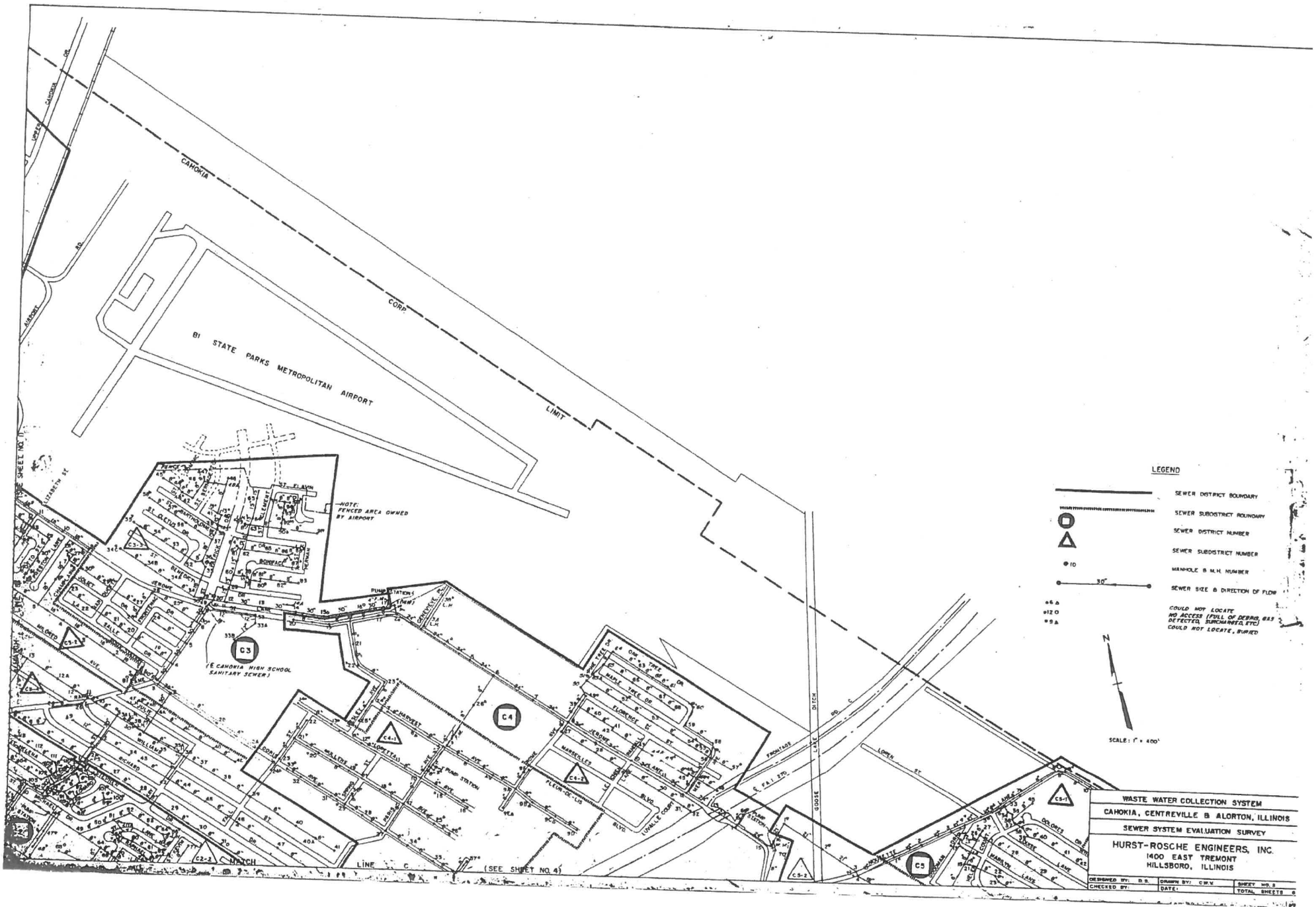
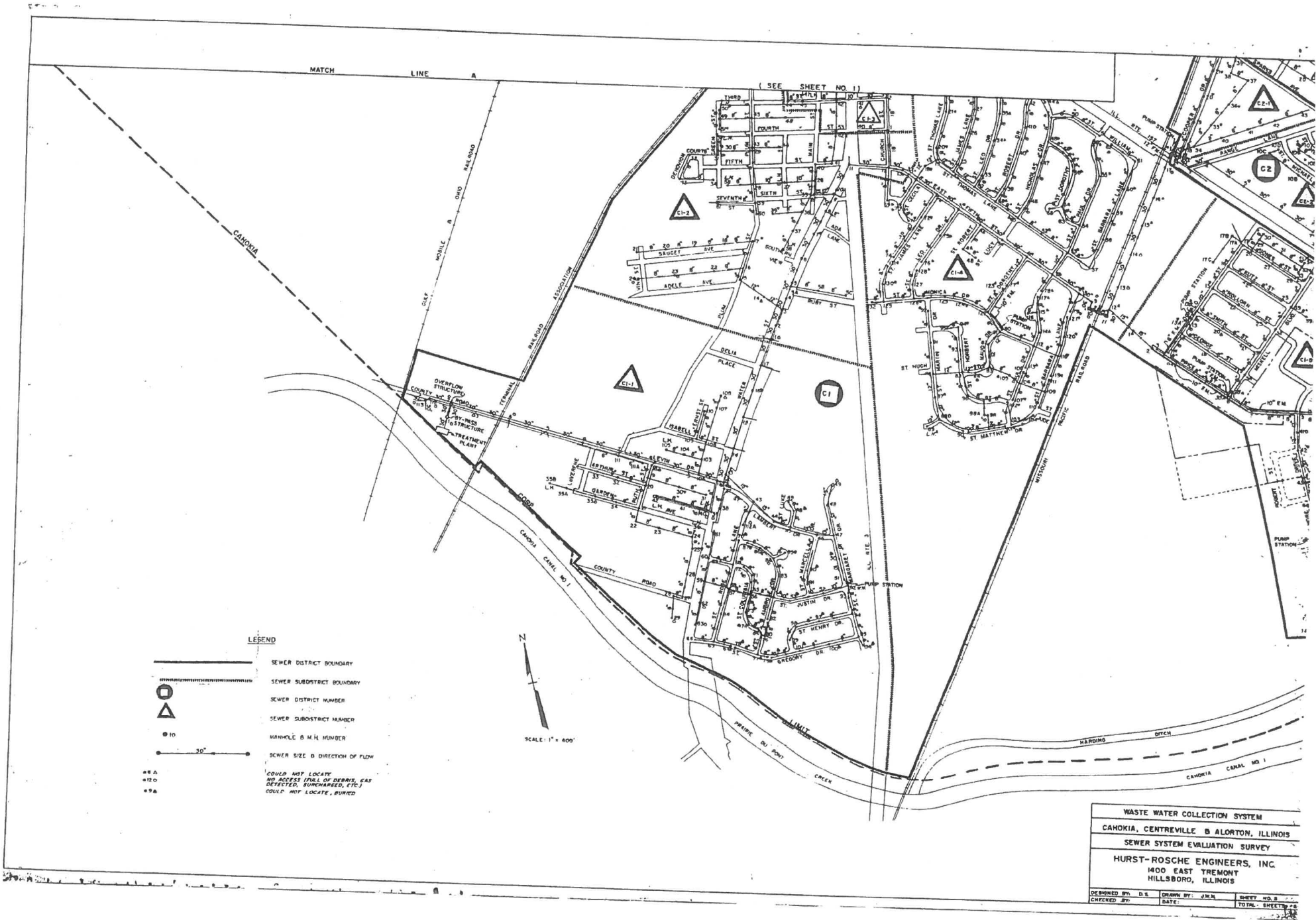


**CITY OF CAHOKIA HEIGHTS
SANITARY SEWER SYSTEM
OPERATION AND MAINTENANCE PROGRAM**

APPENDIX A

Sewer System Plans



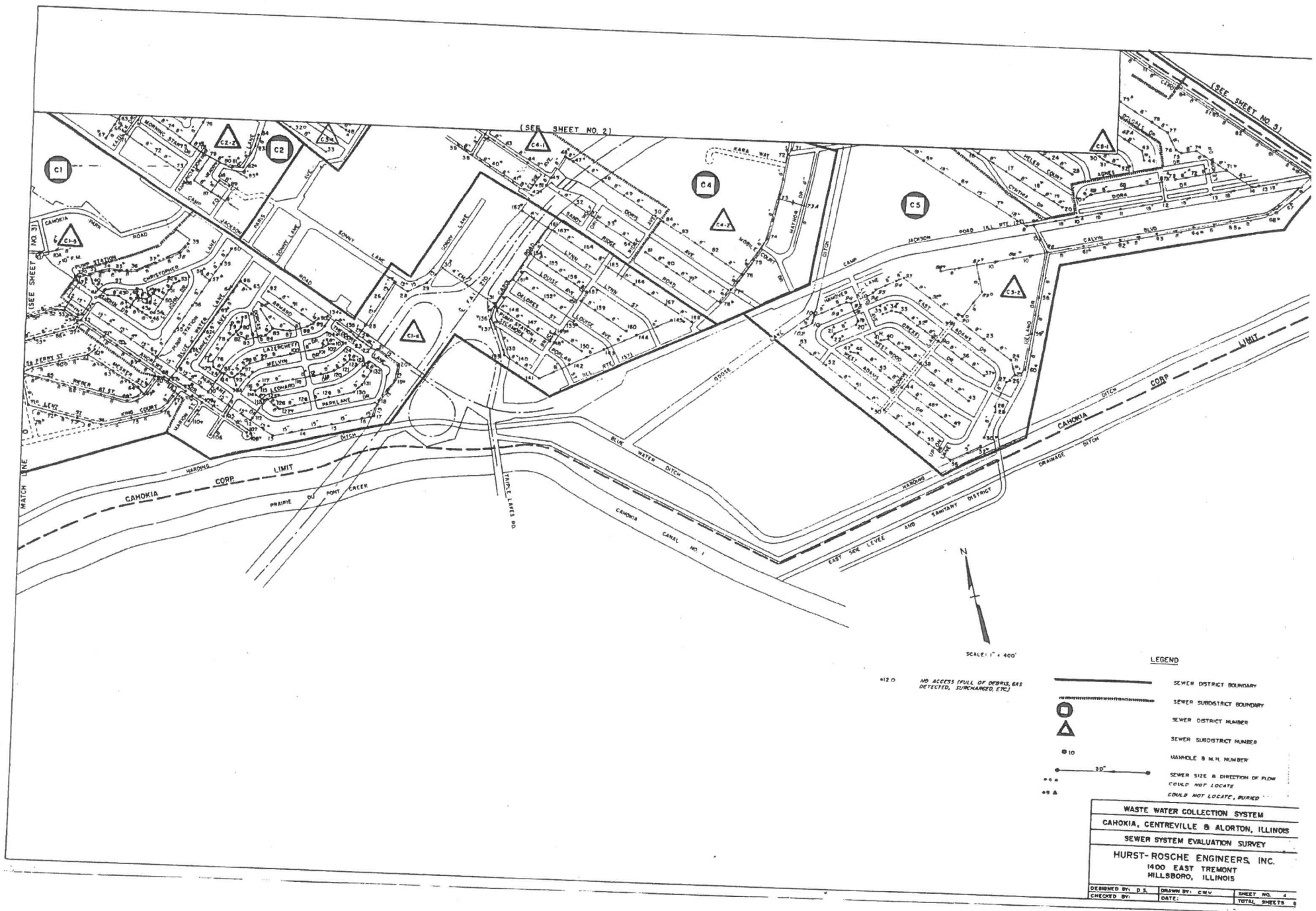


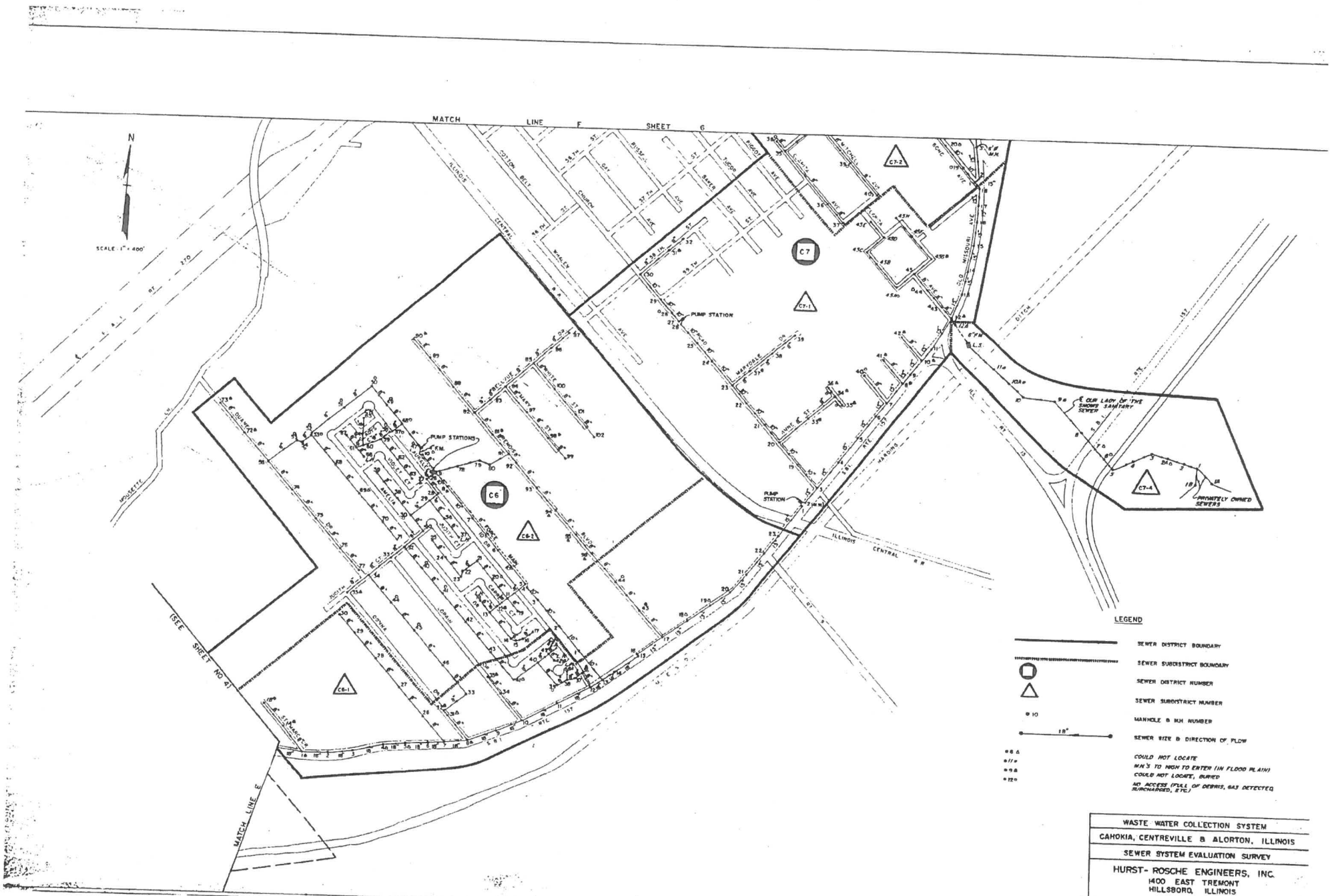
LEGEND

- SEWER DISTRICT BOUNDARY
- SEWER SUBDISTRICT BOUNDARY
- SEWER DISTRICT NUMBER
- △ SEWER SUBDISTRICT NUMBER
- 10 MANHOLE B.M.H. NUMBER
- 30" SEWER SIZE & DIRECTION OF FLOW
- ▲▲▲ COULD NOT LOCATE
NO ACCESS (WALL OF DENIED, GAS
DETECTED, SURCHARGED, ETC.)
- ▲▲ COULD NOT LOCATE, BURIED



WASTE WATER COLLECTION SYSTEM			
CAHOKIA, CENTREVILLE & ALORTON, ILLINOIS			
SEWER SYSTEM EVALUATION SURVEY			
HURST-ROSCHKE ENGINEERS, INC.			
1400 EAST TREMONT			
HILLSBORO, ILLINOIS			
DESIGNED BY: D.S.	DRAWN BY: J.W.M.	SHEET NO. 3	
CHECKED BY:	DATE:	TOTAL SHEETS: 4	

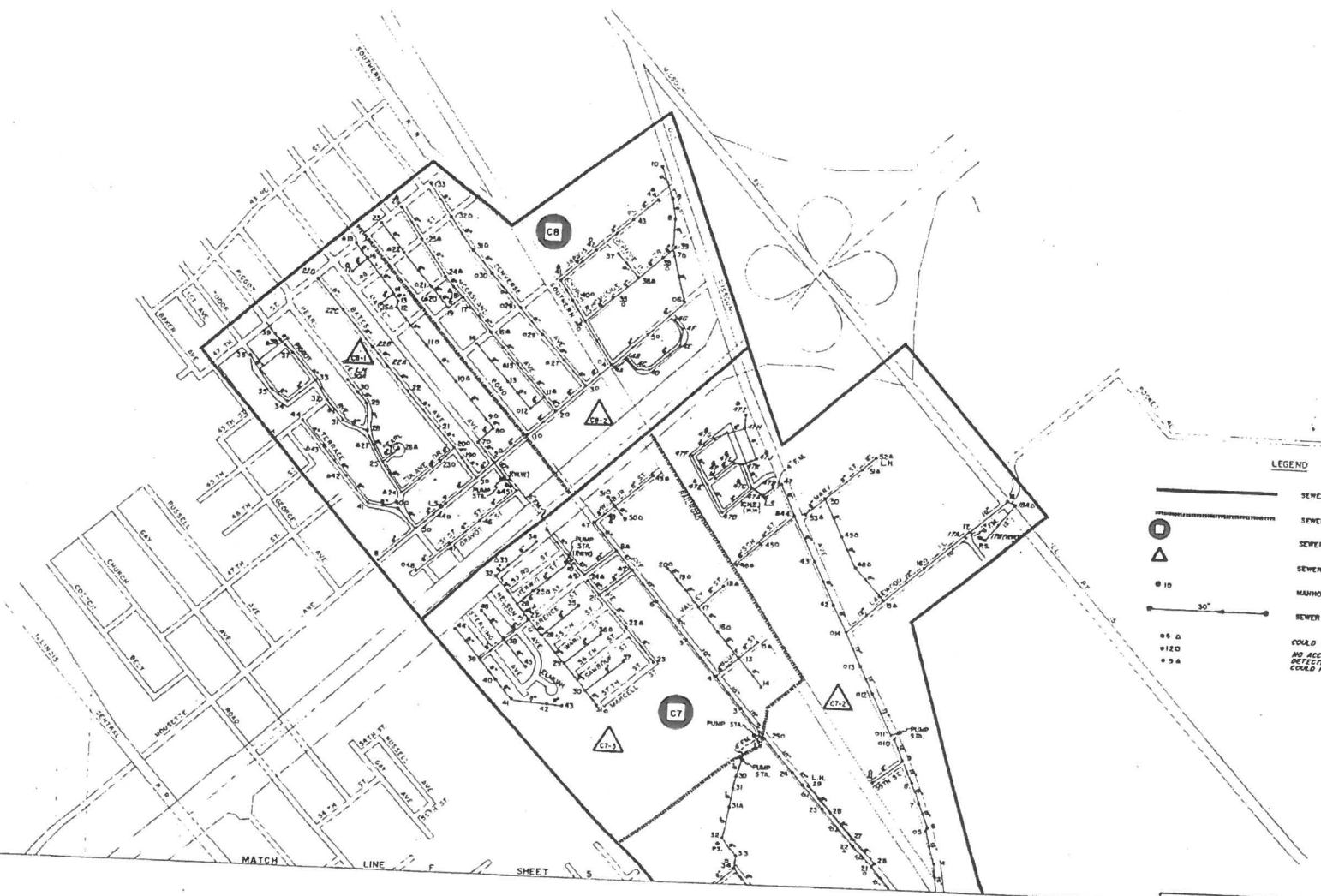




LEGEND

- SEWER DISTRICT BOUNDARY
- SEWER SUBDISTRICT BOUNDARY
- SEWER DISTRICT NUMBER
- △ SEWER SUBDISTRICT NUMBER
- 10 MANHOLE & RM NUMBER
- SEWER SIZE & DIRECTION OF FLOW
- 6 6 COULD NOT LOCATE
- 11 6 RM'S TO HIGH TO ENTER (IN FLOOD PLAIN)
- 12 6 COULD NOT LOCATE, BURIED
- 12 0 NO ACCESS (PILE OF DEBRIS, GAS DETECTED, BURIED, ETC.)

WASTE WATER COLLECTION SYSTEM			
CAHOKIA, CENTREVILLE & ALORTON, ILLINOIS			
SEWER SYSTEM EVALUATION SURVEY			
HURST- ROSCHE ENGINEERS, INC.			
1400 EAST TREMONT			
HILLSBORO, ILLINOIS			
DESIGNED BY: D.E.	DRAWN BY: C.M.S.	SHEET NO. 3/11	TOTAL SHEETS 11
CHECKED BY: J.M.W.	DATE: 11/1/78		

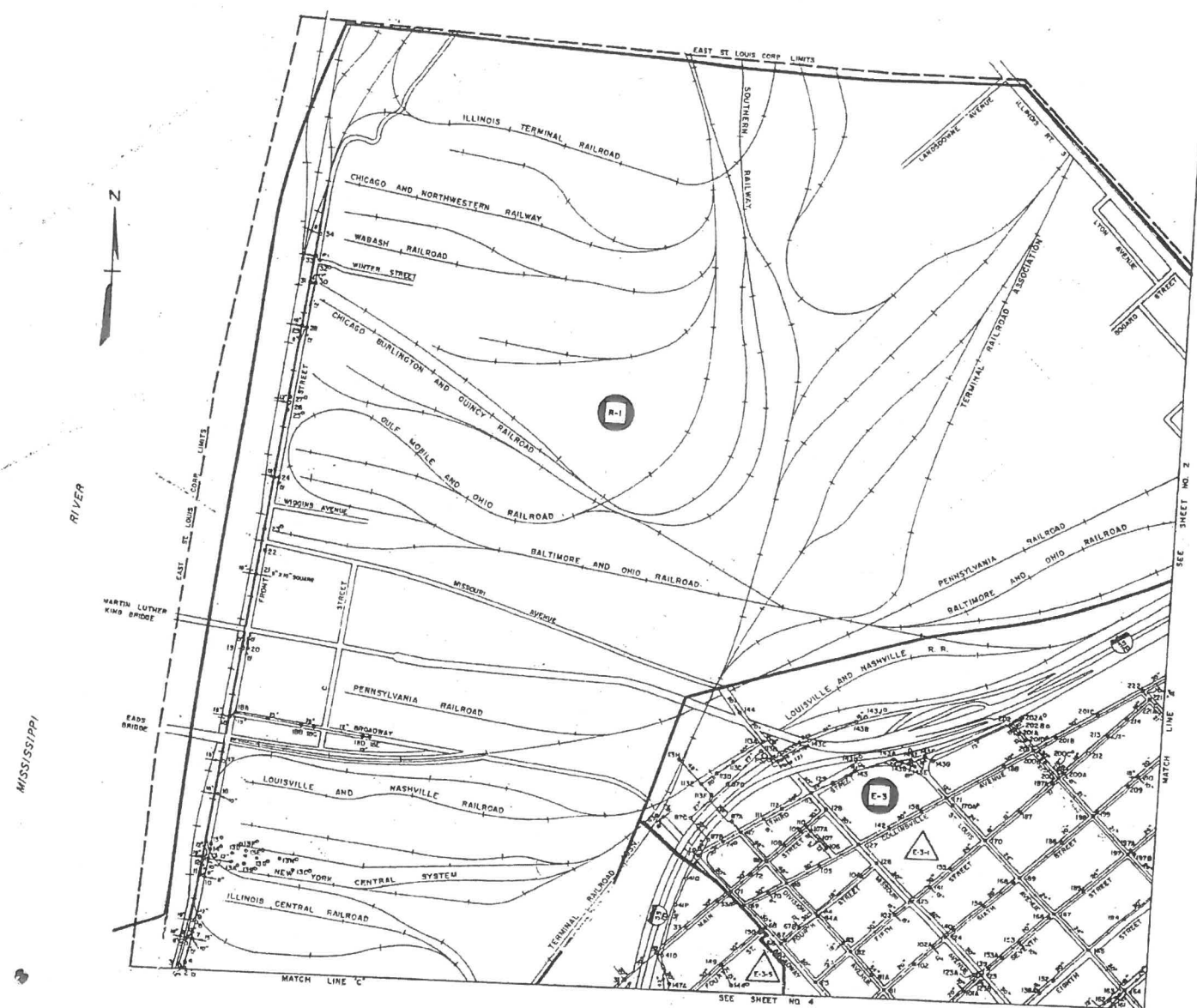


LEGEND

- SEWER DISTRICT BOUNDARY
- SEWER SUBDISTRICT BOUNDARY
- SEWER DISTRICT NUMBER
- SEWER SUBDISTRICT NUMBER
- MANHOLE & M.H. NUMBER
- SEWER SIZE & DIRECTION OF FLOW
- COULD NOT LOCATE
- NO ACCESS (FULL OF DEBRIS, GAS DETECTED, SURROUNDED, ETC)
- COULD NOT LOCATE, BURIED

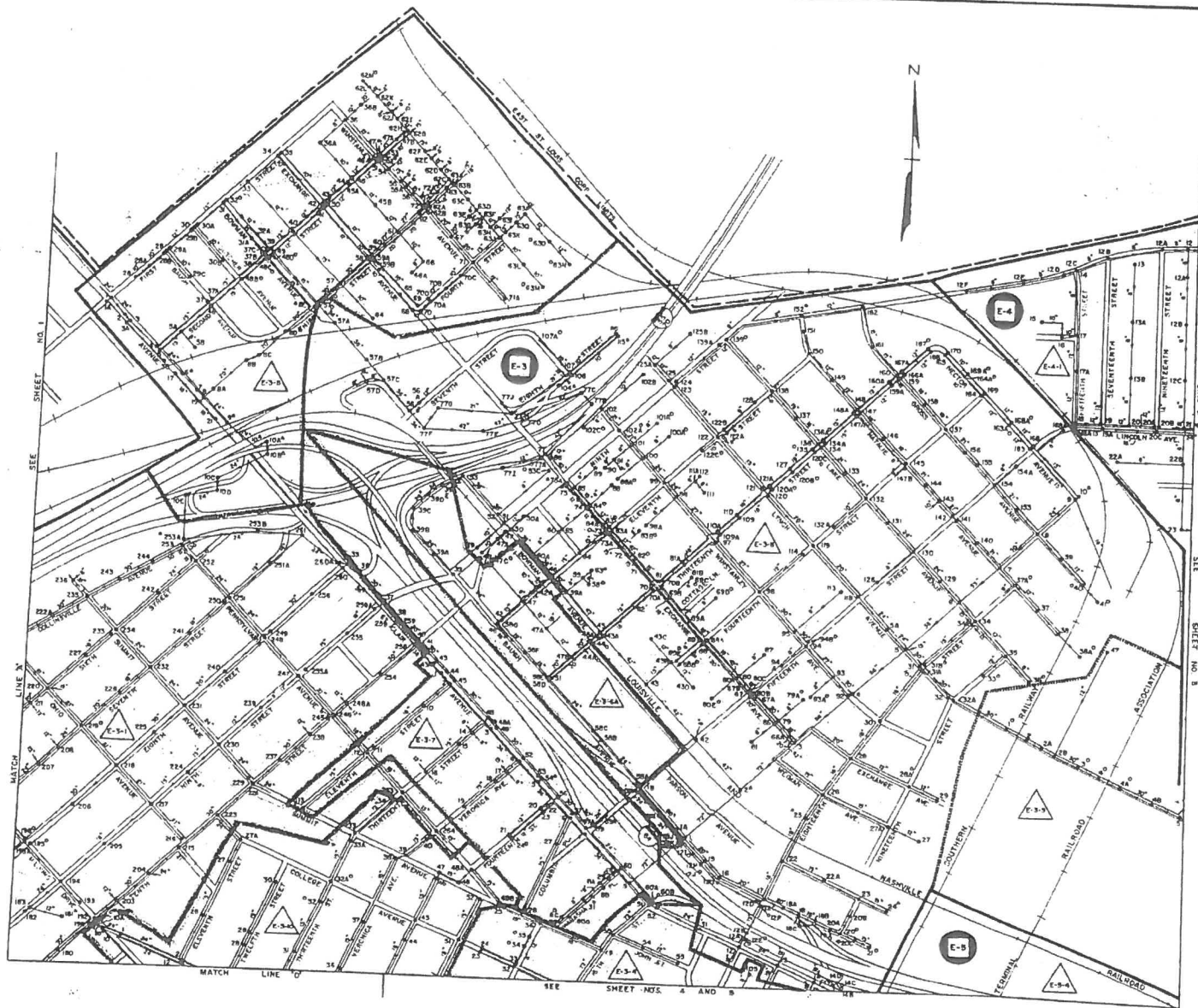
MATCH LINE F SHEET 5

WASTE WATER COLLECTION SYSTEM		
CAHOKIA, CENTREVILLE & ALORTON, ILLINOIS		
SEWER SYSTEM EVALUATION SURVEY		
HURST-ROSCHE ENGINEERS, INC.		
1400 EAST TREMONT		
MILLSBORO, ILLINOIS		
DESIGNED BY: D.S.	DRAWN BY: C.W.V.	SHEET NO. 6
CHECKED BY:	DATE:	TOTAL SHEETS 6



- LEGEND**
- ⊙ E-1 SEWER DISTRICT NUMBER
 - ⊙ SEWER SUBDISTRICT NUMBER
 - SEWER DISTRICT BOUNDARY
 - SEWER SUBDISTRICT BOUNDARY
 - 30" COMBINED OR SANITARY SEWER SIZE & DIRECTION OF FLOW
 - 2" MANHOLE & NUMBER
 - SLH LAMPHOLE & NUMBER
 - CB5 CATCH BASIN MANHOLE & NUMBER
 - 8" NOT LOCATED
 - 9" BURIED
 - 12" NO ACCESS (FULL OF DEBRIS, GAS DETECTED, BURCHARGED, ETC.)
 - PUMP, EJECTOR OR EJECTOR STATION
 - 33A STORM SEWER MANHOLE & NUMBER
 - 17C STORM SEWER CATCH BASIN MANHOLE & NUMBER
 - 24" STORM SEWER SIZE & DIRECTION OF FLOW

WASTE WATER COLLECTION SYSTEM			
CITY OF EAST ST. LOUIS, ILLINOIS			
SEWER SYSTEM EVALUATION SURVEY			
HURST-ROSCH ENGINEERS, INC.			
1400 EAST TREMONT			
HILLSBORO, ILLINOIS			
DESIGNED BY:	EC	DRAWN BY:	JPH
CHECKED BY:		DATE:	11/72
		TOTAL:	



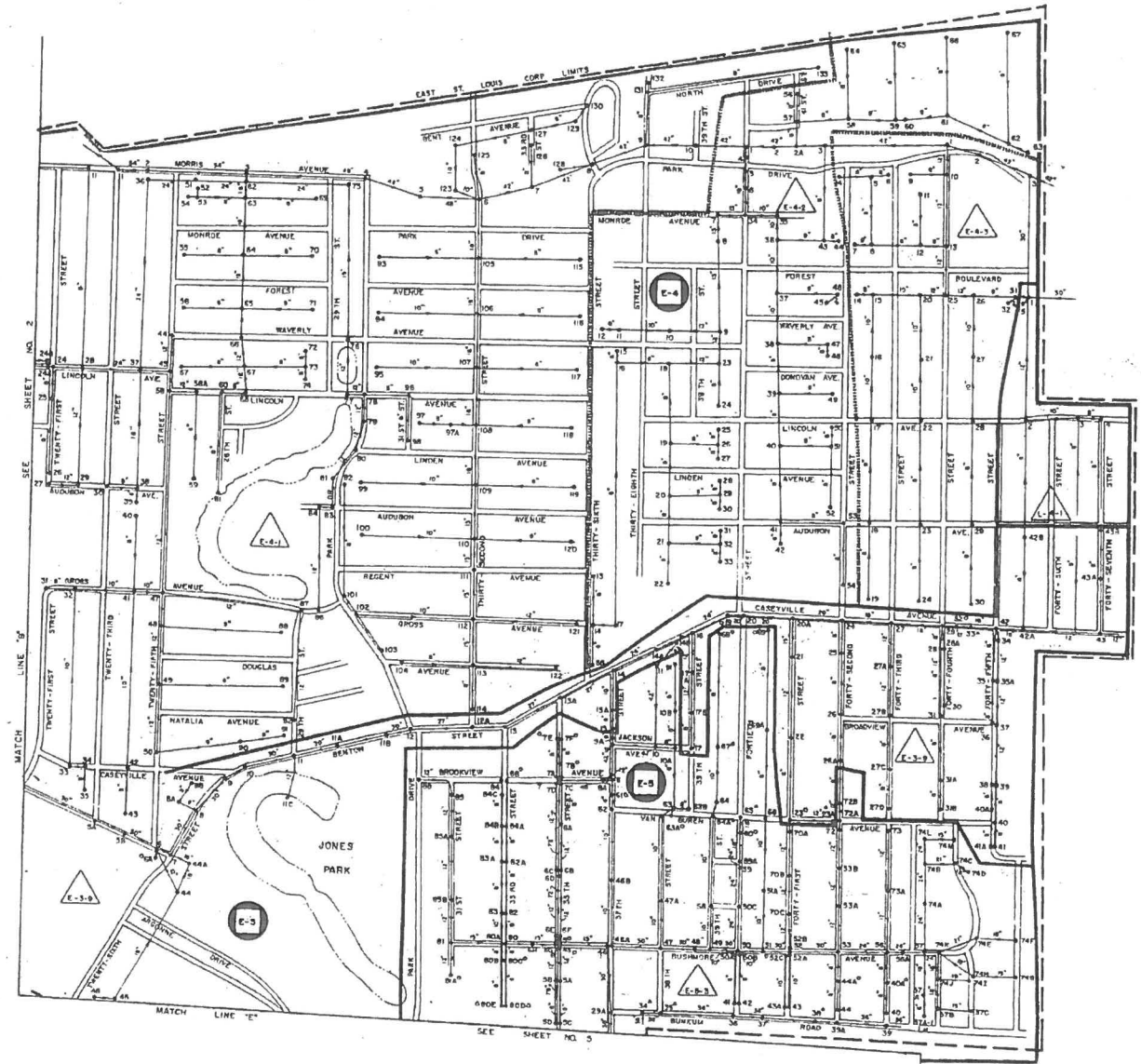
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- △ E-3-1 SEWER SUBDISTRICT NUMBER
- SEWER DISTRICT BOUNDARY
- SEWER SUBDISTRICT BOUNDARY
- COMBINED OR SANITARY SEWER
- SIZE & DIRECTION OF FLOW
- 2 MANHOLE & NUMBER
- 5LH LAMPHOLE & NUMBER
- 45 CATCH BASIN MANHOLE & NUMBER
- 8° NOT LOCATED
- 8A BURIED
- 10° NO ACCESS (FILL, OF DEBRIS, GAS DETECTED, SURCHARGED, ETC.)
- PUMP, EJECTOR OR EJECTOR STATION
- 33 STORM SEWER MANHOLE & NUMBER
- 22 STORM SEWER CATCH BASIN MANHOLE & NUMBER
- STORM SEWER SIZE & DIRECTION OF FLOW

WASTE WATER COLLECTION SYSTEM
 CITY OF EAST ST. LOUIS, ILLINOIS
 SEWER SYSTEM EVALUATION SURVEY

HURST-ROSCHE ENGINEERS, INC.
 1400 EAST TREMONT
 HILLSBORO, ILLINOIS

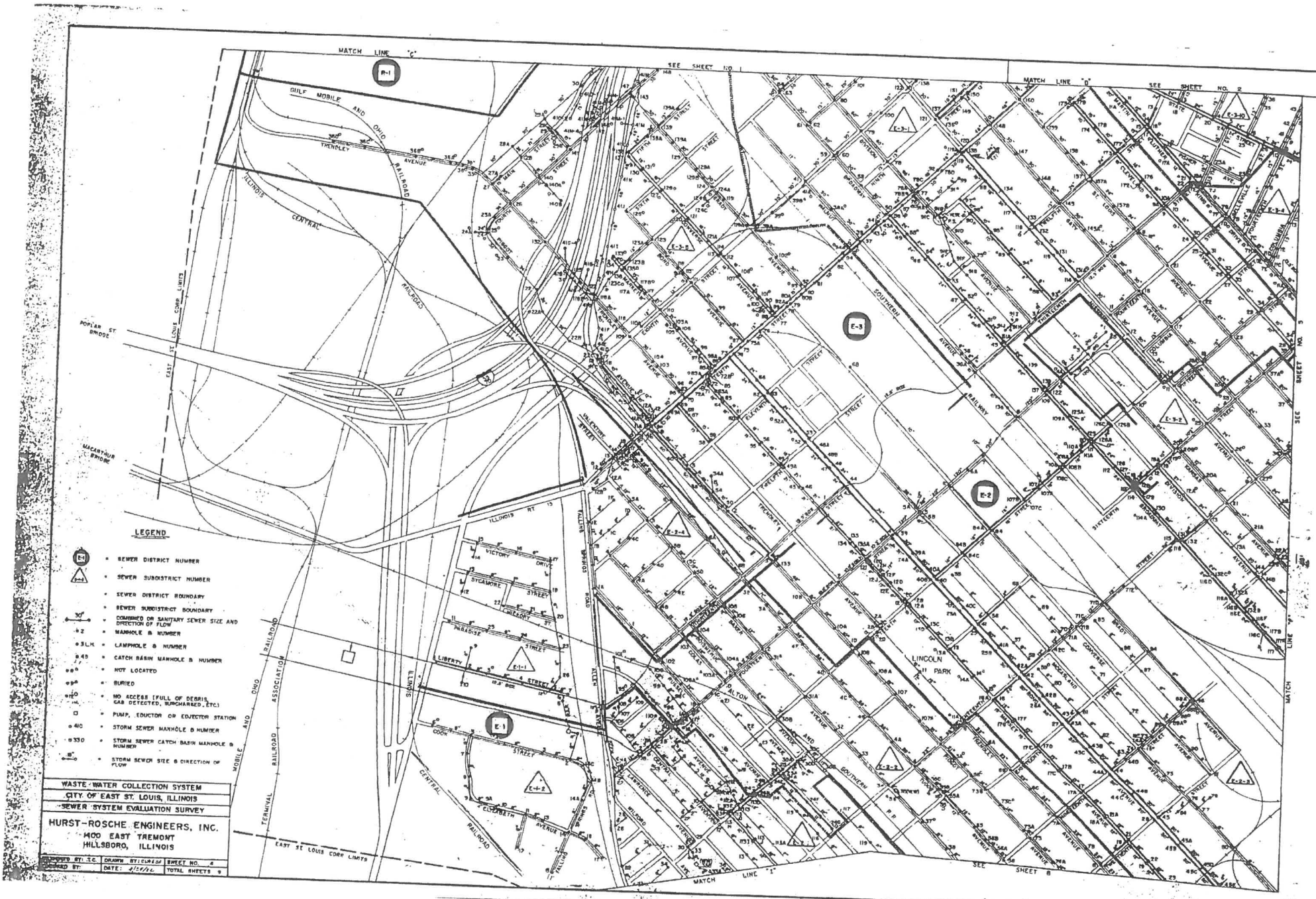
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










- LEGEND**
- SEWER DISTRICT NUMBER
 - SEWER SUBDISTRICT NUMBER
 - SEWER DISTRICT BOUNDARY
 - SEWER SUBDISTRICT BOUNDARY
 - COMBINED OR SANITARY SEWER
 - SIZE & DIRECTION OF FLOW
 - MANHOLE & NUMBER
 - LAMPHOLE & NUMBER
 - CATCH BASIN MANHOLE & NUMBER
 - NOT LOCATED
 - BURIED
 - NO ACCESS (FULL OF DEBRIS, GAS DETECTED, SURCHARGED, ETC.)
 - PUMP, EJECTOR OR EJECTOR STATION
 - STORM SEWER MANHOLE & NUMBER
 - STORM SEWER CATCH BASIN MANHOLE & NUMBER
 - STORM SEWER SIZE AND DIRECTION OF FLOW

WASTE WATER COLLECTION SYSTEM
 CITY OF EAST ST. LOUIS, ILLINOIS
 SEWER SYSTEM EVALUATION SURVEY
 HURST-ROSCHÉ ENGINEERS, INC.
 400 EAST TREMONT
 HILLSBORO, ILLINOIS

DESIGNED BY: S.C. GAWR
 CHECKED BY: DATE: 2/1/78
 DRAWN BY: J.M. GAWR
 DATE: 2/1/78
 TOTAL SHEETS: 10



LEGEND

-  SEWER DISTRICT NUMBER
-  SEWER SUBDISTRICT NUMBER
-  SEWER DISTRICT BOUNDARY
-  SEWER SUBDISTRICT BOUNDARY
-  COMBINED OR SANITARY SEWER SIZE AND DIRECTION OF FLOW
-  MANHOLE & NUMBER
-  LAMPHOLE & NUMBER
-  CATCH BASIN MANHOLE & NUMBER
-  NOT LOCATED
-  BURIED
-  NO ACCESS (FULL OF DEBRIS, CAR DETECTOR, BURCHARD, ETC.)
-  PUMP, EJECTOR OR EJECTION STATION
-  STORM SEWER MANHOLE & NUMBER
-  STORM SEWER CATCH BASIN MANHOLE & NUMBER
-  STORM SEWER SIZE & DIRECTION OF FLOW

WASTE WATER COLLECTION SYSTEM
 CITY OF EAST ST. LOUIS, ILLINOIS
 SEWER SYSTEM EVALUATION SURVEY
 HURST-ROSCHKE ENGINEERS, INC.
 400 EAST TREMONT
 HILLSBORO, ILLINOIS

DRAWN BY: J.C. DATE: 4/26/66 SHEET NO. 4
 CHECKED BY: DATE: 4/26/66 TOTAL SHEETS 9

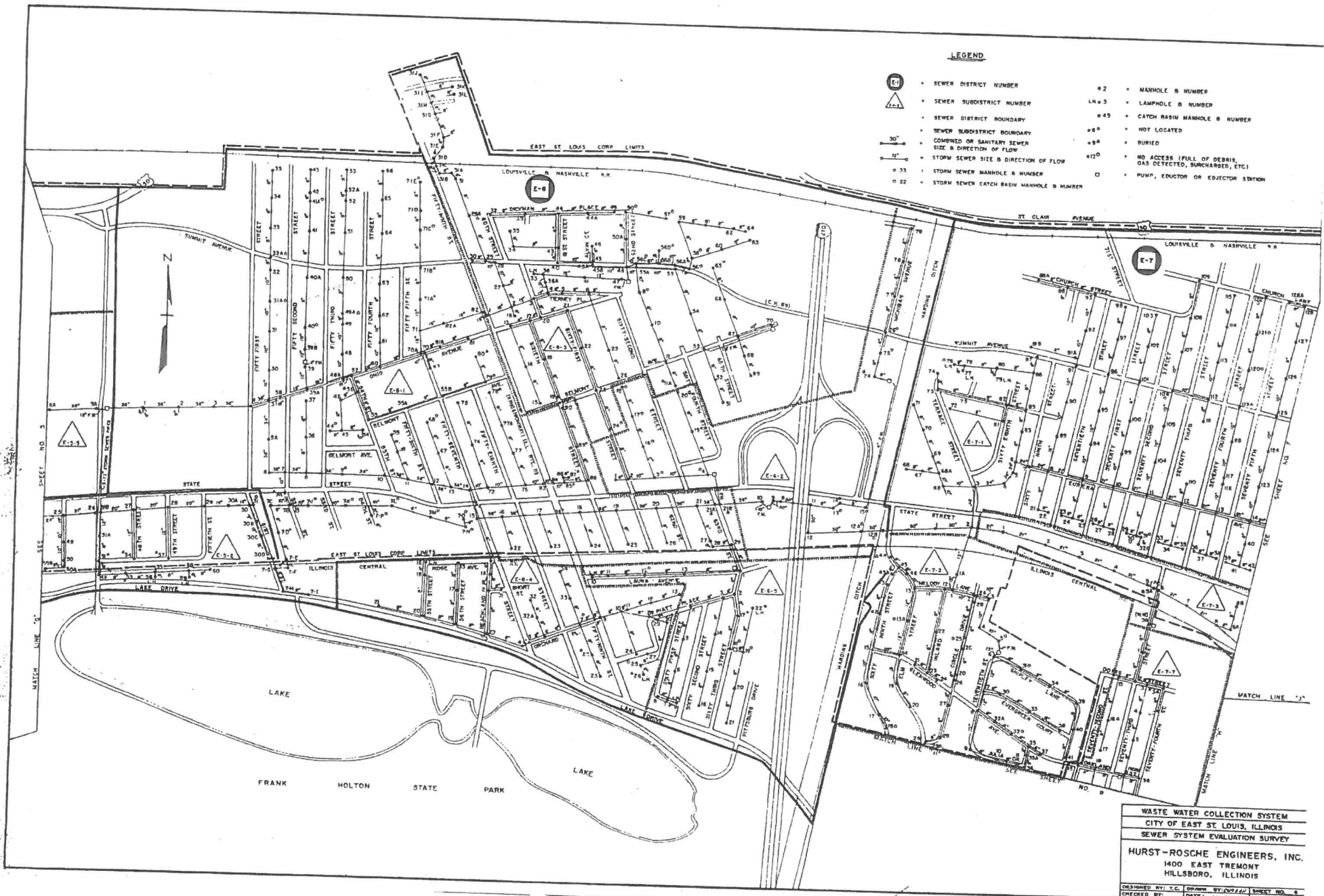


LEGEND

- SEWER DISTRICT NUMBER
- SEWER SUBDISTRICT NUMBER
- SEWER DISTRICT BOUNDARY
- SEWER SUBDISTRICT BOUNDARY
- COMBINED OR SANITARY SEWER SIZE & DIRECTION OF FLOW
- STORM SEWER MANHOLE & NUMBER
- STORM SEWER CATCH BASIN MANHOLE & NUMBER
- STORM SEWER SIZE & DIRECTION OF FLOW
- MANHOLE & NUMBER
- LAMPHOLE & NUMBER
- CATCH BASIN MANHOLE & NUMBER
- NOT LOCATED
- RUIED
- NO ACCESS (FULL OF DEBRIS, GAS DETECTED, BURIED, ETC.)
- PUMP, EJECTOR OR EJECTOR STATION

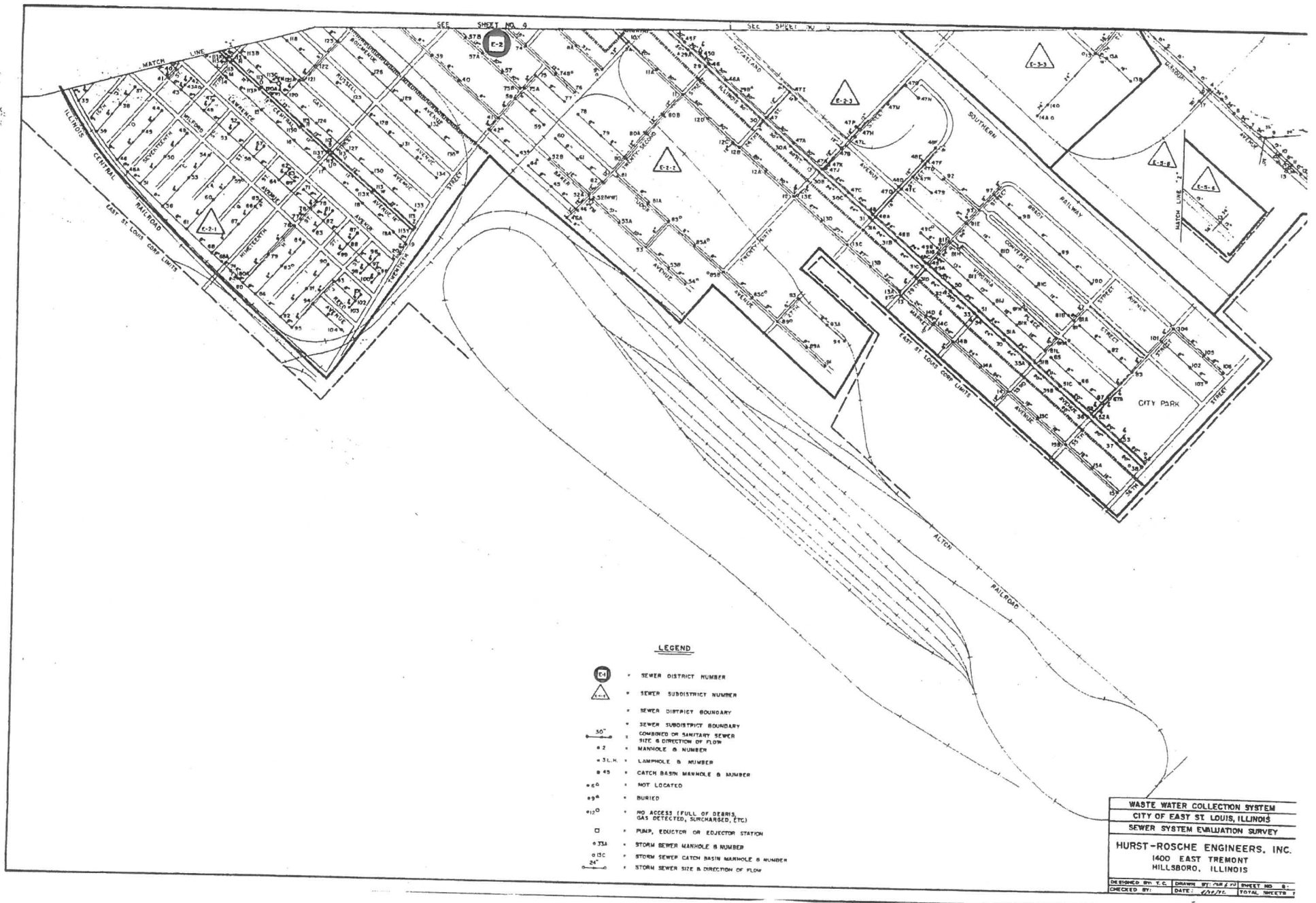
WASTE WATER COLLECTION SYSTEM
 CITY OF EAST ST. LOUIS, ILLINOIS
 SEWER SYSTEM EVALUATION SURVEY
HURST-ROSCOE ENGINEERS, INC.
 1400 EAST TREMONT
 HILLSBORO, ILLINOIS

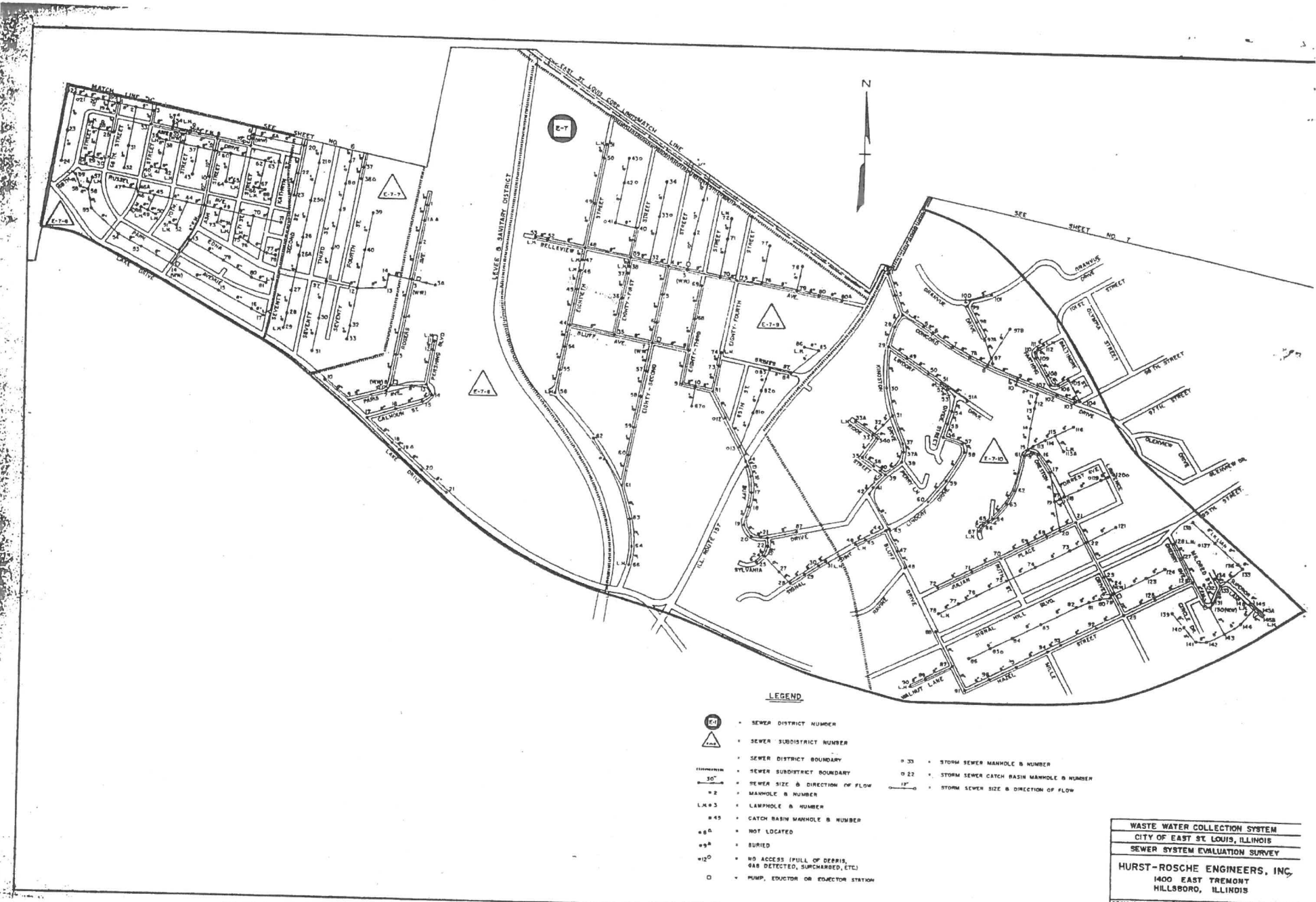
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











LEGEND

- E-6 * SEWER DISTRICT NUMBER
- E-6-1 * SEWER SUBDISTRICT NUMBER
- * SEWER DISTRICT BOUNDARY
- * SEWER SUBDISTRICT BOUNDARY
- * COMBINED OR SANITARY SEWER
- * SIZE & DIRECTION OF FLOW
- 33 * STORM SEWER MANHOLE & NUMBER
- 22 * STORM SEWER CATCH BASIN & NUMBER
- 42 * MANHOLE & NUMBER
- LN 43 * LAMPHOLE & NUMBER
- 45 * CATCH BASIN MANHOLE & NUMBER
- 46 * NOT LOCATED
- 48 * BURIED
- 50 * NO ACCESS (FULL OF DEBRIS, GAS DETECTED, BURIED, ETC.)
- * PUMP, EJECTOR OR EJECTOR STATION





LEGEND

-  SEWER DISTRICT NUMBER
-  SEWER SUBDISTRICT NUMBER
-  SEWER DISTRICT BOUNDARY
-  SEWER SUBDISTRICT BOUNDARY
-  SEWER SIZE & DIRECTION OF FLOW
-  MANHOLE & NUMBER
-  LAMPHOLE & NUMBER
-  CATCH BASIN MANHOLE & NUMBER
-  NOT LOCATED
-  BURIED
-  NO ACCESS (FULL OF DEBRIS, WAS DETECTED, SURCHARGED, ETC.)
-  PUMP, EJECTOR OR EJECTOR STATION
-  STORM SEWER MANHOLE & NUMBER
-  STORM SEWER CATCH BASIN MANHOLE & NUMBER
-  STORM SEWER SIZE & DIRECTION OF FLOW

WASTE WATER COLLECTION SYSTEM	
CITY OF EAST ST. LOUIS, ILLINOIS	
SEWER SYSTEM EVALUATION SURVEY	
HURST-ROSCH ENGINEERS, INC.	
1400 EAST TREMONT	
HILLSBORO, ILLINOIS	
DESIGNED BY: T.C. DUNN	DRAWN BY: J. ROSE
CHECKED BY: _____	DATE: 1/21/72
SHEET NO. 5	TOTAL SHEETS 6

**CITY OF CAHOKIA HEIGHTS
SANITARY SEWER SYSTEM
OPERATION AND MAINTENANCE PROGRAM**

APPENDIX B

Pump Station List and Inspection Checklist

Cahokia Heights Sanitary Lift Stations

No.	Lift Station Name	Location	Nearest Intersection	# of Pumps	Pump Manufacturer	Pump Horsepower	Warning Light	Bypass	Previous No.
1	Cooper Drive	1001 Camp Jackson Road	Cooper Drive & IL Route 157	2		40			C-6
2	Station 5	2801 Moussette Lane (Front)	Jerome Lane & Moussette Lane	2		40			C-27
3	Blue Water Lane	145 Blue Water Lane	Blue Water Lane & Andrews Drive	1		10	yes		C-3
4	DePaul	305 St. John Drive	St. John Drive & St. Christopher Lane	1		10			C-8
5	Donald Street	210 Donald Street	Donald Street & Smith Street	2		3			C-9
6	Edgar Street	10 Edgar Street	Edgar Street & Circle Creek Drive	1		5			C-10
7	Ellen & Richard	1202 Richard Drive	Ellen Street & Richard Drive	2		3			C-11
8	215 Judith Lane	215 Judith Lane	Judith Lane & Bruce Street	2		3	yes	yes	C-27
9	LaSalle	617 Range Lane	LaSalle Drive & Range Lane	1		3	yes	yes	C-14
10	Miskell Blvd.	222 Miskell Blvd.	Miskell Blvd. & Price Street	2		3	yes		C-15
11	Shack	3702 Falling Springs Road	Jerome Lane & Falling Springs Road	1		5			C-19
12	Station 5A	2801 Moussette Lane (Rear)	Jerome Lane & Moussette Lane	1		3.4	yes		C-19
13	Bruce Street	235 Judith Lane	Bruce Street & Judith Lane	2		3		yes	C-4
14	Carol Road	2000 Delores Street	Carol Road & Delores Street	2		3	yes		C-5
15	Singer	9 Hissrich Blvd.	Mississippi Avenue & Hissrich Blvd.	2		3			C-20
16	Hutchings Street	215 Hutchings Drive	Hutchings Street & IL Route 157	2		3	yes		C-12
17	100 Block of Judith	3407 Falling Springs Road	Judith Lane & Falling Springs Road	2		3			C-1
18	St. Margaret Drive	1120 Margaret Drive	St. Margaret Drive & St. Justin Drive	1		5	yes		C-22
19	Credit Union	10 School Street	Mississippi Avenue & School Street	1		3			C-7
20	Quickway	10 David Street	Mississippi Avenue & David Street	1		3			C-17
21	State Lottery	11 David Street	Mississippi Avenue & David Street	1		3			C-24
22	St Christopher	1500 Andrews Drive	St. Christopher Lane & St. Andrews Drive	2		3			C-21
23	Williams & Ellen	1201 Williams Street	Williams Street & Ellen Street	1		5			C-31
24	VFW	1511 Upper Cahokia Road	Upper Cahokia Road & Judith Lane	1		4			C-29
25	Paris	1804 Harvest Avenue	Paris Avenue & Harvest Avenue	1		3	yes		C-16
26	Rieber	333 Reiber Drive	Reiber Drive & Andrews Drive	1		3			C-18
27	Williams & Kay	1227 Williams Street	Williams Street & Kay Street	1		3			C-32
28	Washington	440 Falling Springs Road	Falling Springs Road & IL Route 157	1		10	yes		C-30
29	King Court	315 King Court	King Court & Andrews Drive	1		3			C-13
30	St. Monica	817 Monica Drive	St. Monica Drive & St. Maud Drive	1					C-23
31	9 Violet	9 Violet Drive	Violet Drive & Laurelee Drive	2	Gorman-Rupp	2.7			W-1
32	51st & Market	5008 Market Avenue	Market Avenue & Moussette Lane	2	Gorman-Rupp	7.5		yes	W-2
33	53rd & Market	5300 Market Avenue	53rd Street & Market Avenue	2	KSB	3.4	yes		W-3

34	63rd & Laura	339 N. 63rd Street	63rd Street & Laura Avenue	2	Roots	5			W-4
35	71st & Ames	7101 Ames Drive	71st Street & Ames Drive	2	Roots	3			W-5
36	73rd & Oakland	456 N. 73rd Street (Rear)	73rd Street & Oakland Street	2	Roots	5			W-6
37	73rd Street	490 N. 73rd Street	73rd Street & Dorris Street	2	Roots	5			W-7
38	75th & Clinton	214 N. 75th Street	75th Street & Pershing Street	2	Roots	2			W-8
39	75th & Pershing	100 N. 75th Street	75th Street & Pershing Street	2	Roots	1.5			W-9
40	82nd & Bellevue	352 N. 82nd Street	82nd Street & Bellevue Avenue	2	Roots	7.5	yes		W-10
41	82nd & Bluff	320 N. 82nd Street	82nd Street & Bluff Road	2	Roots	7.5			W-11
42	Beachland	5651 Lake Drive	Lake Drive & Beachland Place	2	Roots	3	yes		W-12
43	Bridgedale	36 E. Adams Drive	Adams Drive & Baldwin Lane	2	Gorman-Rupp	3	yes		W-14
44	City Hall (Front)	5800 Bond Avenue (Front)	57th Street & Bond Avenue	2	Flgnt	7.5	yes		W-15
45	City Hall (Rear)	5800 Bond Avenue (Rear)	57th Street & Bond Avenue	2	Barnes	4.5			W-16
46	Creston Drive	122 Hazel Avenue	Creston Drive & Hazel Avenue	2	Flgnt	3	yes		W-17
47	Greystone Apartments	107 Greystone Drive	Greystone Drive & Old Missouri Avenue	2	KSB	3.4			W-18
48	I.C. Tracks	7601 Old Missouri Avenue	IL Route 157 & Church Road	2	Grundfos	5.5	yes		W-19
49	Lady of Snows	6927 Old Missouri Avenue	Old Missouri Avenue & IL Route 13	2	Gorman-Rupp	3			W-20
50	Lake Drive Pili Box	7100 Park Place (Rear)	Park Place & Lake Drive	2	Gorman-Rupp	3	yes		W-21
51	Lauralee & Violet	80 Lauralee Drive	Lauralee Drive & Violet Drive	2	Gorman-Rupp	5	yes		W-22
52	Mary Ryans	5800 Old Missouri Avenue	Old Missouri Avenue & 59th Street	2	Fairbanks Morse	5	yes		W-23
53	Mousette Lane	540 Mousette Lane	Mousette Lane & Tudor Avenue	2	Barnes	1.5	yes		W-24
54	Superior	102 Superior Drive	Superior Drive & Circle Drive	2	Crown	7.5	yes		W-26
55	Willie Holmes Pili Box	6951 Ames Drive (Near Elm Street)	Ames Drive & Elm Street	2	Gorman-Rupp	3			W-27
56	42nd & Walnut	208 S. 42nd Street	42nd Street & Brady Avenue						A-5
57	4200 Missouri Avenue	4200 Missouri Ave.	Pocket Road & Missouri Avenue						A-4
58	42nd & Market	500 S. 42nd Street	42nd Street & Market Avenue						A-6
59	37th & Market	3705 Market Avenue	37th Street & Market Avenue						A-7
60	43rd & Tudor	4300 Tudor Avenue (Rear)	43rd Street & Tudor Avenue						A-8
61	Jackson Street	4211 Pocket Road	Pocket Road & Jackson Street						A-2
62	Johnson Lane	239 Pfeiffer Road	Pfeiffer Road & Johnson Lane						A-3
63	ABC Auction	721 S. 45th Street	46th Street & Central Avenue						---
64	Golden Street	602 Golden Street	Golden Street & Dorsey Street				yes		A-1
65	Racehorse Business Park	143 Racehorse Drive	Racehorse Drive & Harness Lane				yes		A-10
66	56th & Central	5601 Russell Avenue (Rear)	56th Street & Central Avenue						A-9
67	Church Road	6211 Church Road	59th Street & Church Road						W-25
68	High School Station	800 Range Lane	Range lane & Doris Avenue				yes		C-25
69	Diversion	1689 Jerome Lane	Jerome Lane & Wesley Avenue						C-26

PUMP STATION INSPECTION CHECKLIST
CITY OF CAHOKIA HEIGHTS WATER AND SEWER DEPARTMENT

Pump Station Name: _____
Pump Station Location: _____
Number of Pumps: _____
Pump Manufacturer: _____
Pump Horsepower: _____

Inspection Date: _____
Inspected By: _____

WETWELL:

- Inspect interior and exterior surfaces
- Check for proper access hatch operation
- Verify float system operating condition
- Inspect pump guide rails

PUMPS:

- Pull and reset pump (if needed)
- Check for ease of removal and proper sealing at disconnect flange
- Check pump chords for obstructions
- Check pump for normal operation
- Check for unusual noises and/or vibration

VALVE VAULT:

- Check sump pump operation
- Verify pressure gauges are in place (if applicable)
- Check for proper access hatch operation

CONTROL PANEL:

- Verify that wiring schematic is on file in Sewer Department Office
- Inspect enclosure for damage
- Inspect wiring
- Perform operational test
- Verify that electrical conduits are sealed
- Verify high water warning light operation

COMMENTS:

**CITY OF CAHOKIA HEIGHTS
SANITARY SEWER SYSTEM
OPERATION AND MAINTENANCE PROGRAM**

APPENDIX C

Sewer Ordinance and Budget

ORDINANCE NO. 21-1404

AN ORDINANCE AMENDING AND ADOPTING ORDINANCE NO. 1158 AND AN ORDINANCE AMENDING ORDINANCE NO. 969, ENTITLED AN ORDINANCE AMENDING ORDINANCE NO. 627, 721, 807, 843 AND 903 ENTITLED “ AN ORDINANCE REGULATING THE USE OF PUBLIC AND PRIVATE SEWERS AND DRAINS, PRIVATE SEWAGE DISPOSAL, THE INSTALLATION AND CONNECTION OF BUILDING SEWERS, THE DISCHARGE OF WATER AND WASTE INTO THE PUBLIC SEWER SYSTEM AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF; THE LEVYING OF CHARGES FOR WASTEWATER SERVICES (USER CHARGES)”, AND FIXING THE METER RATES AND WATER SERVICE CHARGES AND THE SEWER SERVICE CHARGES OF THE CITY OF CAHOKIA HEIGHTS, ILLINOIS

WHEREAS, the City of Cahokia Heights, Illinois operates and maintains a Waterworks System for furnishing of water supplied to water users in the City of Cahokia Heights, Illinois;

WHEREAS, the City of Cahokia Heights, Illinois operates and maintains public and private sewers and drains and private sewage disposal, installation and connection of building sewers, discharge of waters and waste into public sewer systems in the City of Cahokia Heights; and

WHEREAS, the Village of Cahokia passed Ordinance No. 1158 on February 15, 2011; and

WHEREAS, the City of Cahokia Heights, Illinois wishes to amend and adopt Ordinance No. 1158 to include other fees; and

WHEREAS, it is in the best interest of the City of Cahokia Heights that Ordinance No. 1158 be amended and adopted.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF CAHOKIA HEIGHTS, ST. CLAIR COUNTY, ILLINOIS AS FOLLOWS:

Section 1. That Ordinance No. 1158 of the Village of Cahokia is adopted as an ordinance of the City of Cahokia Heights.

Section 2. That Ordinance No. 1158 of the City of Cahokia Heights is hereby amended to include the following service charges and fees as follows:

Deposit (Resident)	\$ 75.00
Processing fee (Water area)	\$ 40.00
Meter Tampering Charge	\$100.00
Recheck shut-offs – back on	\$100.00
Broken Lock Charge	\$ 75.00
Broken Shut-off Valve Charge	\$100.00
Fire Hydrant Rental Fee (plus water at metered rates)	\$ 50.00
Broken Riser Charge	\$100.00
Disconnect water @ main	\$400.00
Dig (disconnect) up sewer @ main	\$500.00
Initial Connection free; and 2 nd Trip (depending on circumstances)	\$ 40.00
Meter Testing Charge (Customer request/nothing wrong with meter)	\$ 75.00
Second Tampering Charge (in one instance)	\$200.00
All Business Deposit Fee	\$200.00
Illegal usage is calculated by average gallons used (add sewer if we service both)	
Returned Check Charge	\$ 50.00
Lien Release Charge	\$120.00
Jumper Removal Fee	\$100.00
Stolen Meter Charge	\$350.00
Crimp off @ main	\$400.00
Call-out after house customer problem	\$150.00
Water taps over 1" (Time and material) Varies	
Sewer Tap Fee	\$750.00


Section 2. That conflicting ordinances or pertinent portions thereof in effect at the time this ordinance takes effect are hereby repealed.

Section 3. This ordinance shall take effect from and after its passage, approval and publication by pamphlet all as provided by law.

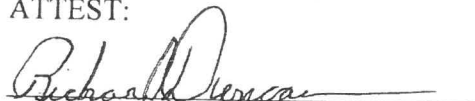
THIS ORDINANCE PRESENTED to the City Council this 13 day of DECEMBER, A.D. 2021

	<u>AYE</u>	<u>NAY</u>
Pearce	<u>Y</u>	<u> </u>
VanMeter	<u>Y</u>	<u> </u>
Jethroe - Franklin	<u>R</u>	<u> </u>
Liddell - Ware	<u>Y</u>	<u> </u>
McCallum	<u>E</u>	<u> </u>
Weeden	<u>Y</u>	<u> </u>
Haywood	<u>Y</u>	<u> </u>
Townsend	<u>Y</u>	<u> </u>

APPROVED by the Mayor of the City of Cahokia Heights, Illinois this 13 day of DECEMBER, A.D. 2021.


MAYOR


ATTEST:


CITY CLERK

STATE OF ILLINOIS)
COUNTY OF ST. CLAIR)

CERTIFICATION

The undersigned City Clerk does herewith certify that the attached is a true and correct copy of the Ordinance duly adopted by the Mayor and City Council of the City of Cahokia Heights at a meeting of the City Council held on the 13 day of DECEMBER, 2021.


CITY CLERK

CAHOKIA HEIGHTS WATER AND SEWER DEPARTMENT - BUDGET

Ordinary Income/Expense	Estimated					
	2022	2023	2024	2025	2026	2027
Income		2022 + 3%	2023 + 3%	2024 + 3%	2025 + 3%	2026 + 3%
Water Fee Income	2,055,877.50	2,055,877.50	2,055,877.50	2,055,877.50	2,055,877.50	2,055,877.50
Sewer Fee Income	3,182,391.08	3,182,391.08	3,182,391.08	3,182,391.08	3,182,391.08	3,182,391.08
Bad Check Fees	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Reconnect Fees	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Penalties-Water	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Penalties-Sewer	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Other Income	5,200.00	5,200.00	5,200.00	5,200.00	5,200.00	5,200.00
Total Income	5,255,468.58	5,413,132.64	5,575,526.62	5,742,792.42	5,915,076.19	6,092,528.47
Expense		2022 + 7% CPIU	2023 + 6%	2024 + 5%	2025 + 4%	2026 + 3%
Accounting-CIVIC SYSTEMS	11,435.00	12,235.45	12,969.58	13,618.06	14,162.78	14,587.66
MEMJAWA	600,000.00	642,000.00	680,520.00	714,546.00	743,127.84	765,421.68
Bank Charges	270.70	289.65	307.03	322.38	335.27	345.33
Central Laborers Pension Fund	20,000.00	21,400.00	22,684.00	23,818.20	24,770.93	25,514.06
Dues & Subscriptions	350.00	374.50	396.97	416.82	433.49	446.50
Equipment Expense	275,000.00	294,250.00	311,905.00	327,500.25	340,600.26	350,818.27
Laborers Local 100	0.00	0.00	0.00	0.00	0.00	0.00
Penalties	75.00	80.25	85.07	89.32	92.89	95.68
Fuel & Oil	90,000.00	96,300.00	102,078.00	107,181.90	111,469.18	114,813.25
Insurance-Vehicle & Building	25,000.00	26,750.00	28,355.00	29,772.75	30,963.66	31,892.57
Drug Testing Fees	1,000.00	1,070.00	1,134.20	1,190.91	1,238.55	1,275.70
Maintenance-Sewer Lines	48,000.00	51,360.00	54,441.60	57,163.68	59,450.23	61,233.73
Maintenance-Water Distribution	57,000.00	60,990.00	64,649.40	67,881.87	70,597.14	72,715.06
Maintenance-SW Canisters	600.00	642.00	680.52	714.55	743.13	765.42
Postage	50,000.00	53,500.00	56,710.00	59,545.50	61,927.32	63,785.14
Miscellaneous	10,000.00	10,700.00	11,342.00	11,909.10	12,385.46	12,757.03
Office Supplies	13,000.00	13,910.00	14,744.60	15,481.83	16,101.10	16,584.14
Payroll Wages	1,200,000.00	1,284,000.00	1,361,040.00	1,429,092.00	1,486,255.68	1,530,843.35
Payroll Taxes-FICA/MDCR	96,000.00	102,720.00	108,883.20	114,327.36	118,900.45	122,467.47
Payroll Taxes-Unemployment	42,000.00	44,940.00	47,636.40	50,018.22	52,018.95	53,579.52
Payroll Taxes-Work Comp	360,000.00	385,200.00	408,312.00	428,727.60	445,876.70	459,253.01
Payroll Taxes-Work Pension	57,000.00	60,990.00	64,649.40	67,881.87	70,597.14	72,715.06
Rental Equipment-Office	5,000.00	5,350.00	5,671.00	5,954.55	6,192.73	6,378.51
Repairs-Vehicles	26,000.00	27,820.00	29,489.20	30,963.66	32,202.21	33,168.27
Repairs-Equipment	7,000.00	7,490.00	7,939.40	8,336.37	8,669.82	8,929.92
Subcontractors	550,000.00	588,500.00	623,810.00	655,000.50	681,200.52	701,636.54
Equipment Rental	500.00	535.00	567.10	595.46	619.27	637.85
Telephone	4,000.00	4,280.00	4,536.80	4,763.64	4,954.19	5,102.81
Training Seminars	2,000.00	2,140.00	2,268.40	2,381.82	2,477.09	2,551.41
Regions Credit Card	6,000.00	6,420.00	6,805.20	7,145.46	7,431.28	7,654.22
Utilities	12,500.00	13,375.00	14,177.50	14,886.38	15,481.83	15,946.28
Utilities-Electrical	96,000.00	102,720.00	108,883.20	114,327.36	118,900.45	122,467.47
Waste Disposal Service	1,500.00	1,605.00	1,701.30	1,786.37	1,857.82	1,913.55
Water Testing	15,000.00	16,050.00	17,013.00	17,863.65	18,578.20	19,135.54
Total Expense	3,682,230.70	3,939,986.85	4,176,386.06	4,385,205.36	4,560,613.58	4,697,431.98
Reserves						
Legal Reserve Fund	471,971.36	441,943.74	419,742.17	407,276.12	406,338.78	418,528.95
Reserves-Water Improvement/Emergency Fund	471,971.36	441,943.74	419,742.17	407,276.12	406,338.78	418,528.95
Capital Improvement Reserve	629,295.15	589,258.32	559,656.22	543,034.82	541,785.04	558,038.60
Total Reserves	1,573,237.88	1,473,145.79	1,399,140.56	1,357,587.05	1,354,462.61	1,395,096.49

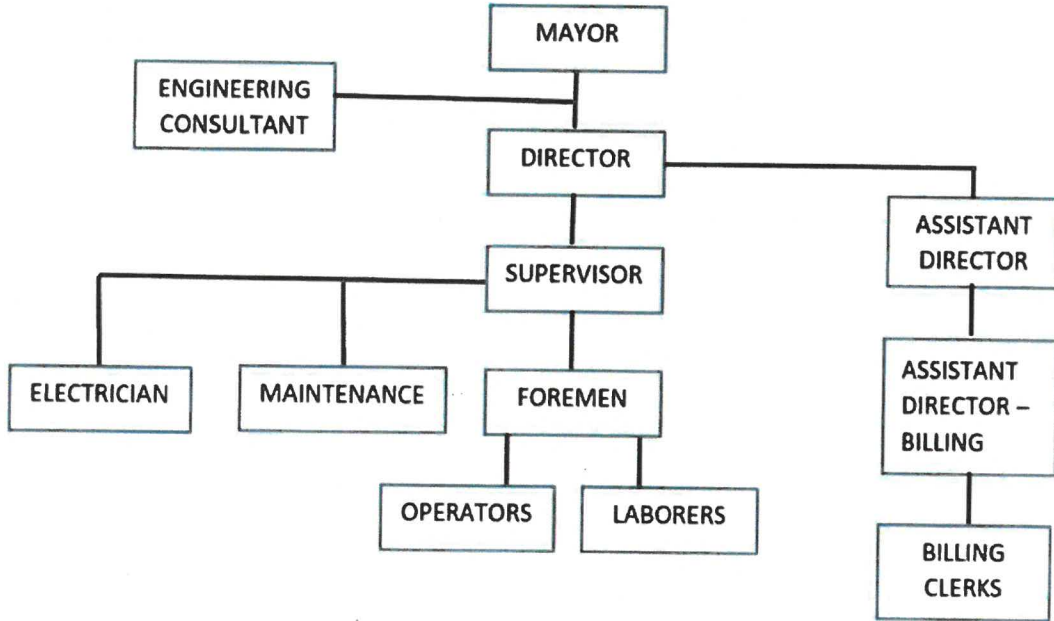
**CITY OF CAHOKIA HEIGHTS
SANITARY SEWER SYSTEM
OPERATION AND MAINTENANCE PROGRAM**

APPENDIX D

Organizational Chart

**CITY OF CAHOKIA HEIGHTS
SANITARY SEWER SYSTEM
OPERATION AND MAINTENANCE PROGRAM**

SEWER DEPARTMENT ORGANIZATION



**CITY OF CAHOKIA HEIGHTS
SANITARY SEWER SYSTEM
OPERATION AND MAINTENANCE PROGRAM**

APPENDIX E

Maintenance Program Information

City of Cahokia Heights

Water & Sewer Department

Heavy equipment maintenance checklist

This maintenance checklist has been broken down into checks that are required daily, versus checks that are required based on operating hours. Each piece of construction equipment will be used at different times and for different durations. That's why the schedule of preventive maintenance is based on hours in operation instead of by date.

Daily pre-operation checks:

Before firing up the equipment, operators are required to perform a visual inspection before signing off and the beginning of their shift. This includes a variety of hands-on and visual inspections before, during, and after operating the heavy equipment. Operators should note any issues as soon as they are noticed so they can be addressed in a timely manner.

Pre-start checks (walk around)

Before you start the heavy equipment, perform these checks:

- **Parking:** Is the piece of equipment parked in a safe space?
- **Hazards:** Are there any tripping hazards? Are there any overhead hazards?
- **Damaged/worn/loose parts:** Inspect the overall condition.
- **Leaks:** Look under the equipment for any wet spots.
- **Fluid analysis:** Check engine oil fluid levels, power steering fluid levels, windshield washer fluid.
- **Undercarriage:** Look for worn or missing bogies or rollers, track tension, and overall condition on excavators.
- **Check tires:** Look for low or sagging tires, cuts to cord depth, damage, and general wear.
- **Valve stems:** Are caps present and securely screwed?
- **Steering:** Check for excessive play.
- **Belts:** Check for cracks, fraying, or splits.
- **Hoses:** Check for pinched, cracked, or loose hoses.
- **Suspension system:** Does the equipment bounce or vibrate when it's in motion? Listen for any irregular noises when going over bumps or turning the wheel.
- **Battery:** If accessible, inspect cables, clamps, and connections. Are any loose? Is there any corrosion?
- **Cab condition:** Check glass, mirrors, wiper blades, horn, and seat belts.

Warm-up checks

Perform these checks after the equipment has been running for five to 10 minutes:

- **Air filter system:** Check for warnings. Replace or clean the filter if necessary.
- **Listen for unusual noises**
- **Dashboard gauges:** Do they appear to be working and at safe, operating levels?
- **Lights:** Test the lights. Headlights, high beams, signal lights, brake lights, and backup lights.
- **Hydraulic system:** Test all hydraulic lines and systems. For example, with a dump truck, raise the dump body, or with an excavator, move the bucket, stick, and boom. Listen and watch for issues. Are there any leaks? Is everything functioning properly? Are there any irregular noises?
- **Check fluid levels:** Engine, steering tank, hydraulic oil, power terrain, engine coolant, and swing drives.
- **Brakes:** Test that the brakes work properly.

Daily operating checks

During operation, watch and listen for irregularities:

- **Listen for unusual noises**
- **Monitor gauges**
- **Feel for excessive vibrations**
- **Watch for any equipment performance changes**

Shutdown check

After every shift, take the following actions:

- **Fill the fuel tank:** Fill the tank all the way to full.
- **Idle engine:** Allow the vehicle to idle for five minutes before shutting down completely.
- **Park the vehicle in a safe place:** Engage the parking brake.
- **Clean or wash vehicle:** As needed.

Every 250 to 500 hours:

Around 250 to 500 hours, it is best practice to schedule a basic engine service. This involves a number of checks and actions:

- **Perform oil changes**
- **Change oil filters**
- **Change engine air filters**
- **Change fuel filters**

Oil change intervals will rely on the quality of oil and filter being used in each piece of equipment.

Every 1,000 to 1,200 hours

- **Replace cabin air filters**
- **Replace coolant filter** (if applicable)
- **Inspect air dryer** (if applicable)

Every 4,800 to 5,000 hours

- **Change return filters:** Applicable for heavy equipment like hydraulic excavators.
- **Check hydraulic filters:** Replace at 80%.
- **Check hydraulic oils:** Fill or change if necessary.
- **Conduct transmission differentials service**
- **Check pins and bushing:** How much play is in the joints? Are they worn out?
- **Check radiator**
- **Change antifreeze,** except when coolant is Extended Life Coolant (ELC).
- **Check hydraulic tank**

Cross-reference the equipment manual

While the checklist above will help with preventative maintenance and be a great addition to any maintenance plan, we recommend cross-referencing these checklist items and frequencies with the ones listed in the manual for each piece of heavy equipment.

Each machine will have its own manufacturer's recommendations that operators and fleet managers should familiarize themselves with.

Schedule regular maintenance

Successful heavy equipment management requires a commitment to the maintenance schedule.

Know the equipment history & storing service records

Each piece of equipment should have a detailed record including maintenance history, repairs, and any major issues or incidents.

This type of information is useful when it comes to future maintenance or repairs and helps fleet managers be more effective. With an organized record of equipment history, they can schedule preventive maintenance more accurately, which helps minimize operating costs.

City of Cahokia Heights

Water & Sewer Department

Equipment Maintenance Checklist

Pre-start checks (walk around)

Before you start the heavy equipment, perform these checks:

- Parking:** Is the piece of equipment parked in a safe space?
- Hazards:** Are there any tripping hazards? Are there any overhead hazards?
- Damaged/worn/loose parts:** Inspect the overall condition.
- Leaks:** Look under the equipment for any wet spots.
- Fluid analysis:** Check engine oil fluid levels, power steering fluid levels, windshield washer fluid.
- Undercarriage:** Look for worn or missing bogies or rollers, track tension, and overall condition on excavators.
- Check tires:** Look for low or sagging tires, cuts to cord depth, damage, and general wear.
- Valve stems:** Are caps present and securely screwed?
- Steering:** Check for excessive play.
- Belts:** Check for cracks, fraying, or splits.
- Hoses:** Check for pinched, cracked, or loose hoses.
- Suspension system:** Does the equipment bounce or vibrate when it's in motion? Listen for any irregular noises when going over bumps or turning the wheel.
- Battery:** If accessible, inspect cables, clamps, and connections. Are any loose? Is there any corrosion?
- Cab condition:** Check glass, mirrors, wiper blades, horn, and seat belts.

City of Cahokia Heights

Water & Sewer Department

Equipment Maintenance Checklist

Warm-up checks

Perform these checks after the equipment has been running for five to 10 minutes:

- Air filter system:** Check for warnings. Replace or clean the filter if necessary.
- Listen for unusual noises**
- Dashboard gauges:** Do they appear to be working and at safe, operating levels?
- Lights:** Test the lights. Headlights, high beams, signal lights, brake lights, and backup lights.
- Hydraulic system:** Test all hydraulic lines and systems. For example, with a dump truck, raise the dump body, or with an excavator, move the bucket, stick, and boom. Listen and watch for issues. Are there any leaks? Is everything functioning properly? Are there any irregular noises?
- Check fluid levels:** Engine, steering tank, hydraulic oil, power terrain, engine coolant, and swing drives.
- Brakes:** Test that the brakes work properly.

Daily operating checks

During operation, watch and listen for irregularities:

- Listen for unusual noises**
- Monitor gauges**
- Feel for excessive vibrations**
- Watch for any equipment performance changes**

Shutdown check

After every shift, take the following actions:

- Fill the fuel tank:** Fill the tank all the way to full.
- Idle engine:** Allow the vehicle to idle for five minutes before shutting down completely.
- Park the vehicle in a safe place:** Engage the parking brake.
- Clean or wash vehicle:** If a washing station is available.

**City of Cahokia Heights
Water & Sewer Department
Equipment Maintenance Checklist**

Every 250 to 500 hours:

Around 250 to 500 hours, it is best practice to schedule a basic engine service. This involves a number of checks and actions:

- Perform oil changes
- Change oil filters
- Change engine air filters
- Change fuel filters

*Oil change intervals will rely on the quality of oil and filter being used in each piece of equipment.

Every 1,000 to 1,200 hours

Around 1,000 to 1,200 hours, perform these checks:

- Replace cabin air filters
- Replace coolant filter (if applicable)
- Inspect air dryer (if applicable)

Every 4,800 to 5,000 hours

Around 4,800 to 5,000 hours, take the following actions:

- Change return filters: Applicable for heavy equipment like hydraulic excavators.
- Check hydraulic filters: Replace at 80%.
- Check hydraulic oils: Fill or change if necessary.
- Conduct transmission differentials service
- Check pins and bushing: How much play is in the joints? Are they worn out?
- Check radiator
- Change antifreeze, except when coolant is Extended Life Coolant (ELC).
- Check hydraulic tank

City of Cahokia Heights Water & Sewer Department Equipment Checklist

Date	Equipment	Inspection / Maintenance / Repair / Service Required	Service or Repair Date	Initials
	Backhoe			
	Vac Truck			
	Dump Truck			
	Pumps			



City of Cahokia Heights
Water & Sewer Department

VEHICLE MAINTENANCE PROGRAM

Vehicle Maintenance Program

The goals of the vehicle maintenance program of the Cahokia Heights Water & Sewer Department are to support safe, reliable, and high quality transit services while making maximum use of financial resources. The purpose of the maintenance plan is to provide consistent, systematic and integrated program guidance that will enable the City of Cahokia Heights to properly maintain and service its vehicles in support of revenue operations. An effective maintenance plan ensures safe, clean and comfortable transit vehicles on the road and maximizes transit vehicle life.

Preventive Maintenance (PM)

Regular maintenance is performed at pre-scheduled cycles (the first week of the month) to ensure optimal performance, efficiency, safety and reliability of assigned equipment. Preventive maintenance is based on the manufacturer's suggested recommendations.

During the PM scheduled service, the employee will document all defects found and will have all defects listed on the repair order and corrected prior to returning the transit vehicle to service.

Maintenance Records

Maintenance records will be kept for each vehicle. All maintenance performed on the vehicle will be recorded and maintained for as long as the Water & Sewer Department owns the vehicle.

Accident/Incident Reporting

City of Cahokia Heights Water & Sewer Department employees are required to report all accidents and incidents. Report forms are available for this purpose (See Attachment A). Notification procedures have been established so that drivers are aware of whom to contact in case of an accident or emergency. Transit employees are also aware of the drug testing requirements in certain accident situations.

Attachment A Accident/Incident Report Form

Vehicle Accident Report Form
Incident Injury Report Form



Motor Vehicle Accident Report

City Of Cahokia Heights

Department		Accident Date	Accident Time	Report Date	Report Time	Name of Immediate Supervisor		
Occupation		Employment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Other:						
EMPLOYEE	Name		Date of Birth	Age	Home Phone (931) - -		Work Phone (931) - -	
	Home Address		City		State	Zip		
	Equipment Used at Time of Accident <input type="checkbox"/> Seat Belt <input type="checkbox"/> Other							
SIGN	I understand and agree the information contained on this form is true and correct to the best of my ability.							
	Employee Signature:				Date:			
FOLLOWING SECTIONS TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR								
ACCIDENT INFORMATION	Accident Location (street address or nearest street)					City Property <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Describe What Happened			Collision Type	Contributing Factors By City Driver <input type="checkbox"/> Unavoidable <input type="checkbox"/> Preventable			
	Sketch Accident Scene Below			Vehicle Make	Model	Year		
				Damage to City Vehicle <input type="checkbox"/> Over \$1,000 <input type="checkbox"/> Vehicle Towed from Scene				
				Name of Other Driver				
				Address of Other Driver				
				City		State	Zip Code	
				Home Phone Number () -		Work Phone Number () -		
				Other Driver's Vehicle (Year, Make, Model)				
				Other Driver's License (Number and State)				
Witness Name								
Home Phone Number () -				Work Phone Number () -				
SUPERVISOR'S INFO	Was Employee Injured? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was DOT Drug/Alcohol Screening Done? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was Safety Coordinator or HR Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	What Steps Are Being Taken To Prevent A Similar Accident?							
	Did Accident Involve a Fatality or Hospitalization of 3 or More Employees? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was Anyone in Accident Treated Medically Away from Accident Scene? <input type="checkbox"/> Yes <input type="checkbox"/> No					
	Weather at Time of Accident		Was Employee Trained to Operate Vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was Accident Reported To Police? <input type="checkbox"/> Yes (attach copy) <input type="checkbox"/> No			
REVIEW	Report Prepared By		Signature			Date		
	Supervisor Reviewing Report		Signature			Date		
	Department Head		Signature			Date		
	Date Received by Risk Management		Follow Up Required <input type="checkbox"/> Yes <input type="checkbox"/> No		Other Action		Send Report to HR <input type="checkbox"/> Yes	

City of Cahokia Heights Water & Sewer Dept.

Monthly Vehicle Inspection Form

DRIVER: USE THIS CHECK LIST AS A GUIDE FOR INSPECTING THE VEHICLE.

CHECK "OK" IF ITEM FUNCTIONS PROPERLY AND "REPAIR" IF REPAIR IS NEEDED.

Vehicle receiving inspection:

(VIN #) _____ Unit:# _____

Odometer Reading: _____ Driver Name: _____

OK/Yes	Repair	Engine Off Criteria
		Engine oil within acceptable limits
		Fan belts tight and show no obvious damage
		Coolant level acceptable
		Tire tread and sidewalls show no damage
		Tire inflation
		Windows clean inside and out
		Windshield wipers clean and not stuck to windshield
		Seat belt functions correctly
		Emergency/Incident reporting kits available
		Fire extinguisher available
		Engine On Criteria
		Headlights function on both HI and Lo Beam
		Turn signals function
		Brake lights function including third brake light
		Reverse lights/Backup alarm functions
		Fuel leaks discovered
		Horn sounds
		Mirrors function and are clean
		Brakes function correctly
		Any new damage noted prior to using this vehicle

Notes: _____

I have personally inspected the vehicle above and have found it to be in the condition listed above.

Signature: _____

Date: _____

Maintenance Schedule (Normal Conditions)

Follow the Normal Maintenance Schedule if the severe driving conditions specified in the Severe Conditions Maintenance Schedule do not apply.

NOTE: If you only OCCASIONALLY drive under a "severe" condition, you should follow the Normal Conditions Maintenance Schedule.

Service at the indicated distance or time – whichever comes first.	miles x 1,000	15	30	45	60	75	90	105	120
	km x 1,000	24	48	72	96	120	144	168	192
	months	12	24	36	48	60	72	84	96
Replace engine oil	Replace every 7,500 miles (12,000 km) or 12 months								
Replace engine oil filter	•	•	•	•	•	•	•	•	•
Check engine oil and coolant	Check oil and coolant at each fuel stop								
Replace air cleaner element		•		•		•		•	
Inspect valve clearance	At 30,000 miles (48,000 km) only								
Replace spark plugs		•		•		•		•	
Replace timing belt and inspect water pump								•	
Inspect and adjust drive belts		•		•		•		•	
Inspect idle speed								•	
Replace engine coolant			•		•		•		•
Replace transmission fluid							•		
Inspect front and rear brakes	•	•	•	•	•	•	•	•	•
Replace brake fluid			•		•		•		•
Check parking brake adjustment	•	•	•	•	•	•	•	•	•
Rotate tires (Check tire inflation and condition at least once per month)	Rotate tires every 7,500 miles (12,000 km)								
Visually inspect the following items:									
Tie rod ends, steering gear box, and boots									
Suspension components									
Driveshaft boots									
Brake hoses and lines (including ABS)	•	•	•	•	•	•	•	•	•
All fluid levels and condition of fluids									
Cooling system hoses and connections									
Exhaust system									

**CITY OF CAHOKIA HEIGHTS
SANITARY SEWER SYSTEM
OPERATION AND MAINTENANCE PROGRAM**

APPENDIX F

Manhole Inspection Forms

MANHOLE INSPECTION SHEET

CLIENT: _____
 FACILITY: _____
 PROJECT NO. _____
 STRUCTURE ID: _____
 NOTE TAKER: _____
 INSPECTOR: _____
 WEATHER: _____
 TIME: _____ DATE: _____

NORTH _____ EAST _____ ELV. T/R _____

MH LOCATION: _____

MH DEPTH: _____ MH STEPS: GOOD _____ FAIR _____ POOR _____

MH LID: SUBJ. TO INUNDATION: YES _____ NO _____ INFLOW _____
 SOLID _____ VENTED _____ INFLOW _____
 BROKEN _____ MISSING _____ INFLOW _____

MH RING: GOOD _____ BROKEN _____ MISSING _____

MH WALLS: BRICK _____ PRECAST _____ OTHER _____
 DEBRIS ON MH WALLS: HEAVY _____ LIGHT _____

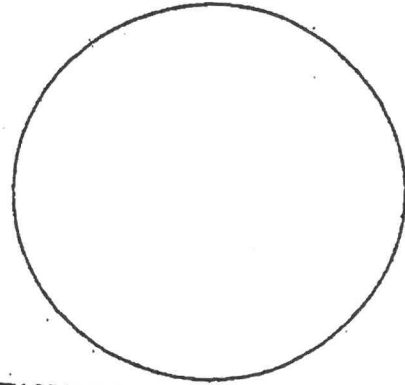
ROOTS IN WALLS _____ INFILTRATION _____
 PAST SURCHARGING _____ HEIGHT ABOVE INVERT _____

DETERIORATED WALLS _____ INFILTRATION _____
 HOLE IN MH WALLS _____ INFILTRATION _____ INFLOW _____
 CRACK IN MH WALLS _____ INFILTRATION _____ INFLOW _____
 HOLE IN MH CONE _____ INFILTRATION _____ INFLOW _____
 CRACK IN MH CONE _____ INFILTRATION _____ INFLOW _____
 OTHER DEFECTS _____ INFILTRATION _____ INFLOW _____

MH BENCH: DETERIORATED _____ INFILTRATION _____ INFLOW _____
 SEDIMENT ON BENCH: HEAVY _____ MEDIUM _____ LIGHT _____ TYPE _____
 OTHER: _____

MH INVERT: DETERIORATED _____ INFILTRATION _____ INFLOW _____
 SEDIMENT IN INVERT: HEAVY _____ MEDIUM _____ LIGHT _____ TYPE _____

FLOW PATTERN



DEPTH OF FLOW: _____

LINE NUMBER:	LINE DESCRIPTION											
	1			2			3			4		
LINE SIZE												
MATERIAL	PVC	HDPE	OTHER	PVC	HDPE	OTHER	PVC	HDPE	OTHER	PVC	HDPE	OTHER
DEPTH FROM MP TO FL												

GENERAL COMMENTS:

**CITY OF CAHOKIA HEIGHTS
SANITARY SEWER SYSTEM
OPERATION AND MAINTENANCE PROGRAM**

APPENDIX G

SSO Procedures



CITY OF CAHOKIA HEIGHTS

January 27, 2022

RE: SANITARY SEWER OVERFLOW EMERGENCY RESPONSE PROCEDURES (Amended)

Mr. Adamiec,

Per your request, I have updated our SSO Procedure List.

The purpose of this document is to set procedures for the City of Cahokia Heights Water and Sewer staff responding to emergency situations and to accurately and consistently identify, investigate, and report sanitary sewer overflows (SSOs) in compliance with the Illinois Environmental Protection Agency's regulatory requirements.

It is the City's goal to protect public health and safety, and prevent adverse impacts to the environment. Primarily our staff is expected to achieve timely and expeditious response to reports of all potential SSOs, as well as ensuring all reasonable steps are taken to contain and prevent sewage from entering homes, yards, ditches and other sections of the City's service area. The City's sewer department staff will do their best to minimize or correct any adverse impact of overflows in case they occur.

I. Objectives

- A. Provide timely and proper notifications of responders, regulatory agencies, and other potentially affected entities (see list of persons and/or agency contacts on page two)
- B. Minimize adverse impacts of SSOs
- C. Ensure corrective action is taken in a timely manner
- D. Ensure compliance with current regulatory requirements
- E. Ensure accurate and consistent identification, investigation, and reporting of emergency response situations
- F. Ensure appropriate staff are aware of and follow the emergency response plan, and address emergency operations and other necessary response activities

II. Roles and Responsibilities – City of Cahokia Heights Staff

- A. Administrative: Responsible for processing forms and providing reports to management as required per procedure.
- B. Administrative: Responsible for these procedures and ensuring it satisfies requirements of the IEPA. Also responsible for providing a sewer department laborer when a SSO is identified and for flow monitoring services.
- C. Public Relations: The mayor will appoint someone responsible for interface between the City and the public, the media.
- D. Office Clerks: Responsible for utilizing call-handling procedures to determine callers' reported problems. Relay all call information to the Sewer Foreman in a timely manner
- E. Administrative: Responsible for site investigation, containment, recovery, service restoration, cleanup, data collection, reporting, and following customer contact procedures detailed in this procedure list.
- F. Laborers: Any water/sewer staff who witness an SSO will notify a supervisor in a timely manner. At any given time during an emergency event, any staff within this department can be assigned to various tasks or perform any given function relating or pertaining to event-driven requirements.

Cordially,

Sharlin K. Pfeffer, Assistant Director
City of Cahokia Heights Water & Sewer Department



CITY OF CAHOKIA HEIGHTS

Page Two

List of contacts for SSO events:

Adamiec, James <Adamiec.James@epa.gov>; Brown, Michael L. <Michael.L.Brown@Illinois.gov>;
Carlson, Deborah <carlson.deboraha@epa.gov>; Cc: James Nold <jnold@hurst-rosche.com>;
chris.decker@amwater.com; Gayle.renth@illinois.gov; Gillian <asque.gillian@epa.gov>; Joseph Stitely
<Joe.Stitely@Illinois.gov>; joseph.ahlvin@amwater.com; Maraldo, Dean <Maraldo.Dean@epa.gov>;
mscoggins@crowderscoggins.com; R5Weca@epa.gov; Rachel.bretz@amwater.com; Sam F Saucier
<Sam.Saucier@amwater.com>; Terry Sudholt <tsudholt@hurst-rosche.com>; todd.bennett@illinois.gov;
wayne.caughman@illinois.gov; Zach York <zyork@hurst-rosche.com>



Illinois Environmental Protection Agency

Bureau of Water • 1021 North Grand Avenue East • P.O. Box 19276 • Springfield • Illinois • 62794-9276

Sanitary Sewer Overflow or Bypass Notification Summary Report

- Within 24 hours of the occurrence, notify the Illinois EPA regional wastewater staff by telephone, FAX, email or voice mail, if staff are unavailable.
- Within 5 days of the occurrence, provide a written report describing the overflow or bypass, including all information requested on this form. The permittee is required to submit this form or other equivalent written notification to the Illinois EPA at:

Bureau of Water/Compliance Assurance Section - MC #19
 1021 North Grand Avenue East
 P.O. Box 19276
 Springfield, IL 62794-9276

NOTE: You may complete this form online, save a copy locally, print, sign and submit it to the BOW/CAS MC #19, at the above address. You may also print the form before completing it by hand, signing and submitting it. Failure to notify the Illinois EPA as specified may result in fines up to \$10,000 for each day of violation.

Instructions: Use this form to report all unscheduled sanitary sewer overflow or bypass occurrences. Attach additional information as necessary to explain or document the overflow or bypass. For the purpose of this report, an overflow or bypass is defined as the discharge of untreated sewage from the sanitary sewer collection system to a surface water and/or ground due to circumstances such as those identified by the check boxes in the overflow or bypass details section of this form.

Use one form per occurrence. A single occurrence may be more than one day if the circumstances causing the overflow or bypass results in a discharge duration of more than 24 hours. If there is a stop and restart of the overflow or bypass within 24 hours, but it is caused by the same circumstances, report it as one occurrence. If the discharges are separated by more than 24 hours, they should be reported as separate occurrences.

24 Hour Notification Information

Permittee (Municipality or Facility Name): _____ Permit Number: _____ Person Representing Permittee Who Contacted IEPA: _____

Date: _____ Time: AM PM IEPA Office Contacted: _____ Name of IEPA Employee Contacted: _____

Sanitary Sewer Overflow or Bypass Details

Date and Duration of Overflow or Bypass Occurrence (complete a separate form for each occurrence):

Start Date: _____ Time: AM PM Duration of the overflow or bypass (hours and minutes): _____

Estimated Volume of Wastewater Discharged (gallons): _____

WWTP Flow During bypass (report in MGD): Not applicable for a collection system SSO.

Location of the Overflow or Bypass: _____

Circumstances Causing the Overflow or Bypass (check all that apply)

- WPC 733
11/2011
- Rain Power Outage Equipment Failure Other (explain below)
 Snow Melt Broken Sewer Widespread Flooding

Provide a narrative description to further explain why the overflow or bypass occurred. For example, describe what equipment failed. What caused the power outage, or what plugged the sewer. Flooding should only be indicated, as a cause if there is significant flooding that is caused by high river, stream, or lake water levels, not just localized high water in the street.

Wet Weather (if applicable)

Date(s) and Duration of Rainfall:

Start Date: Time: AM PM End Date: Time: AM PM Amount of Rainfall (inches) Amount of Snow Melt (inches)

Contributing Soil Conditions (saturated, frozen, soil type)

Where Did the Discharge from the Overflow or Bypass Go? (check all that apply)

Provide the name of the local receiving water that the wastewater enters, which could be a nearby stream, river, lake, or wetland. If discharge does not enter directly into surface water, but indirectly by way of a ditch or storm sewer, trace the path of the ditch or storm sewer to find the receiving water.

- Runs on ground and absorbs into the soil
Ditch: Name of surface water it drains to:
Storm Sewer: Name of surface water it drains to:
Surface water direct discharge:
Basement Back-ups, (Number & use (i.e.residential, commercial) of buildings affected):
Other, describe:

Actions to Correct This Occurrence and Prevent Future Overflows or Bypasses

Describe what actions were taken to minimize the volume of wastewater discharged from the overflow or bypass reported on this form. Also describe what actions are planned to prevent or minimize future overflows or bypasses. Illinois law and NPDES permits prohibit overflows or bypasses, unless certain specified conditions are met. Sanitary sewer overflows and bypasses may be the subject of enforcement action.

Empty box for describing actions to correct the occurrence and prevent future overflows or bypasses.

Report Completed By

Contact Person:
Street Address:
PO Box:
City: State:
Zip Code: Phone:
County:

Authorized Representative Contact Information

Contact Person:
Title:
Street Address:
PO Box:
City: State:
Zip Code: Phone:
County:

Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))

Authorized Representative Name (Print) Title

Authorized Representative Signature

Date

**CITY OF CAHOKIA HEIGHTS
SANITARY SEWER SYSTEM
OPERATION AND MAINTENANCE PROGRAM**

APPENDIX H

Checklists, Log Sheets, and Other Documentation Tools

City of Cahokia Heights Water & Sewer Dept.

Report # _____

Sanitary Sewer Problem Reported

(circle)

Person receiving call: _____ Date _____ Time _____ AM
PM

Customers Name: _____

Address: _____

Ask the customer the following questions:

1. What is the location of the backup on the property or home? _____
2. Was the washing machine draining before backup started? _____
3. When did the sewer problem start? _____
4. Have you previously reported this same problem? _____ (if yes) Who did you report it to and when did you report it? _____
5. Is there backup in the basement? _____ (if yes) about how much water? _____
6. Is the water clear? _____

Weather Conditions:	<input type="checkbox"/> Clear	<input type="checkbox"/> Cont. Rainfall	<input type="checkbox"/> Widespread Flooding
<input type="checkbox"/> Groundwater Infiltration	<input type="checkbox"/> Snow Melt	<input type="checkbox"/> Storms	
Complaint Results:	<input type="checkbox"/> Cust. Problem	<input type="checkbox"/> Broken Sewer	<input type="checkbox"/> Equipment Failure
<input type="checkbox"/> Other (explain below)	<input type="checkbox"/> Power Outage	<input type="checkbox"/> Blocked Line	

Person Responding to work order: _____

Action Taken: _____

Date and Time Resolved Date: _____ Time _____

If sewage overflow occurs, this problem must be reported to the IEPA within 24 hours of the occurrence!

Contact: **Wayne Caughman** Tel: (618) 346-5125 Fax: (618) 346-5155
Mail: Bureau of Water/Compliance Assurance Section - MC #19
1021 North Grand Ave. East P.O. Box 19276
Springfield, IL 62794-9276
Reported to Bureau: DATE: _____ TIME: _____

(If no contact is made, you must leave voice mail and fax report)

Type of Contact: Agents Name _____

Put a copy of work order in the customers file and in report binder. (Clerks Int.) _____

Date _____

Daily Job Sheet

Sheet ___ of ___

Sewer Department

Comments

Address

Jobs Completed

Employees on Job

Vehicles or Equip. Used

Sewer Department

Address

Job Completed

Employees on Job

Vehicles or Equip. Used

Meter Readers

Employees on Job

Areas - Read

Vehicles Used

General Foreman _____

Daily Sheets

Name: _____ Week Start Date _____ Week End Date _____

Day	Address	Work Performed	ST	OT	DT
	Address	Work Performed			
	Address	Work Performed			
	Address	Work Performed			
	Address	Work Performed			

Total Hours _____

Straight Time _____

Overtime _____

Double Time _____

Comments:

