PROPERTY ENHANCEMENT COMMITTEE MEETING MINUTES May 23, 2018

Present: Chair Bill Schmidt, Sandy Gresak, Jim Hilborn, Paul Gasiecki, 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 I 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:

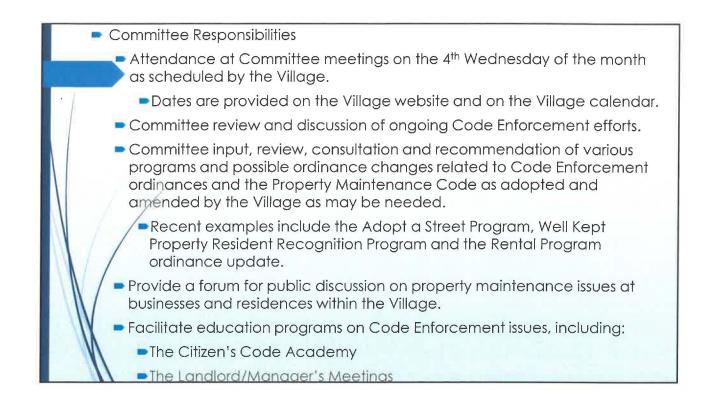
- The next Property Enhancement Meeting will be June 27, 2018 at 6:30 PM in the Floyd Brown room at Village Hall.
- The next Landlord/Managers Meeting is scheduled for August 22, 2018 at 6:30 PM in the Council Chamber at Village Hall.

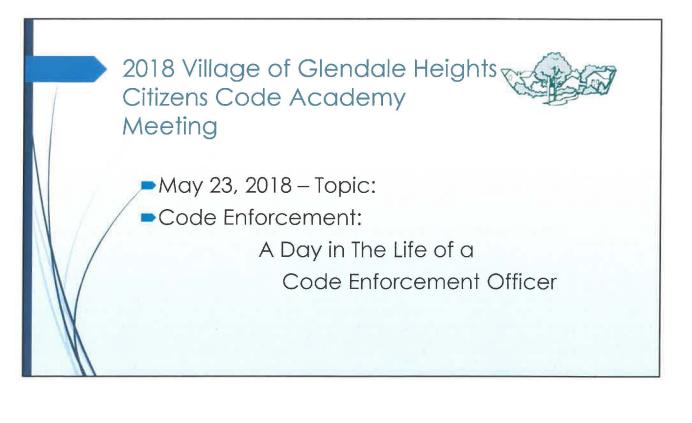
Adjourn: The meeting was adjourned by Chairman Schmidt at 7:35 PM.

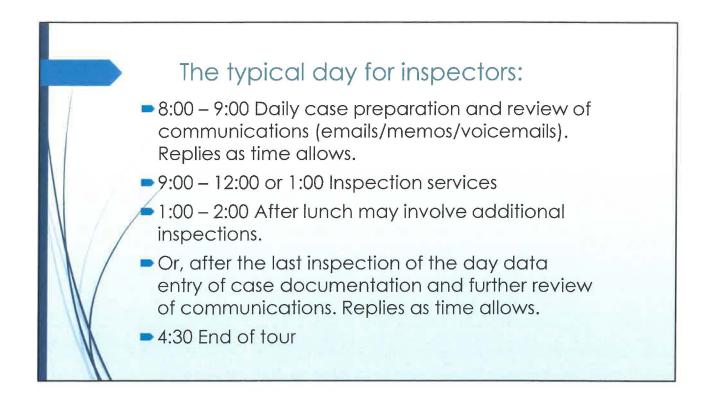
Property Enhancement Committee Partnership with Community Development

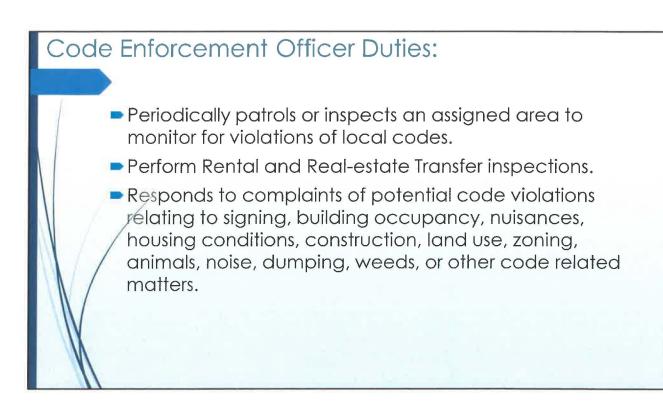
The Property Enhancement Committee members assist the Department of Community Development with monitoring businesses and residences for maintenance violations or needed improvements on properties within the Village of Glendale Heights.











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.

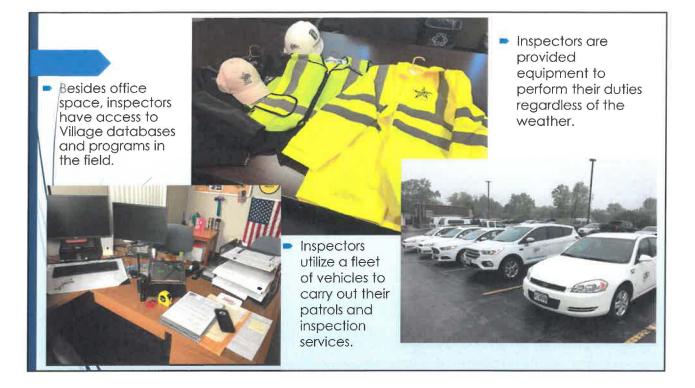
Code Enforcement Officer Duties:

- 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, tences, 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.



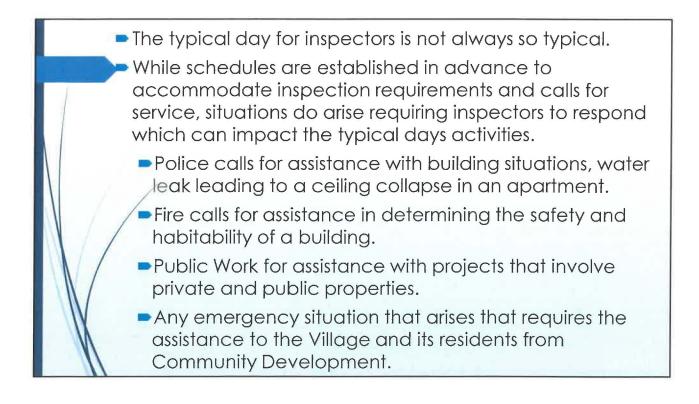
Inspector Activities – Case Type Information January to May 2018 vs. 2017 – Number of Cases Initiated						
		2018		2017		
D C	all Outs		15	12		
D	rainage/Discharge	e	20	19		
	Iulti-Family Rental		396	258		
N / N	o Permit		106	79		
— To	all Grass		115	132		
N / N	uisance		3	0		
C∎ C	other		143	12		
P P	operty Maintenan	ice	45	116		

Inspector Activities – Case Type Information January to May 2018 vs. 2017 – Number of Cases Initiated					
201	8	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			
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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		
IOLATION NOTICE-FINAL	68	108		
VIOLATION NOTICE-MAILED	59	40		
	124	136		
SCHEDULE ADJUDICATION HEARING	165	243		
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PROPERTY ENHANCEMENT COMMITTEE MEETING MINUTES April 25, 2018

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

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.