

NOT YET APPROVED
Minutes of Special Meeting
HOUSING PROGRAMS ADVISORY COMMITTEE
Village of Oak Park
May 2, 2017
7:00 pm – Room 215

CALL TO ORDER: The meeting was officially called to order at 7:05 pm.

ROLL CALL:

PRESENT: Frank FioRito, Debby Macey, Mary Mauney, Nicholas Reise, Dominic Tocci (Chair)

ABSENT: Trisha Girdwood, Catharine Schutzius

STAFF PRESENT: Andrew Williams-Clark (staff liaison)

REVIEW AND APPROVAL OF MEETING AGENDA: Item 7 was removed from the agenda. Item 6 was changed to reflect the loan number assigned: SFR-072. A discussion of “A Day in Our Village” and a proposed change to the next regular meeting date were added under “Other Business”.

APPROVAL OF MINUTES: As there was no quorum at the meeting held February 15, 2017 no minutes were taken. None needed to be approved. The February meeting was held with the Staff Liaison, Chair, and Mr. Reise in attendance. The meeting consisted of new member orientation and housing program review.

NON-AGENDA PUBLIC COMMENT: No non-agenda public comment was provided.

Review and Recommend Board Approval of a Single Family Rehab Loan (SFR-072): Mr. Williams-Clark reviewed a summary of a loan application for which staff recommended approval. The project consisted of a deferred rehab loan in the amount of \$23,293.00 and a lead hazard control grant of \$2,118.00. Both amounts included 10% contingencies. Mr. FioRito questioned a conflict in the summary document about where the market value of the home was derived. Mr. Williams-Clark confirmed that the market value of the home was obtained from the Cook County Assessor’s website. Adding the Village loan to the primary mortgage on the property would leave 56.73% owner equity in the home. Program guidelines require at least 10% post-rehab equity. The Village’s investment is secure. The owner was current on property taxes and water billing.

The primary component of the rehab scope will replace the existing rear porch, which is not structurally sound. Other notable scope items include installation of ground fault controlled electric outlets in the kitchen, repair of exterior doors, and lead based paint stabilization. The project was put out to bid twice. Eleven contractors were invited and two indicated that they would participate in the first property walkthrough and specification review, but only one submitted a bid. That bid was returned to the contractor unopened. Again two contractors originally agreed to attend the second

property walkthrough and specification review. However, both canceled at the last minute. The first contractor resubmitted his original bid. The homeowner approved that bid from C&J Construction at \$25,175, which included both the rehab and the lead hazard control without contingency. That amount was within the approved range of the cost estimate prepared by staff. This meets the HUD guidelines.

Mr. FioRito moved to recommend Board approval of SFR-072. The motion was seconded by Ms. Mauney and the roll was called.

ROLL CALL VOTE:

Frank FioRito	Aye
Trisha Girdwood	Absent
Debby Macey	Aye
Mary Mauney	Aye
Nicholas Reise	Aye
Catharine Schutzius	Absent
Dominic Tocci	Aye

Review Applications for 2017 Multi-Family Incentives: The Village received 33 applications before the March 3 deadline. Of those applications, 22 included grant requests, while the remaining 11 requested marketing services agreements only. If all applications were approved for funding, the total commitment would be \$202,000. Unfortunately, only \$150,000 in funds were approved for the grant program in the 2017 adopted budget. After some discussion, it was decided that HPAC would review applications in a multi-media format and recommend Board approval at the June meeting. It is anticipated that the recommendation will come before the Board at a meeting in July.

OTHER BUSINESS: Mr. Tocci reminded the committee that the annual A Day in Our Village event will take place Sunday, June 4. Mr. Williams-Clark will email a sign-up sheet so that committee members can volunteer for one-hour shifts to distribute program fliers. The committee will share a table again with CDCAC and DAC. Mr. Tocci noted that the annual volunteer recognition event will take place on May 31 in the evening at the 19th Century Club. Members are encouraged to attend. Finally, Mr. Williams-Clark asked members to reschedule the regular May meeting, because of a planned family vacation. Members agreed. Mr. Williams-Clark will email members with options to meet at the usual time, in the usual location, on May 23, 25, or 30. Based on feedback, a date will be selected and a special meeting agenda posted.

ADJOURNMENT: Ms. Mauney moved to adjourn the meeting at 8:05 p.m. Ms. Macey seconded the motion, which carried unanimously.

Respectfully submitted,
Andrew Williams-Clark, Staff Liaison