

**MINUTES**  
**Community Development Committee**  
**April 9, 2019 – 6:30 p.m.**  
**Village Hall of Tinley Park – Council Chambers**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

Members Present: M. Glotz, Chairman  
B. Younker, Village Trustee  
W. Brady, Village Trustee

Members Absent: None

Other Board Members Present: None

Staff Present: D. Niemeyer, Village Manager  
P. Carr, Assistant Village Manager  
B. Bettenhausen, Village Treasurer  
P. Connelly, Village Attorney  
P. Wallrich, Interim Community Development Director  
K. Workowski, Public Works Director  
J. Urbanski, Assistant Public Works Director  
C. Zemaitis, Village Engineer  
J. Calomino, Code Compliance Officer  
K. Karczewski, Code Compliance Officer  
L. Valley, Executive Assistant to the Manager & Trustees  
L. Godette, Deputy Village Clerk  
L. Carollo, Commission/Committee Secretary

**Item #1** - The meeting of the Community Development Committee was called to order at 6:35 p.m.

**Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ON JANUARY 8, 2019**

– Motion was made by Trustee Younker, seconded by Trustee Brady, to approve the minutes of the Community Development Committee meeting held on January 8, 2019. Vote by voice call. Chairman Glotz declared the motion carried.

**Item #3 – DISCUSS PROACTIVE PROPERTY MAINTENANCE PROGRAM** – The Village has had a Property Maintenance/Code Enforcement program for over 25 years, administered as a “reactive” complaint-based program, which has needed improvement in handling some of the more problematic issues having the potential of impacting property values and quality of life in Tinley Park. Staff recommended a new approach to managing code enforcement and the Property Maintenance program, which would be more of a “proactive” approach with systematic windshield surveys in specified zones to ensure high-trafficked areas, industrial and commercial corridors, along with residential subdivisions routinely inspected for significant deviations from the Village’s Property Maintenance Code.

Ken Karczewski, Code Compliance Officer, developed a Proactive Code Enforcement proposal, addressing the goals highlighted below.

- Conduct a windshield survey of every property within corporate limits at least once a year.
- Concentrate proactive enforcement along heavily trafficked areas.

- Ensure commercial areas maintain a high level of cleanliness, well-maintained parking lots and buildings in good condition.
- Protect residential property value by addressing property neglect prior to larger long-term issues.
- Maintain aggressive, but sensible enforcement protocols.
- Identify opportunities addressing foreclosed properties.
- Investigate opportunities addressing vacant property issues.
- Identify property maintenance issues relating to rental housing.

Vacant property registration and rental housing inspections have additional staffing and costs related to them and will therefore be addressed in the future. The goals of the code compliance inspectors will be to complete a cursory visual inspection of all properties within the Village annually, identify any obvious property maintenance violations and to have the violations abated, which will be made possible by utilizing zones, minimal checklists and utilization of new software and technology. No additional staff or cost would be associated with this program. While the level of enforcement will remain consistent with current standards, it is assumed there will be an increased number of violation notices and possibly tickets and fines. The goal is compliance with consistent and fair enforcement of the code; this is not for purposes of revenue generation.

Code compliance officers, Ken Karczewski and Jim Calomino were present to answer any questions.

The Community Development Department will work with the Marketing Department to investigate most effectively how to educate the residents of the Village's expectations regarding property maintenance and offer assistance when necessary. The Community Development Committee was in favor of the new proactive approach to code enforcement and the Property Maintenance program.

**Item #4 – DISCUSS PROCHAMPS AGREEMENT** - In conjunction with the proactive approach to code enforcement, staff met with a representative from ProChamps to investigate the opportunity of using the company's resources as another tool in property maintenance compliance. As staff has limited resources available to track property ownership, ProChamps offers an electronic foreclosure registration process whereby foreclosed properties are required to register on a semi-annual basis. The Village would charge a negotiable fee; however, ProChamps would retain \$100 for each registration. The standard recommended semi-annual fee is \$300.

ProChamps also offers other services including vacant property registration and rental registration and licensing. ProChamps would be responsible for all administrative duties within the registration process, saving code compliance officers time and all necessary property information could be easily accessed by the code compliance officers, including collection and remittance of the registration of fees. ProChamps would monitor publicly recorded property foreclosure filings within the Village. Fees would be collected from commercial and residential properties; however, the Village would have the option to require registration from only specific land uses.

Stan Urban of ProChamps was present to answer any questions.

The Community Development Committee discussed and was in favor of the inclusion of all land uses and the proposed 2-year agreement with ProChamps. A 30-day notice would be required if the Village chose to discontinue services. The Foreclosure Property Registration program would also aid individuals interested in purchasing foreclosed properties. The Committee was also in favor of charging a 10% late fee, with ProChamps retaining 20% of the late fee. Additionally, there is a potential to create revenue ranging from \$102,000 to \$128,000.

Staff recommended entering into a partnership with ProChamps to create a Foreclosure Property Registration program.

Motion was made by Trustee Younker, seconded by Trustee Brady, to recommend entering into a 2-year agreement with ProChamps to create a Foreclosure Property Registration program be brought forward to the Village Board meeting to be held on April 16, 2019, for approval. Vote by voice. Chairman Glotz declared the motion carried.

**Item #5 – DISCUSS LAKOTA ADDITIONAL SERVICES – HARMONY SQUARE** - On June 19, 2018, the Village Board approved a Professional Services Contract with The Lakota Group for Harmony Square design services in an amount not to exceed \$180,000 and \$9,000 in expenses.

Staff has been meeting regularly to finalize plaza design in preparation of developing construction documents for bidding purposes. Specialty design consultants will be hired to develop the specialty plaza elements, which will require an architect and fountain designer. Lakota will be responsible for the ice rink design and operations.

Lakota has provided a contract adjustment request, which provides fees for these specialty design services in an amount not to exceed \$227,050, previously ranging \$260,000 to \$335,000. Lakota will also be responsible for coordination, design and analysis related to the purchase or rental of an ice rink and ice skates in an amount not to exceed \$66,000, including the coordination of all specialty sub-consultants.

Upon approval of this adjustment, the total contract with The Lakota Group will be in an amount not to exceed \$416,050.

Staff requested approval of the contract adjustment request by The Lakota Group in an amount not to exceed \$227,050, for the specialty design services for Harmony Square. P. Wallrich, Interim Community Development Director asked if the Committee had any questions. No one came forward.

Motion was made by Chairman Glotz, seconded by Trustee Younker, to recommend the contract adjustment request by The Lakota Group in an amount not to exceed \$227,050, for the specialty design services for Harmony Square be brought forward to the Village Board meeting to be held on April 16, 2019, for approval. Vote by voice. Chairman Glotz declared the motion carried.

**Item #6 – RECEIVE COMMENTS FROM THE PUBLIC** - No comments from the public.

#### **ADJOURNMENT**

Motion was made by Trustee Brady, seconded by Trustee Younker, to adjourn this meeting of the Community Development Committee. Vote by voice call. Chairman Glotz declared the motion carried and adjourned the meeting at 6:55 p.m.

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