

PROPERTY ENHANCEMENT COMMITTEE
MEETING MINUTES
May 22, 2024

Present: Chairman Bill Schmidt, Jim Hilborn, Paul Gasiiecki, Gyanila Naqvi, Michael Ontiveroz, Jim Sullivan, Trustee Mohammad Siddiqi

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

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

- Chairman Schmidt requested any Committee Member having issues about Member Sullivan’s participation on the committee to meet with the Chairman after the meeting.

Minutes

The April 24, 2024 minutes were reviewed. It was noted that Member Trustee Siddiqi was present at the meeting, but his name did not appear on the minutes. Chairman Schmidt directed the minutes be corrected to reflect Member Siddiqi’s attendance. The April 24, 2024 minutes were approved as amended.

Discussion Items:

Code Enforcement – Spring/Summer Cleanup. Operations Supervisor Tom Bialas and Lead Code Enforcement Officer Steve Kalish presented information regarding Village ordinances related to the annual efforts of residents to clean up after winter. Discussions included:

- Spring/Summer Cleaning usually results in discarding of household furniture, furnishings, fixtures, appliances or parts thereof, trees, tree branches, tree roots, tree trunks, brush, shrubs, grass clippings, plant stalks or leaves at the curb or such items being stored outside the home.
- Title 5, Chapter 3, Section 4: Prohibited Accumulations, prohibits any waste to accumulate within the village unless the same shall be suitably enclosed in covered waste containers, except as otherwise provided. Such waste must be removed and property kept clean. The waste items cannot be placed in the street. Any dumping or littering is prohibited by state and local codes.
 - Committee Members Naqvi and Ontiveroz expressed concerns about multi-family properties in town that have overflowing waste in the garbage corrals. Insp. Kalish advised properties with violations have various problems with patrons and others using the dumpsters. Member Sullivan commented that additional containers could be a solution. Member Ontiveroz and Insp. Kalish added that such additions add costs which get handed down to residents. Insp. Kalish confirmed that CEO’s do investigate complaints about overflowing dumpsters and work with complex management to clean up the corrals.
 - Member Naqvi inquired about how many companies the Village uses for waste hauling. She expressed that the Village might want to increase the number of residential waste haulers residents can access. Member Siddiqi added that it would be a matter for the Board to examine. Insp. Kalish and Supervisor Bialas explained Republic Services is contracted with the Village. The Village has a process to examine companies and rates in an effort to award a contract that provides beneficial pricing to residents.
- Code Enforcement uses the Property Maintenance Code as adopted by the Village when waste items create problems. Two of the primary sections utilized include:
 - Section 302 Exterior Property Areas, 302.1 Sanitation. All exterior property and premises shall be maintained in a clean, safe and sanitary condition.
 - Section 305 Interior Structure, 305.1 General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

- When waste accumulation requires enforcement, the process typically begins with a complaint received from the public or violation observed by Code Enforcement and/or Community Service Officers. Complaints are investigated and, when found to be a violation, a notice is sent to the property owner that the violation exists. A time frame is provided for clean up to be completed. Failure to correct the violation can result in a citation issued.
 - Member Naqvi inquired about dog owners not picking up after their animals. Insp. Kalish advised such waste issues on private property are addressed by CEO's. Supervisor Bialas advised when animal waste is left in parkways and public parks the Police Department's Community Service Officers typically handle such complaints. CEO and CSO's recognize it is a difficult problem due to violators often passing through areas vs. a situation involving a property owner at a single location. Member Sullivan commented that people have even used his containers on his property to dispose of dog waste. Insp. Kalish expressed concerns with people trespassing to dispose of dog waste bags.
- When issues persist, CEO's issue a citation. The citation requires payment, or appearance at the Village's Adjudication Hearing, to resolve the ticket. A ticket being issued and paid, but the violation continuing to exist, can result in additional tickets being issued until a violation is corrected.
- Adjudication Hearings are held the first Friday of the month in the Floyd Brown Room in Village Hall. The Hearing Officer is appointed to be the judge in the matter of Local Ordinance violations. If a ticket is not paid prior to the Hearing date established on the ticket, the Hearing Officer will hear the case to determine liability. If no one appears on the ticket, the Hearing Officer will typically make a default ruling based on the information provided by the CEO. This results in a fine set, with hearing/court costs added. Defendants can request to set aside the default ruling at the next scheduled hearing date. Defendants making such an appeal must contact Community Development to file the request prior to that next hearing date. Once the period to set aside a ruling expires, the ruling is final. When a defendant wishes to appeal the final ruling, the defendant must file any further appeal at the 18th Judicial Circuit in Wheaton.
 - Member Gasiiecki inquired about the court costs. Supervisor Bialas provided that tickets are \$100.00 if paid prior to hearing. A typical default ruling can increase to \$500.00 with a \$50.00 court cost.
 - Insp. Kalish and Supervisor Bialas stressed that violation notices and tickets should not be ignored as fines and fees can compile as violations remain unresolved. If someone receives a violation notice, or in the case of being issued a ticket, it is always good practice to communicate with the issuing CEO. Recipients can coordinate re-inspection for confirmation of compliance before a ticket is issued or, when ticketed, before a hearing occurs.
 - Member Sullivan inquired if there was a cost related to the appeal process. Insp. Kalish and Supervisor Bialas explained that the Village process does not have a filing fee. The appeal filing with the County does have a filing fee at the County Clerk or the Court's Office.
 - Mayor Khokhar inquired about the Hearing Officer position and who that person is. Supervisor Bialas advised the position is appointed by the Village and is currently held by Attorney John Grotto. Trustee Pojack commented that Mr. Grotto has been with the Village over 15 years. Mayor Khokhar recommended the appointment be discussed at the Board. Supervisor Bialas advised the agendas are set by the Board and Administration, and the request would be passed on to Village Administration.
- Garbage from any cleanup activities has to be picked up. The Village contracts with Republic Services for waste hauling in residential areas. Commercial properties are responsible for contracting with their own waste hauler. Village ordinance does require properties to maintain waste hauling services. Information about Republic Services is available on the Village Recycling webpage and Republic Services website. When the spring/summer cleanup produces large amounts of waste, it may be necessary for residents to contact Republic to make arrangements for a special pickup. Leaving large items that Republic cannot pick up can result in enforcement for leaving waste at the curb.

- Village ordinances 307.2 and 307.3.1 Disposal of Rubbish require containers and that containers are leak-proof and have a closefitting cover to prevent materials from being removed, blown around, allow noxious odors and/or rodents to access the garbage.
- Ordinance 5-3-9: Container Requirements: E. Placement, Removal and Storage, requires all waste containers and receptacles be placed in the parkway area in front of the premises at or near the curb. November 1 through March 31 – placement no earlier than 4:00 P.M. on the day before collection. April 1 through October 31 - No earlier than 6:00 P.M. on the day preceding collection. Removal has to be accomplished by 7:00 A.M. the day following collection. Containers need to be stored on the property at the rear or side yard. Containers cannot be placed on public ways.
- Other Spring/Summer Cleanup issues include:
 - Seasonal Decorations shall not be displayed for a period exceeding fourteen (14) days following the holiday or celebration. Christmas decorations, however, may be displayed until April 1 of the following year. (Title 11, Chapter 6, Section 4 Exemptions from Permit, Subsection H.)
 - Weeds are prohibited when weeds or plant growth is in excess of eight inches. Weeds – Section 302 Exterior Property Areas - 302.4 Weeds IPMC.)
 - Exterior Surfaces are required to be maintained in good condition. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. ... Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. (Homes – Section 304 Exterior Structure – 304.2 IPMC.)
- When property maintenance problems with waste accumulation occur on private property, residents can contact Community Development. Issues in the public way are handled by the Police Department and Public Works. Residents can send complaints to the appropriate department by calling, mailing or using the Village’s website to report concerns. Detailed information should be provided. When using the “Report a Concern” feature on the Village main webpage, residents should ensure they provide details which need to include an address of and specific information regarding their complaint.
 - Member Ontiveros recommended the web contact format be discussed at the Board Meeting. Chairman Schmidt recommended the Community Development Director bring it up at a Board meeting. Supervisor Bialas advised the recommendation would be passed on, adding that the web contact complaint system is an access point for not just Com Dev, but concerns with issues handled by all Village services, i.e., PD, Public Works, Parks.

Topic of Discussion – Miscellaneous Discussion by Committee

- Member Ontiveroz advised there is an inoperable vehicle which has persisted for several weeks on the property at 1912 Scarboro. Insp. Kalish advised the issue will be investigated.
- Member Ontiveroz reported Ellyn Crossing Apartments has several garbage corrals with overflowing garbage. Insp. Kalish would have Code Enforcement check. Member Naqvi expressed Shorewood Condo’s also has the problem with overflow and she would be communicating with the Shorewood complex about the problem. Insp. Kalish indicated it is a problem all complexes experience.

Next Meeting:

The next Property Enhancement Committee Meeting is scheduled for June 26, 2024 at 6:30 pm in the Floyd Brown Room, 1st Floor of the Village Hall.

Adjourn: Chairman Schmidt adjourned the meeting at 7:38 PM.