



APPROVED with clarification by CD Commission 8-36-08
MINUTES
COMMUNITY DEVELOPMENT COMMISSION
Tuesday, July 1, 2008, City Council Chambers
400 South Vine Street, Urbana, IL 61801

Call to Order: Chairperson Cobb called the meeting to order at 7:02 p.m.

Roll Call: Connie Eldridge called the roll. A quorum was present.

Commission Members Present: Fred Cobb, Chris Diana, Theresa Michelson, Brad Roof, Anne Heinze Silvis

Commission Members Absent: Jerry Moreland

Others Present: John Schneider, Kelly Hartford, Janel Gomez and Connie Eldridge, Community Development Services; Rashidi Overstreet, Urban League of Champaign County Development Corporation (ULCCDC); Lisa Benson and Sue Wittman, Mental Health Center; Sheryl Bautch, Family Service of Champaign County; Janice McAteer, Developmental Services Center; Marcey Goldstein and Mike Benner, Greater Community Aids Project (GCAP); Tami Tunnell, A Woman's Fund; Katrin Klingenberg, Ecological Construction Laboratory (e-co lab); Cynthia Hulsizer, Center for Women in Transition (CWIT); Aaron P. Smith, Homestead Corporation; Bob Leach, United Citizens and Neighbors (UCAN).

Approval of Minutes: *Chairperson Cobb asked for approval or corrections to the April 22, 2008 minutes. Commissioner Diana moved to approve the minutes, and Commissioner Roof seconded the motion. The motion carried unanimously.*

Petitions and Communications: None.

Staff Report: Mr. Schneider provided updates and distributed the following: a staff briefing memorandum dated July 1, 2008 and the City of Urbana and Urbana HOME Consortium Annual Action Plan (AAP) for Fiscal Year (FY) 2008-2009. The City of Urbana received authority to use grant funds from the Department of Housing and Urban Development (HUD). This means that HUD has approved the City's FY 2008-2009 AAP. City Council approved Supportive Housing Program subrecipient agreements with A Woman's Fund, CWIT, and Salvation Army Services.

In response to the *Neighborhood News*, over 40 applicants contacted staff about the City's Whole House Rehabilitation Program. Staff is prioritizing the applicants and assisting those with different needs through other housing rehabilitation programs.

Mr. Schneider announced the public hearing on an amendment to the FY 2007-2008 Annual Action Plan. It is scheduled for July 8, 2008 at 11:00 a.m. in the City Council Chambers.

Old Business: None

New Business: **Amendment to a Certain Agreement Between the City of Urbana and United Citizens and Neighbors (UCAN Project No. 0708-NOG-01)** – Kelly Hartford reviewed UCAN’S request for an extension of its Neighborhood Organization Grant (NOG) agreement and recommended approval. Bob Leach, President of UCAN, gave a brief overview of their request to extend this agreement from June 30, 2008 to December 31, 2008. The original grant was for \$2,500, of which \$153.84 has been spent. Because UCAN has not spent its FY 07-08 funds, they did not apply for FY 08-09 funds.

In response to Commissioner Michelson, Mr. Leach explained the funds were used for copying, postage, and UCAN’s newsletter. Mr. Schneider commented that UCAN has changed in the last three years. Mr. Leach said that UCAN was struggling since some active members moved out of the neighborhood.

Commissioner Roof inquired about UCAN’s mission. Mr. Leach stated that residents created this neighborhood organization in response to Carle Foundation’s initial expansion plans. UCAN has been involved in different advocacy issues while keeping track of what is happening in the neighborhood. Mr. Schneider added that the City schedules a neighborhood public hearing on the Draft AAP when UCAN meets. Mr. Leach mentioned that the Urbana Park District also requests UCAN input on the Park District’s Master Plan.

Commissioner Diana suggested using the funds for organizational building to involve more active neighbors.

Chairperson Cobb has observed that UCAN tries to protect the neighborhood from unfair practices by larger entities. He inquired about UCAN’s relationship with Carle. Mr. Leach responded this has changed over the years as members came to terms with Carle’s expansion. The relationship is not as adversarial as in the past. UCAN members now mentor students at King School and advocate for the bikeway on Goodwin Avenue.

Commissioner Silvis stated the issue is not a request for additional money; rather it is for an extension of time to use the funds. Therefore, the request should be approved. She felt the CD Commission should not get into politics.

Mr. Leach thanked Kelly Hartford for her support.

Commissioner Silvis moved to recommend to the Mayor approval of an Amendment to a Certain Agreement Between the City of Urbana and United Citizens and Neighbors (UCAN Project No. 0708-01). Commissioner Diana seconded the motion. The motion carried with four ayes, one no.

An Ordinance Approving and Authorizing the Execution of an Amendment to an Urbana HOME Consortium Community Housing Development Organization (CHDO) Agreement – Urban League of Champaign County Development Corporation Affordable Six Homeownership Program FY 2007-2008 – Janel Gomez distributed Urban League’s May 2,

2008 letter which requested a revision to this program. Urban League, which has provided regular updates on their current projects, has re-evaluated their site plans and needs to change this program. The original agreement was for six homes on one site in Urbana. This request is to build four houses in Urbana and one in Champaign, for a total of five houses.

There are site constraints due to issues for a corner lot, double setbacks, and easement problems. Mr. Schneider said that at the time of the original proposal he wondered if Urban League could even build five homes on the Urbana site. Project engineers subsequently determined the best way to maximize this site was to build four houses. Urban League already has site control on the lot in Champaign.

Commissioner Michelson asked if there were reasons other than site constraints for the reduction in the number of homes. Mr. Schneider answered the housing market has changed, and more downpayment assistance is needed to reduce the cost of the homes for homebuyers. Ms. Gomez added the actual cost of the homes is increasing. Also, the new subsidy is comparable to that for the other CHDOs.

Noting that fewer people will be served, Chairperson Cobb asked if Urban League had other plans to provide more housing. Rashidi Overstreet responded this depends on the housing market. If these houses work well, Urban League will plan to build more. Ms. Gomez added that the City is still funding Urban League's Lease Purchase Program, which is very active.

Commissioner Michelson moved to recommend to City Council approval of an Ordinance Approving and Authorizing the Execution of an Amendment to an Urbana HOME Consortium Community Housing Development Organization (CHDO) Agreement – Urban League of Champaign County Development Corporation Affordable Six Homeownership Program FY 2007-2008. Commissioner Diana seconded the motion.

Commissioner Roof questioned the reduction of houses and the constraint on space. Mr. Schneider noted the Urbana HOME Consortium Technical Committee agreed this was the best course of action. This request, which is similar to Homestead's request, will provide more subsidy per single family home.

Ms. Gomez added that Urban League changed builders, and the new contractor felt six single family homes would not work at the Urbana site. Mr. Schneider said that the original number was estimated because of the engineering cost for surveying the subdivision. Although Urban League had site control, they had no funds for a site assessment. City staff thought the project was doable at the time of the proposal; however, professional opinions changed this.

Commissioner Roof asked about the percent of subsidy and if it was in line with subsidies to other CHDOs. Ms. Gomez said that the subsidy was comparable to the other CHDOs, and she would provide commissioners with the figures.

The motion carried unanimously.

HOME CHDO Operating Agreements FY 2008-2009

- **An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreement (*Ecological Construction Laboratory – CHDO Operating FY 2008-2009*)**
- **An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreement (*Homestead Corporation of Champaign County – CHDO Operating FY 2008-2009*)**
- **An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreement (*Urban League of Champaign County Development Corporation – CHDO Operating FY 2008-2009*)**

Ms. Gomez stated these agreements allocate HOME CHDO funds for administration and operating costs. Each CHDO will receive \$16,836, as indicated in the FY 2008-2009 AAP. Chairperson Cobb presumed nothing had changed from when these were approved. Commissioner Michelson stated for the record that all CHDO representatives were present and ready to answer questions. This has been an issue in the past.

Commissioner Roof moved to recommend to City Council approval of the following Ordinances Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreements:

- *Ecological Construction Laboratory – CHDO Operating FY 2008-2009*
- *Homestead Corporation of Champaign County – CHDO Operating FY 2008-2009*
- *Urban League of Champaign County Development Corporation – CHDO Operating FY 2008-2009*

Commissioner Silvis seconded the motion, and the motion carried unanimously.

HOME CHDO Developer Agreements FY 2008-2009

- **An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreement (*Homestead Corporation Affordable Homeownership Program FY 2008-2009*)**
- **An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreement (*Homestead Corporation Douglass Park Infill Project FY 2008-2009*)**
- **An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreement (*Urban League of Champaign County Development Corporation Lease Purchase Program FY 2008-2009*)**

Noting these projects were included in the FY 2008-2009 AAP, Ms. Gomez said Homestead's two agreements were for new construction of affordable housing (\$85,030 for the Affordable Housing Program; \$30,000 for Douglass Park Infill). Urban League's Lease Purchase Program agreement was for \$60,000. Chairperson Cobb stated these agreements were approved in theory earlier.

Commissioner Michelson moved to recommend to City Council approval of the following Ordinances Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Organization Agreements:

- *Homestead Corporation Affordable Homeownership Program FY 2008-2009*
- *Homestead Corporation Douglass Park Infill Project FY 2008-2009*
- *Urban League of Champaign County Development Corporation Lease Purchase Program FY 2008-2009*

Commissioner Roof seconded the motion, and the motion carried unanimously.

CDBG Public Facilities and Improvements FY 2008-2009

- **An Ordinance Approving a Community Development Block Grant Agreement (A Woman's Fund – A Woman's Place Project No. 0809-AAP-01)**
- **An Ordinance Approving a Community Development Block Grant Agreement (Center for Women in Transition Project No. 0809-AAP-02)**
- **An Ordinance Approving a Community Development Block Grant Agreement (C-U Independence Project No. 0809-AAP-03)**

Ms. Hartford explained the following projects meet HUD's regulations for use of CDBG funds for public facilities and improvements. A Woman's Fund will use \$4,108 in CDBG grant funds to repair their shelter called A Woman's Place. CWIT will use \$15,500 in CDBG grant funds to install a new HVAC system at the Evans House, 506 East Church Street, Champaign. C-U Independence will use \$50,000 in CDBG grant funds install a new fire sprinkler system at its supportive living apartment building for individuals with developmental disabilities.

Mr. Schneider referenced the extensive discussion (during the Annual Action Plan review) on CWIT's plans to renovate a duplex at 304 North Fifth Street. The use of CDBG funds triggers federal Davis Bacon regulations. Because CWIT's new director was not familiar with Davis Bacon regulations at the time the project was proposed, they thought the funds would help them complete the project. After discovering that the Davis Bacon regulations applied to all work completed on an assisted project, CWIT submitted a letter withdrawing their request for CDBG funds for that project.

After receiving bids for retrofitting the HVAC at the Evans House, CWIT may need to request additional CDBG funds. If the request is greater than 10% of the existing amount for the project, the City would need to amend the FY 2008-2009 AAP. This process involves holding a public hearing, publishing a notice, etc.

Commissioner Michelson moved to recommend to City Council approval of the following Ordinances Approving Community Development Block Grant Agreements:

- *A Woman's Fund – A Woman's Place Project No. 0809-AAP-01*
- *Center for Women in Transition Project No. 0809-AAP-02*
- *C-U Independence Project No. 0809-AAP-03*

Commissioner Silvis seconded the motion, and the motion carried unanimously.

CDBG Consolidated Social Service Funding (CSSF) FY 2008-2009

- **An Ordinance Approving a Community Development Block Grant Agreement (*Family Service of Champaign County – Homecare Project No. 0809-CSSP-01*)**
- **An Ordinance Approving a Community Development Block Grant Agreement (*Greater Community Aids Project (GCAP), Project No. 0809-CSSP-02*)**
- **An Ordinance Approving a Community Development Block Grant Agreement (*Mental Health Center of Champaign County – Roundhouse Project No. 0809-CSSP-03*)**

Ms. Hartford reminded commissioners they selected priorities of (1) Seniors/Youth, (2) Homelessness, and (3) Special (Needs) Populations for the CDBG funds in the Consolidated Social Service Funding Pool at their April 22, 2008 meeting. Applications from three agencies met the requirements for CDBG funding, and staff recommends approval to fund them.

Chairperson Cobb asked each agency to present a brief overview.

Sheryl Bautch, Executive Director of Family Service, reviewed their HomeCare project. Although numbers of persons served remains fairly steady, the number served depends on Family Service's resources and size of their staff. They provide short-term assistance to seniors and their families on benefits (e.g., new Medicare benefits). There has been a gradual increase for all senior programs. The HomeCare Program provides staff to go into seniors' homes and help with daily living tasks, such as bathing, grooming, meal planning and preparation, light housekeeping, paying bills, and taking seniors to their appointments. This allows seniors to stay in their homes.

In response to Commissioner Roof, Ms. Bautch stated Family Service has 25-30 direct service staff and supervisors. Volunteers are not used in this program; however, they help with programs such as Meals on Wheels.

Marcey Goldstein, Office Manager of GCAP, noted that GCAP had one full time and one half time staff persons. GCAP provides services for people living with AIDS. They provide food for 250-300 clients, who must eat regularly due to the many medications. GCAP also provides emergency assistance, rent, utilities, medicines and miscellaneous expenses.

In response to Commissioner Roof, Ms. Goldstein said GCAP receives half of its funds from various grants. GCAP's volunteers raise the other half through three major fundraising events. Commissioner Michelson asked about a grant from the Illinois Department of Public Health. Ms. Goldstein responded that was a one-time grant used to purchase permanent housing for those with AIDS.

Lisa Benson, Manager of the Roundhouse Youth Shelter at the Mental Health Center, described their program. Roundhouse is an emergency shelter that provides 24 hour care, counseling, and supervision during a crisis. It also supports the families and tries to help youth return home.

In response to Chairperson Cobb and Commissioner Michelson, Ms. Benson said the number of runaways has been steady; however, there is a seasonal increase in summer months. The facility is licensed for eight beds, although they generally have four. Youth are there for different amounts of times, and there are "repeaters." Roundhouse provides intensive counseling and

follow-up in an attempt to break the repeat cycle. The facility is licensed for ages 0-18 years, so they may house a teen parent with child. Their target population is 11-18 years, with most youth 15-16 years old.

Commissioner Michelson thanked these agencies for all the work they do for the community.

Commissioner Diana moved to recommend to City Council approval of the following Ordinances Approving Community Development Block Grant Agreements:

- *Family Service of Champaign County – Homecare Project No. 0809-CSSP-01*
- *Greater Community Aids Project (GCAP), Project No. 0809-CSSP-02*
- *Mental Health Center of Champaign County – Roundhouse Project No. 0809-CSSP-03*

Commissioner Roof seconded the motion, and the motion carried unanimously.

FY 2007-2008 Annual Action Plan Amendment

An Ordinance Approving Modifications to the City of Urbana and Urbana/Champaign/Champaign County HOME Consortium FY 2007-2008 Annual Action Plan – Mr. Schneider explained that the amendment was needed for the HOME program in order to reallocate program income, HOME program recapture funds and previously unallocated HOME funds. The Amendment proposes to allocate these funds to the redevelopment of Lakeside Terrace now known as Crystal View Townhomes. Due to recent downturn in the economy, additional funding is needed for the project. The project will provide the necessary source of match funding.

Mr. Schneider explained that the CDBG part of the amendment was to reduce the scope of the Developmental Services Center (DSC) Clark Road project from expansion to roof repair only. DSC has been unable to secure sufficient funding for the addition to the facility and asked that the scope be reduced for this project. In response to Chairperson Cobb, Janice McAteer of DSC indicated that although the expansion would have consolidated its vocational training onto one site, given the inability to secure all the necessary financing for the project, it would be better to reduce the project scope and revisit the potential for expansion sometime in the future.

Commissioner Roof moved to recommend to City Council approval of an Ordinance Approving Modifications to the City of Urbana and Urbana/Champaign/Champaign County HOME Consortium FY 2007-2008 Annual Action Plan. Commissioner Diana seconded the motion, and the motion carried unanimously.

Adjournment: Chairperson Cobb adjourned the meeting at 8:07 p.m.

Recorded by Connie Eldridge