

Minutes of Regular Meeting
HOUSING PROGRAMS ADVISORY COMMITTEE
Village of Oak Park
October 19, 2016
7:00 pm – Room 215

CALL TO ORDER: The meeting was officially called to order at 7:03 pm.

ROLL CALL:

PRESENT: Frank FioRito, Trisha Girdwood, Debby Macey, Mary Mauney
Catharine Schutzius, Dominic Tocci (Chair)

ABSENT: Garth Katner,

STAFF PRESENT: Andrew Williams-Clark (staff liaison)

GUESTS PRESENT: Nick Reise

REVIEW AND APPROVAL OF MEETING AGENDA: It was agreed that Item 8 would be tabled for the November meeting and Item 9 would be tabled for the December meeting.

NON-AGENDA PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Ms. Macey moved to approve the August 2016 meeting minutes without revision. Mr. FioRito seconded the motion, which passed unanimously.

Review and Recommend Board Approval of a Small Rental Rehab Loan (SRP-33): Mr. Williams-Clark provided an overview of the loan application to the committee. The Small Rental Rehabilitation Loan Program is open to rental buildings with seven or fewer units. The Program has two major purposes: (1) upgrade the physical conditions of small rental buildings; and (2) expand the housing choices of renters to encourage economic and racial diversity. The Program has two types of assistance: (1) forgivable loans which are limited to \$5,000 per unit; and (2) a Marketing Services Agreement for the Oak Park Regional Housing Center to affirmatively market the units in the building. In exchange for the forgivable loan funds, owners agree to match the loan funds by 25% and to rent at least 51% of their units to households earning at or below 80% of the Area Median Income (AMI).

SRP-033 is a five unit apartment building. As required by CDBG regulations, three rental households qualify as low income. A lead inspection and risk assessment were not required since the total federal funding is limited to \$5,000 per unit. Lead safe work practices will be used for all work that disturbs painted surfaces. The Small Rental Properties Rehab Loan Program has no equity requirement. The Loans are forgiven after a short time, in this case two years. The owner has committed to paying all costs beyond the \$24,999 Village loan amount. Including a 5% contingency

and the total project cost, the owner's contribution will be no less than \$8,333. The estimated total project cost is estimated to be \$36,225, including a 5% contingency.

The rehabilitation loan will be used to remove and replace 68 windows located in the main structure and rear coach house. They will also repair any damage caused by removal of old or installing new windows. Of the 8 new basement windows, 5 will be glass block with vents; all windows will be capped with aluminum. This project was put out to bid twice.

This project was put out to bid in compliance with federal guidelines. Three bids were received. The building owner selected Raven Construction to receive the contract. This was the lowest bid. It also fell within the cost floor and ceiling established by the program manual. Ms. Schutzius moved to recommend Board approval of SRP-033. The motion was seconded by Mr. FioRito and the roll was called.

ROLL CALL VOTE:	Frank FioRito	Aye
	Trisha Girdwood	Aye
	Garth Katner	Absent
	Debby Macey	Aye
	Mary Mauney	Aye
	Catharine Schutzius	Aye
	Dominic Tocci	Aye

Review and Recommend Board Approval of 2017 HPAC Work Plan: Committee members reviewed both the committee's accomplishments in 2016 and its goals for 2017. It was decided that, while the committee's review of the affordable housing study session will likely take place in 2016, that item should be added to the 2017 goals and removed from the 2016 accomplishments. This is because it was not part of the approved 2016 work plan. Otherwise, no revisions to the work plan were made. Mr. FioRito moved to recommend Board approval of the 2017 work plan. The motion was seconded by Ms. Mauney and carried unanimously.

Other Business: Mr. Williams-Clark reported that Mr. Katner submitted his resignation letter and will no longer be serving on the committee. The Village Clerk received an application from Mr. Reise (a guest in attendance) and he hopes to interview for the open position.

ADJOURNMENT: Ms. Girdwood moved to adjourn the meeting at 8:33 p.m. Mr. Tocci seconded the motion, which carried unanimously.

Respectfully submitted,
Andrew Williams-Clark, Staff Liaison