

# STORMWATER MANAGEMENT PROGRAM

City of Kirksville, Missouri



Revised July 2013



*The City of Kirksville contracted with Bartlett & West Engineers of Jefferson City to assist the City in completion of a Stormwater Management Program (SWMP) required by the City's Municipal Separate Storm Sewer System (MS4) Permit MOR040078. The SWMP was adopted in October 2011 and included control measures required both by the MS4 permit in place at the time of adoption, and measures anticipated to be required by a new MS4 permit to be in effect from June 2013 thru June 2018.*

*The October 2011 SWMP has been updated, and additional goals implementing the minimum control measures have been added, covering the 5-year permit period. This document will be reviewed and updated annually in July concurrently with preparation of the City's storm water annual report.*

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# **I. GENERAL**

## **Introduction**

Kirksville Missouri, hereinafter referred to as the “City”, is located in Adair County. This document presents the City’s Storm Water Management Program (SWMP) designed to reduce discharges of pollutants from urban storm water runoff, and to comply with the Clean Water Act - Storm Water Phase II requirements. This document provides a detailed set of goals that the City has identified to address the six minimum control measures (MCM).

The SWMP summarizes the City’s intentions to reduce the amount of pollution in its stormwater runoff by addressing the six minimum control measures listed on the MS4 General Permit No. MOR040078. These MCMs are as follows:

1. Public education and outreach
2. Public involvement and participation
3. Construction site runoff control
4. Illicit discharge detection and elimination
5. Post-construction site runoff control
6. Pollution prevention/good housekeeping

Each MCM in this report addresses the overall purpose of the measure, discussion of existing activities related to this measure, proposed goal(s) with frequencies or timelines, and where required, a method of enforcement.

## **Background**

### **A. Watersheds**

Kirksville is situated on the divide between two major drainage basins. The portion of the City east of Highway 63 is in the Upper Mississippi-Salt River Basin. The part of the City west of Highway 63 is in the Lower Missouri – Grand – Chariton River Basin.

The drainage system for the City is comprised of storm sewers and open unimproved channels which drain to one of five creeks. See Figure 1. The creeks are:

- Floyd Creek
- Steer Creek
- Bear Creek
- Rye Creek
- Big Creek

### **B. Water Quality**

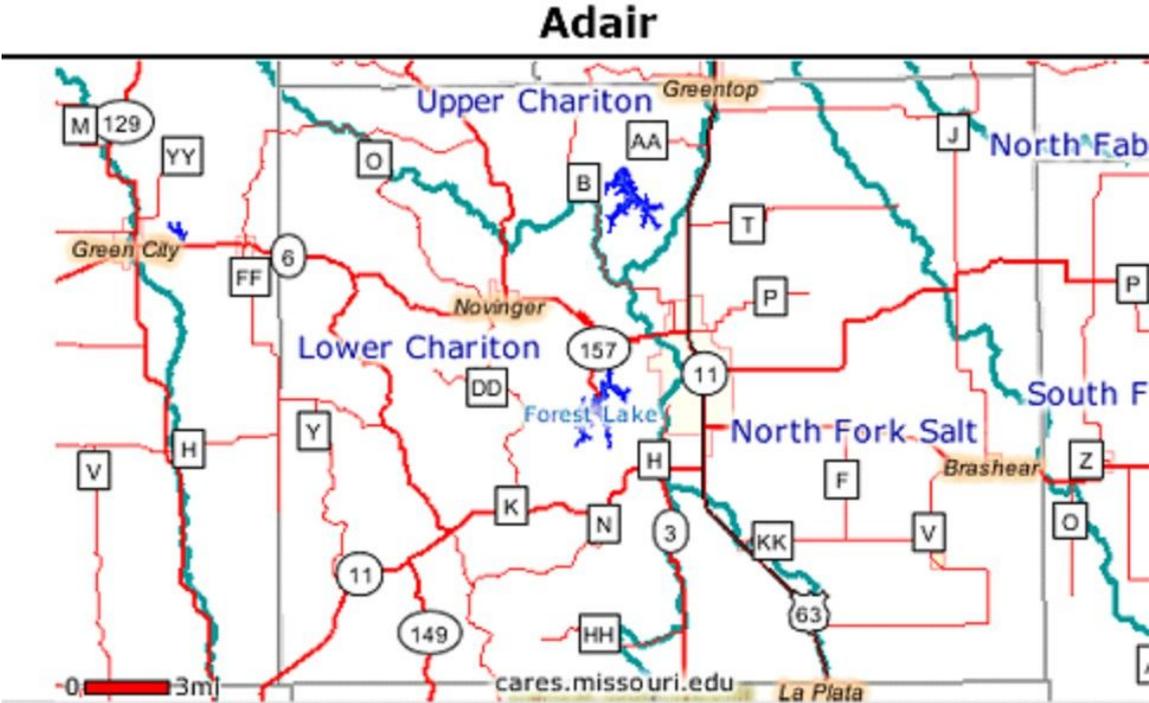
The City has been aggressively working on the sanitary sewer system to prevent sanitary sewer overflows (SSOs).

1. An infiltration/Inflow study was completed in the Steer Creek Watershed.
2. Recent total reconstruction of the sanitary sewer pumping station in the Big Creek Watershed with the capability to connect to a portable generator make the probability of a sanitary sewer overflow (SSO) remote. This is extremely important, since a majority of the City’s water supply is from the Big Creek Watershed.
3. An unclassified segment of Bear Creek is listed on the Missouri 303d list of impaired waters. The segment begins at the headwater of Bear Creek in the City. The study identified the Total Maximum Daily Load (TMDL) for total suspended solids, total

nitrogen, and total phosphorus. The Bear Creek TMDL was issued by USEPA Region 7 Report MO\_0115U-01 on December 23, 2010.

In addition to sanitary sewer studies and improvements, Adair Foods located in the Floyd Creek Watershed has a wastewater pretreatment facility. Samples are periodically taken at the Hospital for heavy metals, and Truman State for BOD. NPDES industrial discharge permits have been issued to Perfect Metals and MFA.

Figure 1 – Adair County Watershed Map



## II. MINIMUM CONTROL MEASURES

### Measure 1 – Public Education & Outreach

Public education is a key to any effective stormwater management program. The intent of this MCM is to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges. The program material should inform individuals and households about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

#### A. Watershed Management Commission

The Watershed Management Commission was established to:

- Make recommendations concerning the implementation of the goals of the Watershed Management plans for Hazel Creek and Forest Lake.
- Serve as a liaison between the community and the Missouri Department of Natural Resources to insure that the Watershed Management Plans comply with DNR.
- Serve as liaison between the community and the Missouri Department of Conservation to insure compatibility with conservation practices and resource uses

There is an existing commission that is developing a source watershed plan for Hazel Creek Watershed and Forest Lake. The Watershed Management Plan for Hazel Creek Watershed is expected to be completed in 2013, and the Watershed Management Plan for Forest Lake in 2014. The commission is comprised of stakeholders and members from local business, Truman State University, residents at large, and City Staff.

The Commission conducts annual watershed awareness events and volunteer cleanups. Under this measure, the goal is for the City to assist the Commission and promote active participation.

#### B. Public Information

##### *Informational Brochures*

The City has and will continue to provide residents with information related to household waste and how it relates to water quality in the streams. Under this measure, the goal is for the City Engineer and Public Information Officer to prepare brochures for household hazardous waste, grass disposal, and the dumping of oil in sewers. The brochures will be made available to the public at City Hall, and the Community Center. In addition the City will include information in its Kirksville Connection, a monthly publication sent to all water customers throughout the city.

##### *Local Media*

Several times a month, the City has a segment on the local radio station KIRX called "Area Scene". The goal is to use that time slot once a quarter to keep the public informed on events, public input, or discuss a specific aspect of the SWMP.

##### *Local Newspapers*

The goal is to have news releases at a minimum of twice a year in the Kirksville Daily Express and Index Newspapers related to a particular aspect of the SWMP for Citywide coverage.

## **Measure 2 – Public Involvement/Participation**

The public should be included in developing, implementing, and reviewing the City's stormwater management program and that the public participation process should make efforts to reach out and engage all economic and ethnic groups. Opportunities should be available for the public to participate in program development and implementation of citizen representatives serving on a local stormwater management panel, attending public hearings, assisting with other pre-existing programs, and participating in volunteer monitoring efforts.

### **A. 4H Club and Citizen Participation**

The City will work with the local 4H Club in educating their members on proper disposal of household hazardous waste and grass clippings, and the dumping of oil in sewers. In addition, the goal is to ask the 4H Club along with citizen volunteers to participate in a stream cleanup once a year.

### **B. 7-12 Grade Students**

The City will involve the local junior high school and high school in stenciling sewer inlets and manholes. The goal is to stencil the entire City system in a 5-year period. The City Engineering Department will create the stencils needed for this task, and determine each year's stenciling areas. Sections of the system were stenciled in 2010 and earlier, lessons learned from that effort will be applied to future projects.

### **C. Stream Team**

The "Stream Team" is comprised of Truman State students under the direction of Dr. Cynthia Cooper, and will be involved in the cleanup of different reaches of streams throughout the City. The goal is to organize two stream cleanups each year.

### **D. Water Quality Monitoring**

The Truman State Biology students in the Environmental Science Department are performing stream monitoring and water quality sampling. The goal is to have the City coordinate with that Student Group in identifying sampling locations, and the storing of the data. Research projects directly related to the quality of the stream or aquatic life will be developed each academic year.

### **E. Community Strategic Plan**

The Adair County-Kirksville Community Strategic Plan is a community planning tool that is developed through the collaborative efforts of many organizations including the leadership of the City, County and Kirksville Area Chamber of Commerce. The document is developed through a public input process. Periodic updates are provided to the community on the progress of the Plan. The Plan will include metrics to inform and educate the public on the local stormwater management program.

### **Measure 3 – Construction Site Stormwater Runoff Control**

To develop, implement, and enforce a program to reduce pollutants in any stormwater runoff from construction activities that result in a land disturbance of greater than or equal to one acre. The enforcement program requires an ordinance or other regulatory mechanism to:

- Require construction site operators to use appropriate erosion and sediment control best management practices (BMP) to minimize erosion and sediment leaving the construction site.
- Require construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.
- Procedures for site plan review which incorporate consideration of potential water quality impacts.
- Procedures for site inspection and enforcement of control measures including forms of monetary and non-monetary penalties.

#### **A. Existing Stormwater Runoff Control Ordinance**

The City's inspection and enforcement of erosion and sediment control for land disturbance greater than or equal to one acre is in City Ordinance 11367. In addition, under Section 22 of the City's municipal code, the Codes Department is responsible for reviewing, approving and inspecting construction plans and construction activities. The Department enforces the subdivision regulations ordinance, water and sewer connection inspections, flood plain management, subdivision platting, and subdivision plan reviews.

Currently, the subdivision regulations identified in City Ordinance 11367 has a storm water pollution prevention plan (SWPPP) submittal requirement for developments one acre and above. However, the ordinance does not address the construction inspection of the SWPPP, a checklist for the plan review, inspection forms for compliance with the SWPPP, and monetary and non-monetary penalties for non-compliance.

#### **B. Revisions and Additions to City Ordinances for Erosion and Sediment Control**

Administrative changes to City Ordinance 11367 will provide authority for:

1. Institution of a Land Disturbance Permit for purposes of controlling land disturbance activities. The permitting process allows for Plan Review, inspection and revocation of the permit.
2. Authorizing plan review and inspection of land disturbance activities under the Public Works Department and Codes Department.
3. Authorizing enforcement under the Codes Department with ability to impose fees and penalties.

The goal is to revise Ordinance 11367 in 2013 and be adopted no later than April 2014. The ordinance would include requirements identified below.

#### **C. Plan Review Requirements**

With the creation of a plan review requirement for erosion and sediment control (ESC), the Ordinance would include:

1. Listing of plan submittal requirements for erosion and sediment control.
2. Reference guidelines for acceptable erosion and sediment control Best Management Practices (BMPs). As manufacturers provide new ESC products, the design

engineer and construction contractor are able to satisfy the ordinance requirements with reasonable BMPs. All available ESC products will be considered in plan review.

3. It is the intent that the American Public Works Association (APWA) Section 5100 be adopted with modification tailored to City design criteria in the form of a design manual. The design manual would define specifically items such as design storm events, impervious factors, estimated sediment per acre and erodibility factors.
4. Formal storm water pollution prevention plan (SWPPP) review requirements and process in order to issue a Land Disturbance Permit.

#### **D. Inspection Requirements**

The authority given to the Public Works Department and Codes Department for inspection of erosion and sediment control during construction will identify:

1. Required inspection times and reporting times for the Contractor responsible for installing and maintaining the BMPs, and for the City to make an inspection.
2. Reporting forms for Contractor and City inspections.
3. Procedures for correcting problems found during inspections.
4. Timelines for Contractor compliance after a violation has been determined.

#### **E. Forms Needed for Implementation**

In order to implement the ordinance, City Staff need to be able to identify if the ordinance is being satisfied. Checklists are the best way to determine if every aspect of the ordinance has been met. Forms will be needed throughout the administrative and inspection processes. Checklists and forms will be created as following:

1. Plan Review Checklist
2. Land Disturbance Permit Application Form
3. Land Disturbance Permit
4. Construction Inspection Form for Contractor
5. Construction Inspection Form for City Inspector
6. Post Construction Checklist

A draft plan review checklist and SWPPP inspection checklist are shown in Appendix B.

#### **F. Fees and Enforcement Requirements**

In order to enforce the ordinance fees and penalties are required.

Fees related to administering the new plan review and inspection requirements would be established in the existing Municipal Code with other similar fees. The City would have to establish the criteria for charging various amounts for the services rendered. The issuance of a land disturbance permit by the City could be the method of approving plans and for the stoppage of work by revoking the permit.

Non-monetary and monetary penalties are the best method for upholding the ordinance. The ordinance would have to identify such penalties for violations and timelines for compliance. The administration of penalties would have to be established whereby the Public Works Department inspects the land disturbance site and determines if there is a violation. If there are violations, the Codes Department by ordinance will issue penalties and/or fines.

## **Measure 4 – Illicit Discharge Detection and Elimination**

To develop, implement and enforce a program to detect and eliminate illicit discharges effectively. The detection of illicit discharges can be accomplished in two ways; citizen reporting of illicit discharges, and City inspections to find illicit discharges. Once violators have been found penalties and fines must be invoked through an ordinance, or other regulatory mechanism.

Components of a successful detection and elimination program are as follows:

- Have a procedure for locating illicit discharges.
- Procedures for tracing the source of an illicit discharge and removing the source of the discharge. The development of a storm sewer system map and watershed map will be needed for this purpose.
- Ordinance prohibiting illicit discharges into the drainage courses with the ability to fine violators.

### **A. Locating Illicit Discharges**

#### ***Citizen Reporting***

Currently the City's web site has a method for reporting illicit discharges. Appendix C shows the web page for reporting this to the City by clicking on "Citizen Service Request Tracker" and some of the following screen captures. In 2013 Request forms for reporting illegal discharge to a stream or lake, and for reporting suspected pollution of a stream or pond were added to simply citizen input. Citizens also can call the City offices to report illicit discharges. In either case, the problem is placed on a database reporting system called "Citizen Response Tracking". The problem is assigned to the proper department with the generation of a Work Order. The Work Order remains open until the problem has been addressed.

This system of locating and in many cases eliminating an illicit discharge is quite successful. With additional education of the public through items discussed in Measure 1, citizens reporting will increase.

The goal for this illicit discharge reporting is part of Measure 1 – Public Education and Outreach.

#### ***City Staff Inspection***

There is no set operating procedures to inspect the drainage system for illicit discharges. The goal would be to inspect 20% of the storm sewer outfalls annually by public works staff either throughout the year or at prescribed times during the year. The method of recording the inspection will require the establishment of a database for such an inspection.

### **B. Tracing Illicit Discharges**

Procedures for tracing the source of the illicit discharge require knowledge of the storm sewer and drainage system. The City has an existing storm sewer map and an overall watershed map. The maps will allow the City staff to trace the illicit discharge upstream to the source. Training of staff to identify illicit discharges and to trace them back to the source will be required.

#### ***Storm Sewer Map***

The City has developed a storm sewer atlas overlaid to the City street map with a GIS database. This map identifies locations of pipes, manholes, inlets, and outfalls. The GIS database attached to the storm sewer features identify pipe sizes and pipe material. The map shows the watershed boundaries, streams, and bodies of water along with their names.

### ***Watershed Map***

The Watershed Map shows the watershed boundaries overlaid with the USGS Kirksville Quadrangle. The map shows the main creek systems and the outfalls under the NPDES permit at the City Limits. The map depicts seven (7) outfalls at the City Limits and seven (7) minor outfalls within the City that were approved under the current MS4 permit.

### ***Training and Procedures***

Training employees to look for illicit discharges is needed. City staff needs to be aware of potential discharges, so they can be on the alert. Whether they are a building inspector or motor grader operator, the Staff should be looking for illicit discharges.

Procedures need to be established to follow up with determining the source of the discharge and who to fine, once an illicit discharge has been found.

The goals are to have an annual training session with Code and Public Works Staff always look for illicit discharges as they perform their normal duties, and to set up an administrative procedure to follow up on finding the source of the discharge and the responsible party.

## **C. Ordinance to Prohibit Illicit Discharges**

### ***City Ordinances***

City Code Article II "Sanitary Sewers" Section 25-120 prohibits illicit discharges into the sanitary sewer.

City Code Article III "Stormwater" for the control of the stormwater system has been reserved for adding wording to prevent illicit discharges into storm sewers and drainage courses.

### ***New Ordinance***

On May 6, 2013 Council adopted an ordinance amending section 25-181 of the City code regarding control of the Stormwater system. (Appendix D) The state objectives of this ordinance are:

- To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by stormwater discharges by any user
- To prohibit illicit connections and discharges to the municipal separate storm sewer system
- To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance

## **D. Public Education**

Through Measures 1 and 2, public education will have a major impact on citizens reporting illicit discharges and educating the public on illegal dumping. The goals for public education are addressed in Measures 1 and 2.

## **Measure 5 – Post-Construction Stormwater Management**

To develop, implement, and enforce a program to ensure that controls are in place that would prevent or minimize water quality impacts caused by stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. For this measure, the City needs to:

1. Develop and implement a combination of structural and/or non-structural best management practices (BMPs).
2. Adopt an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects. It is the intent that the American Public Works Association (APWA) Section 5100 be adopted with modification tailored to City design criteria in the form of a design manual.
3. Implement methods to ensure adequate long-term operation and maintenance of BMPs.
4. Develop land use regulations and zoning changes that would create buffers to streams, detention basins to reduce stream degradation to receiving streams, and green designs.

### **A. Post Construction BMPs**

Prepare a design manual that will establish runoff controls to minimize creek degradation. The design manual will identify long-term stormwater controls, such as detention basins for the control of the discharge of subdivision runoff for both erodible stormwater discharge velocities and transport of sediment off of the development into the drainage system.

The goal is to prepare a design manual in 2014 that establishes performance standards for runoff controls, and the required long-term BMPs that need to be built during the construction of new developments and redevelopments. These performance standards might limit runoff volumes and rates by the use of detention basins; require maximum embankment slopes in developments; the use of buffers strips and grasses swales and other “green” solutions. The design manual will be adopted with the stormwater ordinance discussed below.

### **B. Stormwater Ordinance**

The ordinance will be written to match the performance standards identifies in the design manual discussed in Item 1. The goal is to prepare the ordinance in 2013 and adopt the ordinance in 2014. Part of the ordinance will identify City and private maintenance responsibility.

The ordinance will refer to changes in development regulations for the inclusion of permanent BMPs, such as detention basins. As a goal in 2014 and in conjunction with the Stormwater Ordinance, a checklist for Plan Review will be created to ensure all aspects of the ordinance are followed.

### **C. Inspection of Structural Stormwater Controls**

The goal is to have an inspection of the structural post construction BMPs in a 3 year cycle. In order to do this, a listing of these permanent BMPs throughout the City must be identified.

The goals are to:

- In 2013, a layer of the City Storm Sewer Map will be created to identify permanent BMPs that are to be inspected.

- In 2014, the list of permanent BMPs for inspection will be placed on a database and scheduled for inspections on a 3 year cycle.
- In 2013, a post-Construction checklist will be created for the inspections with the first year inspections performed in 2014.

## **Measure 6 - Pollution Prevention/Good Housekeeping for Municipal Operations**

Under this measure, the City will develop and implement an operation and maintenance program that includes the following:

- A training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations that includes employee training to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, and stormwater system maintenance.
- Controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, fleet or maintenance shops with outdoor storage areas, salt/sand storage locations, and snow disposal areas operated by the City.
- Procedures for properly disposing of waste removed from the storm sewers and areas listed above, such as dredge spoil, accumulated sediments, floatables, and other debris.
- Component included in the City's risk management program to assess the City's operations, policies and procedures to insure good internal stormwater management practices are implemented and adhered to by the City's workforce.

### **A. Staff Training**

Beginning in 2013, an annual pollution prevention workshop for the Parks Department and Public Works Department will be held to discuss the standard operating procedures that could introduce pollutants to the drainage system. The areas of emphasis would be on the proper use of fertilizers for grounds keeping, maintenance operations for the two ball fields, use of chemicals and salt for snow and ice removal, disposal of sludge and other solid waste from the water treatment plant, wastewater treatment plant and public works activities.

Starting in 2014, standard procedures will be updated for the annual pollution prevention workshop.

### **B. Review of Chemical Handling**

In 2013, all chemicals handled and used by the City will be reviewed for prevention of spills and the possible reduction of chemical discharges into the drainage system. Proper procedures for handling chemicals will be discussed with Staff once a year in conjunction with the Staff Training identified above.

### **C. Spill Prevention Plan**

In 2014, a spill prevention plan will be developed to identify procedures for spill containment, and proper handling of hazardous chemicals. The plan will include who will be on the response team, and who will be notified of the spill outside of the City, such as EPA. This Plan will be incorporated into the Emergency Management Plan for the City.

### III.MEASURABLE GOALS AND SCHEDULES

This section summarizes the goals for each minimum control measure described in the report in a table with the timeline for implementation.

#### MEASURABLE GOALS AND IMPLEMENTATION SCHEDULE

Minimum Control Measure Goal	Description	Implementation Schedule
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#### Measure 1 - Public Education & Outreach

Watershed Commission Liaison	Continue as a member of the Commission, assisting the Commission, and promoting active participation	On-going
Informational Brochures	Prepare brochures for household hazardous waste, grass disposal, and the dumping of oil in sewers. The brochures will be made available to the public at City Hall, and the Community Center. One brochure will be prepared every 6 months.	September 2013, semiannually thereafter
Local Media	Once a quarter use the City's segment on radio station KTTR called "Area Scene" to keep the public informed on events, public input, or discuss a specific aspect of the SWMP	September 2013-then ongoing
Local Newspaper	Twice a year have a news release in the Kirksville Daily Express related to a particular aspect of the SWMP for Citywide coverage	September 2013

#### Measure 2 - Public Involvement/Participation

Stream Cleanups	Organize two stream cleanups a year	On-going
Stencil Sewer Manholes/Inlets	Involve local junior high school and high school students in stenciling sewer inlets and manholes. The goal is to stencil the entire City system in a 5-year period. The City Engineering Department will create the stencils needed for this task, and determine each year's stenciling areas.	September 2013
WQ Monitoring Assistance with Truman State	City to coordinate with Truman State Biology students in the Environmental Science Department in performing stream monitoring and water quality sampling. City will help identify sampling locations, and store the data	On-going with annual project identification

#### Measure 3 - Construction Site Stormwater Runoff Control

Modify City Ordinances	Modify ordinance to include the institution of a Land Disturbance Permit; authorizing plan review and inspection; and enforcement to impose fees and penalties	Draft 2013 Adopt 2014
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**MEASURABLE GOALS AND IMPLEMENTATION SCHEDULE**

<b>Minimum Control Measure Goal</b>	<b>Description</b>	<b>Implementation Schedule</b>
Design Requirements for ESC	Adopt BMP design guidelines	December 2013
Plan Review Checklist	Create a plan review checklist to be used for reviewing and approving plans in order to issue a Land Disturbance permit	December 2013
Inspection Forms	Create inspection forms to be used for inspecting land disturbance sites for ordinance compliance	December 2013
Other Forms and Checklists	Make other forms and checklists that will be used in conjunction with the ordinance wording	December 2013

**Measure 4 - Illicit Discharge Detection and Elimination**

Citizen Reporting	The City currently has a method for citizens to report illicit discharges called "Citizen Service Request Tracker". This system allows for the tracking of a problem until it is abated	On-going
City Staff Inspection	Inspect 20% of the storm sewer outfalls annually by public works staff. Establish a database for recording the inspection.	September 2013
Storm Sewer Map & Watershed Map	Have mapping that shows the storm sewer system in order to trace the source of an illicit discharge	Complete update as needed
Training & Procedures	Have an annual training session with Staff on recognizing and looking for illicit discharges as they perform their normal duties, and to set up an administrative procedure to follow up on finding the source of the discharge and the responsible party	December 2013
Modify City Ordinance	Prepare an ordinance within Section 25 Article III of the City Code to address illicit discharges into the drainage system with a method of fining violators	Completed

**Measure 5 - Post-Construction Stormwater Management**

Design Manual for permanent runoff control	Prepare a design manual that establishes performance standards for runoff controls, and long-term BMPs that need to be built during the construction of new developments and redevelopments	March 2014
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**MEASURABLE GOALS AND IMPLEMENTATION SCHEDULE**

<b>Minimum Control Measure Goal</b>	<b>Description</b>	<b>Implementation Schedule</b>
Permanent BMP Map and Database	The ordinance will identify City and private maintenance responsibility for the maintenance of permanent BMPs. Once the ordinance is adopted, a map and database will be created to identify those permanent BMPs.	October 2014
Subdivision Ordinance Modifications for permanent BMPs	Have an ordinance that establishes performance standards for runoff controls, and the required long-term BMPs for new developments and redevelopments	Draft 2013 Adopt 2014
Plan Review Checklist for Permanent BMPs	Add to the plan review checklist in Measure 3, items for permanent BMPs.	2014
Permanent BMP Inspection Checklist	The ordinance will identify City and private maintenance responsibility for the maintenance of permanent BMPs. Once the ordinance is adopted, a map and database will be created to identify those permanent BMPs.	2014

**Measure 6 - Pollution Prevention/Good Housekeeping for Municipal Operations**

Staff Training	Conduct an annual pollution prevention workshop for the Parks Department and Public Works Department to discuss the standard operating procedures that could introduce pollutants to the drainage system.	October 2013
Chemical Handling Procedures	Proper procedures for the handling of chemicals by Staff will be discussed at the annual pollution prevention workshop	October 2013
Spill Prevention Plan	A spill prevention plan will be developed to identify procedures for spill containment, and proper handling of hazardous chemicals	January 2014

## **IV. FUNDING ABILITY**

Many of the goals identified are on-going activities, which are covered in the current City budget. Several new goals will be performed by City Staff by reallocating their time to those activities.

New goals will be funded from one of three sources.

### **A. Capital Improvement Sales Tax**

The Capital Improvement Sales Tax generates approximately \$600,000 per year. Prior to the adoption of this tax, voters were informed of an annual allocation plan and promised that the City would adhere to this plan. As a result of this plan, the Capital Improvement Sales Tax allocates \$50,000 per year toward stormwater. The revenue from this tax can be used for any stormwater related cost.

### **B. Stormwater Fee**

A stormwater fee was established two years ago to pay for structural improvements to the storm water/drainage system. This fee is a \$2.20 assessment fee per month to every property. This fee generates approximately \$21,000 annually.

### **C. Transportation Sales Tax**

The community supports a ½ cent Transportation Sales Tax which is used for street improvements, including construction of curb, gutter, and storm drainage. Traditionally this funding source is used for storm drainage improvements within the public right of way. With adoption of the SWMP innovative stormwater management practices within public right of way will be considered along with traditional concrete and pipe solutions.

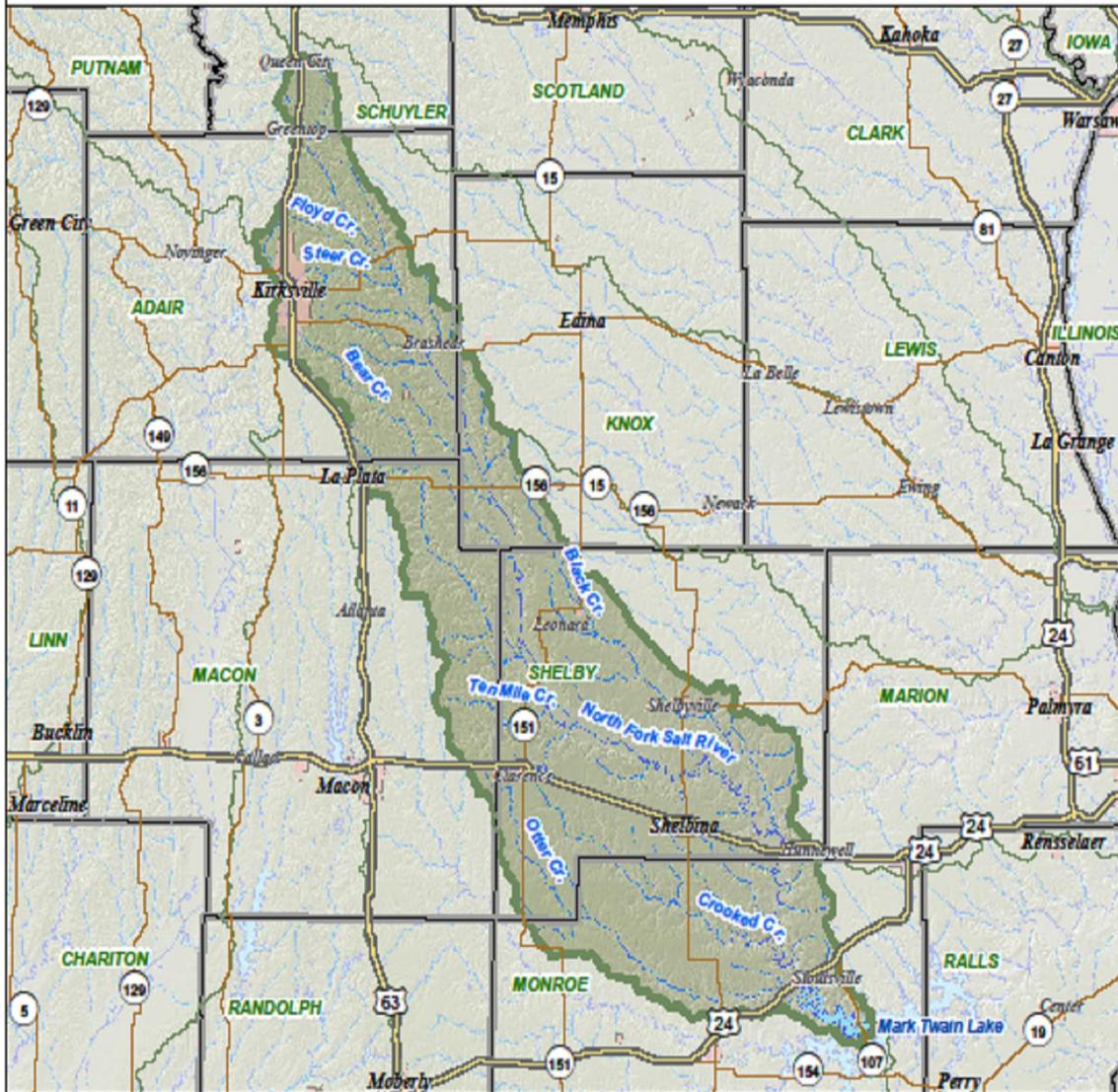
APPENDIX A

WATERSHED MAPS

# North Fork Salt

8-Digit Hydrologic Unit: 07110005

571,543 Acres (893.04 Sq. Miles)



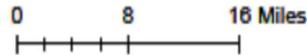
- Hydrologic Unit Boundary
- Streams
- Water
- Cities and Towns
- County Boundary

- Highways
- Interstate
  - U.S. Highway
  - Missouri Highway

Map Date: Jan 26, 2010



Sources: 8-Digit Hydrologic Units - NRCS, 2009; Streams, Water - USGS NHD, 2009; Cities, Counties - U.S. Census Bureau, 2008; Highways - MoDOT, 2009.



# Lower Chariton

8-Digit Hydrologic Unit: 10280202

652,049 Acres (1,018.83 Sq. Miles)



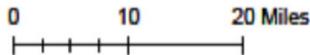
- Hydrologic Unit Boundary
- Streams
- Water
- Cities and Towns
- County Boundary

- Highways
- Interstate
  - U.S. Highway
  - Missouri Highway

Map Date: Jan 26, 2010



Sources: 8-Digit Hydrologic Units - NRCS, 2009;  
Streams, Water - USGS NHD, 2009; Cities, Counties -  
U.S. Census Bureau, 2008; Highways - MoDOT, 2009.

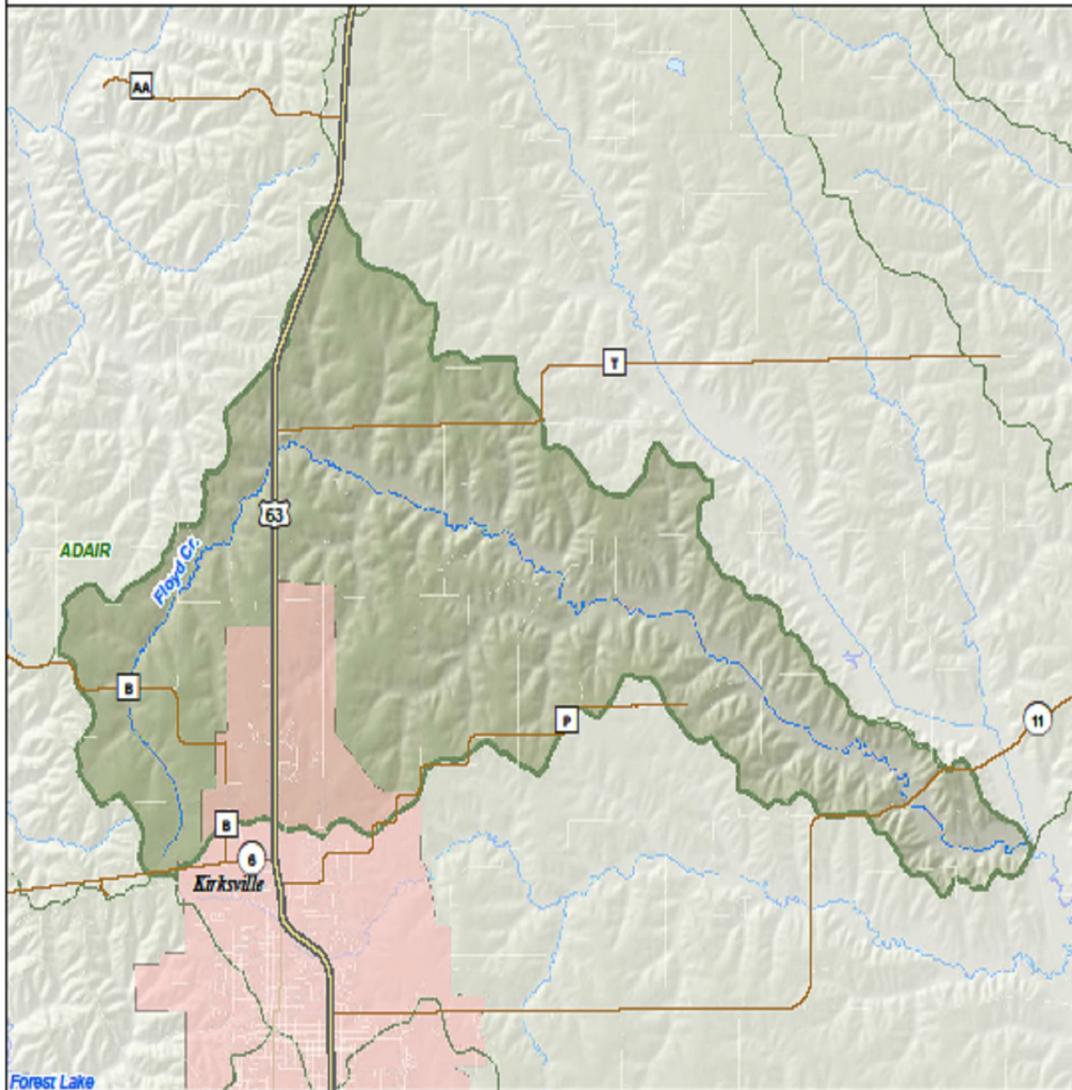


CENTER FOR APPLIED  
RESEARCH AND  
ENVIRONMENTAL SYSTEMS  
UNIVERSITY OF MISSOURI

# Floyd Creek

12-Digit Hydrologic Unit: 071100050101

15,963 Acres (24.94 Sq. Miles)



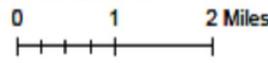
Forest Lake

- |                          |                         |
|--------------------------|-------------------------|
| Hydrologic Unit Boundary | Interstate              |
| Streams                  | U.S. Highway            |
| Water                    | State Highway           |
| Cities and Towns         | Missouri Lettered Route |
| County Boundary          | Other Principle Route   |

Map Date: Jan 27, 2010



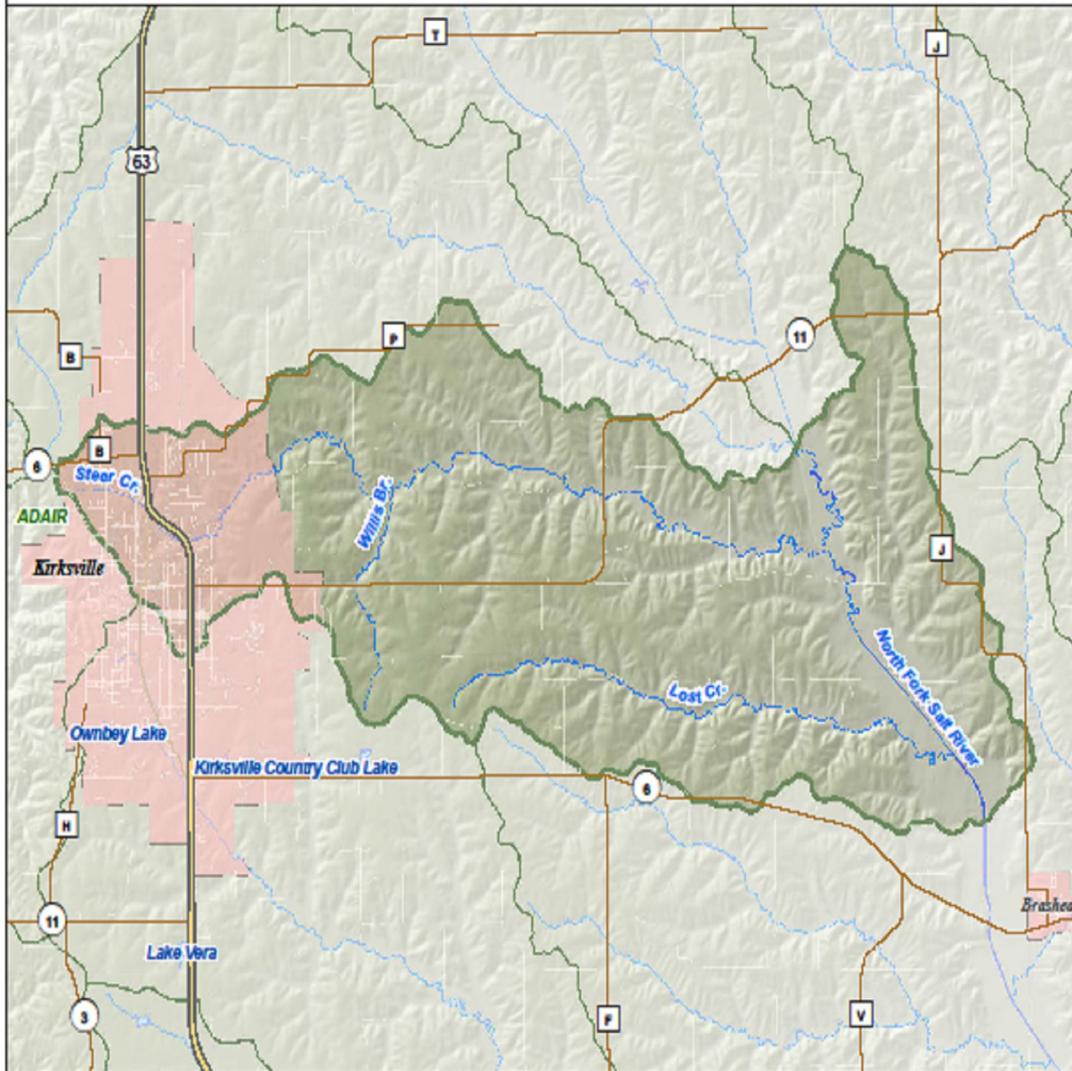
Sources: 12-Digit Hydrologic Units - NRCS, 2009; Streams, Water - USGS NHD, 2009; Cities, Counties - U.S. Census Bureau, 2008; Highways - MoDOT, 2009.



# Steer Creek-North Fork Salt River

12-Digit Hydrologic Unit: 071100050103

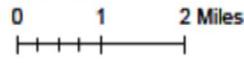
23,500 Acres (36.72 Sq. Miles)



- |                          |                         |
|--------------------------|-------------------------|
| Hydrologic Unit Boundary | Interstate              |
| Streams                  | U.S. Highway            |
| Water                    | State Highway           |
| Cities and Towns         | Missouri Lettered Route |
| County Boundary          | Other Principle Route   |

Sources: 12-Digit Hydrologic Units - NRCS, 2009;  
Streams, Water - USGS NHD, 2009; Cities, Counties -  
U.S. Census Bureau, 2008; Highways - MoDOT, 2009.

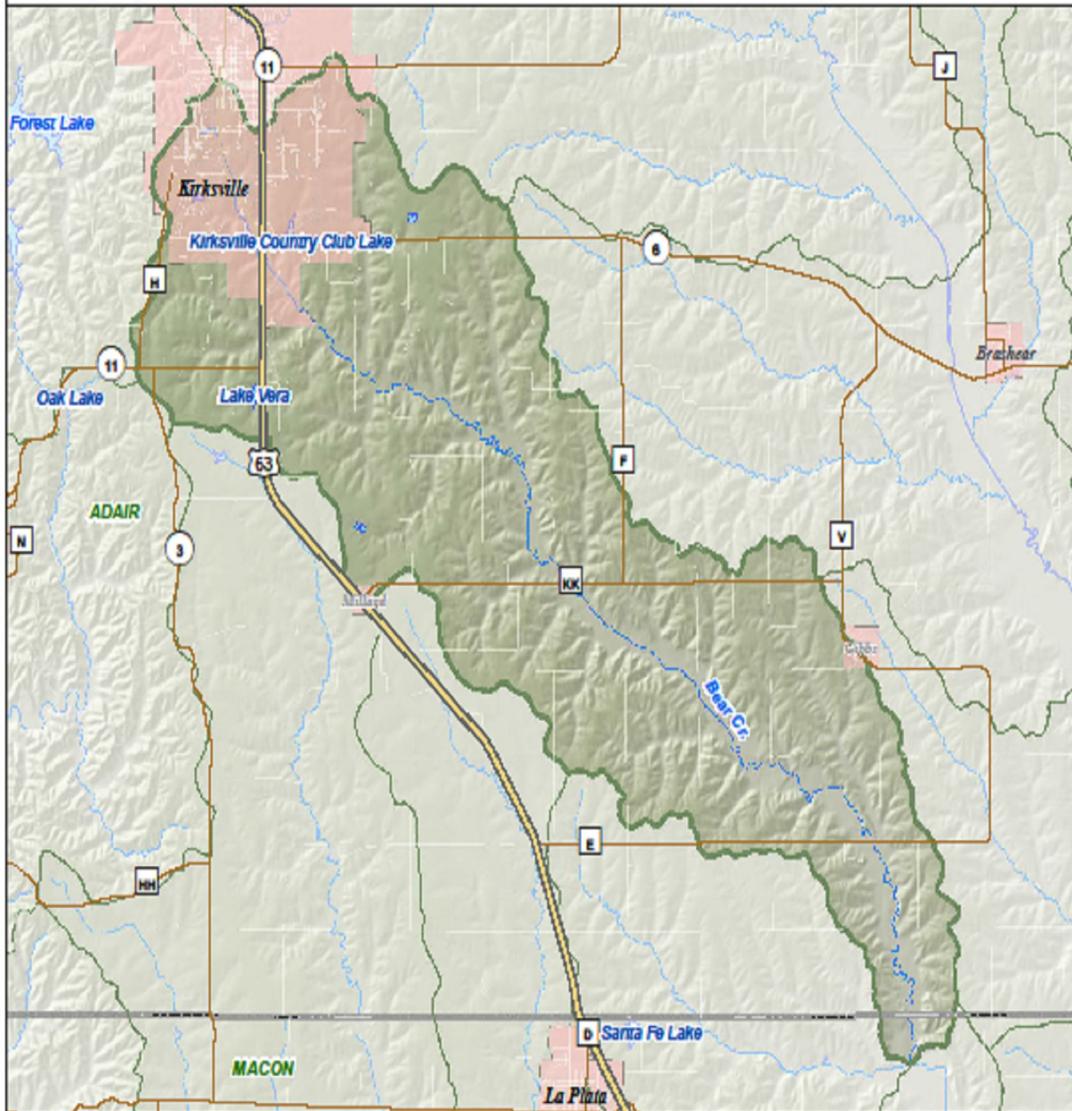
Map Date: Jan 27, 2010



# Upper Bear Creek

12-Digit Hydrologic Unit: 071100050108

28,890 Acres (45.14 Sq. Miles)

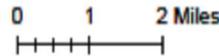


- |                          |                         |
|--------------------------|-------------------------|
| Hydrologic Unit Boundary | Interstate              |
| Streams                  | U.S. Highway            |
| Water                    | State Highway           |
| Cities and Towns         | Missouri Lettered Route |
| County Boundary          | Other Principle Route   |

Map Date: Jan 27, 2010



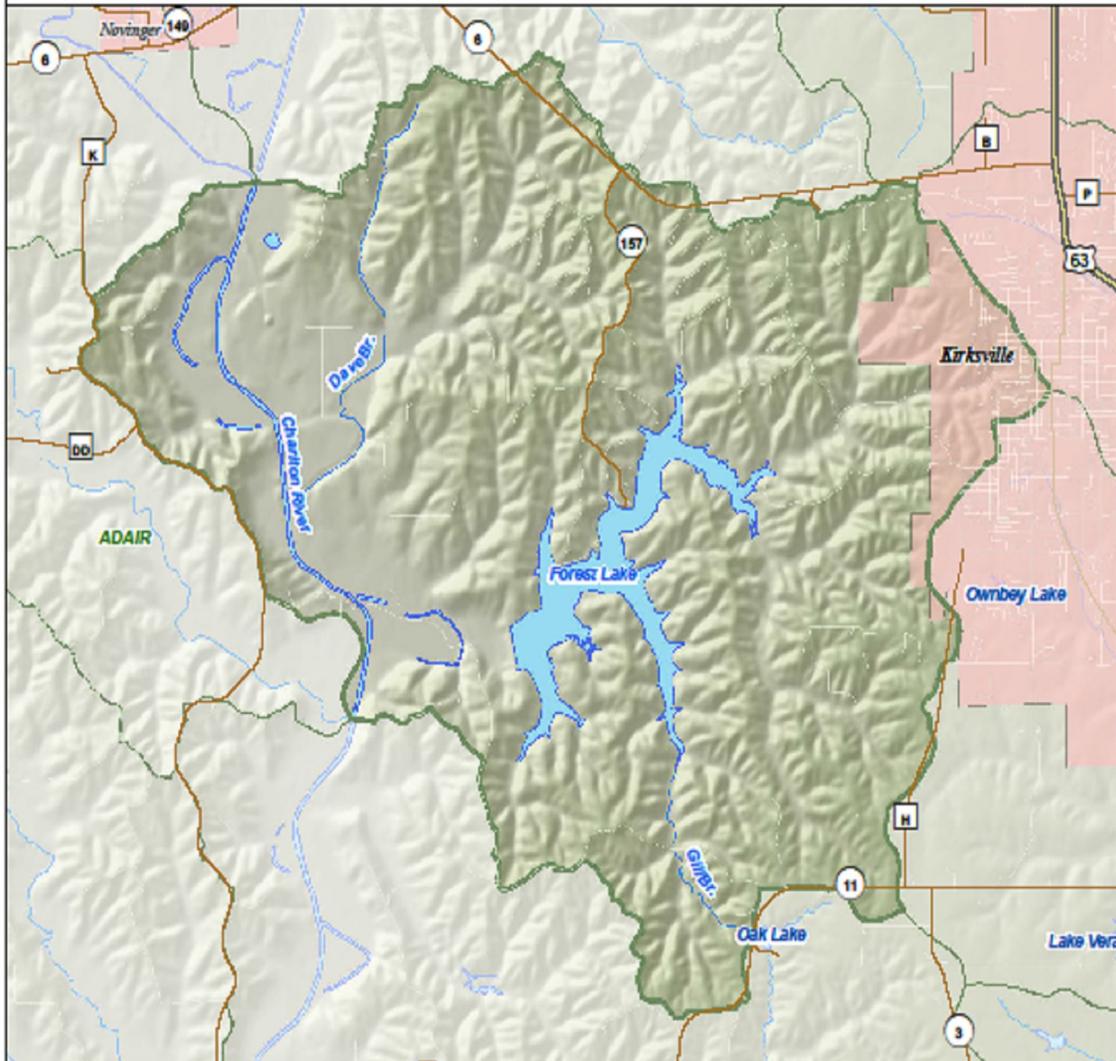
Sources: 12-Digit Hydrologic Units - NRCS, 2009;  
Streams, Water - USGS NHD, 2009; Cities, Counties -  
U.S. Census Bureau, 2008; Highways - MoDOT, 2009.



# Dave Branch-Chariton River

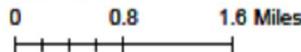
12-Digit Hydrologic Unit: 102802020203

16,054 Acres (25.09 Sq. Miles)



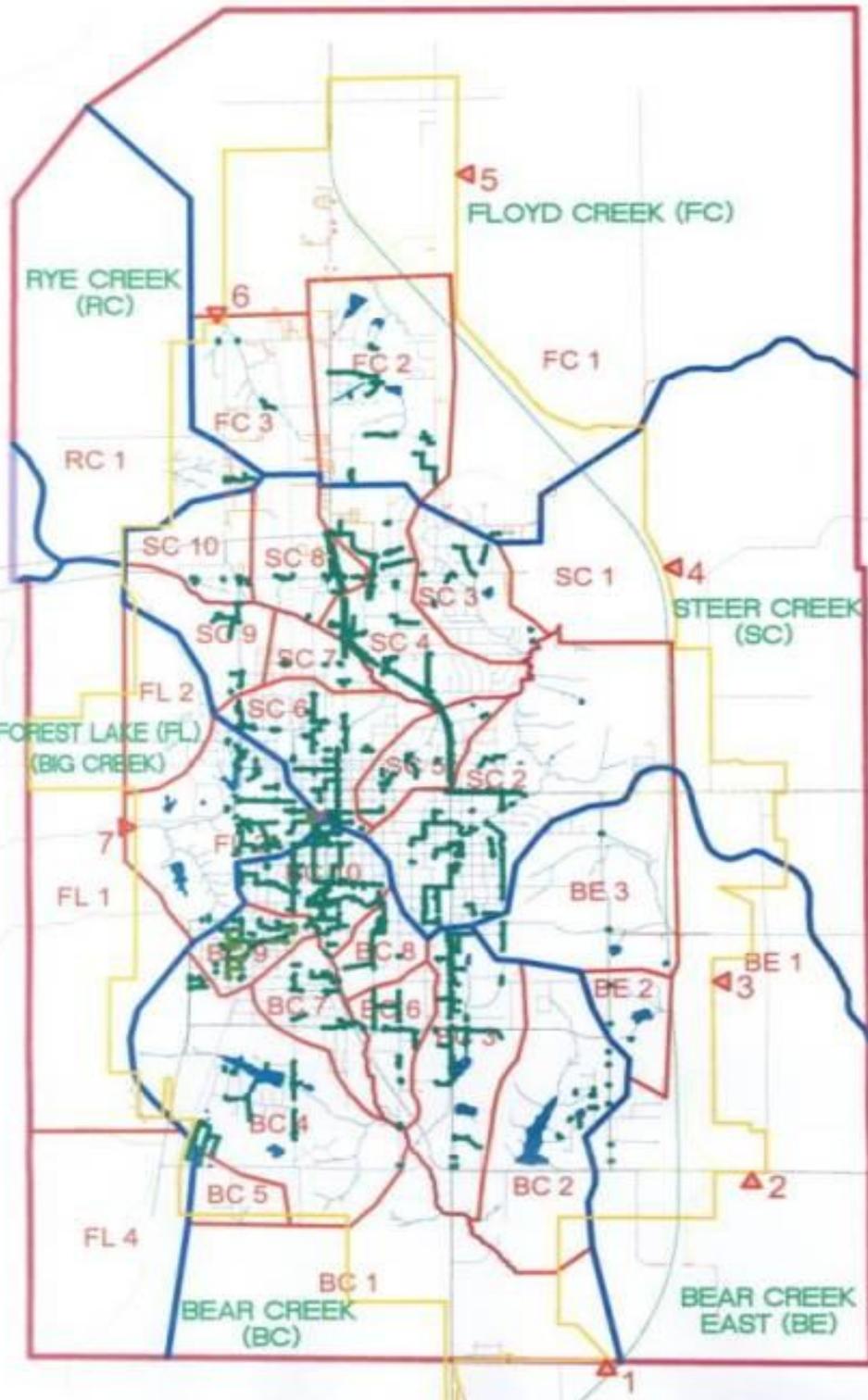
- |                          |                         |
|--------------------------|-------------------------|
| Hydrologic Unit Boundary | Interstate              |
| Streams                  | U.S. Highway            |
| Water                    | State Highway           |
| Cities and Towns         | Missouri Lettered Route |
| County Boundary          | Other Principle Route   |

Map Date: Jan 27, 2010



Sources: 12-Digit Hydrologic Units - NRCS, 2009; Streams, Water - USGS NHD, 2009; Cities, Counties - U.S. Census Bureau, 2008; Highways - MoDOT, 2009.





▲ Outfall at City Limit

CITY OF KIRKVILLE, MISSOURI  
 STORM DRAINAGE BASIN MAP  
 ENGINEERING DEPT. MAY 2005

# APPENDIX B

## SWPPP CHECKLISTS AND FORMS

# DRAFT

## SWPPP PLAN REVIEW CHECKLIST

### GENERAL

- Owner's name, address & phone no.
- Developer's name, address & phone no.
- Developer's contact name & phone no.
- Emergency contact name & phone no.
- Engineer's name, address & phone no.
- Property address or Tract
- Location map
- Site area (Acres)

### BEST MANAGEMENT PRACTICES (BMPS)

- Location of BMP installation
- Physical description/detail of BMP
- BMP installation/construction procedures
- O&M procedures for each BMP  
*At least once every week and after every rainfall event of 0.50 inches or more, erosion and siltation control devices shall be inspected for damage and amount of sedimentation accumulated and corrective actions taken. Reports of these inspections and corrective actions shall be prepared on the forms provided by the City.*

### GENERAL SWPPP REQUIREMENTS

- Key map dividing site into phased Work Areas
- Overall sequencing of the work by Work Area and estimated duration for:
  - Clearing
  - Rough grading
  - Construction of public improvements - Roads, sewers, retaining walls, & utilities
  - Final grading
  - Landscaping
- Individual Work Area Plan(s)
- Delineation of land disturbance
- Estimated grading quantity per Work Area

- Itemized list construction activities per Work Area
- Sequence of BMPs to be installed or removed
- Drainage plan designed to control surface water during the design storm
- Location of utilities within 50' of area to be disturbed
- Contours (2' interval max.)
  - Existing grades
  - Interim grades
  - Final grades
- 100-year floodplain and floodway delineated
- Plan for handling sediment removed during maintenance of BMPs
- Proposed truck and equipment access ways to/within the work site
- Location of downstream impoundments which could be affected by the proposed land disturbance
- Plan for responding to any loss of sediment off-site
- Non-sediment pollution control
  - Waste Management BMPs
  - Hazmat BMPs
  - Spill prevention and control BMPs

#### GENERAL NOTES ON SWPPP

- Notify the Public Works Department 48 hours prior to the commencement of grading and/or prior to the commencement of construction.
- Erosion and siltation control shall be installed prior to any grading and be maintained throughout the project until adequate vegetative growth insures no further erosion of the soil and work is acceptable to the owner and/or controlling regulatory agency.
- Temporary siltation control measures (structural) shall be maintained until vegetative cover is established at a sufficient density to provide erosion control on the site.
- Where natural vegetation is removed during grading, vegetation shall be reestablished as soon as possible in such a density as to prevent erosion.
- When grading operations are completed or will be suspended for more than 5 days in any area, the disturbed area shall be seeded or otherwise stabilized. Protective measures may include a combination of seeding, sodding, mulching or other suitable means to protect the ground surface from erosion.

- If cut and fill operations occur during a season not favorable for immediate establishment of permanent ground cover, a fast germinating annual seed such as rye grasses shall be utilized to retard erosion, if adequate stormwater detention and erosion control devices have not been established.
- All finished grades (areas not to be disturbed by future improvement) in excess of 20% slopes (5:1) shall be mulched and tacked at the rate shown in the design manual, and seeded as soon as possible after final placement.
- Storm water pipes, outlets and channels shall be protected by silt barriers and kept free of waste and silt at all times prior to final surface stabilization and/or paving.
- Parking on non-surfaced areas is prohibited in order to eliminate the condition whereby mud from construction and employee vehicles is tracked onto the pavement causing hazardous roadway and driving conditions.
- The streets surrounding this development and any street used for construction access thereto shall be kept free from mud and construction debris and shall be cleaned throughout the day.
- Soft soils from the bottom and banks of any existing or former pond sites or tributaries or any sediment basins or traps shall not be placed in proposed public right-of-way locations or in any storm sewer location.
- All trash and debris on-site, either existing or from construction, must be removed and properly disposed of off-site.
- Debris and foundation material from any existing on-site building or structure which is scheduled to be razed for this development must be properly disposed of off-site.
- All excavations, grading or filling shall have a finished grade not to exceed a 3:1 slope (33%), unless specifically approved otherwise.
- No excavation shall be made so close to the property line as to endanger any adjoining property of any public or private street without supporting and protecting such public or private street or property from settling, cracking or other damage.
- Property Owner/Developer's executed certification:  
*"The Property Owner/Developer hereby certifies that he is familiar with the SWPPP and assumes full responsibility for the performance and maintenance of the SWPPP as stated on the approved plans. He will ensure that all contractors understand and are familiar with the SWPPP for the site and that each contractor agrees to implement and protect elements of the SWPPP as they relate to his work. The Property Owner's/Developer's onsite representative shall be responsible for the performance and maintenance of the SWPPP. In addition, the undersigned Owner/Developer assures that all City property or roads will be adequately protected."*

# DRAFT

## SWPPP INSPECTION REQUIREMENTS & CHECKLIST

### GENERAL REQUIREMENTS

Inspect the site to ensure proper installation, operation and maintenance of BMPs  
Perform inspections bi-weekly and within 24 hours of rainfall in excess of 0.50 inches  
Determine the overall effectiveness of the SWPPP  
Determine the need for additional control measures  
Revise the SWPPP as needed and submit a copy to City  
Promptly notifying the developer and the site contractors responsible for operation and maintenance of BMPs of the deficiencies found during an inspection.  
Notifying the developer, site contractors and the City immediately of any situation requiring immediate action  
Note corrective actions taken  
Forwarding report of inspections to Department of Public Works within 5 days of inspection

### ITEMS TO INSPECT

BMPs installed in timely fashion  
BMPs installed/performing correctly  
Is the BMP still effective or need maintenance  
Any damage to BMP  
Note areas where grading activities have started/stopped  
Areas stabilized within 5 days of work being halted  
Removal of BMPs that is no longer required  
Evaluate need for revision to SWPPP

### AREAS TO INSPECT

All disturbed areas  
All recently stabilized areas  
All locations where an erosion/silt control device is installed  
Off-site areas/outfall points – including adjacent roadways  
Operational storm sewer inlets  
Material storage areas  
Trash collection areas  
Concrete washout areas  
Temporary toilets on site

# DRAFT

## INSPECTOR'S REPORT STORM WATER POLLUTION PREVENTION PLAN

Site Name \_\_\_\_\_  
 Land Disturbance Permit No. \_\_\_\_\_  
 Inspector \_\_\_\_\_  
 Inspector's Phone No. \_\_\_\_\_

Bi-Weekly Inspection  
 Storm Event

Inspection Date \_\_\_\_\_

Items Inspected	Inspection Results
<input type="checkbox"/> Sediment leaving the project site.	<input type="checkbox"/> Site in accordance with SWPPP and operating properly. <input type="checkbox"/> Correction of deficiencies required. See attached comments/descriptions Deficiencies from last report: <input type="checkbox"/> Corrected <input type="checkbox"/> Not Corrected – See Attachment
<input type="checkbox"/> Mud tracked onto roadways by vehicles exiting the site. Installation, maintenance and protection of vehicle wash down areas	<input type="checkbox"/> Site in accordance with SWPPP and operating properly. <input type="checkbox"/> Correction of deficiencies required. See attached comments/descriptions Deficiencies from last report: <input type="checkbox"/> Corrected <input type="checkbox"/> Not Corrected – See Attachment
<input type="checkbox"/> BMPs installed in accordance with the approved plans/permit conditions	<input type="checkbox"/> Site in accordance with SWPPP and operating properly. <input type="checkbox"/> Correction of deficiencies required. See attached comments/descriptions Deficiencies from last report: <input type="checkbox"/> Corrected <input type="checkbox"/> Not Corrected – See Attachment
<input type="checkbox"/> BMPs maintained in accordance with the approved plans/permit conditions	<input type="checkbox"/> Site in accordance with SWPPP and operating properly. <input type="checkbox"/> Correction of deficiencies required. See attached comments/descriptions Deficiencies from last report: <input type="checkbox"/> Corrected <input type="checkbox"/> Not Corrected – See Attachment
<input type="checkbox"/> Grading/construction activities proceeding in general accordance with the approved plans	<input type="checkbox"/> Site in accordance with SWPPP and operating properly. <input type="checkbox"/> Correction of deficiencies required. See attached comments/descriptions Deficiencies from last report: <input type="checkbox"/> Corrected <input type="checkbox"/> Not Corrected – See Attachment
<input type="checkbox"/> Stabilization of areas that have been or are to be inactive for longer than five days	<input type="checkbox"/> Site in accordance with SWPPP and operating properly. <input type="checkbox"/> Correction of deficiencies required. See attached comments/descriptions Deficiencies from last report: <input type="checkbox"/> Corrected <input type="checkbox"/> Not Corrected – See Attachment

Modifications Needed to SWPPP:       Yes       No  
 Attachments to this report:             Yes       No

The grading and other construction activities being conducted, except as specifically identified above and attached, comply with the approved plans and current SWPPP.

\_\_\_\_\_

Signature of Inspector

\_\_\_\_\_

Date

# DRAFT

## INSPECTOR'S REPORT- ATTACHMENT STORM WATER POLLUTION PREVENTION PLAN

Site Name \_\_\_\_\_  
Land Disturbance Permit No. \_\_\_\_\_  
Inspector \_\_\_\_\_  
Inspector's Phone No. \_\_\_\_\_

Bi-Weekly Inspection  
 Storm Event

Inspection Date \_\_\_\_\_

Location/BMP	Action Needed to Correct Deficiencies	Corrected

Areas Where Land Disturbance Activities Have Started, Stopped or Been Suspended	Date

Attach supplemental sketches and other information to identify items described in the tables above.

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

# APPENDIX C

## CITIZEN SERVICE REQUEST TRACKER WEB SITE

This is the initial screen on the web site.



Home | Contact | Site Map | Search:

**CITY OF KIRKSVILLE MISSOURI**

**Home**

**Business** >>

**Residents** >>

**Visitors** >>

**City Council** >>

**City Departments** >>

**City Video**

**Water/Sewer Online Payment**

**Kirksville Flights**

**How Do I...?** >>

**Maps** >>

**Calendars**

**Welcome to the City of Kirksville's NEW Citizen Service Request Tracker!**

By clicking the following link you will be taken to the Request Tracker Portal in a new window. Request Tracker forms may be submitted regarding city streets, trash complaints, unsafe buildings, etc. The submitted information will then be directed to the appropriate department.

**[Citizen Service Request Tracker](#)**

You may submit a request anonymously, however, you will not be able to track your request or receive updates on the current status of your request.

Another option is to register by entering your Name, Street Address & E-mail Address. You will be able to interact with the department handling the request, track the status to see what has been done, and receive e-mail updates regarding your request. If you choose register, please fill out all registration information so that we may more accurately assist you.

***If you have an issue that is an emergency or requires an immediate response, please call Dispatch at (660) 785-5621.***

---

Once logged into the Citizen Service Request Tracker, it asks for the specific information about the problem in this screen.

The screenshot shows a Windows Mail window titled "New request received - Message (HTML)". The interface includes a ribbon with "Message" and "Developer" tabs, and a toolbar with various actions like Reply, Forward, Delete, Move to Folder, Create Folder, Other Actions, Block Sender, Not Junk, Junk E-mail, Categorize, Follow Up, Mark as Unread, Find, and Related. The message header shows:

From: pubinfo@kirksvillecity.com  
To: Sarah Halstead  
Cc:  
Subject: New request received

Sent: Thu 9/8/2011 11:26 AM

**Category Other/General has received a new request.**

Here is what we have on file:

**Miscellaneous Concerns/Issues** #306

[View Request](#)

Category:	Other/General	SUBMITTER
Priority:	3	<b>Sarah Halstead</b>
Assigned To:	Halstead Sarah	201 S. Franklin Street
Submitted:	9/8/2011 11:26:23 AM	Kirksville, MO 63501
Source:	Website 24.116.213.170	CONTACT
		<a href="mailto:shalstead@kirksvillecity.com">shalstead@kirksvillecity.com</a>

---

100 N. Main Street  
Kirksville, MO 63501

**REQUEST DETAILS**

Description  
There is a large pothole in the middle of the street

Your Information

Name  
**Sarah Halstead**

Fax Number

Email Address  
[shalstead@kirksvillecity.com](mailto:shalstead@kirksvillecity.com)

Preferred Contact Method  
**email**

The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, Mail, etc.), and the system tray with the date and time: 11:27 AM 9/8/2011.

Once in the system, City Staff uses the “View Request” button. Based on submitted information Staff selects the category of the problem.

The screenshot displays the CivicPlus RequestTracker interface. The main content area is titled "All Categories" and contains a table with the following data:

Category	Closed	In Process	New
Codes Enforcement	106	18	1
iPhone	0	0	0
Other/General	2	0	1
Miscellaneous Concerns/Issues	2	0	1
Public Records Request	0	0	0
Police Department	4	0	0
Public Works	132	37	0

The interface also includes a "Submit a Request" button, a "Permissions" button, and a "Categories" sidebar on the right with an "Add Category" button. The sidebar lists categories: All Categories, Codes Enforcement, iPhone (draft), Other/General, Police Department, and Public Works.

At this point all data about the problem has been entered into the Tracker system. All data in the database can be sorted by status. Also, any specific data entry can be reopened from this screen

The screenshot displays the CivicPlus RequestTracker interface. The browser address bar shows the URL: <http://mo-kirksville.civicplus.com/Admin/RequestTracker.aspx?categoryID=6>. The page header includes the CivicPlus logo, the user name 'shalstead', and a 'Logout' link. The main navigation menu contains 'Admin Home', 'My Actions', 'Pages', 'Modules', 'People', and 'Site Tools'. Below this, there are tabs for 'Main', 'Statistics', 'Users', and 'Permissions', along with a 'RequestTracker' search bar.

The main content area is divided into sections. The 'Other/General' section is active, showing a list of requests. Each request entry includes a location, a description, and metadata such as priority, submission date, last modified date, assigned user, and number of comments. Two requests are marked as 'CLOSED' with a red stamp.

Location	Description	Priority	Submitted	Last Modified	Assigned To	Comments	Status
100 N. Main Street , Kirksville, MO 63501	There is a large pothole in the middle of the street	3-Normal	09/08/2011 by Sarah Halstead	09/08/2011	Sarah Halstead	2	Open
6 Ray Drive West michigan street , Kirksville, MO 63501	street light on pole KV0734 on West Michigan keeps blinking off at night	3-Normal	08/03/2011 by Scott Meredith	08/04/2011	Sarah Halstead	1	CLOSED
111 E Harrison , Kirksville, MO 63501	William Leroy Pennington is moving from 111 e harrison st to the old sal army store and he is taking all the store fixtures with him. I am renting the building April 1 and want to know what can be ...	3-Normal	03/29/2011 by Margaret Gregory	03/28/2011	Sarah Halstead	2	CLOSED

The right sidebar contains a 'Submit a Request' button, an 'Add a Request Type' button, and a 'Permissions' button. Below these are 'Categories' and 'Add Category' options, with a list of categories including 'All Categories', 'Codes Enforcement', 'iPhone', 'Other/General', 'Miscellaneous Concerns/Issues', 'Public Records Request', 'Police Department', and 'Public Works'.

The Windows taskbar at the bottom shows the system clock as 11:46 AM on 9/8/2011.

### Miscellaneous Concerns/Issues

<input type="checkbox"/>	<p>100 N. Main Street , Kirksville, MO 63501 There is a large pothole in the middle of the street</p>	Priority: 3-Normal Submitted: 09/08/2011 by Sarah Halstead Last Modified: 09/08/2011 Assigned To: Sarah Halstead Comments: <a href="#">u</a>	Actions <b>NEW</b>
<input type="checkbox"/>	<p>6 Ray Drive West michigan street , Kirksville, MO 63501 street light on pole KV0734 on West Michigan keeps blinking off at night</p>	Priority: 3-Normal Submitted: 08/03/2011 by Scott Meredith Last Modified: 08/04/2011 Assigned To: Sarah Halstead Comments: 1	#257 <b>CLOSED</b>
<input type="checkbox"/>	<p>111 E Harrison , Kirksville, MO 63501 William Leroy Pennington is moving from 111 e harrison st to the old sal army store and he is taking all the store fixtures with him. I am renting the building April 1 and want to know what can be done about this. I am a previous Helping Hands Mission Director and have tickets and proof that we paid for the clothes racks and other things he is taking Please help</p>	Priority: 3-Normal Submitted: 03/26/2011 by Margaret Gregory Last Modified: 03/28/2011 Assigned To: Sarah Halstead Comments: <a href="#">2</a>	#30 <b>CLOSED</b>

**Submit a Request**

Add a Request Type

Permissions

Categories Add Category

- All Categories
- ▶ Codes Enforcement
- ▶ iPhone draft
- ▼ Other/General
  - Miscellaneous Concerns/Issues**
  - Public Records Request
  - ▶ Police Department
  - ▶ Public Works

Once we view the details of the open/new request it brings up this screen (first half):

The screenshot shows a Mozilla Firefox browser window displaying the CivicPlus RequestTracker interface. The address bar shows the URL: <http://mo-kirksville.civicplus.com/Admin/RequestTracker.aspx?categoryID=6&requestTypeID=67>. The page header includes the CivicPlus logo, the location "View Site > Kirksville, MO", and a user greeting "Welcome shalstead" with links for "Help" and "Logout". A navigation menu contains "Admin Home", "My Actions", "Pages", "Modules", "People", and "Site Tools". Below this is a secondary menu with "Main", "Statistics", "Users", "Permissions", and "RequestTracker".

The main content area is titled "Miscellaneous Concerns/Issues" with a request ID of "#306". It displays the following details:

- Category: Other/General
- Priority: 3 - Normal
- Assigned To: Halstead, Sarah
- Last Modified: 09/08/2011
- Submitted: 09/08/2011
- Source: Online Form (24.116.213.170)
- Submitter: Sarah Halstead (201 S. Franklin Street, Kirksville, MO 63501)
- Contact: shalstead@kirksvillecity.com

Action buttons on the right include "Add Comment", "Print Work Order", "Print History", and "Close Request". A "CC Email List" section is also present.

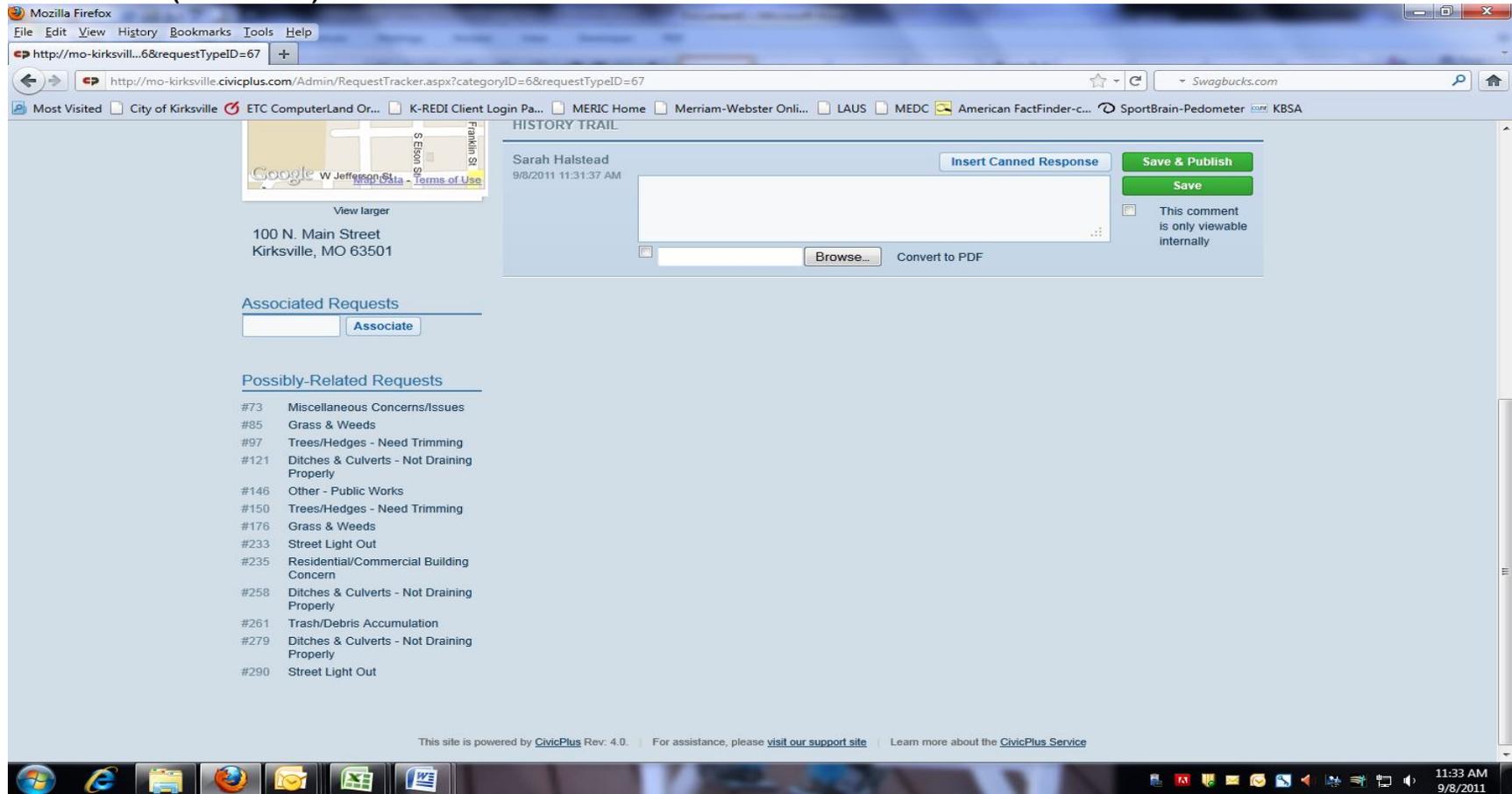
A map on the left shows the location at the intersection of N Main Street and W Washington Street in Kirksville, MO. The address "100 N. Main Street, Kirksville, MO 63501" is listed below the map.

The "REQUEST DETAILS" section contains a description: "There is a large pothole in the middle of the street." A "Show Additional Details" link is available.

The "HISTORY TRAIL" section shows a single entry by Sarah Halstead on 9/8/2011 at 11:31:37 AM. It includes an "Insert Canned Response" button, a "Save & Publish" button, and a "Save" button. A checkbox for "This comment is only viewable internally" is checked. A "Browse..." button and a "Convert to PDF" link are also visible.

The Windows taskbar at the bottom shows the system clock as 11:32 AM on 9/8/2011.

(Second half)



Here we can see where the problem is located, other items that may be related, if there has been anything done with this request or not, etc. We can reassign the request to another department, change the priority, print a work order, print any responses to date, close the request, etc. Once a response is inserted the employee can choose to make it viewable internally only (for instance we send it to another department and put an explanation in there as to why), then they can save it to the system, or save and publish where the employee can choose whether the citizen gets an e-mailed response as well.

The responding department can print out a work order that looks like the following screen shot:



Kirkville, MO • Admin Home • CivicPlus - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Kirkville, MO • Admin Home • CivicPlus

http://mo-kirkville.civicplus.com/Admin/RequestTracker.aspx Swagbucks.com

Most Visited City of Kirkville ETC ComputerLand Or... K-REDI Client Login Pa... MERIC Home Merriam-Webster Onli... LAUS MEDC American FactFinder-c... SportBrain-Pedometer KBSA

**CIVICPLUS** View Site » Kirkville, MO Welcome shalstead Help Logout

Admin Home My Actions Pages Modules People Site Tools

Main Statistics Users Permissions View Site RequestTracker

Back

### Miscellaneous Concerns/Issues #306

Comment

This pothole was filled on 9-8-11 by the Street Department

Save Cancel

Use an existing Canned Response

Closing a request means no further comments may be added.  
Click [OK] to close the request.

OK Cancel

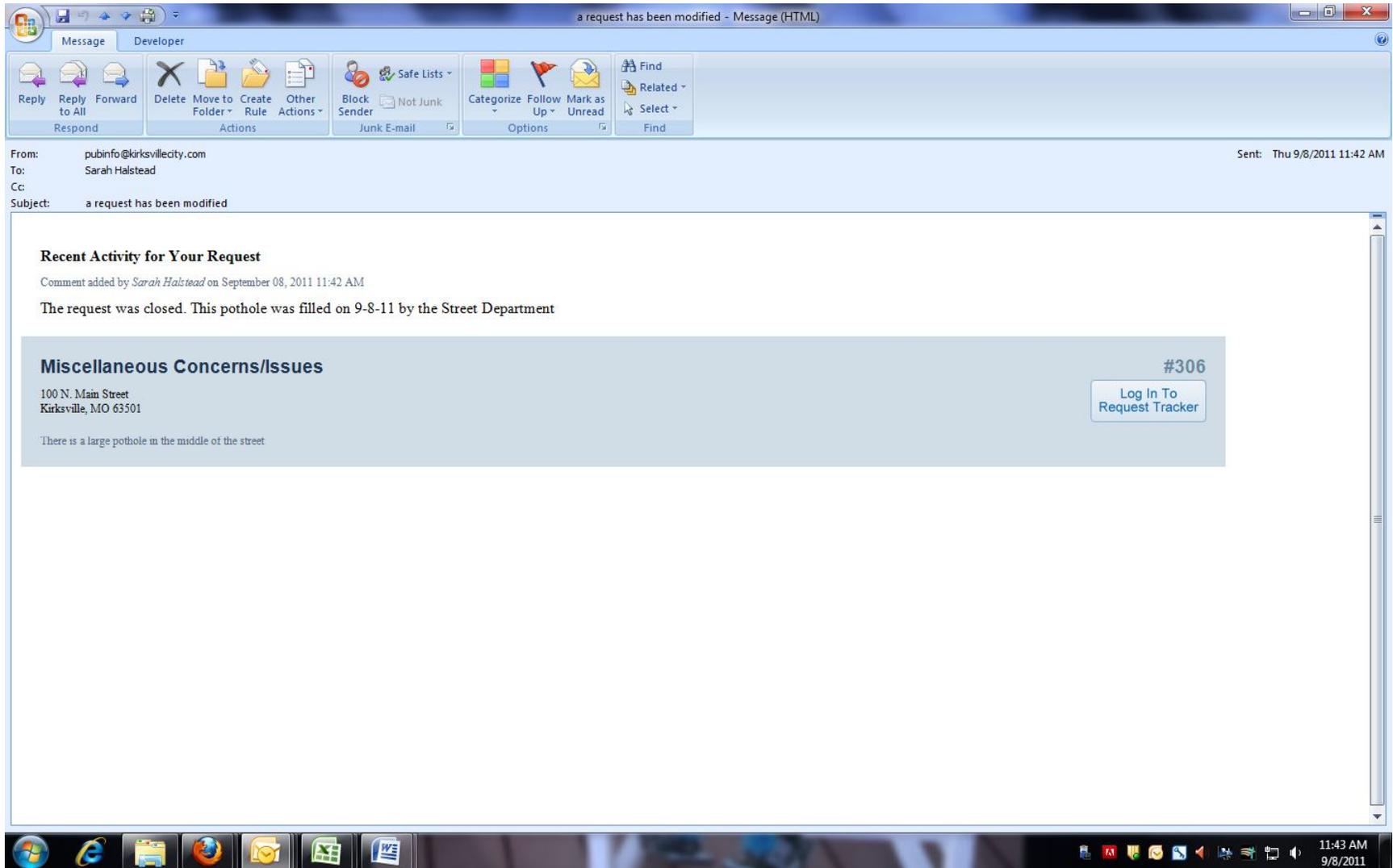
Associate 9/8/2011 11:36:43 AM department, and will be handled shortly.

#### Possibly-Related Requests

- #73 Miscellaneous Concerns/Issues
- #95 Grass & Weeds
- #97 Trees/Hedges - Need Trimming

11:42 AM 9/8/2011

The citizen will then receive an e-mail confirmation that the request was taken care of like the one below:



The request will then show as CLOSED in the list for that category.

There is a statistics section as well, where we can see how many Citizen Requests are open, closed, and how long it takes by department to complete, as well as how many requests are received on average per day. There is a general summary at the top, then by each department.

The screenshot shows the CivicPlus RequestTracker interface. At the top, there is a navigation bar with 'Main', 'Statistics', 'Users', and 'Permissions' tabs. The 'Statistics' tab is active, displaying a search interface with 'Start Date' (3/4/2011) and 'End Date' (9/8/2011). Below the search interface is a 'Summary' table showing request statistics by category. The table has columns for 'Category Name', 'Total Requests' (New, Closed), 'Average Requests Per Day' (New, Closed), 'Avg. Time to Close a Request (hours)', and 'Summary' (Open, Closed).

Category Name	3/4/2011 - 9/8/2011				Avg. Time to Close a Request (hours)	As of 9/8/2011	
	Total Requests		Average Requests Per Day			Summary	
	New	Closed	New	Closed		Open	Closed
Codes Enforcement	120	102	0.635	0.54	382	18	102
iPhone	0	0	0	0	0	0	0
Other/General	5	5	0.026	0.026	123.8	0	5
Police Department	5	2	0.026	0.011	171	3	2
Public Works	172	136	0.91	0.72	215.419	36	136
<b>Total:</b>	<b>302</b>	<b>245</b>	<b>1.598</b>	<b>1.296</b>	<b>282.539</b>	<b>57</b>	<b>245</b>

Below the main summary table, there is a detailed view for 'Codes Enforcement' showing request statistics by 'Request Type'.

Request Type	3/4/2011 - 9/8/2011				Avg. Time to Close a Request (hours)	As of 9/8/2011	
	Total Requests		Average Requests Per Day			Summary	
	New	Closed	New	Closed		Open	Closed
Ditches & Culverts - Not Draining Property	1	0	0.005	0	0	1	0
Grass & Weeds	61	55	0.323	0.291	253.436	6	55
Other - Codes	9	7	0.048	0.037	334.714	2	7

# APPENDIX D

## STORMWATER CONTROL ORDINANCE (IDD)

BILL NUMBER \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING SECTION 25-181 OF THE CITY CODE OF THE CITY OF KIRKSVILLE REGARDING CONTROL OF THE STORMWATER SYSTEM.

WHEREAS Section 25.181 of the City Code was reserved for "Control of the stormwater system" and

WHEREAS NPDES Permit MOR040078 requires the City to adopt measures to control illicit discharge and connection to the City's stormwater system,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KIRKSVILLE, MISSOURI, AS FOLLOWS:

Section 25.181 is replaced by the following:

**Section 25.181. Control of stormwater system.**

**SECTION 1 PURPOSE/INTENT**

The purpose of this ordinance is to provide for the health, safety, and general welfare of the citizens of the City of Kirksville and surrounding areas through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:

- (1) To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by stormwater discharges by any user.
- (2) To prohibit Illicit Connections and Discharges to the municipal separate storm sewer system.
- (3) To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance.

**SECTION 2 DEFINITIONS**

For the purposes of this ordinance, the following shall mean:

Authorized Enforcement Agency: employees or designees of the director of the municipal agency designated to enforce this ordinance.

Best Management Practices (BMPs): schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

Clean Water Act: The federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), and any subsequent amendments thereto.

Construction Activity: Activities subject to NPDES Construction Permits. These include construction projects resulting in land disturbance of 5 acres or more. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

Hazardous Materials: Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Illegal Discharge: Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Section 7 of this ordinance.

Illicit Connections: An illicit connection is defined as either of the following:

Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including but not limited to any conveyances which allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency or, any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

Industrial Activity: Activities subject to NPDES Industrial Permits as defined in 40 CFR, Section 122.26 (b)(14).

National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit: means a permit issued by EPA or the Missouri Department of Natural Resources, whether the permit is applicable on an individual, group, or general area-wide basis.

Non-Storm Water Discharge: Any discharge to the storm drain system that is not composed entirely of storm water.

Person: means any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.

Pollutant. Anything which causes or contributes to pollution: Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

Premises: Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

Storm Drainage System: Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

Storm Water: Any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

Stormwater Pollution Prevention Plan: A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to Stormwater, Stormwater Conveyance Systems, and/or Receiving Waters to the Maximum Extent Practicable.

Wastewater: Any water or other liquid, other than uncontaminated storm water, discharged from a facility.

### **SECTION 3                      APPLICABILITY**

This ordinance shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by an authorized enforcement agency.

### **SECTION 4                      RESPONSIBILITY FOR ADMINISTRATION**

The City of Kirksville shall administer, implement, and enforce the provisions of this ordinance. Any powers granted or duties imposed upon the authorized enforcement agency may be delegated in writing by the City Manager of the authorized enforcement agency to persons or entities acting in the beneficial interest of or in the employ of the agency.

### **SECTION 5                      SEVERABILITY**

The provisions of this ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Ordinance.

## **SECTION 6                      ULTIMATE RESPONSIBILITY**

The standards set forth herein and promulgated pursuant to this ordinance are minimum standards; therefore this ordinance does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

## **SECTION 7                      DISCHARGE PROHIBITIONS**

### Prohibition of Illegal Discharges:

No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than storm water.

The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

(a) The following discharges are exempt from discharge prohibitions established by this ordinance: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wet-land flows, swimming pools (if dechlorinated - typically less than one PPM chlorine), fire fighting activities, and any other water source not containing Pollutants.

(b) Discharges specified in writing by the authorized enforcement agency as being necessary to protect public health and safety.

(c) Dye testing is an allowable discharge, but requires a verbal notification to the authorized enforcement agency prior to the time of the test.

(d) The prohibition shall not apply to any non-storm water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

### Prohibition of Illicit Connections:

(a) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.

(b) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

(c) A person is considered to be in violation of this ordinance if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.

## **SECTION 8                      SUSPENSION OF MS4 ACCESS**

### Suspension due to Illicit Discharges in Emergency Situations

The City of Kirksville may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or Waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize damage to the MS4 or Waters of the United States, or to minimize danger to persons.

### Suspension due to the Detection of Illicit Discharge:

Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The authorized enforcement agency will notify a violator of the proposed termination of its MS4 access. The violator may petition the authorized enforcement agency for a reconsideration and hearing.

A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the authorized enforcement agency.

## **SECTION 9 INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES**

Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the City of Kirksville prior to the allowing of discharges to the MS4.

## **SECTION 10 MONITORING OF DISCHARGES**

### **A. Applicability.**

This section applies to all facilities that have storm water discharges associated with industrial activity, including construction activity.

### **B. Access to Facilities:**

(a) The City of Kirksville shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the authorized enforcement agency.

(b) Facility operators shall allow the City of Kirksville ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES permit to discharge storm water, and the performance of any additional duties as defined by state and federal law.

(c) The City of Kirksville shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the authorized enforcement agency to conduct monitoring and/or sampling of the facility's storm water discharge.

(d) The City of Kirksville has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.

(e) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the City of Kirksville and shall not be replaced. The costs of clearing such access shall be borne by the operator.

(f) Unreasonable delays in allowing the City of Kirksville access to a permitted facility is a violation of a storm water discharge permit and of this ordinance. A person who is the operator of a facility with a NPDES permit to discharge storm water associated with industrial activity commits an offense if the person denies the authorized enforcement agency reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this ordinance.

(g) If the City of Kirksville has been refused access to any part of the premises from which stormwater is discharged, and is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the City may seek issuance of a search warrant from any court of competent jurisdiction.

## **SECTION 11                    REQUIREMENT TO PREVENT, CONTROL, AND REDUCE STORM WATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES**

The City of Kirksville will adopt requirements identifying Best Management Practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the U.S. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs. Further, any person responsible for a property or premise, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the municipal separate storm sewer system. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of storm water associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a stormwater pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.

## **SECTION 12                    WATERCOURSE PROTECTION**

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

## **SECTION 13                    NOTIFICATION OF SPILLS**

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or water of the U.S. said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the City Manager, City of Kirksville, 201 S. Franklin Street, Kirksville, Missouri 63501 within three business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

## **SECTION 14                    ENFORCEMENT**

### **A. Notice of Violation.**

Whenever The City of Kirksville finds that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the City may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

- (a) The performance of monitoring, analyses, and reporting;
- (b) The elimination of illicit connections or discharges;
- (c) That violating discharges, practices, or operations shall cease and desist;
- (d) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; and
- (e) Payment of a fine to cover administrative and remediation costs; and
- (f) The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise

that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

#### **SECTION 15 APPEAL OF NOTICE OF VIOLATION**

Any person receiving a Notice of Violation may appeal the determination of the authorized enforcement agency. The notice of appeal must be received within 20 days from the date of the Notice of Violation. Hearing on the appeal before the appropriate authority or his/her designee shall take place within 15 days from the date of receipt of the notice of appeal. The decision of the municipal authority or their designee shall be final.

#### **SECTION 16 ENFORCEMENT MEASURES AFTER APPEAL**

If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within 7 days of the decision of the municipal authority upholding the decision of the authorized enforcement agency, then representatives of the authorized enforcement agency shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

#### **SECTION 17 COST OF ABATEMENT OF THE VIOLATION**

Within 60 days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within 20 days. If the amount due is not paid within a timely manner as determined by the decision of the municipal authority or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

Any person violating any of the provisions of this article shall become liable to the city by reason of such violation. The liability shall be paid in not more than 12 equal payments. Interest at the rate of 5 percent per annum shall be assessed on the balance beginning on the 30th day following discovery of the violation.

#### **SECTION 18 INJUNCTIVE RELIEF**

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. If a person has violated or continues to violate the provisions of this ordinance, the authorized enforcement agency may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

#### **SECTION 19 COMPENSATORY ACTION**

In lieu of enforcement proceedings, penalties, and remedies authorized by this Ordinance, the authorized enforcement agency may impose upon a violator alternative compensatory actions, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.

#### **SECTION 20 VIOLATIONS DEEMED A PUBLIC NUISANCE**

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

#### **SECTION 21 CRIMINAL PROSECUTION**

Any person that has violated or continues to violate this ordinance shall be liable to criminal prosecution to the fullest extent of the law, and shall be subject to a criminal penalty of 500 dollars per violation per day and/or imprisonment for a period of time not to exceed 90 days.

The authorized enforcement agency may recover all attorneys' fees court costs and other expenses associated with enforcement of this ordinance, including sampling and monitoring expenses.

**SECTION 22                    REMEDIES NOT EXCLUSIVE**

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

**SECTION 23                    ADOPTION OF ORDINANCE**

This ordinance shall be in full force and effect immediately after its final passage and adoption. All prior ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

PASSED by the City Council and signed by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2013,

\_\_\_\_\_  
Richard L. Detweiler

ATTEST:

\_\_\_\_\_  
Vickie Brumbaugh, City Clerk