



APPROVED by CD Commission 7/23/13

MINUTES
COMMUNITY DEVELOPMENT COMMISSION MEETING
Tuesday, June 25, 2013, City Council Chambers
400 South Vine Street, Urbana, IL 61801

Call to Order: Chairperson Cobb called the meeting to order at 7:05 p.m.

Roll Call: Kelly Mierkowski called the roll. A quorum was present.

Commission Members Present: Fred Cobb, Janice Bengtson, Brad Roof, Anne Heinz Silvis, Lisabeth Searing, Jerry Moreland (arrived at 7:09pm), Chris Diana (arrived at 7:06pm)

Commission Members Excused: George Francis

Others Present: Kelly H. Mierkowski, Jennifer Gonzalez, and Jenell Hardy, Community Development Services; Sheila Dodd, Habitat for Humanity

Approval of Minutes: *Chairperson Cobb asked for approval or corrections to the March 26, 2013 minutes. Commissioner Diana moved to approve the minutes, and Commissioner Bengtson seconded the motion. The motion carried unanimously.*

Petitions and Communications: None.

Staff Report: Kelly Mierkowski, Grants Management Division Manager, provided a brief overview of the staff report provided to the Commissioners. She indicated that the grant amounts allocated for the 2013-2014 fiscal year increased CDBG slightly from the projected amounts in the Annual Action Plan and decreased the HOME grant for the coming year.

She mentioned the Federal Home Loan Bank of Chicago applications that staff is currently working on this week. One application is for rehabilitation and new construction of the City's Transitional Housing units, and the other is to augment the City's Urbana Dream Downpayment Assistance Program.

Ms. Mierkowski presented Commissioner Roof with a street sign and certificate of appreciation signed by the Mayor to recognize his two terms serving on the Commission.

Jenell Hardy provided an update on the Lanore/Adams Multi-Use Path project. She noted that it was previously an unofficial walking path used by residents that is being upgraded to be utilized as a formal pathway. The project is almost complete, with the exception of some minor landscaping that needs to be completed. Ms. Hardy also indicated that the streetlights are up and running in the neighborhood.

Commissioner Roof asked whether emergency vehicles could use the Multi-Use Path in the case of an emergency. Ms. Hardy indicated that this was not the intent of the original design, but that

in the case of an emergency the path is likely wide enough to allow an emergency vehicle to pass.

Old Business: Commissioner Roof requested an update on the means by which staff was now highlighting the Commission's opinion on any given vote presented to City Council. Ms. Mierkowski noted that staff is bolding the Commission's votes in the memos as requested.

Commissioner Diana inquired about the difference between the projected and actual grant amounts to be received for FY 2012-2013. Ms. Mierkowski went over the exact numbers. Commissioner Roof asked if the reductions would impact the timeliness of the grants and the calculations used. Ms. Mierkowski and Jen Gonzalez indicated that it should not impact staff's ability to commit and expend funds.

New Business:

A Resolution Certifying A Community Housing Development Organization for the Urbana HOME Consortium For FY 2012-2013 (Habitat for Humanity) – Ms. Gonzalez explained the changes at Habitat for Humanity of Champaign County (Habitat) and their subsidiary, Champaign County Neighborhood Alliance for Habitat (Neighborhood Alliance). Habitat for Humanity's board is currently in a position to be a CHDO, and they have 1/3 low-income participation on their board. This will simplify the process of working with them as a CHDO.

The FY 2011-2012 contract for four new, single-family units has been completed, and they are now working on their 2012-2013 contract to build four additional houses.

The requested funding amount, \$37,910.00, is approximately 50 percent of their construction cost. The remaining 50 percent is funded by a local church or other organization. The operating subsidy to be awarded is \$7,000 per project, as determined by the HOME Technical Committee. The HOME Technical Committee recommended the proposed funding amounts based on historical performance and past subsidy.

Commissioner Roof moved that the CD Commission forward the Resolution with a recommendation for approval to the Urbana City Council. The motion was seconded by Commissioner Heinz-Silvis. The motion carried unanimously.

An Ordinance Authorizing the Sale of Certain Real Estate (1007 North Berkley Avenue)

An Ordinance Authorizing the Sale of Certain Real Estate (810 East Park Street)

Ms. Gonzalez explained that the funding approved for Habitat in the previous agenda item was in coordination with the lot transfers presented to the Commission. Commissioner Roof asked about the structures in the pictures and if any demolition would be required. Ms. Gonzalez explained that 810 E. Park St. had been previously demolished by Fannie Mae prior to the City acquiring it. She indicated that the photo used for the map of 1007 N Berkley was old, and that the structure had already been demolished as well.

A Ordinance Approving Modifications To The City of Urbana and Urbana HOME Consortium FY 2011-2012 ANNUAL ACTION PLAN (Transitional Housing Rental Rehab)

Ms. Gonzalez explained the brief history of the Transitional Housing Program. It was started in 1991 in conjunction with funding to rehabilitate three units prior to housing homeless families in transition. She noted that no additional federal funds have been used since the original projects were undertaken to do major repairs on the units. The units are due for standard repairs and replacements, such as a new roof, upgraded furnace, installation of central air, replacement of kitchen and bathroom amenities, and any code violations noted by the inspectors.

Ms. Gonzalez indicated that one of the units required significant repairs and that the City is applying to the Federal Home Loan Bank of Chicago to demolish and reconstruct the unit. The other two units can be brought up to the property maintenance code with standard single-family rehabilitation similar to the Whole House Rehabilitation program currently in operation for eligible owner-occupied properties. Because the repairs are necessary to prevent more serious repairs if the maintenance is deferred further, staff is recommending reducing the owner-occupied program in order to allow for two rental rehabilitation projects on the City's Transitional Housing units.

Commissioner Roof asked about the nature of the repairs. Ms. Hardy explained that central air conditioning would be put into the units, as well as other code related issues. Ms. Roof asked how repairs were being completed in the past. Ms. Hardy indicated that the CDBG funds were previously used to carry out minor repairs as needed. She noted that the funds were very limited, and that changes brought about by the HEARTH Act were requiring more stringent observation of local code enforcement in units that house homeless individuals and families. She further explained that, depending on the cost or extent of repairs being undertaken, some repairs do not require meeting today's code, while other larger and more substantial repairs kick in more stringent regulations.

Mr. Roof asked if the scope of the program was going to be changed at all to allow for a more self-sustaining model for repairs and other needs of the program. Ms. Hardy said that the program will likely not change because the major repairs proposed have a life-span of approximately twenty years, such as the new roofs. Jerry Moreland asked whether or not families were currently living in the units. Ms. Hardy went over the occupancy status of each unit, indicating that several families recently moved out and that one of the units was currently vacant. Mr. Moreland asked when the vacant unit was last rehabilitated, and staff estimated that substantial repairs were last completed approximately eight or nine years ago after a minor fire occurred at the unit.

Commissioner Roof moved to forward the Resolution with a recommendation for approval to the Urbana City Council. The motion was seconded by Commissioner Moreland. The motion carried unanimously.

A Resolution Approving A Supportive Housing Program Subrecipient Agreement Between The City of Urbana and The Center for Women in Transition

A Resolution Approving A Supportive Housing Program Subrecipient Agreement Between The City of Urbana and The Salvation Army

Ms. Hardy stated that dollars go to the Center for Women in Transition and the Salvation Army. The two organizations operate three programs. CWIT operates A Woman's Place and several homeless programs on Church Street in Champaign. The Salvation Army operates three (3) single-family units for families in Champaign for their transitional housing program. These agencies use the funds for operational expenses, supportive services and administration costs. This will be the 18th year that the City has administered the Supportive Housing Program.

Commissioner Cobb asked why the memo discusses the City's funds. Ms. Hardy indicated that the program requires us to set up a line of credit with the City to reimburse the organizations carrying out the program before requesting federal reimbursement from HUD. It is in the budget, but it is not part of the City's general funds.

Commissioner Diana noted that the line item for the \$5,135 goes to the City of Urbana for administrative activities, and as such the City budget is impacted. Ms. Hardy discussed the data collection the staff undertakes to submit to HUD. She indicated that each entity in the program may have to pay for licenses to participate in the data collection program. She noted that the budget accounts for the administration costs regardless of whether or not the funds are received.

Commissioner Diana moved that the Community Development Commission moved to forward the Resolution to the City Council with a recommendation for approval. The motion was seconded by Commissioner Heinz Silvis, and the motion passed unanimously.

Adjournment: Chairperson Cobb adjourned the meeting at 7:51 p.m.

Recorded by Jen Gonzalez, Grant Coordinator

UNAPPROVED