**Community Compliance Subcommittee Meeting Minutes**

**July 25, 2016 (Revised)**

**Present:** Kevin Trevillyan, Council Member Rod VanGenderen, Chief Bldg. Officer Greta Truman, Asst. City Attorney Joe Cory, Deputy P.W. Director

Eric Boike, Community Compliance Specialist

Adam Coyle, Community Compliance Specialist

The meeting began at 4:03PM. Councilman Trevillyan facilitated the meeting and minutes were recorded by Peggy Englehart.

1. Review of minutes from May 31, 2016

Approval of minutes

1. Reports – June Monthly and 2nd Quarter Community Compliance Reports – **Joe Cory**
2. The majority of issues have been grass and weed related, along with some brush/tree and a few junk/debris issues. Eleven violations were abated. The abatement contractor continues to do a stellar job with quick responses.
3. Mr. Cory inquired as to whether the monthly reports have merit or if the Subcommittee would prefer to have quarterly reports only. Councilman Trevillyan expressed his interest in continuing to receive reports on a monthly basis.
4. Introduction of two Community Compliance Specialists - **Joe Cory**
5. Eric Boike and Adam Coyle, recently hired Community Compliance Specialists, were introduced. Mr. Cory stated that incoming cases are caught up. The Specialists are able to be proactive in identifying and processing code violations, and are being aggressive in pulling signs in the right-of-way.

1. Other Matters
   1. Training will take place to educate employees who drive around the City to recognize code violations and report them to Community Compliance.
   2. Code Compliance issues have been added to the yourGov options.
   3. A handout of options for disposal of appliances has been developed for providing to residents.
   4. Mr. VanGenderen requested a copy of a form letter sent to residents, and of the abatement contractor’s fees and details.
2. Citizens Forum (each person will have 5 minutes to speak) – **None**

The meeting was adjourned at 4:19 by Councilman Kevin Trevillyan.

Respectfully submitted,

Peggy Englehart

Administrative Secretary

Public Works