

Monthly Inspections for the month of September

D.P.S. FACILITY	Inspected by:Date	9-8	8-20				
√Hazards, Housekeeping	Emergency lights in waterboy nee	ds ne	wba	Hery	Fixe	1)	
Put water in drain traps. Check all lights (replace bulbs, ballasts as needed)	Roto filler in small engines make and grab equipment					-	γ
A RV Generator test	Inspect	4'	6'	6'	8'	10'	20'
✓Check furnace filters (replace as needed)	Ladders for:	Step	Step	Step	Step	Step	EXT.
√Drain air compressors (2)	Stored properly and safely along ladder wall	/,	/	/	/	/	/
KP III Small Engines - Check fluids	No loose rungs or steps	/	/	1	/		/
and start and run (5 minutes) ✓Make sure all gas cans are full	No visible cracks or broken components	/	/	/	/		\
✓nspect all Ladders — Change batteries in faucets,	Manufacturers labels and warnings are legible	1	\	/		>	V
urinal, and soap dispensers —(February, June, October)	Clean, no grease on ladder, no slip hazards	/	/	\	/	/	V
change batteries in door locks (January)(Kevin or Danny)	All locking mechanisms (as applicable) are functional	/	>	\	/	\	~
(January)(Nevin Or Banny)	Safety feet on step and extension ladders present and in	/	/	/	/	/	/
	Hinged spreader on step ladders secure and in good condition	/	/	/	/	/	/
SANITARY SEWER	Inspected by:Date	e:_	16/2	020			
Clean Oak street sewer flume							-
Oak street meter reads (Kevin or Danny) Sanitary spray list	*						
Samary Spray list							

	1			
MUSEUM Check lights Basement Sump Pump water in drain traps Check roof for drainage (clean out drains. April – November.)	Inspected by:	Ø KD	Date: 9/14/2020	
Check all lights √Hazards, Housekeeping √Water in drain traps √Check roof for drainage (clean out drains as needed. April – November.) — Change batteries in soap dispensers (February, June, October)	Inspected by:	M	Date: 9/15/200	
POLICE / FIRE Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages) Water in drain traps	Inspected by:	A KD C locked	_Date: 9/15/2010	
CITY HALL Change HEPA filter in server room- (if needed) Hazards, Housekeeping Inside and outside, Check lights; repair as needed. This includes all offices, bathrooms, hallways, council chambers, etc. Put water in all drain traps Put BIO-Clean in breakroom sink drain at the end of the day (3:30) Check roof for drainage (clean out drains as needed. April — November.) Check generator oil/coolant levels (look for leaks) Change batteries in soap dispensers (February, June, October) change batteries in door locks (January)(Kevin or Danny)	Inspected by: -looks good (losk o		Date: 9/19/2020	

WELCOME CENTER Check for safety / repairs Inside and outside. Check all lights repair as needed. Hazards, Housekeeping Put water in drain traps. Change batteries in faucets and soap dispensers (February, June, October)	Inspected by: A Date: 9/14/20 lights in vonen rostroom - Dove need none - work being done inside
CEMETERY BUILDINGS (April – October) Hazards, Housekeeping, Repairs. Check lights repair as needed	Inspected by: Date: 9/14/20
COMMUNITY CABIN Hazards, Housekeeping Lights- Repair as needed. Clean coil fins under Refrigerator and freezer Check to make sure vacuums are working and bags are not full. All filters cleaned. Put water in drain traps Check basement sump pump Change batteries in faucets, urinals, and water closets, soap dispensers (February, June, October) Carpet / chair cleaning Cloud light lens cleaning	Inspected by: Date: 9/14/20
Appliance cleaning	Inspected by: A KD Date: 9/15/200 What's changed out I light whereast of core is incorred up

T

STORM WATER	Inspected by:	A	Date: <u>^ /</u>	
INSPECT ALL DETENTION PONDS √11 mile by Heritage Park(2) √ Heritage Park (start of Blakeslee creek) √Glen Carin Pond √Rollingwood at curve √ North Creek ✓ Shale CT. √ 10 mile between Highland and—	Loss of growth			
 ✓ 10 mile between Highland and—Gibraltar ✓ Rockford Industrial Park Dr. (Northwest of Post Office) ✓ Behind 61 Highlander ✓ Highlands (Glenbrook Court) 	ives sust brush '	Logg ed		
CATCH BASINS / DRAINAGE COURSES Shaw Creek behind Lift Station Between 81-83 Riverchase behind the residence WPT drainage easement				
behind Gaylord Drain on north edge of NAPA parking lot Check inlet culvert on Cahill (Clayton Ct. for access)				
PARKS (April – October) Use park inspection forms	Por crew			

- Items in blue to be completed by specific personnel. Make sure they complete.
- Items in green- if needed notify command staff.



Monthly Inspec	ctions for the month of Oct 2020	
Put water in drain traps. Check all lights (write install date on bulbs) Generator test Check furnace filters (replace as needed) Drain air compressors (2) Small Engines - Check fluids and start and run (5 minutes) Make sure all gas cans are full Inspect all Ladders Change batteries in faucets, urinal, and soap dispensers (February, June, October) change batteries in door locks (January)(Kevin or Danny)	Inspect Ladders for: Step Step Step Step Step EX Stored properly and safely along ladder wall No loose rungs or steps No visible cracks or broken components Manufacturers labels and warnings are legible Clean, no grease on ladder, notslip hazards All locking mechanisms (as applicable) are functional Safety feet on step and extension ladders present and in Hingel spreader on step ladders secure and in good condition	
Clean Oak street sewer flume Oak street meter reads (Kevin or Danny) Sanitary spray list KP 10-15-2020 MUSEUM		
Check lights (write install date on bulbs) Basement Sump Pump water in drain traps Check roof for drainage (clean out drains. April – November.)	Inspected by:Date:	

WELCOME CENTER Check for safety / repairs Inside and outside. Check all lights (write install date on bulbs) Hazards, Housekeeping Put water in drain traps. Change batteries in faucets and soap dispensers (February, June, October)	Inspected by:	Date:	
CEMETERY BUILDINGS (April - October) Hazards, Housekeeping, Repairs. Check lights repair as needed (write install date on bulbs)	Inspected by:	Date:	
COMMUNITY CABIN Hazards, Housekeeping Lights- Repair as needed (write install date on bulbs) Clean coil fins under Refrigerator and freezer Check to make sure vacuums are working and bags are not full. All filters cleaned. Put water in drain traps Check basement sump pump Change batteries in faucets, urinals, and water closets, soap dispensers (February, June, October) Carpet / chair cleaning Cloud light lens cleaning Appliance cleaning	Inspected by:	Date:	
DOWNTOWN Inspect all street lights and Ballards for operation (write install date on bulbs) Check reds deck and parking lot lights. Use bypass switch in utility room (write install date on bulbs)	Inspected by:	Date:	

LIBRARY			
Check all lights (write install date on bulbs) Hazards, Housekeeping Water in drain traps Check roof for drainage (clean out drains as needed. April – November.) Change batteries in soap dispensers (February, June, October)	Inspected by:	Date:	
POLICE / FIRE Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages, write install date on bulbs) Water in drain traps	Inspected by:	Date:	
CITY HALL Change HEPA filter in server room (if needed) Hazards, Housekeeping Inside and outside, Check lights; repair as needed. This includes all offices, bathrooms, hallways, council chambers, etc. write install date on bulbs) Put water in all drain traps Put BIO-Clean in breakroom sink drain at the end of the day (3:30) Check roof for drainage (clean out drains as needed. April – November.) Check generator oil/coolant levels (look for leaks) Change batteries in soap dispensers (February, June, October) Check Water softener for Salt change batteries in door locks (January)(Kevin or Danny)		Date:	

STORM WATER	Inspected by:	Date:	
INSPECT ALL DETENTION PONDS 11 mile by Heritage Park(2) Heritage Park (start of Blakeslee creek) Glen Carin Pond Rollingwood at curve North Creek Shale CT. 10 mile between Highland and Gibraltar Rockford Industrial Park Dr. (Northwest of Post Office) Behind 61 Highlander Highlands (Glenbrook Court)			
CATCH BASINS / DRAINAGE COURSES Shaw Creek behind Lift Station Between 81-83 Riverchase behind the residence WPT drainage easement behind Gaylord Drain on north edge of NAPA parking lot Check inlet culvert on Cahill '(Clayton Ct. for access)			
PARKS (April – October) Use park inspection forms			

- Items in blue to be completed by specific personnel. Make sure they complete.
- Items in green- if needed notify command staff.



Monthly Inspections for the month of <u>Dec.</u> 2020 In upper garage D.P.S. FACILITY ______Date: <u>/2/1/20</u> Inspected by: DT Hazards, Housekeeping Put water in drain traps! Check all lights (write install date on bulbs) Generator test Check furnace filters (replace Inspect 8' 10' 20' as needed) Ladders for: Step Step Step Step Step EXT. Drain air compressors (2) Stored properly and safely along ladder Small Engines - Check fluids and start and run (5 minutes) No loose rungs or steps Make sure all gas cans are full No visible cracks or broken Inspect all Ladders components Manufacturers labels and warnings are Change batteries in faucets, legible urinal, and soap dispensers. Clean, no grease on ladder, no slip (February, June, October) hazards change batteries in door locks All locking mechanisms (as applicable) are (January)(Kevin or Danny) Safety feet on step and extension ladders present and in Hinged spreader on step ladders secure and in good condition **SANITARY SEWER** Inspected by: 8\Son Date: 12-1-20 Clean Oak street sewer flume Oak street meter reads (Kevin or Danny) Sanitary spray list egthappaMUSEUM Inspected by: ΔJ Date: 12/1/20Check lights (write install date on bulbs) **Basement Sump Pump** water in drain traps Check roof for drainage (clean out drains. April - November.)

Check for safety / repairs Inside and outside. Check all lights (write install date on bulbs) Hazards, Housekeeping Put water in drain traps. Change batteries in faucets and soap dispensers (February, June, October)	Inspected by:	<i>05</i>	_Date: <i>12/ /20</i>	
CEMETERY BUILDINGS (April – October) Hazards, Housekeeping, Repairs. Check lights repair as needed (write install date on bulbs)	Inspected by:	MARIE ROS PORTOS COMPANSOS.	Date:	
COMMUNITY CABIN Hazards, Housekeeping Lights- Repair as needed (write install date on bulbs) Clean coil fins under Refrigerator and freezer Check to make sure vacuums are working and bags are not full. All filters cleaned. Put water in drain traps Check basement sump pump	Inspected by:	#T	_Date: <u>/2/1/20</u> _	
Change batteries in faucets, urinals, and water closets, soap dispensers (February, June, October) Carpet / chair cleaning Cloud light lens cleaning Appliance cleaning				
DOWNTOWN Inspect all street lights and Ballards for operation (write install date on bulbs) Check reds deck and parking lot lights. Use bypass switch in utility room (write install date on bulbs)	Inspected by:	65	Date: <u>/2///2/</u> /	

į

date on bulbs) Hazards, Housekeeping Water in drain traps Check roof for drainage (clean out drains as needed. April – November.) Change batteries in soap dispensers (February, June, October) POLICE / FIRE Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages, write install date on bulbs) Water in drain traps CITY HALL Change HEPA filter in server room (if needed) Hazards, Housekeeping Inside and outside, Check lights; repair as needed. This includes all offices, bathrooms, hallways, council chambers, etc. write install date on bulbs) Put water in all drain traps Put BIO-Clean in breakroom sink drain at the end of the day (3:30) Check roof for drainage (clean out	by:Date: _/2/ /20
Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages, write install date on bulbs) Water in drain traps CITY HALL Change HEPA filter in server room (if needed) Hazards, Housekeeping Inside and outside, Check lights; repair as needed. This includes all offices, bathrooms, hallways, council chambers, etc. write install date on bulbs) Put water in all drain traps Put BIO-Clean in breakroom sink drain at the end of the day (3:30) Check roof for drainage (clean out	
Change HEPA filter in server room (if needed) Hazards, Housekeeping Inside and outside, Check lights; repair as needed. This includes all offices, bathrooms, hallways, council chambers, etc. write install date on bulbs) Put water in all drain traps Put BIO-Clean in breakroom sink drain at the end of the day (3:30) Check roof for drainage (clean out	by:Date:
drains as needed. April – November.) Check generator oil/coolant levels (look for leaks) Change batteries in soap dispensers (February, June, October) Check Water softener for Salt change batteries in door locks (January)(Kevin or Danny)	

STORM WATER	Inspected by: Date: /a/a/20
INSPECT ALL DETENTION PONDS 11 mile by Heritage Park(2) Heritage Park (start of Blakeslee creek) Glen Carin Pond Rollingwood at curve North Creek Shale CT. 10 mile between Highland and Gibraltar Rockford Industrial Park Dr. (Northwest of Post Office) Behind 61 Highlander Highlands (Glenbrook Court)	- West end's grate needs to be repaired.
CATCH BASINS / DRAINAGE COURSES Shaw Creek behind Lift Station Between 81-83 Riverchase / behind the residence WPT drainage easement behind Gaylord Drain on north edge of NAPA parking lot Check inlet culvert on Cahill (Clayton Ct. for access)	Ditchneeds to be cleared out.
PARKS (April – October) Use park inspection forms	

- Items in blue to be completed by specific personnel. Make sure they complete.
- Items in green- if needed notify command staff.

STREET SWEEPING INVOICES:



West Michigan Sweeper
PO Box 735
Rockford, MI 49341 US
(616) 450-5714
sandrews@wmsweeper.com
www.wmsweeper.com

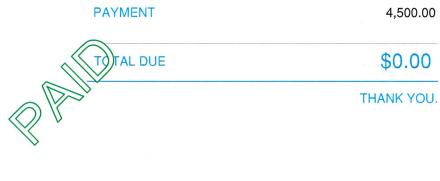
Invoice 2870

BILL TO
Jamie Davies
City of Rockford
7 South Monroe Street
Rockford, MI 49341

DATE 04/28/2020 PLEASE PAY \$0.00

DUE DATE 04/30/2020

DATE	ACTIVITY		QTY	RATE	AMOUNT
04/06/2020	Street Sweeping City maintained roads		1	4,500.00	4,500.00
Thank you for	choosing West Michigan Sweeper!	F	PAYMENT		4,500.00





West Michigan Sweeper
PO Box 735
Rockford, MI 49341 US
(616) 450-5714
sandrews@wmsweeper.com

www.wmsweeper.com

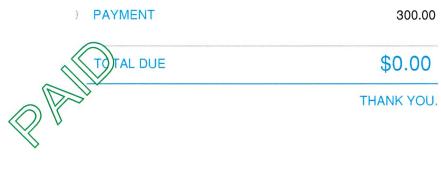
Invoice 3294

BILL TO
Jamie Davies
City of Rockford
7 South Monroe Street
Rockford, MI 49341

DATE 09/28/2020 PLEASE PAY \$0.00

DUE DATE 09/30/2020

DATE	ACTIVITY	= 1 -511	QTY	RATE	AMOUNT
09/25/2020	Street Sweeping Downtown Rockford Loop)	1	300.00	300.00
Thank you for	choosing West Michigan Sweeper!)	PAYMENT		300.00



Illicit Discharge Elimination Plan (IDEP)

Regional IDEP Activities

A detailed description of the IDEP activities undertaken on an individual basis is included below. The IDEP activities include dry-weather screening of stormwater outfalls, locating possible sources of contamination, responding to reported incidents, correcting the problems, and preventing new illicit connections.

The IDEP is being implemented under a cooperative program administered by GVMC and involving the county agencies and municipal units. The IDEP was approved by EGLE in August of 2013. GVMC conducted outfall screening during the summer of 2018 on behalf of the MS4 communities in the Lower Grand River Watershed.

Please describe any dry-weather screening conducted during the reporting period and the findings of that screening.
Dry weather screening was performed in 2018 and is due again in 2023.

Please list any other known and/or resolved illicit discharges identified during the reporting period and status of elimination. For significant discharges, also list the pollutants involved with an estimate of the volume and loading. Please describe enforcement action, if any.

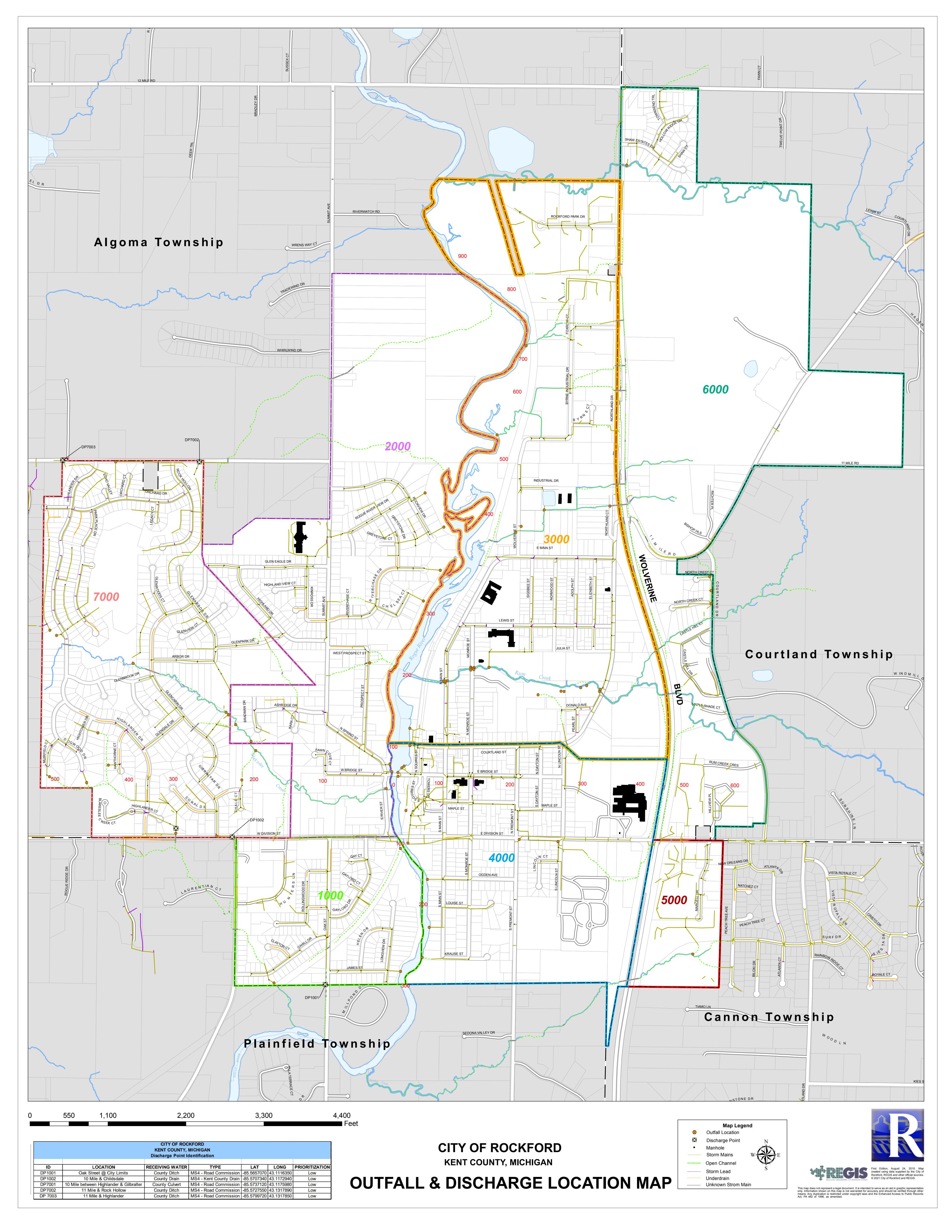
Examples of illicit discharges include: malfunctioning septic systems; sanitary sewer leaks, overflows, or cross-connections; laundry water discharges; leaking fluids from vehicles, barrels, dumpsters, or tanks; concrete truck wash water; polluted runoff from temporary or permanent storage areas; improper fire hydrant flushing; spills from auto accidents; power washing wastewater; industrial/commercial wastewater, dumping; and any other violation of the IDEP ordinance.

industrial, confinercial wastewater, dumping, and any other violation of the IDEL ordinance.
None
Please list the status and schedule for elimination for any illicit discharges identified but not eliminated during this reporting period. Also, report the status of any illicit discharges identified but not eliminated during previous reporting periods.
None
Please describe the actions your community takes when indications of illicit discharges have been identified.
The City of Rockford's first reaction is to stop the situation from getting worse. Once the situation is under control then we assess the problem and take appropriate actions to remedy it.

Please provide:
An estimated quantification of the number of discharges eliminated, and
• An estimated quantification of the volume of illicit flow eliminated (<i>For large spills or, where the amount discharged is possible to estimate</i>).
None
Identify any specific coordination with the health department in response to illicit discharge elimination for failed or failing septic fields, or identify if any septic systems have been eliminated in your community and hooked up to the municipal system.
No reports, City has an ordinance that residents have to have cleaning performed every 3 years, and City keeps records of residents actions on this.
Describe the effectiveness of the program to prevent illicit discharges and the method used to assess effectiveness.
City employee's, including law enforcement, are constantly observing actions that transpire on any given day. Should a City employee witness a potential discharge they are to report it immediately.

New Point Source Discharges of Stormwater

Do you own or operate any NEW or previously unidentified stormwater discharges? Yes No If "yes," please indicate which discharge points are new on your outfall map or list.	
Is your stormwater discharge point map attached or provided electronically? \square Map is attached \square Map is provided electronically \boxtimes Other. Please explain in comments section.	
Is your stormwater discharge point list attached or provided electronically? List is attached List is provided electronically Other. Please explain in comments section.	
Comments: Lists were submitted to EGLE in Early 2019 as Appendix 2 in the Illicit Discharge Elimination Plan revision as part of the 2016 MS4 Permit Application.	
Each community maintains an updated map of their MS4, with the help of GVMC Environmental Programs, or REGIS.	
New outfalls were added to REGIS in this reporting period due to development of new subdivisions within City limits. See map below, and complete map is in REGIS.	



Soil Erosion and Sedimentation Control

Part 91 Administration Authority:

Rockford - MEA

Was the Part 91 agency, or appropriate staff if you are the Part 91 agency, notified when the soil or sediment was discharged to your MS4 from a construction activity in accordance with the approved procedure?

Yes- inspections are performed on inspection or on as needed based.

Was the Michigan Department of Environment, Great Lakes, and Energy (EGLE) notified when soil, sediment, or other pollutants were discharged to your MS4 from a construction activity in accordance with the approved procedure?

Yes- Brandi Stefanski is working with the City on any items are reported to EGLE. All discharges are handled in house, depending on the disparity of the discharge.

Brandi conducted an audit in 2020.

Was a Part 91 permit issued for all construction activity one acre or greater in total earth disturbance with the potential to discharge to your MS4?

Yes- and areas of construction located withing 500 ft of a waterbody were inspected.

Post Construction Controls Activities Completed August 1, 2019 to December 31, 2020

The City of Rockford passed a stormwater, soil erosion and sedimentation control ordinance on April 19, 2019 that following the requirements set forth in the upcoming MS4 permit (not yet issued to the City).

Explain the enforcement activities of your comprehensive storm water management program for post-construction controls completed during this reporting period:

City performs monthly inspections (see attached inspections). Once plats are turned over to the City, then the City owns the stormwater infrastructure and the easements that are a part of the development.

How many developments were approved with storm water controls according to PCC?

2 developments; Highlands Phase 6- completed in Sept. 2019, Heritage Park Phase 5- completed Sept. 2020

Heritage Park Phase 6 is ongoing

Have any long-term operation and maintenance agreements been signed? Still waiting on long term soil erosion control measures to be established (aka mowable grass).

How many inspections or enforcement/compliance of O&M agreements were conducted?

Agreements happen upon final plat approval- this happens after final inspection. 2 occurred during this reporting period- Highlands Phase 6 and Heritage Park Phase 5.

Explain how the Post Construction Controls have addressed other issues, such as protecting sensitive areas, directing growth to identified areas, encouraging infill development in higher density urban areas and areas with existing infrastructure, and/or maintaining or increase open spaces:

The City has watershed policy statements for development (ex: along Rum Creek).

Staff and Contractor Training August 1, 2019 to December 31, 2020

Training Topic Area	Employee Group to Receive Training	Date of Training
*None in 2020 due to COVID		

Other Actions

Please list any extra efforts your community has conducted above and beyond your commitments recorded above (e.g., stream buffer ordinance adoption, new management techniques, invasive species control, habitat enhancement/protection, logjam removal, stream/beach clean-ups, etc.) that have helped implement the Lower Grand River Watershed Management Plan :			
Ongoing work at Parkside Elementary Raingarden with partners.			



STATE OF MICHIGAN

DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

GRAND RAPIDS DISTRICT OFFICE



December 9, 2020

VIA EMAIL

Mr. Jamie Davies, Department of Public Works City of Rockford 7 South Monroe Street Rockford, Michigan 49341

Dear Mr. Davies:

SUBJECT: Municipal Separate Storm Sewer System (MS4) Program Audit

National Pollutant Discharge Elimination System (NPDES)

Certificate of Coverage (COC) No. MIG610134

Designated Name: Rockford MS4-Kent

Staff of the Department of Environment, Great Lakes and Energy (EGLE), Water Resources Division (WRD), Grand Rapids District Office (GRDO) conducted a desk audit and inspection of the City of Rockford's (City) MS4 Program on November 12, 2020. The purpose of the evaluation was to determine compliance with Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended; and the NPDES MS4 Watershed Based General Permit No. MIG619000 and the City's COC No. MIG610134.

This audit included a comprehensive review of the City's documented implementation of its MS4 Storm Water Management Program (SWMP) and a site inspection of the City's facilities. As part of the audit, implementation of the following minimum control measures was evaluated: public education program (PEP), illicit discharge elimination program (IDEP), pollution prevention/good housekeeping program. The audit was based on the review of the following information:

- Progress reports dated 2015, 2017, 2019
- Prior on-site inspections/audits (2012, 2015)
- On-site inspection and conversation with permittee
- Additional records provided by permittee, including inspection logs and street sweeping records

The City participates in and receives MS4 program support from the Lower Grand River Organization of Watersheds. The City distributes PEP materials at City offices and during public events. Dry-weather screening was most recently performed in 2018. City properties are inspected regularly and maintained as needed. Employees have received appropriate pollution prevention and good housekeeping training. Required corrections that were identified in previous audits have been addressed.

The City appears to be meeting the requirements of COC No. MIG610134.

Thank you for your effort to implement the MS4 SWMP. If you have any questions, please contact me at 616-401-9913; StAmourA@Michigan.gov; or at EGLE, WRD, Grand Rapids District Office, 350 Ottawa Avenue NW, Unit 10, Grand Rapids, Michigan 49503-2341.

Sincerely,

Amanda St. Amour

amanda & amour

Senior Environmental Quality Analyst

as/lr

cc: Ms. Cara Decker, Grand Valley Metro Council (via email)

Audit Follow up





Amanda,

First I would like to apologize for not getting these pictures to you by now, as always we get so busy around here time just flies. As you requested at the November 12, 2020 site inspection at our Public Services facility, I have attached a couple of pictures showing the two (2) containment sites that was in need of upgrades. We actually completed this awhile ago but I am just now getting a chance to send them to you. Again I apologize for the delay in getting you these pictures. Should you have any questions or concerns in this matter please do not hesitate to contact me so we can discuss them. I hope you have a great day and look forward to seeing you soon.

Mike Bouwkamp City of Rockford



