

**PROPERTY ENHANCEMENT COMMITTEE
MEETING MINUTES
May 23, 2018**

Present: Chair Bill Schmidt, Sandy Gresak, Jim Hilborn, Paul Gasiiecki, Mohammed Siddiqi

Also Present: *Staff liaison:* Steve Kalish, Tom Bialas, Trustee Chester Pojack,

Absent: Syed Razvi, Don Williams, Bill Burger

Chair Bill Schmidt called the meeting to order at 6:32 PM.

Minutes

The April 25, 2018 minutes were approved.

Discussion Items: Citizens Code Academy

- Code Enforcement Officers: A day in the Life presentation by Lead Code Enforcement Officer Kalish and Assistant to the Director Bialas.
 - Power Point presented regarding the typical day of a Village Code Enforcement Officer. Discussion included the typical daily routine for Code Enforcement Officers (CEO) including preparing for assignments, performance of inspections and following up on investigations. The duties of a CEO were reviewed. The types of cases encountered by CEO's since the start of the year were also discussed.

Topic of Discussion – Miscellaneous Discussion by Committee

- Committee Member Siddiqi commented about the use of horns by busses at the bus depot in the unincorporated area off Poss Road in the morning. Chairman Schmidt suggested that the reason was the vehicle safety inspection required of drivers before they pick up children for the day. Committee Member Hilborn indicated the safety tests were likely a requirement of regulations related to busses. This bus depot has been in that location from many years. CEO Steve Kalish suggested the disturbing use of horns in the morning might be a matter for the Sheriff's Department who have jurisdiction in that area.
- Committee Member Gresak commented about the on-going problem with debris from the garbage and recycling bins at the apartments on Century Point Lane. CEO Kalish advised of the on-going efforts to deal with the owners and tenants of the apartments. Enforcement has been taken in the past. Owners have also increase garbage pickup to three times a week. Efforts to deal with the issue continue.

Next Meeting:

- The next Property Enhancement Meeting will be June 27, 2018 at 6:30 PM in the Floyd Brown room at Village Hall.
- The next Landlord/Managers Meeting is scheduled for August 22, 2018 at 6:30 PM in the Council Chamber at Village Hall.

Adjourn: The meeting was adjourned by Chairman Schmidt at 7:35 PM.

Property Enhancement Committee Partnership with Community Development

The Property Enhancement Committee members assist the Department of Community Development with monitoring businesses and residences for maintenance violations or needed improvements on properties within the Village of Glendale Heights.

Property Enhancement Committee Partnership

Chaired by Trustee Bill Schmidt

Members appointed by the Village President Linda Jackson

Current Membership

James Hilborn

Sandy Gresak

Bill Burger

Paul Gasiiecki

Syed Razvi

Mohammed Siddiqi

Don Williams

Community Development Liaisons
Lead Code Enforcement
Officer Steve Kalish
Assistant to the Director
Tom Bialas

- Committee Responsibilities

- Attendance at Committee meetings on the 4th Wednesday of the month as scheduled by the Village.
 - Dates are provided on the Village website and on the Village calendar.
- Committee review and discussion of ongoing Code Enforcement efforts.
- Committee input, review, consultation and recommendation of various programs and possible ordinance changes related to Code Enforcement ordinances and the Property Maintenance Code as adopted and amended by the Village as may be needed.
 - Recent examples include the Adopt a Street Program, Well Kept Property Resident Recognition Program and the Rental Program ordinance update.
- Provide a forum for public discussion on property maintenance issues at businesses and residences within the Village.
- Facilitate education programs on Code Enforcement issues, including:
 - The Citizen's Code Academy
 - The Landlord/Manager's Meetings

2018 Village of Glendale Heights Citizens Code Academy Meeting



- May 23, 2018 – Topic:
- Code Enforcement:

A Day in The Life of a
Code Enforcement Officer

The typical day for inspectors:

- 8:00 – 9:00 Daily case preparation and review of communications (emails/memos/voicemails). Replies as time allows.
- 9:00 – 12:00 or 1:00 Inspection services
- 1:00 – 2:00 After lunch may involve additional inspections.
- Or, after the last inspection of the day data entry of case documentation and further review of communications. Replies as time allows.
- 4:30 End of tour

Code Enforcement Officer Duties:

- Periodically patrols or inspects an assigned area to monitor for violations of local codes.
- Perform Rental and Real-estate Transfer inspections.
- Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, housing conditions, construction, land use, zoning, animals, noise, dumping, weeds, or other code related matters.

Code Enforcement Officer Duties:

- Conducts field investigations of potential violations; gathers evidence; questions complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations. Posts vacant buildings not approved for occupancy.
- Conducts inspections of commercial buildings related to the issuance of Business Licenses for compliance with all applicable Village Codes and Ordinances.
- Meets with residents, owners, tenants, contractors, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.

Code Enforcement Officer Duties:

- Drafts and distributes a variety of correspondence, memoranda, notices, and reports relating to code enforcement issues and actions.
- Assists in providing information to persons who request information or assistance in code enforcement related matters. Responds to Freedom of Information Act requests for department.
- Coordinates efforts with the police, public works, fire, health, Department of Children and Family Services, and related departments and agencies as needed.

Code Enforcement Officer Duties:

- Maintains a variety of logs and records related to inspection and enforcement activities.
- Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and assists in preparing for court action; testifies in court.
- Enforces building related codes, including International Property Maintenance Code, and other local codes and ordinances.

Code Enforcement Officer Duties:

- Responds to emergency calls from the Police Department, Fire Protection Districts, and other departments to inspect buildings damaged to determine if such buildings are suitable for occupancy.
- Performs on-site inspections of building alterations and accessory structures such as, decks, patios, driveways, fences, swimming pools, sheds, re-roofs, siding and similar related inspections.
- Assists other Code Enforcement Officers in resolving sensitive customer service issues either personally, by telephone, or in writing. Maintains records and documents of customer service issues and resolutions.

■ Besides office space, inspectors have access to Village databases and programs in the field.





■ Inspectors are provided equipment to perform their duties regardless of the weather.

■ Inspectors utilize a fleet of vehicles to carry out their patrols and inspection services.



Inspector Activities – Case Type Information January to May 2018 vs. 2017 – Number of Cases Initiated

	■ 2018	2017
■ Call Outs	15	12
■ Drainage/Discharge	20	19
■ Multi-Family Rental	396	258
■ No Permit	106	79
■ Tall Grass	115	132
■ Nuisance	3	0
■ Other	143	12
■ Property Maintenance	45	116

Inspector Activities – Case Type Information January to May 2018 vs. 2017 – Number of Cases Initiated

	2018	2017
■ Rental Inspections	1606	1497
■ Real-Estate Transfers	213	246
■ Sanitation	81	69
■ Service Requests	262	235
■ Temporary Signs	2	12
■ Vacant Building	13	19
■ Vehicles	159	85
■ Waste Containers	197	93

Inspector Activities – Case Action Information January to May 2018 vs. 2017

	2018	2017
■ INSPECTOR INITIATED INSPECTION	779	835
■ INITIAL INSPECTION	100	43
■ SECOND INSPECTION	977	769
■ THIRD INSPECTION	185	135
■ FOLLOW UP INSPECTION	743	771
■ SERVICE REQUEST W/INSPECTION	314	338
■ CLOSE CASES CLOSE CASE	1705	1439

Inspector Activities – Case Type Information January to May 2018 vs. 2017

	2018	2017
▶ RENTAL INSPECTION VIOLATIONS	1070	1178
▶ VACANT BUILDING INSPECTION	24	38
▶ VIOLATION NOTICE-DOOR HANGER	904	627
▶ VIOLATION NOTICE-FINAL	68	108
▶ VIOLATION NOTICE-MAILED	59	40
▶ ISSUED TICKET	124	136
▶ SCHEDULE ADJUDICATION HEARING	165	243

▶ The typical day for inspectors is not always so typical.

▶ While schedules are established in advance to accommodate inspection requirements and calls for service, situations do arise requiring inspectors to respond which can impact the typical days activities.

- ▶ Police calls for assistance with building situations, water leak leading to a ceiling collapse in an apartment.
- ▶ Fire calls for assistance in determining the safety and habitability of a building.
- ▶ Public Work for assistance with projects that involve private and public properties.
- ▶ Any emergency situation that arises that requires the assistance to the Village and its residents from Community Development.

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- Next month's Property Enhancement Committee Meeting will be June 27, 2018 at 6:30 pm in the Floyd Brown Room.
 - For more information about the rental program and meetings check the Community Development webpage at the Village website:
www.glendaleheights.org.

PROPERTY ENHANCEMENT COMMITTEE
MEETING MINUTES
April 25, 2018

Present: Chair Bill Schmidt, Sandy Gresak, Jim Hilborn, Paul Gasiiecki,

Also Present: *Staff liaison:* Tom Bialas (Steve Kalish – Excused), Trustee Chester Pojack,

Absent: Syed Razvi, Mohammed Siddiqi, Don Williams, Bill Burger

Chair Bill Schmidt called the meeting to order at 6:33 PM.

Minutes

The March 28, 2018 minutes were approved as corrected.

Discussion Items: Landlord / Manager Meeting

- Police Department Incidents and the Nuisance Ordinance presentation by Chief Douglas Flint.
 - Power Point presented regarding the Village's Nuisances Ordinance. Discussion included defining nuisance activity, working with landlords, tenants and police to establish plans to eliminate such problems, and the Adjudication Hearing vs. the 18th Judicial Circuit Court enforcement actions available to the Village for non-compliance with the ordinance. The importance of landlords partnering with tenants to establish a safe place to live, as well as the need to review the Rental Property Crime Prevention Partnership manual, were also discussed.

Topic of Discussion – Miscellaneous Discussion by Committee

No items were brought to the attention of the Committee at this date and time.

Next Meeting:

- The next Property Enhancement Meeting will be May 23, 2018 at 6:30 PM in the Floyd Brown room at Village Hall.
- The next Landlord/Managers Meeting is scheduled for August 22, 2018 at 6:30 PM in the Council Chamber at Village Hall.

Adjourn: The meeting was adjourned by Chairman Schmidt at 7:10 PM.