

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

Code Enforcement Review Board - May 15th, 2024

1. **Opening of Meeting**

Ms. Westfall called the meeting to order at 6 PM.

Roll Call: Ms. Baldwin – present, Mr. Henson – present, Mr. Schaefer – present, Ms. Westfall – present.

Ms. Westfall explained the rules and expectations for this meeting.

2. **Pledge of Allegiance**

Ms. Westfall led the pledge of allegiance.

3. **Meditation**

4. **Approval of Minutes**

Approval of minutes from the April 17th meeting.

Ms. Westfall called for a motion to approve minutes for April 17th. Mr. Henson motioned to approve minutes for April 17th, Mr. Schaefer seconded.

Vote: Ms. Baldwin – yes, Mr. Henson – yes, Mr. Schaefer – yes, Ms. Westfall – yes.

5. **Citizens Address** 3 Minutes maximum per resident.

Mr. Byrnes explained that citizens who wish to speak at the public hearing need to be sworn in. They do not need to be sworn in to speak at the citizens' address.

Ms. Westfall asked if any citizens wish to speak during the citizens' address. Hearing none,

Ms. Westfall moved forward from the citizen's address.

6. **New Business**

a. Change of June Meeting Date

- i. The CERB meeting was originally scheduled for Juneteenth, a national holiday. It's the staff's recommendation in Observance of Juneteenth to change the June CERB meeting originally scheduled for Wednesday, June 19th, 2024 to June 20th, 2024.

Mr. Henson cannot make this meeting.

b. Change of November Meeting

- i. To avoid scheduling conflicts with the Board of Zoning Appeals, the CERB meeting needs to be rescheduled. It's the staff's recommendation to change the CERB Meeting originally scheduled for Wednesday, November 20th, 2024 to Thursday, November 21st, 2024.

c. Change of December Meeting

- i. To avoid scheduling conflicts with the Board of Zoning Appeals, the CERB meeting needs to be rescheduled. It's the staff's recommendation to change the CERB Meeting originally scheduled for Wednesday, December 18th, 2024 to Thursday, December 19th, 2024.

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Mr. Henson motioned to accept all date change staff recommendations, seconded by Mr. Schaefer.

Vote: Ms. Baldwin – yes, Mr. Henson – yes, Mr. Schaefer – yes, Ms. Westfall – yes.

d. CERB-24-9 (2588 Retford Dr)

Staff presented a vacant housing case to the Board at 2588 Retford Dr. Staff Recommendation: No Action. It has been discovered the home is not vacant and is actually a rental. We will begin the process for rental registration.

Ms. Baldwin motioned to accept staff's recommendation, seconded by Mr. Schaefer.

Vote: Ms. Baldwin – yes, Mr. Henson – yes, Mr. Schaefer – yes, Ms. Westfall – yes.

7. **Old Business**

a. CERB-24-3 (10752 Shipley Ct.)

Staff presented a vacant housing case to the Board at 10752 Shipley Ct.

Ms. Westfall asked if anyone would like to speak about the case. Mr. Benford (10752 Shipley Ct.) was sworn in by Mr. Byrnes. Mr. Benford is continuing to make repairs to the property. He has been trying to work with American Family Insurance, but they will not insure this property. He has been researching other companies and has begun a policy through State Farm, but the policy is still listed as "Pending in the State Farm system. State Farm has taken his payment and he is preparing to make another payment soon, but he has not heard back from State Farm about the policy's status. Mr. Benford simply needs more time to secure his policy so he can apply for his vacant building registration.

Staff Recommendation: Motion to extend the deadline for registration without penalty to on or before June 20th, 2024. If not registered CERB-24-3 will be placed on the June 20th, 2024 meeting for final action. It's our belief the owner is diligently working to obtain the insurance necessary for registration but unfortunately keeps running into hurdles.

Ms. Baldwin motioned to accept staff's recommendation, seconded by Mr. Schaefer.

Vote: Ms. Baldwin – yes, Mr. Henson – yes, Mr. Schaefer – yes, Ms. Westfall

8. **Adjournment**

Mr. Schaefer made a motion to adjourn, Ms. Baldwin seconded.

Vote: Ms. Baldwin – yes, Mr. Henson – yes, Mr. Schaefer – yes, Ms. Westfall - yes.

Adjourned at 6:19 PM.