

**CITY OF MOLINE
CITIZENS ADVISORY COUNCIL ON URBAN POLICY (CACUP)
SPECIAL MEETING MINUTES
WEDNESDAY, SEPTEMBER 23, 2020**

Present: Janet Zam, Carol Triebel, Teresa Camarillo Martinez, Brian Heffernan, Mark Evans

Absent: None

Staff: K.J. Whitley (Community Development Program Manager), Tara Osborne (Grant & Project Accountant), Fawn Schultz (Administrative Assistant)

Others: Jayne O'Brien of Moline Community Development Corporation, Kelle Larned of The Salvation Army of the Quad Cities, Mary Chappell of Habitat for Humanity Quad Cities, Lori Luna and Stacey Klinger

Jeff Anderson, City Planner, updated CACUP that he will be retiring and thanked them for their time, effort and support over the years. CACUP thanked him for his time and wished him well in his retirement.

1. CACUP Introductions/Roll Call

K.J. Whitley called the meeting to order at 4:33 p.m. CACUP roll call was taken.

2. Nominations of Officers

Ms. Whitley announced that the previous President and Vice President resigned so we need to have nominations for those positions. The President oversees the Board and runs the meetings, whereas, the Vice President would take over in the event the President was not in attendance.

3. Election of Officers

Janet Zam made a motion to nominate Carol Triebel as President. Brian Heffernan seconded the motion. Motion carried and was approved by all members.

Carol Triebel made a motion to nominate Janet Zam as Vice President. Mark Evans seconded the motion. Motion carried and was approved by all members.

4. Approval of April 29, 2020 Special CACUP Meeting Minutes

Janet Zam made a motion to approve the April 20, 2020 Special CACUP Meeting minutes. Mark Evans seconded the motion. Motion carried and was approved by all members.

5. Approval of the 2019 CDBG Substantial Amendment 3, COVID-19 CARES Act Round 3 Budget

Ms. Whitley outlined the 2019 CDBG Substantial Amendment 3, COVID-19 CARES Act Round 3 Budget as follows:

COVID-19 Round 3 Small Business Loan Program		\$ 140,000.00
COVID-19 Round 3 Food Supplement Program		\$ 15,000.00
COVID-19 Round 3 School Supplies		\$ 12,780.00
COVID-19 Round 3 Health & Safety (Cleaning Supplies, PPE)		\$ 10,000.00
COVID-19 Round 3 Transportation (Bus Passes)		\$ 1,000.00
COVID-19 Round 3 Administration		\$ 90,000.00
		\$ 268,780.00

The City of Moline is fortunate as an entitlement community to receive COVID-19 CARES Act Round 3 funding. The “COVID-19 Round 3 Small Business Loan Program” should be listed as “COVID-19 Round 3 Disadvantaged Small Business Loans.” Ms. Whitley answered CACUP questions during their discussion.

Mark Evans made a motion to approve the 2019 CDBG Substantial Amendment 3, COVID-19 CARES Act Round 3 Budget. Brian Heffernan seconded the motion. Motion carried and was approved by all members.

6. CACUP Bylaws/Board Composition/Information - Update

Ms. Whitley reported that the City of Moline is looking to expand CACUP to bring in more members made up of residents, business owners and neighborhood representatives. Corporation Counsel is rewriting the current Bylaws to incorporate the expansion to seven or nine members. The current Bylaws are from around the year 1950

7. 2021 CACUP Meeting Dates

Ms. Whitley stated she included a calendar in agenda packet and would like to get direction on what days and times work best for the group to have the 2021 CACUP Meetings. She explained that five days are chosen around the time the City receives its annual allocation. In the past this has been around February. Consensus of CACUP was to continue with Wednesdays and consistency of the third Wednesday of the Month.

8. 2021 CDBG Subrecipient Applicant Presentations

The Members heard presentations from Mary Chappell with Habitat for Humanity Quad Cities (Habitat), Jayne O’Brien with Moline Community Development Corporation (CDC), Kelle Larned with The Salvation Army, Stacey Klinger with William Butterworth Foundation, and Lori Luna with Youth Service Bureau of Rock Island County (YSB) regarding their applications for the 2021 CDBG Subrecipient funding. Their presentation information is outlined as follows:

Name of Organization	Funds Requested	Total Project Cost	Project Title	Project Description	CDBG Eligible Activity
Moline Community Development Corporation	\$33,000	\$33,000	Repair sidewalks and install curb ramps on selected sidewalks in Stephens Park, Florencia, and the Bluffs and welcoming sign on Uptown	Moline Community Development Corporation will work with the City of Moline engineer and streets department as well as respective Neighborhood Associations to replace these sidewalks and with Lange's Sign Group, the Uptown Neighborhood Association and Rascal's Pub to design and install a new sign welcoming people to the neighborhood.	Yes 03L 03K LMA
The Salvation Army of the Quad Cities	\$30,000	\$30,000	One Time Assistance dollar to assist Moline Residents with rent, deposit and utility assistance.	The One Time Assistance Program Organizes staff in an effort to identify low income families and provide them with emergency financial assistance to supply rent and utility monies.	Yes 05Q LMC
Habitat for Humanity Quad Cities	\$20,000	\$20,000	Home repairs and wheelchair ramps for low-mod income residents living in Moline, IL.	CDBG funds will be applied to the cost of making repairs and/or accessibility modifications to the home of a seniors and veterans living in low-mode income census tracts. Removing trip hazards, adding handrails, toilet replacement, walk in showers, grab bars in bathrooms, safety lighting, and ramps are a few examples of the types of repairs to be completed.	Yes 14A LMH
Youth Service Bureau of Rock Island County	\$20,000	\$30,000	One Time Assistance Program to off set the cost of rent at office to provide counseling and delinquency prevention services	YSB will provide counseling assessment, intervention and case management services to low and moderate income families. Services will be provided in Moline homes, schools and at YSB's office. The one time assistance will help off set the cost of rent.	Yes 05D LMC
William Butterworth Foundation	\$20,000	\$25,000	Structural Engineering Assessment of the 10th Street Retaining Wall	Structural engineering assessment for repair or replacement of a retaining wall to improve safety in the neighborhood and for pedestrians.	Yes 03Z LMA
	\$123,000	\$138,000			

Ms. Whitley noted the members had \$75,000 in funds to award. Discussion took place among the members regarding eligible activities related to each application. Members requested clarification of eligibility from staff and came to a consensus of: CDC - \$5,000; The Salvation Army - \$30,000; Habitat - \$20,000; YSB - \$15,000; William Butterworth Foundation - \$5,000 all totaling \$75,000. Ms. Whitley also stated that the allocation of \$75,000 is estimated and could be higher or lower. She looked to the members on how they would like the increase or decrease to be applied.

9. 2021 CDBG Subrecipient Funding Recommendations

Carol Triebel made a motion for the 2021 CDBG Subrecipient Funding to allocate \$5,000 to the CDC, \$30,000 to The Salvation Army, \$20,000 to Habitat, \$15,000 to YSB and \$5,000 to William Butterworth Foundation for a total of \$75,000. Any increase or decrease in the allocation received would be spread equally to each subrecipient group. Mark Evans seconded the motion. Motion carried and was approved by all members.

10. Approval of the 2021 Anticipated CDBG Budget

Janet Zam made a motion to approve the 2021 Anticipated CDBG Budget with any additional funding spread equally among the subrecipient groups. Mark Evans seconded the motion. Motion carried and was approved by all members.

11. Other

None.

Meeting adjourned at 6:04 p.m.

Respectfully Submitted,
Fawn Schultz, Community & Economic Development Administrative Assistant