



*APPROVED by CD COMMISSION 2/28/12*  
**MINUTES**  
**COMMUNITY DEVELOPMENT COMMISSION MEETING**  
**Tuesday, January 24, 2012, 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, Janice Bengtson, Chris Diana, George Francis, Theresa Michelson, Jerry Moreland, Anne Heinze Silvis, Dennis Vidoni

**Commission Members Absent:** None

**Others Present:** Kelly Mierkowski, Jenell Hardy, and Connie Eldridge, Community Development Services; John Sullivan & Andy Harmon, Center for Women in Transition (CWT); Lisa Benson, Community Elements.

**Approval of Minutes:** *Chairperson Cobb asked for approval or corrections to the November 22, 2011 meeting minutes. Commissioner Roof moved to approve the minutes, and Commissioner Diana seconded the motion. The motion carried unanimously.*

**Petitions and Communications:** None.

**Staff Report:** Ms. Mierkowski reviewed the staff briefing memorandum dated January 24, 2012. She introduced Jenell Hardy, the new Grants Coordinator for Community Development Block Grant (CDBG), Transitional Housing (TH), and Supportive Housing (SHP) Programs. Staff anticipates more funding reductions for the Department of Housing and Urban Development's (HUD) CDBG and HOME Investment Partnerships (HOME) funds for next fiscal year. This will affect the proposed Fiscal Year (FY) 2012-2013 Annual Action Plan (AAP).

The Urbana HOME Consortium, administered by the City of Urbana, did not receive any project applications from the Community Housing Development Organizations (CHDOs) for FY 2012-2013. Jen Gonzalez, the City's HOME Grants Coordinator, has contacted the CHDOs about viable projects and has extended the application deadline until February 15, 2012. Homestead Corporation and Ecological Construction Laboratory (e-co lab) have submitted applications for CHDO Certification, which the Community Development (CD) Commission will review at its January 31, 2012 meeting. In response to Commissioner Roof, Ms. Mierkowski confirmed it was unusual that the Consortium had not received any project applications. There is a possibility that CHDOs may partner to develop a viable project and apply for funds.

In response to Commissioner Michelson, Ms. Mierkowski confirmed that organizations without CHDO certification may not apply for CHDO funds. Currently e-co lab is not a CHDO, but they

have supplied all necessary documentation and will be certified at the January 31, 2012 CD Commission meeting.

**Old Business:** None.

**New Business:** Review CDBG grant applications for funding for FY 2012-2013 to be included in the FY 2012-2013 Draft Annual Action Plan. The agencies gave presentations and answered questions on their applications for grant funds.

**Center for Women in Transition – A Woman’s Place (AWP) Living Room and Dining Room (Urbana) – *Install cabinets and doors in dining room; paint both rooms*** - John Sullivan, Executive Director, stated that last year CWT had received CDBG funds for renovating the AWP kitchen. This project continues with refurbishing due to water damage from a leaky roof. The additional cabinets will provide more storage and will match those in the kitchen.

In response to Commissioner Vidoni, Mr. Sullivan explained the glass doors in the case manager’s office will be replaced with solid doors for confidentiality. Since the budget for the doors was not included, Commissioner Diana inquired if there was a cost estimate or a specific bid. Andy Harmon, Facilities Manager, met with the contractor who has done other work at the AWP shelter, and the contractor provided an estimate.

**Center for Women in Transition – Evans House Roof (Champaign) – *Repair roof and interior damage from leakage*** - Mr. Sullivan discussed the difficulty of repairing the roof since there is a wooden fire escape that sits on the roof. There was discussion on the City of Champaign Fire Department’s requirements, installing a ladder, or removing the fire escape and replacing it with a metal one. In response to Commissioner Francis, Mr. Sullivan stated they did not have time to request a bid for total removal and replacement of the fire escape.

Stating that no one lives on the third floor, Mr. Sullivan described the fire escape and his preference to replace it. He also reviewed the specifications to repair the roof extension where two roofs meet. In response to Commissioner Roof, Mr. Harmon described their contractor’s temporary roof repairs and noted that the damage is contained.

Commissioner Roof inquired about the fair market value of the house and if it was worth repairing. Mr. Sullivan answered yes; the house has been used for transitional housing for many years. Infill development has been increasing in the vicinity, thus likely increasing property values.

Commissioner Diana remarked that the old fire escape had likely been grandfathered in. However, once even a portion is removed, different regulations may apply. Mr. Harmon will follow up with the Champaign Fire Department and bring the findings to the next meeting.

**Community Elements – Elm Street Supported Apartment Program (Urbana) – *Replace bathroom vanities and medicine cabinets; replace flooring in bathroom, kitchen and entryway of each apartment; exterior painting*** – Lisa Benson, Director of Residential Services, stated that CDBG funds were used last year to increase energy efficiency in this building by replacing doors

and windows. This request is to address the wear and tear in this eight unit apartment. Residents participate in housing and supportive services. Rent is income based, and residents may stay from 6 months to several years, based on their needs.

In response to Commissioner Michelson, Ms. Benson stated project estimates were provided by a local flooring company, their painting contractor, and their maintenance supervisor. Referencing the objective on page 4 of the application, Chairperson Cobb questioned how the project would increase accessibility. Ms. Mierkowski explained the wording is from HUD's performance measurement. Any project funded with federal funds must meet one of HUD's outcomes. Improving the quality of the residences to make them more suitable is a way of enhancing accessibility. Ms. Benson reviewed the project schedule, with the pre-construction conference occurring before October 31, 2012.

Ms. Mierkowski stated that staff will provide their funding recommendations at the January 31, 2012 CD Commission meeting. There was brief discussion on the potential cost of CWT's fire escape and if additional funds would be available.

Commissioner Vidoni welcomed Jenell Hardy to the City of Urbana.

**Adjournment:** Chairperson Cobb adjourned the meeting at 7:42 p.m.

Recorded by Connie Eldridge

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