

PROPERTY ENHANCEMENT COMMITTEE
Landlord Managers Meeting
MEETING MINUTES
March 22, 2023

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

Also Present: *Staff liaison:* Tom Bialas, Steve Kalish, Mayor Chodri Ma Khokhar

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

Minutes

The January 25, 2023 minutes were approved.

February 22, 2023 cancelled. No minutes.

Discussion Items:

- Handling resident concerns regarding Code Violations – Assistant to the Director Tom Bialas and Lead Code Enforcement Officer Steve Kalish discussed the methods by which the public reports code violation concerns related to properties in the Village. The primary method for the intake of information involve in-person reporting to Community Development/Village staff via the phone, at the front counter and through speaking with inspectors while in the neighborhoods. The addition to the Village’s website of the Comcate concern reporting software provides an alternate reporting method. The process by which the public can access, enter and monitor their submission using Comcate was reviewed. Each reported concern is reviewed, evaluated and prioritized. The benefit of having complainant information was discussed, as it allows inspectors to follow up with reporters to ensure all concerns are investigated. Also covered was the availability of citizens to make anonymous reports. Whichever method of submission, it remains a primary goal the Village to handling citizen concerns. Once received at Community Development, the handling of reports from intake, to review and assignment for investigation were explained.
- Permit status information – AtD. Bialas also reviewed the ability for permit applicants to utilize a link on the Village website to check on the status of a permit application submission. The ability for an applicant to check the status, see where the application is in the plan review, fees, see the type and number of required inspections and track inspections through to close out of the permit using the Check Building Permit Status link were reviewed.

Topic of Discussion – Miscellaneous Discussion by Committee

- Trustee Pojack complemented Community Development’s efforts to respond to complaints and concerns of residents. He commented about the efforts to promptly handle reports.
- Mayor Khokhar inquired about a resident’s concerns with the detention area at the G. Stanley Hall School north parking lot. AtD. Bialas advised Community Development was working with Marquardt District 15 to review the situation.

- Mayor Khokhar indicated a resident referenced an issue with lights from Black Hawk School. Trustee Pojack commented that the situation was being worked on by the school and the issue was corrected. Trustee Pojack advised he was attending a meeting at the school and would make an inquiry.
- Chairman Schmidt commented that inspectors response to a concern to clean up an address in the 600 block of Armitage were very successful. He expressed his gratitude for the efforts of Community Development staff.

Next Meeting:

- The next Property Enhancement Committed Meeting with the Landlord/Managers Meeting will be April 27, 2022 at 6:30 pm in the Council Chamber at Village Hall.

Adjourn: Chair Bill Schmidt adjourned the meeting at 7:05 PM.