



Village of Arlington Heights
Housing Commission
Planning Department Conference Room, 2nd Floor
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
November 12, 2014
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes 10/7/14

IV. REPORTS

V. OLD BUSINESS

- A. Group Home and Transitional Housing Program Update
- B. Single Family Rehabilitation Loan Program
- C. NW Suburban Housing Collaborative
- D. Plan Commission Calendar

VI. NEW BUSINESS

- A. 2015-2019 Consolidated Plan Update
- B. 2015-2016 CDBG Budget Requests (Vote)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



Item: Minutes - 10/7/14

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Minutes	Minutes

DRAFT

**MINUTES OF A MEETING OF
THE ARLINGTON HEIGHTS HOUSING COMMISSION
HELD AT ARLINGTON HEIGHTS VILLAGE HALL
VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS
OCTOBER 7, 2014**

IN ATTENDANCE:

Commissioners

Present: Mark Hellner Karen Conway Siobhan White
 Alex Hageli

Commissioners

Absent: Namrita Nelson Anisa Jordan

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:00 p.m. and the Pledge of Allegiance was recited.

II. ROLL CALL

Commissioners Hellner, Conway, White, and Hageli were present. Commissioners Nelson and Jordan were absent.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Hellner, seconded by Commissioner Hageli, to approve the minutes of the September 2, 2014 meeting as amended. The motion was carried unanimously.

IV. REPORTS

None

V. OLD BUSINESS

- A. Ms. Boyer reported that the Grant/Loan Agreement will go out this week to Northwest Compass, Glenkirk, and Little City Foundation for their projects under the Group Home and Transitional Housing Rehab Program. She stated that the Little City Foundation and Northwest Compass projects are straight forward projects because they involve roof and HVAC system replacements. The Glenkirk project which is a kitchen remodeling will be more involved because developing the specifications and selecting and comparing materials will be complex and will be particularly complex because of the specialized accessible equipment. Ms. Boyer said that she may ask the Village's Disabilities Services Coordinator to help with managing this project. Chairman Hellner suggested having the contractors check at the Habitat for Humanity Store for low cost materials.

- B. Single Family Rehabilitation Loan Program
Case 14-05: Ms. Boyer reported that this proposed project involves the replacement of the roof and gutters. It is a 2-person household, with two senior homeowners. Three bids were collected and the owners request is for bidder #1 at a cost of \$12,900.

A MOTION WAS MADE BY COMMISSIONER WHITE; SECONDED BY COMMISSIONER CONWAY TO APPROVE THE REPLACEMENT OF THE ROOF AND GUTTERS WITH RESPECT TO CASE 14-05 AT A COST OF \$12,900. THE MOTION PASSED UNANIMOUSLY.

Case 14-02: Ms. Boyer described the proposed project. The proposed project involves the replacement of the home's boiler (by an HVAC contractor) exterior repairs and renovations including the abatement of lead based paint. The homeowner requested approval of the low bid for the boiler at a cost of \$4,580.

With respect to the exterior work, Ms. Boyer explained that competitive bids have been received but one qualified bidder provided a bid to repair a portion of the roof and the other qualified bidder provided the cost to replace the entire roof. There are also some differences with respect to the number of porch posts that are needed to support the portion of the roof that hangs over the front porch stoop. The homeowner is requesting approval of Bidder #1 (the low bidder) to do the work provided that price adjustments that may be warranted to replace the entire roof and other changes (such as adjustments in price for the support posts) do not exceed the total bid price provided by bidder #2. Bidder #3 was not qualified because the company did not have the required lead based paint certification.

A MOTION WAS MADE BY COMMISSIONER WHITE, SECONDED BY COMMISSIONER HAGELI TO APPROVE BID #1 FOR CASE 14-02 AT A BASE COST OF \$12,299 WITH ADJUSTMENTS TO BE MADE IN THE PROJECT COST, IF NECESSARY, FOR THE COST OF THE ROOF REPAIR, REPLACEMENT OF SUPPORT POSTS AND OTHER ITEMS PROVIDED THAT THE TOTAL PROJECT COST DOES NOT EXCEED THE PROJECT COST SUBMITTED IN BID #2 WHICH WAS A TOTAL OF \$26,030. THE MOTION PASSED UNANIMOUSLY.

The Housing Commission approved staff making final adjustments with respect to the scope of work and cost for Case 14-02 due to the presence of lead-based paint at the home and the need to abate the lead based paint as soon as possible.

- C. NW Suburban Housing Collaborative – The Handyman Program is continues to grow in terms of the number of participants served each month.
- D. Plan Commission – A residential building at 13 E Miner Street was presented to the Plat and Subdivision Committee agenda on August 7, 2014. The building was proposed to have 12 units. Therefore, 1 affordable unit would be called for by the Village's guidelines. A Plan Commission application has not yet been submitted with respect to this project.

VI. NEW BUSINESS

Ms. Boyer stated that she is working on the 2015-2019 Consolidated Plan which will be due to HUD in mid-March 2015. The Consolidated includes: 1) a needs assessment of the housing, homeless, and community development needs in the community especially those of low/moderate income residents; 2) a housing market analysis; 3) the Village's strategic plan for addressing housing and other community development needs, and 4) the annual action plans. The annual action plans state how the Village will use its Community Development Block Grant (CDBG) funds during each one-year period of the Consolidated Plan.

Requests for CDBG funding were mailed out at the beginning of October and are due on November 21st. At the November Housing Commission meeting, the Housing Commission will need to pass motions for CDBG funding requests for the 2015-2016 fiscal year (May 1, 2015 – April 30, 2016).

Commissioner Conway said that she will contact the director of Glenkirk again to schedule a Housing Commission tour of the group home where the kitchen is to be remodeled.

VIII. ADJOURNMENT

A motion was made by Commissioner White, seconded by Commissioner Conway to adjourn the meeting. The motion carried.

NEXT MEETING:

**WEDNESDAY, NOVEMBER 12, 2014 7:00 P.M.
IN THE PLANNING DEPARTMENT CONFERENCE ROOM
SECOND FLOOR OF VILLAGE HALL**