

**MINUTES OF THE REGULAR MEETING
OF THE VILLAGE OF
OAK PARK HOUSING AUTHORITY
TUESDAY, MAY 8, 2018
7:45 A.M.
MILLS PARK TOWER
1027 PLEASANT PLACE
OAK PARK, ILLINOIS**

OFFICIAL RECORD

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

EXCUSED: Commissioners Muse and Hellwig

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

QUORUM

The meeting was called to order at 7:50 A.M. by Chairman Kralik.

APPROVAL OF MINUTES

Chairman Kralik called for a motion to approve the minutes of the April 10, 2018 regular monthly meeting of the Oak Park Housing Authority.

It was moved (Butler) and seconded (Walz) to approve the minutes of the April 10, 2018 regular monthly meeting 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.

HA-2018-05-01 RESOLUTION APPROVING THE ADOPTION OF A SMOKE FREE POLICY AT MILLS PARK TOWER EFFECTIVE JULY 1, 2018

Chairman Kralik called for a motion to approve the adoption of a smoke free policy at Mills Park Tower effective July 1, 2017.

It was moved (Hill) and seconded (Butler) to approve the adoption of a smoke free policy at Mills Park Tower effective July 1, 2018.

Mr. Pope explained that The Department of Housing and Urban Development (HUD) had adopted Rule "RIN 2577-AC97" effective February 3, 2017, which requires every

Public Housing Agency (PHA) administering public housing to implement a smoke free policy banning the use of “prohibited tobacco products”. He stated that implementation of the smoke free policy was required no later than 18 months from the Rule’s effective date. He stated that Mr. King and staff had considered and reviewed several smoke free policies being implemented by other PHAs in developing the smoke free policy being proposed for Mills Park Tower. Mr. Pope then referenced conflicting language in two separate sections of the proposed policy and stated that the language would be changed to ensure consistency throughout the document. He then turned the discussion over to Mr. King.

Mr. King presented an overview of the proposed policy; a copy of which had been included in the meeting packet previously sent to each Commissioner. He stated that staff, residents, and guests would not be allowed to smoke in units, the common areas of the building, within 25 feet of building entrances or exits, any other area on or in the Housing Authority property other than a designated smoking area. Mr. King stated that the residents had been advised in writing of the upcoming adoption of the smoke free policy and that Mills Park Tower Staff would continue to update residents in writing and through meetings in preparation of the July 1, 2018 effective date.

There was discussion of how a violation of the policy would be handled. Mr. Pope referred to the three (3) step enforcement process stated in the proposed policy. He asked if everyone was comfortable with the three (3) step process for addressing violations. Board members stated that they were.

There was also discussion of the \$250 cleaning charge associated a violation of the policy. Chairman Kralik asked if the \$250 charge might be too onerous for the residents. Mr. King stated that it was meant as a deterrent and was concerned that lowering the amount of the charge would lessen its effectiveness. Commissioner Butler suggested that the charge stay at \$250 and that the staff monitor its effectiveness and overall impact. Mr. Pope added that the \$250 charge and the three (3) step enforcement process would be clearly stated within both the policy and the lease addendum to ensure that residents fully understood 1) the consequences for violating the policy and 2) that a violation of the smoke free policy also constituted a violation of their lease.

Commissioner Walz asked if there had been any guidance from HUD regarding the use of medical marijuana. Mr. King said no. Chairman Kralik asked Commissioner Walz if she could provide information on where the staff might find HUD guidance on the issue. Mr. Pope added that he and Mr. King would also look into developing a policy for the use of medical marijuana.

Roll Call Vote:

Ayes: Commissioners Hill, Butler, Walz, & Chairman Kralik

Nays: None

Absent: Commissioners Hellwig & Muse

REVIEW OF 2018 1st QUARTER FINANCIAL PERFORMANCE

Mr. Abbas presented a brief overview of the 1st quarter financials and reported that overall OPHA financials were under budget by less than 1%. He stated that business activity for the quarter was as expected.

Executive Director Pope asked if there were any questions. Chairman Kralik asked about the reported surplus of rental income over the budgeted amount for Showalter House. Mr. Abbas explained that at the time the budget was created the rental income for Showalter House had been budgeted for one month due to Heartland Housing's anticipated non-renewal of the lease. However, Heartland Housing later decided to extend the lease through March 2018 and the surplus represented additional rental income for the two additional months within the quarter.

Mr. Abbas asked if there were any further questions. There were none.

DEPARTMENTAL REPORTS

MILLS PARK TOWER

Mr. King gave a brief summary of resident activities and maintenance projects at Mills Park Tower during April 2018. He reported that vacancies were still a primary focus. Ms. Neyfeldt explained that timing is a key factor in finding individuals on the waiting list who are actually ready to move in as vacancies occur and that an outreach to twenty (20) individuals will often result in only two (2) to five (5) viable candidates.

Mr. King explained the status of the Ross Grant award. He stated that he hoped to start interviewing for the position sometime in June.

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

HOUSING CHOICE VOUCHER PROGRAM

Mr. Southward presented his departmental report. He reported that regular vouchers were under-utilized by three (3) participants but that he expected that full utilization would be reached within the next month or so. He stated that mainstream vouchers were over-leased by one (1) but that the over-lease would likely be resolved with the anticipated port-out of one participant. He reported that we continue to struggle with under-utilization of available NED vouchers. He stated that there are currently no referrals from state agencies for this program.

Chairman Kralik made note of the six (6) move-outs currently looking for other units and asked Mr. Southward if these move-outs were due to failed inspections. Mr. Southward stated that they were not associated with any failed inspection but rather were attributable to a failure to renew the current lease by either the tenant or the owner. Mr. Southward stated that a failure to renew can occur for any number of reasons, including

a change in the participant's family size or make-up, a participant's desire for a change in apartment style or amenities, or an owner's desire to take the unit off the market for rehabilitation.

Executive Director Pope added that OPRC's experience as a landlord has been that these types of move-outs and turn-overs generally occur at a lower rate among HCVP participants than among market rate tenants.

Chairman Kralik thanked Mr. Southward and his staff for continuing to meet the needs of program participants.

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

OLD BUSINESS

VOP AFFORDABLE HOUSING RFP UPDATE

Executive Director Pope stated that he had attended the HPAC meeting and at which Village staff had forwarded all five (5) of the remaining proposals to HPAC and made recommendations to proceed with three (3) of proposals. Those three (3) proposals were the Housing Forward Rental Assistance Program, the Community Builders proposal for a new development at Van Buren and Oak Park Ave, and an adjusted proposal by Mercy Housing. Mr. Pope explained the adjustments that had been made to Mercy's initial proposal.

Mr. Pope stated that HPAC agreed to endorse the Village staff recommendations and that those three (3) proposals will be submitted to the Village board either the 2nd or 4th Monday in June for board review and approval.

Chairman Kralik stated that he and Commissioner Hellwig had also attended the meeting and stated that he plans to attend the Village board meeting in which these proposals will be considered and hopes to have an opportunity to show support for the Housing Forward Rental Assistance Program proposal and to reiterate 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.

SHOWALTER HOUSE

Executive Director Pope stated that Housing Forward was still interested in renting the property for their transitional housing program. He indicated that Housing Forward had walked the building and had provided additional insight as to what repairs/improvements would be needed at the building. He also stated that there may be Village CDBG funding available for repairs to the interior and exterior of the building. He stated that the property would also require new landscaping. He added that a specific list of needed capital improvements for the property and related resolutions as required would be provided at the next board meeting.

Commissioner Hill asked if the board would still have the opportunity to tour the property as previously discussed. Mr. Pope said that staff was working on scheduling those tours.

HA-2018-05-02 RESOLUTION APPROVING THE PAYOFF OF THE OUTSTANDING MORTGAGE ON SHOWALTER HOUSE (324-326 N. AUSTIN BLVD., OAK PARK, IL) IN AN AMOUNT NOT TO EXCEED \$136,300.00

It was moved (Hill) and seconded (Walz) to approve the payoff of the outstanding mortgage on Showalter House (324-326 N. Austin Blvd., Oak Park, IL) in an amount not to exceed \$136,000.00.

Executive Director Pope explained the process in which the outstanding mortgage on the Showalter House would be paid. He asked if there were any questions. There were none.

Roll Call Vote:

Ayes: Commissioners Hill, Butler, Walz, & Chairman Kralik

Nays: None

Absent: Commissioners Hellwig & Muse

NEW BUSINESS

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

ADJOURNMENT

Chairman Kralik asked for a motion to adjourn the May 8, 2018 regular meeting.

At 8:57 A.M., it was moved (Hill) and seconded (Butler) to adjourn the May 8, 2018 regular meeting. The motion passed by unanimous voice vote.

Respectfully Submitted,

Linda Hill,
Secretary