

Minutes of Regular Meeting  
**HOUSING PROGRAMS ADVISORY COMMITTEE**  
Village of Oak Park  
May 18, 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

**ABSENT:** Catharine Schutzius

**STAFF PRESENT:** Andrew Williams-Clark (staff liaison), Tammie Grossman, Charo Safford, Tom Christiansen

**GUESTS:** Colette Lueck (Trustee liaison)

**REVIEW AND APPROVAL OF MEETING AGENDA:** Chair Glass noted that there would need to be a discussion of the committee's appointment of an interim chair under "other business." With that change the agenda was approved unanimously.

**NON-AGENDA PUBLIC COMMENT:** Trustee Lueck officially thanked Chair Glass for his 9 years of service, eye to detail with perspective on the overarching goals of the Village's housing programs, and his belief in the goals and values that HPAC espouses on behalf of the Village. Steven graciously accepted her gratitude and that of the committee.

**APPROVAL OF MINUTES:** Chair Glass asked if there were any changes to the minutes of the April 20, 2016 meeting. Noting no changes, a motion to approve the minutes was made by Mr. Glass and seconded by Mr. FioRito. The motion passed unanimously.

**Review and Recommend Board Approval of a Single Family Rehab Loan (SFR-67):** 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 frame stucco home owned and occupied by a married couple and one grandchild over the age of eighteen that is a college student. The household qualifies as low-income. Last income verification was conducted on 1/14/2016 and it will not require recertification prior to Board Approval in June.

A lead inspection and risk assessment were done before the start of specification writing. In accordance with federal requirements for projects with a rehab cost below \$24,999, interim controls will be used to address all lead paint hazards.

Three contractors bid on the project, and one was within the acceptable bid range established by the Village. The owner intends to move forward with Phoenix

Construction, which is within the acceptable bid range at \$34,999 for the entire project. The rehab loan and lead grant will have a \$3,198 and \$1,202 contingency, respectively. The post-rehab equity meets the program guideline requiring post-rehab equity of at least 10%. For purposes of determining equity, staff used an average sale price of three comparable units recently sold in the area, which closed at \$380,000, \$385,000, and \$386,000. With total debt of \$327,830 [\$257,644 first mortgage, \$45,187 second mortgage, and \$24,999 third (this) mortgage], there will be 14.55% post-rehab equity. The Village's investment is protected. Ms. Girdwood moved to approve the loan. Mr. Katner seconded the motion. Mr. Williams-Clark called the roll.

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

The motion passed.

**Review of scoping methods for rehab projects:** Tom Christiansen, Village Community Development Technician, provided an overview of the process and methods for developing a rehab project scope under the guidelines and policies of the Single-Family and Small Rental Rehab Programs. The discussion took place in conjunction with committee review of SFR-67 as detailed above. Mr. Christiansen addressed committee concerns about the differences between budget line items from bid to bid and why total bid prices may vary widely.

**Other Business:** Mr. Glass noted that this would be his final committee meeting as chair and reminded members that they are allowed to appoint an interim chair. He asked for nominations. Ms. Mauney nominated Ms. Girdwood and moved for approval. Mr. FioRito seconded the motion, which passed unanimously.

**ADJOURNMENT:** Meeting was adjourned at 8:00 p.m.

Respectfully submitted,  
Andrew Williams-Clark, Staff Liaison