

---

**DATE:** Monday, March 2, 2020  
**TIME:** 7:00 P.M.  
**PLACE:** Urbana City Council Chambers, 400 S. Vine St, Urbana, IL 61801

---

The City Council of the City of Urbana, Illinois, met in regular session March 2, 2020, at 7:00pm in the Council Chambers at the Urbana City Building.

**ELECTED OFFICIALS PHYSICALLY PRESENT:** Maryalice Wu, Ward 1; Eric Jakobsson, Ward 2; Shirese Hursey, Ward 3; Bill Brown, Ward 4; Dennis Roberts, Ward 5; Vacant, Ward 6; Jared Miller, Ward 7; Diane Wolfe Marlin, Mayor; Charles A. Smyth, City Clerk

**ELECTED OFFICIALS PRESENT VIA TELECONFERENCE:** None

**ELECTED OFFICIALS ABSENT:**

**STAFF PRESENT:** Sheila Dodd; Elizabeth Hannan; Sanford Hess; Charles Lauss; Carol Mitten; James Simon

**OTHERS PRESENT:** Bill Colbrook; Tom Hebert; Tammy Masters; Andrew Miller; Rev. Dr. Evelyn Underwood; Darius White

1. **[CALL TO ORDER AND ROLL CALL](#)**

There being a quorum present, Chair Dennis Roberts called the meeting of the Committee of the Whole to order at 7:40pm following a special meeting of the City Council.

2. **APPROVAL OF MINUTES OF PREVIOUS MEETING**

CM Shirese Hursey made a motion to approve minutes from the February 3 and February 17, 2020 meetings. Motion seconded by CM Jared Miller and carried by voice vote.

3. **ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

Chair Dennis Roberts noted there would be one change to the agenda, which was the deletion of item #9, Ordinance No. 2020-03-009: An Ordinance Authorizing the Purchase of Certain Real Estate (1107 N. Gregory St. / 2020). CM Roberts said there were some technicalities to be worked out, and it would be brought back to committee in the future.

4. **PUBLIC INPUT AND PRESENTATIONS**

a. **[Ward 6 Applicant Statements](#)**

The five individuals who submitted applications for the Ward 6 seat vacated by Dean Hazen were invited to speak at this meeting.

Bill Colbrook said he and his family have been Urbana residents since 2014. He hopes, if appointed, to bring about positive change for Urbana residents. He has been in law enforcement for 34 years and is currently Chief of Police and Director of Public Safety at Parkland College and is a member of the Champaign County Community Coalition. As a captain for the Illinois State Police, he gained legislative experience by testifying before the House and Senate on legislative issues.

Tom Hebert has been a resident of Urbana for over 30 years. He said if he is appointed, he will respect the concerns of all residents, listen actively, practice empathy, deliberate honestly and to do his best to make informed decisions based on the needs of the community.

Andrew Miller is a software engineer at the University of Illinois and has been an Urbana resident for 10 years. He is a member at large of the Savannah Green Homeowners Organization. If appointed, he hopes to give residents and business owners a voice.

Darius White said if appointed he will represent all residents of Ward 6 fairly and will listen to all concerns of community members, with the goal of building a better Urbana. He said as a member of the Civilian Police Review Board and Community Development Commission, he has improved his skills and is better equipped to serve Urbana.

Joe Smith was unable to attend the meeting. His statement was read into the record by City Clerk Charles Smyth. Joe Smith has lived in Ward 6 since 1989. He worked for the City of Urbana Public Works Department beginning in 1975 in various capacities as a civil engineer and retired from there in 2014. He said the opportunity to serve on City Council would be a way to give back to a community that has supported him and his family.

b. [Public Input Cards](#)

Reverend Dr. Evelyn Underwood did not wish to speak but wanted her continuous concerns about the Dr. Ellis Subdivision sewer problems entered into the record.

Elderess Melinda Carr did not wish to speak but asked that her concerns about the Dr. Ellis Subdivision sewer issues and concerns about equity and historic impact be entered into the record.

Tammy Masters, a resident of Ward 6 and coordinator of the Country Squire Neighborhood Watch spoke to committee members about her concerns for the ward. She wanted the issues of poverty, addiction and mental illness, and awareness of those issues to be considered when deciding who would fill the vacant Ward 6 seat.

c. [Annual Consolidated Action Plan FY 2020-2024](#)

Grants Manager Sheila Dodd gave a brief overview of the Annual Consolidated Action Plan for FY 2020-2024. She said the five-year report is required by the Department of Housing and Urban Development (HUD) and provides guidance on planning and implementation of federal funds. The City receives Community Development Block Grants (CDBG) and Home Investment Partnership Act (HOME) funding and is the lead agency for Home Funds. As the lead agency, the City is responsible for the implementation of the plan, which is devised by the City of Champaign, City of Urbana and the Champaign County Regional Planning Commission.

Ms. Dodd said the 30-day public comment period for the draft Consolidated Plan will run from March 1, 2020 through March 31, 2020. There was a public hearing held on February 25, 2020 to accept comments on the draft plan, and another will be held on March 24, 2020, prior to the Community Development Commission meeting. The Consolidated Plan and Annual Action Plan will be presented at the Committee of the Whole meeting on April 6. After council approval the plan must be submitted to HUD no later than May 15, 2020.

The federal allocation amount for the 2020-2021 Annual Action Plan is \$501,415 for the Block Grant Funds. This will be divided among needs that are considered high priority and amounts are as follows:

- Administration - \$100,283
- Public Services - \$61,000
- Neighborhood Revitalization - \$215,132
- Housing Related Programs - \$125,000

Urbana's portion of the HOME allocation is \$178,722.

Ms. Dodd responded to questions and concerns from committee members as discussion ensued.

5. **Staff Report**

City Administrator Carol Mitten gave updates on some transportation projects. The bid opening date for the Dr. Ellis project and the lighting project on Kinch will be March 20, 2020. There will also be a bid opening date of March 31, 2020 for the MCORE project.

6. **Resolution No. 2020-03-012R**: A Resolution Approving an Intergovernmental Agreement to Upgrade the Area Wide Record Management System (ARMS) (Compliance with National Incident-Based Reporting System Specifications)

IT Director Sanford Hess presented this item. He said it is similar to one approved recently for the Champaign County Sheriff's Office and will allow the City of Urbana to be reimbursed by the City of Champaign for Urbana IT staff design and programming for the Area Wide Record Management System (ARMS) program. The City of Urbana is the lead agency for (ARMS) and is responsible for making ARMS compliant with the National Incident-Based Reporting System Specifications (NIBRS). With this agreement, Urbana will bill a portion of the staff costs (\$1,609.55) to the City of Champaign for reimbursement.

CM Brown made a motion to send Resolution No. 2020-03-012R to council with recommendation for approval. Motion seconded by CM Wu and carried by voice vote.

7. **Ordinance No. 2020-03-007**: An Ordinance Approving Amendments to the City of Urbana Community Development Block Grant Budgets in Annual Action Plans FY 2014-2015, FY 2015-2016, FY 2016-2017, FY 2017-2018, and FY 2018-2019

Grants Manager Sheila Dodd presented this item and said this amendment would reallocate funds from previous years so they can be used for capital improvement projects this year. She said the City will have to spend about \$200,000 of the funds by May 1, 2020 or risk losing them. These funds will be used for the various projects including the Dr. Ellis project and the Kinch lighting project.

CM Miller made a motion to send Ordinance No. 2020-03-007 to council with recommendation for approval. Motion seconded by CM Hursey and carried by voice vote.

8. **Ordinance No. 2020-03-008**: An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #5 – Action Plan Amendment)

This ordinance amends the budget to include the reallocated CDBG funds so they can be used for capital improvement projects.

CM Miller moved to send Ordinance No. 2020-03-008 to council with recommendation for approval. Motion seconded by CM Hursey and carried by voice vote.

9. **Ordinance No. 2020-03-009**: An Ordinance Authorizing the Purchase of Certain Real Estate (1107 N. Gregory St. / 2020)

This item was dropped from the agenda.

10. **Ordinance No. 2020-03-010**: An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #6 – Omnibus)

Finance Director Elizabeth Hannan presented this item. She said one of the several items included in this ordinance would budget an expense from the special reserve fund to pay a certain portion of Carle property taxes being held by the City. She said this would not affect the general fund because it has been held in a reserve fund for several years.

There are several other items in this ordinance which include establishing a budget for the new position for the comprehensive plan for the rest of this fiscal year, and establishing a

budget for police training to cover what the Illinois Law Enforcement Training and Standards Board used to pay, and can no longer pay due to financial challenges.

The last item in this ordinance is related to overtime in the fire department. She said overtime is difficult to predict and is tracked at a very detailed level. This year there will be about 14,500 hours of overtime for the current fiscal year, which amounts to about \$220,000 and is a substantial increase from previous years. Fire Chief Charles Lauss and Ms. Hannan responded to questions concerning this item. Chief Lauss said there were about 100 additional calls this fiscal year and the annual report would include information about the types calls that were made.

There was discussion about the Corona virus. City Administrator Carol Mitten said the City is participating in the regional meetings about preparedness and has been in close contact with the Champaign-Urbana Public Health Department.

CM Miller moved to send Ordinance No. 2020-03-010 to council with recommendation for approval. Motion seconded by CM Jakobsson and carried by voice vote.

11. [Resolution No. 2020-03-013R](#): A Resolution Approving an Intergovernmental Agreement between the City of Urbana and the Police Pension Fund.

Finance Director Elizabeth Hannan explained that the accounting systems for the police and fire pension boards are being moved from the AS400 system to the MUNIS system. The employee who is currently doing payroll for the pension boards will retire in June will be rehired to work 10 hours a week to continue doing payroll for both funds. This would be more cost effective than hiring an outside firm to do it. An agreement was negotiated with the police pension board to do this. The same agreement will be adopted by the fire pension board in the future.

CM Miller made a motion to send Resolution No. 2020-03-013R to council with recommendation for approval. Motion seconded by CM Jakobsson and carried by voice vote.

12. [Resolution No. 2020-03-014R](#): A Resolution Appointing the Human Resources Manager as the Authorized Agent for the Illinois Municipal Retirement Fund (2020)

Finance Director Elizabeth Hannan said each city that participates in the Illinois Municipal Retirement Fund (IMRF) must designate an authorized agent. Human Resources Manager Elizabeth Borman will be assigned as the agent for the City of Urbana.

CM Wu moved to send Resolution No. 2020-03-014R to council with recommendation for approval. Motion seconded by CM Hursey and carried by voice vote.

### 13. **ADJOURNMENT**

With no further business to come before the council, Chair Roberts adjourned the meeting at 9:04 p.m.

Kay Meharry  
Assistant City Clerk

This meeting was video recorded and is [viewable on-demand](#).

**Minutes Approved: March 16, 2020**