CITY OF PEORIA, ILLINOIS
EAST VILLAGE GROWTH CELL ADVISORY COMMITTEE

RESCHEDULED REGULAR BUSINESS MEETING

MONDAY, APRIL 6, 2015
AT 6:00 P.M.

GET UP COMMUNITY CENTER (FORMER NEW BEGINNINGS BUILDING)
1917 N WISCONSIN AVE
PEORIA, IL 61603

CALL TO ORDER

ROLL CALL

APPROVAL OF THE FEBRUARY 3, 2015 MINUTES

I. OLD BUSINESS
   A. EVGC HOUSING PROGRAM DISCUSSION
   B. WISCONSIN AVENUE BUSINESS CORRIDOR PLAN IMPLEMENTATION UPDATE

II. NEW BUSINESS
   A. EAST VILLAGE GROWTH CELL CHARTER AMENDMENTS

CITIZENS’ OPPORTUNITY TO ADDRESS THE COMMITTEE

ADJOURNMENT

COMMITTEE MEMBERS: IF YOU ARE UNABLE TO ATTEND, PLEASE CONTACT SHANNON TECHIE AT 494-8649 OR STECHIE@peoriagov.org.
City Hall, Peoria, Illinois, February 3, 2015, an East Village Growth Cell Advisory Committee Meeting was held at Glen Oak Learning Center, 2100 N. Wisconsin Avenue, with Chairperson Richard Mitchell presiding.

ROLL CALL

Roll call showed the following Committee Members present: Richard Mitchell (Council District 3 Rep), Shannon Techie (City of Peoria), Eric Setter (City of Peoria), Steve Katlack (Council District 3 Rep), Jessie McGown (Council District 3 Rep), Ron Jost (OSF), Jason Breede (OSF), Marilyn Mosely (Council District 1 Rep) & Lynn Scott Pearson (Peoria County Board) - 9; Absent: Robert Wilton (Council District 2 Rep) & Michael McKenzie (School District 150) – 2

STAFF & OTHERS

Frank Corso, Jane Genzel, Lisa Fisher, Kristina Gamez, Willa Lucas,

APPROVAL OF THE OCTOBER 1, 2013 MINUTES

Mr. Katlack noted one change to the minutes; changing ‘the’ to ‘that in the third paragraph from the bottom of the last page.

Mr. Katlack moved to approve the minutes as amended; seconded, by Mr. Breede. Approved Unanimously.

I. New Business

i. EVGC Data Update

Council Member Riggenbach presented a PowerPoint presentation highlighting updated data for the EVGC area.

At the end of his presentation, he explained that both the Peoria Park District and School District 150 are quiet partners, which are instrumental in the East Bluff. Council Member Riggenbach noted that discussions have been taking place with the Peoria Park District regarding the opening of the Children’s Playhouse in June and the potential for increased programming at the amphitheater (available for rent for picnics, fairs, etc.). He further noted that he has talked to Dr. Lathan and she indicated that if someone from the neighborhood will take responsibility for the hoops, and convey the message to the neighborhood youth that they need to be taken care of, the hoops can be put back up. He also noted that the school district is working on getting the ball fields up and running.

Council Member Riggenbach also explained that Public Works wants to be a partner in the efforts of snow removal from sidewalks within the neighborhood and as such, will purchase snow blowers for church groups, neighborhood associations, etc., who will assist with clearly sidewalks.

Mr Jost responded to a question about when OSF pays taxes by explaining that they pay taxes for properties in which the use is considered non-charitable care. He further explained that OSF is hoping that private developers will invest on the OSF campus, such as developing new housing, etc.

Ms. Techie responded to a question from the public about where the IFF duplexes will be located. She noted that duplexes would be constructed at:

1. 1817-1819 N Indiana Avenue
2. 1915 N Peoria Avenue
Discussion occurred on the East Village Growth Cell Housing Program. Council Member Riggenbach explained that he takes the previous work related to the housing program seriously and he recognized from the beginning that the TIF could be a benefit to residential properties.

Chairperson Mitchell reminded everyone that when the TIF was created it was noted that it could be 5 to 7 years before loans would be available. Several committee members commented on the possibility of lowering the maximum loan amount to somewhere between $7,000 and $15,000, as they don’t feel that most residents will be looking for $30,000. Mr. Katlack suggested the possibility of increasing the loan cap each year during the remaining life of the TIF.

Mr. McGown explained that he doesn’t disagree with program changes but he said we need to be prepared to respond to residents who were involved when the program was created and may question changes.

Mr. Mitchell noted that $190,000 in available increment is a significant amount that could go a ways in issuing loans. Mr. Breede noted that while we all want the program to go forward as quickly as possible, we also need to look at critical mass and may need to revisit the loan amount based on desired impact.

Chairperson Mitchell requested that the Housing Program be placed on the agenda at the April meeting.

**CITIZENS’ OPPORTUNITY TO ADDRESS THE COMMITTEE**

Willa Lucas spoke regarding possible changes to the housing program, noting that everything written is a work in progress and there are always amendments that need to be made over time. She further explained that she has made several improvements to her property (siding, windows, porch, etc.) and it didn’t cost $30,000. She noted that one small investment also spurs other neighbors to do what they can.

Mr. McGown explained a program that Kroger has available where is you register your Kroger card you can select a non-profit and 10% of the purchase amount goes to the designated non-profit. Mr. McGown also explained that someone is interested in opening an auto mechanic shop at the corner of Illinois and Knoxville and is considering the possibility of demolishing the residential structure to the east and expanding the parking area. Mr. Mitchell noted that March 12th is the next neighborhood association meeting for his association and they could discuss the proposal at that time.

**ADJOURNMENT**

Mr. Katlack moved to adjourn the EVGC Advisory Committee meeting; seconded by Mr. Breede. Approved by viva voce vote.

The EVGC Committee adjourned at 7:26 p.m. on Tuesday, February 3, 2015.

*Next Meeting is Tuesday, April 8, 2015 at the Glen Oak Learning Center.*
EAST VILLAGE GROWTH CELL TAX INCREMENT FINANCING DISTRICT (TIF) HOUSING PROGRAM GUIDELINES & APPLICATION

PROGRAM OVERVIEW

The East Village Growth Cell Tax Increment Financing District (TIF) Housing Program is a combination grant/loan program which provides up to $30,000 of assistance to property owners for permanent building and site improvements on residential owner-occupied parcels within the East Village Growth Cell boundary.

To be considered for the East Village Growth Cell Housing Program, property must be located within the boundaries of the East Village Growth Cell TIF and applicant(s) must own and occupy the property. Vacant property qualifies if proposed to be owner-occupied within 90 days from the date of completion of work associated with any approved application.

Level of Assistance:
The East Village Growth Cell Housing Program will provide up to $30,000 in assistance to homeowners for qualifying residential improvements. The first $5,000 is a grant and the remainder is a loan. The property owner can reapply once previous loans issued as part of this program have been paid back. The grant may be obtained multiple times if more than $30,000 total is invested in the project and repaid. A total of $30,000 must be invested each time before a property owner is eligible for another grant.

Loan Terms: If the loan is paid back within the following loan terms, no interest is applied; however, the loan becomes immediately due and payable upon sale, transfer, or if the homeowner ceases to occupy the home, excluding any one or more of the following (each a Permitted Transfer): any sale, conveyance or transfer (A) to a spouse upon dissolution of marriage, (B) to the surviving spouse upon death or a joint tenant Owner, (C) to an immediate family member, which includes the owner, spouse of the owner, parents of both the owner and the owner’s spouse, and children (step and foster children are included) of both the owner and the owner’s spouse, or (d) by will.

a. Loan > $20,000 = 20 year term
b. Loan > $15,000 = 15 year term
c. Loan > $10,000 = 10 year term
d. Loan equal to $10,000 or less = 5 year term

Resolution of Environmental Issues Prior to Program Assistance
The following items must be resolved prior to housing assistance being made available.

- All garbage, debris, old appliances, and dilapidated furniture must be removed from the exterior.
- Garbage and debris within the structure must be removed.
- Motor vehicle parts (including batteries and tires) must be removed.
- All grass and weeds must be less than 10 inches high at closing.
- No bushes, shrubs, or trees are permitted to block the public right-of-way.
- All unlicensed vehicles must be removed from the property or properly licensed.
Other Requirements / Information:

- Assistance is only available to owner-occupied, single-family households where the property taxes are paid, no City liens (with the exception of mortgages) exist on the property, and there is active homeowner’s insurance coverage. **Properties being purchased CONTRACT FOR DEED are not eligible.**
- Exterior improvements qualify, including grading and tree removal.
- Interior improvements must be code related items and permanently affixed to the structure (appliances and solely aesthetic improvements are ineligible).
- Down Payment Assistance is eligible, not to exceed 20% of the purchase price.
- Site preparation and property acquisition of vacant lots (similar to the side yard program) are eligible.
- Repairs that would be made under a homeowner’s insurance policy will not be covered.
- If a property is found to have a code violation(s), funds received must be used to resolve violations as part of any loan application.

Program Priorities (Applicable when applications exceed available funding):
In the instance that the number of approved applications exceed the available funding, applications will be prioritized based on program priorities, as outlined below. If more applications are received than the funding available, applications that most appropriately address the following (with a. being the highest priority and e. the lowest) will be given priority:

a. Code Requirements  
b. Structural Integrity  
c. Life Safety  
d. Health of Occupant (Documentation from a physician is required to determine that the health of the occupant is impacted)  
e. Exterior Improvements (Those that improve the neighborhood the most)

Applications for EVGC Housing Program funds by EVGC Advisory Committee Members
The intent of the EVGC Housing Program is for all property owners within the East Village Growth Cell to have equal opportunity to benefit from the Program if the above guidelines are met. EVGC Advisory Committee members residing within the EVGC boundary are eligible to apply for and receive funding through the EVGC Housing Program; however, in recognition of the perception of a conflict of interest, the final decision on all EVGC Housing Program applications from a board member will be made by the City Council to allow for full disclosure.

All applications must include the following documents:
1. Copy of recorded deed as proof of property ownership.
2. Insurance declaration page as proof of property insurance
3. Paid receipts or escrow statement as proof of paid property taxes
4. A current exterior and/or interior photograph of the building as it presently appears

Return application & all copies of documents to: City of Peoria, Community Development Division, 456 Fulton, Suite 402, Peoria, IL 61602 Any questions – call (309) 494-8656.

All incomplete/ineligible applications will be denied.

CITY OF PEORIA

City of Peoria East Village Growth Cell Housing Program
3/21/2012
EAST VILLAGE GROWTH CELL HOUSING PROGRAM
(For Single-Family, Owner-Occupied Structures)

To be considered for the East Village Growth Cell Housing Program, applicant(s) must own and reside at the property or plan to occupy the property upon completion of work associated with this application.

Name of Applicant:___________________________________________________________
Address:_______________________________________________________ZIP+4___________
Primary Phone Number:___________________ Social Security #_________________________
How do you own your property?  Mortgage_____  Own_____ Other__________________
Are there any back taxes or City liens owed on property? _ Yes _ No   Is your property insured? _ Yes _ No
Company ____________________________________   Agent:_____________________________________

Please provide a brief narrative of the work to be performed (attach additional pages as needed):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

I(WE) CERTIFY THAT I(WE) ARE THE OWNER-OCUPANTS OF THIS PROPERTY AND THAT ALL STATEMENTS MADE ON THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY(OUR) KNOWLEDGE AND BELIEF. I(WE) UNDERSTAND THAT ANY WILLFUL MISSTATEMENT OF FACT OR THE FAILURE TO PROVIDE MATERIAL INFORMATION WILL KEEP THIS APPLICATION FROM BEING CONSIDERED. I(WE) UNDERSTAND THAT THE SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE THAT I(WE) WILL BE GIVEN A REHABILITATION GRANT/LOAN. I(WE) HEREBY AUTHORIZE THE CITY OF PEORIA TO INSPECT THE PROPERTY AND TO OBTAIN VERIFICATION FROM ANY SOURCE NAMED IN THIS APPLICATION.

Signatures: (All owners must sign):
___________________________________________________________________________Date:________   _______________________________Date:________
Approved: ___________________________________________________________ Date:__________________________

Office Use Only

City of Peoria East Village Growth Cell Housing Program
3/21/2012
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EVGC HOUSING PROGRAM PROCESS MAP

Citizen submits application with all required documents.

Review by City Staff for completeness and to determine if application aligns with program criteria and guidelines.

If not complete or not qualified, application is returned to the applicant.

Not Resubmitted → Process Ends

Resubmitted

If complete and qualified, preliminary approval is granted.

Send preliminary approval letter to applicant

Schedule inspection with property owner

Property inspected by a City Employee

Create bid package (cover letter, scope of work)

Property owner selects three contractors from the approved contractor list to receive bid package.

Not Resubmitted

Resubmitted

Process Ends

Mail invitations to the three contractors selected by the applicant (from the City’s preapproved EVGC Program List).

Property reinspected after notification from the contractor that all issues have been corrected.

If the job is not done right, the contractor corrects the problem.

If the job is done right, the home owner signs “work satisfaction” document. The City reserves the right to finalize the project once verified that work meets Code.

Contractor notifies City when all work is complete.

Final inspection conducted with City Staff and the applicant, with final “after” pictures taken.

Final payment submitted to the contractor

Contractor mails invoice for partial payment

Periodic inspections by a City Staff (notes and pictures taken)

Contractors pick up bid package (sign for it).

Contractors submit sealed bids

Arrange bid opening

Review bids (incomplete ones rejected)

Determine best bid

Loan closing

Award contract

Notify applicant of selected contractor (applicant has the option to go with the approved contractor or choose one of the other two contractors and pay the difference in amount quoted).

Notify bidders of awards (via letter)

Negotiate timeline with contractor and applicant

Create Contract

Create proceed order

Contractor obtains necessary permits

Contract starts works

If work does not meet approved application standards, work must be corrected.

Property reinspected after notification from the contractor that all issues have been corrected.

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EVGC Residential Grant Program
- 50/50 matching grant
- $15,000 maximum grant
- Cannot apply more than once in a 5 year period.
- Exterior focus, with the allowance for mechanical system upgrades and energy efficiency improvements

**Federal Funds as Match**
CDBG Focus Housing Leverage funds as match, If less than 80% AMI.

**Private Funds as Match**
Personal funds or a private loan as match.

**Additional Recommendations**
- The program would be available to both owner and non-owner occupied properties.
- 50% of available TIF increment, not to exceed $250,000 per year would be devoted to the Residential Grant Program, with $250,000 of available increment devoted to the Housing Program in 2016.
- Allow only one application per property owner within a 5 year period.
- Target date January 1, 2016 for program opening, with an application review date of February 15, 2016. Following the initial annual grant awards, the program would be available the remainder of each year on a first come first serve basis.
- The program would be reviewed in January of 2017 for potential modifications, and every two years thereafter.
In October 2014, following the approval of the Wisconsin Avenue Business Corridor Plan, under the leadership of 3 District Councilman Riggenbach, discussion began on how to use public art as a means of enhancing the Wisconsin Avenue Business Corridor. ‘Faces of the East Bluff’ evolved from those discussions, in which area stakeholders envisioned a mural representative of those who live and work in the neighborhood. In ‘Faces of the East Bluff’, local photographer, Keith Cotton, has captured many of the ‘faces’ representing the uniqueness, originality, and diversity of the neighborhood.

On Wednesday, the culmination of approximately 6 months of work and tremendous collaboration between the many organizations, residents and business owners was unveiled. This project would not have been possible without the support and involvement of the neighborhood and partnering organizations including: LISC, Adams Outdoor Advertising, Doug and Eileen Leunig, Boys and Girls Club, East Bluff Community Center, East Bluff Neighborhood Housing Services, East Bluff Build It Up, City of Peoria, Mural Participants, and Photographer Keith Cotton.
East Village Growth Cell Committee  
Project Charter  
January 22, 2013 April __, 2015

I.  **Title and Authority**

This Committee shall hereby be referred to as the “East Village Growth Cell Committee” and is established by the Mayor and Council of the City of Peoria, Illinois, (“City”) as a Tax Increment Economic Development Advisory Committee as such term is defined in and in accordance with the Tax Increment Allocation Financing Act, 65 ILCS 5/11-74.4-1, et. seq (“Act”). The Committee shall only serve in an advisory capacity to the City Council.

II.  **Purpose**

The Committee has been formed for the purpose of:

- Facilitating the orderly growth and development of the East Village Growth Cell (“EVGC”) as depicted in the attached map;
- Promoting consistent land uses among property owners within the EVGC;
- Identify and help provide needed services to residents and visitors to the EVGC;
- Promote job creation within the EVGC;
- Increase the property tax base within the EVGC;
- Promote and publicize development or redevelopment opportunities in the EVGC through marketing and other promotion activities; and
- Review any requests for financial assistance from private property owners to determine eligibility for any financial assistance from the sources available in the EVGC.

III.  **Membership**

The Committee shall consist of members selected as follows:

Two (2) Members of the City of Peoria

One (1) Member of the County of Peoria

One (1) **Representative Member** of School District 150

Two (2) Members of OSF St. Francis Medical Center

One (1) Member at large from Council District 1, can be a resident or business owner

One (1) Member at Large from Council District 2, can be a resident or a business owner

Three (3) Members at large from Council District 3, can be a resident or business owner
IV. Membership Governance

A. Term

Each member shall serve until reappointment by their appointing body for a term period of 24 months from the time of appointment.

Members currently serving, at the time of the amendment of April 1, 2015, shall be considered to have served one term. Their current term shall conclude either on June 30, 2015 or June 30, 2016.

B. Selection of members

Each member shall be selected by the body s/he represents in any manner deemed appropriate by such body. Should a vacancy occur for any position, the governing board of the applicable body shall determine the manner of replacement.

The members at large shall be appointed by the Mayor of the City.

Once established, the members shall vote to determine a Chairperson annually who shall preside until replaced by a majority vote of all members.

C. Attendance policy

An excused absence is defined as illness, family emergency or planned vacation, in which the Chairperson is notified in advance. A Committee Member may not have more than three unexcused absences or they will be removed from the Committee.

D. Removal of members

By a majority vote, the Committee may remove any member for cause, including but not limited to: absence from meetings; failure to carry out the purposes of the Committee; breach of confidentiality; conflict of interest or other reasonable cause.

E. Review of City-appointed members Staggered Terms

In December of every odd numbered year, the City Council will review all City-appointed members to determine if any changes should be made to the membership.

The terms of the Members shall be staggered so that six (6) members are appointed in an odd year and five (5) members are appointed in an even year.

The following Members shall be selected for a 24 month term period beginning July 1, 2015:

One (1) Member of the City of Peoria

One (1) Member of the County of Peoria

One (1) Member of the OSF St. Francis Medical Center
One (1) Member at large from Council District 1, can be resident of business owner

Two (2) Members at large from Council District 3, can be resident or business owner

The following Members shall be selected for a 24 month term period beginning July 1, 2016:

One (1) Member of the City of Peoria

One (1) Member of School District 150

One (1) Member of the OSF St. Francis Medical Center

One (1) Member at large from Council District 2, can be resident or business owner

One (1) Member at large from Council District 3, can be resident of business owner.

V. Responsibilities of Members

A. Ordinary Meetings

Ordinary Meetings of the Committee shall be held quarterly.

B. Special Meetings

At least two (2) members from different membership body of the Committee may call special Meetings at any time.

C. Notice of meetings

A notice of the meeting is to be provided to each Committee member in writing or via e-mail, setting out the date, time and place of the meeting; and be accompanied by an agenda for the meeting.

The Committee shall resolve by majority the date, time and place of meetings.

The agenda for Ordinary Meetings and Special Meetings of the Committee shall be forwarded to members of the Committee at least three (3) business days prior to meetings.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at City Hall as soon as practicable after the time that the notice of the meeting is given to members of the Committee.

D. Minutes

Minutes shall be kept of all meetings of the Committee by such person as designated by the Chairperson, and such minutes shall be provided to the City. Each Committee member shall receive a copy of the minutes within five (5) days of the meeting of the Committee. The minutes shall be confirmed at the next regular meeting with or without amendments. One (1) copy of all minutes shall be supplied to the Council before its next meeting following that of the Committee. A copy of the minutes shall be placed on public exhibition at City Hall within five (5) days of the meeting of the Committee.
E. Presiding Member

The Chairman shall preside at all meetings of the Committee at which he/she is present and in his/her absence a member of the Committee, elected by the members present, shall preside.

F. Quorum

A quorum for the Committee shall constitute half the membership, ignoring any fraction from the division, plus one (1).

G. Meeting Procedure

The procedures and protocols to be observed at the Committee meetings shall be as provided in Robert’s Rules of Order for small committees unless inconsistent with this Charter, in which case this Charter shall control.

VI. Voting

A. A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question. Present shall be defined as by proxy or telephonically.

B. Each member of the Committee present at any meeting shall have one vote on any matter.

C. Each member present at a meeting of the Committee must vote on all questions arising for a decision at that meeting.

D. Voting by Proxy is allowed provided such proxy nomination is submitted to the Chairman in writing prior to the meeting.

VII. Miscellaneous

A. Budget

The Committee shall create an annual budget and submit the same to the City for approval prior to the end of any calendar year for the following year. Such budget shall include the reasonable expenses of the Committee for operating expenses, marketing and other activities in conjunction with the fulfillment of the purpose of the Committee.

B. Liability Dissolution/Alteration

No civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member’s or Committee’s powers, functions or duties.

C. Dissolution/Alteration
The Committee may voluntarily dissolve at any time with City Council approval or may be dissolved at any time upon vote of the City Council.

The Council may, at any time, either on its own initiative or at the request of the Committee, alter, delete, or add to any provisions of this charter.

VIII. **Adoption**

These are the functions and rules of the East Village Growth Cell Committee and have been approved by the Council, by resolution passed on September 14, 2010 April 15, 2015.