



DATE: Tuesday, October 28, 2025
TIME: 6:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

A. Call to Order and Roll Call

B. Approval of Minutes of Previous Meeting

- [1. September 23, 2025 - Public Hearing](#)
- [2. September 23, 2025 - Regular Meeting](#)

C. Additions to Agenda

D. Public Input

E. Presentations

1. Champaign County Regional Planning Commission - TBRA Program
2. Cunningham Township Supervisor's Office - Emergency Rental Assistance Program

F. Staff Report

- [1. Staff Briefing](#)

G. Unfinished Business

H. New Business

I. Adjournment

PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://www.urbanail.gov/executive-department/page/urbana-public-television>.

Email Input

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: citycouncil@urbanaininois.us. The subject line of the email must include the words “PUBLIC INPUT” and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

Written Input

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

Verbal Input

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under “Verbal Input”. Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

Accommodation

If an accommodation is needed to participate in a City meeting, please contact the City Clerk's Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: CityClerk@urbanaininois.us



UNAPPROVED MINUTES
COMMUNITY DEVELOPMENT COMMISSION PUBLIC HEARING
Tuesday, September 23, 2025, City Council Chambers
400 South Vine Street, Urbana, IL 61801

Call to Order: At 6:00 p.m., Chairperson Anne Heinze-Silvis called the meeting to order.

Roll Call: The roll was called by Executive Assistant, Hillary Ortiz. A quorum was in present.

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

Commission Members Excused/Absent: Alex Womack

Others Present: Nick Olsen, Interim Grants Manager and Hillary Ortiz, Executive Assistant

Staff Presentation: Mr. Olsen presented the commissioners with information pertaining to the Fiscal Year 2024-2025 Consolidated Annual Performance Evaluation Report (CAPER). The purpose of the CAPER is to highlight how the City used its CDBG and HOME funding. The report details accomplishments from the fiscal year and connects each project to the five-year goals outlined in the City's Consolidated Plan. Mr. Olsen noted that this CAPER marks the final year of the 2020-2024 Consolidated Plan cycle.

Notable mentions from the 2024-2025 CAPER presentation are as follows:

Funding:

- FY 24-25 CDBG funding allocation: 389,487.00
- FY 24-25 CDBG funding expended: \$540,089, includes rollover
- FY 24-25 HOME funding allocation: \$612,367.26
- FY 24-25 HOME funding expended: \$485,631, includes rollover and HOME-ARP

Accomplishments:

- Home Rehabilitation Program: 17 units
- Affordable Housing Construction: 8 units
- Tenant Based Rental Assistance: 17 households
- Public Services: 213 households
- HOME-ARP Supportive Services: 944 individuals

Mr. Olsen also spoke about the challenges that the City experienced over the past fiscal year. He mentioned that the City was unable to meet their goals for Housing Authority Projects (0/6 units), Overnight Shelters (0/30 units), and Building Demolitions (0/2 units) He attributed these setbacks to persistent supply chain disruptions, staff turnover, and capacity limitations within both internal

departments and partnering agencies. Nevertheless, Mr. Olsen emphasized that progress is underway, with many of these projects already in motion. He reaffirmed the City's commitment to advancing all outlined goals in the upcoming fiscal year. The commissioners were asked if they had any questions or comments about the CAPER presentation and a brief discussion followed.

Mr. Olsen then gave another presentation, focused on the City's Fiscal Year 20226-2027 Annual Action Plan. He explained that this plan is a document submitted annually to HUD, outlining the community's priority needs and the City's strategy for utilizing funding to address these issues.

The City of Urbana expects to receive \$392,195.00 in CDBG funds and \$633,154.18 in HOME funds for FY 26-27. Mr. Olsen explained that CDBG funds are versatile, allowing allocation to various activities like public services, housing rehabilitation, public facility improvements, minor infrastructure projects, slum and blight removal, and lead-based paint activities. The crucial stipulation for CDBG funding is that these funds must be directed toward benefiting low-to-moderate-income households. HOME funding, however, is split between the entities that make up the HOME Consortium (City of Urbana, City of Champaign and Champaign County) and are to be designated for specific activities, including Tenant-Based Rental Assistance (TBRA), the construction of Affordable Housing, and Special Needs Housing.

Mr. Olsen also provided a general overview of the anticipated timeline for the FY 2026–2027 Annual Action Plan (AAP) public process. He noted that the City is still in the early stages of planning, and official details/dates will be shared at a later time. Preliminary next steps include:

- Conducting a Community Needs Survey in late 2025 to early 2026
- Holding meetings with community stakeholders
- Publishing a draft of the AAP in late winter or early spring 2026
- Opening a 30-day public comment period
- Hosting a second public hearing
- Present AAP to the CD Commission and Council for approval in mid-to-late spring 2026
- Launching the FY 2026–2027 fiscal year on July 1, 2026

Public Input: Chairperson Heinze-Silvis stated that the purpose of this public hearing is to receive citizen input regarding the results of 2024-2025 CAPER and the 2026-2027 Fiscal Year Annual Action Plan. Notice of this Public Hearing was posted on the City of Urbana's website on Wednesday, September 10, 2025.

Audience Participation: Chairperson Heinze-Silvis noted that there were no audience members present to give public input. Mr. Olsen confirmed that no written comments were received.

Adjournment: At 6:20 p.m., Chairperson Heinze-Silvis adjourned the meeting.

Recorded by:

Hillary L. Ortiz
Executive Assistant



UNAPPROVED MINUTES
COMMUNITY DEVELOPMENT COMMISSION MEETING
Tuesday, September 23, 2025, City Council Chambers
400 South Vine Street, Urbana, IL 61801

Call to Order: Chairperson Anne Heinze Silvis called the meeting to order at 6:20 p.m.

Roll Call: The roll was called by Executive Assistant, Hillary Ortiz. A quorum was in present.

Commission Members Present: Anne Heinze-Silvis, Chris Diana, and Patricia Jones

Commission Members Excused/Absent: Alex Womack

Others Present: Nick Olsen, Interim Grants Manager and Hillary Ortiz, Executive Assistant

Approval of Minutes: Commissioner Jones moved to approve the minutes of the Public Hearing and Regular CD Commission Meetings that were held on August 26, 2025. Commissioner Diana seconded each motion. The motions carried unanimously.

Petitions and Communications: There were no petitions and communications.

Audience Participation: Chairperson Heinze-Silvis noted that there were no audience members present to give public input. Mr. Olsen confirmed that no written comments were received.

Staff Report: Mr. Olsen announced that the 2025-2029 Consolidated Plan and the 2025-2026 Annual Action Plan were approved by HUD, with all associated agreements with HUD being executed.

Mr. Olsen stated that Grants Divisions' CD Specialist position vacancy will be posted in October.

Mr. Olsen notified the group that Commissioner Rev. Robert Freeman submitted his resignation from the Community Development Commission.

Old Business: There was no Old Business to discuss.

New Business: Mr. Olsen provided a brief overview of three resolutions scheduled for approval by the Commissioners:

1. A multi-year HOME funding agreement totaling \$300,000 with the Champaign County Regional Planning Commission (CCRPC) to support the Tenant-Based Rental Assistance (TBRA) program.

2. A \$75,000 Community Development Block Grant (CDBG) funding agreement with CCRPC to cover the case management costs associated with administering the TBRA program.

With the combined funding from Resolutions One and Two, CCRPC anticipates serving 10–15 households. Each eligible tenant may receive rental assistance for up to two (2) years.

3. A \$58,000 CDBG funding agreement with the Cunningham Township Supervisor's Office (CTSO) to supplement its existing Emergency Rental Assistance program. These funds will allow CTSO to provide income-qualified households with up to three consecutive months of rental or arrearage assistance.

Following the overview, a discussion ensued. Commissioner Diana expressed interest in requiring subgrantees to attend future meetings to offer additional clarification and detail regarding their programs and funding requests. Mr. Olsen agreed to this request and offered to answer any specific questions that the Commissioners may have. He also noted that relevant program details are included in the Resolution attachments.

Upon conclusion of the discussion, Chairperson Heinze-Silvis called for a motion on each resolution. Commissioner Jones moved to forward all three resolutions to the Committee of the Whole with a recommendation for approval. Chairperson Heinze-Silvis seconded the motion. The motion passed unanimously, with the added condition that subgrantees be present at future meetings to provide direct input.

Study Session: There were no Study Session items to discuss.

Adjournment: Seeing no further business, Chairperson Heinze-Silvis adjourned the meeting at 6:51 p.m.

Recorded by

Hillary L. Ortiz
Executive Assistant



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Nick Olsen, Interim Grants Division Manager
DATE: October 28, 2025
SUBJECT: Staff Briefing

Grants Management Division Activities

- Grants Specialist posting
- Government shutdown
- Commission vacancies