
DATE: Monday, March 9, 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 9, 2020, at 7:00 p.m. in the Council Chambers at the Urbana City Building.

ELECTED OFFICIALS PHYSICALLY PRESENT: City Council Members (CM) Maryalice Wu; Eric Jakobsson; Bill Brown; Dennis Roberts; Bill Colbrook; Jared Miller; Diane Wolfe Marlin, Mayor, Charles A. Smyth, City Clerk

ELECTED OFFICIALS PRESENT VIA TELECONFERENCE: None

ELECTED OFFICIALS ABSENT:

STAFF PRESENT: Celeste Choate; Sheila Dodd; Elizabeth Hannan; Alyssa Jaje; Charles Lauss; Carol Mitten; Laurie Pearson; James Simon

OTHERS PRESENT: Carlos Donaldson; Dean Hazen

A. CALL TO ORDER AND ROLL CALL

There being a quorum present, Mayor Marlin called the meeting of the Urbana City Council to order at 7:01pm following a City Council public hearing.

B. APPROVAL OF MINUTES OF PREVIOUS MEETING

City Council Member (CM) Hursey made a motion to approve minutes from the February 10, 2020 joint meeting, February 24, 2020 regular meeting and March 2, 2020 special meeting. Motion seconded by CM Jakobsson, and carried by voice vote.

C. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

Mayor Marlin asked for a motion to move item #1 in “New Business”, Mayoral Council Member Appointment for Ward 6, to Section D. item #2. CM Jakobsson made a motion to move item #1 in New Business to Section D., item #2. Motion seconded by CM Hursey and carried by voice vote.

D. PUBLIC INPUT AND PRESENTATIONS

1. Public Input Cards

Carlos Donaldson thanked Mayor Marlin for the proclamation acknowledging the contributions of Urbana African American citizens.

2. Census 2020

Community Development Specialist Alyssa Jaje spoke about the 2020 Census. She said Urbana representatives have been working with several local agencies to do outreach in an attempt to get a complete count. The City received a grant from Champaign-Urbana Public Health District which has been used for outreach, including mailings to every household in Urbana, staff time, promotional videos, and to buy five new tablets to create a hub where people can fill out their census forms. There has also been outreach through social media, and at various events.

Ms. Jaje did an overview of what the census is and why it is important to communities. Residents will begin receiving official census mail with information on how to respond beginning March 12, 2020. Census submission can be done by mail, online and over the

phone, and will go through April. Beginning in May 2020 census takers will visit homes of those who have not responded, or have not answered all of the nine questions completely. Census results will be delivered to the President and Congress in December, 2020 and those results will be used in 2021 to begin redistricting.

Ms. Jaje explained that anyone residing in Urbana on April 1, 2020 counts, and each person not counted means up to \$1,400 lost. Some of the hard to count population includes, like children, low income, homeless, students and renters. Students will be counted in the location where they spend most of the year. She said council members can help by talking about the census, signing a pledge card and sharing informational materials with their wards. Members of the Urbana Census Committee are Alyssa Jaje, Bridget Broihahn, Wendy Hundley and Sheila Dodd, who can be contacted for more information. The census website is www.2020census.gov and the phone number is 800-923-8282.

A kickoff celebration will be held on Thursday, March 12 at Urbana Neighborhood Connection, 1402 East Main Street, at 2:00pm. Everyone is welcome to attend.

3. Mayoral Council Member Appointment for Ward 6

Mayor Marlin submitted her recommendation for William Colbrook for the Ward 6 council seat. CM Wu moved approval of William Colbrook for the Ward 6 council seat. Motion seconded CM Jakobsson and carried by voice vote. The mayor then administered the oath of office to Mr. Colbrook.

Dean Hazen was present. Mayor Marlin presented him with a street sign.

E. UNFINISHED BUSINESS

There was none.

F. REPORTS OF STANDING COMMITTEES

Committee of the Whole – (CM Dennis Roberts)

1. CONSENT AGENDA

2. REGULAR AGENDA

- a. **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)

Chair Roberts moved approval of Resolution No. 2020-03-012R, seconded by CM Jakobsson and carried by roll call vote as follows:

Brown - aye; Colbrook - aye; Hursey - aye; Jakobsson - aye; Miller - aye; Roberts - aye; Wu - aye

- b. **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

Chair Roberts moved approval of Ordinance No. 2020-03-007, seconded by CM Miller and carried by roll call vote as follows:

Brown - aye; Colbrook - aye; Hursey - aye; Jakobsson - aye; Miller - aye; Roberts - aye; Wu - aye

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

Chair Roberts moved approval of Ordinance No. 2020-03-008. Motion seconded by CM Wu and carried by roll call vote as follows:

Brown - aye; Colbrook - aye; Hursey - aye; Jakobsson - aye; Miller - aye; Roberts - aye; Wu - aye; Marlin - aye

- d. **Ordinance No. 2020-03-010:** An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #6 – Omnibus)
 Chair Roberts moved approval of Ordinance No. 2020-03-010. Motion seconded by CM Jakobsson and carried by roll call vote as follows:
 Brown - aye; Colbrook - aye; Hursey - aye; Jakobsson - aye; Miller - aye; Roberts - aye; Wu - aye; Marlin - aye
- e. **Resolution No 2020-03-013R:** A Resolution Approving an Intergovernmental Agreement between the City of Urbana and the Police Pension Fund
 Chair Roberts moved approval of Resolution No. 2020-03-013R, seconded by CM Jakobsson and carried by roll call vote as follows:
 Brown - aye; Colbrook - aye; Hursey - aye; Jakobsson - aye; Miller - aye; Roberts - aye; Wu - aye
- f. **Resolution No. 2020-03-014R:** A Resolution Appointing the Human Resources Manager as the Authorized Agent for the Illinois Municipal Retirement Fund (2020)
 Chair Roberts moved approval of Resolution No. 2020-03-014R. Motion seconded by CM Jakobsson and carried by roll call vote as follows:
 Brown - aye; Colbrook - aye; Hursey - aye; Jakobsson - aye; Miller - aye; Roberts - aye; Wu - aye

G. REPORTS OF SPECIAL COMMITTEES

There were none.

H. REPORTS OF OFFICERS

City Administrator Carol Mitten gave updates on the Covid 19 pandemic. She said the incident the city is managing is the employees and delivery of city services. The community public health response is being managed by the Champaign-Urbana Public Health District (CUPHD). Ms. Mitten said the city is using the National Incident Management System (NIMS) and an incident team consisting of staff members from various departments with specific roles. The city is meeting weekly with representatives from other county governments, the University of Illinois, and other agencies under the direction of Emergency Operations Coordinator John Dwyer. Ms. Mitten discussed city policy concerning sick leave and possible adjustments to policy that might be made as this progresses. She answered questions and concerns from council members.

I. NEW BUSINESS

1. Mayoral Council Member Appointment for Ward 6

This item was moved to an earlier time in the meeting.

2. Ordinance No. 2020-03-11: An Ordinance Vacating Certain Alleys (East Alley of Vine Street between Elm and Green Streets and North Alley of Green Street between Vine Street and Urbana Avenue

City Administrator Carol Mitten presented this item. She said these two vacations will allow the 200 Vine Street project to go forward.

CM Wu moved to approve Ordinance No. 2020-03-011. CM Roberts seconded the motion, which was carried by roll call vote as follows:

Brown - aye; Colbrook - aye; Hursey - aye; Jakobsson - aye; Miller - aye; Roberts - aye; Wu - aye

3. Ordinance No. 2020-03-012: An Ordinance Approving an Annexation Agreement (1909 Brownfield Road/Annexation Agreement 2020-A-01 /Olympian Properties Development, LLC)

Planner Lily Wilcock presented this item. She clarified this is an annexation agreement with

no petition to be considered. The land is not contiguous to the City, but the annexation agreement would ensure the duplex that is to be built on the property would meet the City's zoning and building standards. When the property is eventually annexed into the City, the duplex will meet city standards. Ms. Wilcock answered questions and concerns from council members.

CM Miller made a motion to approve Ordinance No. 2020-03-012. Motion seconded by CM Roberts and carried by roll call vote as follows:

Brown - aye; Colbrook - aye; Hursey - aye; Jakobsson - aye; Miller - aye; Roberts - aye; Wu - aye; Marlin - aye

4. **Ordinance No. 2020-03-013:** An Ordinance Approving a Major Variance (305 South Race Street / ZBA-2020-MAJ-01)

Associate Planner Katherine Trotter presented this ordinance. She said that on behalf of the Urbana Free Library, Director Celeste Choate has requested a major variance to allow parking spaces shorter than the Zoning Ordinance requires, at the library's employee parking lot at 305 South Race Street. This request would allow the parking lot to be repaved in its current configuration. The library acquired the lot in 2013, and it had been a legal non-conforming lot before they acquired it.

Ms. Trotter said the parking spaces in the lot are 16 feet in length, with 29 spaces in a 90-degree angle configuration. The Zoning Ordinance requires parking spaces be a minimum of 18.5 feet in length. She said if the parking lot were reconfigured to Zoning Ordinance requirements, it would mean a loss of nine of the spaces.

Discussion ensued. Ms. Trotter, Community Development Director Lorrie Pearson, and Library Director Celeste Choate responded to questions from council members.

CM Jakobsson moved to approve Ordinance No. 2020-03-013. Motion seconded by CM Hursey and carried by roll call vote as follows:

Brown - aye; Colbrook - aye; Hursey - aye; Jakobsson - aye; Miller - aye; Roberts - aye; Wu - aye

5. **Mayoral Appointments to Boards and Commissions**

a. **Property Maintenance Code Board of Appeals** – term ending June 30, 2023

1. Scott Kunkel

b. **Sustainability Advisory Commission** – term ending June 30, 2023

1. Grace Wilken

c. **Bicycle Pedestrian Advisory Commission** – term ending June 30, 2021

1. Sarthak Prasad

Mayor Marlin presented the appointment of Scott Kunkel to the property Maintenance Board of Appeals, Grace Wilken to the Sustainability Advisory Commission and Sarthak Prasad to the Bicycle Pedestrian Advisory Commission.

CM Wu made a motion to approve the appointments. CM Brown seconded the motion which was carried by voice vote.

J. ADJOURNMENT

With no further business to come before the council, Mayor Marlin adjourned the meeting at 8:16pm

Kay Meharry
Assistant City Clerk

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

Minutes Approved: March 23, 2020