

Summary of Municipal Operations Related to NPDES Phase II

1.) Street Department

- **Street Cleaning Operations**

Current:

Round Lake Park currently owns a sweeping attachment for a Case 1845 Skid Steer (6' broom w/hopper). Streets along with parking lots around the lakefront area are swept on an as needed basis. Debris is loaded on a truck and hauled to a landfill site.

During the course of village infrastructure improvements or repairs streets are swept clean of excess dirt/debris and hauled away from the construction site.

Goals:

- Access ↓
- 1.) Increase frequency and area of street sweeping.
 - 2.) Consider the purchase of additional equipment.
 - 3.) Consider contracting out periodic street sweeping services.

- **Catch basin cleaning**

Current:

A catch basin cleaning program is currently in place as part of our routine maintenance operations. Normally during Spring and Fall all catch basins are inspected for debris and cleaned if required. Catch basins in high flow areas are inspected with a higher rate of frequency depending on weather conditions and time of year.

Outfalls are kept clear and where present grates are kept clean of debris.

Storm water detention areas are maintained on a routine basis. The Greenwood Storm Water Pumping Station is monitored weekly or as weather dictates. The pump structure is cleaned of debris and sediment on an as needed basis.

A Facility Plan was completed on the Sanitary Sewer which included smoke testing to identify any storm sewer cross connections, damaged lines or illegal residential/business hook ups.

Goals:

- 1.) Develop a comprehensive map of the Village Storm Sewer System.
- 2.) Identify all discharge points into lakes and creeks.
- 3.) Conduct routine inspections of discharge points.
- 4.) Develop a more detailed written maintenance report on cleaning/repair operations. (i.e. date, location, types, structures, age, pipe size, and note possible future improvements of the Storm Sewer System and incorporate into a Capital Improvement Program.
- 5.) Monitor water quality through sampling at discharge points into lakes, creeks, etc.

6.) Conduct a visual inspection program of Storm Sewer Catch basins during dry weather conditions to identify unusual flows and document any information obtained to determine source.

7.) Introduce signs or stenciling that identify storm sewer inlets.

- **Trash Pick-up**

Current:

Village properties (parks, parking lots, R.O.W., etc) are cleaned by Public Works. The Lakefront/Swim area is cleaned of debris on a daily basis during the summer months. Signs are posted at the Lakefront prohibiting animals to prevent animal feces from washing into the lake.

All village ditchlines are walked and cleaned of debris twice a year. Once by the Public Works department in the spring and once during the summer by the Neighborhood Watch Group.

The village currently contracts to ~~Omnyx~~^{Great} Waste Disposal for weekly garbage pick-up. Included in this service is a recycling program and yard waste removal.

In addition there is an annual Spring Clean up and periodic SWALCO pick-ups giving residents the opportunity to properly dispose of paints, household chemicals, etc.

Goals:

- 1.) Increase signage throughout village i.e. No littering, Animal Controls, No Dumping, etc.
- 2.) Increase amount of trash receptacles throughout the Village Business District, Parks, and Lakefront.
- 3.) Develop an "Adopt a Street Program".
- 4.) Along with Neighborhood Watch, Volunteer organizations, and Cub Scouts possibly increase number of village clean-ups.
- 5.) Education of clean-up crews to look for and report anything suspicious. (i.e. oil in ditchlines, water flow during dry weather conditions, etc.)

- **Snow and Ice Control Operations**

Current:

Salt is allocated and purchased through the State Purchasing Program. Salt is stored on concrete pads inside material bins that are under rood. It is the policy of Public Works not to pre-salt streets. The rate of application is dictated by the weather and to provide safe driving conditions. During heavy snow events salting is kept to a minimum, (intersections & hills) until the snow stops, then all streets are salted. Decisions are generally made by the driver depending on conditions and their snow route. Any questions would be directed to the Superintendent of Public Works or the senior employee on the job.

New employee training is accomplished by initially driving with experienced drivers to become familiar with snow routes and procedures.

Salt spreaders and truck beds are emptied back into salt bins and then pulled inside Public Works Garage and washed out. Run-off goes into floor drain and discharges into the sanitary sewer.

Goals:

- 1.) Area around the salt bins should be paved. The current gravel area makes it difficult to efficiently push salt into bins after delivery. This improvement could eliminate excess salt being washed into drainage ditches.

- **Fuel Storage Facilities**

The only fuel storage owned by the village is a 500-gallon above ground diesel fuel tank for off-road. The tank is installed inside of a concrete containment structure.

- **Spill Control**

In the event of Oil, Fuels, and Chemical spills both the Round Lake Fire Department and Round Lake Park ESDA are contacted to respond and take charge of clean up operations. Public Works would assist under their direction if needed.

- **Fleet Maintenance**

Current:

Vehicle or Heavy Equipment repairs are generally contracted out to local repair services. Minor repairs including oil changes are performed by Public Works. Oils, anti-freeze, etc. are drained off into separate 55 gallon sealed drums and delivered to A-Tire County Service for proper disposal.

Amount of oils/fuels kept on site is minimal. If a spill or leak occurs an absorbent material would be applied (i.e. sand, oil dry, absorbent pads) and then properly disposed of.

- **Training**

Current:

Public Works employees have attended Haz Mat seminars at Fire Department and have attended various seminars related to safety issues.

Goals:

- 1.) Obtain additional training materials through EPA, State, or other local agencies.
- 2.) Increase staff training on Environmental issues to incorporate pollution prevention into municipal operations such as park maintenance, fleet and building maintenance, erosion control, Haz Mat, Storm Water System maintenance, Snow/Ice removal, Hydrant flushing, etc.
- 3.) Conduct and document in-house employee training sessions on a quarterly basis.

2. Utility Department

- **Hydrant Flushing Program**

Current:

Hydrant flushing is done annually. Deflectors are used to direct water onto hard surface to prevent ditchline erosion. Declorination equipment is not used.

Goal:

Purchase declorination equipment.

- **Sediment control for de-watering pumps during repair operation**

Current:

During water main and storm sewer repairs water is pumped into ditchline and absorbed into the ground. If debris or sediment has to be removed from the storm pumping structure it is loaded on a truck and properly disposed of.

Goal:

For additional sediment control straw bails could be utilized as a filtering medium.

- **Chemical Fertilizers**

Current:

Fertilizers are used on a limited basis, usually during new landscaping projects for trees/shrubs.

Goal:

Have Public Works employees view training tapes and or attend seminars related to the use of fertilizer, pesticides, etc.

- **Standby Power Availability**

Current:

Portable generators are owned by the village to power-up sanitary lift stations in the event of a power outage.

Goal:

Improvements to lift station located on Rte. 134.

- **Procedures for removing sewage pumps for maintenance regarding spillage**

Current:

Sanitary lift stations are monitored on a daily basis. They are equipped with two pumps and set up to run on an alternating system. In the event a pump has to be removed for repairs a tow truck service pulls the pump, loads it onto a Public Works truck. The pump is cleaned over a floor drain so the contaminated water discharges into sanitary system. The pump is then sent out for repairs. If the pits themselves have to be cleaned or pumped out a septic service is contacted, where it is pumped into tanker trucks. If available it can be pumped into a nearby sanitary manhole.

- **SCADA System**

Current:

Does not exist.

Goal:

Incorporate SCADA System as future improvement.

N. P. D. E. S Phase II

I. Current material providing public education regarding stormwater pollution

1.) New Resident Information Packet

- a.) Includes information on ordinance that requires pet owners walking animals to carry a receptacle necessary to pick up animal droppings, prohibits pets from running at large and states violators will be fined
- b.) Provides Village Website for additional information.
- c.) Includes information on an ordinance that regulates water use for the purpose of lawn sprinkling and car washing from 3:00 p.m. to 8:00 p.m.
- d.) Includes information on an ordinance that states No Burning in ditchline.
- e.) Provides new residents garbage pick-up information including recycling, special pick-ups, and yard waste programs

2.) Newsletters

- a.) Information on SWALCO programs on where and when residents can properly dispose of Household Chemical Waste.
- b.) Proper disposal of cooking grease.
- c.) Reinforce ordinances pertaining to pet control, burning in ditchlines, and water use restrictions.
- d.) Neighborhood Watch announcements that sponsor village wide street clean ups with volunteers welcome.
- e.) Information on Mosquito Control that urges residents not to let polluted water collect in gutters, old tires, containers, etc.
- f.) Annual Spring Clean Up information.

3.) Informational Brochures provided to residents in the reception area of the Village Hall

- a.) Continual updates on SWALCO household chemical waste pick-ups.
- b.) A homeowner guide to healthy habits for clean water entitled, "The Solution to Stormwater Pollution".
- c.) General information is posted regarding annual Spring Clean-ups, Garbage Services, etc.

BMP No. F. Pollution Prevention/Good Housekeeping

- **What is Required**

1. Develop an Operation and Maintenance Program that reduces pollutant run-off from municipal sites into the storm sewer system.
2. Employee Training

- **Proposed Guidelines for Development and Implementation**

1. **Existing Operation and Maintenance Training Program for reducing pollutant run-off from municipal sites.**

The operation and maintenance of the Village of Round Lake Park Public Works Department is directly under the Superintendent of Public Works. Current Operation and Maintenance Procedures that are in practice that address pollutant run-off from municipal sites are summarized below:

- a. Catch basin cleaning
- b. Trash pick-up
- c. Snow and ice control
- d. Fuel storage facilities
- e. Spill control
- f. Fleet maintenance
- g. Hydrant flushing
- h. Sediment Control for de-watering pumps during repair operation
- i. Chemical Fertilizers
- j. Sewage spills
- k. Street cleaning

The current procedures for each of the above items, as well as the proposed upgrades are as follows:

- a. **Catch Basin Cleaning**

Existing Program

- 1) The Village currently inspects all catch basins each Spring and Fall for debris and cleans them as required.

- 2) High flow areas are inspected with a greater frequency depending on weather conditions and time of year.
- 3) Stormwater detention areas are also inspected each Spring/Fall and maintained as required.
- 4) The Greenwood Stormwater Pumping Station is monitored weekly or as weather dictates. The pump station is cleaned of debris and sediment on an as needed basis.

Proposed Upgrades

- 1) Develop a written maintenance report on cleaning/repairing operations and incorporate into a Capital Improvement Program.
- 2) Introduce signs or stenciling that identifies storm sewer inlets.

b. Trash Pick Up

Existing Program

- 1) The Village properties (parks, parking lots, right-of-way, etc.) are cleaned by the Department of Public Works. Signs are posted at the lakefront prohibiting animals in order to prevent animal feces from washing into the lake.
- 2) All Village ditchlines are walked and cleaned of debris twice each year. The Village Public Works Department makes one of the inspections in the spring. A volunteer Neighborhood Watch Group inspects the ditchlines during the summer.
- 3) The Village contracts with Onyx Waste Disposal for weekly garbage pick-up, which includes recycling and yard waste removal.
- 4) There is an annual spring clean up and periodic SWALCO pickups giving residents the opportunity to properly dispose of paints, household chemicals, etc.

Proposed Upgrades

- 1) Increase signage throughout the Village regarding stormwater pollution prevention.
- 2) Increase the number of trash receptacles throughout the Village Business District and lakefront.

- 3) Develop an Adopt-A-Street Program for interested groups.
- 4) Coordinate with volunteer groups involved in public participation to increase the number of scheduled pick-ups.

c. Snow and Ice Control

Existing Program

- 1) Salt is allocated and purchased through the State Purchasing Program and stored on concrete pads that are under roof.
- 2) Streets are not pre-salted by policy.
- 3) Salting procedures are to minimize the application even during heavy events. Once the snow stops, all streets are salted.
- 4) When to salt and how much to salt is decided by the Superintendent of Public Works.
- 5) Salt spreaders and truck beds are emptied into the salt bins and then washed out inside the Public Works Garage. Runoff is collected and conveyed into the sanitary sewer system.

Proposed Upgrades

- 1) Provide containment around the salt bins.

d. Fuel Storage Facilities

Existing/Proposed Program

- 1) The only fuel storage owned by the Village is a 500-gallon above ground diesel fuel tank for off-road use. The tank is installed inside of a concrete containment structure.
- 2) No further upgrades are proposed. The Village will continue to monitor the practice.

e. Spill Control

Existing/Proposed Program

- 1) In the event of oils, fuels or chemical spills, both the Round Lake Fire Department and Round Lake Park ESDA are contacted to respond and take charge of clean up operations. Public Works provides any needed assistance.
- 2) The current practice meets the program goals. The Village will continue to monitor the practice.

f. Fleet Maintenance

Existing/Proposed Program

- 1) Vehicle or heavy equipment repairs are typically contracted out to local repair services. Minor repairs, including oil changes, are performed by Public Works. Oils, anti-freeze, etc. are drained off into separate 55-gallon sealed drums and delivered to A-Tire County Service for proper disposal.
- 2) The amount of oils/fuels kept on site is minimal. If a spill or leak occurs, an absorbent material would be applied and properly disposed of off-site.
- 3) The current practice meets the program goals. The Village will continue to monitor the practice.

g. Hydrant Flushing

Existing/Proposed Program

- 1) All hydrants are flushed annually. Deflectors are used to direct water onto hard surfaces to prevent ditchline erosion. Because most of the Village's stormwater collection is via ditchlines, water travels along grassed ditchlines for hundred of feet prior to outletting, which dissipates most of the chlorine in the water and promotes a greater amount of infiltration, which is a BMP.
- 2) The current practice meets the program goals. The Village will continue to monitor the practice.

h. Sediment Control for Dewatering Pumps During Repair Operations

Existing Program

- 1) The current practice during watermain and storm sewer repairs is to pump the trench water into ditchlines, which is absorbed into the ground. If debris or sediment requires removal, it is loaded into a truck and disposed of off-site.

Proposed Upgrades

- 2) Incorporate the use of straw bale containment to filter the trench water prior to discharge to the drainage ditch.

i. Chemical Fertilizers

Existing Program

- 1) The Village has minimal use with Chemical Fertilizers. The chemical fertilizers that are used are limited to landscaping projects for trees/shrubs.

Proposed Upgrades

- 1) Increase employee training via tapes, seminars, etc., related to the use of fertilizers and pesticides.

j. Sewage Spills

Existing Program

- 1) Portable generators are owned by the Village to provide backup power to sewage lift stations during power outages.
- 2) Sanitary Lift Stations are inspected daily. In the event a pump requires maintenance, the pump is cleaned over a floor drain in order to return contaminated water back to the sewer.
- 3) Wet wells are cleaned by licensed septic haulers that have self-contained tanker trucks.

Proposed Upgrades

- 1) The current practice meets the program goals. The Village will continue to monitor the practice.

k. Street Cleaning

Existing Program

- 1) Most streets throughout the Village do not have curb and gutter. Those that do are swept on an as-needed basis. Dirt is loaded onto a truck and disposed of at a landfill.
- 2) During a Village owned construction project, streets are swept clean of excess dirt/debris and hauled away for disposal as needed.

Proposed Upgrades

- 1) The current practice meets the program goals. The Village will continue to monitor the practice.

2. Employee Training

Existing Program

- 1) Public Works employees attend HazMat seminars, sponsored by the Round Lake Area Fire District, and various other safety seminars.

Proposed Upgrades

- 1) Broaden the training that is provided such as those sponsored by the IEPA, IDOT, State and local agencies.
- 2) Increase staff training on Environmental issues to incorporate pollution prevention into municipal operations.
- 3) Conduct and document in-house training sessions on a quarterly basis.