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**DATE:** Monday, March 22, 2021  
**TIME:** 6:30 P.M.  
**PLACE:** \*Held virtually due to Governor's and Mayoral Emergency Orders

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The City Council of the City of Urbana, Illinois, met in regular session Monday, March 22, at 6:30pm via Zoom.

**ELECTED OFFICIALS PHYSICALLY PRESENT:** Diane Wolfe Marlin, Mayor; Phyllis D. Clark, City Clerk

**ELECTED OFFICIALS PRESENT VIA TELECONFERENCE:** City Council Members (CM) Bill Brown, Bill Colbrook, Shirese Hursey, Jared Miller, Dennis Roberts, Erik Sacks, Maryalice Wu

**ELECTED OFFICIALS ABSENT:** None

**STAFF PRESENT:** Elizabeth Hannan, Jason Liggett, Kay Meharry, Carol Mitten, Dave Wesner

**OTHERS PRESENT VIA ZOOM:** Celeste Choate, Pete Resnick, Frances Rigberg; *Council Member Training:* Chaundra Bishop, Colin Dodson, Christopher Evans, Mike Kobel, Jaya Kolisetty, James Quisenberry, Grace Wilken; *Public Input via Zoom:* Allan Max Axelrod; Tracy Chong, Colin Dodson, Christopher Hansen, Meghan McDonald, Sarah Nixon

**A. [Call to Order and Roll Call](#)**

With a quorum virtually present, Mayor Marlin called the meeting of the City Council to order at 6:40pm, following a special Cunningham Town Board meeting

**B. [Approval of Minutes of Previous Meeting](#)**

CM Wu made a motion to approve the minutes from the February 22, 2021 meeting. Motion seconded by CM Hursey and carried by roll call vote as follows:

Aye: Brown, Colbrook, Hursey, Miller, Roberts, Sacks, Wu  
Nay: None

**C. Presentations and Public Input**

1. [Council Member Training Session – The Urbana Free Library](#)

Urbana Free Library Executive Director Celeste Choate gave an overview of the library and explained its relationship to the City of Urbana. After her presentation, she responded to questions from council members.

2. [Public Input via Zoom](#)

*Public Input via Zoom:* The Illinois Commerce Commission announced they will resume utility shut-offs; it is important to keep track of the shut-offs in each community; keep community members safe and approve the resolutions for First Followers; job applicants could be intimidated by a requirement on job applications for background checks; the current FOIA Officer should be posted on the City website; thanks to Jared for bringing up the One Door program; another CPRB board member is resigning; CPRB board appointments are not open to those with criminal records.

**D. Council Input and Communications**

There was no council input.

**E. [Additions to the Agenda](#)**

There were no additions to the agenda.

\*\*Mayor Marlin announced that one item would be taken off of the agenda, under item J. New Business, Ordinance No. 2021-03-009. She said for legal reasons Council would not be able to

reconsider at this meeting and Community Development would have to work on a way to bring it back.

**F. Unfinished Business**

There was none.

**G. Reports of Standing Committees**

**Committee of the Whole** – *Council Member Jared Miller*

All matters listed under the CONSENT AGENDA are considered to be routine and non-controversial by the City Council and will be enacted by one motion and roll call vote. There will be no individual discussion of these items. If discussion is desired by the Mayor, Council members, or a member of the public, the item will be removed from the Consent Agenda and discussed immediately after approval of the remaining items in the Consent Agenda

1. **Consent Agenda**

- a. **Resolution No. 2021-03-011R:** A Resolution Approving a City of Urbana Community Development Block Grant Program Agreement (Champaign County Health Care Consumers COVID-19 Assistance)
- b. **Resolution No. 2021-03-012R:** A Resolution Certifying a Community Housing Development Organization for the Urbana Home Consortium (First Followers PY 2020)
- c. **Resolution No. 2021-03-013R:** A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (First Followers CHDO Operating PY 2020)
- d. **Resolution No. 2021-03-014R:** A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (First Followers CHDO Developer PY 2020)
- e. **Ordinance No. 2021-03-011:** An Ordinance Approving a Special Use Permit (701 E. Florida Ave. / Plan Case 2415-S-21 – Trinity Lutheran Church)
- f. **Ordinance No. 2021-03-012:** An Ordinance Amending Schedule J of Section 23-172 of the Urbana Local Traffic Code Establishing Curb Loading Zones on Certain Streets (Clark Street)

CM Miller moved to approve the Consent Agenda as forwarded from Committee. Motion seconded by CM Wu and carried by roll call vote as follows:

Aye: Brown, Colbrook, Hursey, Miller, Roberts, Sacks, Wu

Nay: None

2. **Regular Agenda**

**H. Reports of Special Committees**

There were none.

**I. Reports of Officers**

Mayor Marlin announced that the County Board voted last week to provide short term funding to cover the shortfalls of the Regional Planning Commission that were due to audits not being completed. They are working with the county officials and the auditor and treasurer’s office to finish the audit reports.

**J. New Business**

- \*\*1. **Ordinance No. 2021-03-009:** An Ordinance Approving a Major Variance (Garage at 213 West Illinois Street / ZBA Case No. 2021-MAJ-01)

This item was removed from the agenda. See item E. Additions to the Agenda.

2. **Discussion: City of Urbana Use of Criminal Background Checks**

Finance/Human Resources Director Elizabeth Hannan, began the presentation by explaining the relevant ordinance language, guidelines on the enforcement of prior convictions as protected class, factors to weigh for denial, and city practices.

City Administrator Carol Mitten then discussed the initial complaint that led to the discussion about the jurisdiction of the Human Relations Commission (HRC), and changes that have been made to job ads for positions requiring background checks.

There was extensive discussion about the wording of ads for positions and whether or not wording should be included that states a criminal background check will be run. HRC members Pete Resnick and Frances Rigberg joined the discussion and responded to questions from council members. City Attorney Dave Wesner was also present and joined the discussion.

Mayor Marlin summarized the discussion:

- It is very important for the City to be transparent in the practices it follows.
- The City needs to be consistent in hiring process.
- At what point in process should applicant be informed about background check if one is required.
- Check on what the state law is and whether there is a home rule exemption.
- Include more information on City website regarding hiring process.

#### **K. Adjournment**

With no further business before council, Mayor Marlin declared this virtual meeting adjourned at 8:52pm.

Kay Meharry  
Recording Secretary

This meeting was recorded and is [viewable on-demand](#).

Minutes Approved: April 12, 2021