



APPROVED by CD Commission 9-22-09
RESCHEDULED REGULAR MEETING MINUTES
COMMUNITY DEVELOPMENT COMMISSION
Tuesday, June 30, 2009, City Council Chambers
400 South Vine Street, Urbana, IL 61801

Call to Order: Chairperson Cobb called the meeting to order at 7:04 p.m.

Roll Call: Jen Gonzalez called the roll. A quorum was present.

Commission Members Present: Fred Cobb, Chris Diana, George Francis, Theresa Michelson, Jerry Moreland, Brad Roof, Anne Heinz Silvis, Dennis Vidoni

Commission Members Absent: Janice Bengtson

Others Present: John Schneider, Kelly Hartford, Janel Gomez, and Jen Gonzalez of Community Development Services Department. Sheila Ferguson of Mental Health Center, Karen Rasmussen of Greater Community AIDS Project, Janice McAteer of Developmental Services Center, Sheryl Bautch of Family Services, Katrin Klingenberg of Ecological Construction Laboratory (e-co lab), and Roberta Morris of A Woman's Place.

Approval of Minutes: *Chairperson Cobb asked for approval or corrections to the May 19, 2009 special meeting minutes. Commissioner Michelson moved to approve the minutes, and Commissioner Francis seconded the motion. The motion carried unanimously.*

Petitions and Communications: None.

Staff Report: John Schneider brought attention to the handouts provided for the commissioners concerning the CDBG-R and the FY 2009-2010 Annual Action Plan. Positive feedback was received from the Department of Housing and Urban Development (HUD) regarding both grant applications, and staff is waiting on approval from the HUD field office. City Council approved the ordinance transferring real estate at 1107 and 1109 North Gregory to Homestead, as well as CHDO designations for eco-lab and Homestead for the upcoming year. City Council also approved the CDBG-R Amendment to the FY 2008-2009 Annual Action Plan that was discussed at the April 28, 2009 CDC meeting. The City's HUD representative will be visiting for on-site monitoring on July 27, 28, and 29 to review the HOME Program. Mr. Schneider explained the table on the staff report regarding costs and accomplishments of the Spring Neighborhood Cleanup and Senior Junk Pickup from May 8, 2009. Total expended was \$9,048.

Commissioner Vidoni inquired about comment from City Council on the recommendation from CDC regarding the expenditures associated with the CDBG-R Amendment. Mr. Schneider replied that Council made no comments in that regard.

Old Business: Commissioner Cobb inquired about any meeting minutes having received comment over the last two months. Mr. Schneider noted that no comments have been received.

New Business: **AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (A Woman's Fund Project No. 0809-AAP-01)**

AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Center for Women in Transition Project No. 0809-AAP-02) – Ms. Hartford explained that the agreements needed to be amended due to unforeseen project delays. Approving the amendments would extend the completion date to December 31, 2009.

Ms. Morris, the Site Manager for A Woman’s Place, explained that no viable bids were received in response to a locally published official request for bids. A phone bid for one part of the three-part project was the only response to the bid request. After further research, the scope of the grading portion of the project may be larger than what had previously been anticipated. Staff received notice from contractors that no one was interested in submitting a bid because the budget cited on the bid was presumably not sufficient to cover the amount of work apparently included in the project. Ms. Morris said that the project scope will be reevaluated and adjusted as needed, after which bids will again be requested.

Commissioner Cobb asked if the project will be completed by December. Ms. Morris responded that at least two aspects of the project should be doable, including the dining room floors and the work needed for the chimney. However, the drainage issue may present a problem due to cost issues.

Commissioner Roof inquired about the bid process and how many contractors came out to look at the project. Ms. Morris explained that the request for bids was published in the local paper, and the lack of responses prompted her to call the contractors who had originally provided estimates for the project. Ms. Hartford added that the bidding process is required when a minimum of \$2000 of federal funds are being invested into a project, including other requirements such as Davis Bacon prevailing wages. Mr. Schneider affirmed that notice is required to be locally published to inform contractors of a request for bids.

In response to Commission concerns over the length of time it had taken to recognize the budget issue and the potential need for additional funding, Ms. Morris indicated that recent staff turnover posed a challenge in terms of passing on project information; however, they are working to resolve these issues. Mr. Schneider assured the Commission that staff will continue to provide technical assistance towards the project to complete as much work as possible with the available funds. If more funding is needed in the future, the organization may reapply for another project during the next funding cycle.

John Sullivan, Executive Director for the Center for Women in Transition (CWIT), explained that problems arose concerning the placement of the return vent for the HVAC system due to zoning restrictions. Staff is working with the City of Champaign Planning Department, and the building has officially been redefined as a hotel. CWIT is working out the budget with the contractor to meet the new City requirements.

Commissioner Francis moved that the Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement for A Woman’s Fund be forwarded to the City Council with recommendation for approval, and Commissioner Michelson seconded the motion. The motion carried unanimously.

Commissioner Michelson moved that the Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement for the Center for Women in Transition be forwarded to City Council with recommendation for approval, and Commissioner Moreland seconded the motion. The motion carried unanimously.

AN ORDINANCE APPROVING A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (A Woman’s Fund – A Woman’s Place Project No. 0910-AAP-01)

AN ORDINANCE APPROVING A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Disabled Citizens Foundation Project No. 0910-AAP-02) – Ms. Hartford described the public facility agreements for the coming fiscal year 2009-2010. The first included renovation of two bathrooms for accessibility improvements at the Woman’s Fund. The other agreement was for the Disabled Citizens Foundation to support renovations at the Scovill Group Home. She noted that the applications were included as part of the agreements. Ms. Morris from A Woman’s Fund and Ms. McAteer from Disabled Citizens Foundation were available to answer questions, if needed. Mr. Schneider added that the agreements are a part of the approved Annual Action Plan.

Commissioner Francis inquired about the bidding process regarding the possibility of combining some of the bids to speed up the contractor process. Ms. Morris explained that each bid was for a separate project that required separate type of contract work and that it would not be practical to combine any of those.

Commissioner Cobb asked Ms. McAteer if any changes had been made to the project, and she replied that no changes had been made.

Commissioner Francis moved to forward both ordinances on to City Council with recommendation for approval, and Commissioner Roof seconded the motion. The motion carried unanimously.

AN ORDINANCE APPROVING A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Family Service of Champaign County – HomeCare Project No. 0910-CSSP-01)

AN ORDINANCE APPROVING A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Greater Community AIDS Project (GCAP) Project No. 0910-CSSP-02)

AN ORDINANCE APPROVING A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Mental Health Center of Champaign County – Roundhouse Youth Shelter Project No. 0910-CSSP-03) – Ms. Hartford announced the presence of representatives from all three organizations, including Karen Rasmussen of Greater Community AIDS Project, Sheila Ferguson of Mental Health Center of Champaign County, and Cheryl Bautch of Roundhouse Youth Shelter Project.

Ms. Hartford described the terms of the Ordinances, noting that nothing had changed since the last approval and suggested that the ordinances be passed in omnibus fashion for approval to City Council. Commissioner Vidoni expressed wholehearted support for the prioritizing of these

funds. Commissioner Cobb added that the project conformed to the Commission's previous requests.

Commissioner Michelson moved that all three Ordinances be forwarded onto City Council with recommendation for approval. Commissioner Vidoni seconded the motion.

Commissioner Roof inquired about the state of the following agencies in relation to the economic downturn. Ms. Hartford responded that there had been State budget cuts. Mr. Schneider requested that discussion regarding State cuts be tabled until the end of the meeting for further input from representative agencies.

Upon voting, the motion carried unanimously.

AN ORDINANCE APPROVING A SUPPORTIVE HOUSING PROGRAM SUBRECIPIENT AGREEMENT WITH A WOMAN'S FUND (Grant No. – IL0037B5T030801 Renewal of IL01B703003)

AN ORDINANCE APPROVING A SUPPORTIVE HOUSING PROGRAM SUBRECIPIENT AGREEMENT WITH CENTER FOR WOMEN IN TRANSITION (Grant No. – IL0037B5T030801 Renewal of IL01B703003)

AN ORDINANCE APPROVING A SUPPORTIVE HOUSING PROGRAM SUBRECIPIENT AGREEMENT WITH SALVATION ARMY SERVICES, INC. (Grant No. – IL0037B5T030801 Renewal of IL01B703003) – Ms. Hartford explained that the agreements for these ordinances are required by HUD. The agreements are for supportive services and operating expenses regarding the Continuum of Care.

Commissioner Michelson asked if the funding allocated had increased since last year, and Ms. Hartford responded that the funding had decreased. Commissioner Cobb noted that the Ordinances would not have any effect on the General Fund.

Commissioner Michelson moved to forward all three ordinances to City Council with a recommendation for approval. The motion was seconded by Commissioner Moreland. The motion carried unanimously.

AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Ecological Construction Laboratory CHDO Operating FY 2009-2010)

AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Homestead Corporation of Champaign-Urbana CHDO Operating FY 2009-2010) – Ms. Gomez recalled that the activities discussed in the Ordinances had been discussed at length as part of the Annual Action Plan process and noted that procedures for amending allocation of operating funds may be changed in the future. She further explained that \$25,256 had been allocated to e-co lab, and \$25,256 to Homestead for Operating

Funds. Ms. Gomez noted that Aaron Smith of Homestead and Katrin Klingenberg of e-co lab were present for questions.

Commissioner Michelson reminded the commission that the projects had been discussed at great length previously. Ms. Gomez added that the agreements were strictly for day-to-day operating funds and that funding of specific projects would be addressed later in the agenda.

Commissioner Vidoni inquired about the requirements for the funding allocation. Mr. Schneider described the funding allocation process as a local decision, and assured the Commission that the allocations fit within the limitations of the requirements.

Commissioner Silvis moved to forward the ordinances to the Urbana City Council with recommendation for approval. Commissioner Francis seconded the motion, and the motion carried unanimously.

AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Ecological Construction Laboratory CHDO Developer Super Energy Efficient Modular Single Family Home FY 2009-2010)

AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Ecological Construction Laboratory CHDO Developer Super Energy Efficient Modular Duplex FY 2009-2010)

AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Homestead Corporation of Champaign Urbana CHDO Developer Affordable Homeownership Program FY 2009-2010) – Ms. Gomez explained that the agreements are for e-co lab and Homestead Corporation developer projects. She commended the organizations for completing past projects at 1007 East Fairview and the last Douglass Home infill project. Commissioner Francis recommended that the representatives come forward to be recognized. Aaron Smith, Executive Director of Homestead Corporation, indicated that the plans for the two homes on North Gregory adjacent to the Eads subdivision are underway.

Commissioner Vidoni inquired about the large amount of work being done by Mr. Smith between the Crystal View project and Homestead, and Mr. Smith further described the process to maintain monitoring compliance for both projects. Commissioner Francis inquired about support staff, and Mr. Smith informed the Commission that he is the sole full time employee at Homestead.

Ms. Klingenberg, Executive Director of e-co lab, introduced Ms. Keihly Moore, the newest staff addition to replace Elise. The first modular energy efficient home is slated to become a prototype home for the Kerr Avenue Development. The Fourth Passive House Conference in Urbana is coming up so that people may tour the home. Commissioner Francis asked Ms. Klingenberg which bank was involved in the project. Ms. Klingenberg replied that First Federal was their lender, and that e-co lab had established a good working relationship with First Federal. Commissioner Francis commented that the project should be an educational project and

not a spec home, suggesting that the home should be eligible for further funding sources and that the possibility of advertising opportunities for investors could be enticing. Commissioner Cobb inquired about the airtight homes and radon issues, and Ms. Klingenberg cited a study done by a local University of Illinois student to research the prevalence of radon. The results showed that her house was the only one that fully complied with EPA requirements for radon out of four studied. Commissioner Roof asked Ms. Klingenberg about the effect of the Recovery Act funding sources being made available, and she mentioned a Climate Demonstration Community grant available that fits the Kerr Avenue project.

In response to Mr. Schneider, Ms. Klingenberg stated that the Passive House Conference will take place on the 16th and 17th of October, with tours being offered on the 18th in collaboration with the University of Illinois Architecture Department. She expects between 400 and 500 people to attend the tour.

Commissioner Michelson moved to forward the Ordinances on to City Council with recommendation for approval. Commissioner Francis seconded the motion, and the motion carried unanimously.

Public Input: Sheila Ferguson from Mental Health Center (MHC) spoke on the State funding issues for social services. No resolution had yet been made in the State, but it appeared as though the budget cuts to social services would be moving forward as proposed. Agencies are moving forward with cuts beginning tomorrow to avoid further debts later. MHC is looking at \$2 million in cuts, or 34% of its budget. Payments are slow for smaller agencies, forcing them to seek lines of credit. John Sullivan attested to this as he was at the bank today for that very reason. Resolution between staff cuts, exacerbated by unemployment insurance costs and further strained by staff shortages to carry on services, creates a very difficult challenge. TIMES Center received a \$27,000 cut to their grant programs as well. Ms. Ferguson predicted agency closures and noted that layoffs will likely be occurring within the next 48 hours.

Commissioner Roof further asked about private donations and whether CDBG-R funding was available to social service programs. Mr. Schneider replied that City had allocated the Consolidated Social Service Funding grants in the budget for the upcoming year.

Ms. Ferguson commented on behalf of the service agencies that it is really appreciated that the social service agencies do not have to worry about funding sources from the City and expressed great thanks.

Adjournment: Commissioner Cobb adjourned the meeting at 8:05 p.m.

Recorded by Jen Gonzalez

