

MAYOR
MARK F. KNIGGE

ADMINISTRATOR
DAVID GEARY



101 NORTH MAIN STREET
WAUCONDA, IL 60084
PHONE 847.526.9600
FAX 847.526.8809

CLERK
GINGER IRWIN

TRUSTEES
LINCOLN F. KNIGHT
JOHN F. BARBINI ED.D.
DOUG BUSTER
LINDA STARKEY
KEN ARNSWALD
CHUCK BLACK

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 29, 2011

**Administration, Public Works, Finance and Building and Zoning Departments
Administrative Report for September 15th through September 28th, 2011**

Administration

Park District Donation to the CERT Program

Wauconda Park District Director, Nancy Burton, attended the September 20th Village Board meeting to present the CERT Program with 13 two-piece back packs for their members. The backpacks, will allow members to carry needed basic supplies on their frequent deployments for the Village. The donation also included new tires for the CERT trailer. The Village appreciates this generous donation for our hard working volunteers.



Staff Relocation

During this period, the water billing office was moved from Public Works to the Building, Zoning and Planning Office Building to improve customer service by implementing a centralized permitting location for all permits (Goal 1, Strategy B). This move will allow for our water billing clerk to provide basic back-up for the building permitting office support position. While the building permit office will still be open from 9:00 a.m. to 1:00 p.m. each day, we will now have staff on site from 7:00 a.m. until 3:30 p.m. to help direct residents to the proper forms and procedures for acquiring building permits. Staff will also be available to recognize any urgent issues that should be directed to staff immediately. This consolidation necessitated some remodeling inside the Building and Zoning office building, which has been nearly completed.

Audit

Our auditing firm, Lauterbach & Amen, began work on compiling the Comprehensive Annual Financial Report (CAFR) or audit for Fiscal Year 2010-2011. The CAFR contains the total of all financial accounting that a general purpose budget report does not. The CAFR

contains a section that provides a comparison of period budget to actual. The CAFR also provides extensive detail information that supports all disclosed financial statements and schedules pertaining to each fund. Additionally, the CAFR gives a detailed showing of investment accounts by category reflecting balances over previous years. The auditors are expected to return in the next few weeks to compile the first draft.

Raffle Permit Process

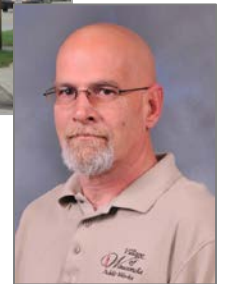
In 2003, the Illinois General Assembly passed the *Illinois Raffles Act* which outlines procedures and requirements for all organizations conducting a raffle within the State of Illinois. While this legislation was enacted in 2003, the Village did not enact the required ordinance allowing and regulating raffles until 2009 when members of the Wauconda Lions Club approached the Village to obtain a permit. Approximately five weeks ago, information on the raffle permit application process was included in an issue of the Village's electronic newsletter. Since that time, 22 applications have been received to conduct raffles within Village limits. In an effort to streamline the processing of these applications, the Board directed staff to work with the Village attorney to formulate a simpler permitting process. The new guidelines were presented to the Village Board at the September 27th Committee of the Whole meeting.

Fuel Depot

The Village is continuing discussions to join the fuel depot (located along Bonner Road) operated by the school district. Current fuel depot members Wauconda Fire District, Wauconda Township, and the School District have agreed to waive the Village's entry contribution. We are still awaiting the Park District's decision on this issue which should come in the next two weeks. The Village expects an average 50¢/ gallon savings by participating in this program.

Public Works

On Thursday, September 22, staff was informed of the sudden and unexpected death of current Public Works employee, Duke Goessling. Duke was a dedicated employee of the Village for over 10 years, and a member of our local Public Works community for many decades. His work



maintaining our collection system and lift stations, and his pivotal role in the Village's annual 'snow plow rodeo' will be hard to replace. In a show of support for our Department, seven local agencies sent equipment to participate in the funeral procession. Communities along the route arranged for employees to control traffic to allow the procession to continue uninterrupted. The family has expressed its sincere appreciation for the gestures of support.

APWA/IPWMAN Training



On September 28th the Chicago Metro Chapter of the American Public Works Association (APWA) hosted an all-day 'Emergency Management Training for Public Works' in Schaumburg. The focus of the seminar was on the newly formed Illinois Public Works Mutual Aid Network (IPWMAN) and how local agencies could benefit by joining the network and partnering with outside agencies during times of crisis. Topics included the history of IPWMAN, recent IPWMAN activations, and the benefits of using the Mutual Aid Network in the event of a disaster. The afternoon segment was a 'hands-on' exercise conducted to illustrate how to receive and deploy incoming resources. The exercise was conducted by Director Geary and crews from the Wauconda Public Works Department. The session was informative and well received by participants.

Street Department Vactor Activity

During this reporting period, over 18,000 feet of sanitary sewer line was cleaned with the vactor truck. Lines in the Oak Grove, Waterstone, and Apple Country 2 subdivisions were addressed.

Brine Building

Winter season preparation continues with various maintenance tasks being performed on the brine building to get it in optimal shape before the snow season begins. Equipment has been calibrated, the floors, walls and outside structure has been repainted and solution will be mixed and on hand soon to handle the first flakes of the year.

Lift Station Maintenance

On September 22nd, one of our primary lift stations (#15 on Anderson Road) went into alarm. Upon investigation, it was found that one of the two pumps in the lift station had experienced a seal fail and was no longer operational. Because of the recent purchase of spare pumps for key lift stations, we were able to quickly replace the bad pump allowing this lift station to once again operate as designed. The repair of the damaged pump will take several weeks. Without the use of the spare pump, staff would be constantly monitoring the lift station

to ensure that the single remaining pump continued to operate properly. If the pumps ever completely fail, sewage would almost immediately begin to back up into homes in the area.

Also during this period, the following items were repaired during routine maintenance to the lift stations:

Lift station #14 – replacement of wear ring on pump #2

Lift station #13 – replacement of block heater on generator

Lift station #12 – power fail

Lift Station #5 – debris in pit blocked sump pump in dry well.

Concrete Replacement

Deteriorating sections of sidewalks were replaced along Main Street, Brown Street, and Fieldbrook Avenue. Sections of sidewalk at the reclamation facility were also replaced. These sections were removed because of an excavation needed to repair the digesters earlier this year. Spot curb repair was also completed in the Waterstone Subdivision to address section that had recently failed.

Water Division

Leak Detection Survey

The leak detection survey of the water system has been completed. The contracted company is continuing work on investigating identified potential leaks. During this period, two repairs were completed after their leaks were identified in the study. The repairs were made to b-boxes – one located on Slocum Lake Road and one in the parking lot of the Grade School. There are five more identified locations to repair, four hydrants and one service line. The largest leaks will be repaired first.



Leaking b-box

- Daily check of water facility: 84
- Daily water supply operational tests conducted: 286
- Installed water meters: 5
- High water bill investigations: 1
- Water quality inquiry: 1
- Red Tags delivered: 129
- Final readings: 30

Water Reclamation Division

Sludge Pressing

Throughout the monitoring period, contractor Synagro, the sludge hauling and land application company, has been pressing and hauling sludge. This operation will be complete by the end of the month, resulting in nearly 450,000 gallons of sludge being pressed and hauled out of the facility.

Also during this period, the following tasks were completed:

- Completed three grease trap / triple basin inspections during monitoring period. All grease traps are checked for compliance to prevent grease from entering the collection system. Grease can cause blockages and surcharges.
- On 9/14 & 9/15 Industrial Zone sampling was performed. This is quarterly testing performed to monitor the wastewater in the Village's industrial regions.
- On 9/14 the Wet Weather Lift Station Level Transducer was calibrated. The well level now appears to be reading properly.
- Two non-potable yard hydrants were repaired during the reporting period. These hydrants allow us to use treated wastewater at various points in the facility for cleaning tanks, irrigation, etc. The potable water service to the Grit Building was also repaired during this period.

Indicators for Water Reclamation (14 day reporting period)

Final Flow

Total pumpage for period: 16,494,000 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: 1,178,000 gallons per day

High flow reporting period: 1,984,000 gallons

Low flow reporting period: 962,000 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



Environmental Quality

Bangs Lake Weed Harvesting

During this period 56 cubic yards of aquatic plants were removed from Bangs Lake. Weed harvesting has been completed for the season. The harvester will be removed from the lake during the next week (weather permitting).

Environmental Committee Meeting

The Environmental Committee met on September 12th to discuss several proposals from the Bangs Lake Advisory Committee and the creation of a combined lakeshore homeowners' association (HOA) group. The plan is to bring all HOA groups that have Bangs Lake property together to discuss issues specific to lakeshore communities such as beach maintenance, beach staffing, vandalism, and administrative issues. Representatives from the Bangs Lake Advisory Committee (BLAC), brought several proposals to the meeting. The first proposal was a change to the standard operating procedure regulating the lake level. The Environmental Committee

approved the change to the SOP and this item was further approved at the Sept 27th COW. BLAC members also proposed the creation of two new ordinances related to slot limits and aquatic hitchhikers. The Environmental Committee has asked for additional research and information on both topics to facilitate further discussion at future meetings.



Commissioner Schwarz:

- Site Inspections / Reviews:
 - Commercial:
 - 505 W. Liberty Street / Interior alterations
 - 1260 Karl Ct / Interior alterations
 - 1260 Henri Dr / Site plans / Watershed
 - Residential:
 - 2835 Cattail Ct / 2nd floor addition
 - 1035 Larkdale Row / Shed
 - 120 North Ave. / Fence
 - 460 Oakwood Rd./ Patio extension
 - 601 & 605 Lakeshore Blvd. Combined Seawall construction.
- Meetings:
 - Synergy Flavors Pre-Construction Meeting
 - Wauconda Bowl / Staff Meeting
 - Economic/B/Z combined meeting
- Other:
 - Building & Zoning renovations almost completed

Building Inspections:

- 40 Building permit inspections
- 17 Residential Dwelling Inspections
- Plan reviews:
 - 2556 Goldenrod Way / fence
 - 315 N. Rand Road / garage door
 - 2633 Water Lily / fence

Permit Desk:

- 29 new building permits for total revenue of \$ \$4,676.85
- 13 new Real Estate Dwelling Inspection Applications for total revenue of \$975
- 4 FOIA request with a total of 40 minutes preparation time
- Attended two Wauconda Chamber functions



- Reviewed and processed escrow account billings

New Construction Update

- State Farm Insurance just received a certificate of completion for their new office building located at 205 W. Liberty Street. (formerly 225 S. Maple Ave)
- Construction is beginning on a new facility for

Synergy Flavors on Denmark Drive in the Industrial Park off Bonner Road. Site engineering has been completed. Plan review of the building is currently in the final stages with B & F Technical Code Services.

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: receiving, researching and responding to ten zoning and signage phone calls; review of two business sign permit applications; meeting with one resident regarding zoning requirements for an accessory structure; research zoning for a potential new business; and letter preparation for a business requested by their lending institution. RCCA also researched a formerly approved annexation agreement, and prepared a draft outline for discussion points related to a potential annexation of property. RCCA continues to work on Design Guidelines related to Comprehensive Planning (Goal 3 Strategy D) along with researching and review of Alternative Economic Development Incentives (Goal 1 Strategy D) and a new RB Zoning District. RCCA attended the 9/27/11 Joint EDC/B&Z Committee Meeting, coordinated with Village Staff and provided other miscellaneous planning and zoning administrative assistance.



Zoning Administration Services – Specific Applications

Douglas Glen Senior Development:

RCCA provided project coordinated and review with the Village Staff, Village Attorney and Developer's Attorney regarding a memo concerning fees.

Homer Tree – Annexation & Rezoning

RCCA provided project coordination and review with the Plan Commission, Village Attorney, Applicant, and Village Staff including: assisting with the preparation of Findings of Fact and a written Recommendation to the Village Board from the Plan Commission / ZBA regarding the Public Hearing conducted by the Plan Commission on 9/7/11. RCCA attended the 9/21/11 Plan Commission / ZBA Meeting where the Plan Commission approved Minutes and the Findings of Fact and Recommendation to be forwarded to the Village Board.

The following letter was received by David Geary:

Village of Wauconda
101 N. Main Street
Wauconda, IL 60084
Village Manager David Geary

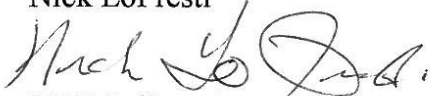
Dear Dave,

I am writing this letter to inform you about the help I received from two of your Village employees. First, I want to thank Jackie Soccorso for the quick response to my request for the weed harvester to cut a path through the Washington channel and the bay area at the opening of this channel. Second, I want to thank Alex Pryde for the many times he has answered my questions and responded to other issues I noted while driving around the village. Alex always has taken the time to listen and does it with a smile. At times the cutting of branches blocking a sign will be done on that same day.

I would also like to say something about the Village engineer Bob Devry. Bob has on several occasions given me his time and advice on confusing permit issues. The latest help was with the Army Corp. of Engineers and the Village on the Lake View Villa erosion wall permit. Bob always takes my calls or will return a call as soon as he can.

These three individuals are a true plus to the Village of Wauconda and a joy to work with. A big thanks again. Looking forward to the next opportunity to work with you all soon.

Nick LoPresti



907 Madison Ave.
Wauconda, IL 60084

cc: Mayor Mark Knigge