

MINUTES
PUBLIC SAFETY COMMITTEE
December 3, 2019

The Public Safety Committee met on December 3, 2019 at 4:30 p.m. at City Hall.

Present: Chairman Sharp, Alderman Hughes, Alderman Jenkins

Others in attendance: Mayor White, Clerk Hurd,
Police Chief Mettille

Absent: None

Chairman Sharp called the meeting to order at

PUBLIC COMMENT:

None

BUDGET REVIEW:

Chief Mettille reported that budget is within guidelines.

PURCHASE OF BATTERIES:

Chief Mettille requested the purchase radio batteries. Discussion was held and it was the consensus of the committee to seek council approval for the purchase 11 batteries from Ragan Communications in the amount of \$1,331.00.

POLICE UPDATE:

Chief Mettille gave a review of monthly reports. Reports are attached to the minutes. Chief Mettille informed the committee that Pearce Community Center had contacted him in regards to opening up parking along the north side of Cedar Street. Chief Mettille discussed Pearce's future plans for a parking lot. Discussion was held. The committee directed Chief Mettille to contact the home owners along Cedar Street and ask for their input for allowing parking along Cedar Street.

NEW/OLD PROPERTY MAINTENANCE:

Chief Mettille presented the property maintenance report. All properties were reviewed by the committee. The committee directed requested that a new inspection be done on 1419 Second Street.

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OLD BUSINESS

PROPERTY MAINTENANCE PROCESS/RESPONSIBILITIES:

Mayor White presented proposed updates/revisions to the Property Maintenance Policy. Discussion was held. The consensus of the committee was to seek council approval for the updated policy (attached).

AGENDA ITEMS

Purchase of batteries
Property Maintenance Policy updates

CHAIRMAN ACTIONS

There being no further business the meeting adjourned at 5:00p.m.

Respectfully submitted,

Margaret E. Hurd, City Clerk

| ADDRESS | NAME | DATE | STATUS | MISC. |
|--------------------|----------------------|----------|-------------------------|---|
| 817 N. 6th Street | Richard Miller | December | Given NTA | Bench Trial moved to December |
| 419 Second | Eric and Katie May | December | Continued Progress | Waiting for finances to purchase rest of shingles |
| Old Depot | Nelson's | December | Approx 15- 17 Windows | plexiglass being cut for lower level. Completed by 12/11 |
| 1419 Second Street | Corey Stear | December | Letter was sent | Unable to make contact |
| 1621 Cutright | Dale Gallant | December | Continued Progress | Improved fence/ deck/gate / trim (siding in spring) |
| 1729 Cutright | Danny Cash | December | Evicting current tenant | Still going through eviction process /Property cleaned up |
| 1403 Second | K. Stoltz/ B. Lauber | December | Continued Progress | Working on foundation then new windows and doors |

Completed
 1807 Finney House Demolished
 705 Santa Fe Garage Demolished
 1110 5th Street Fence removed
 1315 First House Demolished
 1314 First Completed



Ragan Communications Inc.

Phone: 309-745-9386

Fax: 309-745-3215

2 Ragan Court

Washington, IL 61571

Quote

No.: **6353**

Date: **11/6/2019**

Prepared for:

CHILLICOTHE POLICE DEPT
PO BOX 145
CHILLICOTHE, IL 61523 U.S.A.

Prepared by: Chris M. Cochran

Account No.: 77

Phone: (309) 274-2129

| Quantity | Item ID | Description | UOM | Sell | Total |
|----------|--------------|--|-----|----------|------------|
| 11 | PM234361-LIP | POWER PRODUCTS POLYMAX BATTERY - 4100 MAH LI-POLY | EA | \$121.00 | \$1,331.00 |

Your Price: \$1,331.00

Total: \$1,331.00

Prices are firm until 12/6/2019

Terms:

Prepared by: Chris M. Cochran, sales@ragancommunications.com

Date: 11/6/2019

Accepted by: _____ **Date:** _____

Disclaimer

TAX AND SHIPPING COST NOT INCLUDED

Impounded Vehicles

| | Current Month | | Prior Month | |
|----------------|---------------|-----------|-------------|---------|
| | November | October | November | October |
| No valid D. L. | 1 | 1 | | |
| Suspended D.L. | 3 | 3 | | |
| Revoked D.L. | 0 | 0 | | |
| Drugs | 5 | 7 | | |
| DUI | 2 | 0 | | |
| Total | 11 | 11 | | |

Ordinance Zone Statistics

| | Current Month | | Prior Month | |
|-------------------------|---------------|---------|-------------|---------|
| | November | October | November | October |
| Derelict Vehicles | 24 | 13 | | |
| Junk Violations | 21 | 5 | | |
| Tall Grass / Tall Weeds | 1 | 7 | | |
| Business Checks | 198 | 204 | | |
| Letters Sent | 0 | 2 | | |
| Citations Issued | 0 | 0 | | |

CITY OF CHILLICOTHE

POLICY

ENFORCEMENT OF PROPERTY MAINTENANCE CODE

REVISED 8/13/12

REVISED 7/8/19

The City shall enforce the property maintenance code (Section 18-141 of the City Code) through its Public Safety Committee ("Committee") as follows:

- Upon receiving a complaint regarding a property, the Committee Chair shall be notified of the complaint. The Committee Chair shall then determine if the Fire Marshal shall be contacted to complete a maintenance code violation inspection.
- The Fire Marshal shall deliver to the Committee the maintenance code violation inspection report.
- Upon receipt of the maintenance code violation report, the Committee shall authorize the Fire Marshal to issue a notice to the property owner to abate the violations in 30 days or less.
- Upon the expiration of the time period given to the property owner, the Fire Marshal shall visit the property to determine the extent of compliance, and shall deliver to the Committee a report regarding compliance. The Committee shall determine if the matter should be considered resolved, or if the property owner should be given additional time or if a notice to appear should be issued.
- If the matter is determined to be resolved, the property owner should be notified and no other action is necessary.
- If more time is given, the property owner should be notified and the process should be repeated at the end of the additional time period.
- If a notice to appear is to be issued, the police department shall be notified and directed to do so.

Approved 8-13-2012

Approved 7-08-2019

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REVISED 8/13/12

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REVISED _____

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- Upon receiving a complaint regarding a property, the Committee Chair shall be notified of the complaint. The Committee Chair shall then determine if the Fire District's Fire Marshal shall be requested ~~contacted~~ to complete a maintenance code violation inspection. If so, the Fire District's Chief will be contacted and he/she will assign a Fire Marshal to perform the inspection.
- The Fire Marshal will perform the inspection, and photograph the property, from the edge of the property. Should the Fire Marshal feel he/she should enter the property, he/she will attempt to contact the property owner for permission to do so. An inspection checklist will be provided by the City.
- The Fire District's Fire Marshal shall deliver to the Committee the maintenance code violation inspection report.
- Upon receipt of the maintenance code violation report, the Committee shall authorize the Fire Marshal to issue a notice, on ^{District} City letterhead???, to the property owner to abate the violations in 30 days or less. A sample notice letter will be provided by the City and the City will have final approval of the letter prior to issuance.
- The Fire Marshal will monitor the property over the allotted time of abatement.
- Upon the expiration of the time period given to the property owner, the Fire Marshal shall visit the property to determine the extent of compliance, and shall deliver to the Committee, a report regarding compliance. The Committee shall determine if the matter should be considered resolved, or if the property owner should be given additional time, or if a notice to appear should be issued.
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- If more time is given, the property owner should be notified and the process should be repeated at the end of the additional time period.

- If a notice to appear is to be issued, the police department shall be notified and directed to do so.

Approved 8-13-2012

Approved 7-08-2019

Approved _____

Mailed via certified mail
7011 0470 001 4673 8454

January 10, 2019

Melissa Hayward
512 McDowell
Chillicothe, IL 61523

NOTICE OF VIOLATION
422 Wilmot, Chillicothe

I was instructed by the public safety committee to complete a Maintenance Code Violation checklist concerning your property.

The inspection was completed and presented to the committee on January 8, 2019 and you are in violation of the City of Chillicothe Property Maintenance Code – Chapter 18 of the city code. The house has weeds all around and garage has the roof fallen in and doors are not secured. These violations must be corrected within **30 days** of the receipt of this letter. If this completion date is a concern, please call me or Denise Passage at City Hall (274-2020)

Failure to meet the completion date will result in the Police Department issuing a “notice to appear” in Violation of the City of Chillicothe, IL. Code of Ordinances – Chapter 18 – Building and Building regulations.

If you have any questions, please call.

Jim Benisch – Fire Chief