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To: Dan Quick, Village Administrator

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 14, 2010

Public Works, Building and Zoning, and Environmental Quality Department
Administrative Report for April 1st through April 14th, 2010

Public Works



Fifth Annual Arbor Day Tree and Shrub Sale

The Village of Wauconda and the Wauconda Area Chamber of Commerce are proud to once again host the Arbor Day Tree and Shrub Sale planned for May 1st from 8:00 a.m. to 2:00 p.m. at 610 W. Liberty St. (Acres Group Parking Lot). Information regarding the sale has been sent to local businesses, the school district and will be displayed on marquees in town as the event draws nearer. Co-hosting this event helps the Village maintain its Tree City USA designation. (Flyer attached)

Fourth Annual Open House

Plans are underway for the Department to host its fourth annual Open House for the community. This year, the Wauconda Police Department will co-host the event with us and it will known as a 'Public Service'

Open House. The event will be held on May 22nd, from 10:00 a.m. to 2:00 p.m. at the Public Works facility. (Flyer attached)

Contract Management

Several photocopier provider proposals were reviewed and a new lease agreement was signed with North Shore. Training was provided for the office staff to become familiar with the copier's new features. Superintendent Soccorso continues to follow-up with the cleaning company regarding their services.

Training

Superintendent Soccorso attended two classes at the University of Wisconsin. The courses were 'Municipal Engineering Fundamentals for Non-Engineers' and 'Developing and Implementing

an Effective Municipal Capital Improvement Plan'. These courses will directly impact the Department's ability to prepare sections of the Capital Asset Plan as outlined in the Village's newly adopted Strategic Goals.

Project Management

Superintendent Soccorso continues to work on capital asset documentation required by the Finance Department for sixteen additions/improvements to the Village's capital assets. She continues to work on projects associated with the 2008 Road Bond, Well #10, SSA #13, and closing out the Waste Water Treatment Plant expansion project. Outstanding items on the plant expansion include operations manuals and as-built drawings, along with the final billing.

IEMA Reporting

Superintendent Soccorso completed the required Illinois Emergency Management Agency (IAEMA) Tier 2 Emergency and Hazardous Chemical Inventory Reports for Reporting Year 2009. These annual reports are completed for five water well locations and the public works facility. They contain a list of chemical quantities stored onsite as well as chemical specific information. A site plan is included with each report to assist first responders.

Safety/Training Programs

During the reporting period, all staff reviewed Ladder Safety Part II as the weekly safety topic. Additionally, all staff attended Sexual Harassment Training presented by the Zacharias Sexual Abuse Center in Gurnee.

Street Division

Lift Station Pump Repair

During the semi-annual maintenance performed at lift station #13 (on Main Street across from the High School), it was noted that one of the pump seals on pump #1 was leaking. This lift station routinely handles its significant flow (the entire SSA #13 area and homes north of the High School on Main Street) using both pumps. Street Department crews pulled pump #1 and replaced it with a spare pump. Pump #1 will be sent to a vendor for repair-which will be on hold until the new budget year begins on May 1st. Because it is critical to have operational pumps in the lift stations at all time, and repairs often require extended periods of time until pumps are returned, it is the Department's goal to acquire and store a spare for all pumps in our system (many are interchangeable).



Spring Restoration Projects

During this period, Street Department personnel began work on restoring areas disturbed by our Department over the winter. When water breaks occur during the winter months, the ground is frozen and hard to work with and, of course, grass cannot be replaced. With the arrival of warmer temperatures, our crews revisited eight separate sites to address either parkway or yard areas that were dug for b-box or water main repairs, or fire hydrant replacements. A few areas

remain to be addressed. Most of these involve the restoration of the street, and these must wait until the asphalt plants open in early May so we can properly patch the black top roadway.

Sign Installation

Eleven roadside signs were added in the Liberty Lake East subdivision (9 stop signs and 2 speed limits signs). Signs were also added along Macintosh Dr.

The sign for the Building, Zoning and Planning Department was ordered and installed during this period.

Arborist Activity

During this reporting period, three large trees were removed by our crews. One large willow was removed along Ridge Ave. One maple was removed at Clover Road and Surf Terrace, and one large box elder was removed at Thomas Court.

Street Sweeping/Vactor Truck Activity

During this reporting period, street sweeping continued in the Kimball Subdivision, the Larkdale Subdivision, and through the area of town near the Middle School. The vactor was used to clean sanitary sewer line in areas throughout town, and to clean all lift stations.

Water Division

Water Main Flushing

Flushing of fire hydrants throughout the Village began the week of April 5th. All of the low zone areas of town were completed within seven days. This covers all areas south of Bonner Road, with the exception of the Whispering Pines subdivision. To flush this area, four routes were completed with a total of 166 hydrants flushed at approximately 900 GPM. An estimated 803,000 gallons of water was flushed from the system. Flushing the system helps to maintain the quality of water by allowing fresh water to be brought to all areas of the system.

Water Reclamation Division

Gravity Belt Thickener

During this reporting period, reclamation staff ran the Gravity Belt Thickener for one day. This belt is run to remove water within the solids in the digesters. This process saves space and thickens the sludge.

Training

On April 8th, two reclamation employees attended electrical safety (arc flash and arc shock) training. Training was provided by the Fox Valley Operators Association for Wastewater Operators.

Also completed during this reporting period:

- On 3-31, complete annual preventative maintenance and inspection of secondary clarifier #3. Tank was pumped down and cleaned. All inner workings of the tank were inspected. Everything was found to be in good working condition. Tank was put back into service.
- On 4-2, LLD Electric replaced explosion proof light fixture in grit building.
- On 4-7, completed stream sampling on Fiddle Creek. Sampling and testing is part of the Environmental Quality duties and meets requirements from the EPA.
- On 4-9, complete annual preventative maintenance and inspection on aerated grit tank. Work was completed with the assistance of the Vactor Crew. All four bearings were inspected and greased. Air lines were cleaned of debris. Tank was put back into service.
- On 4-12 & 4-13, complete IEMS HazMat location sheets for plant chemical storage.

- On 4-13, laboratory facility staff assisted with sample collection for the Water Department.
- Two off hour call outs occurred during the monitoring period. There was a vibration and overload alarm on one of the blowers. These blowers provide air to the new aeration tanks and digesters. There was an overload on the east landfill pump.
- Complete weekly preventative maintenance. This includes exercising, lubricating, and checking of equipment.
- Complete monthly preventative maintenance. This includes exercising, lubricating, oil changes, and checking of equipment.

Indicators for Water Reclamation (14 day reporting period)

Final Flow

Total pumpage for period: 21,434,000 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: 1,602,000 gallons per day

High flow reporting period: 2,804,000 gallons

Low flow reporting period: 1,269,000 gallons

Performance Indicators for Water Produced

Total pumpage for period: 19,994,000 gallons

Dependable capacity of waterworks @ 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: 952,000 gallons per day

High day for reporting period: 1,184,000 gallons per day

Low flow for reporting period: 677,000 gallons per day

- JULIE locates: 62
- Daily check of water facility: 14
- Daily water supply operational tests conducted: 315
- Daily water distribution operation test conducted: 80
- Non-daily bacteriological samples collected: 8
- Non-daily chemical samples collected: 19
- Repaired water meters: 5
- Installed water meters: 3
- Lawn irrigation meter install: 1
- High water bill investigations: 1
- Water quality inquiry: 1
- Penalty posted: 301
- Final readings: 36
- Backflow 3rd notice: 1



Building and Zoning

Building Department Permits, Inspections and Inquiries

During this period, twenty six new building permits were issued for total revenue of \$16,069.65. Sixteen new Real Estate Dwelling Inspection Applications were received and ten electrical and eleven plumbing inspections were conducted. Three requests for investigation and four FOIA requests were received.

Building Department Activity

During this reporting period, staff members were involved in the following:

- Meeting with Town & Country to discuss construction changes due to the 2009 Energy Code.
- Deb Ogorzaly was trained and assumed responsibilities for escrow accounts. Tasks include creating accounts, monitoring, requesting additional funding, and authorizing timely bill payment.
- Donna Basely from Public Works was trained as a back up on all aspects of Building & Zoning permitting. Detailed written policy and procedures for the processes were created for future reference.
- Inspector Smithe attended a 2 day seminar at B & F Code Consultants on Code Enforcement as part of his Residential Inspection Certification.
- Sign Ordinance meeting with Trustee Lochmayer and staff to discuss potential changes.

Site inspections:

Dairy Queen - Erosion/Sediment Control

122 Maple St. - Fire damaged/ pre-permit

1275 Karl Court - Upstairs Build out

415 Kimball - Garbage Build up

Office Completed:

37 building permit inspections

18 Residential Dwelling Inspections

3 investigations as a result of complaint

4 FOIA requests

Zoning Services

Rolf C. Campbell and Associates (RCCA) staff continues to work with the Village on various general planning and zoning questions. Current inquiries and reviews include a meeting with Attorney R. Nakon regarding a potential annexation and CUP for a landscape contractors business, updates on the Village Planning Area Map and current boundaries of adjacent municipalities, as well as updates for the Lake County Forest Preserve District properties. Staff is also involved in preliminary discussion regarding new sign regulations.

Zoning Administration Services – Specific Applications

RCCA staff has been coordinating:

- the Final Plat submissions for the Lake Napa Suwe Subdivision
- Conditional Use and the legal notice for 421 Liberty Street (ZBA/PC Public Hearing on April 21st.)
- potential amendment to the annexation agreement for 535 S. Main St/Legion Court including review of potential easements

Environmental Quality



Wauconda Sand and Gravel Landfill-NPL Site

Director Soccorso continues to monitor the landfill in regards to elevated flow and pollutant limitations. During the reporting period, one of the two leachate collection system pumps malfunctioned.

There was a back-up pump onsite and Village staff met with the site custodian to install this pump. The remaining pump was able to handle the load during this transition. The site custodian

will work to determine the cause of the pump malfunction. Work continues on the draft NPL ordinance. Director Soccorso is currently working with Bob Devery to identify specific pollutant limitations. Work also continues on the landfill SCADA system evaluation in order to ensure that proper daily flows are being recorded. Once this is verified, the Village will no longer need to conduct the thrice weekly site visits that are currently being completed.

Industrial Pretreatment Program

Director Soccorso met with the Public Works Department Water Reclamation Division to begin the transfer of industrial pretreatment program responsibilities. Because this is a comprehensive program, this process will take quite some time. Water Reclamation staff will be attending training in the coming year on different aspects of the pretreatment program. Local limits sampling continues.

Fat, Oil and Grease Inspections

During the reporting period, 5 grease interceptors/grease traps were inspected to ensure that food service facilities are not discharging excess grease to the sanitary sewer collection system.

Rain Barrel/Composter Sale

The rain barrel/composter sale is currently underway. Information is available on the Village website and at the Village Hall. To date, five orders have been received.

Lake Level

During the reporting period, 1.87 inches rain fell in the area, and the water level of the lake dropped from +8.00 inches to +5.00 inches. The lake will continue to be monitored closely to ensure the outlet remains unblocked. In addition, the Broberg Marsh culvert located on Lake Shore Blvd. has been added to the monitoring list. This area must remain free flowing and clear of debris in order to ensure proper drainage.

Chamber Event Sponsor



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5th Annual Wauconda

ARBOR DAY TREE & SHRUB SALE

Saturday, May 1st

8:00 AM to 2:00 PM

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

Acres Group Parking Lot ~ 610 W. Liberty Street



Village of Wauconda



For Information
847-526-5580
www.waucondaareachamber.org

FREE
Curb-side tree delivery to Wauconda!
FREE Compost with any purchase!
(Compliments of Midwest Organics)
Bring your own container to fill!

Congratulations!

Arbor Day Poster Contest Winners:
Emeli Barradas ~ Wauconda Grade School
Margarita Vargas ~ Robert Crown School
Karina Wyczynski ~ Transfiguration Catholic School

2010 Public Service Open House

Village
of
Wauconda

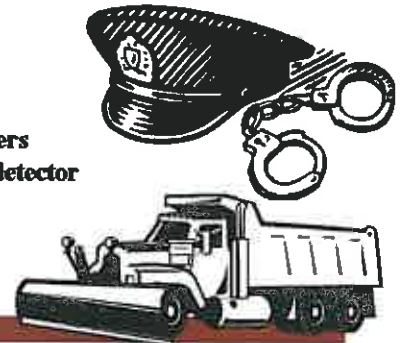


Please join us at our Fourth Annual Open House!

Public Works and the Police Department have a wide variety of responsibilities ranging from streets, drinking water and water reclamation to patrolling your neighborhood and promoting a safe community.

Things to do:

- Take a photo of your child in a dump truck and/or big tractor
- Get an up-close look at our street sweeping equipment and boom truck
- Find out how a fire hydrant works & how much water is in a water tower
- Tour our water reclamation plant and/or water treatment facility
- Learn how to plant and care for trees
 - *Enjoy a hot dog and soda*
- See a police dog demonstration
- View the equipment used by your police officers
- Test your best pitch against the radar speed detector
- Fingerprint your child



Where:
302 Slocum Lake Road
Wauconda, IL

When:
Saturday, May 22, 2010
10:00 am - 2:00 pm
Questions? Call 847 526-9610

**You are invited...
to the Village's
Public Service
Open House**