



**VILLAGE OF WAUCONDA
COMMITTEE OF THE WHOLE MEETING MINUTES
MONDAY, SEPTEMBER 20, 2021**

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Mayor Sode at 6:10 PM

2. ROLL CALL

Upon Roll Call by Clerk Radcliffe, Mayor Sode and the following Trustees were present:
Trustees Barbini, Howe, Schlick, Shaw, Kuhn, and Ferrier

Also Present:

Dave Wermes (Chief of Police/Interim Village Administrator), Mike DaValle (Deputy Fire Marshall), and Gregory Anderson (Director of Community Development)

3. PUBLIC COMMENT:

No public comments

4. ITEMS FOR DISCUSSION

- A. Existing Chapter 150 Building Regulations
- B. Proposed Chapter 150 Building Regulations (3rd Draft)
- C. Building Code Enforcement Evaluation Report

Greg Anderson, Director of Community Development, advised he is presenting on four different items this evening with everything being in a preliminary stage and not in its final format. Director Anderson advised the process of updating our outdated codes to 2018 standards started last year, and it continues to be an ongoing process. Today's presentation is intended to be more of a big picture discussion. Regarding items, A, B and C, we have received the ISO Building Code Evaluation Report of Wauconda codes. Wauconda received a rating of "10" based on the 2018 code standards (2021's is out right now); the ISO/BCEGS rating/grading scale is a 1 to 10 scale, 1 being exemplary, and 10 being not so good. The score Wauconda received was to be expected due to two things, the age of Wauconda's 2003 building codes and municipal amendments to codes as written. These are two of the most heavily weighted factors based upon current published codes. This evaluation and rating determines fire insurance costs; being rated a 1 you will be paying less, than if rated a 10.

Reviewing and adopting our current codes to 2018 code standards will increase our score substantially. Director Anderson, the Mayor, and Board/Committee members discussed timelines for updating Wauconda's building codes with Director Anderson stating subsequent COW meetings will be used for the finer points of the updated codes. There are 12, with three we have no say over, but the other nine will be presented three at a time for Board/Committee review and discussion at each of the next three upcoming COW meetings, and is recommending we adopt to the 2018 code that they have been working on for the past year, rather than updating to the newly approved in February of 2021 codes, noting that there is little difference between 2018 and 2021. Starting over to adopt to 2021 codes would be time-consuming and cost prohibitive. Director Anderson also recommended we adopt all updated codes as a whole.

Director Anderson advised he is working with Rudy Magna, Wauconda Village Attorney, and the Fire District, on this project and targeting end of 2021 for Board approval and implementation of all the new codes being effective as of January 1, 2022.

D. Contractor Registration Program

Director Anderson advised the Contractor Registration Program is a priority. It is brand new to Wauconda as we do not have a registration program for contractors in place. This program defines who a contractor is and sets up the certificate and registration program. If they are state licensed as a roofer, plumber or sprinkler contractor, they just need to submit a copy of their Illinois license because they are already registered and licensed with the State of Illinois. They do not have to pay the application fee, as they already pay a registration fee to the State of Illinois. There is a contractor's insurance requirement and grounds for relocation. Enforcement comes to Director Anderson's office as the Building Commissioner and Director of Community Development. It is a pretty simple and straightforward program that has worked out very well in the last three communities he has worked in. Director Anderson is debating if this is to be put in place immediately or wait to implement until January 1, 2022 to allow for contractors to put everything in place. Board/Committee members agreed this is a good thing for our residents, ensuring that if contractors are pulling permits, we know they are fully bonded and insured. Director Anderson will bring this to the Board for adoption at the next Board meeting.

E. Existing and Proposed Rental Housing Code

Director Anderson advised that our sales and rental inspection program has been on a hiatus due to Covid, just to protect him and his staff going into these homes. They are still doing the rental waivers until Covid passes. Director Anderson is putting the rental and housing code together into the guide book for first and foremost the Board/Committees understanding of it. Basically, what Director Anderson has done is gone through the chapter and is pulling it out of the building code and creating its own chapter within the code of ordinances, so it is a stand-alone ordinance and stand-alone chapter in the code book. Deleting the sales side of it as discussed pre-Covid, Director Anderson reminded the Board/Committee how time consuming it is; and he could have one person doing it full time, five days a week, 365 days a year, and that is all that person would do from a sales standpoint. The home ownership is faring well and he did not find too many things wrong with the sales side of things. If they have questions, they can always call on us. If they do home inspections, the home inspector should pick up on most everything. I would say that they pick up on 97.5% of the things we pick up on. They don't know our codes and ordinances like we do, but that's okay. They are getting a safe home in Director Anderson's opinion, in the interest of the public that is buying the homes. Rental on the other side, we have to watch and manage it more carefully because of transient people coming and going. Director Anderson advised he has established and taken what was in place with the legislative findings, and Rudy and he will have to put their heads together to make sure thing works for us as a non-home rule community. Director Anderson added a lot of definitions in the code book, such as what is considered rental housing and what is not – it's not a bed and breakfast. Greg advised he methodically and logically thought this through on how to create a rental housing code as demonstrated in the provided packet. Besides the definitions, Greg has included a new registration form in the code for the home/rental agent, to better know who these people are and we are better able to contact them. There is a one-time fee for registration, until they sell the property and there is a new registration, at which point we build that database again. The inspection program has been modeled under the rental housing so that our inspections are done in November and December, and in January and February based on the address. The even or

odd year will coincide with the even or odd house number. If a tenant leaves within the first 12 months, an additional inspection is not required, but if they leave after the 12-month mark, an inspection is required. There is a modest inspection fee schedule set up. The fees are very low in this rental program and it is set up so the first inspection has a set fee, the second inspection is free, and then there is a fee for the third inspection. The fee schedule is fair Director Anderson believes, as he has time, staff and materials involved in the inspections. Proposed timeline on adopting this code is also the end of 2021 for implementation and effective as of January 1, 2022.

F. Existing Chapter 110 General Business Licensing and Regulations

Director Anderson advises we have an existing General Business Licensing and Regulations ordinance, but he wants to take this chapter and modify it to include and encompass all businesses, not including in-home occupations/businesses. Director Anderson advised we have four different business registration programs that he would like to streamline into one, also advising that is why you do not see a finished product in the packet yet, as he has to work with Rudy and the different offices to try and pull something together that could work for everyone. The registration process would also include a modest registration fee to cover processing and the administrative costs. Provided in the packet was a sample of Lake Zurich’s registration packet for the Board/Committee’s review. Director Anderson feels this is a good model for Wauconda to reference. The Board/Committee stressed the bigger industrial park type businesses are able to pay a larger fee, say \$25, but they would like to see the fees kept very low, close to zero, for Wauconda small businesses, with Director Anderson concurring. Director Anderson advises he will have something to present to the Board/Committee at the end of November.

G. Village Building Facility Assessment

Dave Wermes, Chief of Police and Interim Village Administrator advised on September 7, 2021 that he, Mayor Sode and Chris Hansen from Kluber met to review and discuss the Village Building Facility Final Assessment. Per Chief Wermes, Kluber essentially created a point system to give an overall rating for six specific major building categories. Basically, 70 is the deciding factor and any building’s rating (or area of rating) totaling above 70 is considered satisfactory, anything under 70 requires improvement. Per Chief Wermes, surprisingly the Police Department was scored as the best facility and not surprisingly, the CAC was the worst, with the advice that we should get rid of that building as soon as possible. The Chamber is currently holding a month to month lease on the CAC, but it can be terminated at any point with a 30-day notice by either party if we choose to move forward with that.

	1- Site	2- Structural & Mechanical	3- Plant Maintainability	4- Building Safety & Security	5- Workplace Adequacy	6- Environment	Overall	Rating
Building								
W01 – Citizen Activity Center	0.51	0.48	0.58	0.79	0.81	0.59	0.64	Borderline
W02 – Village Hall	0.68	0.71	0.67	0.86	0.79	0.75	0.76	Satisfactory
W03 – Community Development	0.57	0.63	0.83	0.89	0.88	0.65	0.75	Satisfactory
W04 – Police Department	0.9	0.88	0.86	0.94	0.81	0.87	0.88	Satisfactory

5. ADJOURNMENT

Trustee Howe moved to adjourn at 7:04 PM, seconded by Trustee Barbini.
All in favor.

Minutes respectfully submitted by:

Virginia "Gigi" Radcliffe, Wauconda Village Clerk