



APPROVED

MINUTES

COMMUNITY DEVELOPMENT COMMISSION MEETING

Tuesday, January 24, 2023, City Council Chambers

400 South Vine Street, Urbana, IL 61801

Call to Order: At 6:10 p.m., Chairperson Anne Heinze-Silvis called the meeting to order.

Roll Call: The roll was called by Community Development Coordinator, Breaden Belcher. A quorum was in place.

Commission Members Present: Anne Heinze-Silvis, Chris Diana, Rev. Robert Freeman, and Patricia Jones

Commission Members Excused/Absent: DeShawn Williams

Others Present: Sheila Dodd, Grants Management Division Manager; Breaden Belcher, Community Development Coordinator; Jeremy Ryder, Community Development Specialist and Hillary Ortiz, Office Specialist

Approval of Minutes: A motion to approve the minutes for the January 3, 2022 meeting was made by Commissioner Freeman. Commissioner Jones seconded the motion. The motion carried unanimously.

Petitions and Communications: There were no Petitions or Communications to discuss.

Audience Participation: No one stepped forward to provide comment and public comments were received via mail or email.

Staff Report: Mr. Belcher provided a brief update regarding the HHI Grant Agreements that had been presented to the commission members at the January 3rd meeting. He stated the agreements had been submitted to the Urbana City Council Meeting and were approved.

Mr. Belcher remarked that the City's FY 2023–2024 Youth Services Grant Program was almost ready for implementation. The online portal for the grant applications will open on February 3 and be accessible through March 31. A team of staff members will analyze and score each application, much like how the HHI Grant Application Process operated. All approved applications will then be presented to the commissioners and City Council for their approval. Upon receiving approval from the commissioners and City Council members, the agreements will be drafted, signed, and implemented on July 1, 2023. The previous meeting's announcement of wanting to switch the funding terms from 1 year to two years has been withdrawn.

Mr. Belcher informed the commissioners that the City is working on developing its Annual Action Plan for the 2023-2024 Fiscal Year. The first Public Hearing meeting took place prior to the Community Development Commission meeting tonight and there will be additional Public Hearings to follow. Mr. Belcher urged the commissioners to let him know if they had any knowledge of potential community organizations that would be willing to have staff come and present the Annual Action Plan during one of their regularly scheduled meetings.

Mr. Belcher introduced the newest member of the Community Development Staff, Jeremy Ryder. Jeremy is a recent U of I graduate and has taken up Breaden's previous role of being the City's Community Development Specialist. Mr. Ryder will be attending the Community Development Meetings from here on out.

Mr. Belcher urged the commissioners to extend an invitation to anyone who they think might be a good fit to apply for a spot on the CD Commission. He stated that there are a few open spots available and the only requirement for applying is that the person must live in the city of Urbana.

Mrs. Dodd provided an update regarding Urbana's HOME Consortium CHDO funding applications. She stated that First Followers has already submitted their application, though the City is still waiting to receive one from Habitat for Humanity. City Staff are expecting to receive their application later this week. Funding considerations will be presented to the commissioners at the next CD Commission meeting.

Old Business: There was no unfinished business to discuss.

New Business: Mrs. Dodd provided a brief overview of the resolutions for the CHDO agreements that were being presented for the commissioner's approval tonight. She stated that both CHDOs, First Followers and Habitat for Humanity, have applied to receive funding for Operating and Project Costs. Mrs. Dodd stated that the city has a total of \$120,000 in CHDO funding and an additional \$26,000 available for CHDO Operating Costs. She stated that the City decided to split the money evenly amongst the 4 requests, giving each project address \$30,000 in CHDO funding and \$6,500 in Operating Costs. These distribution amounts ended up breaking down to Habitat for Humanity receiving \$90,000 in Project Costs and \$19,500 in Operating Costs and First Followers receiving \$30,000 in Project Costs and \$6,500 in Operating Costs. Mrs. Dodd noted that First Followers plans to complete rehabilitation on the home located at 1407 Wiley, which the City decided to First Followers last year. Habitat for Humanity will be building 3 new single-family homes on vacant lots. A motion to forward these funding recommendations to City Council, as is, for their approval was made by Commissioner Freeman. Commissioner Jones seconded the motion. The motion carried unanimously.

Mrs. Dodd also presented a final resolution for a year's funding for the Tenant-Based Rental Assistance Program that the City does with the Champaign County Regional Planning Commission. CCRPC is requesting an additional \$150,000 in HOME funding in order to run the program for another year. Mrs. Dodd stated that the Tenant-Based Rental Assistance program assists individuals who have an income level that is at or below the 60 AMI limit. The individuals must have a one-year lease and can have a maximum of two years total in assistance through this program. While being enrolled in this program the individuals are usually enrolled in some sort of

workforce program, are going back to school, or are doing something in order to get to the next stage in life. A motion to forward these funding recommendations to City Council, as is, for their approval was made by Commissioner Freeman. Commissioner Jones seconded the motion. The motion carried unanimously.

Mr. Breaden reminded the commissioners that there was a discussion at the previous meeting in which the commissioners decided that they would like to amend the bylaws of the Community Development Commission to change the number of appointed members from 9 down to 7 members. A motion to make this adjustment was made by Commissioner Freeman. Commissioner Jones seconded the motion. A voice vote was called and a motion in favor of the change carried unanimously. Mrs. Dodd asked the commissioners to refer anyone they believed would be interested in and/or a good fit for joining the commission, to one of the commission staff members.

Study Session: There were no Study Session items for this agenda.

Adjournment: At 6:24 p.m., Chairperson Anne Heinze-Silvis adjourned the meeting.

Recorded by

Hillary L. Ortiz
Office Specialist