

**PROPERTY ENHANCEMENT COMMITTEE
MEETING MINUTES
September 24, 2014**

Present: Chair Bill Schmidt; Members: Bill Burger, Jim Hilborn, Village Board liaison: Chester Pojack; Staff liaison: Steve Kalish; Staff members: Jennifer Hopwood; Resident: Karen Hilborn.

Not Present: Eric McFadden, Maureen Kirkes, Sandy Gresak, Ann Weinsheim, Tom Bialas

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

Minutes

August 27, 2014 minutes were approved.

Topic of Discussion – Real Estate Transfer Program

1. Steve Kalish briefly went over the Village Real Estate Transfer Program process and explained that most inspections are performed by Tom Bialas.
2. Briefly went over the inspection form used during inspections and the process of Real Estate Transfers from inspections through the purchase of transfer stamps.
3. Stated for the record that the Village is not holding up the sale of properties. If the inspection shows that the property is not compliant in any way and there is an escrow assigned, the buyer needs to come in and sign the Guarantee of Compliance and the escrow needs to be posted prior to the purchase of transfer stamps at Administrative Services.
4. Also pointed out that the buyer then has 30 days to either correct the issues or apply for any and all permits that may be necessary to fix the property, depending on the code violations found and noted by the inspector. The new owner may be ticketed until the work is completed after the 30 day period.
5. Karen Hilborn, Real Estate Agent, did ask how many sales fall through due to our process. Steve Kalish answered that he was not aware of any. She then stated that there needs to be more education to the public about the process of selling a home/property in the Village. Once we went through the inspection form, she stated that the Village had a quality driven inspection.
6. Trustee Schmidt pointed out that the Realtor of a property should want the property to look nice – so the lawn should be cared for, however the main purpose of the inspection is to look for structural/life safety issues and code violations.
7. Steve Kalish pointed out that the inspections also look for zoning issues. An example given was a shed that may have been installed in an incorrect location. Placement of the shed needs to be addressed and moved to meet code.
8. There was a discussion on staffing – and it was asked if Tom Bialas is the only one performing these inspections and if so that is not enough manpower. Steve Kalish responded, back up to administer inspection, when Tom Bialas is not available, are performed by rental inspectors.

Trustee Pojack inquired if Tom goes on the roof, and the answer was no, but a visual look is performed from ground level.

9. There was a brief discussion regarding Plats of Survey. We require that they be dated within the last year. Mrs. Hilborn stated that at the time of the sale of property they need to be dated within 6 months.
10. A comment was made that the Rental and Real Estate Programs have helped bring stability to neighborhoods in the Village.

Topic of Discussion – PRE Resale Property inspection/Resident Requested

1. Bill Burger asked if there is currently a program for current homeowners to be able to request a PRE Resale Inspection of their property. This inspection would be at the request of the resident and focus would be on awareness of codes and safety issues.
2. There is currently NOT a program like this in the Village.

Topic of Discussion – Energy Efficient Water Heaters/Egress Windows

1. Brief discussion about current water heater standards. Length of time for permits was brought up as a topic that needs to be addressed.
2. Trustee Pojack then brought up windows and the egress regulations, stating that it is a hardship to require the residents to make the opening for their windows larger.
3. Steve Kalish stated that this regulation is coming from the Federal Government Energy Efficiency Program where the code is administered at State and Local levels. Even in the unincorporated areas, the State is regulating window replacement. Permits required.

Topic of Discussion – Skunks

1. Bill Burger mentioned that as of late, there is a resident at 656 Dickens that appears to be feeding the skunks in the morning and evening. It was reported that there are approximately 10-12 skunks and 3 raccoons that now live around the home.
2. Bill Berger asked if there was an ordinance about feeding skunks, raccoons and wildlife.
3. Steve Kalish stated that they will need to look into the ordinance. He has assigned the issue to John Tautkus.

Topic of Discussion – Items to be discussed at later dates

1. Real Estate Transfer Program
2. Street Adoption Program

Next Meeting: October 22, 2014 at 6:30 PM.

Adjourn: The meeting was adjourned at 7:51 PM