

PROPERTY ENHANCEMENT COMMITTEE
Landlord Managers Meeting
MEETING MINUTES
October 28, 2020

Present: Chair Bill Schmidt, Paul Gasiiecki, Trustee Chester Pojack

Also Present: *Staff liaison:* Tom Bialas, Steve Kalish

Absent: Syed Razvi, Mohammed Siddiqi, Jim Hilborn (Excused), Sandy Gresak (Excused),

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

Minutes

The September 23, 2020 minutes were approved.

Discussion Items: Landlord Managers Meeting

Rental Property Crime Prevention Program Review and License Renewal.

- Assistant to the Director Bialas (AtD) and Lead Code Enforcement Officer Kalish (LCEO) reviewed the licensing requirements of the program.
 - A Power Point presentation and discussion took place with attendees regarding the Rental Licensing Ordinances license renewal for 2021.
 - The portion of the Rental Property Crime Prevention Partnership Rental Properties Manuals in Chapter 1, sections 10-14A-7 (Single Family) and 10-14B-7 (Multi-Family) regarding violations, penalties for violations of the ordinance and exemptions to requiring rental licensing were reviewed and discussed.
 - A reminder was provided that renewals are due February 1, 2021.
 - Discussions provided an explanation of the 2021 renewal form format. Completion instructions specifying that payment and completed form information must be submitted prior to February 2, 2021 or late fees begin to accrue.
 - Attendees were advised of a procedure change for 2021. Notices will advise owners that they must call to confirm if an inspection is required in the 2021 rental license year. This changed from last year as some properties received inaccurate inspection requirement information on the 2020 notice. To avoid confusion and possible failure to get required inspections, owners are to call Community Development between March 1, 2021 and April 15, 2021 to verify the need for inspection and schedule as determined. The back page of the 2021 notice has additional information on this issue that owners need to review prior to making their 2021 submission.

Topic of Discussion – Miscellaneous Discussion by Committee

None

Next Meeting:

- The next Property Enhancement Committee Meeting will be January 27, 2021 at 6:30 pm with the Landlord/Managers Meeting in the Council Chamber at Village Hall.

Adjourn: Chairman Schmidt adjourned the meeting at 7:41 PM.