

A G E N D A

COMMITTEE OF THE WHOLE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, OCTOBER 28, 2024, AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5. OMNIBUS VOTE AGENDA
 - a. WAIVE READING OF THE MINUTES (APPROVE)
 - b. [MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING, SEPTEMBER 23, 2024](#) (APPROVE)
6. ITEMS FOR DISCUSSION:
 - a. [DISCUSSION OF A VACANT BUILDING ORDINANCE](#)
 - b. [DISCUSSION OF A BUSINESS DISTRICT SAFETY PLAN](#)
 - c. [POLICE DEPARTMENT QUARTERLY CRIME UPDATE - Q3 2024](#)
7. ADJOURNMENT

MINUTES OF THE COMMITTEE OF THE WHOLE OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 23, 2024 AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER, 825 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank Trilla, Clerk Gretchen Boerwinkle, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Gregory Ruffolo, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant Village Administrator Alex Arteaga, Chief Financial Officer Lora Flori, Director of Parks and Recreation Dustin Kleefisch, Director of Community Development Michael Krol, Director of Public Works Rick Valent, Chief Lauren Kaspar, Deputy Chief Benjamin Kadolph, Deputy Chief Gerard Wodka, and Deputy Clerk Christine Mardegan.

ABSENT: None.

Also present were Robert Davis and Elaine Kurr from Municipal GIS Partners (MGP).

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Deputy Chief Wodka to lead everyone in saying the pledge of allegiance.

4. VISITORS' BUSINESS

None present.

5. OMNIBUS VOTE AGENDA

a. WAIVE READING OF THE MINUTES (APPROVE)

b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING - AUGUST 26, 2024 (APPROVE)

Mayor Trilla asked the Board if there were any items to be removed from the Omnibus Vote Agenda.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to approve the Omnibus Vote Agenda as presented.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal, and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

6. ITEMS FOR DISCUSSION:

a. UPDATE - WATER VALVE MAPPING PROJECT - TWiG TECHNOLOGY

Director Valent noted that this is a project continuing from Fall 2023 and that on October 9, 2023, the Village entered into an agreement with TWiG Technologies (TWiG) for GIS field mapping services of the water distribution system to address out-of-date and inaccurate PDF atlas information.

He showed the difference between the current outdated PDF maps of the Village's water system as compared to the interactive, digital map which is being created. The digital map allows not only the staff in the field to accurately view the location of the water system components, but also staff and engineers in remote offices. This type of GIS system can be used not only for mapping the system but also for various GIS functions across Village departments.

The not to exceed agreement of \$147,190 with TWiG is progress billed by the actual locating of water main valves, hydrants, hydrant valves, and per mile of water main.

Estimated quantities were lower than what was needed to accurately complete a system-wide map and data file. Per the agreement, \$17,832 in additional work was within the Administrator's signing authority and approved. Total not to exceed cost is now \$165,022.

This additional work addresses inaccuracies that would essentially produce inconsistent mapping and data information available to staff. Anticipated completion of the in-the-field survey process is within the next few weeks, while the final quality assurance process is expected at the end of October.

Once complete, the final deliverables of the project will include data files which will store the geometric locations, attributes and geographic features of the information collected, and can be used to benefit and enhance the Village's future GIS needs.

Director Halloran asked how many water main miles remained to be mapped. Director Valent indicated that the estimate is six miles to complete the project.

Trustee Neal asked if staff would be able to display a digital map of the system once completed. Director Valent said yes, all the water system features would be available in a digital format.

Trustee Davi wanted to know if this was the first time this type of mapping had been done. Mayor Trilla responded that, yes, it has never been done before, and as the project began, there was no indication of what the scope would be.

Trustee Mistele asked for an update on the residential water meters that had been replaced a few years ago. Director Valent explained that the water meters themselves had not been replaced, but rather the communication devices used to take the monthly readings were updated to allow for readings by radio. Administrator Halloran added that the water meters currently in use have a life span of approximately 30 years which has been exceeded and that, in the upcoming budget, is an item for updating and/or replacing that is under discussion to be included.

b. MUNICIPAL GIS CONSORTIUM MEMBERSHIP AND PROGRAM OVERVIEW

Director Valent indicated that, in the last presentation, GIS, a Geographic Information System, was referred to as a tool used for mapping. GIS is a technology used to create, manage, analyze and map all types of data. The Village's currently licenses ArcGIS software managed by various engineering consulting firms to maintain, develop, and utilize the data. With this system, the Village pays licensing fees, consulting fees, and has limited access to and interaction with the data due to the high level of skill required for use of the system.

The option being presented tonight, from the GIS Consortium (GISC), has almost the same cost as the ArcGIS solution. The GISC consists of approximately 44 Chicago-area communities whose unified common goal is to share resources, information, and staffing to optimize the value of GIS technology. He introduced Robert Davis and Elaine Kurr from Municipal GIS Partners (MGP) to provide additional information, and an overview of the program membership.

Mr. Davis introduced himself as the director of MGP and his colleague Ms. Kurr as a manager from MGP. He stated they are at the meeting to explain what the GISC is, as well as MGP and the services they provide and highlight what the GISC can offer a community.

The GISC is a legal, public entity consisting of 47 member communities, founded on the principle of sharing and collaboration to reduce the cost and risks of GIS programs. This sharing includes software licensing, cloud infrastructure solutions, and joint purchasing.

MGP is a private company and a service provider to the GISC providing GIS services and the team behind those services. MGP provides a team to support the local GIS program. Within a village, a GIS analyst would be assigned to work directly with the village. Their role is to build and maintain the GIS data, to work on projects, and train local staff in the use of the solutions and data. An account manager is assigned to the village to ensure the right work and projects are prioritized, understand the local needs and goals, and to align the GIS project to meet those. MGP also has a team of administrators responsible for the upkeep and maintenance of the shared infrastructure, and for the deployment of solutions.

Mr. Davis then reviewed several real-life solutions, highlighting the different kinds of projects provided by GPS working with members of the GIS. He also noted the ease of access by any staff member, either in the field with a laptop or tablet, or in office staff on a desktop, and the clear interface provided. Examples included public communication and data graphing in addition to general mapping functions in a variety of departments including police, community development, and parks and recreation in addition to public works.

Mayor Trilla asked if the mapping overlapped with electrical lines and other utilities. Mr. Davis indicated it depended on the information available and that generally the utilities weren't willing to share that data.

Trustee Neal wondered if this information would be beneficial to Tri-State [Fire Protection District]. Mr. Davis indicated that yes, particularly in defining the district's boundaries, fire station locations, or response-time analysis.

The Mayor thanked Mr. Davis and Ms. Kurr for their time and information.

A question was asked if this information would replace the Village website. Administrator Halloran indicated that, no, but the various solutions could be used as features on the website.

Trustee Mistele asked where the data comes from. Mr. Davis indicated that some is publicly available, such as real estate parcels, and for other data, the analysts work with Village staff to gather the data required. The analysts can assist with creating an application to collect the data.

The Board appeared interested in proceeding with joining the consortium.

7. ADJOURNMENT

MOTION: Made by Trustee Ruffolo and seconded by Trustee Mistele to adjourn the Committee of the Whole meeting at the hour of 6:02 p.m.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal, and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

October 28, 2024.

Frank A. Trilla, Mayor

Minutes transcribed by Administrative Assistant Jody Wegrzynski.



COMMITTEE OF THE WHOLE

AGENDA ITEM NO: 6.a.

DATE: October 28, 2024

SUBJECT:

DISCUSSION OF A VACANT BUILDING ORDINANCE

STAFF REPORT

TO: Mayor Trilla and Board of Trustees

FROM: Sean Halloran, Village Administrator

THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

The purpose of this item is to present the proposed Vacant Building and Property Regulations Ordinance for consideration by the Board of Trustees. The proposed ordinance outlines a comprehensive framework for managing vacant properties within the Village to maintain public health, safety, and neighborhood stability. Staff seeks feedback and direction from the Board regarding the potential adoption of the ordinance.

BACKGROUND/SUMMARY

Over the past ten years, the Village has dramatically increased its code enforcement, and property maintenance ordinances to better maintain the commercial, industrial, and residential districts. However, existing regulations don't properly address vacant and underutilized buildings, which leads to concerns about public safety, property value decline, and neighborhood quality. The proposed Vacant Building and Property Regulations Ordinance offers a proactive approach to managing and mitigating the negative impacts of these properties. This ordinance is intended to:

- **Identify and Register Vacant Properties:** Establish a process for tracking vacant buildings through registration.
- **Promote Property Maintenance:** Ensure that property owners maintain vacant buildings in compliance with Village codes to avoid blight and health hazards.
- **Enforce Accountability:** Impose penalties on property owners who fail to comply with registration, inspection, and maintenance requirements.

Overview of Key Policy Provisions

- **Definition of a Vacant Building:**
 - A building will be classified as vacant if it is unoccupied for 180 days, poses a public nuisance, or fails to meet Village safety codes. Exceptions apply for properties undergoing active renovation.



- **Registration and Inspection Requirements:**

- Owners of vacant properties must register within 30 days of notification and renew annually with a \$200 fee.
- A \$300 inspection fee will be assessed to cover the cost of compliance inspections.

- **Maintenance and Security Obligations:**

- Owners must submit a maintenance plan and keep properties secure to prevent unauthorized entry.
- If properties are boarded, they may not remain in that state for longer than six months without approval.

- **Insurance Requirements:**

- Liability insurance must be obtained, with coverage amounts ranging from \$500,000 to \$2,000,000 depending on the type and size of the property.

- **Enforcement and Penalties:**

- Daily fines ranging from \$100 to \$750 will be imposed for non-compliance.
- The Village may also take corrective actions, including demolition or appointment of a receiver if owners fail to comply.

STAFF ANALYSIS AND CONSIDERATIONS

The proposed ordinance offers several benefits for the Village:

1. Reduces Safety Risks and Nuisances: Proactive regulation minimizes hazards and criminal activity associated with vacant properties.
2. Maintains Property Values: Ensures that vacant properties do not negatively impact surrounding neighborhoods.

However, staff also acknowledges the need to balance these goals with property owners' rights and compliance costs. Public outreach and communication will be critical if the ordinance is adopted.

FINANCIAL IMPACT

There are fines and fees associated with this program which will not raise any substantial revenue.

RECOMMENDED ACTION:

Staff seeks direction from the Board of Trustees on the following items:

1. Does the Board wish to move forward with this ordinance?
2. Are there any revisions the Board would like to see before final consideration?
3. Should staff conduct public outreach to gather feedback from property owners and residents?

CHAPTER 9

VACANT BUILDING AND PROPERTY REGULATIONS

4-9-1: PURPOSE:

The purpose of this chapter is to protect the public health, safety, and welfare by enactment of this chapter which:

- A. Establishes a program for identification, registration, and regulation of buildings which are or become vacant on and after the effective date of this chapter.
- B. Determines the responsibilities of owners of vacant buildings.
- C. Provides for administration, enforcement, including abatement of public nuisances, and imposition of penalties in order to promote blight and protect the community.

This chapter shall be construed liberally to effect its purposes.

4-9-2: OTHER ORDINANCES:

This chapter shall not be construed to prevent the enforcement of other applicable ordinances, codes, legislation, and regulations which prescribe standards other than are provided herein, and in the event of conflict, the most restrictive shall apply.

4-9-3: DEFINITIONS:

Unless otherwise expressly stated or clearly indicated by the context, the following terms shall, for the purpose of this chapter, have the meanings indicated in this section:

BOARDED BUILDING: A building which has had, in a manner intended to be temporary or permanent, any or all openings, which openings are windows or doors which were present for the purpose of light, ventilation or egress, some material whether opaque, solid or transparent, affixed to such openings, from the interior or exterior of the building, for the purpose of securing or preventing access or damage to the building or its components.

BUILDING: Anything constructed for shelter or enclosure of persons, animals or chattels, of any kind, and which is permanently affixed to the land.

COMMUNITY DEVELOPMENT DEPARTMENT: The community development director or his or her designee, which shall be supervised and administered by the Director of Community Development, who shall be appointed by the Village Mayor, with the advice and consent of the Board of Trustees.

OWNER: Any person who, alone, jointly or severally with others, holds legal or equitable title to any dwelling, rooming house, dwelling unit or rooming unit.

PERSON: Any person, firm or corporation, public or private, the State of Illinois and its agencies or political subdivision, and the United States of America, its agencies and instrumentalities, and any agent, servant, officer or employee of any of the foregoing.

PREMISES: A lot or parcel of land together with the buildings and structures located thereon.

PUBLIC NUISANCE: Includes the following:

- A. The physical condition, or uses of any building regarded as a public nuisance at common law, under the Illinois Compiled Statutes, or under this code; or
- B. Any physical condition, use or occupancy or any building or its appurtenances considered an attractive nuisance to children, including, but not limited to, abandoned wells, shafts, basements, excavations, and unsafe fences or structures; or
- C. Any building which has unsanitary sewerage or plumbing facilities; or
- D. Any building designated by the community development department as unsafe for human habitation or use; or
- E. Any building which is manifestly capable of being a fire hazard, or manifestly unsafe or insecure as to endanger life, limb or property; or
- F. Any building which is unsanitary, or which is littered with rubbish or garbage, or which has an uncontrolled growth of weeds; or
- G. Any building that is dangerous, in a state of dilapidation, deterioration or decay; faulty construction; open or vacant and the doors, windows, or other openings are boarded up or secured, by any means other than conventional methods used in the design of the building or permitted for new construction of similar type; damaged by fire to the extent as not to provide shelter, in danger of collapse or failure and dangerous to anyone on or near the premises; or
- H. Any building defined as a "dangerous building" by this section, as it may be amended.
- I. Any other declarations of public nuisance, as stated in Section 6-2-2 of the Village Municipal Code.

UNOCCUPIED BUILDING: A building or portion thereof which lacks the habitual presence of human beings who have a legal right to be on the premises, including buildings ordered vacated by the community development director pursuant to authority granted to him by this code.

In determining whether a building is "unoccupied", the community development department may consider these factors, among others:

- A. A building at which substantially all lawful residential or business activity has ceased.
- B. The percentage of the overall square footage of occupied to unoccupied space or the overall number of occupied and unoccupied units shall be considered.
- C. The building is substantially devoid of contents. The condition and value of fixtures or personal property in the building are relevant to this determination.
- D. The building lacks utility services, i.e., water, sewer, electric, or natural gas.

- E. The building is the subject of a foreclosure action.
- F. The building is not actively for sale as part of a contractual agreement to sell the building, the building lacks "for sale", "for rent", or similar signage.
- G. The presence or recurrence of uncorrected code violations.

VACANT BUILDING: A building or portion of a building which is:

- A. Unoccupied and unsecured; or
- B. Unoccupied and secured by boarding or other similar means; or
- C. Unoccupied and a dangerous structure; or
- D. Unoccupied and condemned by the community development department pursuant to applicable provisions of this code; or
- E. Unoccupied and has multiple code violations; or
- F. Unoccupied and the building or its premises has been the site of unlawful activity within the previous six (6) months; or
- G. Condemned by the community development department and unlawfully occupied; or
- H. Unoccupied for over one hundred eighty (180) days and during which time the community development department has issued an order to correct public nuisance conditions and same have not been corrected in a code compliant manner; or
- I. Unoccupied for over two (2) years;

But not including: Unoccupied buildings which are undergoing construction, renovation, or rehabilitation and which are in compliance with all applicable ordinances, codes, legislation, and regulations, and for which construction, renovation, or rehabilitation is proceeding diligently to completion.

4-9-4: DETERMINATION:

Within sixty (60) days after the effective date of this chapter, the community development director shall evaluate all buildings in the village he believes to be unoccupied on the effective date of this chapter and make a determination for each as to whether the building is a "vacant building" within the meaning of section 4-9-3 of this chapter. The community development director may determine that a building which meets any of the criteria set forth in section 4-9-3 of this chapter is not to be regulated under this chapter for a stated period, if upon consideration of reliable, substantiated and sufficient evidence, he or she determines that regulation of the building under this chapter would not serve the public health, welfare, and safety and makes written findings in support of his decision. The determination shall be in writing and shall state the factual basis for the determination. For buildings the community development director determines to be "vacant buildings", he shall, within seven (7) days of making that determination, send notice of his written determination with the factual findings to

the last taxpayer of record listed on the most recent DuPage County tax roll. Said notice of determination shall be sent first class United States mail, with proper postage prepaid. Failure of delivery shall not excuse a person from complying with this chapter. The community development director or his or her designee may personally serve or cause personal service of the notice of determination. Any person making such service shall execute an affidavit attesting to the facts of service. The community development director shall maintain an affidavit of such mailing for each notice of determination sent.

The notice shall specify a date and time on which the owner shall allow for a code compliance inspection of the interior of the vacant building to determine the extent of compliance with village property, building codes, health, fire, water and sewer codes. The owner shall pay the three hundred dollar (\$300.00) inspection fee to the village within thirty (30) days of the inspection. An unpaid fee shall be a lien upon the premises.

The notice shall contain a statement of the obligations of the owner of a building determined to be a vacant building, a copy of the registration form the owner is required to file pursuant to section 4-9-5 of this chapter, and a notice of the owner's right to appeal the community development director's determination.

4-9-5: APPEAL OF DETERMINATION:

A. An owner of a building determined by the community development director to be a vacant building as provided for in this chapter may appeal that determination to the village administrator. Such appeal shall be in writing and shall be filed with the village administrator within fifteen (15) days of the date of mailing of the notice of determination. The filing of an appeal stays the owner's obligation to register his building as required by this chapter. The appeal shall contain a complete statement of the reasons the owner disputes the community development director's determination, shall set forth specific facts in support thereof, and shall include all evidence the owner relies upon to support the appeal. The village administrator shall decide the appeal on the basis of facts presented by the owner in his or her written appeal and the community development director's written determination.

B. The burden is upon the owner to present sufficient evidence to persuade the village administrator that had the evidence been known to the community development director at the time the community development director made the determination, the community development director would more likely than not have determined that the subject building was not a "vacant building" within the meaning of this chapter.

C. The village administrator shall send written notice of its decision to the owner within ten (10) days of receipt of the appeal. The village administrator may, but is not required to, seek additional information from the owner. The village administrator may, upon written notice thereof to the owner, take no more than ten (10) additional days, to decide the appeal if it is determined that such additional time is required for consideration of the appeal.

D. An owner may, within fourteen (14) days of the village administrator's decision, appeal such adverse decision to the Village Board of Trustees. The Village Board of Trustees shall, by a majority vote of the Trustees, sustain or reverse the decision of the village administrator. The decision of the Village Board of Trustees shall be final.

E. An owner who wishes to challenge applicability of this chapter to his/her building without the community development director's determination having been made, shall set forth specific facts to support non-applicability in writing to the community development department. In the event the community development director determines that the subject building is a "vacant building", the owner shall have the right to appeal the community development director's determination to the village administrator as provided for herein.

4-9-6: OBLIGATION TO REGISTER:

The owner of a building who knows, or from all the facts and circumstances should know, that his or her building is or has become a "vacant building" within the meaning of this chapter after the effective date of this chapter or the owner of a building, which the community development director determines at any time to be a "vacant building", or the owner of a building whose appeal from the community development director's determination has been denied by the village administrator shall take the actions provided for in this section within thirty (30) days after either the date of the community development director's notice of determination or occurrence of the facts which would cause a reasonable person to believe that the building was a "vacant building", or denial of the appeal, whichever is applicable. Registration does not exonerate the owner from compliance with all applicable codes and ordinances, including this chapter, nor does it preclude any of the actions the village is authorized to take pursuant to this chapter or elsewhere in this code.

A. Registration Requirements:

1. Register the building with the community development department, on a form provided by the community development department and pay the two hundred dollar (\$200.00) fee. The form shall include, as a minimum, the name, street address, parcel number and telephone number of the owner; the case name and number of any litigation pending concerning or affecting the building, including bankruptcy cases; and the name, street address, and telephone number of all persons with any legal interest in the building or the premises. The form shall require the owner to identify a natural person twenty-one (21) years of age or older who maintains a permanent address in DuPage County, Illinois, to accept service on behalf of the owner with respect to any notices the community development department sends pursuant to this chapter or service of process in any proceeding commenced to enforce any provision of this chapter, and file with the community development department on the registration form, the name, address, telephone number, of said person. A street address is required. A post office box is not an acceptable address. The form shall also include the date the building became vacant, any plan of maintaining/securing property while vacant, and plan/timeline for returning property to occupancy.

2. Renew the vacant building registration each year on the anniversary date of the first filing for the time the building remains vacant and pay the required two hundred dollar (\$200.00) annual fee; and

3. File an amended registration within fifteen (15) days of any change in the information contained in the annual registration. A new registration is required for any change in ownership whatsoever.

B. Notice; Inspection: The registration form will include language that the owner agrees to consent to service of any notice required by this chapter by posting on the building if the owner fails to: 1) renew the registration or 2) maintain current contact information with the community development department for the person designated to accept notice and service of process.

The owner shall allow for a code compliance inspection of the interior of the vacant building and shall pay the three hundred dollar (\$300.00) fee therefor within thirty (30) days of the inspection. Such inspection will determine the extent of compliance with village property, building codes, health, fire, water and sewer codes. The village shall send the inspection report to the owner within thirty (30) days.

C. Insurance: Obtain liability insurance and maintain such insurance for as long as the building is vacant, and file evidence of such insurance with the community development department, as follows: five hundred thousand dollars (\$500,000.00) for a vacant residential building of one to three (3) units; seven hundred fifty thousand dollars (\$750,000.00) for a vacant residential building of four (4) to eleven (11) units; one million dollars (\$1,000,000.00) for a vacant residential building of twelve (12) to forty eight (48) units; two million dollars (\$2,000,000.00) for a vacant residential building of more than forty eight (48) units; and two million dollars (\$2,000,000.00) for a vacant manufacturing, industrial, storage, or nonresidential commercial building.

D. Vacant Building Plan: At the time a building is registered as required herein, the owner shall submit a vacant building plan. The community development department may prescribe a form for the plan. If the owner fails to submit the plan as provided for by this chapter, the community development department may determine the plan. The plan shall contain the following as a minimum:

1. A plan of action to repair any doors, windows, or other openings which are boarded up or otherwise secured by any means other than conventional methods used in the design of the building or permitted for new construction or similar type. The proposed repair shall result in openings being secured by conventional methods used in the design of the building or by methods permitted for new construction of similar type with boarding removed. The owner shall maintain the building in an enclosed and secure state until the building is reoccupied or made available for immediate occupancy. If the owner demonstrates that securing of the building will provide adequate protection to the public, the community development department may waive the requirement of an enclosure.

2. For buildings and premises thereof which are determined by the community development department as being or containing public nuisances, as defined in section 4-9-3 of this chapter, then the vacant building plan shall contain a plan of action to remedy such public nuisance(s).

3. A time schedule identifying a date of commencement of repair and date of completion of repair for each improperly secured opening and nuisance identified by the community development department.

4. When the owner proposes to demolish the vacant building, then the owner shall submit a plan and time schedule for such demolition.

5. A plan of action to maintain the building and premises thereof in conformance with this chapter.

6. A plan of action, with a time schedule, identifying the date the building will be habitable and occupied or offered for occupancy or sale. The time schedule shall include date(s) of commencement and completion of all actions required to achieve habitability. No plan which provides for compliance with this chapter or, which will not, as determined by the community development director, achieve such compliance, within six (6) months, in the case of a vacant boarded building, and two (2) years, in the case of a vacant, unboarded, and code compliant building will be approved.

7. All premises upon which unoccupied or vacant buildings are located and the exteriors shall at all times be maintained in compliance with this code.

8. Exterior lighting according to standards established by the community development department and available from the community development department.

E. Signage: Affixed to any building which is boarded, no smaller than two feet by two feet (2' x 2') and compliant with the village's sign regulations ordinance and providing the following information: the name, address, and telephone number of the owner, and in addition, for buildings which are the subject of a foreclosure action, the name, address, and telephone number of the plaintiff and the plaintiff's attorney, if any, in the foreclosure action. The sign must be placed so that its message is legible from the public way.

4-9-7: APPROVAL OF PLAN:

A. Review Building Plan: The community development department shall review the proposed vacant building plan in accordance with the standards below. The community development department shall send notice to the owner of the vacant building of his determination.

B. Standards For Plan Approval: In considering the appropriateness of a vacant building plan, the community development director shall include the following in his or her consideration and shall make written findings as to each:

1. The purposes of this chapter and intent of the village board to minimize the time a building is boarded or otherwise vacant.

2. The effect of the building and the proposed plan on adjoining property.

3. The length of time the building has been vacant.

4. The presence of any public nuisances on the property.

5. The likelihood that the plan or portion(s) thereof will prevent or ameliorate the condition it is designed to address.

4-9-8: AUTHORITY TO MODIFY PLAN:

The community development director shall, upon notice to the vacant building owner, have the right to modify the vacant building plan by modifying the dates of performance, the proposed methods of action, or by imposing additional requirements consistent with this chapter he or she deems necessary to protect the public health, safety, or welfare.

4-9-9: FAILURE TO COMPLY WITH PLAN:

Failure to have an approved plan within thirty (30) days of filing the registration form or failure to comply with the approved plan shall constitute a violation of this chapter subjecting the owner of the building to penalties as provided in this chapter and to any remedies the village may avail itself of as provided for herein and elsewhere in this code, including, but not limited to, an action to compel correction of property maintenance violations.

4-9-10: OTHER ENFORCEMENT:

The registration of a vacant building shall not preclude action by the village to demolish or to take other action against the building pursuant to other provisions of this section, this code, or other applicable legislation.

4-9-11: CERTIFICATION:

A certificate of code compliance for vacant buildings issued by the village and payment in full of all fees imposed pursuant to this chapter are required prior to any occupancy of a vacant building.

4-9-12: BOARDING OF BUILDINGS:

It is the policy of the village that boarding is a temporary solution to prevent unauthorized entry into a vacant building and that boarded buildings are a public nuisance. A vacant building may not remain boarded longer than six (6) months unless an extension of that time is part of a plan approved by the community development department.

4-9-13: ENFORCEMENT AND PENALTIES:

A. Any person found to have violated any provision of this chapter shall be subject to a minimum fine of one hundred dollars (\$100.00) per day per violation to a maximum of seven hundred fifty dollars (\$750.00) per day per violation, in addition to any other legal or equitable remedies available to the village. Such other remedies include, but are not limited to, injunctive relief, application to a court of competent jurisdiction for a receiver, demolition, or condemnation, contracting for the repair or purchase of the premises, or foreclosure of any lien the village may have thereon.

B. A separate and distinct offense shall be committed each day on which such person or persons shall violate the provisions of this chapter.

C. The village may enforce this chapter in its administrative adjudication system or through the court system.

D. Nothing herein contained shall prohibit the village from immediately condemning or demolishing, as provided for in this code and by state statute, a building or taking other immediate action upon a determination that the building is a public nuisance or poses an imminent danger to the occupants of the building, or the public health, safety and welfare.



COMMITTEE OF THE WHOLE

AGENDA ITEM NO: 6.b.

DATE: October 28, 2024

SUBJECT:

DISCUSSION OF A BUSINESS DISTRICT SAFETY PLAN

STAFF REPORT

TO: Mayor Trilla and Board of Trustees
FROM: Lauren Kaspar, Chief of Police
Alex Arteaga, Assistant Village Administrator
Sean Halloran, Village Administrator
THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

The purpose of this item is to present the Business District Safety Plan to the Board of Trustees for discussion and consideration. The plan outlines key safety initiatives, including protective bollards, surveillance enhancements, and increased police patrols to address security concerns and foster a safer business environment. Staff seeks direction from the Board on moving forward with the implementation and budget approval.

BACKGROUND/SUMMARY

The Business District Safety Plan has been developed in response to growing concerns regarding pedestrian safety, vehicular threats, and potential criminal activities in the business district. The plan incorporates both physical security measures and community-oriented policing strategies to enhance the district's safety and attract visitors. The proposal consists of three primary initiatives, as outlined below:

Overview of Key Safety Measures

1. Bollards Installation

- **Purpose:** Protect pedestrians and storefronts from vehicular accidents and threats.
- **Implementation:** High-impact steel bollards will be installed at strategic locations, including walkways, storefronts, and gathering areas.
- **Design:** Bollards will be aesthetically aligned with the district's architecture, possibly incorporating lighting or branding.
- **Budget:** \$30,000
- **Timeline:** Installation will occur in Spring 2025.



2. Security Cameras

- **Purpose:** Enhance surveillance to deter crime, monitor activities, and assist in investigations.
- **Implementation:** Cameras will be placed at intersections, parking lots, and public spaces, connected to a central monitoring system.
- **Collaboration:** Businesses will be encouraged to integrate private cameras into the broader security network.
- **Budget:** \$50,000, with staff assisting businesses in the installation process.
- **Timeline:** Installation scheduled for Spring 2025.

3. Increased Police Foot Patrols

- **Purpose:** Provide a visible police presence, deter criminal activity, and foster community relations.
- **Implementation:** Patrols will focus on peak hours and high-traffic areas, with officers engaging business owners and visitors.
- **Coordination:** Police will collaborate with private security personnel for comprehensive coverage.
- **Budget:** \$35,000.
- **Timeline:** Patrols will commence in November 2024.

STAFF ANALYSIS AND CONSIDERATIONS

The proposed safety initiatives will strengthen the business district's safety infrastructure and enhance public confidence. Key benefits include:

- **Crime Prevention:** Physical barriers and surveillance will deter crime and prevent vehicle-related incidents.
- **Enhanced Community Relations:** Increased police patrols will build stronger connections with businesses and residents.
- **Sustainability:** Regular maintenance and periodic evaluations will ensure the long-term success of the safety plan.

Staff recognizes the importance of balancing safety goals with budget constraints. Collaboration with businesses through public-private partnerships will play a crucial role in achieving comprehensive security coverage.



FINANCIAL IMPACT

The total budget for the proposed measures is \$115,000, distributed as follows:

- **Bollards Installation:** \$30,000
- **Security Cameras:** \$50,000
- **Increased Police Patrols:** \$35,000

While these initiatives involve upfront costs, they are essential for enhancing safety and attracting visitors, ultimately benefiting the business district's economic vitality.

RECOMMENDED ACTION:

Staff seeks direction from the Board of Trustees on the following items:

1. Does the Board wish to proceed with the Business District Safety Plan?
2. Are there any modifications the Board would like to see before final approval?



COMMITTEE OF THE WHOLE

AGENDA ITEM NO: 6.c.

DATE: October 28, 2024

SUBJECT:

Police Department Quarterly Crime Update – Q3 2024

STAFF REPORT

TO: Mayor Trilla and Board of Trustees

FROM: Lauren Kaspar, Chief of Police

THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

Presentation and discussion of the Quarterly Crime Report for the third quarter of the calendar year 2024.

BACKGROUND/SUMMARY

At the close of each calendar year, the Police Department publishes an annual report outlining various department statistics, projects, and changes that occurred throughout the year. Additionally, staff provides a snapshot of crime information in the Village's Monthly Information Report. The purpose of this quarterly report is to brief the Board at the Committee of the Whole meetings on a quarterly basis to provide a more in-depth discussion and comparison to what is being seen throughout the County.

Below you will find summarized information for the following items:

- a. Total Dispatched Calls for the third quarter of calendar years 2020 through 2024
- b. Traffic Enforcement Summary the third quarter of calendar years 2020 through 2024
- c. Traffic Accident Summary for the third quarter of calendar years 2020 through 2024
- d. Offense Trends from January 2023 to current
- e. A heat map overview for all calls requiring written reports during the third quarter of 2024
- f. Investigative section updates

FINANCIAL IMPACT

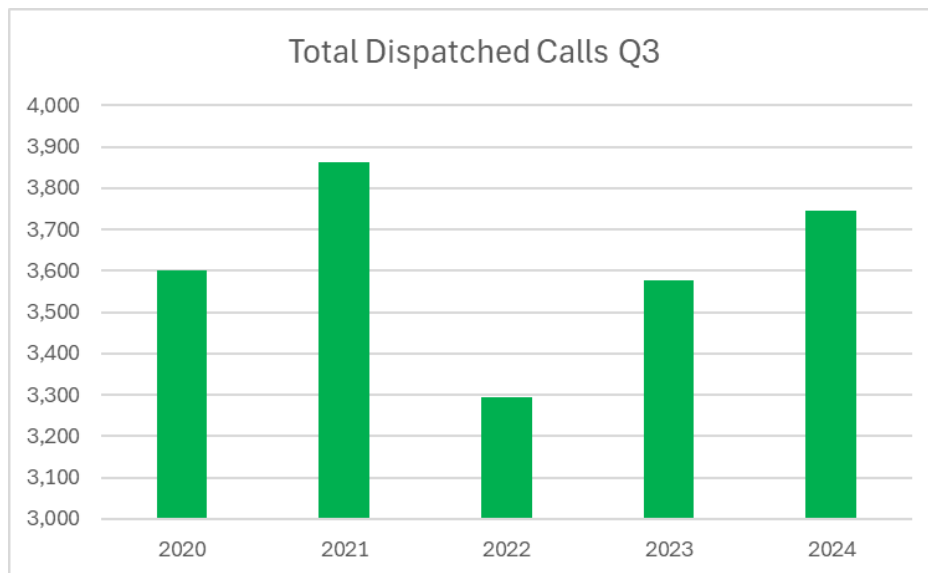
There is no financial consideration as part of this presentation.

RECOMMENDED ACTION:

Provide comments or feedback and/or ask questions.

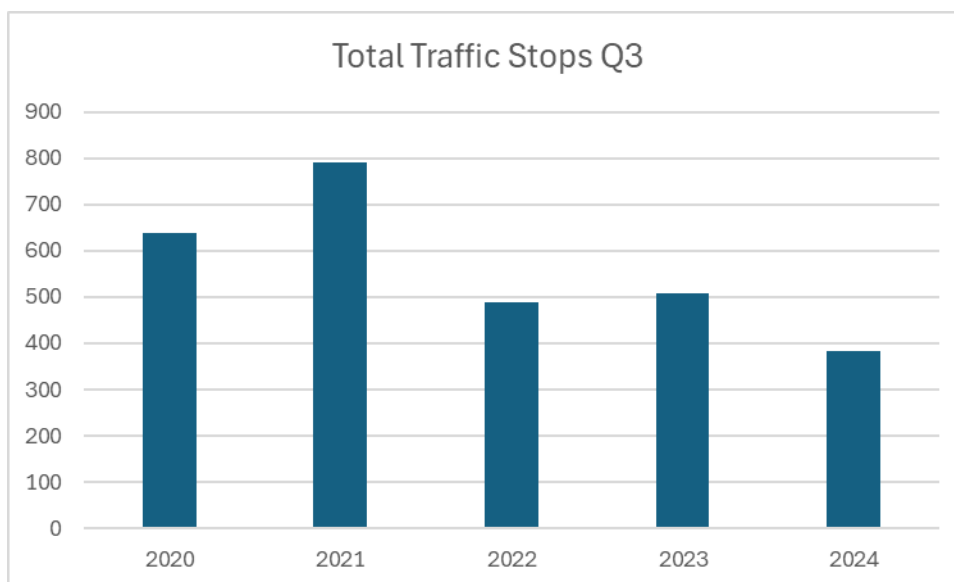


a. Total Dispatched Calls for the third quarter of calendar years 2020 through 2024



Total Dispatched Calls Q3					
Year	2020	2021	2022	2023	2024
Calls	3,601	3,864	3,293	3,577	3,745

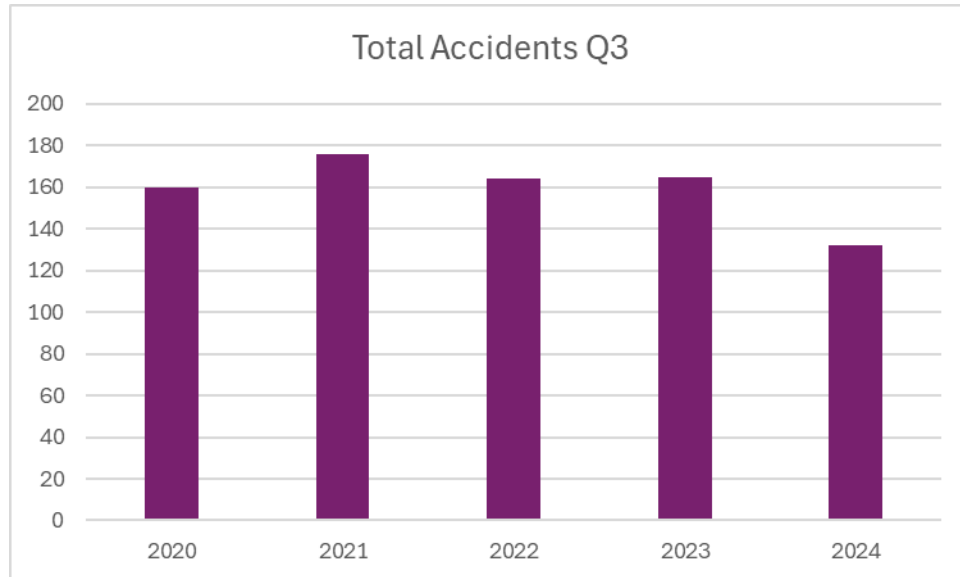
b. Traffic Enforcement Summary the third quarter of calendar years 2020 through 2024



Total Traffic Stops Q3					
Year	2020	2021	2022	2023	2024
Stops	639	790	488	508	384



c. Traffic Accident Summary for the third quarter of calendar years 2020 through 2024



Total Traffic Accidents Q3					
Year	2020	2021	2022	2023	2024
Calls	160	176	164	165	132

d. Offense Trends from September 2023 to September 2024

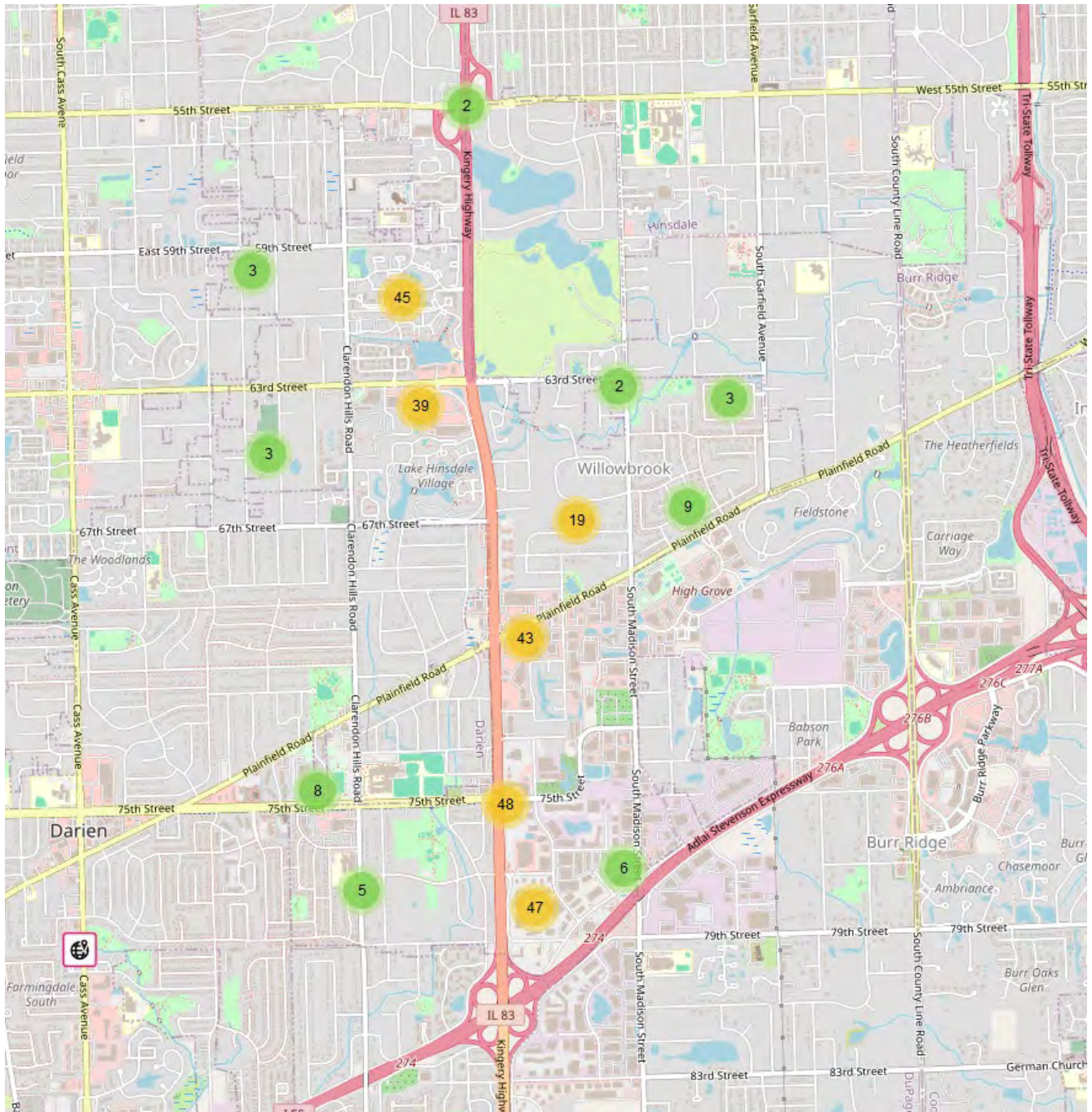


Year/Month	2023/Sep	2023/Oct	2023/Nov	2023/Dec	2024/Jan	2024/Feb	2024/Mar	2024/Apr	2024/May	2024/Jun	2024/Jul	2024/Aug	2024/Sep	Total
Group A Offense Count	24	33	39	24	22	30	19	28	36	40	38	45	33	411

- Group A offenses include crimes against persons, property, and society as defined by the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) National Incident-Based Reporting System (NIBRS)



- e. A heat map overview for calls requiring written reports during the third quarter of calendar year 2024

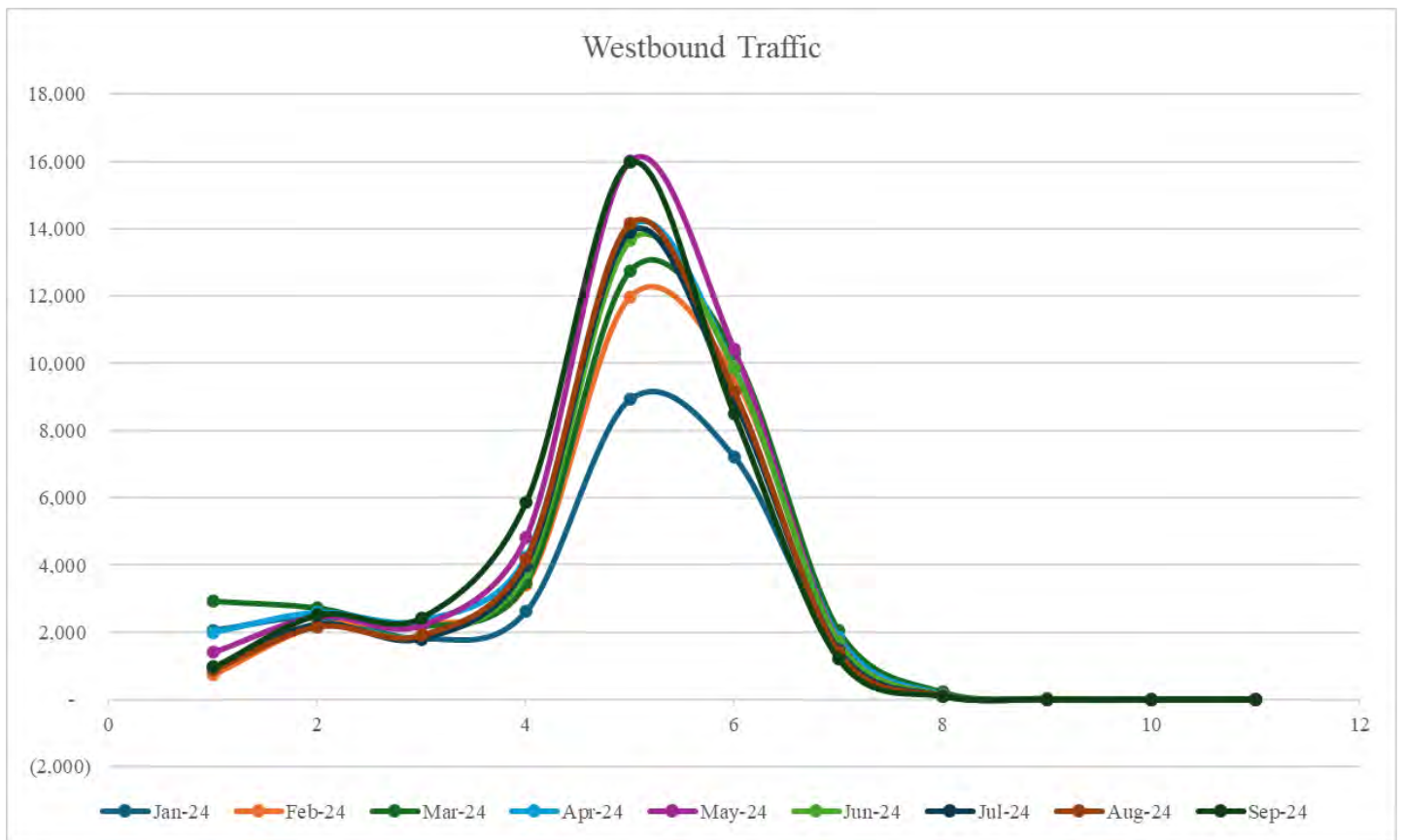




f. Investigative section updates

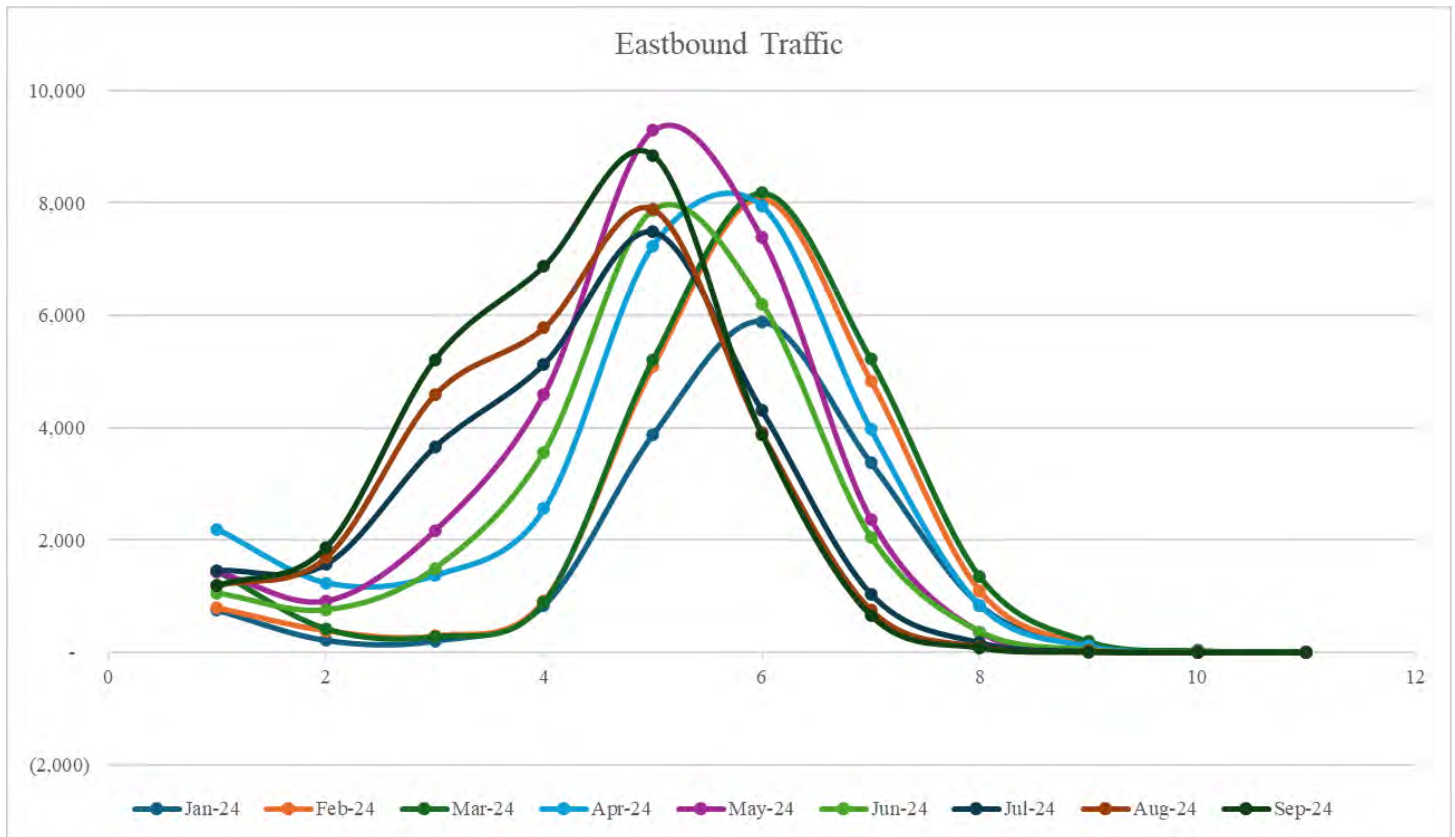
- RTCC Update
- Hotel Crime Update
- ORC Camera Update/Crime Clearance Stats

g. Midway Drive Speed Data January 2024 through September 2024 – Comparison of speeds and traffic volumes for both westbound and eastbound Midway drive with speed tables installed in June of 2024. The second comparison is of speeds and traffic volumes for both westbound and eastbound traffic for the summer months of 2023 and 2024.



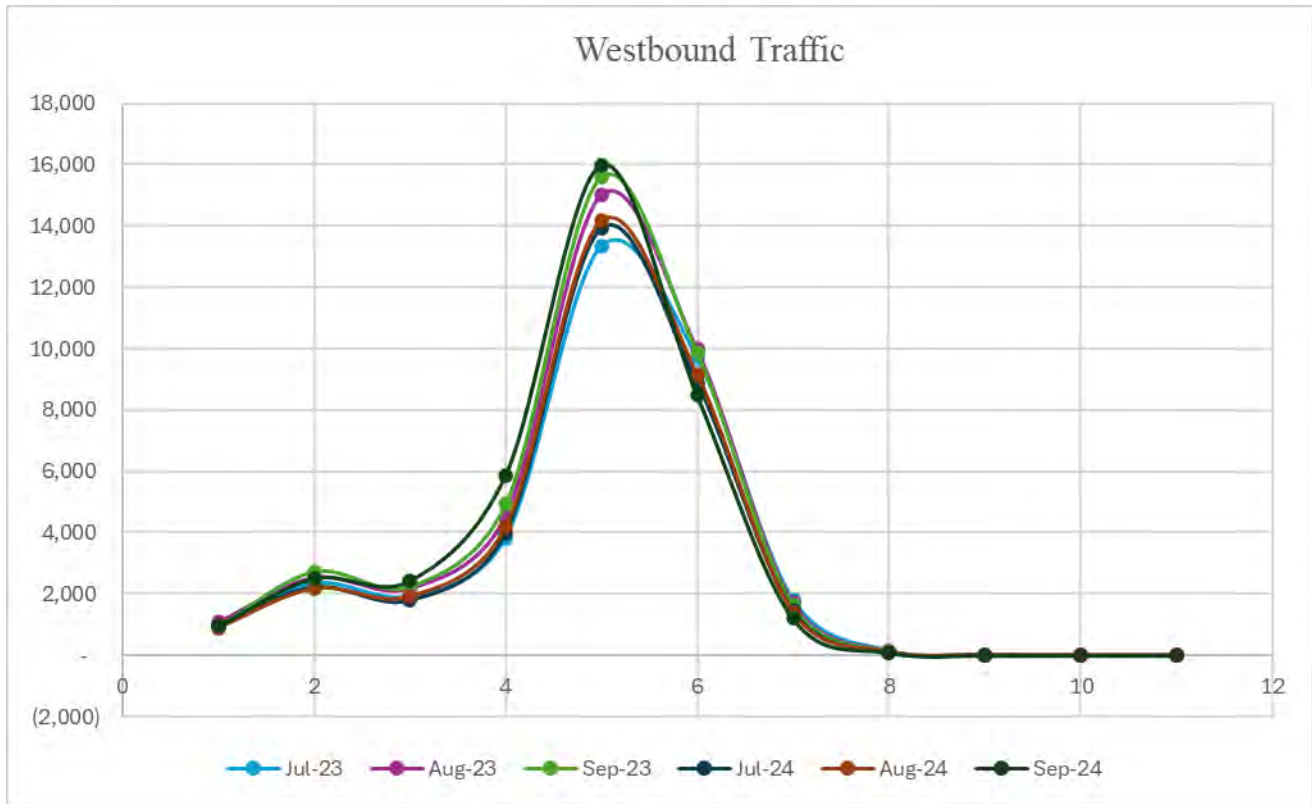
	1-5 mph	6-10 mph	11-15 mph	16-20 mph	21-25 mph	26-30 mph	31-35 mph	36-40 mph	41-45 mph	46-50 mph	51-55 mph
Jan-24	2,067	2,450	1,812	2,625	8,939	7,223	1,479	155	15	2	0
Feb-24	755	2,215	2,245	3,419	11,973	9,582	1,865	172	16	1	1
Mar-24	2,920	2,722	2,175	3,462	12,742	10,287	2,054	220	20	1	0
Apr-24	1,997	2,587	2,354	4,240	14,054	9,852	1,860	145	15	4	0
May-24	1,401	2,464	2,200	4,829	16,025	10,408	1,736	126	14	1	1
Jun-24	947	2,188	1,896	3,783	13,656	9,836	1,704	122	10	1	1
Jul-24	962	2,236	1,803	3,988	13,908	8,888	1,472	111	11	2	1
Aug-24	888	2,169	1,913	4,173	14,164	9,160	1,407	115	11	1	0
Sep-24	963	2,515	2,442	5,875	15,982	8,485	1,211	97	3	0	0

*Westbound traffic volumes by speed



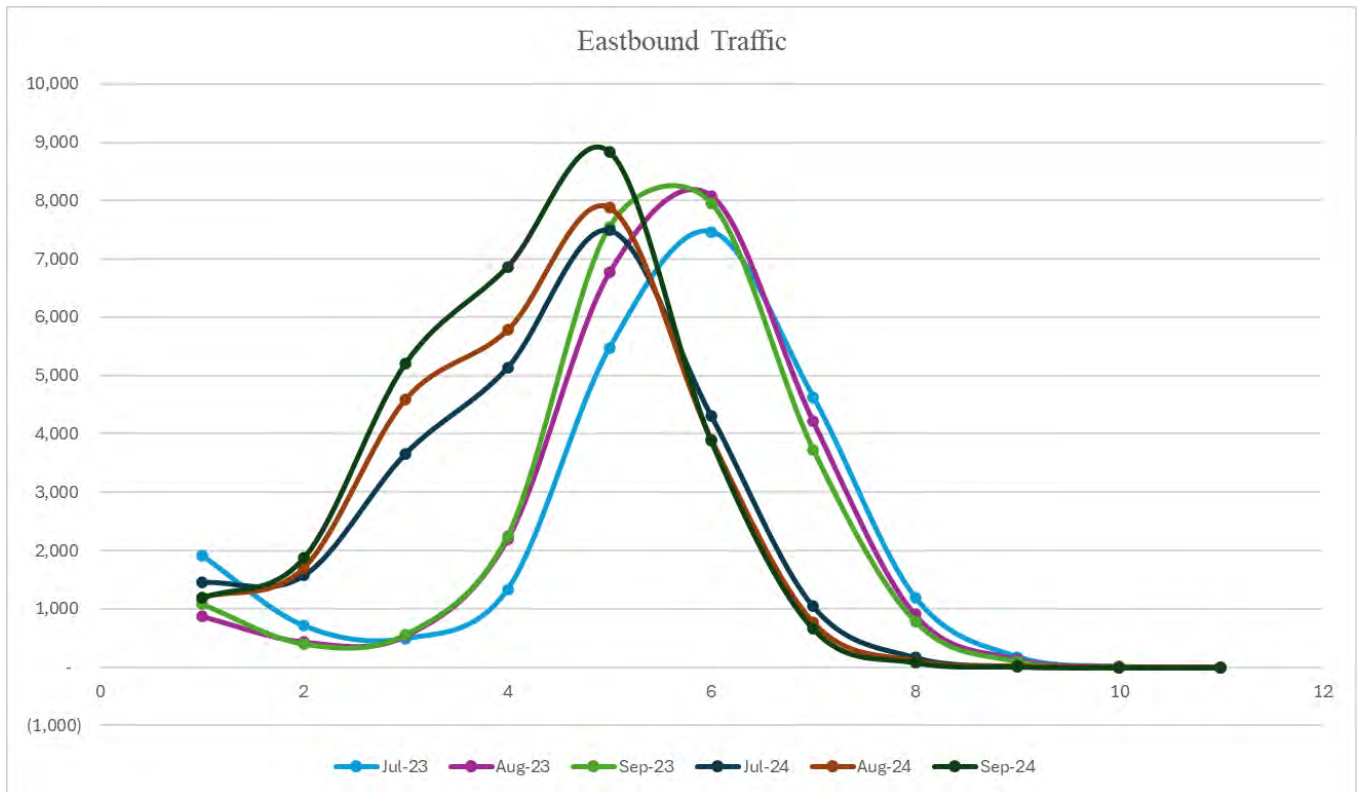
	1-5 mph	6-10 mph	11-15 mph	16-20 mph	21-25 mph	26-30 mph	31-35 mph	36-40 mph	41-45 mph	46-50 mph	51-55 mph
Jan-24	751	214	205	835	3,873	5,885	3,375	845	111	14	1
Feb-24	791	385	294	916	5,085	8,067	4,832	1,093	147	25	2
Mar-24	1,453	428	289	899	5,213	8,178	5,218	1,353	200	34	3
Apr-24	2,196	1,243	1,375	2,555	7,243	7,948	3,969	842	112	15	2
May-24	1,427	909	2,165	4,593	9,291	7,384	2,368	351	34	3	0
Jun-24	1,050	752	1,496	3,565	7,868	6,203	2,046	364	43	1	0
Jul-24	1,458	1,572	3,665	5,137	7,489	4,309	1,044	171	20	0	0
Aug-24	1,192	1,697	4,592	5,780	7,885	3,906	762	103	13	0	0
Sep-24	1,189	1,873	5,215	6,868	8,842	3,880	661	83	10	0	0

*Eastbound traffic volumes by speed



	1-5 mph	6-10 mph	11-15 mph	16-20 mph	21-25 mph	26-30 mph	31-35 mph	36-40 mph	41-45 mph	46-50 mph	51-55 mph
Jul-23	972	2,346	1,928	3,829	13,344	9,714	1,816	147	12	1	2
Aug-23	1,081	2,535	2,178	4,540	15,019	9,982	1,705	137	11	1	1
Sep-23	935	2,738	2,255	4,924	15,606	9,891	1,645	143	15	4	2
Jul-24	962	2,236	1,803	3,988	13,908	8,888	1,472	111	11	2	1
Aug-24	888	2,169	1,913	4,173	14,164	9,160	1,407	115	11	1	0
Sep-24	963	2,515	2,442	5,875	15,982	8,485	1,211	97	3	0	0

*Westbound traffic volumes by speed



	1-5 mph	6-10 mph	11-15 mph	16-20 mph	21-25 mph	26-30 mph	31-35 mph	36-40 mph	41-45 mph	46-50 mph	51-55 mph
Jul-23	1,916	710	489	1,330	5,473	7,467	4,633	1,195	177	9	0
Aug-23	875	437	540	2,193	6,766	8,085	4,215	901	142	14	0
Sep-23	1,087	401	561	2,250	7,545	7,955	3,731	788	101	7	1
Jul-24	1,458	1,572	3,665	5,137	7,489	4,309	1,044	171	20	0	0
Aug-24	1,192	1,697	4,592	5,780	7,885	3,906	762	103	13	0	0
Sep-24	1,189	1,873	5,215	6,868	8,842	3,880	661	83	10	0	0

*Eastbound traffic volumes by speed



Map to show speed table and speed monitoring sign locations