CALL TO ORDER

ROLL CALL

APPROVAL OF THE APRIL 6, 2015 MINUTES

I. OLD BUSINESS
   A. EVGC HOUSING PROGRAM DISCUSSION AND RECOMMENDATION

II. NEW BUSINESS

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, April 6, 2015, an East Village Growth Cell Advisory Committee Meeting was held at the Get Up Community Center, 1917 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), Marilyn Mosely (Council District 1 Rep), Michael McKenzie (School District 150) & Lynn Scott Pearson (Peoria County Board) - 9; Absent: Robert Wilton (Council District 2 Rep) & Jason Breede (OSF), – 2

STAFF & OTHERS

Council Member Riggenbach, EBNHS representatives, East Bluff residents and property owners.

APPROVAL OF THE FEBRUARY 3, 2015 MINUTES

Mr. Katlack noted one change to the minutes, regarding a change to the date noted for the approval of the minutes from the previous meeting.

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

I. Old Business

a. EVGC Housing Program Discussion

Discussed the possibility of making the EVGC housing program a 50/50 matching grant program, with a maximum grant of $15,000 from the TIF, with all applications reviewed and approved by City Staff. There would be a minimum grant of $1,000 from the City per project. It was noted that funds should be paid by the property owner first with the City funds paid on the back end.

It was determined that the program should be opened to property owners first, with applications available January 1, 2015 and an application deadline of February 15, 2016. The committee would then revisit the program at the July meeting, and review number of grants, received applications, etc. to make a determination as to whether or not the program should be open to landlords at that time. There was also discussion on contract for deed and whether individuals purchasing property contract for deed would qualify.

It was also recommended that someone from EBNHS be included in the review and approval of applications by City staff.

The questions was raised as to how a contractor can be added to the City’s approved list. Staff indicated that more detailed could be provided at the next meeting.

b. Wisconsin Avenue Business Corridor Plan Implementation Update

An update was provided on the recently installed mural, the request for proposal released by the City of branding of the Wisconsin Avenue Corridor, and the cameras to be installed along Wisconsin.
II. **New Business**  
a. East Village Growth Cell Charter Amendments  
Staff explained the proposed amendments to the EVGC charter to establish staggered terms for members. Mr. Katlack moved to approve the minutes as amended; seconded, by Ms. Pearson. Approved Unanimously.

**CITIZENS’ OPPORTUNITY TO ADDRESS THE COMMITTEE**  
Additional comments were expressed on the pros and cons of having the EVGC Program available to both owner and non-owner occupied properties.

**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 7:30 p.m. on Monday, April 6, 2015.

*Next Meeting is Tuesday, July 7, 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 grant program which provides up to $15,000 of assistance to property owners for permanent building and site improvements on 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 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 $15,000 in assistance to homeowners for qualifying residential improvements. The grant is provided as a 50% match to the owner’s contribution. The minimum project is $2,000, with a minimum matching grant of $1,000 and the maximum project is $30,000, with a maximum grant match of $15,000. The property owner can reapply annually, but the maximum grant for a five year period may not exceed $15,000. Eligible projects include exterior improvements, with the allowance for mechanical upgrades and energy efficiency improvements. The property owner must pay 100% of their cost (50% of the total project cost) to the contractor prior to any work being done. The City of Peoria will pay the remaining 50% directly to the contractor upon an approved final inspection.

If an individual lives in an owner-occupied house and has an income less than 80% of the area median income, the individual may qualify for a 100% grant. Community Development Block Grant (CDBG) funds may be used to pay for the owners match. Please contact City staff to determine if CDBG funds are still available and for income qualification guidelines.

Grant Award: Applications will be for owner-occupied properties available in January 2016. All completed applications submitted before February 15, 2016 will be reviewed by the City of Peoria and the Executive Director of East Bluff Neighborhood Housing Service. Should the grant dollars requested be more than the available grant dollars, the following prioritization will be used:

1. Exterior Improvements
2. Mechanical Systems Upgrades
3. Energy Efficiency Improvements

If funding is still available, owner-occupied property owners can submit completed applications after the February 15th initial review date. Applications will be reviewed on a first come first serve basis thereafter.

The East Village Growth Cell Advisory Committee will review the applications and disbursements at the July 2016 meeting. At this meeting, the Committee will determine if non-owner occupied properties will be allowed to apply to the program. Contract for deed properties would be included in the non-owner occupied timeline for submittal.
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:
- Property taxes must be paid, no City liens (with the exception of mortgages) may exist on the property, and the property must have active homeowner’s insurance coverage.
- 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. At the time of post inspection, no code violations may be present.
- Property owners may only use contractors from the City of Peoria’s rehabilitation contractor list. See attached list of approved contractors.

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 will be made by City staff and EBNHS Executive Director.

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 Department, 419 Fulton, Suite 300, Peoria, IL 61602 Any questions – call (309) 494-8600.

All incomplete/ineligible applications will be denied.
CITY OF PEORIA
EAST VILLAGE GROWTH CELL HOUSING PROGRAM

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(S) 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:________________________

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City of Peoria East Village Growth Cell Housing Program
6/05/2015
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.

If complete and qualified, preliminary approval is granted.

Not Resubmitted

Resubmitted

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)

Process Ends

Resubmitted

Citizen submits application with all required documents.

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).

Property owner pays contractor their portion (50%).

Contractor obtains necessary permits

Contract starts works

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

Contractor mails invoice for partial payment

Both applicant and City Staff inspect work before authorizing payout.

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.

Contractor notifies City when all work is complete.

If the job is done right, the homeowner signs "work satisfaction " document. The City reserves the right to final out the project once verified that work meets Code.

Final payment (City’s match) submitted to the contractor

Lien waivers provided by contractor

Project closed

Negotiate timeline with contractor and applicant

Create Contract

Create proceed order

Award contract

Determine best bid

Review bids (incomplete ones rejected)

Arrange bid opening

Contractors submit sealed bids

Contractors pick up bid package (sign for it).

Mail invitations to the two contractors selected by the applicant (from the City’s preapproved EVGC Program List).
## City Approved Housing Rehab Contractors

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<tr>
<th>Plumbing</th>
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<tbody>
<tr>
<td>Illini Plumbing</td>
<td>Brian Waldon Construction</td>
<td>Bruce Ekhoff Builders</td>
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<tr>
<td>20621 N Deer Bluffs Dr</td>
<td>15564 Larimore Dr</td>
<td>201 N Eisele Dr</td>
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<tr>
<td>Chillicothe, IL 61523</td>
<td>Mackinaw, IL 61755</td>
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<tr>
<td>Noah Construction</td>
<td>CACO</td>
<td>Doug Williams Construction</td>
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<tr>
<td>121 Poplar St</td>
<td>1209 N North St</td>
<td>1835 S Crest Dr</td>
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<td>Creve Coeur, IL 61610</td>
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<tr>
<td>AAA Northgate</td>
<td>Lambie Heating</td>
<td>Oberlander Electric Inc</td>
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<tr>
<td>1937 N Sheridan Road</td>
<td>3207 NE Adams St</td>
<td>2101 N Main St</td>
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<tr>
<td>Peoria, IL 61606</td>
<td>Peoria, IL 61603</td>
<td>East Peoria, IL 61611</td>
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<tr>
<th>General</th>
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<tr>
<td>SF Pauli Builders</td>
<td>Jim Behm Plumbing</td>
<td>JW Summy Contractor</td>
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<tr>
<td>1518 E Beach St</td>
<td>5116 W Farmington Rd</td>
<td>700 N Main St</td>
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<td>Larry’s Remodeling</td>
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<tr>
<td>1615 W Circle Road</td>
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