1. CALL TO ORDER
   11:35 AM OR IMMEDIATELY FOLLOWING HOME ADVISORY GROUP

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES
   A. CDC - Executive Committee - Regular Meeting - Tuesday September 4th, 2018

5. ACTION ITEMS
   A. Action Item -- Recommendation for Approval of the Revised 6-Month Increments Time Extension Policy.

   B. Action Item -- Recommendation for Approval of an Agreement Termination with Humanitarian Service Project, Project Number CD17-13 – Warehouse Expansion – and Reallocating the Unused Community Development Block Grant (CDBG) Funds into the 2019 Program Year.

   C. Action Item -- Recommendation for Approval of a 3rd Modification, 3rd Time Extension of a Community Development Block Grant (CDBG) Agreement with The Village of Villa Park, Project Number CDBG-DR-05 – Villa Park, Green Infrastructure Project - Extending the Project Completion Date Through June 30, 2019.

6. OTHER BUSINESS

7. ADJOURNMENT

8. NEXT MEETING DATE - JANUARY 8, 2019
1. CALL TO ORDER

11:35 AM meeting was called to order by Chairman Patrick Grill at 11:36 AM.

11:35 AM OR IMMEDIATELY FOLLOWING HOME ADVISORY GROUP

2. ROLL CALL

PRESENT: Anderson, Bastian, Berley, Chaplin, Elliott, Grill, Tornatore, Wiley
ABSENT: Chassee, Grasso, Krucek, Ungerleider

Staff Present: Mary Keating, Community Services Director; Jennifer Chan, Community Development Administrator; Christine Pedersen, Senior Accountant/Community Services Manager; Christopher Ragona, Community Development Manager; Julie Hamlin, Sr. Community Development Specialist; Barb Temborius, Community Development Specialist; Christopher Donovan, Community Development Specialist; Tom Schwertman, Community Development Specialist, Anna Sitton, Community Development Specialist, and Autumn Dehnart, Senior Accountant Clerk.

State’s Attorney - Patrick Collins.

Others Present: Carol Simler - DuPage Pads and Rik Alex - DuPage Pads.

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES

A. CDC - Executive Committee - Regular Meeting - Aug 7, 2018 11:35 AM

There were no changes, questions or comments.

On a voice vote, the motion passed.

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: John Berley, Addison Asst Village Mngr/Community Dev Di
AYES: Anderson, Bastian, Berley, Chaplin, Elliott, Grill, Tornatore, Wiley
ABSENT: Chassee, Grasso, Krucek, Ungerleider
5. **ACTION ITEMS**


Chan introduced Carol Simler with DuPage Pads and the project construction manager, Rik Alex. Alex explained to the committee the reasons for the delay in project completion.

The existing building was built 25 years ago on a concrete slab. He reviewed the construction documents from 1995 and noted that there was unsuitable soil when the building was built, and the contaminated soil had been removed. As a result, two soil borings were performed in the land adjacent to the current building where the addition is to be built. These borings showed that there is six feet of unsuitable material. For cost reasons, it was decided to build a basement instead of the additional expense the complete removal of the soil would cause.

Also learned was that the original building received a Special Use Permit from the City of Wheaton. The addition also required a Special Use Permit. The permitting process took approximately four months to accomplish. During this time, Wheaton realized that the original parking lot was not built correctly. It was supposed to have been designed for stormwater detention. The city is now requiring that part of the parking lot be ripped up to include Stormwater detention pipes.

DuPage Pads received 2015 CDBG funds for a new roof (and 2017 funds for the building addition). It was thought that if the roof was replaced before the new addition was built, the roofs would not match. DuPage Pads requested a time extension for the roof project to coincide with the building of the addition. This request was granted. As of last Thursday, Alex received four contractor bids which he has reviewed. He will present the one he feels would best suit to Carol Simler.

The plan is for a contract to be signed in September and construction to begin. The parking will be ripped up and replaced correctly, the bad soil will be removed, a basement constructed, and a 950 square foot, single level addition built. It is thought the construction will take three to four months.

In addition, to the above issues, the Illinois Energy Conservation Code, required review of the existing building which included the number of circuits, security system and size of pipes. This has been completed.

There were no additional questions or comments.

On a voice vote, the motion passed.
6. **OTHER BUSINESS**

Keating informed the Committee that this was Chris Ragona, the Community Development Manager's last meeting. He has taken the position of Community Development Manager with the City of Aurora. He will be missed. She felt he did an excellent job and it is hoped that a partnership can be established with Aurora since part of Aurora is in DuPage County.

7. **ADJOURNMENT**

Tornatore made the motion, seconded by Wiley, to adjourn the meeting at 11:49am.

On a voice vote, the motion passed.

8. **NEXT MEETING DATE - OCTOBER 2, 2018**
TO: Community Development Commission
   Executive Committee

FROM: Mary A. Keating, Director,
   Department of Community Services

DATE: November 14, 2018

RE: Time Extension Policy Update

Background:
The Community Development Commission (CDC) Executive Committee approved a
Time Extension policy on 09/09/1997. Revisions to the policy were approved by the
CDC Executive Committee on 02/06/2018.

The current revision to the policy will allow for a second 6-month time extension
request to be approved by the CDC Executive Committee, HOME Advisory Group, or
in some instances, by the Health & Human Services (HHS) Committee. This change
will eliminate the need for the CDC Executive Committee or HOME Advisory Group
to meet when the only items on the agenda are simple time extensions. If HHS
approves an extension, the advisory committees will be notified at the next meeting.

Recommendation: Staff recommends the approval of the updated Time Extension
policy.

If you have any questions regarding the above recommendation, please contact me at
630-407-6457.
TIME EXTENSION – 6 MONTH INCREMENTS 8 – 18 MONTHS (Approved by CDC Executive Committee 09/9/1997, Revised and Approved by the CDC Executive Committee on 02/06/2018)

1. The first 6-month extension is permitted as an administrative action of the staff Director. With rare exceptions, the need for the extension is clear and uncontested.

2. Instances where the staff is recommending denial of the extension based on policies of the CDC, the request should go to the HOME Advisory Group or Community Development Executive Committee for action.

3. At the discretion of the Director of Community Services, the second 6-month time extension request, may either be approved by the CDC Executive Committee, HOME Advisory Group, or in some instances, by the County Board’s Health and Human Services (HHS) Committee. If HHS approves the extension, the appropriate advisory committees will be notified at its next meeting.

3. The requirement for full CDC concurrence after 18 months is eliminated. Previously, staff had to notify the full CDC of the extension and wait for 30 days for comments before enacting the extension. This often created a delay for the subgrantee.
TO: Community Development Commission  
    Executive Committee

FROM: Mary A. Keating, Director,  
    Department of Community Services

DATE: November 27, 2018

RE: DuPage County Community Development Project #CD17-13 with the  
    Humanitarian Service Project (HSP) – Warehouse Expansion

Background:
DuPage County Community Development Project #CD17-13 was adopted by  
Resolution HHS-R-0184-17 on March 14, 2017. The Agreement for project CD17-13  
was fully executed in the amount of $250,000 to construct a 4,500-square foot addition  
to HSP’s warehouse at 465 Randy Rd. in Carol Stream.

Community Development Commission (CDC) staff has reached out to HSP on  
numerous occasions to work with HSP to move the project forward. Most recently,  
concerns regarding the lack of performance was sent to HSP in a letter dated June 15,  
2018. This letter also requested a revised project schedule, a revised project budget that  
accounts for the required storm water mitigation measures, and all past-due monthly  
progress reports.

- CDC staff received a revised project schedule from HSP on July 20, 2018. To  
date, none of the benchmarks as written on the revised project schedule were  
achieved.
- CDC staff did not receive a revised budget or past due progress reports.
- CDC staff received an email on July 25th with attachments demonstrating that  
HSP had hired an engineering firm and an architectural firm to assist with the  
project.
- CDC sent a certified letter to HSP on 10/10/2018 expressing continued concerns  
and the CDC’s recommendation to terminate the aforesaid Agreement.
- CDC staff received an email from HSP on 10/19/2018. Mr. Floyd Kettering,  
Chair/CFO/Co-Founder, stated that HSP is “in full agreement” that they cannot  
move the project forward.

Recommendation: Staff recommends the termination of Agreement #CD-17-13 with  
HSP and the reallocation of the CDBG funds into the 2019 program year.

If you have any questions regarding the above recommendation, please contact me at  
630-407-6457.
November 1, 2018

re: CDC 17-13

Dear Friends,

I am in recent of the letter from Mary Keating regarding the lack of progress on the grant agreement CDC17-13. I was in the process of drafting a letter to the County when I received this letter. Since July 25th I have been unable to reach the engineering firm I contracted with. With the exception of 1 email from Mr. LaVoie saying he would get back to me soon. I have not heard from them and they have not responded to my telephone calls. That email was received several weeks ago. I am in the process of terminating the contract with the engineering firm. I am in agreement that we cannot not move forward at this time. I plan on continuing to work with the architect to develop the scope of our project moving forward and hope to resurrect this project in the near future. I am hopeful that we may reapply for grant support in the coming year at which time I expect to be in a position to move quickly on the project. I plan to have more details worked out and we may scale back the size of the expansion to meet our budget constraints.

Thank you for your patience on this. I am deeply troubled by the lack of response first from a local surveyor and then from the engineering firm. This is definitely not what I expected from the local community.

With best wishes,

Floyd Kettering
Chairman/CFO/Co-Founder

Serving DuPage & Kane Counties
To: Community Development Commission
   Executive Committee

From: Mary A. Keating, Director,
      Department of Community Services

Date: November 27, 2018

Subject: CDBG-DR-05 Village of Villa Park Green Infrastructure Project
         Request for Third Modification, Third Time Extension

On January 24, 2017, the County Board approved Agreement CDBG-DR-05. Said Agreement was adopted by Resolution #CD-R-0257-14 as part of Substantial Amendment Number 1 for CDBG Disaster Recovery Funds on September 23, 2014. The grant funding in the amount of $1,000,000.00 was for the purpose of infrastructure improvements in four different sections of the Village of Villa Park to reduce flooding potential.

Construction of this project began in September 2017. At the Village’s request, a first, six-month time extension was approved on October 26, 2017, extending the grant expiration date to June 30, 2018. Since that time, substantial progress was made on the project and the request for a second extension was made to complete the remaining construction after the winter shutdown and to allow for the establishment period for the plantings. To be acceptable, plants must be in a live healthy condition at the time of inspection in September. The extension date was approved on June 26, 2018 until December 31, 2018.

The planting establishment inspection was completed in October 2018. It revealed some trees and plantings that were in questionable condition. Rather than replace the affected plantings this fall, the inspector recommended to wait until spring to determine if any of the affected plantings could recover or if they need to be replaced. This situation and the finalization of the construction contract and close out the grant project constitute the basis for the request of the extension until June 30, 2019.

Recommendation: Staff recommends approval of the third, six-month time extension to June 30, 2019. If you have any questions regarding the above recommendation, please contact me at 630-407-6457. Thank you.
November 12, 2018

Ms. Mary Keating  
DuPage County  
Director of Community Services  
421 North County Farm Road  
Wheaton, Illinois 60187

RE: Community Development Block Grant – Disaster Recovery (CDBG-DR) Program  
Washington Street Green Infrastructure Project  
DuPage County CDC Project #CDBG-DR-05  
Request for Grant Deadline Extension

Dear Ms. Keating:

The Village of Villa Park requests that the grant deadline for the referenced project, currently established as 12/31/2018, be extended by an additional term of six (6) months to 06/30/2019.

Construction of this project has now reached substantial completion at all sites. A planting establishment inspection was completed in October 2018. The inspection identified some trees and some plantings that were in questionable condition. However, rather than replace the affected plantings this fall, the inspector recommended that the best course of action would be to wait until spring to determine if any of the plantings in question might recover. It is the Village’s intent to follow the course of action recommended by the inspector and re-evaluate the questionable plantings in the spring.

The Village is requesting this six-month deadline extension for the purpose of extending the planting establishment period into spring of 2019, completing a follow-up inspection at that time, addressing any remaining tree and planting deficiencies which still exist, and subsequently finalizing the construction contract and closing out the grant project.

We thank you for your consideration of this request. If you have any questions or would like additional information, please do not hesitate to contact me at (630) 592-6052.

Sincerely,

Rich Keehner, Jr.  
Village Manager
THIS MODIFICATION TO AGREEMENT is entered into this ___________ day of _______________, 2018 by and between the COUNTY OF DU PAGE, ILLINOIS (hereinafter called “COUNTY”) and the VILLAGE OF VILLA PARK, ILLINOIS (hereinafter called “SUBGRANTEE”). The purpose of this MODIFICATION TO AGREEMENT is to modify an existing agreement between the above parties known as Community Development Commission Agreement CDBG-DR-05 which was adopted by Resolution # DC-R-0257-14 as part of the Substantial Amendment Number 1 for CDBG Disaster Recovery Funds on September 23, 2014, to grant funding in the amount of $1,000,000 for the purpose of infrastructure improvements in four different sections, for the purpose of reducing flooding potential, in Villa Park, Illinois 60181 (the PROJECT) (hereinafter, together with any previous modifications thereto, called “Agreement”). For the purposes of this modification, the grant will be extended until the specified date below and no lapse in the grant period is established with each time extension modification.

In consideration of the premises of the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree to the following modification of the terms of the Agreement.

1. The time period covered by the Agreement is hereby extended to June 30, 2019.

In all other respects, the terms and conditions of the Agreement shall remain in full force and effect.
IN WITNESS WHEREOF, the parties hereto have executed this Modification on the dates recited below:

COUNTY OF DU PAGE, a body politic in the State of Illinois

By: _____________________________________
   Daniel J. Cronin, Chairman
   DuPage County Board

Date: _____________________________________

Attest: _____________________________________
   Jean Kaczmarek, County Clerk

SUBGRANTEE: VILLAGE OF VILLA PARK, an Illinois Municipal Corporation

BY: _____________________________________
   Signature
   Printed Name: Richard Keehner, Jr.
   Title: Village Manager

DATE: _____________________________________

ATTEST: _____________________________________
   Signature
   Printed Name: _________________________
   Title: ______________________________