

**Minutes of the December 14, 2021 Meeting of the Rock Island CIRLF Committee**

**(Audio of meeting is available by the City)**

**Call to Order:** 8:34am by Tarah Sipes

**Roll Call:** Lawrence Davis – Present- virtual  
Thomas Thoms – Present  
Joan Dean – Excused  
Brandy VandeWall – Present-virtual  
Mike Thoms – Present

Also present: Colleen Small-Vollman (Budget and Grants Manager), Tarah Sipes (Economic Development Manager), Cara Ryckeghem (Administrative Assistant)

**Public Comment:** No public comment.

**Opening Items:** Approval of Oct 12 2021 meeting minutes- Motion approved by Thomas Thoms and Mike Thoms. Intending to go with a Marketing campaign soon. Review of active loan report; Received \$4186,62 in payments in November, Current balance of loans is \$207,210.73 (loans continuing to pay). In October Daiquri Factory paid off their loan, Tapas Yoga has \$37.13 remaining with anticipation to pay off in December. Active is defined as paid in November by Tarah, Thomas says he disagrees and that anyone who has the potential to pay should be considered active. Tarah states that the delinquent Loans are active above red line that we have a personal guarantee or a lien that is still valid, and are working with interim director to compile what needs gone after. Currently there is \$386,083.86 available that we should recover or at least some of it. Other loans that need to be written off and then different color or text that we are reviewing with the Attorney's office to finalize decisions based on bankruptcy or other reasons that it would need written off. Working with Finance and Auditors to write off and what the process would be. Making phone calls is going to be part of the process before writing off also. Thomas stated that writing them off should not be an issue but defining what a write off is and that needs to be encouraged to be done. Other miscellaneous discussions on what to do or what is in existence. All loans need listed on the master list and the committee wants to see all of them on one list and break out the columns.

((refer to documents that Tarah handed out or emailed for further details))

**Old Business:**

**CIRLF Policies and Procedures** – These were sent to HUD and were approved. HUD gave the blessings to these that were proposed. Eligibility must be located in Rock Island, must create new jobs, bring home qualified individuals, and the business must not currently hold an existing loan in the program, and the business must be eligible under CDBG. Processes are outlined in the documents as well on what shall happen by staff and the committee. Requirements for the applicants are also listed. Our financing is GAP financing and not a primary lender on any loans. Next step is approval from Council and approval for the committee to be able to make decisions based on the funds that there is.

**Approval 2022 Meeting Dates** – Thomas Thoms 1<sup>st</sup> Mike Thoms 2<sup>nd</sup>, Approved- if no business then we won't have a meeting, if we have one that needs a special meeting we will hold one in between without Delay. Meeting held in the HR Conference room and is also booked in the CED conference room just in case we get bumped in either room. Would like meeting invites extended out to the group on the calendar.

**New Business:**

**Open Meetings Act Training** – Open meeting training is still inactive will let everyone know when it becomes available.

**Application Procedures**- Economic Development team will meet with someone and move forward from there. Tarah will send the process steps and the application packet out to the committee to review for any feedback.

**Other Business:**

**Next meeting is scheduled** for January 11, 2022 at 8:30am in the HR conference room. Will continue to offer virtual if needed.

Thomas Thoms- open fund balance \$483,000 and some change. Will ask that this be a part of the report for the cash balance. Would also put on old business so we can all keep up to date on what was discussed: Marketing Plan, website update, council approval, hiring of a collection agency, and write off status, what is the policy. Then we can get a follow up status and keep the committee on track and to keep operational what are the priorities and needs to be done. Possible recovery of the loans, there are 5 accounts that make up over 60-70% of the balance- Keep these most active on our efforts. Monies can be spent on the operations of this fund and we are currently spending some on the banking each month. \*Made a recommendation to hire a 3<sup>rd</sup> party to get around operational and in collections to get things moving forward. There was discussion on this and what the collections process would be like or how and what to do. What can we spend on the administration of this program? Colleen stated that there is no cap on it. There is a lot of discussion on this recommendation, refer to the recording.

Colleen gave an update on the backend of money coming in and timeliness with HUD that has to be evaluated for all the operations to flow. There was clarification and discussion on this.

Tarah and Colleen will have answers and information to bring back in regards to the recommendation on the January 11<sup>th</sup> meeting to the committee. There will have to be an RFP done on the recommendation if we move forward.

**Adjournment:** Meeting adjourned by Mike Thomas and Lawrence Davis at 9:39 a.m.