



*UNAPPROVED*  
**MINUTES**  
**COMMUNITY DEVELOPMENT COMMISSION MEETING**  
**Tuesday, June 26, 2018, City Council Chambers**  
**400 South Vine Street, Urbana, IL 61801**

**Call to Order:** Chairperson Cobb called the regular meeting to order at 7:06pm.

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

**Commission Members Present:** Fred Cobb, Anne Heinze-Silvis, Michael Braun, Chris Diana, James Winston, Abdulhakeem Salaam, and Jerry Moreland.

**Commission Members Excused/Absent:** Karin Hodgins-Jones, Rev. Robert Freeman

**Others Present:** Kelly Mierkowski and Matt Rejc, Community Development Services; Ben Miller, Champaign-Urbana Friends and Allies, Immigrants and Refugees.

**Approval of Minutes:** Chairperson Cobb asked for approval or corrections to the April 24, 2018 minutes. Commissioner Heinze-Silvis moved to approve the minutes with suggested changes and Commissioner Moreland seconded the motion. The motion carried unanimously.

**Petitions and Communications:** Chairperson Cobb asked if there was any written communication to the Commission, there were none.

**Audience Participation:** Chairperson Cobb stated that audience members could speak if they so wished or after a particular item is presented, no one from the audience stepped forward to speak.

**Staff Report:** Kelly Mierkowski, Grants Management Manager, provided a brief overview of the staff report provided to the Commissioners that evening, which included HUD activities, staff activities, meetings attended, the FY 18-19 Annual Action Plan process, the completion of Supportive Housing Program (SHP) monitoring, the CDBG Timeliness reports and various projects and programs.

**Old Business:** Chairperson Cobb asked if there was any old business. No old business items were presented for discussion.

**New Business**

**A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM (HABITAT JULY 2018)**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (HABITAT CHDO DEVELOPER PY 2017)**

Ms. Mierkowski said that she accidentally left the third agreement off the agenda. As a result, she contacted the City Clerk's office to find out what needed to be done and they said that the third agreement cannot be voted on. However, the item can be discussed and everyone can be in agreement, but it cannot be forwarded to City Council for approval. When the agreements get to the Committee of the Whole, all three agreements will be presented.

Mr. Rejc stated that the Community Housing Development Organization (CHDO) agreements are presented to the Commission annually and this is a statutory requirement of the HOME program. The legislation that created the funding source requires that fifteen percent of each annual allocation of a participating jurisdiction has to go to local groups that are rooted in the community and have a stake in low-income neighborhoods. There is a very complicated process that these organizations have to go through and Habitat for Humanity of Champaign County is the only organization that currently satisfies the criteria. They have applied for the entire fifteen percent set-aside of the program year 2017 funds. The Grants Management Division (GMD) will be getting another location coming soon in August. The total amount of the fifteen percent set-aside is \$94,467.90.

Habitat for Humanity of Champaign County is proposing to use those funds to create two new single family units, one in Urbana and one in Champaign. The unit in Urbana would be located at 1118 West Hill Street. That has been a site where the City has used its Abandoned Property Program (APP) funding to demolish the blighted structure. Habitat has acquired the property and is now looking to rebuild on that site with new affordable housing and a homeownership opportunity in the neighborhood. The Champaign site is located in right around West Champaign, on Sherwood and Terrace. They are requesting a higher amount for that property because the purchasing family has a child with disabilities. Special amenities and accessibility improvements are going to need to be made. It is above and beyond what Habitat usually puts into a house so GMD is helping to subsidize with a larger direct subsidy. This larger subsidy carries a longer period of 15 years instead of 10 years. If the family decides to sell the house, it needs to go to a low-income buyer or the City would have to take that money back.

CHDO operating funding is different and it is something that GMD has not done for the past five or six years. It is an administrative subsidy given directly to Habitat to offset some of the costs that do not go directly into properties, such as management and other staffing costs. GMD can give up to five percent of the HOME allocation for CHDO Operating, which is around \$31,000. Habitat is requesting \$14,000.

In terms of fiscal impacts, the amount of \$94,470.90 needs to be committed by September 30, 2019. Otherwise, the Department of Housing and Urbana Development (HUD) will de-obligate the funds. The HOME commitment deadline has been suspended except for the CHDO funds, in

which the commitment deadline still applies. In terms of programmatic impacts, the construction of two new single-family homes and affordable home ownership opportunities is exactly in line with the Consolidated Plan.

Staff recommends that the Community Development Commission forward the Resolution to the Urbana City Council with a recommendation for approval.

Commissioner Braun asked how Habitat came up with \$7,000 for the operating cost for each project. Mr. Rejc said that he was not sure how the amount was constructed since it was before his time. However, it seems like an appropriate amount for staffing costs that go with constructing a home. Ms. Mierkowski added that a formula was used for that amount, but it has been so many years since then. She will look and see if she can find it.

Commissioner Braun asked about how the five percent of CHDO operating was calculated. Mr. Rejc explained that is not five percent of the CHDO set-aside amount, but it is five percent of the total grant amount.

Commissioner Diana asked staff to clarify the acronym PJ in the memo. Staff agreed

Commissioner Heinze-Silvis moved to recommend approval of the Ordinance as written. Commissioner Diana seconded the motion. The motion carried unanimously.

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (HABITAT CHDO OPERATING PY 2017)**

Chairperson Cobb stated that he found nothing negative with the agreement and there is no better use for the funds. Commissioner Diana added that the operating budget has been a companion piece to the CHDO set-aside funds for many years, so it makes a complete fit for the projects.

The Commission was in agreement.

**Study Session:** No items for this agenda.

**Adjournment:** Seeing no further business, Chairperson Cobb adjourned the meeting at 7:33 p.m.

Recorded by

*Don Ho*

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