

NOT YET APPROVED
Minutes of Special Meeting
HOUSING PROGRAMS ADVISORY COMMITTEE
Village of Oak Park
May 25, 2017
7:00 pm – Room 215

CALL TO ORDER: The meeting was officially called to order at 7:06 pm.

ROLL CALL:

PRESENT: Frank FioRito, Trisha Girdwood, Debby Macey, Nicholas Reise,
Dominic Tocci (Chair)

ABSENT: Mary Mauney, Catharine Schutzius

STAFF PRESENT: Andrew Williams-Clark (staff liaison)

REVIEW AND APPROVAL OF MEETING AGENDA: No changes were made to the agenda.

APPROVAL OF MINUTES: Ms. Macey moved to approve the January 8, 2017 meeting minutes without change. Mr. FioRito seconded the motion, which carried unanimously. Mr. FioRito moved to approve the May 2, 2017 meeting minutes without change. Ms. Macey seconded the motion, which carried unanimously.

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

Review and Recommend Board Approval of a Single Family Rehab Loan (SFR-073):

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 \$24,999.00 and a lead hazard control grant of \$21,340.00. Both amounts included contingencies.

The rehab scope included replacement of 22 windows, door replacement, tuck pointing, repairs to the parking pad and garage, installation of ground fault receptacles, and replacement of a light fixture. The lead hazard control scope included laminating the walls and ceiling of the pantry, stabilizing and painting several areas, window removal, door removal, and thorough clean up using lead safe practices.

Eleven contractors were invited to participate in the first property walkthrough and specification review. Two submitted bids. One was not in the acceptable threshold and one was incomplete. After a second walkthrough and specification review, the same contractors submitted bids and both were within the acceptable range. The homeowner approved the bid from P&L Construction at \$41,000, 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.

Ms. Macey moved to recommend Board approval of SFR-073. The motion was seconded by Mr. Reise and the roll was called.

ROLL CALL VOTE:

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

Review Format for 2017 Multi-Family Incentives Program: 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. It is anticipated that these applications will be reviewed at the June 21, 2017 meeting of HPAC. Mr. Williams-Clark presented a My Maps online map of all applicants and their initial reviews by staff from the Village and the Oak Park Regional Housing Center. That page is password protected. It is anticipated that the final link will be shared (along with individual passwords) with committee members by Monday, June 5. They will then be able to review the applications and other neighborhood context data at their leisure online. Mr. Williams-Clark asked committee members to submit scores online by COB on Monday, June 19.

A Day in Our Village Planning: Mr. Williams-Clark reviewed the online sign-up sheet for committee member participation in the booth and asked committee members to review their schedules. He also indicated that new Water Saver Kits would be available for distribution at that time. The event will take place on Sunday, June 4 from 11am through 6pm.

OTHER BUSINESS: There was no other business to discuss.

ADJOURNMENT: Mr. Tocci moved to adjourn the meeting at 8:15 p.m. Mr. FioRito seconded the motion, which carried unanimously.

Respectfully submitted,
Andrew Williams-Clark, Staff Liaison