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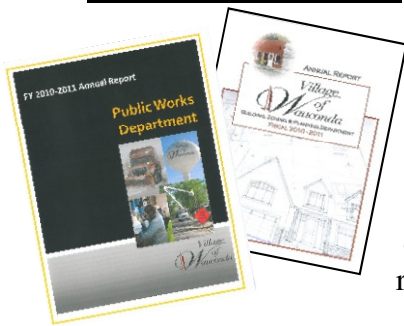
To: Mayor Knigge and Board of Trustees

From: David Geary, Director of Public Works and Building and Zoning
Jackie Soccorso, Director of Environmental Quality and Public Works Supt. of Admin.
Alex Pryde, Public Works Superintendent of Operations
Joe Schwarz, Fire Prevention Division Chief and Building Commissioner

Date: April 27, 2011

**Administration, Public Works, and Building and Zoning Department
Administrative Report for April 14th through April 27th, 2011**

Administration



Departmental Annual Reports Submitted

During this reporting period, FY 2010-11 Annual Reports were presented to the Board from the Building, Zoning and Planning, Economic Development, Environmental Quality, Police and Public Works Departments. The reports highlight major activities and projects completed during the year for the respective Departments. All the reports are now posted on the Village website.

Final Goal Reports Submitted from Each Department

Each Department has submitted a final report to the Board on their progress toward meeting the Village Strategic Goals for 2010-11. At the beginning of the fiscal year in May, each Department was assigned specific tasks to complete to allow the Village to meet the overarching strategic goals set forth at the Village Board's Strategic Planning Meeting held in August of 2009.

Board Orientation

Newly elected Village Trustees were invited to a 'New Board Member Orientation' held on April 28th. At the meeting, information was presented about Board Committees, Activities and Procedures and Village Communications. Village Department Heads also were invited to give a short overview of their responsibilities/operations. The purpose of the meeting was to allow the newest Board members an opportunity to gain some introductory information about Village operations to allow them to get 'up to speed' quickly.

ICOPS and AFSCME Contracts

Labor contracts have been successfully renegotiated with two of the four labor unions representing Village employees - The American Federation of State, County, and Municipal Employees (AFSCME) and The Illinois Council of Police (ICOPS). AFSCME has agreed to a four year contract that runs until May 1, 2015. In the agreement, the Village and AFSCME

agreed to a 0% wage increases for the first three years of the contract and a 3% increase in the final year of the deal. With this concession, the bargaining unit gained a "no layoff" clause for the years that their employees received no increase. The Illinois Council of Police (ICOPS), covers the Police Department's sergeants, and their new agreement runs for two years ending in April 2013. The agreement includes no wage increase in the first year and a 3% increase in May of 2012. This contract is similar to the ones reached with the other Fraternal Order of Police units over the past year. Those agreements involved the Village Police Department's Telecommunicators and Patrol Officers.

Public Works

Arbor Day - Fifth Grade Arbor Day Poster Contest



For the past several years, the Public Works Department has worked with the local elementary schools to coordinate their participation in the National Arbor Day Poster Contest for fifth grade students sponsored by the Arbor Day Foundation. The Foundation announced that its final contest would be in 2010, and has since stopped hosting the contest. In response, the Village decided to hold its own contest so that the tradition could carry on in our community. At each of the schools, classrooms choose a winning poster and these 'classroom winners' compete to be named the school winner. On Arbor Day, Friday, April 29, 2011, the schools received a tree planted in the schoolyard during the fifth

grade Arbor Day celebration to recognize student participation. Classroom and school winners assisted the Public Works crew in the actual planting of the trees.

Arbor Day Tree and Shrub Sale

In observance of Arbor Day, and as a way to encourage residents to plant and care for trees, the Village and the Wauconda Area Chamber of Commerce partnered to host the 6th Annual Arbor Day Tree and Shrub Sale on Saturday, April 30th, 2011. This year's sale, which offered a variety of trees and shrubs to residents at reduced prices, took on new significance in light of the massive tree removals that will be needed in the Village due to the Emerald Ash Borer. The Public Works Department delivered trees and shrubs to Village residents free of charge. Participating in the tree sale is one component of the Village's application for renewal of its Tree City USA status.

Street Division Street Sweeping

Twenty one hours were spent street sweeping during this period in the following subdivisions/areas: Larkdale, Lake View Villa, Country Ridge and the Industrial Park.

Arborist Activity

During this period, the Arborist removed four trees during regular tree operations:

FREE Compost with any purchase!
Compliments of **MIDWEST ORGANICS**
(Bring your own container to fill)

FREE Curb-side tree delivery to Wauconda Residents!

**6th Annual Wauconda
ARBOR DAY
Tree & Shrub Sale
Saturday, April 30th
8:00 AM to 2:00 PM**

Acres Group Parking Lot - 610 W. Liberty Street

- *Ornamental Shrubs and Grasses
- *Ornamental & Shade Trees
- *Variety of Evergreen Shrubs & Trees
- ...and much more

Chamber Event Sponsors

Village of Wauconda
CHAMBER OF COMMERCE

For Information
847.576.5580
www.villageofwauconda.org

ACRES GROUP
Daily Herald
Advocate Good Shepherd Hospital

- Two 20 foot trees were removed at the end of Orton Avenue as they were growing into power lines and the guard rail;
- A hazardous 35 foot box elder tree was removed from Ridge Court;
- A hazardous 65 foot maple tree on Main St. was removed.

Four additional removals were needed in response to the emerald ash borer infestation. The ash tree removals (3 large and 1 small) were performed in Lakepoint, Maimans I and II and in town.

Lift Station #15

During the evening of April 19th, our SCADA system reported problems at lift station #15 on Anderson Road. Upon investigation, it was discovered that the pump seals on one of the pumps had failed. As is often the case, this malfunction occurred while the area was experiencing very heavy rainfall, and the full capacity of the pumps was badly needed. The Department was able to immediately replace the broken pump with one of the backups that was approved and purchased just a few months ago. Before the approval, there would have been no back up pumps available for this lift station. Without the use of this newly purchased unit, we would have been in very real danger of facing a sewer backup in homes in the Saddlewood, Aspen Grove and Oak Grove subdivisions.

Vactor Truck Activity

During this period, the vactor truck was used to clean 1,525 feet of sewer lines in the SSA #13 area. This area has now been completely addressed at least once.

Water Division

Water Main/Fire Hydrant Flushing

Each spring, the Water Division conducts the annual water main/fire hydrant flushing program. Main flushing is important activity needed to keep the water quality high in areas where flow-through in the lines is minimal. During this period, the water main flushing for the Village was completed. This year, the Water Department adopted a new 'leapfrog' flushing procedure. As the name implies, one operator sets up at a chosen hydrant and flushes the water main for the specified time while another operator travels to the next planned hydrant and sets up for the next section. Once the first operation has completed his test, he radios to have the next operator start the process at his hydrant, while the first takes his diffuser/gauge off, travels to next site, and sets up again. This new procedure allows more water mains to be flushed in less time, with less waste.

Water Reclamation Division

The following projects were completed during this period:

- On 4-13, staff compiled detailed information for the Siemens energy study.
- On 4-13, completed wet weather lift station cleaning. All pumps were pulled and debris was removed. The level transducer and floats had a large amount of rags sucked into pump P101. This pulled the floats and transducer into the pump as well. A new transducer has been ordered.
- On 4-13, SCADA Alarm call out - The alarm was Programmable Logic Controller (PLC) #4 south low battery alarm. There is an internal battery in the PLC. If the battery were to drain the programming would be lost for the PLC. A new battery was purchased and a service call was set up with Wunderlic Malec for replacement.
- On 4-14, pump down and investigate north and south primary effluent wet wells. There was a large amount of grit, sand, and debris in each well. The wells are now scheduled for cleaning with the Vactor truck and crew.
- On 4-14, staff attended the Fox Valley Operators Association meeting in Huntley. The topic of the discussion was radium in biosolids.

- On 4-18, Crystal Lake staff accompanied Village staff on a pretreatment industrial inspection at Knaack Manufacturing. Staff attended the inspection for training purposes.
- On 4-21, submit March 2011 DMR's to IEPA. This meets the requirements of Special Condition #14 of NPDES permit.
- On 4-21, submit 1st Quarter Sludge Test Results to IEPA. This meets the requirements of Special Condition #4 & #6 of sludge permit.
- On 4-26, completed group monthly safety discussion. The topic was backup generators. Staff took a backup generator to their respective sites (water well, lift station, treatment plant) and transferred power from ComEd to the generator.
- On 4-26, Wunderlic Malec replaced internal battery on PLC #4 south. In the process, the technician had trouble rebooting the PLC programming. The PLC is slowly failing. Quotes have been submitted for replacement.
- On 4-26, staff accompanied Crystal Lake staff on a pretreatment industrial inspection at Camfill Farr. Staff attended the inspection for training purposes.

Indicators for Water Reclamation (14 day reporting period)

Final Flow

Total pumpage for period: 29,902,000 gallons

Design flow of treatment: 1,900,000 gallons per day

Design maximum flow of Treatment works: 6,000,000 gallons per day

Average flow for reporting period: 2,136,000 gallons per day

High flow reporting period: 3,530,000 gallons

Low flow reporting period: 1,235,000 gallons

Performance Indicators for Water Produced

Total pumpage for period: 16,061,000 gallons

Dependable capacity of water works @ 24 hrs/day: 3,470,070 gallons per day

Dependable capacity of water works @ 18 hrs/day: 2,548,470 gallons per day

Average daily pumpage for reporting period: 1,147,000 gallons per day

High day for reporting period: 1,396,000 gallons per day

Low flow for reporting period: 796,000 gallons per day

- JULIE locates: 72
- Daily check of water facility: 81
- Daily water supply operational tests conducted: 377
- Daily water distribution operation test conducted: 78
- Non-daily bacteriological samples collected: 8
- Non-daily chemical samples collected: 6
- Repaired water meters: 6
- Lawn irrigation meter install: 1
- High water bill investigations: 3
- Water quality inquiry: 1
- Red Tags delivered: 131
- Final readings: 38
- Backflow 1st notice: 17
- Backflow 3rd notice: 8



Wauconda
Building & Zoning

Commissioner Schwarz:

- **Site Inspections / Reviews:**
 - 1070 Garland Rd / Addition
 - 2714 Salt Creek Court / Patio/Fire Pit
 - 2300 Serenity Lane / Patio
 - 2540 Coneflower Court / Fence
 - 2252 Clearbrook / Deck Replacement
 - 313 Willow / Deck
 - 710 Ridge / Patio and Driveway
 - 120-128 Mill Street / Sidewalks
 - 814 Lakeshore drive / Garage Demo
 - 2840 Cattail Ct. / Basement Build out
 - 1118 Barbara Ln / Fence
 - 204 S. Main Street / Interior Demo
 - 506 Old Country Way / Sidewalk/Patio
 - 2543 Bluewater Drive / Basement Build out
 - 2070 Gossell Road / Telecommunications Tower Antenna Additions
 - 1105 Jackson Ave. / Deck

- **Training:**
 - Commissioner Schwarz completed B & F Technical Code Services
 - Residential Inspector Multi Discipline Program

- **Meetings:**
 - Shane Green / Homer Tree
 - Lori Kmiecik /Wauconda Bowl
 - Staff / Douglas Glen Annexation
 - Staff / Annexation Coordination

Inspectors Completed:

- 44 Building permit inspections
- 12 Residential Dwelling Inspections

Permit Desk:

- 24 new building permits for total revenue of \$9,739
- 8 new Real Estate Dwelling Inspection Applications for total revenue of \$600
- 8 electric and 4 plumbing inspections by sub-contractors
- 3 FOIA request with a total of 30 minutes preparation time
- Prepared B&Z Annual Report
- Attended Lake County Partners Annual meeting

Zoning Services

Rolf C. Campbell and Associates (RCCA) continues to work with Village staff on various planning and zoning matters including referrals and reviews on potential zoning and economic development opportunities. Recent inquiries included meeting with a real estate broker regarding Village planning; meetings with three business representatives for zoning and potential expanded uses of their property; review and meeting with several business owners regarding signage; and, a number of phone calls from residents and individuals with zoning and planning questions. RCCA prepared 4/6/11 Plan Commission Meeting Minutes; coordinated and prepared the agenda and attended the 4/20/11 Plan Commission/ZBA Meeting and Public Hearings on the Draft Wind and Solar Ordinances and Draft Amendments to the Village Comprehensive Plan to adopt a Bicycle Plan. RCCA coordinated with Village Staff for posting of approved Plan Commission Meeting Minutes. RCCA continued research and data gathering of potential parcels for annexation; researched costs associated with annexations; researched impact fee ordinances; and, coordinated with Village Staff regarding a pier ordinance variation. RCCA prepared a annual report of zoning and planning activity; coordinated with Staff and provided miscellaneous planning and zoning administrative assistance.

Zoning Administration Services – Specific Applications

Cargill Property / Douglas Glen Senior Development:

RCCA coordinated review of a 4/18/11 amended annexation agreement including scheduling a Staff and Consultant Meeting to review the agreement, contacted the applicant's attorney and developer, prepared a memo to the Village Board transmitting the Plan Commission/ZBA's recommendations and findings of fact along with packets of information and exhibits received by the Plan Commission. RCCA attended and presented the Plan Commission's report at the 4/26/11 C.O.W. Meeting and provided the Village Board with a project status report. RCCA coordinated and responded to phone calls from the applicant's consultants and developer.

Synergy – Resubdivision Plat/Denmar Drive Road Vacation

RCCA reviewed the project status with the Village Staff, Village Attorney and Village Engineer. Coordinated receipt of a digital file of the Resubdivision Plat from the Project Engineer, and emailed the plat to the Village Appraisal Consultant with a request that an appraisal be completed ASAP.