



Department of Public Works  
2015 Annual Report

VILLAGE OF  
**ROUND LAKE BEACH**  
*Illinois*

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## **VILLAGE OFFICIALS**

### **VILLAGE PRESIDENT**

Richard Hill

### **VILLAGE CLERK**

Margie Cleveland

### **VILLAGE TRUSTEES**

Linette Benes

Susan J. Butler

Chuck Husk

Larry Mount

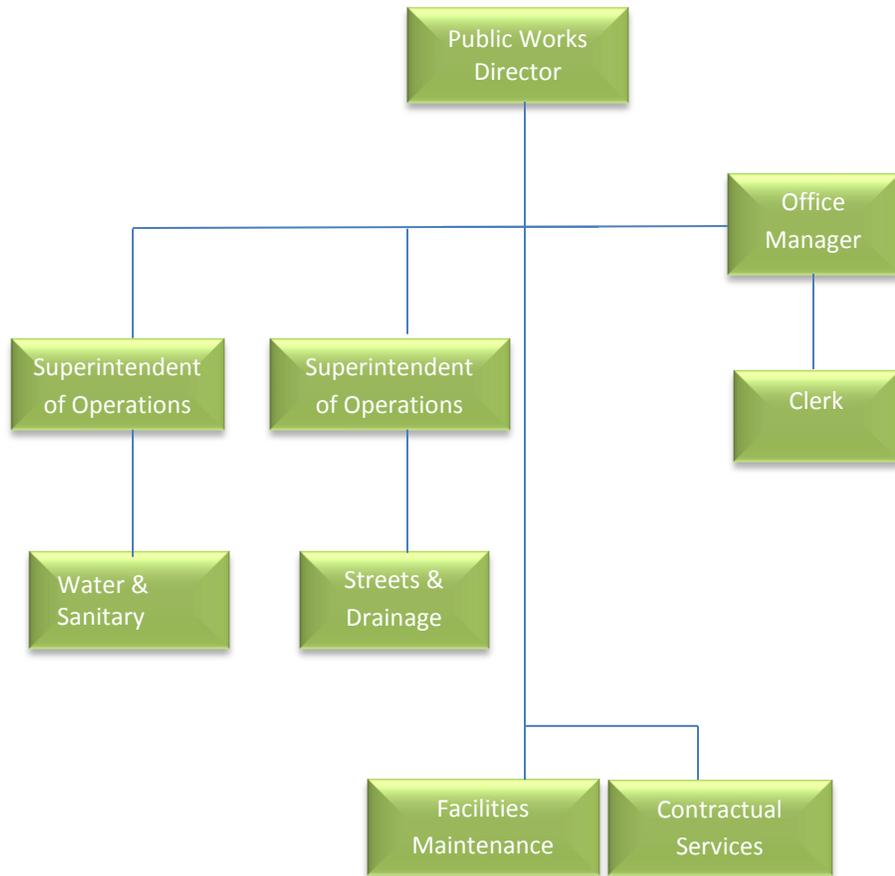
Sylvia Valadez

Kevin Wallace

## **MISSION STATEMENT**

The mission of the Public Works Department is to provide quality service in an effective and timely manner, while maintaining high level of service. In an effort to preserve and improve public infrastructure which contributes the sense of community that Round Lake Beach residents have become to expect.

## ORGANIZATIONAL CHART



The Public Works Department is entrusted to provide, manage, and maintain the infrastructure and facilities owned by the Village of Round Lake Beach. Public Works employees are expected to provide the highest level of service to every customer. The Public Works Department is divided into four divisions: Administration, Water & Sanitary, Streets & Drainage and Facilities and Maintenance.

The Administration team is comprised of a Public Works Director, two Superintendents of Operations, an Office Manager and a clerk.

Water & Sanitary Division is comprised of a Superintendent, six Maintenance employees and one Water Operator.

Streets & Drainage is comprised of a Superintendent and 6 Maintenance employees.

Facilities Maintenance consists of one Facilities Technician and support from other Maintenance employees as needed.

## PUBLIC WORKS PERSONNEL

DIVISION	EMPLOYEE	TITLE	DAT OF HIRE	YEARS OF SERVICE
ADMINISTRATION	SCOTT HILTS	DIRECTOR		-1
	ELLEN KAMINSKI	SUPERINTENDENT OF OPERATIONS	5/28/2013	2
	RANDY ABBOT	SUPERINTENDENT OF OPERATIONS	6/10/2013	2
	ANA RAMIREZ	OFFICE MANAGER	5/8/2006	9
	DENISE SCHOTANUS	CLERK III	4/21/1980	35
WATER & SANITARY	BRIAN TURCOTTE	WATER OPERATOR	7/13/2015	-1
	NICHOLAS MORRIS	PW MAINT II	8/3/2015	-1
	MICHAEL SPALLA	PW MAINT III	8/26/2002	13
	MARIO INGOGLIA	PW MAINT III	4/2/1997	18
	JOSE VEGA	PW MAINT II	8/4/2003	12
	KEVIN STATELER	PW MAINT II	5/17/2006	9
	RICK FOSTER	PW MAINT II	2/13/2006	9
STREETS & DRAINAGE	MARIO GARCIA	PW MAINT II	11/22/2004	11
	JEFF OTIS	PW MAINT III	7/8/2002	13
	DON LAURTIZEN	PW MAINT II	11/15/2004	11
	TOM NORKUS	PW MAINT III	7/25/1994	21
	DARYLE SHOULDERS	PW MAINT III	6/24/1997	18
	FRANK WUCHTER	PW MAINT III	10/16/2000	15
FACILITIES & MAINTENANCE	CHARLES LUPLOW	FACILITIES TECHNICIAN	5/1/2006	9
SEASONAL	FOUR EMPLOYEES	SUMMER SEASONAL	5/1/2015	

The Public Works Department welcomed several new employees in 2015 due to retirements and transfers:

Scott Hilts filled the position of Director of Public Works when Gary Gramhofer retired. Scott was an Engineering Project Manager at the Village of Wilmette for over seven years prior to being appointed to the Director of Public Works position. Scott also brings over 13 years of experience in the public sector.

Ellen Kaminski previously the Water Operator for the Village was promoted to Superintendent of Operations for the Water/Sewer division. Ellen brings a total of 8 years of experience in Water and Waste water operations.

Ana Ramirez previously the Building Department Clerk was promoted to Public Works Office Manager after the previous Office Manager retired.

Two full time employees were hired to fill the position of Water operator and the Public Works Maintenance II.

## ADMINISTRATION

Public Works Administration directs, oversees and supports all activities of the Public Works Department. Responsibilities include establishing short and long term goals; budget preparation and management; developing work plans; federal, state and county regulatory compliance; plan review and site inspections of projects and developments; preparation of bid specifications; administration and management of all contracted services.

Administration directly interacts with the public; the primary function and top priority of administration is customer service. Administrative Staff answer all incoming calls for Roads and Water and Sewer. They are the first point of contact for addressing resident concerns and answering resident questions. **In 2015 the Public Works Department received 11,671 phone calls.**

### Office Support

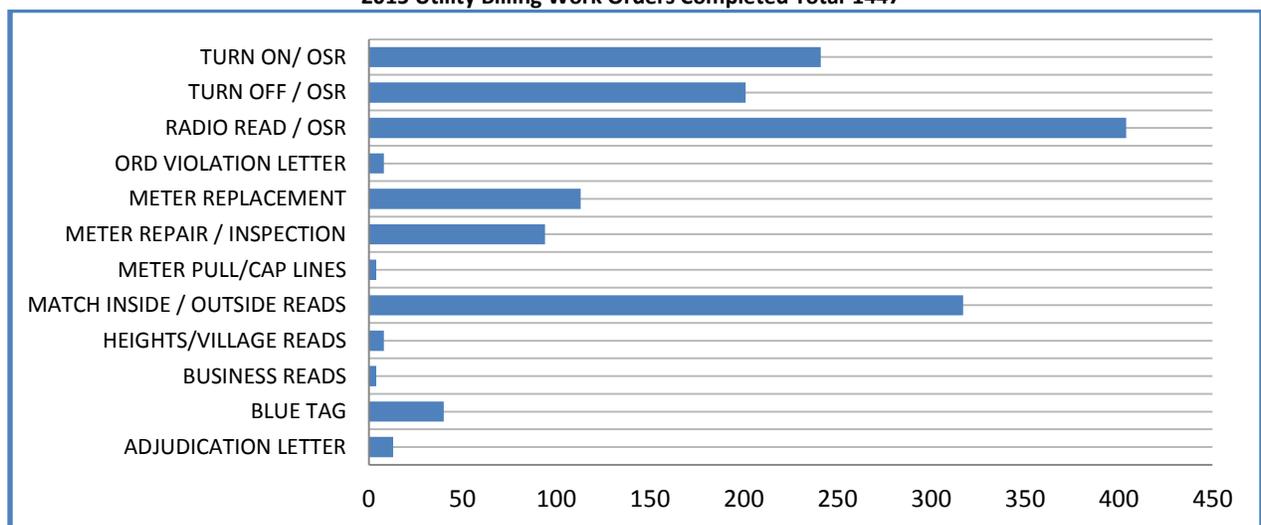
Various support for all divisions is provided and tasks included are entering and completing internal and external work orders, phone and walk-in inquiries from residents, contractors and vendors, data entry, monitoring and reporting of fuel usage and assisting Utility Billing department.

### Time and Attendance

Administration is responsible for time and attendance records for all Public Works employees as well as data entry for payroll, maintenance of employee calendars and training schedules and generating reports.



2015 Utility Billing Work Orders Completed Total-1447



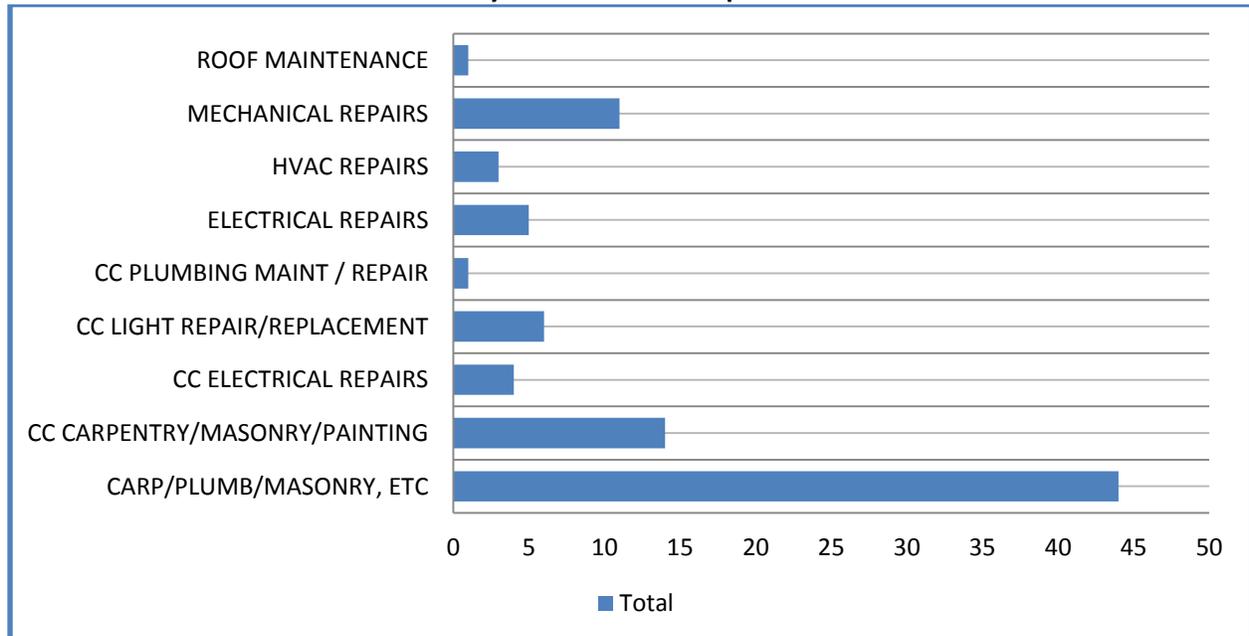
## FACILITIES AND MAINTENANCE

The Facility Maintenance Division is responsible for maintaining the integrity, value and appearance of all Village-owned buildings. The goal is to provide a safe, clean and productive work environment for Village staff, associates and the general public.

The Facilities Division maintains six Village-owned buildings. A major responsibility and focus is in preventative maintenance. Routine inspections and maintenance help to keep the buildings running at optimum levels and helps to prevent system breakdowns. They are also responsible for technical repairs, maintenance and repair of HVAC units, electrical, plumbing and carpentry work. In addition to all their building maintenance responsibilities there are also many miscellaneous tasks frequently required of them such as responding to internal service requests and coordinating specialized contractual service.



**2015 Facility Work Orders Completed-89 Total**

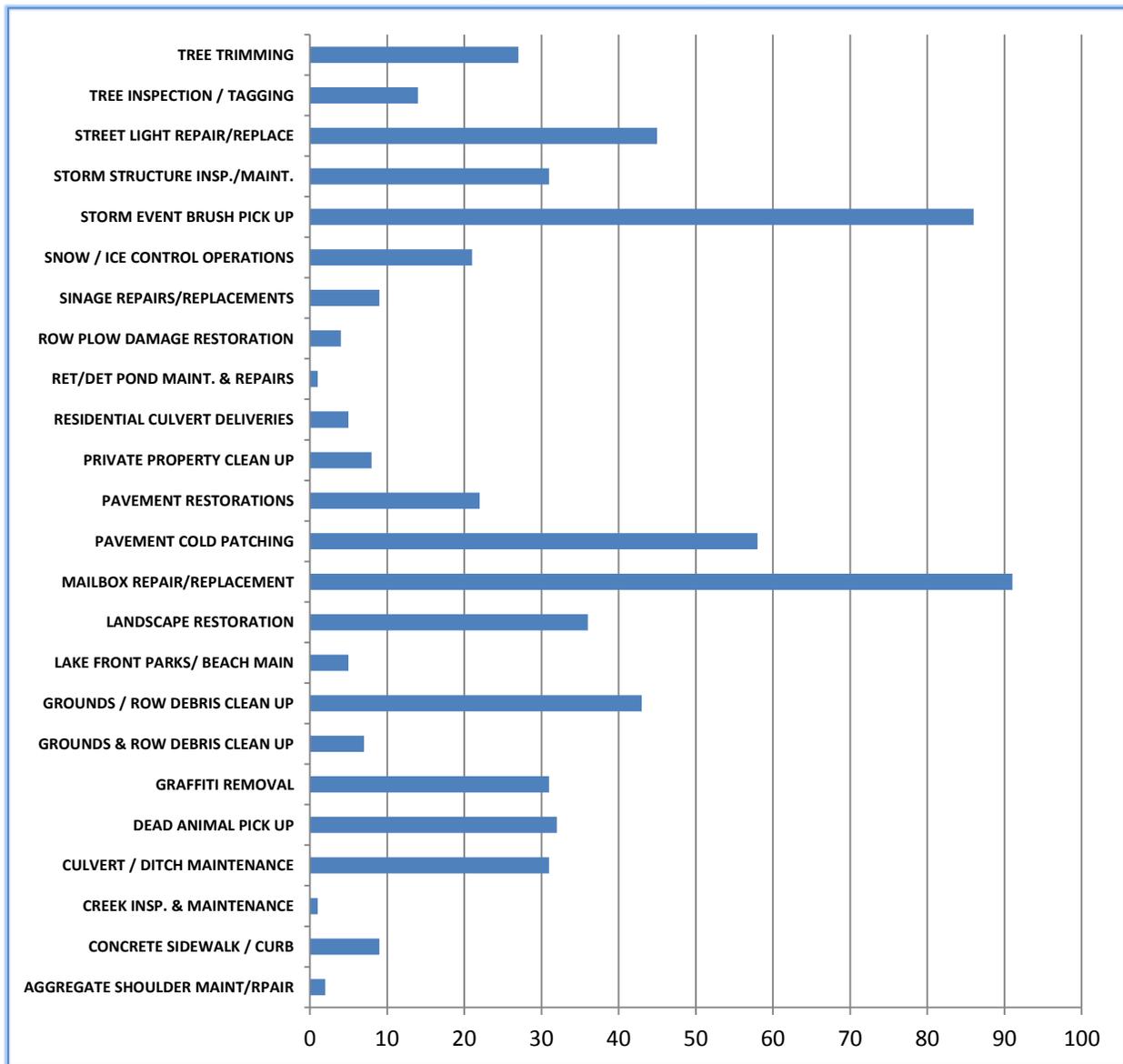


## STREETS/DRAINAGE DIVISION

The Streets and Drainage Division is responsible for a variety of maintenance functions related to streets, public right-of ways, sidewalks, curbs, street lights, signage, storm sewer systems, ditches, swales, parkway trees, and 33 acre Hook Lake retention area. This division is also responsible for park maintenance and graffiti removal.

The village's street network consists of over 80 center lane miles of paved streets including 92 cul-de-sacs. The Division manages and maintains over 2,300 various types of traffic signage, over 500 street lights and 4,500 storm drainage structures (inlets and catch basins).

**2015 Streets & Drainage Work Orders Completed Total-619**



## SNOW AND ICE OPERATIONS

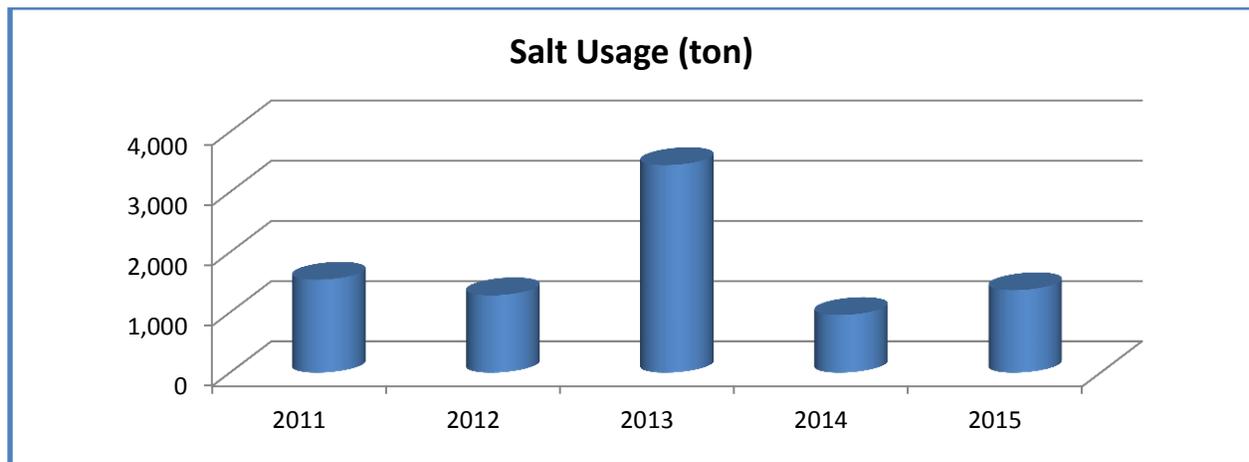
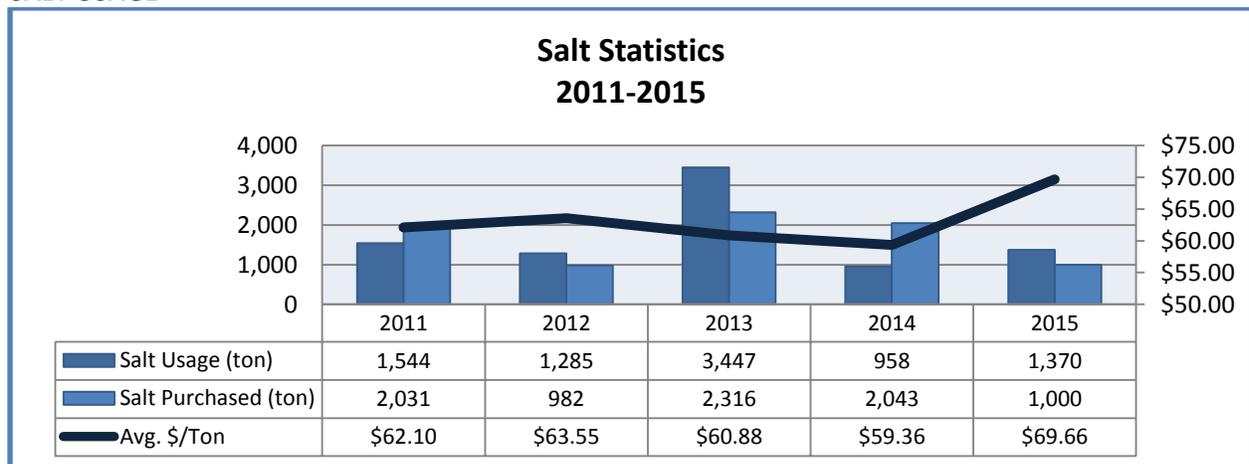
During the winter months the primary responsibility of the entire Public Works department is snow and ice control operations. Snow and Ice control is without exception our largest all team effort that involves all public works employees, private contractors and residents. During a snow or ice event everyone is tasked with making our streets reasonably safe for everyone.

Our goal is to make all streets, courts and cul-del-sacs, sidewalks and crosswalks, facility service walks and parking lots safe and accessible for vehicles properly equipped for winter driving conditions, pedestrians and for emergency services during and after a snow or ice event.

### Liquid Ice Control

Liquid ice control equipment is installed on seven mail line trucks to dispense liquids onto the salt as it is being spread onto the road. These liquids will coat the salt which will limit the salt from bouncing off the road. The addition of liquids will also activate the salt quicker for more efficient melting of snow and ice. The use of this system can reduce the amount of salt use by 20 to 25%.

### SALT USAGE



## FORESTRY

### **Emerald Ash Borer**

The Emerald Ash Borer (EAB) is a small (1/2" long, 1/8" wide) metallic green beetle. It is an invasive species and infestation is highly destructive to ash trees.

EAB travels by the movement of firewood and nursery stock. The Adult beetle can fly up to a half mile under its own power. The adult EAB emerges May-July and the female lays numerous eggs in bark crevices and between layers of bark.

The eggs hatch into larvae in 7-10 days which bore into the tree where they crew the inner bark creating winding galleries in the vascular tissue of the tree as they feed. This action cuts off the flow of water and nutrients in the tree causing dieback and death of the tree.

The Village's parkway tree inventory was greatly reduced due to the decease, the department worked on the removal and stumping of dead trees in the parkway throughout the year and into the winter months.



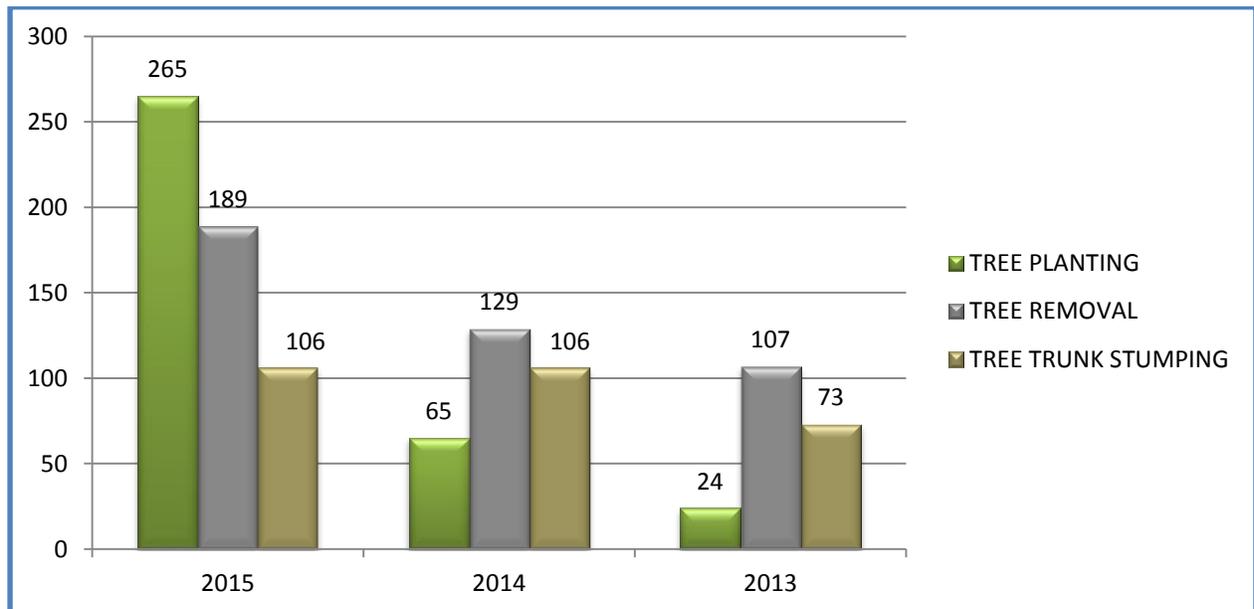
## 2015 Fall Tree Replacement Program

With Emerald Ash Borer threatening the parkway trees, the Village began a tree inventory project to identify the species, size, and condition. The tree inventory project will allow the village to maintain and grow a healthy, stable, and productive tree replacement program

The Public Works department implemented a tree replacement program for the fall of 2015 that was approved by the Board of Trustees and the Mayor.

The program allowed for the replacement of 260 dead parkway trees. Residents had several options to choose from including a 50/50 (village cost/resident cost) option that allowed them to choose the type of tree they wanted planted.

Our Public Works crew worked hard on the removal and stumping of the dead trees. The tree planting was bid out and completed by a contractor. A total of 260 trees were planted in the span of 3 weeks. Letters were mailed by the office to residents with information to how to care for their new parkway tree.



### **Tree Trimming (Contractual Services)**

Parkway trees are pruned to promote their health, growth, appearance and to prevent damage to life and property. Pruning is conducted under a systematic process, with the management of structurally weak, damaged or dead branches as the foremost priority.

### **Street Sweeping (Contractual Services)**

The sweeping of Village streets continues to provide many benefits to residents and the community. Street sweeping is effective at removing both large and small pollutants that collect along the Village's Streets. Sweepers collect and remove paper, refuse materials, leaves and other debris which can collect in the gutters. These types of debris are considered pollutants, thereby threaten the storm water collection system and also block storm water inlets which results in localized flooding during heavy precipitation. Equally important, is the collection of metal particles and hazardous waste left behind from passing vehicles which are extremely harmful to the environment.

*Because of these benefits, street sweeping activities continue to be denoted within the Village's annual NPDES (National Pollution Discharge Elimination System) report.*

## WATER & SEWER DIVISION

### Our Water System

Since 1992, the village's potable water supply has been provided by the Central Lake County Joint Action Water Agency (C.L.C.J.A.W.A) and the source is Lake Michigan. Drinking water is treated, tested and monitored on a continuous basis to ensure that it meets or exceeds all federally mandated requirements governing its quality.

In addition, the water system consists of 80 miles of various sized water distribution mains, and appurtenances intrinsic of 1075 control valves, 1025 fire hydrants, 8,050 water services and metered accounts. The village pumps an average of 2.0 million gallons per day (GPD) during the summer months and 1.6 million per day during the winter months with an annual pumping volume of over 650 million gallons.

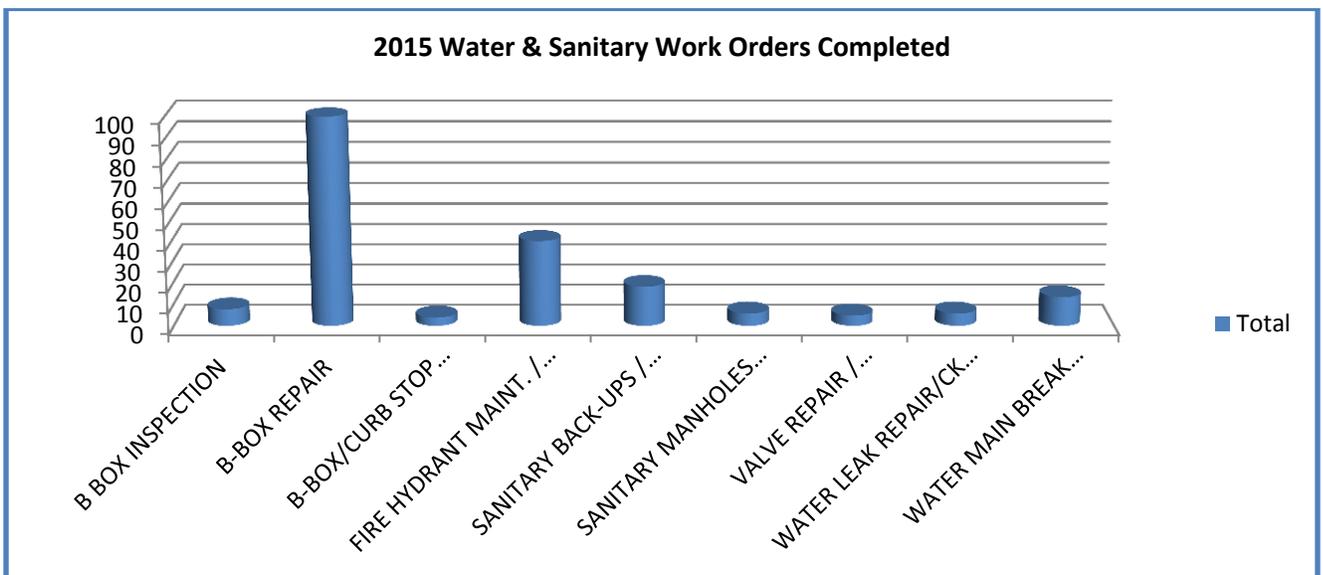
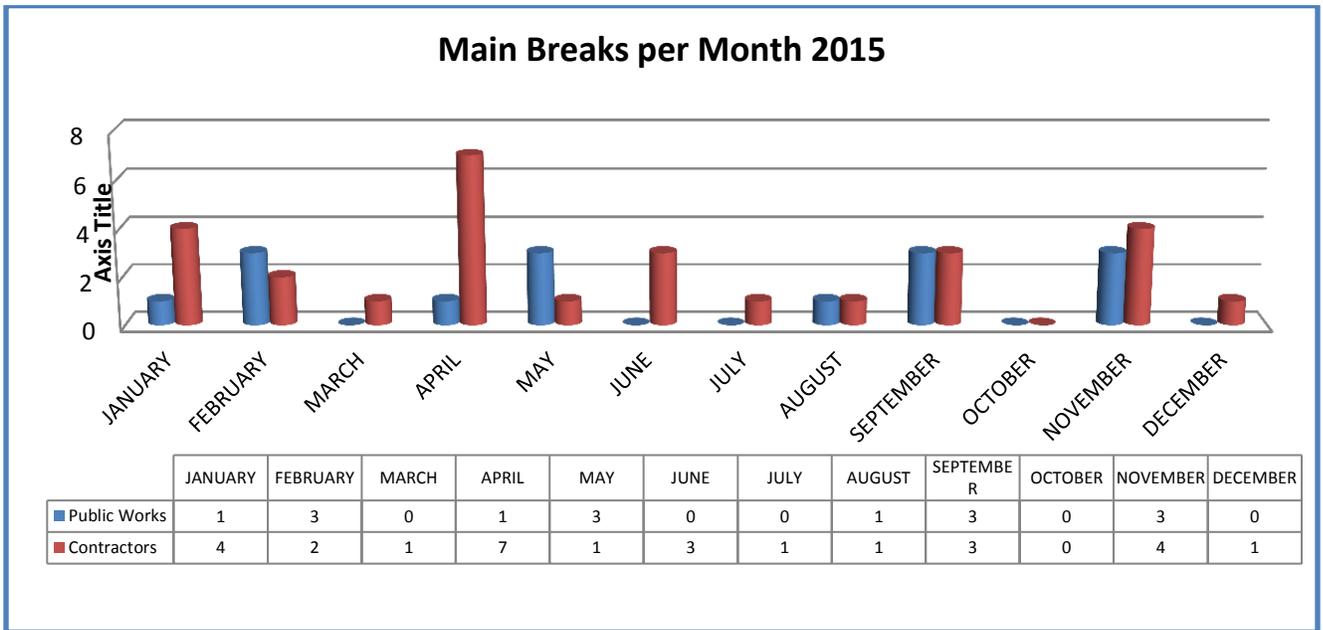
#### ***Major Upgrades and Repair:***

***The Public Works Department upgraded the Supervisory Control and Data Acquisition (SCADA) system in 2015. SCADA controls the supply from JAWA and to each tower / storage facility, monitors whether certain alarm conditions are satisfied. SCADA alarm will notify the on call person of an event that has been detected. (Also generation of email or text messages to the Supervisor).***

***Well #5 pump was rebuilt including installing a new 40 HP Franklin 460V submersible motor. Additionally the electrical wiring/pump control where also upgraded. The well is now operational to the Village's backup water system.***



2011-2015 WATER MAIN BREAKS AND REPAIRS				
Year	Public Works	Contractor	PW & Contractor	
2011 (54)	35	16	N/A	
2012 (52)	26	26	3	
2013 (41)	30	11	N/A	
2014 (34)	21	13	N/A	
2015 (43)	15	27	1	



## **OUR SANITARY SYSTEM**

The Village's sanitary collection system consists of 70 miles of various sized sanitary mains including 7 sanitary wastewater pumping stations. Sanitary sewage is conveyed to the Northwest Fox Lake Water Reclamation District where it is treated and released.

The sewer system is televised and cleaned as required for each local systems part of the Lake County NW Collection System to comply with the CMOM requirements. (Televising and clean 10-percent of the Village's sanitary sewer system per/year).

The Water & Sewer Division performs many functions in order to ensure quality services. Some of those functions include the following:

### **Sanitary System**

- Maintain over 70 miles of sewer pipes to ensure sewage can flow freely.
- Inspect and repair sanitary manholes
- Perform necessary emergency repairs of sewer pipes.
- Clean public sewers with vactor truck.
- Maintain seven pumping facilities for continuous operations.

## FLEET MANAGEMENT

The Public Works Department manages 15 primary snow plows and 3 backup plowing trucks. The Department also manages specialized equipment/vehicles such as a chipper, bucket trucks, backhoes, front end loader, sewer vactor truck and other pieces of small equipment.

The Public Works Department is responsible for an extensive variety of maintenance services. These services include, but are not limited to maintenance, service and repair of all vehicles and pieces of equipment.

The Division is responsible for ensuring that everything from a small gasoline engine to a large front end loader is functional when needed. Additionally, the Division monitors preventative maintenance on all Village equipment and coordinates outsourced repairs and maintenance of vehicles.

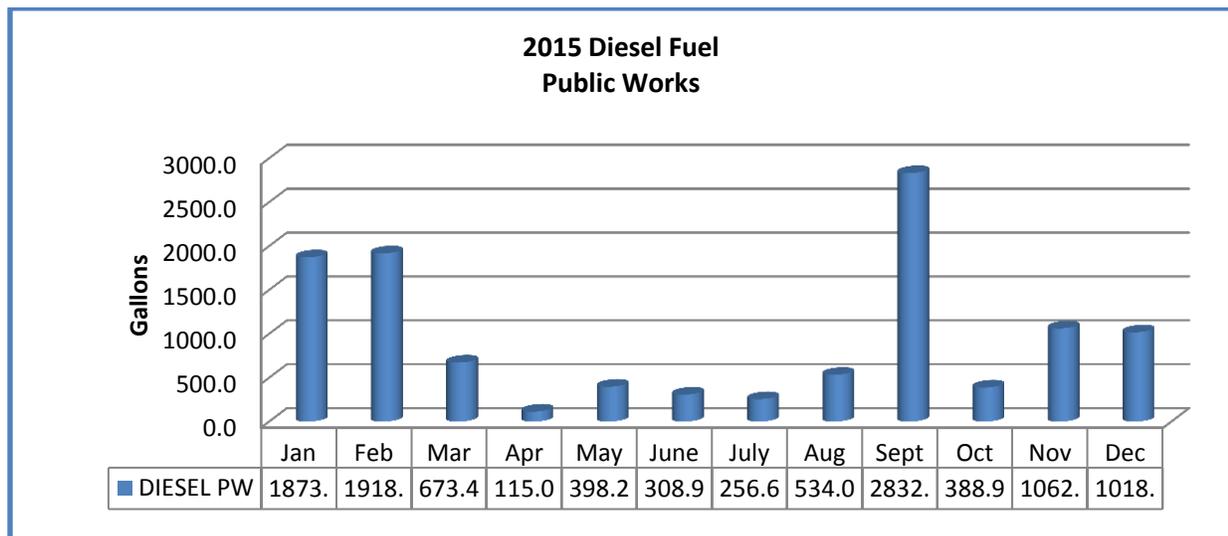
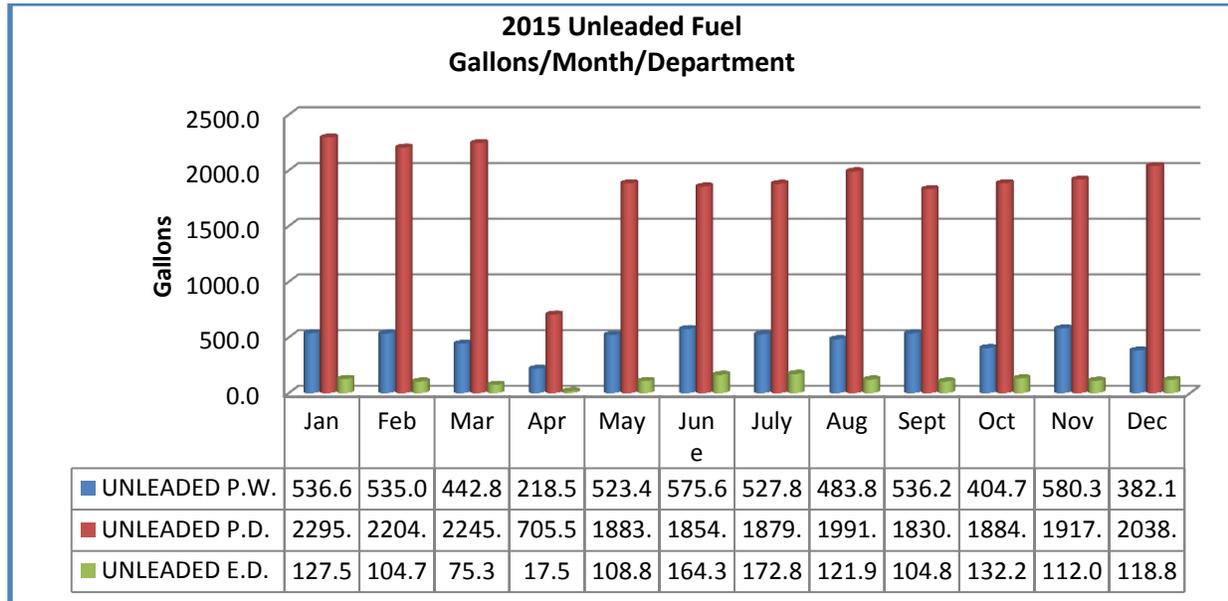
The Division secures titles and licensing of vehicles and monitors and maintains an inventory of fuel, lubricants and commonly used repair parts.

In 2015, 105 In-house work orders and 102 outsourced work orders were completed for fleet maintenance and repairs.



## FUEL USAGE

The Public Works Department manages and maintains a fuel facility consisting of two 2450 gallon storage tanks of unleaded and diesel fuel products. This is used for all Public Works vehicles and trucks, Police Department vehicles, and Economic Development vehicles. The fuel is tracked with an automated key reading system and the tanks are filled on an as needed basis.



**Note: RLAS District 116 used 1093.40 gallons in September. The Village was reimbursed.**

## VILLAGE INFRASTRUCTURE, CAPITAL PROGRAMS AND ENGINEERING

Engineering Services consists of three local professional engineering firms. They are responsible for providing all engineering services for the Village related to:

Each year, the Village Engineers and Staff determine which roads will be improved based on a number of factors such as condition, age and volume of traffic. The Village uses pavement management software to determine the condition of our local streets. The software program estimates the rate of pavement degradation and recommends an optimal rehabilitation schedule.

### Road Improvements

2015 Road Improvements were completed smoothly by Payne and Dolan with Manhart Engineers monitoring the project and working with the residents on any issues. Public Works administration handled phone calls from residents and sent out letters to all residents within the construction boundaries before work started.

#### ROAD RESURFACING LOCATIONS:

Street	Limits
Beverly Drive	Oakwood Drive to W. Lake Shore
Diana Court	Oakwood Drive to Brentwood Drive
Golfview Drive	Beverly Drive to North Channel Drive
Highland Terrace	Morningside Drive to North Channel Drive
Mayfield Drive	Village Drive to Hillwood Circle
Meadowbrook Drive	Hawthorne Drive to Oakwood Drive
Morningside Drive	Lotus Drive to North Channel Drive
Turnbull Drive	Oakwood Drive to Rollins Road
Walnut Drive	Oakwood Drive to Meadowbrook Drive
Woodridge Drive	Oakwood Drive to Rollins Rd

#### ROAD RESURFACING LOCATIONS:

Street	Limits
Orchard Lane	Green Valley to Monaville Road

## **Water Main Improvements**

The replacement of the existing deteriorated water main on **Woodland Drive** from **Bayview Court to N. Clarendon Dr.** included the construction of a new 8-inch water main to replace the existing 6-inch water main. Patnick Construction, Inc. of Franklin Park, Illinois was the contractor for this project. Manhart Consulting was the engineer monitoring the project along with assistance from the Public Works Department.

## **ANNUAL MAINTENANCE PROGRAMS**

### **Sidewalk replacement program**

This is an annual maintenance program to replace damaged sections of sidewalk throughout the Village. The program focuses on replacing sidewalks with trip hazards.

### **Curb Replacement Program**

This is an annual maintenance program to replace hazardous, broken and missing curb throughout the Village.

### **Crack Sealing Program**

This program is designed to perform preventive maintenance on recently resurfaced asphalt streets throughout the Village by sealing cracks that have developed. The goal of the program is to extend the life cycle of these pavements. Pavement crack sealing is one of the best and most cost effective preventive maintenance techniques to prolong the life cycle of asphalt pavements.

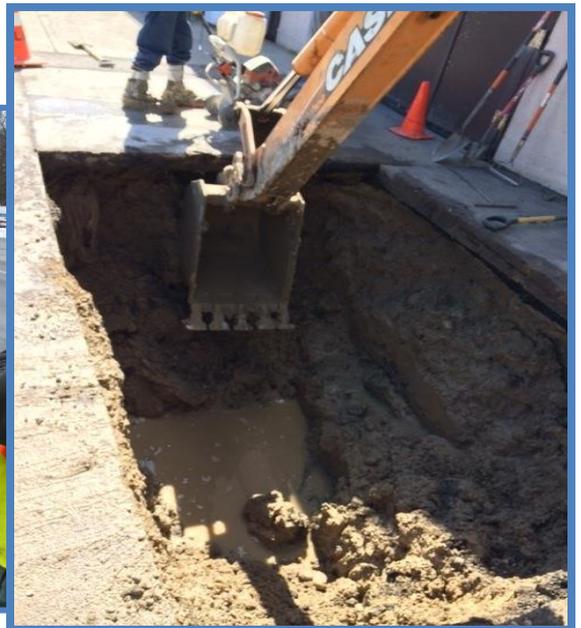
### **Pavement Marking Program**

This is an annual maintenance program to place new pavement markings with a thermoplastic material on streets throughout the Village. The priorities for striping include school zones and school crosswalks, the business districts and high volume streets.

***The Village repaved over 4.75 miles of roadway, replaced over 500 feet of sidewalk and 200 feet of curbs as part of the Capital Plan.***

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# OUR TEAM IN ACTION!



## **SAFETY AND TRAINING**

As part of its on-going commitment to excellent service, safety, expanding worker skills, promote safe Practice and ensure that all employees have a uniform base level of training that allows them to complete their work in a safe manner; the Department is always looking into refresher and new training opportunities for our workers.

In 2015 training was held on specialized public works issues such as confined space entry and preventing exposure to blood borne pathogens thru our Loss Prevention Company.

Training was also held on Snow and Ice Control and Snow Plow Safety thru Lake County Storm Water Management Commission and Lake County Health Department.

## **SAFETY COMMITTEE MEETINGS**

The goal and function of safety meetings is to maintain a constant level of attention to the protection and well-being of all village staff and the general public, as it pertains to the work and services we provide. It is our mission to promote safe and hazardous free performance of these duties at all times. This shall be done through meetings, education, supervision, training and awareness to safety and protection.

The purpose of a safety committee meeting is to review and analyze all accidents and near misses, reporting back on findings resulting from their investigations.

Emphasis will be placed on injuries, vehicle accidents and property damage occurring in that department. A general discussion will be held on preventive measures needed.

## TEAM-TOGETHER EVERYONE ACHIEVES MORE

Thank you very much, my neighbors and I appreciate it a lot.

Rich

From: Ana Ramirez  
Sent: 7:44am, Friday, December 4  
Subject: RE: Tree limbs  
To: [rich.meyer@outlook.com](mailto:rich.meyer@outlook.com), PWInquiry

I will put in a work order for these to get picked up.

Thank you,

Ana Ramirez  
Office Manager  
Round Lake Beach Public Works  
911 Lotus Dr, Round Lake Beach IL 60073  
847-546-8752

**From:** Mindy Ramirez  
**Sent:** Tuesday, August 04, 2015 10:49 AM  
**To:** Ana Ramirez  
**Cc:** Denise Schotanus; Ellen Kaminski; Randy Abbott  
**Subject:** CUDOS!!!

A WOMAN NAMED KAREN KRUCKOW CAME IN, FROM 1510 N HICKORY TERR. SHE WAS IN TEARS AND WANTED TO THANK THE PUBLIC WORKS DEPARTMENT FOR PICKING UP THE BRANCHES FROM THE STORM!! WANTED THE PUBLIC WORKS DEPARTMENT KNOW THAT THEY WERE VERY PROMPT AND VERY HELPFUL!!! IF YOU CAN FORWARD THE INFORMATION TO EVERYONE!!!

CONGRATS!!!

*Mindy Ramirez*  
Finance Department  
Village of Round Lake Beach  
1937 N. Municipal Way  
Round Lake Beach, IL 60073  
Direct #:847-740-6076 X324

**From:** Shanna [<mailto:shanna@rlchamber.org>]

**Sent:** Wednesday, September 09, 2015 11:32 AM

**To:** Rich Hill; Gilbert Rivera; David Hare; Scott Hilts

**Cc:** Dave Kilbane; Jacki Taylor

**Subject:** A thank you to the Village of Round Lake Beach for supporting the Vietnam Memorial Wall

Good Morning – On behalf of the Round Lake Area Chamber of Commerce Directors and Members, I would like to thank the Village of Round Lake Beach for supporting the Vietnam Memorial Wall.

The Village offered support in so many ways; I want to make sure to list them all:

Flags: Thank you Scott & Public Works crew for setting up and taking down the 12 American Flags on RT 83 in front of Home Depot! They were the perfect addition to honor the Wall.

Escort: Thank you to Chief Hare and Deputy Chief Rivera for helping to organize escorting the Moving Wall to Home Depot as well as allowing me to ride along – a moment in time I will never forget!

Mobile Eye: Thanks to the efforts of Mobile Eye, there were no issues with traffic and the spotlight was lit perfectly to highlight the Wall each and every night.  
Paper & Paper Cutter: Trustee Mount jumping in to help us last minute was great! The unused paper was returned to the Center and placed in the copier.

Water: Trustee Butler was wonderful in donating water to the volunteers and Trustee Wallace brought over coolers to utilize as well as sending additional resources of water and ice.

Volunteers and Visiting: Trustee Mount was instrumental in making sure the evening shifts were filled and supported. Numerous officers stopped by to check on things and we are so grateful for the protection and support.

Opening ceremony: Thank you Mayor Hill for speaking as well as several trustees and Village employees for attending.

Center Staff: A HUGE thank you for your patients with the phones ringing off the hook and the Chamber messy office area!

Thank you for everything each of you did to help ensure the Vietnam Memorial Wall was presented to the Round Lake Area with respect and support.

Shanna R. Coakley  
Executive Director  
Round Lake Area Chamber of Commerce  
2007 Civic Center Way  
Round Lake Beach, IL. 60073  
[shanna@rlchamber.org](mailto:shanna@rlchamber.org)  
PH: (847) 546-2002  
FX: (847) 546-225

**From:** Ana Ramirez  
**Sent:** Thursday, December 03, 2015 12:05 PM  
**To:** Randy Abbott  
**Cc:** Scott Hiltz; Ellen Kaminski  
**Subject:** Thank you from resident

Owner of 914 Fox Chase Dr called right now. He said he just had all his storm debris picked up. He wanted to call and say Thank You because it was a lot of debris.

Ana Ramirez

Office Manager  
Round Lake Beach Public Works  
911 Lotus Dr, Round Lake Beach IL 60073  
847-546-8752

**From:** Ana Ramirez  
**Sent:** Wednesday, December 02, 2015 12:35 PM  
**To:** Randy Abbott  
**Cc:** Scott Hiltz; Ellen Kaminski  
**Subject:** RESIDENT- THANK YOU

John Fay from 1239 Komar called to say Thank You for going out today and fixing his mail box and that they did a good job!

Ana Ramirez  
Office Manager  
Round Lake Beach Public Works  
911 Lotus Dr, Round Lake Beach IL 60073  
847-546-8752



**AVON TOWNSHIP**  
433 E. Washington St.  
Round Lake Park, Illinois 60073

Lisa Rusch  
Township Super

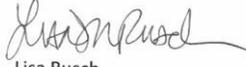
Randy Abbott  
Village of Round Lake Beach-Public Works  
1937 N. Municipal Way  
Round Lake Beach, IL 60073

Dear Mr. Abbott,

We want to thank you for attending our Annual Touch a Truck Event on Saturday September 26<sup>th</sup>. This was our 6<sup>th</sup> year and the most successful one so far. We had an approximate attendance of over 300 residents. We have heard great feedback from our community, some stating that they look forward to our event every year. That can only be possible by the enormous support we receive from all of our community partners.

If you may have any comments or suggestions about our event please feel free to email me at [lupe@avontownship.us](mailto:lupe@avontownship.us).

Regards,

  
Lisa Rusch  
Avon Township Supervisor  
lisa@avontownship.us

  
Guadalupe Somerville  
Senior Case Manager