



# 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, 2019 To March, 2020

Permit No. ILR40 0221

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

Name: Village of Machesney Park Mailing Address 1: 300 Roosevelt Rd

Mailing Address 2: \_\_\_\_\_ County: Winnebago

City: Machesney Park State: IL Zip: 61115 Telephone: 815-877-5432

Contact Person: Chad Hunter Email Address: chadh@machesneypark.org  
(Person responsible for Annual Report)

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

Village of Machesney Park

#### 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:

Chad Hunter

Printed Name:

5-27-2020

Date:

Superintendent of Public Works

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

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

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
ANNUAL FACILITY INSPECTION REPORT  
NPDES PERMIT FOR STORMWATER DISCHARGES  
FROM MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4)

MARCH 2019 TO MARCH 2020 REPORTING PERIOD

**VILLAGE OF MACHESNEY PARK**

**B. STATUS OF COMPLIANCE WITH PERMIT CONDITIONS**

The following is a status report on each of the BMPs and the activities that were undertaken during the March 2019 to March 2020 reporting period. The status or progress for each of the measurable goals related to these BMPs is presented below.

**A. Public Education and Outreach**

**BMP No. A.1 Distributed Paper Material**

**Brief Description of BMP:** Storm water pamphlets and/or flyers are available at Village Hall on a regular basis.

**Measurable Goal(s), including frequencies:** Maintain pamphlets and/or flyers at Village Hall making them available to the public.

**BMP Status:** The Village of Machesney Park continues to publish storm water pamphlets and continues to update and create new informational handouts every year which is distributed at construction sites as well as at Village Hall. The Village distributes these to contractors and residents during routine inspections in an effort to try to educate and insure compliance with regulations. The Village has taken a proactive approach to try to educate homeowners and contractors on regulations and continues to see more evidence that both residents and contractors are more aware of the requirements and regulations.

**BMP No. A.6 Other Public Education**

**Brief Description of BMP:** The Village will maintain and include information related to the NPDES Phase 2 on the Village's website and in a Village newsletter.

**Measurable Goal(s), including frequencies:** Evaluate and add data to the Village's website and newsletter as needed.

**BMP Status:** The Village of Machesney Park continues to maintain and update the Village website and bi-annual newsletter making information available for the public. This Village puts an educational piece on storm water in every bi-annual newsletter in addition to the Village website to try and reach and educate as many individuals as possible. The Village newsletter continues to be an excellent source for getting information out to a large number of people. We reorganized the Village website over the last year to make information easier to find and will continue to change to update and make more information available.

## **B. Public Participation/Involvement**

### **BMP No. B.6 Program Involvement**

**Brief Description of BMP:** The Village will provide support for “Keep Northern Illinois Beautiful” (KNIB) clean up events.

**Measurable Goal(s), including frequencies:** Provide support for KNIB events and make storm water pollution flyers available when possible.

**BMP Status:** The Village continues to donate money to KNIB on a yearly basis and when possible and provides support and a drop off facility for clean-up events within the Village limits. When able the Village assists KNIB in finding locations for multiple collection events throughout the year where residents in Machesney Park and surrounding areas can drop off materials that can be properly recycled. KNIB also performs clean-up efforts within the Village in an effort to keep these materials from being improperly disposed of.

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

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

**Brief Description of BMP:** Maintain and updated community storm sewer map.

**Measurable Goal(s), including frequencies:** Conduct field survey and subdivision plan reviews to update and maintain a community storm sewer map. Update annually as new storm sewers are installed.

**BMP Status:** The Village maintains and updates its storm sewer map annually. We have continued to update of the Village’s storm sewer map after each construction season and have been updating it with new information as additional storm sewer is added. We still have a few areas of the Village where information was limited so we will be continuing to work and update those areas on the map as work is done.

### **BMP No. C.2 Regulatory Control Program**

**Brief Description of BMP:** Maintain and enforce ordinance language to prohibit non-stormwater discharges to the MS4.

**Measurable Goal(s), including frequencies:** Review, maintain, and update the Illicit Discharge Detection and Elimination (IDDE) ordinance as needed.

**BMP Status:** Continued enforcement of the IDDE ordinance by conducting field inspections of outfalls and receiving waters. The Village does regular inspections to detect illicit discharges, traces back any signs of illicit discharge and enforces ordinance as needed.

### **BMP No. C.3 Detection/Elimination Prioritization Plan**

**Brief Description of BMP:** Utilize land use maps to determine where illicit discharges have a higher probability of occurring.

**Measurable Goal(s), including frequencies:** Update base map as part of required outfall mapping to obtain general understanding of watersheds. Compare watershed boundaries to land uses (auto repairs, junk yards and industrial shops, etc.) to determine which watershed(s) have greatest potential for pollutant runoff.

**BMP Status:** The Village continues to update the Village base map that shows outfall locations, receiving waters and approximate watershed boundaries. Areas of high concern are inspected periodically to insure no discharges are found.

### **BMP No. C.4 Illicit Discharge Tracing Procedures**

**Brief Description of BMP:** Create a set of procedures to trace the source of any reported or discovered illicit discharges.

**Measurable Goal(s), including frequencies:** Develop a plan of action (procedure) for how to respond to a report of an observed or suspected illicit discharge. The procedure will include a method for collecting reports through public complaint and by Village staff, volunteers or consultants.

**BMP Status:** Village staff currently has no written procedure in place and will be something we will work on in future years. Although no written procedure has been set in place it continues to record and inspect all complaints by the same procedure to insure that each issue is handled in the same manner and insure all proper enforcement procedures are carried out to insure compliance.

### **BMP No. C.5 Illicit Discharge Removal Procedures**

**Brief Description of BMP:** Develop a plan for removing the source of illicit discharges.

**Measurable Goal(s), including frequencies:** A written procedure will be prepared in conjunction with the IDDE Ordinance and Tracing Procedures. This procedure will include methods for the removal of illicit discharges, including methods for obtaining compliance from private property owners identified through the tracing process.

**BMP Status:** At this time the Village currently uses a fining process to insure compliance. Although a written procedure has not been established at this time it uses a fine and Administrative hearing based system to insure compliance.

### **BMP No. C.7 Visual Dry Weather Screening**

**Brief Description of BMP:** Trained Village personnel will make scheduled inspections of all known storm sewer outfalls during times of dry weather. Keep a record of all visits.

**Measurable Goal(s), including frequencies:** The Village will make visits to known outfalls and identify any areas of illicit discharge.

**BMP Status:** The Village continues doing dry weather inspections throughout its jurisdiction documenting any abnormalities found in dry creeks beds and in outfall areas. These inspections are somewhat weather dependent and relies on the cooperation of some dry periods to perform inspections. Weather played a big factor in the past few year's inspections and continues to be an issue so far this spring. We have been unable to do as much inspection due to increased rain and high water in the Village's streams and we are hoping this year's weather in more cooperative.

#### **D. Construction Site Runoff Control**

##### **BMP No. D.1 Regulatory Control Program**

**Brief Description of BMP:** Maintain regulatory Development Ordinances pertaining to construction site storm water runoff control.

**Measureable Goal(s), including frequencies:** Maintain a regulatory Development Ordinance that provides significant protections for natural storm water resources, floodplains, wetlands, and erosion and sediment control.

**BMP Status:** The Village continues to perform regular inspections of open job sites. These inspections are to enforce the Village's regulatory development ordinance pertaining to construction site storm water runoff control. These inspections are documented and proper procedures for compliance are taken through fines and an administrative hearing process. The Village has seen a lot of residential development in the last couple of years, which has resulted in more inspections than usual to insure compliance. With less commercial/industrial spaces to inspect, we have turned our focus to insuring smaller projects such as our residential developments better follow their permit requirements.

##### **BMP No. D.2 Erosion and Sediment Control BMP's**

**Brief Description of BMP:** Maintain the regulatory Development Ordinances pertaining to construction site storm water runoff control, specifically erosion and sediment control.

**Measureable Goal(s), including frequencies:** Maintain and enforce the regulatory Development Ordinance and update as needed.

**BMP Status:** The Village continues to enforce the erosion and sediment control ordinance throughout the Village. Fines and Administrative Hearing procedures are instituted to insure compliance with ordinances.

##### **BMP No. D.3 Other Waste Control Program**

**Brief Description of BMP:** Maintain a regulatory ordinance that pertains to construction site waste.

**Measureable Goal(s), including frequencies:** The Village Code, Chapter 8 ½ and Chapter 14, Article 2 provides for provisions for control for all waste materials.

**BMP Status:** The Village enforces the ordinance provisions through site plan reviews and site inspections by trained Village staff and/or Village Engineer.

**BMP No. D.4 Site Plan Review Procedures**

**Brief Description of BMP:** Maintain existing procedures requiring either an engineer or trained Village staff to review all construction plans for appropriate runoff control BMP's.

**Measureable Goal(s), including frequencies:** Continue to review construction site plans for BMP's for construction site erosion and sediment control.

**BMP Status:** The Village continues to review construction site plans for compliance with NPDES Phase 2 requirements. The Village requires that a full plan review be done before issuance of a Village Erosion Control Permit and corrections made and resubmitted for approval before any construction may start.

**E. Post-Construction Runoff Control**

**BMP No. E.2 Regulatory Control Program**

**Brief Description of BMP:** Develop regulatory Development Ordinances pertaining to post-construction site storm water runoff control.

**Measurable Goal(s), including frequencies:** Adopt a regulatory Development Ordinance that will provide significant protections for natural storm water resources, floodplains, wetlands, and erosion and sediment control.

**BMP Status:** The Village has not adopted ordinance language on regulating post construction runoff. Post-construction inspections are being done as part of our current permits to insure compliance at the end of a project and inspections beyond that are done on an as needed basis.

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

**Brief Description of BMP:** The Village will develop procedures to ensure that developers plan to complete required maintenance on their development.

**Measureable Goal(s), including frequencies:** Edit existing ordinance or create new ordinances to require developers to plan for future O&M.

**BMP Status:** The Village has done some research on O & M procedures and this time has not adopted any ordinances or procedures. The Village uses other methods currently to insure compliance with required maintenance by developers.

**F. Pollution Prevention/Good Housekeeping**

**BMP No. F.1 Employee Training Program**

**Brief Description of BMP:** The Village continues a training program to provide municipal employees in relevant positions with Illicit Discharge Detection and Elimination training.

**Measureable Goal(s), including frequencies:** The Village will maintain a training program for Village employees. This may be based on existing training programs that the Village currently conducts. Any new training materials will be developed based on guidance that is widely available. The training program may be updated and expanded as the Village implements its storm water management program. The Village will then conduct annual training for employees that will implement or utilize BMPs.

**BMP Status:** The Village currently seeks out training and sends its Public Works employees to any pertinent training related to storm water, pollution prevention or erosion control. Each employee takes multiple trainings a year to keep up on latest methods and procedures. Two Public Works employees are currently certified as stormwater inspectors through the National Stormwater Center and are required to keep up with trainings and workshops to keep certification.

### **BMP No. F.2 Inspections and Maintenance Program**

**Brief Description of BMP:** The Village will continue its O&M program to address the maintenance needs of municipal properties and equipment.

**Measureable Goal(s), including frequencies:** The Village will continue proper maintenance activities for all municipal properties such as Village owned buildings, parks and other open spaces insuring proper waste disposal and prevention of hazardous material spills throughout. The Village will be installing signs at parks for proper disposal of pet waste, cleaning park detention areas as well as keeping our salt stock piles dry and free from runoff as well as continuing to provide proper off-site maintenance of all Village vehicles.

**BMP Status:** The Village currently does weekly inspections of all Village owned facilities, salt stockpiles and storm sewer lift stations inspecting for abnormal activities from these sites and performing any required maintenance if issues arise. Additionally, the Village will continue to clean lift stations, inlets and drywells as well as completing a bi-yearly street sweeping as part of maintenance and pollution prevention activities to prevent debris from entering into the storm sewer system. Signs are maintained in the Village's parks for the proper disposal of pet waste.

### **BMP No. F.3 Municipal Operations Storm Water Control**

**Brief Description of BMP:** The Village will maintain its Inspection and Maintenance Program.

**Measureable Goal(s), including frequencies:** Maintain storm water control program that includes all municipal properties and activities such as parks and other open spaces, fleet and building maintenance, erosion and sediment control procedures for new construction and other land disturbances, maintenance of the MS4 and proper waste disposal including hazardous waste and procedures for prevention and containment of hazardous material spills.

**BMP Status:** The Village continues to implement and update programs as necessary. All applicable staff has and will continue to take available training on how to handle and dispose of hazardous wastes during the next reporting period. The Village utilizes contractors for many of its activities reducing the need for some operational controls.

#### **BMP No. F.4 Municipal Operations Waste Disposal**

**Brief Description of BMP:** The Village will maintain a program for proper disposal of municipal operations waste.

**Measureable Goal(s), including frequencies:** Maintain a program for proper removal and disposal of waste from all municipal properties such as municipal buildings and municipal owned properties and parks.

**BMP Status:** The Village currently has a program in place for the proper disposal of any municipal waste. All materials and debris either generated from Village properties or found in Village right of ways such as tires and electronics are collected and disposed of at a proper disposal or recycling facility. In addition to this the Village insures that all contractors are doing the same on properties that are regularly inspected through our MS4 compliance inspections.

**D. SUMMARY OF STORM WATER ACTIVITIES DURING THE NEXT REPORTING CYCLE**

1. Vac truck cleaning of lift stations, drywells and inlets. *Summer 2020*
2. Storm sewer installation and road improvements to Pine Al Dr. *Summer 2020*
3. Road and curb improvements in Hawks View Subdivision. *Summer 2020*
4. Parking lot construction at new public works facility. *Summer 2020*
5. Road resurfacing program for approximately 35 Village streets. *Summer 2020*
6. Construction of vac truck dump pit at new public works facility. *Summer 2020*
7. Installation and repair of sidewalks on IL 251. *Summer 2020*
8. Road improvements on IL 251 and Forest Hills Rd. *Summer 2020*
9. Installation of a nutrient separating baffle box to existing detention area *Summer 2020*
10. Installation of bike path on Mitchell Rd. *Summer 2020*
11. Cleaning of the Village's permeable pavements. *Spring and Fall 2020*
12. Village wide street sweeping. *Spring and Fall 2020*
13. Resident newsletters with educational articles to storm water protection.
14. Post information on Village website relating to storm water protection.
15. Continue updating Village storm sewer maps through site visits to verify and correct data
16. Continue investigations into illicit discharge through inspections and complaints as they come in.
17. Training for Village employees

**E. NOTICE OF QUALIFYING LOCAL PROGRAM**

The Village of Machesney Park is not relying on any other government entity to satisfy permit obligations.

**G. CONSTRUCTION PROJECTS CONDUCTED DURING REPORTING PERIOD**

1. Storm sewer installation and road improvements to Mildred Rd, Colchester Dr, Knightsbridge Dr, Ashdown Pl, Tetterhall Dr, Eddington Dr, Windbourne Dr and Bunting Dr *Summer 2019*
2. Road extension of Gregory Dr. *Summer 2019*
3. Road reconstruction for Burden Rd. north of Forest Hills Rd. *Summer 2019*
4. Road resurfacing program for approximately 26 Village streets. *Summer 2019*
5. Construction of a 10,000 sq ft Public Works facility. *Fall 2019*
6. Various inlet and drywell repairs throughout the Village. *Summer 2019*