

SWPPI PROGRESS REPORT
KIMBALL TOWNSHIP
October 1, 2009 - September 30, 2011

Permit Requirement	Responsible Party(s)		Best Management Practice	Schedule	2010 Reporting	2011 REPORTING
	Kimball Twp.	SCC			(Oct. 1, 2009 - September 30, 2010)	(Oct 1, 2010 - Sept 30, 2011)
TMDLs	N/A		No Ecoli or Phosphorous TMDLs were developed in the NEW at the time of permit application.	N/A	N/A	N/A
Public Participation Plan	√	√	<u>Watershed Meetings</u> : Participate in watershed advisory group and subcommittee meetings	6 NEW WAG mtgs/ yr.	100% of 6 WAG meetings were attended by a Kimball Twp representative	83% or 5 of 6 WAG meetings were attended by a Kimball Twp representative
	√	√	<u>Board Presentations</u> : Provide a presentation to elected officials and/or planning commission	1 presentation/yr.	The SCCHD provided 1 presentation to the Kimball Twp Board on 08.17.10	Presentation was not provided; Limited resources focused on revising the PEP, IDEP and SWPPIs because of the 2008 draft permit withdraw. A presentation will be provided to the board and/or staff by watershed rep in early 2012
	√	√	<u>Newsletters</u> : Send Blue Watershed News to stakeholders via email or post mail.	2 editions /yr.	See Blue Watershed newsletter, p. 2	See Blue Watershed newsletter, p. 2
	√	√	<u>Website</u> : Maintain www.stclaircountystormwater.org with current watershed information and contact info, and provide links from municipal and educational institution websites.	Post by 2011	Website link is not posted yet; will post in 2011.	website link not posted yet. Will do asap.
				Update 4xs/yr.	See SCC storm water website stats under public education.	See SCC storm water website stats under public education, pg 2
	√	√	<u>Northeastern Watersheds Memo</u> : Develop a Watershed Memo and distribute to municipal and school officials	1 memo /yr.	The watershed group developed the memo & distributed to Twp board & the planning commission chair in August 2010.	Annual memo not provided. NEW WAG members focused limited resources on revising the PEP, IDEP and SWPPIs because of the withdraw of 2008 draft permit. They decided the memo was repetitive of info provided in the Blue watershed newsletter and its sent to the same elected officials they were targeting with the memo. They revised the PPP to not include an annual memo anymore; only the blue watershed news.
	√	√	<u>Focus Group Meetings</u> : Participate in NEW focus group mtgs	2 focus group mtgs. 2012	No actions.	No actions. Revised PPP does not have focus group meetings or questionnaire because revision of the WMP is no longer required until a new permit is developed.
	√	√	<u>Questionnaire</u> : Develop and distribute questionnaire for revising the NEW WMP.	1 questionnaire by 2012	No actions.	

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	Kimball Twp.	SCC					(Oct. 1, 2009 - September 30, 2010)	(Oct 1, 2010 - Sept 30, 2011)
Public Education Plan	√	√	<u>Educational Materials:</u> Distribute various materials via community events and lobby displays i.e. brochures, magnets, stickers & posters.	1, 2, 3, 4, 5, 6, 7, 8	Residents, visitors, public employees, businesses, students, industries, construction contractors, developers	30 pieces of material/ yr.	SEMCOG Seven simple step brochures placed in the township hall lobby.	Distributed 50+ education materials provided by the SCCHD from the township lobby and to Kimball Elementary School.
	√	√	<u>Water Quality Displays:</u> Provide water-quality themed displays at public events and/or facilities upon request.					
	√	√	<u>Newsletters:</u> Distribute information/ notices about watershed education and activities via newsletters.	1, 2, 3, 4, 5, 6, 7, 8	Teachers, elected officials, residents, consultants, visitors, public employees	1 newsletter/ yr.	No storm water educational messages in newsletter this past year.	A newsletter was distributed to 3500 homes that included information promoting watershed events.
	√	√				2 editions of Blue Watershed News/ yr.	2 Blue Watershed Newsletters to residents across SCC, to each Kimball Twp board member and to residents who signed up to receive newsletter.	1 edition (Fall 2011) of the Blue Watershed News was sent out across the county including to City council members, teachers, and residents who have signed up to receive the newsletter.
	√	√	<u>Watershed Road Signs:</u> Install and maintain watershed road signs	1	All audiences	2 new signs by 2013	No watershed road signs ordered or installed.	No watershed road signs ordered or installed.
	√	√	<u>Mass Media Outreach:</u> Radio, TV stations, video, websites or press releases	1, 2, 3, 4, 7, 8	Residents, visitors, public employees, businesses, industries, teachers	5 contacts with media/ year	Times Herald newspaper articles 2/3/10, 2/23/10, 3/14/10, 4/17/10, 5/17/09, 6/13/10, and 8/19/10; Blue Water Beat 4/10; WPHM radio 4/15/10, WGRT radio 6/1/10	Times Herald newspaper articles 6/12/11, 9/22/11, 6/22/11; The Voice newspaper articles 11/30/10, 4/27/11, 7/3/11; WDET 3/22/11, 4/1/11; WNFA 3/22/11; Channel 12 TV 3/31/11, 4/1/11, 9/15/11; About Town Mag 3/21/11

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Public Education Plan	√	√	<u>Website</u> : Maintain access to updated education information via SCC's and municipality's website.	1, 2, 3, 4, 5, 6, 7, 8	Schools, students, teachers, residents, visitors, public employees, businesses, industries, construction contractors, developers	2011	Website link is not posted yet; will post in 2011.	Website link is not posted yet; will post in 2012.
						Updates 4x/yr.	There were 5,613 hits to the county stormwater website	There were 11,911 hits to the website.
	√	√	<u>Water Quality Hotline</u> : Promote and maintain a 24-hour anonymous tip line for reporting pollution problems	3		report #s annually	20 messages retrieved via count hotline re: water quality concerns and septic complaints.	40 messages were retrieved from the hotline; 20 sewage related and 20 beach related.
						Distribute 20 magnets/yr.	At least 20 magnets distributed in the Twp. lobby.	20+ magnets were distributed from the township lobby.
	√	√	<u>Water Quality presentations</u> : Provide presentations to a wide array of community audiences	1, 2, 4, 5, 6, 7, 8		2 presentation s/ yr.	No public presentations were made in Kimball. County-wide presentations were given at SC4 Free College Day (4/10/10), St. Clair County Master Gardener classes (2/24/10 & 3/10/10), and Stream Leaders (2/25/10 & 9/22/10)	10 presentations were given to 270 people across the county re: water quality, pollution prevention and LID mgt techniques. 3 Pollution Solutions presentations were given to Landmark Academy (2/16/11) to 84 students.
√	√	<u>Public Events</u> : Participate and/or promote county-wide events such as Earth Fair, River Day, Native Plant Sale, Stream Leaders, Adopt-A-Road, and Adopt-A-Stream	1, 2, 3, 4, 5, 6, 7, 8	Residents, visitors, youth clubs, teachers, businesses, industries, volunteer groups	Promote and/or participate in county-wide Public Events.	Kimball posted River Day and Earth Fair fliers at township hall in 2010.	Fliers for River Day, Earth Fair and Stream Leaders were posted in the Township hall. A Kimball Township newsletters also promoted River Day and Earth Fair.	

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Illicit Discharge Elimination Program	√		<u>Regulatory Method</u> : Provide ordinance to prohibit illicit discharges and procedures for notifications, tracking, and enforcement.	09/01/2011	No actions. Revised SWPPI proposes that a municipality which owns only MS4 on its own property does not need a regulatory method.	
	√		<u>Map of Discharges</u> : Map of MS4 discharge points and the names and locations of surface waters receiving these discharges..	2010	Complete and submitted to the MDRNE in 2010 as part of the IDEP plan and again in 2011 as part of revised IDEP.	Map complete and resubmitted to the MDEQ as part of SCC's 2011 Revised IDEP.
	√		<u>Screening</u> : Screening and prioritization of discharge points.	1x / discharge point by 2013	No actions.	Kimball twp only has 4 discharge points which are not considered a priority in the 2011 IDEP. These discharge points will be screened in 2013.
	√		<u>Notify Partners (w/i 1 month)</u> : Notify the SCCHD when illicit discharges are detected during screening.	As illicit discharges are detected	No problems to report	No problems to report. Revised SWPPI does not include this action.
	√		<u>Confirm Source</u> : Locate/ confirm source of illicit discharges detected during screening through additional sampling, dye testing, video, and/or smoke testing.	within 13 months of detection.	No sources to confirm.	
	N/A		<u>Procedure for Elimination</u> : Procedures for notifications, tracking and enforcement are unnecessary with such a small MS4 that only drains municipal properties. The regulatory mechanism will state that all illicit discharges found within the municipality's MS4 will be corrected.	N/A	No procedure needed for a municipality that owns only MS4s that drain municipal property in the SCC's 2011 Revised IDEP of which Kimball township is a partner.	

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IDEP	√		<u>Correct illicit discharges</u>	As illicit discharges are found	2011 - 2013	No problems to correct.
	√		<u>IDEP Training</u> : Develop program to train staff involved in IDEP or field staff with potential for witnessing illicit discharges	1x/5 yrs; new employees 1st yr.	2011	1 Kimball township representative attended 4/2011 SEMCOG/ SCCHD training which included IDEP topics.
Post Construction Controls	√	√	<u>Post Construction Storm Water Policy</u> : Finalize post construction ordinance that meets the following requirements for all new and redevelopment projects: 1) A minimum treatment volume standard; 2) a channel protection criteria; 3) Operation and maintenance requirements; 4) site plans which incorporate these requirements, as applicable to new and redevelopment projects applicable under this permit.	Final Policy by 09/01/2011	Kimball Twp. informally adopted the Drain Commissioner's Rules in 2008. This needs to be formalized by Sept 2011 or the twp can adopt its own SW ordinance.	In the fall of 2011, permission to adopt Drain Rules received from the current Drain Commissioner. The revised 2011 SWPPI proposes the final ordinance or amendment to ordinance due by 5/2012. This needs to be a priority task for 2012.
	√		<u>BMP Tracking</u> : The maintenance of all structural and vegetative BMPs, installed after 8/01/09 to meet post construction policy requirements of Kimball Twp. will be tracked and enforced. Currently Kimball Township is unaware of any BMPs to track.	As appropriate for BMP	The Township is unaware of any BMPs to track. The twp reviewed 0 new construction or reconstruction plans.	No actions. Revised SWPPI removes this task.

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Construction Controls	√	√	<u>Notification Procedure</u> : Develop procedure to receive and consider complaints from the public regarding sediment or other pollutants being discharged from construction activity in violation of Part 91 and notify the SCCHD and DNRE as appropriate.	Procedure by 9/1/2011	Procedure will be provided by the SCCHD for Kimball to adopt in 2011.	No actions. Revised SWPPI eliminates this task.
	√		<u>Site Plan Review</u> : The SESC permit and sw engineering requirements are part of the site plan review.	Report plan review #s annually	The twp reviewed 0 new construction or reconstruction plans.	SESC is part of the site plan review process. The Township reviewed 2 site plans in 2011.
	N/A	√	<u>Implement SESC Program</u> : The SCCHD implements the SESC program to meet requirements of Part 91 on behalf of the municipality. The SCCHD maintains record of the # of permits/ year and the last SESC audit and pass/ fail status.	N/A	The SCCHD provides SESC stats and the status of its last audit in its progress report.	
Pollution Prevention & Good Housekeeping	Employee /Contractor Training					
	√		<u>Employee Training</u> : Conduct training for staff associated with potential storm water pollutant sources on the following topics as applicable: 1) park and open space maintenance; 2) fleet and building maintenance; 3) New construction and land disturbances, 4) storm water system maintenance; and 5) any other storm water pollution prevention topics such as salting and spill response.	1x/ 5yrs.; new employees 1x/ 1st yr.	All new DPW staff are trained in spill management by current staff. Spill kits are located at all municipal properties. No fleet maintenance or lawn maintenance performed Twp. staff. All lawn maintenance services are contracted out.	1 Kimball township representative attended 4/2011 SEMCOG/ SCCHD training which covered all of the education topics listed.
	√		<u>Contractor Training</u> : Develop specifications that require training of contractors on topics 1) - 5) mentioned above as applicable to project.	9/1/2011	No actions.	No actions. Revised SWPPI replaces this task with an activity that only requires municipalities to provide information packets to contractors regarding storm water requirements applicable to their work.

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P2 & Good Housekeeping	Structural Storm Water Control Effectiveness					
	√		<u>Structural SW Control Summary</u> : A summary of all municipal properties and structural storm water controls owned or operated, and maintained by the permittee.	2010	List completed in 2010.	NO actions. Revised SWPPI eliminates these tasks.
	√		<u>Structural Storm Water Maintenance</u> : A schedule of inspections of structural storm water controls.	2010	Catch basins were inspected by DPW staff in 2010.	
	√		<u>Update Summary</u> : update summary of municipal property MS4 and structural storm water controls as necessary.	9/1/2011 and 9/1/2013	Summary was developed in 2010 and reviewed prior to reporting.	
	√		<u>TSS Load Reduction Calculation</u> : Calculate load reductions for all impervious surfaces	9/1/2011 and 9/1/2013	2011	
	√		<u>Disposal Procedure</u> : Develop procedures to dispose of operation and maintenance waste in accordance with Part 111, Part 115 and Part 121.	09/01/2011	2011	
					Next training topic for SEMCOG 2012 Training will be disposal practices. When more information is received it will be adopted.	

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Pollution Prevention & Good Housekeeping	Roadway, Parking Lots and Bridges					
	N/A	√	<u>Inspect and Clean Street Catch Basins</u> : The SCCRC maintains all primary, secondary, state road catch basins.	N/A	N/A	N/A
	√		<u>Inspect and Clean Catch Basins</u>	Inspect parking lot cb's 1x/yr.; clean as needed	Catch basins were inspected by DPW staff in 2010 but none needed cleaning.	Catch basins were inspected by DPW staff in 2011 but none needed cleaning.
	N/A	√	<u>Sweep Streets</u> : The SCCRC sweeps all local, county, state roads w/i municipality; will report results of street sweeping in SCC reports.	N/A	N/A	N/A
	√		<u>Sweep Parking Lots</u> : Sweep parking lots and access drives within jurisdiction	Inspect annually; sweep as needed	Parking lots were inspected in 2010 and did not need cleaning.	Parking lots were inspected in 2011 and did not need cleaning.
	√		<u>Snow Removal and Disposal</u> : The following BMPs will be implemented in municipal parking and access roads: 1) Pile snow on grassy areas; not over catch basins or near waterways; 2) Remove sediment and debris from site after spring thaw and reseed as necessary.	Annually	Snow is stored on grassy areas away from waterways.	
	N/A	√	<u>Stabilize Erosion (Road ROW)</u> : The RC stabilizes roads and bridges within the Road Right of Way and will report activities in its progress reports.	N/A	N/A	N/A
	√	√	<u>Stabilize Erosion (open waterways/ drains)</u> : Work with SCC to stabilize banks of open drains or waters of the state within jurisdiction.	As need & funding dictate	No funding available. Very small MS4s owned by Kimball with little erosion problems.	No funding available. Very small MS4s owned by Kimball with little erosion problems.

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P2 & Good Housekeeping	N/A		<u>Salt and Sand Storage/ Application:</u>	N/A	No salt is stored or used at Kimball Twp.	
	N/A	√	<u>Dust Control BMPS:</u> The SCCRC applies liquid calcium chloride to control dust and suspended solids in runoff from unpaved roads within municipality. The SCCRC will report on applications in its progress reports.	N/A	The township does not do any dust control; done by the SCCRC.	
	√		<u>Cole Tar Emulsions:</u> Develop policy to not use coal tar emulsions for sealing asphalt surfaces	09/01/2011	DNRE said it will not enforce this permit requirement. Waiting for DNRE to provide guidance on alternatives.	Removed from the revised SWPPI. Not required under 03 permit.
	Fleet Maintenance and Storage Yards					
	N/A	<u>Storm Water Pollution Prevention Plan (SWPPP):</u>		N/A	Kimball Township does not have any fleet maintenance or storage yards where a SWPPI is needed.	
		<u>Certified Industrial Storm Water Operator:</u>		N/A	N/A	
		<u>SWPPP Inspections and Activities:</u>		N/A		
		<u>Fleet Maintenance Activities:</u>		N/A		

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P2 & Good Housekeeping	N/A		Flleet and Equipment Washing : No vehicles or large equipment are washed. Most services contracted out.	N/A	N/A	N/A
	√		<u>Refuse BMPs</u> : Inspect dumpster(s) for leaks and clean up loose refuse found around dumpsters.	Monthly	DPW staff inspects all dumpsters. Documentation of inspections are on file.	2011 Revised SWPPI removed this task because dumpster inspections are included in this plan.
	√		<u>Spill Response</u> : Fire Station staff have spill responder training.	Maintain certification	All fire station employees are current on spill training.	All fire station employees are current on spill training.
	Manage Vegetative Properties					
	N/A		<u>Staff Training</u> : Staff do not apply pesticides/herbicides/ or fertilizers.	N/A	N/A	N/A
	√		<u>Contractor Training</u> : Require contractors to be trained on the proper application of fertilizers. No pesticides or herbicides are applied to Twp property.	N/A	No fertilizers, pesticides/herbicides applied to Twp. properties.	No fertilizers, pesticides/herbicides applied to Twp. properties.
	√		<u>Fertilization</u> : No phosphorous is applied to municipal properties. Develop policy stating no phosphorous fertilizer is to be used on municipal properties.	Implementation ongoing;	No fertilizers are currently used on twp properties. Formalize policy in 2011.	Future contracts will ensure that soils are tested before phosphorous is applied. Will keep records.
	√		<u>Vegetation Management BMPs</u> : Mow > 3" and mulch all clippings. Develop policy for vegetation management BMPs.	Policy by 09/01/2011	All twp property is mowed > 3 inches and mulched. Nothing added for fertilization or herbicide. Formalize policy in 2011.	All twp property is mowed > 3 inches and mulched. Nothing added for fertilization or herbicide.
Voluntary Watershed Actions						
Voluntary	Describe any water quality related initiatives Kimball Township has undertaken that has not already been discussed.		N/A	no activities reported.		

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Met Benchmark?
N/A
√
1 of 2 presentations
√
Post link to website
√
1 of 2 memos provided.
Revised 2011 SWPPI removes these tasks.

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Met Benchmark?
√
√
√
√
Order 2 signs in 2012
√

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Met Benchmark?
Post link to website
√
√
√
√
√

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Met Benchmark?
N/A
√ COMPLETE
Screening 2013
Revised SWPPI does not include this action.
√
N/A

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Met Benchmark?
N/A
√
Adopt Post Construct. ordinance in 2013
Revised 2011 SWPPI removes this task.

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Met Benchmark?
Revised 2011 SWPPI removes this task.
√
N/A
√
Contractor training req.

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Met Benchmark?
N/A
Disp. Procedures

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Met Benchmark?
N/A
√
N/A
√
√
N/A
No funding

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Met Benchmark?
N/A
N/A

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Met Benchmark?
N/A
√
√
N/A
N/A
√ COMPLETE
√
N/A