

**MINUTES OF THE REGULAR MEETING  
OF THE VILLAGE OF  
OAK PARK HOUSING AUTHORITY  
TUESDAY, APRIL 10, 2018  
7:45 A.M.  
MILLS PARK TOWER  
1027 PLEASANT PLACE  
OAK PARK, ILLINOIS**

**OFFICIAL RECORD**

PRESENT: Commissioners Hellwig, Butler, Hill, Walz, & Chairman Kralik

EXCUSED: Commissioner Muse

ALSO PRESENT: D. Pope, Executive Director, K. Southward, J. King, M. Neyfeldt, B. Swaggerty, Staff

**QUORUM**

The meeting was called to order at 7:46 A.M. by Chairman Kralik.

**APPROVAL OF MINUTES**

Chairman Kralik called for a motion to approve the minutes of the March 13, 2018 regular monthly meeting of the Oak Park Housing Authority.

It was moved (Hellwig) and seconded (Hill) to approve the minutes of the March 13, 2018 regular monthly of the Oak Park Housing Authority.

Chairman Kralik asked if anyone had any changes or corrections to the minutes. There were none.

The motion passed by unanimous voice vote.

Commissioner Walz joined the meeting at 7:48 A.M.

**MILLS PARK TOWER DEPARTMENTAL REPORT**

Mr. King gave a brief summary of resident activities and maintenance projects at Mills Park Tower during March 2018. He reported that there were currently eight (8) vacancies with two (2) move-ins scheduled in April. He stated that six (6) bathroom upgrades were underway and would be funded from the 2016 Capital Fund. He also reported that permits had been secured and work had begun on the accessible units. He stated that code changes had resulted in a \$6,000 change order but that the project would still come in within budget.

Mr. King asked if there were any questions. There were none.

Chairman Kralik stated that the order of business would be changed to allow Mr. Southward, who was running late, to present the HCVP Departmental Report following Item E – Old Business.

## **OLD BUSINESS**

### **Showalter House**

Executive Director Pope referred to his memo of April 6, 2018 which was included in the board packet. He stated that as of March 31, 2018 Heartland Alliance had moved out of OPHA's Showalter House (located at 324-326 N. Austin Blvd., Oak Park). He stated that OPHA/OPRC staff had conducted an initial walkthrough of the property and had noted that while the property was in generally good condition; some maintenance, upgrading, and a limited amount of capital investment would be required. He reported that staff was developing a scope of work to address the needed improvements. He assured the board that all work would conform to OPHA and HUD procurement requirements and that staff was currently reviewing the amount and source of funding that could be made available for the needed work. He stated that proposals and costs would be presented to the OPHA Board for approval at a later date.

Executive Director Pope reported that conversations were continuing with Housing Forward regarding the possibility of Housing Forward entering into a master lease for the Showalter House property through an arrangement similar to the one OPHA had with Heartland Alliance. He added that Housing Forward had submitted a proposal to the Village in response to its Affordable Housing RFP and was looking to possibly use a portion of this funding to support the leasing of the Showalter House. He stated that the Village's RFP timeline would give sufficient time to make the needed improvements to the property.

Mr. Southward joined the meeting at 7:56 AM.

Executive Director Pope said that he would like to provide OPHA Board Members with an opportunity to tour the Showalter House in its current, pre-improvement state. He asked for each board member's availability in order to set up one or two times the property would be shown. He added that we would also look to conduct an "after" tour following the completion of all work. Each board member provided their general availability.

Executive Director Pope briefly discussed available revenue that could be used to pay for the Showalter House improvements and payoff the outstanding note on the property.

Chairman Kralik asked if the lease of the Showalter House by Housing Forward was contingent on receiving a Village of Oak Park Affordable Housing RFP award.

Executive Director Pope stated that it was not, but added that the funding currently available to Housing Forward carried substantial use restrictions while the potential funding through the Village would allow for maximum flexibility in its use in supporting this particular transitional housing program.

Commissioner Hill asked if there were any alternative uses for the property currently being considered if Housing Forward does not receive a funding award through the RFP process. Executive Director Pope stated that he had not aggressively pursued any alternatives at that time because he felt it was highly likely that Housing Forward would receive the requested funding.

Commissioner Hellwig asked for clarification of the unit makeup at the property. Executive Director Pope stated that there were two (2) studios, two (2) one bedrooms in the main house and a three (3) bedroom coach house at the rear of the property.

Executive Director Pope stated that staff would look to bring a resolution authorizing the payoff of the outstanding note on the Showalter House to the board for their approval at the May meeting. He added that depending on the bidding timeline, staff might also present a second resolution for approval of needed capital improvements to the property.

### **Village of Oak Park Affordable Housing RFP Update**

Executive Director Pope gave a brief update on the Village of Oak Park Affordable Housing RFP process. He stated that that Village of Oak Park staff conducted a review of the six (6) submissions that had been provided by the February 12<sup>th</sup> deadline. He stated that following the review, one of the two (2) proposals submitted by OPRC was redirected to the OPEDC Board for review and was therefore no longer eligible for a funding award under the Village's Affordable Housing RFP. He reported that of the remaining five (5) proposals, three (3) were forwarded to the Oak Park Housing Programs Advisory Committee (HPAC) for review. He stated that the three (3) proposals forwarded to HPAC were OPRC's Affordable Housing Generation Fund proposal, Housing Forward's Rental Assistance Fund proposal, and The Community Builders' 37-unit 9% LIHTC proposal. Executive Director Pope stated that the three (3) groups would probably be invited to meet with HPAC in the next few weeks and that he would keep everyone updated.

Chairman Kralik stated that he had attended the most recent HPAC meeting and had the opportunity to chat in detail with HPAC Chairperson, Dominic Tucci. He stated that he explained OPHA as an organization, and talked about opportunities moving forward for closer coordination between HPAC and the OPHA. He said that the HPAC members responded positively and expressed a clear interest in working together. He said that HPAC's next meeting was scheduled for 7 PM, April 25<sup>th</sup> at Village Hall and that the RFP submissions would be slated for consideration at this meeting. He said that HPAC is moving forward in trying to make this meeting more public by having it in room 101, which is a larger meeting room. He stated that he planned to attend the meeting and

take the opportunity to state for the record that affordable units need to be established in a way that spreads affordable housing throughout the Village and that in furthering the goal of affordable housing in the Village there needs to be further discussion, collaboration, and a commitment to long-term, sustainable funding. He also planned to voice support for the Housing Forward proposal since it would utilize Showalter House, an OPHA asset. He encouraged board members to attend the meeting if possible.

## **HCVP DEPARTMENTAL REPORT**

Mr. Southward gave a brief overview of the HCVP Departmental Report provided in the board packet. He highlighted that the regular voucher total continued to be 421 with an YTD lease-up rate 99% and the mainstream voucher total was currently 49 with an YTD lease-up rate of 98%. Mr. Southward that the Non-Elderly Disabled (NED) voucher total was 11 with an YTD lease-up rate of 76%. He stated that the HCVP continues to struggle to utilize the 15 NED vouchers authorized by HUD due primarily to limited referrals from the State Referral Network. He noted that two (2) additional individuals had been issued vouchers but had yet to find units or sign leases. Mr. Southward added that the quarterly demographics for HCVP participants could be found on the last page of his report.

Mr. Southward asked if there were any questions. There were none.

Chairman Kralik thanked Mr. Southward for his report.

## **NEW BUSINESS**

Chairman Kralik asked if there was any new business. There was none.

## **ADJOURNMENT**

Chairman Kralik asked for a motion to adjourn the April 10, 2018 regular meeting.

At 8:25 A.M., it was moved (Butler) and seconded (Walz) to adjourn the April 10, 2018 regular meeting. The motion passed by unanimous voice vote.

Respectfully Submitted,

Linda Hill,  
Secretary