Quad Cities with regard to its application to “provide emergency financial assistance with rent and utilities.” Ms. Sleet stated the basis of the

Pathway of Hope Program is to provide emergency financial assistance of up to three months for rent and utilities for persons with children. The Program provides case management services in order to monitor families to help them stay in their homes and prevent homelessness. Ms. Sleet stated this is a new Program and noted that from February to June 2017, 39 people and 19 families have received assistance. Of those figures, 12 families have received assistance with rent and utilities and 6 families have received wrap-around services through the Program that includes mental health services, Dress for Success, assistance with job seeking, and other services specific to individual needs. Ms. Keeter noted The Salvation Army has utilized CDBG funds for its programs in the past and anticipated growth in the program with additional case managers in the future as well as a partnership with Black Hawk College for GED services. Jen, a recipient of assistance through the Pathway of Hope Program shared her positive experience with the Program and stated that because of the Program she has been able to get back on track. Brief discussion took place regarding statistics and success rate.

Mariela Treveño presented with Annisa Wanat from Global Communities on behalf of the Floreciente Association with regard to its application to repair sidewalks, install handicap ramps, incorporate neighborhood signage, create a mural, and provide lawn moving assistance to seniors. Ms. Treveño stated she is a life-long resident of the Floreciente Neighborhood and serves as a volunteer for the Floreciente Association. Ms. Treveño stated the intention of their application is to integrate multiple uses throughout the Floreciente Neighborhood. Ms. Treveño noted the funds would be utilized to repair a sidewalk that is a walking path for children to the Neighborhood's Elementary School Lincoln-Irving, ADA accessible curb ramps would be installed throughout the neighborhood, a neighborhood sign would be installed on 4<sup>th</sup> Avenue, a mural would be painted on 5<sup>th</sup> Avenue, and lawn moving services for 10 seniors would be implemented. Ms. Wanat clarified lawn services would be bid out and intake and case management would take place. Brief discussion took place regarding contractor registrations to include Dun & Bradstreet Corp and System for Award Management, as well as prevailing wage requirements and Chapter 27 Purchasing Policy requirements.

Upon completion of the presentations, the Members discussed the various applications. Ms. Whitley reminded the Members that there is an additional \$11,442 from the 2017 Budget that needs to be allocated as well as noting the 2018 Budget has funds allocated for sidewalks.

**Motion made by Member Huntoon, seconded by Member Triebel, to award \$10,000 to Stephens Parkview Neighborhood Group, \$10,000 to Habitat for Humanity, \$25,000 to The Salvation Army of the Quad Cities, and \$15,000 to the Floreciente Association. Motion carried unanimously.**

**Motion made by Member Triebel to amend Member Huntoon's Motion to specify the \$15,000 awarded to the Floreciente Association is to be dedicated to ramps. Seconded by Member Nelson. Motion carried unanimously.**

## **2. 2018 Annual Action Plan Budget**

Ms. Whitley presented the estimated 2018 Budget. General discussion took place.

**Motion made by Member Nelson, seconded by Member Huntoon, to approve the estimated 2018 Budget as presented. Motion carried unanimously.**

## **3. 2017 Annual Action Plan, Proposed Budget Modifications**

Annaka Whiting presented the 2017 Budget noting the allocation for 2017 was \$3,000 more than anticipated. Modifications were made to remove an \$8,670 allocation for the HOME Program Support as no funds were allocated for the HOME Program. A line was created to allocate \$10,000 into the Neighborhood Abatement Program, with \$11,442.40 remaining to be allocated. The 2017 Budget as presented noted \$46,600 awarded to four sub-recipients, \$141,360.60 for Administration, \$40,500 for Code Compliance, \$100,850 for CHS Service Delivery, \$71,900 for Other Program Support, \$55,480 for the Sidewalk Program, \$5,000 for Planning & Capacity

Building (AFFH), \$10,000 for Neighborhood Abatement Program, \$198,670 for Community Housing Services Program, and \$25,000 for the Critical Assistance Program.

**Motion made by Member Triebel, seconded by Member Huntoon, to approve the 2017 Budget as presented and adding the remaining \$11,442.40 funds into the Sidewalk Program with \$6,000 of those funds dedicated to the sidewalk along 5<sup>th</sup> Avenue and 7<sup>th</sup> Street in the Floreciente Neighborhood and made a priority. Motion carried unanimously.**

**4. CDBG Policies & Procedures Amendments**

Ms. Whitley explained revisions made to the CDBG Policies and Procedures noting a Citizen Participation Plan had been added as well as language regarding Affirmative Fair Housing. Options were also included for situations where an applicant is eligible for assistance up to \$4,999 and the bids received are over that amount. General discussion took place regarding the amendments to the CDBG Policies and Procedures.

**Motion made by Member Triebel, seconded by Member Huntoon, to approve the CDBG Policies and Procedures Amendments as presented. Motion carried unanimously.**

**5. Other**

Ms. Whitley noted the Minutes for the September 19, 2016 meeting were not approved at the last meeting due to a lack of a quorum and inquired as to whether the Members wished to review and approve the Minutes. The Members reviewed the Minutes and general discussion took place.

**Motion made by Member Huntoon, seconded by Member Triebel, to approve the September 19, 2016 Meeting Minutes with a modification made to Kyle Parker to Kyle Taylor under those absent. Motion carried unanimously.**

**6. Adjournment**

**There being no further business, Motion made by Member Huntoon; seconded by Member Triebel to adjourn the Meeting at 6:20pm. Motion passed unanimously.**

Respectfully Submitted,  
Anamaria M. Vera, Administrative Secretary



# CITY OF MOLINE

## Community Development Block Grant (CDBG) Program Policies and Procedures Manual Revised ~~June 21, 2017~~ February 26, 2018

Planning & Development Department  
Community Development Division  
619 16<sup>th</sup> Street, Moline, Illinois 61265 • 309-524-2044 • FAX 309-524-2031



## A. Introduction

The Moline Community Housing Services (CHS) program is designed to aid and assist low or moderate income homeowner-occupants of substandard single-family dwellings with homeowner rehab assistance (standard eligible items defined later in manual).

Aid and assistance will come from the Community Development Block Grant Funds. ~~This grant is a forgivable loan with a maximum of \$4,000 for non-roof assembly items and \$10,000 for roof assembly items from the date of final (approved) inspection.~~ **This grant is a forgivable loan with a maximum of \$10,000 for each occurrence.** In the event, the most responsive and responsible bid exceeds the allowable funding, the homeowner will be notified and may pay the difference within ten calendar days of the bid opening; request staff rebid the project (only once) or withdraw their application and be placed back on the waiting list. A Recapture Agreement, in the amount equal to the cost of rehabilitation, will be recorded at the Rock Island County Recorder's Office for a period of 5 years for each occurrence. At the end of the fifth year, the release documents will be prepared by City staff and will be available for pick up at our office. It will be the homeowner's responsibility to record and pay the post recording fee that will remove the recapture from the property.

The Owner agrees to repay to the City the Repayment Amount if one or more of the following Recapture Events occurs before the end of the recapture period:

- the Owner sells, conveys or transfers title to the Home for consideration;
- the Owner refinances the Home in a manner such that it is not a Permitted Refinancing (as defined below).

The following events are **not** Recapture Events:

- transfer to a spouse as a result of a divorce;
- a transfer by operation of law to a surviving spouse upon the death of a joint tenant Owner;
- a transfer by will; or
- a Permitted Refinancing.

The term "**Permitted Refinancing**" means a refinancing that lowers the interest rate of the first mortgage loan on the Home, decreases its term or lowers the monthly payment of the loan; it does **not** include a refinancing that increases the outstanding balance of the first mortgage loan, increases the interest rate on the loan or allows the Owner to receive money as a result of the refinancing. Any Permitted Refinancing must be approved by the City, in writing, in advance. **No cash back is allowed.**

If a Recapture Event occurs, the Owner shall pay to the City the amount of the Grant reduced by one sixtieth (1/60<sup>th</sup>) of that amount for each full month the Owner has occupied the Home during the term of this Agreement.

In the event the Owner wishes to have the City subordinate, the following applies: