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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
Chris Miller-Director of Planning and Zoning

Date: January 11, 2012

**Administration, Public Works, Finance and Building and Zoning Departments
Administrative Report for December 29th, 2011 through January 11th, 2012**

Administration

CDBG Grant Program Application

The Community Development Block Grant (CDBG) program is administered by the U.S. Department of Housing and Urban Development, and makes funds available to local governments to 'improve the living environment, quality of life and housing opportunities for low and moderate-income citizens'. Earlier this year, staff and Village Engineer Bob Devery submitted a grant application for roadway improvements in the Crestview Subdivision - along Crestview Drive, Brett Circle and Wethington Drive. The Village requested \$100,000, and during this period, we received preliminary notification that we will receive \$60,000 to go toward completing this project. The total project will cover 4/10ths of a mile of roadway and is estimated at \$260,000. After we receive final notification of the grant funding amount, the remaining funds will be budgeted from the Motor Fuel Tax account for next year.



Fire Hydrant Flag Program/Hydrant Clearing Program

One of the tasks identified under this year's Strategic Goals was the installation of additional fire hydrant markers/flags throughout the Village. During this period, this goal (Goal 4C) was completed. One hundred hydrant flags, donated to the Village by the Wauconda Rotary Club, were placed throughout town by the Wauconda Fire District. These hydrant flags were installed in Hubbard's Woods, along Hollow Hill Drive, in the commercial areas near Route 176, and along Main Street and North Old Rand Road. The Rotary Club is also finalizing a contest that the Club and Village will cosponsor that will run from January 16—February 18, 2012. During that period, after any snowfall of two inches or more, residents that clear the area around their neighborhood fire hydrant can enter a drawing to receive a \$50.00 gift card to a local restaurant.

Special Event Permits

During 2011, the Village received and processed 61 special event permit applications. Staff is working on crafting a new special event policy and accompanying ordinance, along with a draft of a street closure policy and ordinance, in order to streamline the process and to provide a uniform procedure for all requests that involve using the Village right of way for a special event. These documents will be presented at the next License and Administration Committee meeting for review and comment before being presented to the full Board.

Budget Preparation/Finance Meetings

At the close of the third quarter, Director Torres and Administrator Geary met with each Department head to review their individual budgets and to identify line items that will end the year over or under expectations. These meetings also served as a starting point for the preparation of the first draft of the 2012-13 budget documents. Staff will prepare a listing of optional 'new items' for the Board's consideration.

Telecom Leases

The Village currently receives revenue for two telecom leases – the communication towers are located on Slocum Lake Road and Callahan Road. The Slocum Lake Road lease is held by Prime Co. representing US Cellular (and a sublease from T-Mobile). The Village receives approximately \$15,500 annually and \$750 monthly for this lease/sublease – for a total of \$24,800 annually. The Callahan Road lease is held by Tower Co. representing Nextel. The Village receives \$27,000 annually for this lease. We are currently working with a few telecom lease contractors to ensure that future contract renewals offer the Village the best possible agreement.

Marketing Presentation

The January 10th Communications Committee meeting featured a Village marketing presentation from Robin Malpass of the Robin Malpass and Associates Marketing Agency. Robin's presentation outlined a proposed marketing strategy for the Village-to increase interest and visitor traffic to the Village. Members of the Committee were joined by members of the Economic Advisory Board at the meeting. The presentation was well received and funding some of the steps outlined in the marketing proposal will be presented as optional items in next year's budget discussions.



Public Works

Metropolitan Mayor's Caucus Emerald Ash Borer Grant

The Public Works Department has prepared and submitted an application for the latest Metropolitan Mayor's Caucus Emerald Ash Borer Grant Program. This grant program will provide funds for chosen communities to replant trees that have been removed due to Emerald Ash Borer (EAB) infestation. The Village has requested a \$10,000 grant. Since the grant is structured as an 80/20% matching program, if awarded, the Village would receive \$8,000 and would provide \$2,000 worth of services to cover the project. This funding would allow the Village to replace approximately 120 of the 500 trees already removed

(or scheduled for removal) in the hardest hit areas of the Village such as Saddlewood, Aspen Grove, Oak Grove, and Country Ridge.

MFT Funding

Since October 1, 1977, Illinois has imposed a ‘motor fuel tax’ on fuel dispensed within the state. Revenues collected from this tax help, in part, to build and maintain Illinois’ roads and highways. The motor fuel taxes are charged at 19.0 cents per gallon for gasoline, with an additional 2.5 cents per gallon on diesel fuel. The Department of Transportation distributes these funds monthly to municipalities, including the Village according to a formula that they develop. Last year, the Village received approximately \$319,000 in MFT funding. Because of the Census-reported increase in population, the Village will receive \$3,937 more dollars this year, but since we are receiving less per person in 2012, if our population would have stayed the same we would have received only \$299,582. (\$19,550 less than in 2011.)

MFT FUNDING RECEIVED BY THE Village of Wauconda

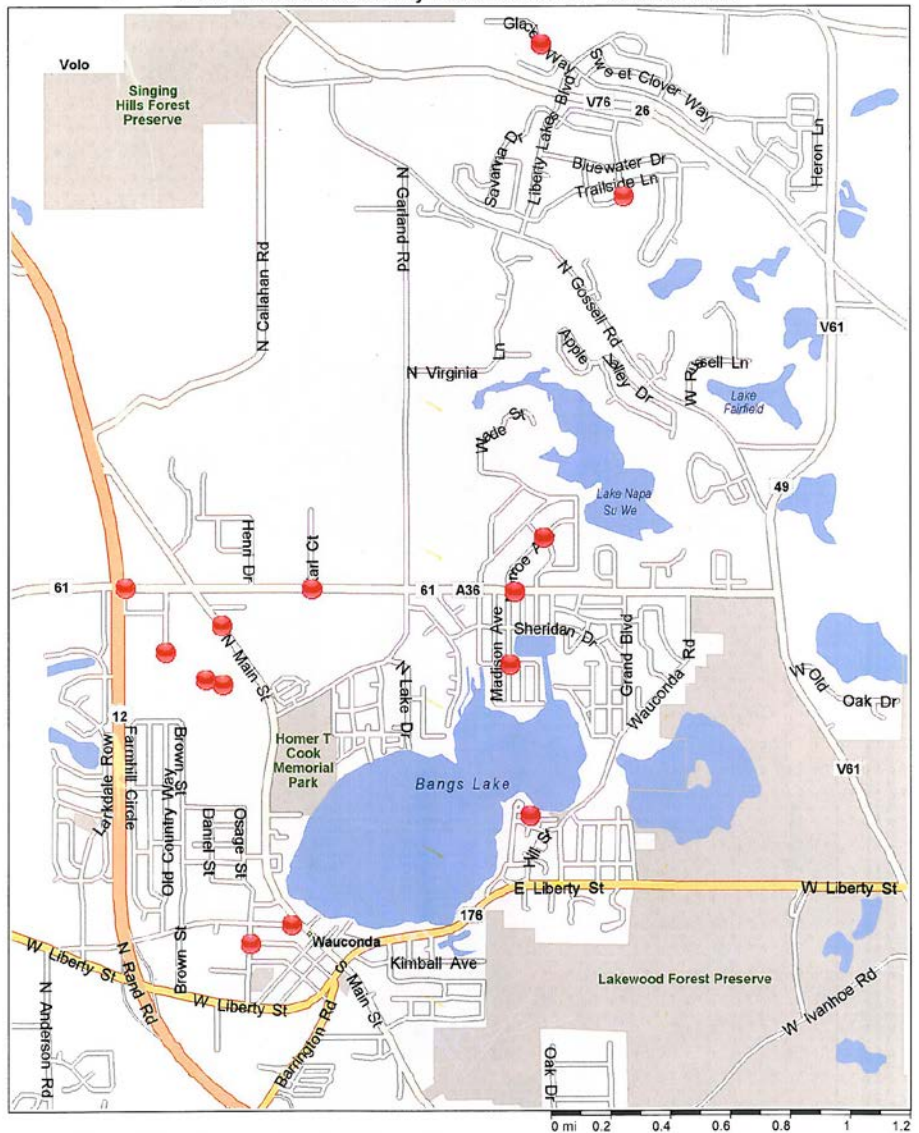
Year	Population	MFT Contribution Received/Person	Total
2011	12,614	\$25.30	\$319,134
2012	13,603	\$23.75	\$323,071
Difference			\$ 3,937

Water Division

2011 Leak Detection Survey Report

During this period, the Village received a comprehensive final report on the leak detection survey conducted this fall by Associated Technical Services (ATS). During the survey, over 4,000 monitoring points were assessed over a 10 week period. In all, the crews discovered and pinpointed 14 leaks in the water system. The map at the right illustrates where these leaks were located. Three were found on main lines, 3 were found on service lines, and 8 were discovered at fire hydrants. All were either stopped in the field by ATS or reported to, and scheduled for repair, by the Water Division. All of these repairs have been

2011 Wauconda Survey Leak Locations - Overall View



completed. Two of the main line leaks were quite significant and were pin pointed, addressed and halted. The Village continues to schedule annual leak detection surveys to help conserve precious resources, and to meet all IDNR/Lake Michigan water allocation requirements.

- JULIE locates: 39
- Daily check of water facility: 84
- Daily water supply operational tests conducted: 206
- Daily water distribution operation test conducted: 30
- Non-daily bacteriological samples collected: 9
- Repaired water meters: 6
- High water bill investigations: 3
- Penalty posted: 334
- Red Tag Notice shut-offs: 7
- Final readings: 31
- Backflow 1st notice: 22

Water Reclamation Division

Sandfilter #1

Crews continue to investigate the damage on the sandfilter #1 bridge system at the water reclamation facility. The filter has been taken out of service, and broken parts have been removed and examined to help find the cause of the derailing. Crews have cleaned and drained oil from the reducer unit and equipment vendors have been onsite to begin assessing the damage and quoting new parts and labor costs.

During this period, the following tasks were completed:

- On 12-28, staff replaced the battery in the UPS for Local Control Panel #2. Battery backup is needed in case power is lost so that the programmable logic controller (PLC) can still perform its necessary functions.
- Replaced one UV lamp during monitoring period.
- Completed landfill inspections at Wauconda Sand & Gravel on each Monday, Wednesday, and Friday of monitoring period. The monthly inspection was also completed during the reporting period. All inspection points were checked and all valves were exercised.
- During this period, sandfilter #2 was super chlorinated. This filter is taken out of service quarterly and chlorinated. Over time, biological growth on the sand reduces the efficiency of the filter. After cleaning, the filter is put back into service once levels of chlorine reach the desired residual.
- On 1-5, a technician from Pumping Solutions installed RAS/WAS (sludge pumping) pump #2. New seals were installed. The seal was damaged/worn and needed replacement. The seal holds oil in the bearing housing and prevents it from mixing with return activated sludge solids. Damage to the pump was noticed during routine preventative



maintenance.

- On 1-10, a new raw flow meter was installed to monitor raw flows to the old Biotower plant process. The old meter had been in place for close to fifteen years and was incorrectly metering flows. Flow measurement is a condition of our NPDES permit. An ultrasonic level transducer measures the depth level of the water in the flow channel and converts that to MGD (million gallons day).



Indicators for Water Reclamation (14 day reporting period)

Final Flow

Total pumpage for period: 19,417,000 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: 1,387,000 gallons per day

High flow reporting period: 2,463,000 gallons

Low flow reporting period: 1,038,000 gallons

Performance Indicators for Water Produced

Total pumpage for period: 16,133,000 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: 1,152,000 gallons per day

High day for reporting period: 1,392,000 gallons per day

Low flow for reporting period: 1,039,000 gallons per day

Environmental Quality

Wauconda Sand and Gravel Landfill

The Wauconda Sand and Gravel landfill is completing their application for additional leachate discharge to the Village's sanitary sewer system. They expect to submit it to the Village within the next two weeks. Director Soccorso, Village Engineer Bob Devery, and Attorney Rudy Magna will all be involved in the review process. It is expected that this review process could take several months to complete. As a result of the review process, staff may recommend a proposed revision to the Village ordinance.

Bangs Lake Management Plan

Cost estimates are still being obtained for various Bangs Lake Management plans that would be prepared by environmental consultants. Director Soccorso has met with two consultants and expects to meet with more in order to evaluate the qualifications and experience of each. Cost estimates will be presented to the Board for consideration as a new budget item during the budget process. Potential funding sources for lake maintenance activities, including aquatic plant management, include public donations and increased Village fees. At this time, it is difficult to determine how a funding plan may be developed because the Village has not identified exactly how the funds would be utilized. It would seem that the first step in this process would be to obtain a lake management plan that includes recommendations and a list of

prioritized lake maintenance activities. The Village could then choose the recommended activities, and solicit donations and/or raise fees to help offset the cost.

Culligan IEPA Letter

Recently, the Board approved a groundwater ordinance concerning the old Culligan property on Main St., currently operated as Slyce Coal Fired Pizza. Culligan is still working with the IEPA on obtaining a “No Further Remediation” letter which would close out their project. Once this letter is issued from the IEPA, and the Village receives a copy, action can be taken to address the grease trap requirements.

Lakeside Inn

Village records indicate that the previous owner of Lakeside Inn did not complete required work to bring the restaurant’s old grease trap up to code. However, this property is now for sale and the listing agent believes that this work may have actually been performed, but not reported to the . As such, we are in the process of scheduling an inspection to determine the current condition of the grease trap. Our biggest concern is that the old grease trap was located in the basement crawl space. This location is considered a confined space and we had one employee who was injured during one of the inspections in 2010. A secondary concern is that this crawl space location is such that proper cleaning of the grease trap is nearly impossible. As a result, it is likely that fats, oils, and grease from the facility readily enter the Village’s sanitary sewer system, which can contribute to sewer blockages and sewer backups in the downtown area. Once we know what is out there, we will be better able to work with a new owner to ensure that fats, oil, and grease do not enter the Village’s sanitary sewer system.

Building Department

Site Inspections / Reviews:

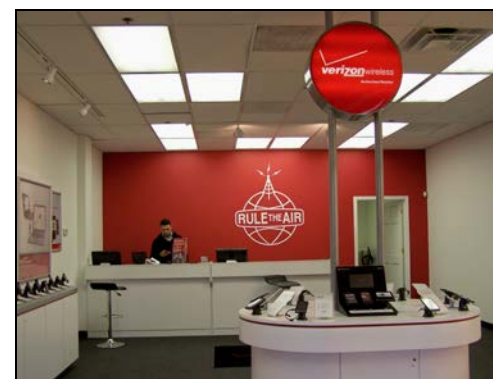
- Commercial:
 - 304 S. Barrington Road / Changes to initial interior alterations
 - Wauconda Water Sports L.L.C was issued their building permit.
 - 231A W Liberty Street/ Interior alterations
- Residential:
 - 2827 Fieldbrook Ave. /Basement alterations
 - 1863 Apple Valley / Basement alterations
 - 913 Woodland Ave. / Bathroom alterations

Training:

- NW BOCA / Installations and Inspections for duct wrapping for commercial Kitchen Exhaust Systems.

Other

- Address assignments have been created for Homer Tree and Classic Auto Works.
- Letters were formulated and sent to building owners highlighting updated state mandates concerning upcoming



elevator inspections that are conducted by the Village elevator inspection company, Thompson Elevator Inspection Service, Inc.

- Issued Certificate of Completion to new Verizon store in Liberty Plaza.

Building Inspectors:

- 35 Building permit inspections
- 6 Residential Dwelling Inspections
- 2 plan reviews

Permit Desk:

- 12 new building permits were issued for total revenue of \$7,233.90 - Includes 1 new single family home in Liberty Lakes East
- 5 new Real Estate Dwelling Inspection Applications for total revenue of \$375
- 2 FOIA requests with a total of 20 minutes preparation time
- Reviewed and processed escrow account billings
- Prepared department year end budget adjustments, submittals and projected 2012-13 expenses and revenues