



# Illinois Environmental Protection Agency

Bureau of Water • 1021 N. Grand Avenue E. • P.O. Box 19276 • Springfield • Illinois • 62794-9276

## Division of Water Pollution Control ANNUAL FACILITY INSPECTION REPORT

### for NPDES Permit for Storm Water Discharges from Separate Storm Sewer Systems (MS4)

*This fillable form may be completed online, a copy saved locally, printed and signed before it is submitted to the Compliance Assurance Section at the above address. Complete each section of this report.*

Report Period: From March, 2022 To March, 2023

Permit No. ILR40 0435

#### MS4 OPERATOR INFORMATION: (As it appears on the current permit)

Name: City of Rolling Meadows Mailing Address 1: 3900 Berndick Street

Mailing Address 2: \_\_\_\_\_ County: Cook

City: Rolling Meadows State: IL Zip: 60008 Telephone: 847-963-0500

Contact Person: Aaron Grosskopf Email Address: GrosskopfA@cityrm.org  
(Person responsible for Annual Report)

#### Name(s) of governmental entity(ies) in which MS4 is located: (As it appears on the current permit)

Elk Grove and Palatine Townships Cook County

#### THE FOLLOWING ITEMS MUST BE ADDRESSED.

A. Changes to best management practices (check appropriate BMP change(s) and attach information regarding change(s) to BMP and measurable goals.)

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| 1. Public Education and Outreach             | <input type="checkbox"/> | 4. Construction Site Runoff Control       | <input type="checkbox"/> |
| 2. Public Participation/Involvement          | <input type="checkbox"/> | 5. Post-Construction Runoff Control       | <input type="checkbox"/> |
| 3. Illicit Discharge Detection & Elimination | <input type="checkbox"/> | 6. Pollution Prevention/Good Housekeeping | <input type="checkbox"/> |

B. Attach the status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, and your identified measurable goals for each of the minimum control measures.


C. Attach results of information collected and analyzed, including monitoring data, if any during the reporting period.

D. Attach a summary of the storm water activities you plan to undertake during the next reporting cycle ( including an implementation schedule.)

E. Attach notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).

F. Attach a list of construction projects that your entity has paid for during the reporting period.

**Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))**

  
Owner Signature:

Aaron Grosskopf

Printed Name:

5/30/23  
Date:

Public Works Director

Title:

EMAIL COMPLETED FORM TO: [epa.ms4annualinsp@illinois.gov](mailto:epa.ms4annualinsp@illinois.gov)

or Mail to: ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
WATER POLLUTION CONTROL  
COMPLIANCE ASSURANCE SECTION #19  
1021 NORTH GRAND AVENUE EAST  
POST OFFICE BOX 19276  
SPRINGFIELD, ILLINOIS 62794-9276

IL 532 2585

WPC 691 Rev 6/10

This Agency is authorized to require this information under Section 4 and Title X of the Environmental Protection Act (415 ILCS 5/4, 5/39). Failure to disclose this information may result in: a civil penalty of not to exceed \$50,000 for the violation and an additional civil penalty of not to exceed \$10,000 for each day during which the violation continues (415 ILCS 5/42) and may also prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

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## Part A. Changes to Best Management Practices

**Note:** X indicates BMPs performed that were proposed in your NPDES permit  
 ✓ indicates changes to BMPs proposed in your NPDES permit

Year 17	Year 18	Year 19	Year 20	Year 21	
<b>MS4</b>					
<b>A. Public Education and Outreach</b>					
X	X	X	X	X	A.1 Distributed Paper Material
					A.2 Speaking Engagement
X	X	X	X	X	A.3 Public Service Announcement
X	X	X	X	X	A.4 Community Event
					A.5 Classroom Education Material
X	X	X	X	X	A.6 Other Public Education
<b>B. Public Participation/Involvement</b>					
					B.1 Public Panel
X	X	X	X	X	B.2 Educational Volunteer
X	X	X	X	X	B.3 Stakeholder Meeting
					B.4 Public Hearing
X	X	X	X	X	B.5 Volunteer Monitoring
X	X	X	X	X	B.6 Program Coordination
X	X	X	X	X	B.7 Other Public Involvement
<b>C. Illicit Discharge Detection and Elimination</b>					
X	X	X	X	X	C.1 Storm Sewer Map Preparation
X	X	X	X	X	C.2 Regulatory Control Program
X	X	X	X	X	C.3 Detection/Elimination Prioritization Plan
X	X	X	X	X	C.4 Illicit Discharge Tracing Procedures
X	X	X	X	X	C.5 Illicit Source Removal Procedures
X	X	X	X	X	C.6 Program Evaluation and Assessment
					C.7 Visual Dry Weather Screening
					C.8 Pollutant Field Testing
X	X	X	X	X	C.9 Public Notification
X	X	X	X	X	C.10 Other Illicit Discharge Controls

Year 17	Year 18	Year 19	Year 20	Year 21	
<b>MS4</b>					
<b>D. Construction Site Runoff Control</b>					
X	X	X	X	X	D.1 Regulatory Control Program
X	X	X	X	X	D.2 Erosion and Sediment Control BMPs
					D.3 Other Waste Control Program
X	X	X	X	X	D.4 Site Plan Review Procedures
X	X	X	X	X	D.5 Public Information Handling Procedures
X	X	X	X	X	D.6 Site Inspection/Enforcement Procedures
					D.7 Other Construction Site Runoff Controls
<b>E. Post-Construction Runoff Control</b>					
					E.1 Community Control Strategy
X	X	X	X	X	E.2 Regulatory Control Program
X	X	X	X	X	E.3 Long Term O&M Procedures
X	X	X	X	X	E.4 Pre-Const Review of BMP Designs
X	X	X	X	X	E.5 Site Inspections During Construction
X	X	X	X	X	E.6 Post-Construction Inspections
					E.7 Other Post-Const Runoff Controls
<b>F. Pollution Prevention/Good Housekeeping</b>					
X	X	X	X	X	F.1 Employee Training Program
X	X	X	X	X	F.2 Inspection and Maintenance Program
X	X	X	X	X	F.3 Municipal Operations Storm Water Control
X	X	X	X	X	F.4 Municipal Operations Waste Disposal
					F.5 Flood Management/Assess Guidelines
					F.6 Other Municipal Operations Controls

## **Part B. Status of Compliance with Permit Conditions**

The status of BMPs and measurable goals performed in Year 20 are described below.

### **BMP No. A.1 – Distibuted Paper Material**

#### **Brief Description of BMP:**

The City of Rolling Meadows will continue to produce and make available brochures on a variety of stormwater related topics. These brochures and informational materials are made available for the public at the City facilities.

### **BMP No. A.3 – Public Service Announcement**

#### **Brief Description of BMP:**

The City of Rolling Meadows will continue to include a stormwater and/or ambient water quality related articles in the City’s monthly newsletter, “News & Views”.

### **BMP No. A.4 – Community Event**

#### **Brief Description of BMP:**

The Public Works Department holds a Public Open House approximately every 3-5 years to gather valuable community input and provide information to residents. The Public Works Department will hold another Open House within the next 5 years.

### **BMP No. A.6 – Other Public Involvement**

#### **Brief Description of BMP:**

The City of Rolling Meadows will continue to monitor the links on the City website that provide stormwater management information and other waste related information to residents. The City will update or modify the links as needed or as additional information becomes available.

### **BMP No. B.2, B.5, and B.6 – Educational Volunteer, Volunteer Monitoring, and Program Coordination**

#### **Brief Description of BMP:**

The City of Rolling Meadows will continue to support local schools and/or civic groups by providing coordination, supplies and/or training for water quality and stream enhancement activities.

### **BMP No. B.3 – Stakeholder Meeting**

#### **Brief Description of BMP:**

The City’s Public Works Department staff participates in the Salt Creek/Poplar Creek Watershed Planning Council. This is one of seven groups established by the Metropolitan Water Reclamation District to address stormwater management needs in Cook County. The Director of Public Works serves on the Salt Creek/Poplar Creek Watershed Planning Council Executive Committee. Involvement of local officials in stormwater management programs at the county and regional level aids in creating greater awareness and understanding of pollution control and water quality issues.

## **BMP No. B.7 – Other Public Involvement**

### **Brief Description of BMP:**

The City of Rolling Meadows will continue to provide the Citizens Report Form on the Public Works Department website to allow reporting of illicit discharges to the storm sewer system and maintenance problems associated with ponds, streams or outfalls. The Citizens Report Form allows residents of Rolling Meadows to electronically submit notification of infrastructure problems directly to the Public Works Department.

## **BMP No. C.1 – Storm Sewer Map Preparation**

### **Brief Description of BMP:**

The City has developed an extensive, GIS based storm sewer atlas map and GPS inventory of the storm sewer system.

## **BMP No. C.2, C.3, C.4, C.5 – Regulatory Control Program, Detection/Elimination Prioritization Plan, Illicit Discharge Tracing Procedures, Illicit Source Removal Procedures**

### **Brief Description of BMP:**

The Public Works Department utilizes a work order management system for handling the report of a possible illicit discharge to storm sewer systems. The City of Rolling Meadows Fire Department Hazardous Materials Unit responds to hazardous spills or discharges that may enter the storm sewer system. The Hazardous Materials Unit produces reports of these discharges and they are tracked and assigned an incident number. The Citizens Report Form on the Public Works website and the Community Development Department Health Inspection Forms can also be used to report illicit discharges.

## **BMP No. C.9 – Public Notification**

### **Brief Description of BMP:**

The City of Rolling Meadows Public Works Ordinance Violation Brochure is available at the Public Works Department and City Hall and explains Public Works Ordinance Violations. The brochure includes examples of illicit discharges to the storm sewer system from residential sources prohibited by the City Code.

## **BMP No. C.10 – Other Illicit Discharge Controls**

### **Brief Description of BMP:**

The City of Rolling Meadows Community Development Department Health Inspection Forms specifically addresses non-stormwater discharges into the storm sewer system from commercial sources (e.g. restaurant grease traps).

## **BMP No. D.1, D.4 – Regulatory Control Program, Site Plan Review Procedures**

### **Brief Description of BMP:**

All development projects over 1 acre require a NOI for Construction Activities under NPDES Permit No. ILR10 are identified during the plan review process by the City Engineer. The City's

permit procedure requires the applicant to verify submittal of a NOI to the Illinois Environmental Protection Agency Division of Water Pollution Control at least 30 days prior to the commencement of construction.

**BMP No. D.2, D.5, D.6 – Erosion and Sediment Control BMPs, Public Information Handling Procedures, Site Inspection/Enforcement Procedures**

**Brief Description of BMP:**

The City's Public Works Department and City Engineer perform construction site inspection of erosion and sediment control measures to monitor conformance with NPDES Phase II Permit requirements. Any incidents of non-compliance or reports from residents are handled by the Public Works Department with the same procedures as reports from the Storm Water Hotline and the Citizens Report Form.

**BMP No. E.2, E.4 – Regulatory Control Program, Pre-Construction Review of BMP Designs**

**Brief Description of BMP:**

The City's Code requires that the site design for development projects that disturb greater than one acre must have in place controls that would protect water quality and reduce the discharge of pollutants for the life of the development project. The City Engineer reviews structural and non-structural BMPs for all new development projects BMPs to verify they meet the goals of the City Code and the specific project site. The Public Works Department also continues to develop working files and review technical reports on structural and non-structural BMPs that can be incorporated into site development guidelines.

**BMP No. E.3 – Long Term O&M Procedures**

**Brief Description of BMP:**

The City Code contains language and enforcement procedures to require long-term stormwater facility maintenance agreements for new development and redevelopment projects.

**BMP No. E.5, E.6 – Site Inspections During Construction, Post-Construction Inspections**

**Brief Description of BMP:**

The City performs bi-weekly site inspections during and after construction at new development and redevelopment projects to verify compliance with the runoff control requirements.

**BMP No. F.1, F.3, F.4 – Employee Training Program, Muni Operations Storm Water Control, Municipal Operations Waste Disposal**

**Brief Description of BMP:**

The Public Works Department has procedures that provide guidance and procedures for employees to reduce or eliminate the discharge of pollutants from City owned facilities to the storm sewer system. The City's extensive program to reduce pollutant discharge by City employees is outlined in the QLP section of this report.

**BMP No. F.2 - Inspection and Maintenance Program**

**Brief Description of BMP:**

The City of Rolling Meadows Public Works Department has procedures that require routine inspections of ponds, stream channels and storm sewer outfalls once every three years by Public Works staff. Non-routine inspection visits should be required to address comments from residents, the Fire Department Hazardous Materials Unit and the Community Development Department Inspections. The inspection process included photos and written documentation of current conditions. Inspections are also performed following large storm events to verify the working conditions of storm sewer inlets and detention/retention basins.

## **Part C. Information and Data Collection Results**

Year 20 activities related to illicit discharge detection and elimination consisted primarily of program planning efforts. Therefore, no information or data was collected during this period.



## Part D. Summary of Year 21 Stormwater Activities

The table shown below summarizes the BMPs committed to for Year 21. Specific BMPs and measurable goals for Year 21 program development activities are presented in the sections following the table.

**Note: X indicates BMPs committed to for Year 21.**

Year 21	
MS4	
<b>A. Public Education and Outreach</b>	
X	A.1 Distributed Paper Material
	A.2 Speaking Engagement
X	A.3 Public Service Announcement
X	A.4 Community Event
	A.5 Classroom Education Material
X	A.6 Other Public Education
<b>B. Public Participation/Involvement</b>	
	B.1 Public Panel
X	B.2 Educational Volunteer
X	B.3 Stakeholder Meeting
	B.4 Public Hearing
X	B.5 Volunteer Monitoring
X	B.6 Program Coordination
X	B.7 Other Public Involvement
<b>C. Illicit Discharge Detection and Elimination</b>	
X	C.1 Storm Sewer Map Preparation
X	C.2 Regulatory Control Program
X	C.3 Detection/Elimination Prioritization Plan
X	C.4 Illicit Discharge Tracing Procedures
X	C.5 Illicit Source Removal Procedures
X	C.6 Program Evaluation and Assessment
	C.7 Visual Dry Weather Screening
	C.8 Pollutant Field Testing
X	C.9 Public Notification
X	C.10 Other Illicit Discharge Controls

Year 21	
MS4	
<b>D. Construction Site Runoff Control</b>	
X	D.1 Regulatory Control Program
X	D.2 Erosion and Sediment Control BMPs
	D.3 Other Waste Control Program
X	D.4 Site Plan Review Procedures
X	D.5 Public Information Handling Procedures
X	D.6 Site Inspection/Enforcement Procedures
	D.7 Other Construction Site Runoff Controls
<b>E. Post-Construction Runoff Control</b>	
	E.1 Community Control Strategy
X	E.2 Regulatory Control Program
X	E.3 Long Term O&M Procedures
X	E.4 Pre-Const Review of BMP Designs
X	E.5 Site Inspections During Construction
X	E.6 Post-Construction Inspections
	E.7 Other Post-Const Runoff Controls
<b>F. Pollution Prevention/Good Housekeeping</b>	
X	F.1 Employee Training Program
X	F.2 Inspection and Maintenance Program
X	F.3 Municipal Operations Storm Water Control
X	F.4 Municipal Operations Waste Disposal
	F.5 Flood Management/Assess Guidelines
	F.6 Other Municipal Operations Controls

## 1. Public Education and Outreach

The City is committing to conduct Public Education and Outreach as part of its permit. Public Education and Outreach requires implementation of a program to distribute educational material to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants to stormwater runoff. The City commits to implementation of BMPs related to A.1, A.3, A.4 and A.6 as described below.

### **BMP No. A.1**

#### **Brief Description of BMP:**

The City of Rolling Meadows will continue to produce and make available brochures on a variety of stormwater related topics. These brochures and informational materials are made available for the public at the City facilities.

#### **Measurable Goal(s), including frequencies:**

The brochures will be developed to target developers, commercial and industrial facility operators and residents. The goal of this program is to increase the awareness of impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

**Milestones:**           **Year 21:** The City of Rolling Meadows will continue to make informational materials and brochures related to stormwater management available at the City facilities.

### **BMP No. A.3**

#### **Brief Description of BMP:**

The City of Rolling Meadows will continue to include a stormwater and/or ambient water quality related articles in the City's monthly newsletter, "News & Views".

#### **Measurable Goal(s), including frequencies:**

The City newsletter article will be developed to target developers, commercial and industrial facility operators and interested citizens. The goal of this program is to increase the awareness of impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

**Milestones:**           **Year 21:** The City of Rolling Meadows will continue to include a stormwater and/or ambient water quality related article in the City newsletter each year.

### **BMP No. A.4**

#### **Brief Description of BMP:**

The Public Works Department holds a Public Open House approximately every 3-5 years to gather valuable community input and provide information to residents. The Public Works Department will hold another Open House within the next 5 years.

**Measurable Goal(s), including frequencies:**

The goal of this BMP is to encourage community participation thorough education and interaction with City employees.

**Milestones:**           **Year 21:** The City of Rolling Meadows will continue to hold the community event.

**BMP No. A.6**

**Brief Description of BMP:**

The City of Rolling Meadows will continue to monitor the links on the City website that provide stormwater management information and other waste related information to residents. The City will update or modify the links as needed or as additional information becomes available. The City will also post their NOI on the City website.

**Measurable Goal(s), including frequencies:**

The website will be developed to target developers, commercial and industrial facility operators and residents. The goal of this program is to increase the awareness of impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

**Milestones:**           **Year 21:** The Public Works Department will monitor website links and update as new information becomes necessary or available.

**2. Public Participation/Involvement**

The City will perform activities and services related to the Public Participation/Involvement minimum control measure. BMPs will be implemented under BMP numbers B.2, B.3, B.5, B.6 and B.7 as described below.

**BMP No. B.2, B.5, and B.6**

**Brief Description of BMP:**

The City of Rolling Meadows will continue to support local schools and/or civic groups by providing coordination, supplies and/or training for water quality and stream enhancement activities.

**Measurable Goal(s), including frequencies:**

The City of Rolling Meadows will continue to support and encourage local groups to participate in a water quality or stream enhancement programs. This program has the goal of encouraging active public participation in ambient water quality programs and increasing the visibility of water quality and stream enhancement issues.

**Milestones:**           **Year 21:** The Public Works Department will continue to support local volunteer group activities.

### **BMP No. B.3**

#### **Brief Description of BMP:**

The City's Public Works Department staff participates in the Salt Creek/Poplar Creek Watershed Planning Council. This is one of seven groups established by the Metropolitan Water Reclamation District to address stormwater management needs in Cook County. The Director of Public Works serves on the Salt Creek/Poplar Creek Watershed Planning Council Executive Committee. Involvement of local officials in stormwater management programs at the county and regional level aids in creating greater awareness and understanding of pollution control and water quality issues.

#### **Measurable Goal(s), including frequencies:**

The goal of this BMP is to increase awareness of local stormwater and/or water quality issues and the effects residents, as well as local governments, have on pollution control.

**Milestones:**           **Year 21:** The City will continue to participate in local stakeholder meetings and represent the residents on pertinent stormwater management issues.

### **BMP No. B.7**

#### **Brief Description of BMP:**

The City of Rolling Meadows will continue to provide the Citizens Report Form on the Public Works Department website to allow reporting of illicit discharges to the storm sewer system and maintenance problems associated with ponds, streams or outfalls. The Citizens Report Form allows residents of Rolling Meadows to electronically submit notification of infrastructure problems directly to the Public Works Department.

#### **Measurable Goal(s), including frequencies:**

The goal of this program is to provide active citizen participation in detection of illicit discharges to the storm sewer system and problems with drainage features. This program will also aid the Public Works Department in the detection of illicit discharges and inspection of drainage features.

**Milestones:**           **Year 21:** The Public Works Department will continue to provide the Citizen Report Form and track reports by location and problem.

### **3. Illicit Discharge Detection and Elimination**

The City commits to performing some activities related to the Illicit Discharge Detection and Elimination minimum control. BMPs will be implemented under BMP numbers C.1, C.2, C.3, C.4, C.5, C.9 and C.10 as described below.

#### **BMP No. C.1**

#### **Brief Description of BMP:**

The City has developed an extensive, GIS based storm sewer atlas map and GPS inventory of the storm sewer system.

**Measurable Goal(s), including frequencies:**

The goal of this program is to develop a storm sewer map for the City.

**Milestones:**           **Year 21:** The Public Works Department will update storm sewer map as needed to reflect new and re-development.

**BMP No. C.2, C.3, C.4, C.5**

**Brief Description of BMP:**

The Public Works Department utilizes a work order management system for handling the report of a possible illicit discharge to storm sewer systems. The City of Rolling Meadows Fire Department Hazardous Materials Unit responds to hazardous spills or discharges that may enter the storm sewer system. The Hazardous Materials Unit produces reports of these discharges and they are tracked and assigned an incident number. The Citizens Report Form on the Public Works website and the Community Development Department Health Inspection Forms can also be used to report illicit discharges.

**Measurable Goal(s), including frequencies:**

The goal of this program is to develop procedure for tracking, investigating and eliminating illicit discharges to the storm sewer system.

**Milestones:**           **Year 21:** The Public Works Department will continue to enforce the procedures for eliminating illicit discharges once they are reported and investigated.

**BMP No. C.6**

**Brief Description of BMP:**

The City of Rolling Meadows Public Works Department regularly assess their NPDES program to determine the effectiveness of the BMPs selected to meet the specified goals for overall compliance.

**Measurable Goal(s), including frequencies:**

The goal of this program is to evaluate the appropriateness of the BMPs selected for the NPDES program in meeting the goals necessary to maintain compliance.

**Milestones:**           **Year 21:** The City of Rolling Meadows will continue the yearly evaluation of its NPDES program and BMPs selected for effectiveness in meeting the specific measurable goals.

**BMP No. C.9**

**Brief Description of BMP:**

The City of Rolling Meadows Public Works Ordinance Violation Brochure is available at the Public Works Department and City Hall and explains Public Works Ordinance Violations. The brochure includes examples of illicit discharges to the storm sewer system from residential sources prohibited by the City Code.

**Measurable Goal(s), including frequencies:**

The goal of this program is to notify the public about the consequences of discharging illicit discharges into the storm sewer system.

**Milestones:**           **Year 21:** The City of Rolling Meadows will continue to provide the Public Works Ordinance Violation Brochure and enforce the City Code.

**BMP No. C.10**

**Brief Description of BMP:**

The City of Rolling Meadows Community Development Department Health Inspection Forms specifically addresses non-stormwater discharges into the storm sewer system from commercial sources (e.g. restaurant grease traps).

**Measurable Goal(s), including frequencies:**

The goal of this program is identify illicit discharges to the storm sewer system from commercial sources.

**Milestones:**           **Year 21:** The Community Development Department will continue to utilize the inspection forms and enforce the Code to eliminate these sources once identified.

**BMP No. C.10**

**Brief Description of BMP:**

The City of Rolling Meadows Public Works Department performs regular monitoring activities of the receiving waters that receive discharges from MS4 outfalls.

**Measurable Goal(s), including frequencies:**

The goal of this program is to monitor the receiving waters for potential illicit discharges from the MS4.

**Milestones:**           **Year 21:** The Public Works Department will continue to monitor the receiving waters upstream and downstream of the MS4 discharge points.

#### 4. Construction Site Runoff Control

The City will perform activities and services related to the Construction Site Runoff Control minimum control measure. BMPs will be implemented under BMP numbers D.1, D.2, D.4, D.5 and D.6 as described below.

##### **BMP No. D.1, D.4**

##### **Brief Description of BMP:**

All development projects over 1 acre require a NOI for Construction Activities under NPDES Permit No. ILR10 are identified during the plan review process by the City Engineer. The City's permit procedure requires the applicant to verify submittal of a NOI to the Illinois Environmental Protection Agency Division of Water Pollution Control at least 30 days prior to the commencement of construction.

##### **Measurable Goal(s), including frequencies:**

The goal of this BMP will be to have all sediment and erosion control measure for developments greater or equal to one acre be reviewed by the City and notification provided to the IEPA.

**Milestones:**           **Year 21:** The Public Works Department will continue to enforce the review procedures.

##### **BMP No. D.2, D.5, D.6**

##### **Brief Description of BMP:**

The City's Public Works Department and City Engineer perform construction site inspection of erosion and sediment control measures to monitor conformance with NPDES Phase II Permit requirements. Any incidents of non-compliance or reports from residents are handled by the Public Works Department with the same procedures as reports from the Storm Water Hotline and the Citizens Report Form.

##### **Measurable Goal(s), including frequencies:**

The goal of this BMP will be to reduce the discharge of pollutants from construction sites by effectively utilizing sediment and erosion control measures for developments in the City.

**Milestones:**           **Year 21:** The Public Works Department will continue to perform the sediment and erosion control measure procedures and inspections.

#### 5. Post-Construction Runoff Control

The City will perform activities and services related to the Post-Construction Site Runoff Control minimum control measure. BMPs will be implemented under BMP number E.2, E.3, E.4, E.5, and E.6 as described below.

**BMP No. E.2, E.4**

**Brief Description of BMP:**

The City's Code requires that the site design for development projects that disturb greater than one acre must have in place controls that would protect water quality and reduce the discharge of pollutants for the life of the development project. The City Engineer reviews structural and non-structural BMPs for all new development projects BMPs to verify they meet the goals of the City Code and the specific project site. The Public Works Department also continues to develop working files and review technical reports on structural and non-structural BMPs that can be incorporated into site development guidelines.

**Measurable Goal(s), including frequencies:**

The goal of this BMP will be to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre.

**Milestones:**           **Year 21:** The City will continue to enforce the Code and procedures.

**BMP No. E.3**

**Brief Description of BMP:**

The City Code contains language and enforcement procedures to require long-term stormwater facility maintenance agreements for new development and redevelopment projects.

**Measurable Goal(s), including frequencies:**

The goal of this program is to assign responsibility for the maintenance of new storm sewer systems to a responsible party other than the City.

**Milestones:**           **Year 21:** The Public Works Department will continue to enforce the development policies and Code.

**BMP No. E.5, E.6**

**Brief Description of BMP:**

The City performs bi-weekly site inspections during and after construction at new development and redevelopment projects to verify compliance with the runoff control requirements.

**Measurable Goal(s), including frequencies:**

The goal of this BMP is to reduce the amount of pollutants leaving development sites by inspecting the BMPs to verify compliance and performance.

**Milestones:**           **Year 21:** The Public Works Department will continue to perform the inspections and enforce the development guidelines.



## 6. Pollution Prevention/Good Housekeeping

This minimum control measure involves the development and implementation of an operation and maintenance program to reduce the discharge of pollutants from municipal operations. This program must include a training program for municipal employees. The City will perform BMPs under BMP numbers F.1, F.2, F.3 and F.4 as described below.

### **BMP No. F.1, F.3, F.4**

#### **Brief Description of BMP:**

The Public Works Department has procedures that provide guidance and procedures for employees to reduce or eliminate the discharge of pollutants from City owned facilities to the storm sewer system. The City's extensive program to reduce pollutant discharge by City employees is outlined in the QLP section of this report.

#### **Measurable Goal(s), including frequencies:**

The goal of this BMP will be to educate Public Works employees of current practices that contribute to stormwater pollution and/or to develop new procedures and make revisions to existing procedures that will curtail the discharge of pollutants to storm sewer systems by Public Works employees.

**Milestones:**           **Year 21:** The Public Works Department will continue the current programs.

### **BMP No. F.2**

#### **Brief Description of BMP:**

The City of Rolling Meadows Public Works Department has procedures that require routine inspections of ponds, stream channels and storm sewer outfalls once every three years by Public Works staff. Non-routine inspection visits should be required to address comments from residents, the Fire Department Hazardous Materials Unit and the Community Development Department Inspections. The inspection process included photos and written documentation of current conditions. Inspections are also performed following large storm events to verify the working conditions of storm sewer inlets and detention/retention basins.

#### **Measurable Goal(s), including frequencies:**

The goal of this BMP will be to require inspections of ponds, streams and outfalls.

**Milestones:**           **Year 21:** The Public Works Department will continue the inspection program.

## **Part E. Notice of Qualifying Local Program**

**The City of Rolling Meadows established an efficient and effective stormwater management program that is well beyond the minimum requirements of the federally mandated NPDES Phase II program during the previous 15-year permit period. The City will continue to monitor the existing program and modify it as necessary to continue to maintain compliance with the NPDES requirements.**

### **1. Public Education and Outreach:**

The City of Rolling Meadows has a comprehensive program developed during the original 5 year NOI permit period that provides Public Education and Outreach resources to its residents through printed materials and the City website. Provided below are details outlining the program and the BMPs that are addressed by current City activities and programs.

The program currently produces and distributes brochures and/or informational materials on a variety of stormwater related topics at the Public Works Department. The City's Public Education and Outreach program also publishes a stormwater and/or ambient water quality article in the monthly newsletter and provides links on the City's website to stormwater management resources available from other local and federal agencies.

The Public Works Department holds a Public Open House approximately every 3-5 years to gather valuable community input and provide information to residents. The Public Works Department will hold another Open House within the next 5 years.

This program relates to BMP numbers A.1, A.3, A.4 and A.6.

### **2. Public Participation/Involvement:**

The City of Rolling Meadows has a comprehensive program to address the Public Participation/Involvement requirement of the NPDES Phase II permit. Provided below are details outlining the program and the BMPs that are addressed by current City activities and programs.

The City participates in local water quality programs by assisting groups such as the "Friends of the Creek", City of Rolling Meadows Urban Affairs Committee, and Rolling Meadows High School students with cleanup activities on Salt Creek that focus on removing litter and invasive buckthorn.

The City's Public Works Department staff also participates in the Salt Creek/Poplar Creek Watershed Planning Council. This is one of seven groups established by the Metropolitan Water Reclamation District to address stormwater management needs in Cook County. The Director of Public Works has served on the Salt Creek/Poplar Creek Watershed Planning Council Executive Committee. Involvement of local officials in stormwater management programs at the county and regional level aids in creating greater awareness and understanding of pollution control and water quality issues.

The City also holds an annual Duck Race raffle to support the preservation of Salt Creek and other local environmental issues. The event was organized by local groups including the City's Environmental Committee, the Rotary Club of Rolling Meadows, and the Rolling Meadows Park District Foundation and raised over \$1600 in previous years.

The City has also established several rain garden demonstration areas at the Public Works facility to educate the public about in the importance of caring for the environment and encourage our residents preserve and conserve our natural resources by reducing stormwater runoff and improving water quality in their own back yards. The Public Works Department also developed two interpretive brochures to increase public awareness and understanding of stormwater pollution prevention through Best Management Practices.

The City encourages public participation and action on illicit discharges to surface waters through a “Citizens Report Form” available on the City’s website. The report form provides a way to electronically submit notification of illegal activities or infrastructure problems directly to the Public Works Department. Residents are also encouraged to contact the Public Works Department by phone to report potential discharges of pollutants to the storm sewer system and make routine service requests during business hours and to contact the Police Department non-emergency phone number, aka the “storm water hotline” on evenings and weekends. These phone numbers are listed under the “Stormwater Management” link on the City’s website. Examples of reports of illicit discharges received by phone have involved illegal dumping of trash, brush, or other yard waste.

The City also maintains a link to the “Illinois EPA Citizen Pollution Complaint Form” and to the Metropolitan Water Reclamation District of Greater Chicago “To Report an Emergency or Pollution Incident” on the Public Works Department Stormwater Management page to further encourage citizen participation in detection of illicit discharges to the storm sewer system.

The City of Rolling Meadows Park District has historically participated in the National Tree Trust. In previous years, a local scout group planted and cared for 100 seedlings to be planted in Campbell St. Park. The typical practice is to plant trees in containers and then re-planted them desired location once they have reached an appropriate size. The City of Rolling Meadows Park District will continue to participate in this or similar events.

The Public Works Department holds a Public Open House approximately every 3-5 years to gather valuable community input and provide information to residents. The Public Works Department will hold another Open House within the next 5 years.

These programs relate to BMP numbers B.2, B.3, B.5, B.6 and B.7.

### **3. Illicit Discharge Detection and Elimination:**

The City of Rolling Meadows developed a comprehensive program during the original 5 year NOI permit period that addresses the Illicit Discharge Detection and Elimination requirements of the NPDES Phase II program. Provided below are details outlining the program and the BMPs that are addressed by current City activities and programs.

The City has developed an extensive, GIS based storm sewer atlas map and GPS inventory of the storm sewer system. The City has also purchased hardware and software to use and maintain the storm sewer GIS, including: 2 Panasonic CF29 Tough Book computers, work station and server, large format printers, 2 Trimble Geo XT handheld data collection units, and ESRI – ARCGIS 9.2, ARC Server and ARC Pad 7.1 software. The City’s atlas is well beyond the minimum requirements of the NPDES Phase II program and is continually updated to reflect new development.

The Public Works Department utilizes a work order management system to document response to reports of illicit discharges (program activity codes #3715 and #5115).

The City of Rolling Meadows Fire Department investigates and responds to all reports of possible illicit discharges to storm sewer systems and HAZMAT spills, with support from the Illinois Emergency Management Association upon request. The City documents, reports and assigns an incident number to all HAZMAT incidents.

The Public Works Department “Ordinance Violations Brochure” includes examples of illicit discharges to the storm sewer system from residential sources prohibited by Section 110-127 of the City Code.

The Community Development Department performs commercial property inspections designed to identify potential illicit discharges of pollutants from commercial sources and take enforcement action.

The City of Rolling Meadows and the Solid Waste Agency of Northern Cook County provides a comprehensive program to facilitate the proper handling and disposal of oil and household hazardous waste. SWANCC regularly coordinates “Household Hazardous Waste Collection” events that provide residents with the opportunity to bring paints, cleaning solvents, automotive products, old fuel, etc. to a collection location for pickup by a licensed hazardous waste hauler.

As part of the City’s refuse collection program residents may bring used oil to a drop off location, where it is transferred to a spill containment storage tank for reclamation by the City’s waste oil recycling contractor.

The City of Rolling Meadows Code of Ordinances Sections 110-127 and 110-65 prohibit the discharge of trash, sanitary water or industrial wastewater to the storm sewer system. Fines of not less than \$50.00 nor more than \$1,000.00 have been established for each violation. The Public Works Department has also published Section 110-127 in their Ordinance Violations Brochure that is available at the City Hall and the Public Works Department.

These programs relate to BMP numbers C.1, C.2, C.3, C.4, C.5, C.9 and C.10.

#### **4. Construction Site Runoff Control:**

The City of Rolling Meadows developed a comprehensive program during the original 5 year NOI permit period that addresses the Construction Site Runoff Control requirements of the NPDES Phase II program. Provided below are details outlining the program and the BMPs that are addressed by current City activities and programs.

The City of Rolling Meadows Code of Ordinances Section 38-171 requires a development permit for the following activities:

1. Excavation, fill, or any combination that exceeds 100 cubic yards,
2. Fill that exceeds three feet in vertical depth,
3. Excavation that exceeds four feet in vertical depth,
4. Excavation, fill, or any combination that exceeds 5,000 square feet, or
5. Plant cover is to be removed from an area exceeding 5,000 square feet on any vacant parcel or any parcel of land in excess of 10 acres.

All development projects that require a NOI for Construction Activities under NPDES Permit No. ILR10 are identified during the plan review process by the City Engineer. The City's permit procedure requires the applicant to verify submittal of a NOI to the Illinois Environmental Protection Agency Division of Water Pollution Control at least 30 days prior to the commencement of construction.

The City's Public Works Department and City Engineer perform construction site inspection of erosion and sediment control measures to monitor conformance with NPDES Phase II Permit requirements. Any incidents of non-compliance or reports from residents are handled by the Public Works Department with the same procedures as reports from the Storm Water Hotline and the Citizens Report Form. These programs relate to BMP numbers D.1, D.2, D.4, D.5 and D.6.

### **5. Post-Construction Runoff Control:**

The City of Rolling Meadows developed a comprehensive program during the original 5 year NOI permit period that addresses the Post-Construction Runoff Control requirements of the NPDES Phase II program. Provided below are details outlining the program and the BMPs that are addressed by current City activities and programs.

The City of Rolling Meadows Code of Ordinances Section 122-266 requires preservation and maintenance of open space for planned developments. This section requires that the open space shall be preserved by private reservation or dedication to the public. The City of Rolling Meadows will continue to enforce this non-structural BMP in its Code of Ordinances.

The City performs bi-weekly site inspections at new development and redevelopment projects to verify compliance with the runoff control requirements.

The City's existing requirements of the Municipal Code govern responsibility for long-term operation and maintenance of new storm sewer systems. The goal of this program is to assign responsibility for the maintenance of new storm sewer systems to a responsible party other than the City.

The Public Works Department continues to develop working files and review technical reports on structural and non-structural BMPs that can be incorporated into site development guidelines. The City Engineer reviewed and recommended structural and non-structural BMPs for all new development projects.

These programs relate to BMP numbers E.2, E.3, E.4, E.5 and E.6.

### **6. Pollution Prevention/Good Housekeeping:**

The City of Rolling Meadows developed a comprehensive program during the original 5 year NOI permit period that addresses the Pollution Prevention/Good Housekeeping requirements of the NPDES Phase II program. The goal of this BMP is to identify current practices that contribute to stormwater pollution and implement programs and procedures for Public Works activities that curtail the discharge of pollutants to storm sewer systems. Provided below are details outlining the program and the BMPs that are addressed by current City activities and programs.

IEPA approved \$351,000 in grant funds for Salt Creek stream bank stabilization projects, which include a large portion of the shoreline on Kennedy Pond. The grant application approved also addresses Salt Creek shore erosion problems in two locations near Central Road and another west of Fox Lane. The project will reduce shore and stream bank erosion and improve water quality in the portion of Salt Creek that flows through Rolling Meadows. A contract has been approved with the City Engineer for the final design and project specifications. Work on the project has been completed.

In 2007 the City completed installation of an aeration system at Barker Lake to improve water quality and algae control. The City plans installed another aeration/diffuser system in Kennedy Pond in 2017.

Activities in the City's vehicle maintenance shop are a potentially significant source of pollutants. Procedures that address spill prevention, material management, and good housekeeping practices that limit pollution discharges from vehicle O & M activities in the vehicle services shop are part of our ongoing staff training and education program. Waste oil and anti-freeze storage tanks, and lead acid batteries awaiting pickup for recycling are located inside the vehicle shop and not exposed to storm water. Oil, hydraulic fluids, anti-freeze and cleaners are stored inside the building, well away from outside doors. Used oil dropped off by residents as part of the City's recycling program is stored outside in a spill containment tank. All used oil and anti-freeze is periodically picked up for off-site reclamation by a waste oil service. There are no "significant materials" which are exposed to storm water.

The City's street sweeping program has a direct beneficial impact on water quality. The City of Rolling Meadows maintains 121 miles of curb line. All streets are swept every 21-28 days April through November. In October and November street sweeping is performed more frequently (by contract) in key areas. The City's street sweeping program prevents substantial discharges of particulates/solids, phosphorus and petroleum based products to Salt Creek.

The City maintains public open space and right-of-way areas by contract. Use of herbicides for broadleaf weed control in turf is limited to locations receiving the highest levels of maintenance. Herbicides having exceptionally low toxicity to aquatic life are used exclusively. Fertilizer materials applied to turf are specified to be slow-release, minimizing the potential for pollution discharge in stormwater runoff. Certified operators make all applications of herbicides and fertilizers, which provide assurance that proper disposal practices and label instructions are followed. BMPs reflected in the City's landscape maintenance activities include triple rinsing of herbicide containers and application of the rinsate to the area being treated, spill prevention during storage, use minimization, application by licensed operators, and careful selection of pesticide materials to minimize any potential adverse water quality impact.

The City coordinates curbside brush collection at no cost to residents from April through December.

The City's litter control and waste disposal programs serve to protect water quality and enhance the visual aesthetics of the community. Outstanding levels of refuse collection and recycling service, and an emphasis on litter control and roadside maintenance contributes to Rolling Meadows reputation as a clean community. Despite substantial effort devoted to public education, litter removal, street sweeping and enforcement of ordinances, dumping of trash along Salt Creek, public right-of-way, and litter from other sources still enters the City's storm sewer system and ultimately is discharged to Salt Creek. The Public Works Department coordinates litter and debris removal with

Cook County “Sheriff Work Alternative Program” (SWAP) participants to reduce the amount of litter and debris discharged to Salt Creek through the City’s storm sewer system.

The City’ maintains 60 miles of underground storm sewer lines, 5 miles of open drainage ditches, 100 culverts, 3,000 catch basins and inlet structures, 1,500 storm sewer manholes, 43 outfalls, 11 miles of Salt Creek stream bank, and numerous detention and retention facilities. The City improves maintenance of the City’s underground storm sewer system by cleaning catch basins, repairing catch basins/manholes and/or replacing catch basin inlets. Approximately 1.5 miles of storm sewer was cleaned during the permit year. The City’s Underground Utilities Division also performs televising, cleaning and jetting, point repairs under 10’, manhole cover replacement, and manages contractual work such as infiltration testing and detection of storm sewer connections to the sanitary sewer system.

In 2007 a report on current F.O.G. conditions was prepared and a 2-3 year high pressure water jetting program to prevent sanitary sewer overflows was recommended and continues to be implemented by the Division.

The Public Works Department also has an inspection program that was initiated during the original permit period. The goal of this BMP is to complete inspections of outfalls and detention/retention facilities once every three years. In Permit Year 5 the City completed inspection of all outfalls and detention/retention facilities. The inspection process included photo and written documentation of current conditions. Inspections were also made following large storm events to verify the working condition of storm sewer inlets and detention/retention basins.

The City of Rolling Meadows Public Works Department Employee Manual specifically addresses waste removal and environmentally conscious winter salt storage techniques by Public Works employees. In past years, the City has received the Excellence in Salt Storage Award from the National Salt Institute, which recognizes agencies with outstanding storage facilities and programs. Liquid calcium chloride is stored in fiberglass tanks. Consequently none of the deicing materials are exposed to storm water during storage and there is no threat of release to the storm sewer system. BMPs employed by the City prevent the discharge of pollutants to the Maximum Extent Practicable. These programs relate to BMP number F.1, F.2, F.3, F.4 and F.6.

In 2012, the City of Rolling Meadows Public Works Department developed a comprehensive Storm Water Pollution Prevention Plan (SWPPP) for all municipally owned facilities. The SWPPP details the City’s programs, procedures and activities that prevent and/or reduce pollutants from entering the Municipal Separate Storm Sewer System (MS4). As needed, the City will update the SWPPP to maintain compliance with NPDES regulations and requirements. These programs relate to BMP number F.1, F.2, F.3, F.4, F.5 and F.6.

