

CITY COUNCIL STUDY SESSION

TO: Mayor and City Council
FROM: Mari E. Macomber, City Manager
SESSION DATE: October 3, 2011
TIME: 4:30 pm
PLACE: Second Floor Conference Room

AGENDA:

- **STORMWATER MANAGEMENT PLAN**
- **HOUSEHOLD HAZARDOUS WASTE**
- **DOWNTOWN UPDATE**
- **REVIEW NEWSLETTER (includes miscellaneous topics)**

STORMWATER MANAGEMENT PLAN

National and state stormwater regulations now require certain small communities to obtain a National Pollutant Discharge Elimination System, also known as NPDES, permit. Kirksville is one of 150 Missouri communities affected by the Phase II stormwater regulations. Kirksville, like other Missouri communities, has a separate storm sewer system or what is called an MS4. We were required to obtain a NPDES permit by March 10, 2003, which we did. The permit requires regulated MS4s to have their storm water management program in place by March 10, 2008. The City began working on our plan providing periodic updates to DNR. We were informed recently, that we had until October 19 to get our plan done.

The City was issued a Missouri State Operating Permit for our MS4 on July 6, 2007. That permit expired on March 9, 2008. On July 11, 2008 the City was issued Permit Number MO-R040078 under the NPDES for the Kirksville Small MS4. This permit expires June 12, 2013. This permit, in section 4.1 requires the permittee (the City) to “develop, implement, and enforce a stormwater management program and plan (SWMP) designed to reduce the discharge of pollutants from the permittee’s regulated Small MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Missouri Clean Water Law.” The City has outlined the requirements of stormwater management and permitting for development under various sections of the City Code. The Engineering Department has attempted to draft a comprehensive SWMP, and implementing ordinance, but has been unable to complete the task. The outline for the City’s SWMP is attached.

We met with the City Council in August to inform you that the Missouri Department of Natural Resources had informed the City that the SWMP must be completed, or we will be found in violation of our NPDES permit. October 21 was set as the absolute deadline for completing a SWMP.

The City contracted with Bartlett & West to work with us to meet the DNR deadline. On

Monday, Ken Stumpf, engineer with Bartlett & West, and one of the key consultants on the City's stormwater projects, will be at the Study Session to review the draft program with the Council.

Recommendation – The meeting on Monday is part of the development process of our Stormwater Management Program.

HOUSEHOLD HAZARDOUS WASTE

During the Annual Planning Meeting, the Council briefly discussed the Household Hazardous Waste Program. The Solid Waste Management Grant ended on August 31. However, not all of the allocated funds were spent. We are in the process of working toward an extension on the use of those funds.

We have chosen to continue with the service until we hear back on the extension. The cost of collection for the month of September and October will not be reimbursed by the grant.

The City continues to offer appointments at the new HHW Collection Facility on the second and fourth Wednesday of each month from 9 to 11 am. We have averaged 7.5 customers per drop-off date. This number includes the two Saturday drop-offs which have helped to inflate this number, since there have been 120 customers with 73% of them taking advantage of one of the two Saturday dates. The cost of the program includes the payment to the vendor, PSC Environmental Services, who disposes of the waste that we collect.

We have spent just slightly over \$3,000 on collections for the year and are waiting on the last invoice from PSC Environmental Services. The pickups cost us around \$1,500 per month. At this point, if we continue the program through the fiscal year, and the Solid Waste Management program does not extend our funds, the City will be out of pocket approximately \$3,000. Considering we are eliminating household hazardous waste from our community, the price is not significant. The City does incur additional in-kind expenses for staff time and overtime for the two Saturday hours. With the success of the Saturday collections, we are looking at having just Saturday drop offs for next year, should we be able to continue this program.

Recommendation – We want to make sure that the Council is aware of the situation and in support of the approach that is being taken until we hear back from the grant. Should the grant not be extended, we would like to explore a fee for service approach to help cover the cost of disposal.

DOWNTOWN UPDATE

It has been sometime since the City Council was given an update on what is taking place within the downtown in terms of the DREAM initiative, the CDBG grant received by the City to hire an Executive Director for the KDIC, future funding for the KDIC, Design Guidelines, and miscellaneous issues concerning use of sidewalks and city streets.

Kirksville was designated a DREAM community in 2007. Since that time, we have been working with the State of Missouri and a consulting firm on various components of the DREAM process that are geared toward making downtown's successful. There have been several evaluations and reports completed thus far through the DREAM process. They

include: Building Streetscape Revitalization, Community Telephone Survey, Focus Group Report, Map Reference Handbook, Residential Demand Analysis, Residential Demand Analysis Presentation, and Organizational Structure Review. Many of these documents can be found on the City's website or on the DREAM Link.

<http://www.kirksvillegity.com/content/72/158/1117/default.aspxReports>.

The second program is the CDBG grant that the City obtained for the KDIC. The idea behind the application was to obtain funds so that the KDIC could hire a full-time executive director. The grant was to fund the position for two years. Over the course of the grant the KDIC has employed three different individuals to serve as director. The current director, Jeremy Pingel, has served since May of this year.

The City has communicated to the KDIC that the grant close-out will begin in February. This means that there will be no funds for the KDIC until a new local source is implemented.

One of the priorities for the executive director, as outlined through the grant, was the implementation of a Community Improvement District (CID). The KDIC has been working on this process for several months. Our City Attorney has been assisting them with the legal process, with the understanding that the KDIC would reimburse the City for this expense once the CID was in place.

Included with this report is a copy of the District's boundary. If the KDIC obtains the sufficient number of legal petitioners, who sign a petition stating their interest in a CID, and the City Council approves the CID, there will be a lack in the actual collection of revenues to fund the KDIC's operations.

Another downtown matter concerns the implementation of Downtown Design Guidelines. The Council may remember that there were questions raised at the Planning and Zoning Commission level regarding the notification process used to let property owners know about the Downtown Design Guidelines. Though there had been several meetings, and opportunities for public comment, after reviewing this matter with the City Attorney, it was determined that the City should have given notice directly to the potentially impacted property owners.

There were also questions concerning whether or not what was being proposed were actual "guidelines" as opposed to "requirements". Staff has taken a step back and has asked the KDIC to discuss these design guidelines and provide feedback, as to whether or not the components should be guidelines or requirements, when someone wishes to make improvements to their buildings within the downtown, or someone wishes to construct a new building within the downtown.

The Executive Director of the KDIC prepared a survey that asked the downtown operators their opinion about the guidelines. Since it was only one question and provided little detail to the matter, the KDIC had directed the development of a more comprehensive survey. The survey instrument that was used is included with this Study Session Packet.

Finally, the City Council was asked to consider changes to current ordinance regarding the use of the sidewalks within the downtown area. At the last City Council meeting, a

downtown business owner was in attendance asking the Council to give her permission to use the sidewalk to manufacture kettle corn and ice cream. Current ordinance does not allow this sort of activity without it being an event sponsored by an organization and approved by the City Council.

The KDIC was asked to obtain input from the downtown property and business owners. A question concerning this matter was also included on the survey. It was expected that the KDIC would send a recommendation to the City Council by Thursday, September 28. The Executive Director has been asked if he would discuss it with the Board at the upcoming KDIC meeting to try and obtain some feedback and suggestions for the Council.

The following are the ordinances that are currently in place.

Sec. 21-3. - Obstruction of streets and sidewalks.

Except as specifically provided in this chapter, it shall be unlawful to block, cause to be blocked, closed or in any way obstructed in such a fashion as to prevent the free and full use of city rights-of-way, streets, alleys, boulevards, sidewalks and thoroughfares, without first obtaining the permission of the city. This section shall not be construed to prevent persons from receiving and passing along, over and across such streets and rights-of-way any article or thing which may be necessary to so pass in the prosecution of their business when the same is done in a manner that will interfere with the full and free use of such street and right-of-way as little as may be necessary; provided further, that in any event, no obstructions shall be permitted to remain on city streets and rights-of-way longer than twenty-four (24) hours without first obtaining the permission of the city.

(Code 1974, § 21-3; Ord. No. 11190, § 1, 6-5-95)

State law reference— Authority of city to prohibit and prevent encroachments to streets, sidewalks and public places, RSMo. § 77.520.

Sec. 21-9. - Sale or display of goods, etc.

a. It shall be unlawful for any person to place either for sale or display any goods, wares, merchandise or other items on the public streets, sidewalks or alleys within the corporate limits of the city.

b. This section shall not apply to community-wide group-sponsored activities if such sponsoring group applies for and receives council authorization to conduct the requested activity.

c. The application for council authorization referred to in paragraph (b) of this section must occur no later than the regularly scheduled council meeting immediately prior to the schedule community-wide activity.

d. This section shall not apply to restricted street food vendors, which is that type of operation which involves the transportation and sale of prepackaged foods only from mobile units or pushcarts, and which meets the following requirements:

- i. Have a current semiannual inspection permit signed by the county health officer which indicates that the facility and the foods served therein are in compliance with all state and local laws.
- ii. Pay an annual license fee of twenty-five dollars (\$25.00).
- iii. Have a current personal liability insurance policy insuring the owner thereof in the amount of fifty thousand dollars (\$50,000.00) per person or occurrence.
- iv. Receive the license and approval of the city council.

Such license shall specifically designate the location of the street vendor's operation and shall in no way authorize or empower the holder thereof to block or impede the flow of vehicular or pedestrian traffic upon the public ways of the city. It shall be unlawful for the street food vendor to operate without the location designated in his license.

Missouri Revised Statutes - May control streets, sidewalks, amusements.

77.520. The council may prohibit and prevent all encroachments into and upon the sidewalks, streets, avenues, alleys and other public places of the city, and may provide for the removal of all obstructions from the sidewalks, curbstones, gutters and crosswalks at the expense of the owners or occupants of the ground fronting thereon, or at the expense of the person causing the same; the council may also regulate the planting of shade trees, erecting of awnings, hitching posts, lamp posts, awning posts, telephone, telegraph and electric light poles, and the making of excavations through and under the sidewalks or in any public street, avenue, alley or other public place within the city. The council may prevent and punish for all horseracing or other racing, fast driving or training in the streets, highways, avenues, alleys, or over bridges or through tunnels in the city, and all games, practices or amusements therein likely to result in damage to any person or property, and to regulate, prevent and punish for the riding, driving, leading, standing, hitching or passing of horses, mules, oxen or other teams or stock or animals or any vehicle over or upon or across or along any sidewalk, street, avenue or alley of the city.
(RSMo 1939 § 6952)

Prior revisions: 1929 § 6806; 1919 § 8293; 1909 § 9230

Recommendation – There needs to be discussion concerning where things are with the KDIC and the DREAM process, CDBG and CID. The Council may want to discuss the sidewalk issue.

REVIEW NEWSLETTER – October 2

Attachments

- John Buckwalter Staff Report Stormwater Management Report
- Draft Stormwater Management Program
- Staff Report – Household Hazardous Waste Collection Report
- HHW Brochure
- KDIC Downtown Survey
- Proposed CID Boundary

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Stormwater Management Program

STUDY SESSION MEETING DATE: October 3, 2011

CITY DEPARTMENT: Public Works

PREPARED BY: John R. Buckwalter, PE, Public Works Director

On August 1, 2011 Council discussed Stormwater management and the City's Municipal Separate Storm Sewer System (MS4) permit. Council concurred with hiring Bartlett & West to assist in the development of the Storm Water Management Program (SWMP) required as a condition of the City's MS4 permit.

Bartlett & West have completed the first draft of the SWMP, which is attached. Mr. Ken Stumpf, PE of B&W will attend the October 3 Study Session and will present a summary of the SWMP, including the philosophy used in developing the draft, the key aspects outlined for each of the six minimum control measures, and a timeline for implementation of the plan.

The intent is to complete any revisions to the SWMP prior to October 17th, and to present the final version to Council for approval at that time along with necessary implementing ordinances. The deadline for submission of the SWMP to the Missouri Department of Natural Resources is October 21.

Enclosure:
SWMP Draft October 2011

STORMWATER MANAGEMENT PROGRAM

City of Kirksville, Missouri



October 2011

BARTLETT & WEST
SERVICE THE BARTLETT & WEST WAY.
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TABLE OF CONTENTS

I. GENERAL..... 1

Introduction..... 1

Background..... 1

 A. *Watersheds* 1

 B. *Water Quality*..... 1

II. MINIMUM CONTROL MEASURES..... 3

Measure 1 – Public Education & Outreach 3

 A. *Watershed Management Commission*..... 3

 B. *Public Information*..... 3

Measure 2 – Public Involvement/Participation 4

 A. *4H Club and Citizen Participation* 4

 B. *7-12 Grade Students*..... 4

 C. *Stream Team*..... 4

 D. *Water Quality Monitoring*..... 4

Measure 3 – Construction Site Stormwater Runoff Control 5

 A. *Existing Stormwater Runoff Control Ordinance* 5

 B. *Revisions and Additions to City Ordinances for Erosion and Sediment Control*..... 5

 C. *Plan Review Requirements*..... 5

 D. *Inspection Requirements* 6

 E. *Forms Needed for Implementation*..... 6

 F. *Fees and Enforcement Requirements* 6

Measure 4 – Illicit Discharge Detection and Elimination 7

 A. *Locating Illicit Discharges*..... 7

 B. *Tracing Illicit Discharges* 7

 C. *Ordinance to Prohibit Illicit Discharges* 8

 D. *Public Education*..... 8

Measure 5 – Post-Construction Stormwater Management 9

 A. *Post Construction BMPs*..... 9

 B. *Stormwater Ordinance* 9

 C. *Inspection of Structural Stormwater Controls* 9

Measure 6 - Pollution Prevention/Good Housekeeping for Municipal Operations 11

 A. *Staff Training*..... 11

 B. *Review of Chemical Handling* 11

 C. *Spill Prevention Plan*..... 11

III. MEASURABLE GOALS AND SCHEDULES 12

APPENDICES

APPENDIX A -SWPPP CHECKLISTS AND FORMS

APPENDIX B -CITIZEN SERVICE REQUEST TRACKER WEB SITE

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 is currently in progress 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 a sanitary sewer overflow (SSO) remote. This is extremely important, since a majority of the 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. A study on this watershed has been recently completed under USEPA Region 7 Report MO_0115U-01.

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.

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 Plan is expected to be completed in 2013. 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.

Local Media

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

Local Newspaper

The goal is to have news releases twice a year in the Kirksville Daily Express 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.

C. Stream Team

The "Stream Team" is comprised of Truman State students under the direction of Dr. 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.

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.
3. Authorizing enforcement under the Codes Department with ability to impose fees and penalties.

The goal is to revise Ordinance 11367 in 2012 and be adopted in 2013. 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 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 A.

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 B shows the web page for reporting this to the City by clicking on "Citizen Service Request Tracker" and some of the following screen captures. By this method of reporting, the citizen can remain anonymous if desired. 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.

Proposed Ordinance

The goal is to prepare an ordinance within Section 25 Article III of the City Code to address this measure with a method of fining violators in 2012 with adoption of the ordinance in 2013.

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 gasses 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 2012, a layer of the City Storm Sewer Map will be created to identify permanent BMPs that are to be inspected.

- In 2013, 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.

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.

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
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 4 months.	February 2012
Local Media	Once a month use the hour 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	March 2012
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	April 2012
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.	April 2012
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
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 2012 Adopt 2013

MEASURABLE GOALS AND IMPLEMENTATION SCHEDULE

Minimum Control Measure Goal	Description	Implementation Schedule
Design Requirements for ESC	Adopt BMP design guidelines	September 2012
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 2012
Inspection Forms	Create inspection forms to be used for inspecting land disturbance sites for ordinance compliance	December 2012
Other Forms and Checklists	Make other forms and checklists that will be used in conjunction with the ordinance wording	December 2012

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.	February 2012
Storm Sewer Map & Watershed Map	Have mapping that shows the storm sewer system in order to trace the source of an illicit discharge	Currently have these maps
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	January 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	Draft 2012 Adopt 2013

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

Minimum Control Measure Goal	Description	Implementation Schedule
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 2012
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.	2013
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.	2013

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.	January 2013
Chemical Handling Procedures	Proper procedures for the handling of chemicals by Staff will be discussed at the annual pollution prevention workshop	January 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

APPENDIX A
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 Inspection Date _____
 Storm Event

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

APPENDIX B

CITIZEN SERVICE REQUEST TRACKER WEB SITE

This is the initial screen on the web site.



The screenshot shows the initial screen of the City of Kirksville website. At the top, there is a navigation bar with links for Home, Contact, Site Map, and a search box. Below the navigation bar is a banner image featuring the City of Kirksville logo and a photograph of a building with a clock tower. The main content area is divided into a left sidebar with a navigation menu and a right main content area. The navigation menu includes links for Home, Business, Residents, Visitors, City Council, City Departments, City Video, Water/Sewer Online Payment, Kirksville Flights, How Do I...?, Maps, and Calendars. The main content area features a welcome message and a link to the Citizen Service Request Tracker, along with instructions on how to use the service and a contact number for emergencies.

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.

B-1

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

The screenshot shows an email client window titled "New request received - Message (HTML)". The interface includes a standard toolbar with actions like Reply, Forward, Delete, Move to Folder, Create Rule, Other Actions, Block Sender, Not Junk, Junk E-mail, Categorize, Follow Up, Mark as Unread, and Find. The message header shows it is from "pubinfo@kirkvillacity.com" to "Sarah Holstead" on "Thu 9/8/2011 11:26 AM".

The main content of the email states: "Category Other:General has received a new request." Below this, it says "Here is what we have on file:" and displays a request card for "#306".

Miscellaneous Concerns/Issues		#306
Category:	Other:General	View Request
Priority:	3	
Assigned To:	Holstead Sarah	
Submitted:	9/8/2011 11:26:23 AM	
Source:	Webrin 24 116.213.170	
	SUBMITTER	
	Sarah Holstead	
	201 S. Franklin Street	
	Kirkville, MO 63301	
	CONTACT	
	sholstead@kirkvillacity.com	
	REQUEST DETAILS	
	Description	
	There is a large pothole in the middle of the street	
	Your Information	
	Name	
	Sarah Holstead	
	Fax Number	
	Email Address	
	sholstead@kirkvillacity.com	
	Preferred Contact Method	
	email	

100 N. Main Street
Kirkville, MO 63301

The Windows taskbar at the bottom shows the system clock as 11:27 AM on 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 shows the CIVICPLUS RequestTracker interface. The main content area displays a table of request categories with their respective counts for Closed, In Process, and New requests. A 'Submit a Request' button is visible at the top right, along with a search bar and a 'Permissions' button. A sidebar on the right lists the categories available for selection.

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

B-3

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-kirkville.civicplus.com/Admin/RequestTracker.aspx?categoryID=5>. The page title is "RequestTracker". The navigation menu includes "Main", "Statistics", "Users", "Permissions", "View Site", "RequestTracker", and "Search". The main content area is titled "Other/General" and lists several requests under the category "Miscellaneous Concerns/Issues".

Request ID	Address	Priority	Submitted	Last Modified	Assigned To	Comments	Status
#257	100 N. Main Street, Kirkville, MO 63501 There is a large pothole in the middle of this street.	3-Normal	08/08/2011 by Sarah Halstead	08/08/2011	Sarah Halstead	2	Open
#257	6 Ray Drive West michigan street, Kirkville, MO 63501 street light on pole K00734 on View Michigan keeps blinking off at night!	3-Normal	08/09/2011 by David Marwath	08/04/2011	Sarah Halstead	1	CLOSED
#30	111 E. Harrison, Kirkville, MO 63501 William Leroy Pennington is moving from 111 Harrison st to the old sal army store and he is taking all the store fixtures with him. I am noting the building April 1 and want to know what can be...	3-Normal	03/09/2011 by Margaret Gregory	03/09/2011	Sarah Halstead	2	CLOSED

Below the list, there is a section for "Public Records Request" with the message: "There are no requests to display."

The right sidebar contains a "Categories" section with a list of categories: "All Categories", "Code Enforcement", "Home", "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.

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?categoryID=6&requestTypeID=67

Swagbucks.com

Most Visited City of Kirkville ETC ComputerLand Dr... K-REDI Client Login Pa... MERIC Home Meriam-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 View Options Map Requests Bulk Actions Export

Search

Miscellaneous Concerns/Issues

<input type="checkbox"/> 100 N. Main Street , Kirkville, MO 63501 There is a large pothole in the middle of the street	Priority: 3-Normal Submitted: 08/08/2011 by Sarah Halstead Last Modified: 08/08/2011 Assigned To: Sarah Halstead Comments: 0	Actions NEW
<input type="checkbox"/> 8 Ray Drive West michigan street , Kirkville, MO 63501 street light on pole KV0734 on West Michigan keeps blinking off at night	Priority: 3-Normal Submitted: 08/03/2011 by Scott Meredith Last Modified: 08/04/2011 Assigned To: Sarah Halstead Comments: 1	#257 CLOSED
<input type="checkbox"/> 111 E Harrison , Kirkville, 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	Priority: 3-Normal Submitted: 03/28/2011 by Margaret Gregory Last Modified: 03/28/2011 Assigned To: Sarah Halstead Comments: 2	#30 CLOSED

Submit a Request

Add a Request Type

Permissions

Categories Add Category

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

http://mo-kirkville.civicplus.com/

11:31 AM 9/8/2011

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

The screenshot shows the CivicPlus RequestTracker interface in a Mozilla Firefox browser window. The address bar shows the URL: <http://mo-kirkville.civicplus.com/Admin/RequestTracker.aspx?categoryID=5&requestTypeID=57>. The page title is "CIVICPLUS View Site - Kirksville, MO". The user is logged in as "shalstead" and is viewing the "RequestTracker" site.

The main content area is titled "Miscellaneous Concerns/Issues" with a request ID of "#306". The request details are as follows:

Category:	Other/General	Last Modified:	09/08/2011
Priority:	3 - Normal	Submitted:	09/08/2011
Assigned To:	Halstead, Sarah	Source:	Online Form 24.116.213.170

The submitter is Sarah Halstead, located at 201 S Franklin Street, Kirksville, MO 63501. The contact email is shalstead@kirksvillecity.com. Action buttons include "Add Comment", "Print Work Order", "Print History", and "Close Request".

A map shows the location at 100 N. Main Street, Kirksville, MO 63501. The request description is: "There is a large pothole in the middle of the street." A "Show Additional Details" link is available.

The history trail shows a comment by Sarah Halstead on 9/8/2011 at 11:31:37 AM. There is a text input field for a response, with buttons for "Insert Canned Response", "Save & Publish", and "Save". A checkbox option is present: "This comment is only viewable internally".

The bottom of the screen shows the Windows taskbar with various application icons and a system tray displaying the time as 11:32 AM on 9/8/2011.

(Second half)

City of Kirksville

100 N. Main Street
Kirksville, MO 63501

Sarah Halslead
9/8/2011 11:31:37 AM

Insert Canned Response

Save & Publish

Save

This comment is only viewable internally

Associated Requests

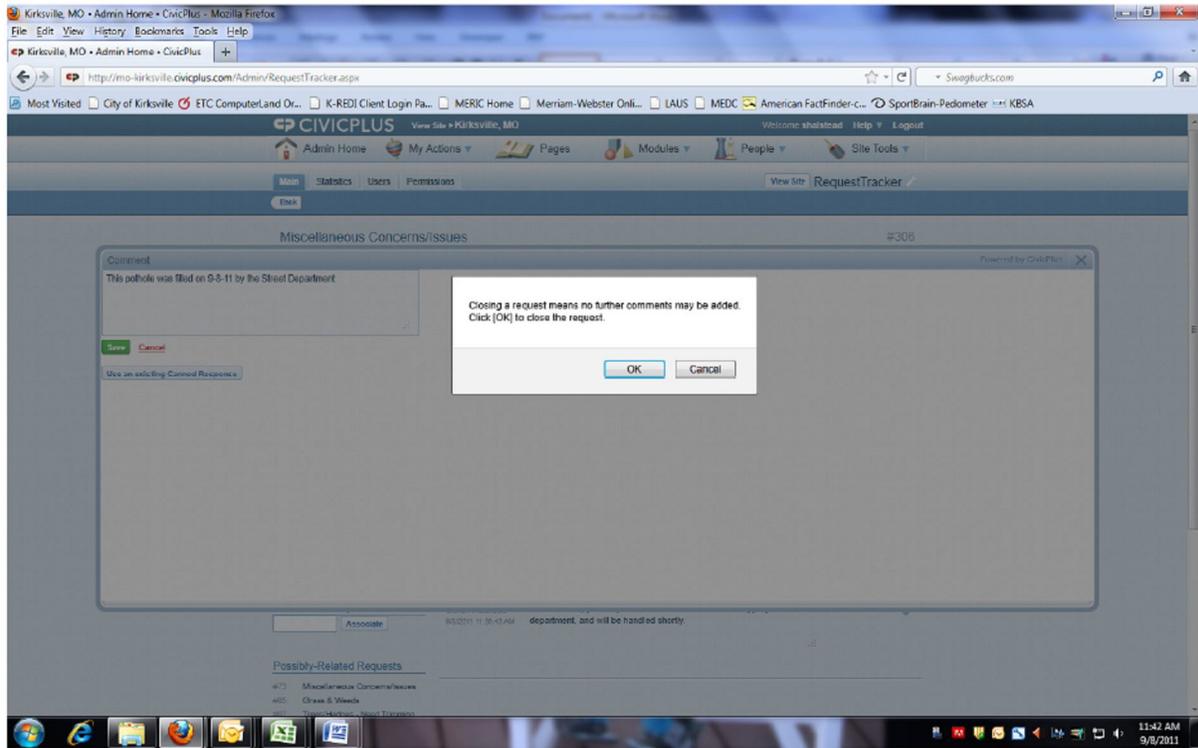
Associate

Possibly-Related Requests

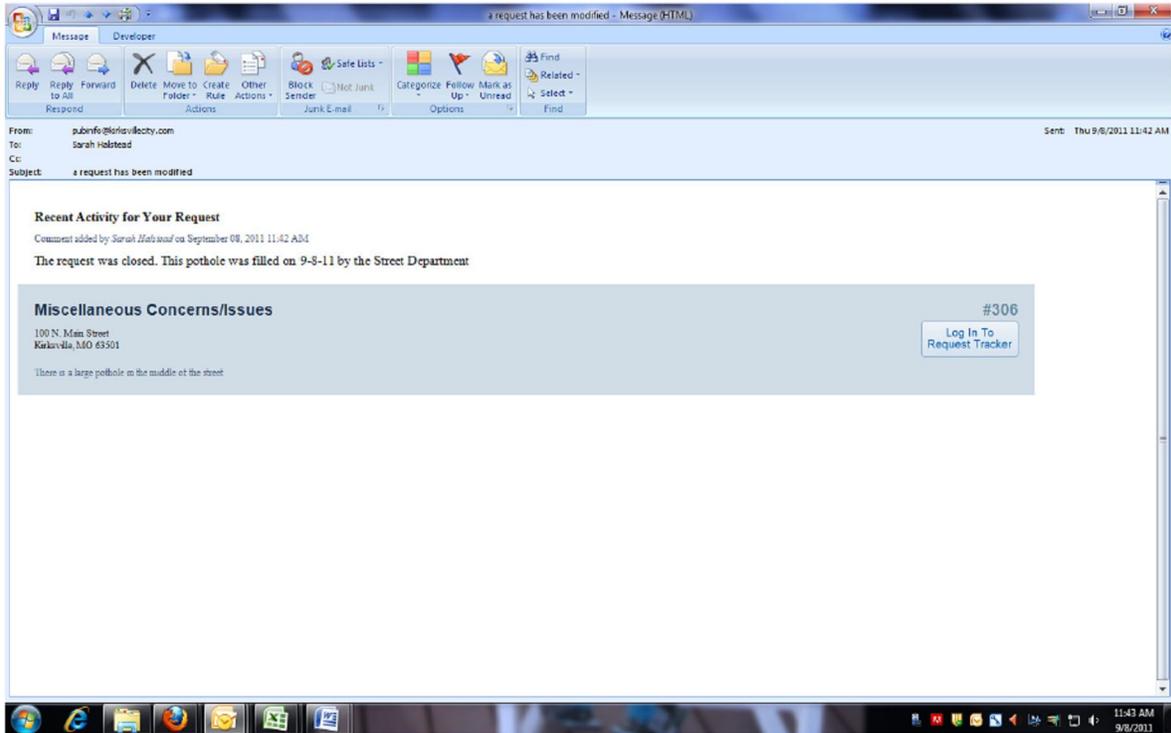
- #73 Miscellaneous Concerns/Issues
- #85 Grass & Weeds
- #97 Trees/Hedges - Need Trimming
- #121 Ditches & Culverts - Not Draining Property
- #148 Other - Public Works
- #150 Trees/Hedges - Need Trimming
- #176 Grass & Weeds
- #233 Street Light Out
- #235 Residents/Commercial Building Concern
- #258 Ditches & Culverts - Not Draining Property
- #261 Trash/Debris Accumulation
- #279 Ditches & Culverts - Not Draining Property
- #290 Street Light Out

This site is powered by CivicPlus Rev: 4.0 | For assistance, please visit our support site | Learn more about the CivicPlus Service

The department may close the request, and add a comment to the citizen at the same time.



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.

Statistics

Start Date: 3/4/2011 (jst1102195) Search

End Date: 9/9/2011 (jst1109195) Export

Summary							
Category Name	3/4/2011 - 9/9/2011		Average Requests Per Day		Avg. Time to Close a Request (hours)	As of 9/9/2011	
	Total Requests		New	Closed		Summary	
	New	Closed	New	Closed		Open	Closed
Cocoon Enforcement	120	102	0.035	0.54	382	18	102
Fire	0	0	0	0	0	0	0
Other/General	0	0	0.000	0.000	123.0	0	0
Police Department	6	2	0.026	0.011	171	3	2
Public Works	172	130	0.01	0.72	216.410	30	136
Total:	300	245	1.566	1.266	262.536	67	245

Cocoon Enforcement							
Request Type	3/4/2011 - 9/9/2011		Average Requests Per Day		Avg. Time to Close a Request (hours)	As of 9/9/2011	
	Total Requests		New	Closed		Summary	
	New	Closed	New	Closed		Open	Closed
Structures & Culverts - Not Containing Property	1	0	0.000	0	0	1	0
Structures & Vehicles	01	00	0.003	0.281	203.430	0	00
Other - Cocoon	09	07	0.048	0.037	294.714	2	07

KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT

SUBJECT: Household Hazardous Waste Program

STUDY SESSION MEETING DATE: October 3, 2011

CITY DEPARTMENT: Public Works

PREPARED BY: John R. Buckwalter, PE, Public Works Director

On February 1, 2010 Council authorized staff to submit a grant application for the safe disposal of household hazardous waste (HHW) through the Missouri Department of Natural Resources and the Northeast Missouri Solid Waste Management District. The proposed grant was to fund a \$30,000 project with a 25% City match. On August 23 the City was notified that it would be awarded a grant of \$19,906 toward a project cost of \$26,541. The City match was to consist of in-kind labor totaling \$2,720, training costs of \$500, and advertising costs of \$3,415 totaling \$6,635. Council agreed to accept the grant on August 30, 2010. The grant start date was September 1, 2010 and the grant end date is October 31, 2011.

On October 4, 2010 Council awarded a contract for \$5,548 to PSC Environmental of Kansas City, MO for delivery and set-up of a HHW container and initial staff training. A second contract was awarded to PSC for \$5809 to pick-up and process HHW collected at the facility for one year.

The grant required the City to accept HHW from Adair County residents. Collection dates were set as the second and fourth Wednesday of each month from March through September, between the hours of 9 and 11 am. Drop off was by appointment. Saturday collections were scheduled for April and August. Information about the program was provide thru press releases, locally produced brochures, the Kirksville Connection, and staff participation in "Area Scene."

The first collection was held on March 11, 2011. 9 citizens dropped off HHW. On March 23, 11 citizens participated. In the second quarter there were six scheduled weekday collections, with the average participation less than 4. On April 12 the first Saturday collection was conducted, with 24 citizens participating. In the third quarter there were six weekday collections, with an average participation of 3 citizens. However, on Saturday August 6 there were 39 drop offs. 113 man hours were spent in receiving and processing HHW.

The first pick-up of collected waste was completed by PSC in the second quarter. The material disposed of included two 4 foot by 4 foot totes of latex paint, a 5-gallon container of lithium batteries, a 55 gallon drum of liquid flammables, a 55-gallon drum of aerosols, and a 55-gallon drum of liquid pesticides. We are waiting for the second pick-up of collected material, and are holding a 4x4 container of oil based paint, a 4x4 container of latex paint, an 55-gallon drum of mixed latex paint, a 5-gallon container of alkaline and NiCad batteries, a 55-gallon drum of corrosive oxidizing liquids, 20 gallons of sulfuric acid, and a 55-gallon drum of flammable solids.

The HHW program has been of enough value to merit continuation for a second year, budget permitting. Based on citizen response, staff recommends ending the weekday drop-offs and scheduling one Saturday collection per month. The City has purchased the HHW collection container, annual costs to continue the program would include labor (120 hours or \$2400), a continuing contract to pick-up and process collected HHW (\$6000) and advertizing (\$1500).

Listing of Second Quarter Household Hazardous Waste Collection

Waste Diverted	Tonnage	Waste Diverted	Tonnage
Cardboard	0	Food	0
Newspaper	0	Wood	0
Office paper	0	Pallets	0
Mixed paper	0	Textiles	0
Other paper	0	Other organics	0
Clear glass	0	HHW	.64
Brown glass	0	Electronics	0
Green glass	0	C&D Waste	0
Flourescent	.005	Lead acid batteries	.015
Other glass	0	Yard waste	0
Aluminum	0	White goods	0
Food cans	0	Waste oil	0
Non ferrous	0	Tires	0
Ferrous	0	Other	0
Oil filters	0	Commingled	0
Other metal	0		
PET #1	0		
HDPE	0		
Film	0		
Other plastic	0		
TOTAL			

2011 Household Hazardous Waste(HHW) Collections			
Date	Appointments		Major Materials Collected
	Made	Kept	
9-Mar	10	9	80 gallons paint, 12 gallon Herbicides,
23-Mar	14	11	Paint, fertilizer, insecticides
April 2 (Sat)	26	24	Paint, batteries, insecticides, weed killers
13-Apr	8	7	Paint, cleaners, bulbs, pesticides
27-Apr	2	2	Paint, batteries.
11-May	5	5	Paint, cleaners, corrosives, batteries
25-May	2	2	paint, pesticides, oils
8-Jun	4	3	paint, antifreeze
22-Jun	2	2	Paint, batteries
13-Jul	4	4	paint, batteries, fertilizer
27-Jul	2	2	paint, weed killer
August 6 (Sat)	42	39	Paint, cleaners, batteries, acid, herbicides, etc.
10-Aug	4	4	bulbs, ballasts, batteries
24-Aug	4	4	paint, herbicides
14-Sep	1	1	battery
28-Sep	1	1	paint

What is Household Hazardous Waste (HHW)

What is HHW? - Leftover household products that contain corrosive, toxic, ignitable, or reactive ingredients are considered to be "household hazardous waste", or "HHW". Products, such as paints, cleaners, oils, batteries, and pesticides that contain potentially hazardous ingredients require special care when you dispose of them.

Disposal - Improper disposal of household hazardous wastes can include pouring them down the drain, on the ground, into storm sewers, or in some cases putting them out with the trash. The dangers of such disposal methods might not be immediately obvious, but improper disposal of these wastes can pollute the environment and pose a threat to human health.

Together—we can keep HHW out of the landfill, water and wastewater stream!



Thank you to PSC Environmental Services for HHW pick-up, processing, and recycling!



Household Hazardous Waste (HHW) Program



CITY OF KIRKSVILLE

Public Works Department
2001 N. Osteopathy Street
Kirksville, Missouri 63501

Phone: 660.627.1291
Fax: 660.785.6937
E-mail: pubworks@kirksvillecity.com

Public Works Complex
2001 N. Osteopathy Street
Kirksville, Missouri 63501

Household Hazardous Waste (HHW) Program



Household Hazardous Waste (HHW) Facility

The City of Kirksville HHW Facility is open to the residents of Kirksville and Adair County on the 2nd and 4th Wednesday of the month from 9:00 a.m. to 11:00 a.m., by appointment only.

When scheduling an appointment, residents must announce the HHW type and quantity they intend to drop off. Unscheduled drop offs are not allowed.

To schedule a drop off, contact the City of Kirksville, Public Works Department at 660.627.1291.

The HHW program is provided through a grant from the agencies listed below. The grant funding runs for one year. It is the hope of the City of Kirksville that residents will value this service by using it.

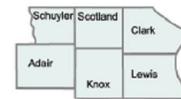
Future funding for this program will be a combination of City funds and fees for service.

The City of Kirksville gratefully acknowledges the generous support of:



Missouri Department of Natural Resources

Region 'C' Northeast Missouri Solid Waste Management District



All 'traditional' HHW items will be accepted, including:

- | | | |
|-----------------------------|---|---|
| Aerosols | Antifreeze | Batteries (NiCad, alkaline, lead acid, lithium, button) |
| Ballasts | Bulbs (fluorescent, shattershield, HID, U-shaped, crushed/broken) | Cleaners (water-based, ammonia-based) |
| Corrosives | | Fertilizers |
| Oil (cooking, used filters) | Cylinder (fire extinguisher) | Pesticides/Poison-Pesticides |
| Herbicides | Paint (latex, oil-based, lead based) | Rodenticides |
| Miticides | Insecticides | Pesticides/Poison-banned |
| | Fungicides | |

All liquid items must be in their original containers and labeled.



Downtown Survey

The Kirksville Downtown Improvement Committee has recently been approached by the City of Kirksville and representatives from the DREAM Initiative to discuss the Strategic Plan for the Central Business District. Because we welcome and ask for your input, please take a moment to complete this survey, as it will help us to better understand your requests. Someone will pick up the completed survey on September 26, 2011.

Please circle the answer that directly correlates with your opinion.

True or False I would like a defined process, without the need for prior approval from the city council, that enables downtown businesses to utilize the sidewalk directly in front of their store on an approved/as needed basis and that would not disrupt the flow of pedestrian/vehicle traffic.

True or False I would like the Downtown Improvement Guidelines to become City Ordinance, which are enforceable by law.

True or False I am interested in attending an interactive training session regarding the importance of branding, target audiences in Kirksville and what makes our downtown special.

True or False I consider downtown parking to be a problem.

Comments/Concerns: _____

Thank you for taking the time to complete this survey.

Additional questions or comments can be emailed to: kvdowntown@gmail.com.

Kirksville Downtown Improvement Committee, Inc
212 N. Franklin Street · Kirksville, MO 63501 · 660-988-9656

