

**AGENDA
CITY OF ST. CHARLES
HOUSING COMMISSION
JEFFREY FUNKE, CHAIR**

**THURSDAY, MAY 8, 2025 - 7:30 P.M.
DENS A & B
2 E. MAIN STREET, ST. CHARLES, IL 60174**

- 1. Call to Order**
- 2. Roll Call**
- 3. Presentation of minutes from the April 17, 2025 meeting of the Housing Commission**
- 4. Rental Assistance Discussion**
- 5. Home Rehab Program – New Program Working Session**
- 6. Project Updates**
- 7. Additional Business**
- 8. Future Meeting Dates**
 - a. Thursday, June 12, 2025 at 7:00pm Council Committee Room
 - b. Thursday, July 10, 2025 at 7:00pm Council Committee Room
 - c. Thursday, August 15, 2025 at 7:00pm Council Committee Room
- 9. Public Comment**
- 10. Adjournment**

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

**MINUTES
CITY OF ST. CHARLES
HOUSING COMMISSION
THURSDAY, APRIL 17, 2025
COUNCIL COMMITTEE ROOM**

Members Present: Sean Baker, Kate Bell, Louis Dries, Liz Eakins, Jeff Funke, John Glenn, Karrsten Goettel

Members Absent: Milupa King, David Pietryla

Others Present: Ellen Johnson, Planner

1. Call to Order

Chair Funke called the meeting to order at 7:03pm.

2. Roll Call

Ms. Johnson called roll with six members present. Mr. Dries arrived at 7:08pm.

3. Presentation of minutes from the March 20, 2025 meeting of the Housing Commission

A motion was made by Mr. Glenn and seconded by Ms. Eakins with a unanimous voice vote to approve the March 20, 2025 meeting minutes.

4. Discussion with Lazarus House – Rental Assistance Programs

Ms. Eakins introduced Kajsa Nichols-Smith, Homeless Prevention Services Manager at Lazarus House. Ms. Nichols-Smith provided a handout with information about the five housing programs administered by Lazarus House. She explained each program:

- Rental Housing Support Program (RHSP)
 - Largest program administered by Lazarus House.
 - Funded by Illinois Housing Development Authority.
 - Covers all of Kane County, not just St. Charles.
 - Provides long-term/permanent housing.
 - Serves 30-40 households; must be at 30% Area Median Income (AMI) or below.
 - Individual landlords rent out units. Tenant pays a proportionate share of the rent based on their income. Lazarus pays a subsidy to cover the remaining rent. Typical 1-BR unit rents for \$1,100; typically subsidy is \$900.
 - Lazarus inspects units annually.
 - Many tenants transition out of the shelter to this program.
 - Long waiting list, particularly for 1-BR units; can take years to get a unit.
- Permanent Supportive Housing Program (PH)
 - This is a HUD program; uncertainty about future federal funding.
 - Provides long-term/permanent housing.

- Serves 16 households; need is much higher. Waitlist turns over every 6 months. Most households are single-person.
- Meant for the most in-need people; tenants usually stay in the program long-term.
- Case management provided by Lazarus.
- Average rent is for 1-BR is \$1,100. Subsidy paid by Lazarus is typically higher than for RHSP.
- Program is underfunded and hasn't been prioritized at the federal level.
- Shared Housing Program
 - Lazarus House renovated the building at 15 S 3rd Street for this purpose.
 - 5 bedrooms; tenants share living spaces.
 - Tenants pay small amount of rent and are allowed to stay for 3-5 years.
 - Large maintenance responsibility for Lazarus House. Lazarus would not be able to take on property maintenance of another building with current staff.
- Bridge Program
 - New program, funded by Lazarus House.
 - Meant as a bridge to self-sufficiency.
 - Lazarus pays security deposit, 1st/last month's rent, moving expenses, and a decreasing amount of rent each month for a 1-year period.
 - Serves 2 households.
- Homeless Prevention Program (HP)
 - Federally funded.
 - One-time assistance to cover past-due rent and utility bills. Can pay up to 6 months of past due rent. Tenant must prove they will be able to pay moving forward.
 - Serves 20-40 households each year.
 - Requires a lot of staff time to administer.

Ms. Nichols-Smith expressed that the Permanent Supportive Housing Program is the program with the highest funding need. Funding of the program must be sustainable for the long-term as the program is meant to place people in a permanent housing situation. She expressed that City funding of the PH program would be most preferred, if the City is able to provide a consistent amount of funding on a long-term basis. A new PH program would have to be created, separate from the existing PH program as that is federally funded.

Ms. Nichols-Smith explained that the current cost of serving 16 households is \$457,000 per year. This includes rent, utilities, staffing, and supportive services. This equates to about \$29,000 per household per year.

Commissioners discussed the possibility of funding additional units for the Shared Housing Program. Ms. Nichols-Smith expressed concerns about the staffing necessary to support additional units, from property acquisition, renovation, tenant case management, and maintenance. Suggestions were made regarding potential community partnerships for assistance maintaining the units.

Commissioners discussed the idea of providing funding for the Permanent Supportive Housing Program for 1 household with a 10-year commitment. This would cost approximately \$300,000 over 10 years. Some Commissioners expressed support for this idea and that it could be a worthwhile use of the Housing Trust Fund given the long-term impact the assistance would have on the household served. However, some Commissioners expressed that funding physical units could have a more long-term

impact than 10 years of rental assistance. Ms. Nichols-Smith expressed a preference for Permanent Supportive Housing Program funding as the most realistic option for Lazarus House.

Commissioners agreed to discuss further at the next meeting.

5. Home Rehab Program – New Program Working Session

Ms. Johnson said she prepared a draft program outline based on the Housing Commission's discussion at the last meeting. She sent the outline to Habitat for Humanity of Northern Fox Valley for review. She is awaiting a response.

6. Kane County Affordable Housing Fund – Housing Trust Fund Allocation for 2025

Ms. Johnson explained the background of the City's participation in the Kane County Affordable Housing Fund (AHF). In 2018, the City entered into an Intergovernmental Agreement with Kane County to participate in the AHF and allocated \$416,000 from the Housing Trust Fund to be made available to developers through the AHF (\$400,000 available to developers, \$16,000 for administrative costs). Additional funds for the Carroll Tower project were added in 2024. There are no City funds remaining. Kane County will be issuing the 2025 Request for Proposals in June. The City needs to allocate funds if we want to continue to participate. City Council will need to approve the allocation, upon a recommendation from the Housing Commission.

Commissioners discussed that it may not be the best time to make a large funding commitment given the uncertainty with federal funding, the housing market, and potential for creation of other programs with Habitat and Lazarus House. They discussed that the City can terminate the IGA at any time with a 30-day notice, and the allocated funds stay in the Housing Trust Fund until used. They discussed that offering City funds through the AHF gives us a chance for projects to happen in St. Charles, and that this is the only way City funds have been spent.

A motion was made by Mr. Goettel and seconded by Mr. Glenn to recommend allocating \$500,000, plus administrative fee, from the St. Charles Housing Trust Fund to the Kane County Affordable Housing Fund. Motion passed by unanimous voice vote.

7. Project Updates

Ms. Johnson said the Habitat house on Dean Street is under construction.

8. Additional Business - None

9. Future Meeting Dates

- a. Thursday, May 8, 2025 at 7:00pm Dens A & B
- b. Thursday, June 12, 2025 at 7:00pm Dens A & B
- c. Thursday, July 10, 2025 at 7:00pm Dens A & B

10. Public Comment

Two members of the public were in attendance and expressed interest in the subject matter of the Housing Commission.

11. Adjournment at 8:34pm