

Minutes of Regular Meeting
HOUSING PROGRAMS ADVISORY COMMITTEE
Village of Oak Park
April 20, 2016
7:00 pm – Room 215

CALL TO ORDER: The meeting was called to order by Chair Steven Glass at 7:05 p.m.

ROLL CALL:

PRESENT: Steven Glass, Frank FioRito, Trisha Girdwood, Garth Katner, Debby Macey, Mary Mauney, Catharine Schutzius

ABSENT: None

STAFF PRESENT: Andrew Williams-Clark, Neighborhood Services Manager

GUESTS: None

REVIEW AND APPROVAL OF MEETING AGENDA: Chair Glass asked if there were any changes to the Agenda. Hearing none, the agenda was approved unanimously.

NON-AGENDA PUBLIC COMMENT: There was no non-agenda public comment.

APPROVAL OF MINUTES: Chair Glass asked if there were any changes to the minutes of the March 16, 2016 meeting. Debby Macey requested that the spelling of her name be corrected in the roll call vote noted on the second page. A motion to approve the minutes with that change was made by Mr. Glass and seconded by Ms. Girdwood. The motion passed unanimously.

Review and Recommend Board Approval of a Single Family Rehab Loan and Lead Grant (SFR-68): Mr. Williams-Clark provided an overview and summary of the proposed loan and lead grant for a single family rehab project. This is a two-story home occupied by a single father and two children under the age of eighteen. The household qualifies as low-income. Last income verification was conducted on 12/28/2015 and it will not require recertification prior to Board approval in May.

Committee members asked for a presentation at an upcoming meeting to help them understand how project scopes of work are developed and prices are assigned to each of the line items within them. They were interested to make sure that staff are doing everything they can to provide homeowners with as many acceptable bids as possible.

Committee members identified several corrections that would be needed in the loan summary document included in the meeting packet before submission to the Village Board for approval. These included reducing the total cost of the rehab loan to \$19,000 in the project cost row on the first page, adding a right parentheses and dollar sign prior to 9,350 in the same row under Lead Hazard Reduction, and reducing the total project cost to \$33,350 in the same row under Total Project cost. In the "Loan/Mortgage Amount" row, again the total rehab loan amount will be

reduced from \$20,000 to \$19,000 in two locations, the “±” will be removed to reflect that amounts in two locations are exact, post-rehab equity will be increased from \$75,808 to \$76,080, and percentage of post-rehab equity will be increased from 30.32% to 30.72%. Post rehab encumbrance will be reduced from \$172,500 to \$171,500. On the second page of the summary, the amount of the winning bid should be changed from \$51,109 to \$23,350 in the third paragraph in the “comments” row. In the same paragraph, the last sentence will be changed from “...will have a \$4,149 and \$4,185 contingency, respectively” to “will each have a \$5,000 contingency.” In the last paragraph, again \$20,000 will be reduced to \$19,000 and 30.32% will be changed to 30.72

Ms. Macey moved to recommend approval of the Single Family Rehab Loan and Lead Grant (SFR-68) to the Village Board of Trustees with revisions as noted above. Mr. Katner seconded the motion. Mr. Glass abstained from voting, because this project may receive funding from Cook County Department of Public Health, which is a delegate agency of his employer.

ROLL CALL VOTE:	Frank FioRito	Aye
	Trisha Girdwood	Aye
	Garth Katner	Aye
	Debby Macey	Aye
	Mary Mauney	Aye
	Catharine Schutzius	Aye
	Chair Glass	Abstain

The motion passed.

Methods for estimating unit value and equity calculation in rehab loan applications:

Mr. Williams-Clark noted that, of the last 10 rehab loans recommended for Board approval, staff used Cook County Property Tax Assessor estimates of market home value as a basis for calculating post-loan equity. To provide context for the remaining two loans recommended, Mr. Williams-Clark reviewed official program policy documents that allow staff to rely on alternate information in cases where Assessor estimates put applicants on the borderline of the mandatory 10% equity floor. In both cases, the alternate information was the sale price of comparable units in the same area. These comps were not identified by Village staff.

Review of sample Multi-Family Incentives Program application review packet:

Mr. Williams-Clark passed around redacted MFI Program application materials distributed to HPAC members in 2014. Mr. Glass provided invaluable context to newer committee members, so that they would be prepared for the May meeting when they will need to recommend applications for approval by the Village Board.

Clarification regarding Oak Park Regional Housing Center restrictions on fee

collection: Mr. Williams-Clark reviewed an email sent by OPRHC Executive Director explaining that state law prohibits anyone other than a licensed realtor from requiring fees in exchange for conducting real estate transaction.

Other Business: Chair Glass requested that the appointment of an interim chair be included as an item on the May agenda.

ADJOURNMENT: Meeting was adjourned at 8:35 p.m.

Respectfully submitted,
Andrew Williams-Clark, Staff Liaison