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To: Mayor Knigge and Board of Trustees

From: David Geary-Village Administrator, Dir. of Public Works, Dir. of Building/Zoning
Jackie Soccorso-Dir. of Environmental Quality and Public Works Supt. of Administration
Alex Pryde-Public Works Superintendent of Operations
Joe Schwarz-Fire Prevention Division Chief and Building Commissioner
Zaida Torres-Director of Finance, Human Resources and Information Technology

Date: September 2, 2011

**Administration, Public Works, Finance and Building and Zoning Departments
Administrative Report for August 11th through August 31st, 2011**

Administration

Budget Meetings

August 1st marked the end of the first quarter of the fiscal year for the Village. In early August, Administrator Geary and Finance Director Zaida Torres held meetings with each Department head to review their individual budgets in order to identify areas in both revenue and expenditures that may have been under or over expectations. Initiating these meetings opens ongoing communication about the Village's finances and will allow us to more carefully track individual line items for follow up. Meetings that will be held after the conclusion of the next quarter (half way through the fiscal year) will be used to project year end budgeted amounts and ending fund balances for the 2012-13 preliminary budget drafts.

Job Description Project

At the August 9th Committee of the Whole meeting, all current Village job descriptions were presented to the Board for review. The job descriptions had recently been updated to ensure consistency in format and requirements, to check their accuracy, and to update as needed. This project is now complete and the updated information will be added to the Village website.

Public Works

Public Works Committee Meeting

A Public Works Committee meeting was held on Wednesday, August 31st at the Village Hall. Staff discussed the benefits of considering performance contracting and a plan to convert some existing water meters to a fixed based system so that the Village can complete its goal to transition to monthly billing. Bob Devery also presented an update on the Lake Michigan Water

project, which included information about the multiple options that the Village may have for acquiring water.

Street Division



as the year progresses.

Road Salt

During the month of August, the Public Works Department began receiving deliveries of this year's road salt supply. The Village was awarded 1,000 tons of rock salt this year through the State purchasing process.

Through this contract, we are obligated to accept at least 800 tons (80% of our award) and are able to receive up to 1,200 tons (120%) at our contracted price of \$64.15 per ton. We have already received 500 tons and will continue to receive deliveries, as needed,

Arborist Activity

Large scale tree trimming continued in the Village with 180 parkway trees being trimmed throughout Liberty Lakes to allow for roadway and sidewalk clearance. Thirty five trees located in other subdivisions were trimmed as well during this reporting period. In the later summer or early fall, staff must ensure that trees that are growing over the roadways will not interfere with upcoming snow clearing operations.

EAB Update

As the summer begins to draw to an end, the Emerald Ash Borer (EAB) flight season comes to its annual conclusion. During this reporting period, the Village Arborist conducted inspections on privately owned Ash trees to check for the presence of the EAB. Of the five hundred trees inspected, eighty five had positive signs of infestation. (This does not include 'likely' infested trees, or any trees located on commercial or state properties.) After infested trees were identified, a letter was prepared and sent to the property owner outlining the requirement to remove and destroy the trees. During the inspection process, it was also noted that an estimated 150 parkway trees had developed signs of positive infestation over the summer. These trees will be removed and disposed of according to protocol in the fall.

Water Division

Fire Hydrant Testing

One of the goals set for the Department this year was the testing at least 300 fire hydrants. We are proud to report that this goal was achieved during this reporting period. During the testing process, Water Division crews found seven hydrants that had major issues effecting water flow. These issues were severe enough to require that the hydrants be taken out of service until the needed repairs could be made. Issues



discovered included broken cross arms (pictured to the right); bent drain tubes; and corroded bolts and lugs. Six of the hydrants have been repaired and are now back in service. The repair on the seventh is being scheduled for the coming week.

Leak Detection Survey

The Village's leak detection survey continued during this period. At this point, approximately 60% of the public water system has been surveyed and reported on. Our contractor identified four leaks involving fire hydrants, and all have been repaired rendering the hydrants water tight. Two hydrants had damaged valve seats caused from rocks working their way in between the seat and plunger. Two other hydrants had damaged valve seat washers. Before the repairs, water continuously drained from the bottom weep holes. Weep holes are in place to allow the barrel of the hydrant to drain to prevent freezing in the winter. At 60 psi, the pressure present where the repairs were required, a ¼ inch hole can lose up to 15,000 gallons of water per day.

Fire Hydrant Painting

This summer the Wauconda High School 'Future Business Leaders of America' group 'adopted' fifty fire hydrants through the Village's Adopt-A-Hydrant program. A total of 30 hydrants were cleaned, scraped and painted during this monitoring period. An additional 20 hydrants will be completed before the winter. Through the program, groups such as this one, earn \$10 per adopted hydrant.

Mill Street Valve Maintenance

In anticipation of the upcoming road resurfacing project on Mill Street, Water Division personnel conducted an extensive check of the water system located under the road surface. One valve was found to be leaking when exercised. This indicates a potential future problem, so staff immediately repaired the valve, before the new street surface was in place. Another valve was found with a broken operating nut. This repair has been scheduled.

- JULIE locates: 141
- Daily check of water facility: 126
- Daily water supply operational tests conducted: 390
- Non-daily bacteriological samples collected: 7
- Non-daily chemical samples collected: 4
- Repaired water meters: 18
- Installed water meters: 5
- High water bill investigations: 1
- Red Tags delivered: 132
- Red Tag Notice shut-offs: 12
- Final readings: 61
- Backflow 1st notice: 18

Water Reclamation Division

During this period, the following tasks were completed:

- On 8-10 & 8-11, the solids contact tank was pumped down and cleaned as part of quarterly maintenance. A large amount of debris builds up on the bottom of the tank which prevents the air from properly transferring throughout the tank.

- On 8-17, staff changed oil on the primary effluent pumps. This is part of annual maintenance.
- On 8-18, staff members attended the Fox Valley Operators Association Mini Conference in Algonquin. Technical sessions were offered on the coming changes for radium levels in sludge.
- On 8-21, personnel attended the Chamber of Commerce's Community Roundup. The focus was on Lake Michigan water and the future impacts we expect regarding radium levels in sludge and sludge land application.
- On 8-22, staff removed wet weather transducer from well. Rags and debris were found and removed during the process. Pump P102 was pulled and rags were removed from the impeller.
- On 8-25 & 8-26, the Infilco sand filters were super chlorinated. This is done on a quarterly basis to remove any debris and biological growth within the media (sand) to improve the filter's efficiency. After cleaning the filter is drained and staff conducts an inspection of the backwash plating and drive. The tank is then put back into service.
- On 8-25, completed industrial pretreatment inspections at all well houses and wastewater treatment plant.

Indicators for Water Reclamation (21 day reporting period)

Final Flow

Total pumpage for period: 29,165,000 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: 1,246,000 gallons per day

High flow reporting period: 1,776,000 gallons

Low flow reporting period: 1,053,000 gallons

Performance Indicators for Water Produced

Total pumpage for period: 17,478,000 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: 1,248,000 gallons per day

High day for reporting period: 1,600,000 gallons per day

Low flow for reporting period: 949,000 gallons per day



Bangs Lake Weed Harvesting

During this period 191 cubic yards of aquatic plants were removed from Bangs Lake.

Mosquito Update

During this period, Clarke Mosquito conducted two mosquito sprayings – one on August 19th and one on September 1st. All communities in the Lake, McHenry, and Cook County area experienced a surge in mosquito populations due to the high rainfall coupled with warm temperatures in the past month. Our program with Clarke does not eradicate the mosquito population – or control the nuisance mosquitoes, but controls it to prevent West Nile Virus. The primary goal of the program is to protect public health. Clarke Mosquito monitors the types and numbers of mosquitoes in our area through traps and sampling of standing water. When numbers reach threshold levels, a community-wide spraying is scheduled.



Site Inspections / Reviews:

Commercial:

- 1200 Karl Ct. / Office Alterations
- Waters Edge / Office Build-out
- 122 S. Main Street / Dumpster Enclosure
- 1260 Karl Ct. / Office Alterations
- John Kuester Manor / Fence

Residential:

- Lakepoint H.O.A. / Multiple Privacy fence replacements
- 611 Lakeshore Blvd. / Patio & sidewalk
- 2560 Dogwood Drive / Patio & Fire Pit
- 2560 Goldenrod Way / Fence
- 2450 Bluewater Dr. / Fence
- 1035 Larkdale Row / Pool
- 227 Kimball Ave. / Deck
- 805 Peninsula Ln. / Piers installation with existing foundation.
- Lakepoint / Shoreline Restoration.

Meetings:

- Staff / Homer Tree Annexation and Zoning
- Quarterly Budget Review with Admin Staff
- Building and Zoning and Public Works Staff Meeting
- On site meeting with Phil Hedgepath to discuss potential building alterations to the Hedgepath Landscaping facility.

Other:

- Drafting of Plans and obtaining proposals for Building Department Renovations.

Building Inspectors:

176 Building permit inspections

48 Residential Dwelling Inspections

Permit Desk:

81 new building permits for total revenue of \$14,778

31 new Real Estate Dwelling Inspection Applications for total revenue of \$2,325

3 FOIA request with a total of 30 minutes preparation time

Prepared 1 new Inspector Training sheet

Zoning Services

Rolf C. Campbell and Associates (RCCA) continues to work with Village staff on various planning and zoning matters including referrals and reviews regarding potential zoning and economic development opportunities. Recent activities included: meeting with an existing business owner considering construction of new building to replace an existing nonconforming building; meeting with a sign representative to reconcile nonconforming signs and potential new signs; response to a phone call to answer signage questions; review of two site plans for parking lot conformance to zoning; fielding two phone calls from potential business owners regarding zoning; meeting with a business owner to review appropriate zoning for his business; researching Zoning and Village Code; replies to two individuals considering alternative businesses; and assistance regarding a fence permit. RCCA also met with Village Staff and an adjacent unincorporated property owner to discuss potential annexation and development opportunities. RCCA prepared the agenda for 8/23/11 Joint EDC/B&Z Committee, completed an Annexation Feasibility Study requested by the Joint Committee and reviewed the Study at the 8/23/11 Joint Committee Meeting. RCCA continued work on Comprehensive Plan "work initiatives" including attending the 8/11/11 Joint EDC/B&Z Committee Meeting and reviewed three Comprehensive Plan Sub-Areas with the Committee. RCCA coordinated with Village Staff and provided other miscellaneous planning and zoning administrative assistance.

Zoning Administration Services – Specific Applications**Cargill Property / Douglas Glen Senior Development:**

RCCA coordinated with the property owner, developer and provided status reports to the Village Administrator.

Synergy Flavors – Resubdivision Plat/Denmar Drive Road Vacation

RCCA coordinated with the owner to establish a cash escrow account in lieu of a Letter of Credit to serve as a Performance Guarantee. RCCA also coordinated with the Owner's representative and provided status reports to the Village Administrator regarding the Final Plat.

Homer Tree – Annexation & Rezoning

RCCA coordinated with the Village Plan Commission Chairman and Applicant to schedule a Public Hearing for Zoning Applications received. RCCA also reviewed the Applicant's zoning requests, prepared a report to the Plan Commission/ZBA, coordinated a Staff Meeting to review the application and coordinated a Staff meeting with the Applicant.