

**PROPERTY ENHANCEMENT COMMITTEE
LANDLORD/MANAGERS MEETING
MEETING MINUTES
October 25, 2023**

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

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

Absent: Trustee Mohammed Siddiqi (Excused)

Chairman Schmidt called the meeting to order at 6:30 PM.

Minutes

The September 27, 2023 minutes were approved.

Discussion Items:

Rental License Renewal for 2024. Lead Code Enforcement Officer Kalish and Operations Supervisor Bialas provided a review of the rental license renewal process for the 2024 licensing year. The presentation reminded owners and managers the following:

- Renewal notices will be mailed to owners the first week of November.
- Watch for the envelop to start the renewal process.
- Review the preprinted Renewal Notice with pre-populated owner and business information.
- Correct any incorrect information in the pre-populated fields.
- Strike a line through the incorrect information to clearly designated it for correction.
- Provide the correct information ensuring it is legible and correct.
- Complete the areas related to tenant information, bedrooms and basements.
- The number of minor children under the age of 18 residing at the property are to be reported, but name information is not to be provided.
- Pay fees and past due fees, if applicable will be reported on the total fee due.
- Owner or Manager signing the form must be listed on the renewal form.
- If new manager / management company ensure updated.
- Complete and signed renewal forms are required with payment.
- Pay the amount due: \$200 for Condominiums units and \$300 for Single Family.
- Past due fees and fines associated with enforcement at the property need to be included.
- Review payment method instructions provided with the mailing.
 - A return envelope is included for those using the US Postal Service for returns.
 - On line payment is available and requires submission via email of proof of payment and the completed form.
- Ensure submissions are completely filled in and correct payment provided.
- Failure to provide a complete submission and required funds could result in non-compliance and the issuance of tickets.
- Ensure rental inspections are scheduled by calling Community Development.
- Inspection scheduling should be done between March 1, 2024 and April 15, 2024.
- Owners may not need an inspection in 2024 based on their last inspection at a property if authorized by the inspector and documented in that last inspections record.
- Calling to verify scheduling needs during the period will help to avoid non-compliance.
- Maintain a good relationship with inspectors to help stay in compliance.
- Avoid late fees by submitting before the due date of February 1, 2024.
- On 2/2/24 late fees begin with late fees continuing to accrue the 1st of each following month.

- Remember to provide accurate and legible email addresses as Community Development is work to update the record management and renewal notification system in the coming year and email address information will be very important.

Topic of Discussion – Miscellaneous Discussion by Committee

- Mayor Khokhar inquired if licensing fees were prorated. He was advised the current Village ordinance does not have prorated rental licensing fees. He requested that the issue be brought up for consideration by the Village Board and that the Village Administration should take steps to have the Board make such a change. He was advised his information would be forwarded to the Community Department Director.
- Mayor Khokhar inquired if a change of tenants required a Rental License inspection. He was advised such a change does not require an inspection, but owners are required to notify Community Development of updated tenant information within seven to ten days of such a change.

Next Meeting:

- The next Property Enhancement Committee Meeting with Landlord/Managers Meeting will be January 24, 2024 at 6:30 pm in the Council Chamber on the second floor at Village Hall.
- There are no Property Enhancement Committee Meetings in November and December.

Adjourn: Chairman Schmidt adjourned the meeting at 7:36 PM.