

Lake County Illinois

*Lake County Courthouse and Administrative Complex
18 N. County Street
Waukegan, IL 60085-4351*



Meeting Minutes

Wednesday, July 24, 2013

7:00 PM

10th floor Assembly Room

Community Development Commission

1. ROLL CALL

Executive Committee (EC) Chairman Pedersen called the Community Development Commission (CDC) meeting to order at 7:10 p.m. with the following members present:

Guest: Ezell Robins of the City of Waukegan

Staff: Brittany Sloan, Brenda O'Connell, Jordan Bartle, Matt Rejc, and Laura Walley

As there were no CDC officers present, the EC Chairman said that a Chairman Pro tem would need to be appointed to chair the meeting. A motion was made by Commissioner Pedersen, seconded by Commissioner Russell, to appoint Commissioner Carol Calabresa as Chairman Pro tem. The motion passed unanimously.

Present 9 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen and Commissioner Armstrong

Absent 5 - Commissioner Venturi, Commissioner Hart, Commissioner Rosenthal, Commissioner Swanson and Chairman Rose

2. APPROVAL OF MINUTES

Due to technical difficulties, there were no minutes.

3. CHAIR'S REMARKS

Chairman Pro tem Calabresa thanked everybody for attending the meeting.

4. PUBLIC COMMENTS (items not on the agenda)

There were no public comments.

5. OLD BUSINESS

There was no old business.

6. NEW BUSINESS

6.1

Resolution amending the 2010 Neighborhood Stabilization Program 3 (NSP3) Action Plan.

Attachments: [NSP Action Plan Amended](#)

Mr. Jordan Bartle went over the proposed amendment to the NSP3 section of the 2010 Annual Action Plan. Due to recommendations from the U. S. Department of Housing and Urban Development (HUD) and requests from the sub-grantees, several changes were proposed to address current market conditions and community need. The major change proposed was the expansion of the five designated target areas, thereby increasing the housing stock available for the program, which restricts purchase to homes that had been abandoned or foreclosed. Additionally, the amendment included clarification of the definition of what constitutes affordable rent and would expand the eligible activities to include all five activities permitted by HUD. Currently, the County's program allows for

property acquisition and rehabilitation. The proposed amendment would also allow for demolition, the use of financing mechanisms, land banking, and for property redevelopment.

A motion was made by Commissioner Cunningham, seconded by Commissioner Hewitt, to approve the Amendment to the 2010 Annual Action Plan for the NSP3 program. The motion carried by the following vote:

Aye: 9 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen and Commissioner Armstrong

Absent: 6 - Mancino, Commissioner Venturi, Commissioner Hart, Commissioner Rosenthal, Commissioner Swanson and Chairman Rose

6.2

Public Hearing on the Proposed Amendment to the NSP3 Action Plan

Ms. Brenda O'Connell stated that no written comments were received; adding that staff engaged the stakeholders to make sure that the proposed amendment would address all possible concerns and needs. As there were no public comments, the Public Hearing was closed at 7:19 p.m.

A motion was made by Commissioner Pedersen, seconded by Commissioner Swartz, to open the Public Hearing at 7:19 p.m. The motion carried by the following vote:

Aye: 9 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen and Commissioner Armstrong

Absent: 6 - Mancino, Commissioner Venturi, Commissioner Hart, Commissioner Rosenthal, Commissioner Swanson and Chairman Rose

6.3

Resolution amending the Community Development Commission By-laws.

Attachments: [CDC BY-LAWS - Proposed Revisions 8.13.13](#)

Ms. O'Connell gave an overview of the proposed changes to the CDC By-laws, which included holding four meetings per year at the Lake County Campus in Libertyville, as recommended by the EC. Additional changes included clarifying that CDC alternates must meet the same requirements as the original appointments made by the County Board Chairman and that all Commissioners must serve until their replacement could be appointed.

A motion was made by Commissioner Swartz, seconded by Commissioner Pedersen, to approve the Amendment to the CDC By-laws. The motion carried by the following vote:

Aye: 9 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen and Commissioner Armstrong

Absent: 6 - Mancino, Commissioner Venturi, Commissioner Hart, Commissioner Rosenthal, Commissioner Swanson and Chairman Rose

6.4

Approval of the 2012 Consolidated Annual Performance and Evaluation Report (CAPER)

Ms. O'Connell explained the purpose of the CAPER, Community Development's (CD) report to HUD on the accomplishments of the previous twelve months. The CAPER measures the County's progress toward not only the goals of the 2012 Annual Action Plan, but also the 2010 – 2014 Consolidated Plan. Upon question, she said that the County had exceeded its Public Service goals and that she will provide information pertaining to goal attainment for the other program areas during the next CDC meeting. Further, CD's expenditure rate was well under the required ratio of 1.5, as specified by HUD.

A motion was made by Commissioner Hewitt, seconded by Commissioner Cunningham, to approve the CAPER for submission to HUD. The motion carried by the following vote:

Aye: 9 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen and Commissioner Armstrong

Absent: 6 - Mancino, Commissioner Venturi, Commissioner Hart, Commissioner Rosenthal, Commissioner Swanson and Chairman Rose

6.5

Public Hearing on the 2012 CAPER

As there were no public comments, the Chairman Pro tem closed the Public Hearing at 7:28 p.m.

A motion was made by Commissioner Pedersen, seconded by Commissioner Swartz, to open the Public Hearing at 7:27 p.m. The motion carried by the following vote:

Aye: 9 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen and Commissioner Armstrong

Absent: 6 - Mancino, Commissioner Venturi, Commissioner Hart, Commissioner Rosenthal, Commissioner Swanson and Chairman Rose

6.6

Election of Commissioner to the Executive Committee

Chairman Pro tem Calabresa stated that there was a vacancy in the EC due to the

resignation of David Northern. The Committee had discussed the eligible candidates and recommended Janet Swartz for the position. Commissioner Swartz was open to the possibility of serving on the EC.

A motion was made by Commissioner Pedersen, seconded by Commissioner Hewitt, to elect Janet Swartz to the Executive Committee. The motion carried by the following vote:

Aye: 9 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen and Commissioner Armstrong

Absent: 6 - Mancino, Commissioner Venturi, Commissioner Hart, Commissioner Rosenthal, Commissioner Swanson and Chairman Rose

7. STAFF REPORTS

Ms. O'Connell requested that any Commissioners that had recommendations for alternates to please forward that information to her attention. She updated the CDC on progress toward hiring a new Community Development Administrator, which was the only open CD position. On another matter, she stated that once Board approval was received, a contract will be signed with a firm to complete the County's Analysis of Impediments to Fair Housing. Ms. O'Connell said that there was a low response rate to the survey she sent out to determine the possibility of moving the CDC meetings to an earlier Wednesday in the month. This change was requested as occasionally items are held up in the County Board approval process due to the timing of the Health and Community Services and the Finance and Administrative Committees' meetings. Following a lengthy discussion, it was decided to move the CDC meetings to the second Wednesday of each month.

The report was presented.

8. ADJOURNMENT

A motion was made by Commissioner Molek, seconded by Commissioner Pedersen, to adjourn the meeting at 7:40 p.m. The motion carried by the following vote:

Aye: 9 - Commissioner Russell, Commissioner Krapf, Commissioner Molek, Commissioner Swartz, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen and Commissioner Armstrong

Absent: 6 - Mancino, Commissioner Venturi, Commissioner Hart, Commissioner Rosenthal, Commissioner Swanson and Chairman Rose