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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: October 26, 2011

**Administration, Public Works, Finance and Building and Zoning Departments
Administrative Report for October 13th through October 26th, 2011**

Administration

CERT Master Academy



Representatives from the Police Department, Fire District and Public Works Department have been working together to formulate a 'CERT Master Academy' program, set to begin in January. Through this program, CERT members will be given the opportunity to train to a special level of mastery in any or all of the disciplines (fire, police and/or public works). After completing the specialized training offered through this program, graduates will be able to perform certain administrative tasks when one or all of the Departments are overwhelmed. Graduates will offer such as phone assistance, 'citizen patrol', crime scene security and training assistance for the Police Department; and facilities assistance, emergency notifications, scene security and traffic management for Public Works. CERT Program Coordinator Mike Wahl is coordinating the program and is anticipating a positive response from the membership. (Flyer attached to this report.)

Annual Treasurer's Report

Illinois state statute requires that municipalities prepare and publish an Annual Treasurer's Report within six months of the close of the fiscal year. The report must contain information about all monies received by the Village, all payments made by the Village, and all compensation paid to employees. This year's report has been prepared by staff and will be published in the Daily Herald on October 28th.

Insurance Request for Proposal (RFP)

Staff has finalized the 'request for proposal' and will be receiving quotes from vendors to provide the Village's liability/worker's comp insurance. We expect our current policy carrier,

the Illinois Municipal League, to submit a quote. We believe that initiating that this process will allow us to receive the best price.

Lake Michigan Water Update

Lake Zurich and Wauconda have agreed to enter into an agreement with the Northwest Water Commission to conduct an engineering study which will be needed to determine the preliminary cost estimate for bringing Lake Michigan water to the area. Studies will be done comparing the cost of bringing service to both Villages, and to each individually. Information from this study will be used to determine the best option for Wauconda to receive Lake Michigan water..

Electrical Aggregation Meetings

During this period, staff held multiple meetings regarding the Village's interest in participating in an electrical aggregation program. At this point, it appears that the best option is an 'opt-in' program that includes a civic contribution to the Village for each account that signs on during the initial two year period.

Loss Control Audit

At the request of the Village, on October 4th a representative from the Illinois Municipal League (IML) conducted a comprehensive Loss Control Audit of Village facilities (including the Public Works garage, all lift stations and well houses, the Building and Zoning facility and Village Hall). The IML representative also reviewed the Public Works Department's policies and procedures, and employee training records. The only non-compliant issue found with facilities was a non-operational exit light which has since been repaired. Three minor policy changes were suggested and all will be incorporated into policies and training in the future. IML is in contact with the Police Department to arrange an audit for their Department as well.

Personnel Concerns

Several employees have recently raised concern over the air quality in the Building and Zoning facility. During this period, a contract was signed with the Phylmar Group, an environmental health and safety contractor to conduct a site visit to identify the presence of airborne contaminants that might be adversely influencing the Indoor Environmental Quality (IEQ) in the building.

Public Works

Mill Street Paving Work

While beginning construction work on the Road Bond paving project for this year (Mill Street/Alley), crews discovered that the base under at least one of the alleys was in unexpected, exceptionally poor condition. Unplanned additional work and material will be needed in order to bring this project up to acceptable standards. Village Engineer Bob Devery estimated that the unplanned expenses could run as much as \$20,000.

MST Job Openings

The Village recently posted job openings for two Maintenance Service Technicians (MSTs) in the Public Works Department. Seventy five applications were received for the positions. From those applicants, ten were interviewed. During the interview process, the four person panel asked candidates a standard series of questions. Their answers were then scored and tallied.

Second interviews are currently being scheduled. We hope to have the new hires in place as soon as possible.

IEMA/IPWMAN Conference

Two staff members from Public Works attended a two day conference in Bloomington regarding disaster readiness and response for Public Works. On October 18th, the Illinois Emergency Management Agency offered a *Comprehensive Resource Management* workshop. Resource management is a principle that involves tracking and accounting for all assets and personnel during an event. It can also be used to request reimbursement for resources, as appropriate. On October 19th, the Illinois Public Works Mutual Aid Network hosted their third annual conference. The conference brought together representatives from Public Works agencies across the state to discuss the roles Public Works plays in disaster response. Lodging for the event and all but \$50.00 of the registration fees (per person) were covered by a grant from the Illinois Terrorism Task Force.

2011 Fall Parkway Tree Program

Because of the devastating effects of the presence of the Emerald Ash Borer, the Village reintroduced the Parkway Tree Program this fall. Through the program, residents were able to choose from three tree varieties - maple, linden and locust (all trees were 2 ½ - 3 inches in diameter at breast height). The trees were fully paid for by the residents, but coordinated through the Village with local vendor Acres. The Village worked with Acres to offer residents a substantially discounted price for the trees. The normal retail price of the trees is \$450.00, but through the program they were offered at \$265.00 each. Twenty trees were ordered through the program and crews from Acres planted the trees during this period. Each tree comes with a one year guarantee.

Street Department

Residential Brush Pick Up

The fall residential brush pick up program was completed by Kramer Tree Service during the week of October 10th. During the program, 296 brush piles were collected. (890 yards)



Arborist Activity

During this reporting period, thirteen trees were pruned in various areas throughout town for vehicle and street light clearance. Three trees and a brush line were also pruned along Lake Shore Blvd. to allow for equipment clearance during the upcoming sewer replacement project. One damaged tree was removed in front of the Police Department, and three trees were pruned at the site for vehicle and pedestrian safety.

IAA Conference

Our Certified Arborist attended the Illinois Arborist Association (IAA) annual conference in Tinley Park on October 25th and 26th. The conference covered topics such as risk management issues, equipment maintenance, collaboration with neighboring entities, tree pruning, climbing, and safety techniques. The arborist earned CEUs needed to maintain his certification.

Winter Preparation of the Fleet

In preparation for the coming winter season, staff began prepping each of the plow trucks for winter operations. During this process, items such as brakes, lighting, steering mechanisms and tires are checked for proper maintenance and operation. During the inspections, a few of the portable brine systems showed signs of corrosion and are being rebuilt.

Street Sweeping

During this period street sweeping increased, as it does each fall, to help clear leaves and debris from blocking curbside drains to help prevent flooding from fall rains. During this period, over 324 yards (59 tanks) of debris was removed from Village streets.

Vector Truck Activity

During this period, sanitary sewer cleaning was completed in the Saddlewood subdivision with a total of 4,684 feet of pipe addressed. The goal of cleaning 50% of the system set during the strategic planning session has been completed. (Goal 4B).



Lift Station Maintenance

The Department conducts semi-annual cleanings and inspections of each of our lift stations. During the process, the pumps are pulled,

cleaned and checked for proper maintenance. During this reporting period, lift stations #1 (Park District property) #15 (Anderson Road) and #17 (Roxbury Ln.) were checked. An issue with the pump bracketing



was discovered at lift station #15 and a problem with the floats was found at lift station #17. Both issues are currently being addressed.



Water Division

- JULIE locates: 86
- Daily check of water facility: 86
- Daily water supply operational tests conducted: 432
- Daily water distribution operation test conducted: 15
- Non-daily bacteriological samples collected: 8
- Non-daily chemical samples collected: 4
- Repaired water meters: 4
- Installed water meters: 1
- High water bill investigations: 1
- Red Tags delivered: 167
- Final readings: 14

Water Reclamation Division

During this period, the following tasks were completed:

- On October 12th representatives from Seimens were taken on a tour of the facility to continue to gather information to be used in the energy audit.
- On October 12th three broken flights from the Primary Clarifier #2 were replaced. Flights are structures that help collect the primary sludge as it settles to the bottom of the tank. The flights broke when a piece of debris became wedged between a flight and the wall of the tank. Broken pieces of the flights became hung up on the support structure. This issue has been addressed and the clarifier is back in service.
- On October 13th JM Irrigation performed service on the water reclamation facility irrigation system. This irrigation system uses reclaimed treated wastewater to irrigate facility landscaping on the grounds. The system was prepared for the colder winter months and taken offline.
- On October 13th one of the support rods on the #2 Biotower was repaired. A connecting nut had rusted through, and was replaced. This rod helps balance the distributing mechanism at the top of the tower.



Work on flight repairs





- On October 19th and 24th a technician from Altoff Industries repaired the Makeup Air Unit for the UV/Sandfilter Building. This unit provides heating, air conditioning, air circulation, and dehumidification for the building.

Indicators for Water Reclamation (14 day reporting period)

Final Flow

Total pumpage for period: 14,230,000 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: 1,016,000 gallons per day

High flow reporting period: 1,263,000 gallons

Low flow reporting period: 966,000 gallons

Performance Indicators for Water Produced

Total pumpage for period: 21,433,000 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: 1,230,000 gallons per day

High day for reporting period: 1,496,000 gallons per day

Low flow for reporting period: 1,083,000 gallons per day



Commissioner Schwarz:

Site Inspections / Reviews:

- Commercial:
 - 235 Industrial Drive / Progressive Components
 - 1200 N Rand / parking lot renovations
 - 604 B W. Liberty Street / Inland / Interior alterations
 - 1260 Henri Drive / Office /Lab Interior Build out

- 220 Brown Street / Deck /Ramp
- 221 S. Main Street / John's Automotive / Lift Installation
- Residential:
 - 1830 Northwood / Fence
 - 132-134 Slocum Lake Rd / Sidewalk
 - 151 Slocum Lake Rd / Garage Floor
 - 2729 Moraine Valley / Basement build out
 - 116 Hubbard Court / Driveway
 - 453 S. Main Street / Driveway
 - 815 North Shore Drive/ Driveway
 - 2560 Savanna Dr. / Pergola
- Meetings:
 - Liberty Plaza / Demolition Meeting
 - Strategic Goals / Staff
 - Homer Tree Annexation / Staff
 - Wauconda Water Sports/ Requirements needed to obtain building permit
- Training:
 - Driveway/Site inspections
- Other
 - Building and Zoning sign renovations
- **Building Inspectors:**
 - 48 Building permit inspections
 - 16 Residential Dwelling Inspections
- **Permit Desk:**
 - 35 new building permits for total revenue of \$22,137
 - 18 new Real Estate Dwelling Inspection Applications for total revenue of \$1,350
 - 3 FOIA request with a total of 30 minutes prep time
 - Reviewed and processed escrow account billings

- **Update** - B&Z issued a demolition permit for Liberty Plaza, located at 474 W. Liberty Street. Spencer LeMenager, owner of the plaza, hired Matt Rogulic from McHenry Heating & Air Conditioning, Inc. to oversee the demolition project. The property is currently fenced off and Habitat for Humanity started interior demolition on October 26th. The plaza's sign is scheduled to come down the first week of November. Spencer shared with staff recent interest from smaller



retail chains and feels his property has better opportunity for redevelopment with demolition of the current building. Staff will assist Mr. LeMenager with any redevelopment project that may be presented.

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: one meeting with a real estate broker regarding zoning and land use; follow-up phone call to broker and three phone calls with potential business owners regarding zoning; three phone calls from business owners regarding signs; reviewed two sign permit applications including coordination to reconcile application material; meeting with business owner regarding site planning concerns. RCCA also, has been preparing a new Retail Business (RB) Zoning District pursuant to the Joint EDC/B&Z Committee request including identifying and preparing a map for potential RB zoning. RCCA prepared a Question and Answer draft information sheet for potential annexation of properties. RCCA attend the 10/25/11 Joint Communications and Economic Development Committee Meeting and the 10/25/11 C.O.W. Meeting. RCCA continues to coordinate with Village Staff and provided other miscellaneous planning and zoning administrative assistance.

Zoning Administration Services – Specific Applications

Homer Tree – Annexation & Rezoning

RCCA provided project coordination and review including attending the 10/25/11 Public Hearing held by the Village Board on the Draft Annexation Agreement. RCCA also, attended the Committee-of-the-Whole Meeting where the Annexation Agreement and Zoning were further discussed and reviewed by the Village Board. RCCA presented the Plan Commission/ZBA Recommendation and Findings of Fact related to zoning of the property.

Class Schedule:

January 5, 2012 - Fire District
 January 12, 2012 - Police Department
 January 19, 2012 - Public Works



February 2, 2012 - Fire District
 February 9, 2012 - Police Department
 February 16, 2012 - Public Works



March 1, 2012 - Fire District
 March 8, 2012 - Police Department
 March 15, 2012 - Public Works



April 5, 2012 - Fire District
 April 12, 2012 - Police Department
 April 19, 2012 - Public Works

Class location for each session to be determined.
www.waucondaema.org

Sponsored By:



Wauconda Fire District
 Mike Wahl
 847-416-7504



Wauconda Police Department
 Chief Doug Larsson
 847-526-2421



Wauconda Public Works
 Superintendent Alex Pryde
 847-526-2421

**Community
 Emergency
 Response
 Team**

**MASTER
 ACADEMY**



**Wauconda Regional
 Citizen Corps
 Council**
 847-416-7504
**Register Now for the
 January 2012
 Academy!**

CERT Master Academy

Fire District

Emergency / Disaster Administrative Tasks

- Phone Management
- Record Keeping / Management

Emergency Station Operations

Emergency Scene Operations

- Rehabilitation Operations
- Air bottle Management
- Scene Security
- Traffic Management
- Scene Record Management
- Water Supply Assistant

Damage Assessment Specialist

Prevention Technician Specialist

Police Department

Emergency / Disaster Administrative Tasks

- Administrative Phone Assistant
- Record Keeping / Management
- 911 Center Assistant

Citizens on Patrol

- Halloween
- Homecoming
- Major Community Events

Emergency Scene Operations

- Crime Scene Security
- Traffic Management

Marine Unit Assistant

Hostage Drill / Training Assistant

Public Works

Emergency / Disaster Administrative Tasks

- Phone Management
- Record Keeping / Management
- Facilities Assistant

Emergency Scene Operations

- Rehabilitation Operations
- Emergency Notification Distribution
- Scene Security
- Traffic Management
- Perimeter Lighting Technician

Public Works Logistics Specialist

Forestry Technician

Fire Hydrant Management Technician

Choose one, two, or three of the disciplines.

Four month academy: 1st Thursday/Fire District, 2nd Thursday/Police Department, 3rd Thursday/Public Works

Three levels of classifications: 1 discipline/Master CERT Tech, 2 disciplines/Senior CERT Tech, 3 disciplines/Chief Master Tech

Members in good standing may participate in the specific disciplines ride along program.