



Meeting of the Village of Buffalo Grove
Village Board
Committee of the Whole
March 7, 2022 at 7:30 PM

Fifty Raupp Blvd
Buffalo Grove, IL 60089-2100
Phone: 847-459-2500

1. Call to Order

- A. Pledge of Allegiance

2. Special Business

1. Police Department's Therapy Dog - Gus (Trustee Stein, Trustee Smith) (Staff Contact: Steven Casstevens)
2. Introduction of Accountant (President Sussman) (Staff Contact: Chris Black)
3. Introduction of New Sergeant & New Police Officer (President Sussman, Trustee Smith) (Staff Contact: Steven Casstevens)
4. 2021 Officer of the Year (Trustee Smith, Trustee Pike) (Staff Contact: Steven Casstevens)
5. Presentation Regarding Improvements to the Arboretum Clubhouse and Restaurant (Trustee Stein) (Staff Contact: Chris Stilling)
6. Update Regarding Waste Management's at Your Door Service (Trustee Pike) (Staff Contact: Chris Stilling)
7. Vernon Township Energy Resilience Commission (Trustee Weidenfeld) (Staff Contact: Dane Bragg)
8. Fire Department Accreditation and Strategic Plan Review (Trustee Johnson) (Staff Contact: Mike Baker)
9. Discuss Pond/Basin Management (Trustee Stein) (Staff Contact: Darren Monico)

3. Questions From the Audience

Questions from the audience are limited to items that are not on the regular agenda. In accordance with Section 2.02.070 of the Municipal Code, discussion on questions from the audience will be limited to 5 minutes and should be limited to concerns or comments regarding issues that are relevant to Village business. All members of the public addressing the Village Board shall maintain proper decorum and refrain from making disrespectful remarks or comments relating to individuals. Speakers shall use every attempt to not be repetitive of points that have been made by others. The Village Board may refer any matter of public comment to the Village Manager, Village staff or an appropriate agency for review.

4. Executive Session

5. Adjournment

The Village Board will make every effort to accommodate all items on the agenda by 10:30 p.m. The Board, does, however, reserve the right to defer consideration of matters to another meeting should the discussion run past 10:30 p.m.

The Village of Buffalo Grove, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the ADA Coordinator at 459-2525 to allow the Village to make reasonable accommodations for those persons.

**Information Item : Police Department's Therapy Dog - Gus****Recommendation of Action**

Staff recommends presentation

Chief Steven Casstevens and Police Social Worker Brittany Wilson will be introducing the department's new police therapy dog 'Gus.'

ATTACHMENTS:

- Board Memo - Therapy Dog - Updated (PDF)

Trustee Liaison
Stein, Smith

Staff Contact
Steven Casstevens, Police

Monday, March 7, 2022

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: February 25, 2022

TO: Dane C. Bragg, Village Manager

FROM: Deputy Chief Michael Szos/Steven R. Casstevens, Chief of Police

SUBJECT: Police Department Therapy Dog

The Buffalo Grove Police Department would like to publicly announce the addition of the agency's new therapy dog 'Gus'. The four-year old White Labrador Retriever Standard Poodle Mix will work with the department's Police Social Worker (PSW), Brittany Wilson, to make positive connections in the community. Therapy dogs assist with public relations and community engagement in addition to helping with victim's advocacy, mental health, and trauma response. The function of a therapy dog is to provide interaction and connection during stressful events. This interaction reduces anxiety and increases communication between victims/witnesses and the police department. This modality will provide comfort for people during times of crisis, and will provide aid and comfort to individuals, groups, and communities impacted by violence, tragedy or traumatic events. A therapy dog is also a highly effective tool for helping police officers and other first responders deal with the stress and impact of what they experience on the job daily.

PSW Brittany Wilson first proposed the idea of adding a therapy dog to the police department in April 2018. She discovered a non-profit organization, KSDS Assistance Dogs, who would provide a fully trained therapy dog in addition to handler training at no cost. PSW Wilson received approval to submit her application and was placed on a waiting list. At the time it was projected she would have the dog in early 2021. Due to COVID and other factors, the original organization was unable to fulfill the request. PSW Wilson then connected with the Brevard County Sheriff's Office and applied for their therapy dog program.

PSW Wilson was selected to attend the December Paws & Stripes® College Program in Cocoa Beach, Florida. This is a free program which was started by the Brevard County Sheriff's Office in 2006. It pairs trained and carefully selected jail inmates with shelter dogs who are specifically trained as law enforcement therapy dogs. All dogs selected receive basic obedience training and are screened for temperament and behavioral characteristics. The program is geared towards citizens that would benefit from the companionship of a canine friend. PSW Wilson attended the 40-hour advanced training course with Gus and became certified as a Nationally Registered Therapy Dog Team.

PSW Wilson has received financial support from the Wheeling Target, food from Page's Healthy Paws in Lake Zurich, along with securing discounted veterinary services from the Animal Care Center at 600 McHenry Road, Buffalo Grove. In addition, TOPS Kennel in Grayslake has been very gracious and is continuing to work with PSW Wilson and Gus for continued training.

Gus will be formally introduced at the March 7th Village Board meeting. A press release and social media post will also be distributed to advertise the therapy dog program.



Information Item : Introduction of Accountant

Recommendation of Action

Staff recommends presentation.

Finance Director, Chris Black will introduce new Accountant Joshua Strangberg.

Trustee Liaison

Sussman

Staff Contact

Chris Black, Finance

Monday, March 7, 2022	
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Information Item : Introduction of New Sergeant & New Police Officer

Recommendation of Action

Staff recommends presentation.

Chief Steven Casstevens will introduce the Police Department's new Sergeant, Brian Hansen, and new Police Officer, Kyle Lemmer.

Trustee Liaison

Sussman, Smith

Staff Contact

Steven Casstevens, Police

Monday, March 7, 2022



Information Item : 2021 Officer of the Year

Recommendation of Action

Staff recommends presentation.

The Buffalo Grove Rotary Club and Police Chief Steven Casstevens will present the 2021 Police Officer of the Year Award to Police Officer Eric Sarat and present Officer Jaime Verduzco with a Special Commendation Award.

Trustee Liaison

Smith, Pike

Staff Contact

Steven Casstevens, Police

Monday, March 7, 2022



Information Item : Presentation Regarding Improvements to the Arboretum Clubhouse and Restaurant

Recommendation of Action

Staff recommends discussion.

In August 2021, the Village Board approved a lease agreement with WJ Golf to be the new tenant and restaurant operator at the Arboretum Golf course. Since November 2021, WJ has been making extensive improvements to the facility and restaurant space. At the March 7 Committee of the Whole meeting, Village staff and owners of WJ Golf will be presenting an update regarding the improvements and a timeline for opening.

Trustee Liaison
Stein

Staff Contact
Chris Stilling, Community Development

Monday, March 7, 2022	
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Information Item : Update Regarding Waste Management's at Your Door Service

Recommendation of Action

Staff recommends that the Village continue the AYD service.

In 2019, the Village approved an extension to the existing solid waste contract with WM. The current contract, which went into effect May 2019 and expires April 2024, included AYD service. Pursuant to our contract with WM, the Village has the option to cancel the service any time after April 30, 2022. The following memorandum provides a summary of the program's utilization as well as customer feedback about the service.

ATTACHMENTS:

- BOT Memo3.2.22 (DOCX)

Trustee Liaison
Pike

Staff Contact
Chris Stilling, Community Development

Monday, March 7, 2022

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: March 3, 2022

TO: Dane Bragg, Village Manager

FROM: Christopher Stilling, Deputy Village Manager

SUBJECT: Update Regarding the Village's At Your Door Service Program

Policy Question

Does the Village Board wish to continue the "At Your Door" (AYD) service as part of our solid waste contract? Pursuant to our contract with Waste Management (WM), the Village has the option to cancel the program any time after April 30, 2022.

Staff Recommendation

Staff believes that continuing the AYD service is in the best interest of the Village. The program allows residents the ability to dispose of difficult, sometimes hazardous and hard to recycle materials that many households accumulate (electronics, TVs, paint, chemicals, etc.). Since the start of AYD, approximately **330,000** pounds of material were collected, of which 91% or 300,300 pounds were sent for recycling. The majority of the items collected were lead batteries, computers, TVs, and latex paint. Furthermore, From May 1, 2019 through December 31, 2021, a total of **4,434** residential households used the AYD service. There is no price increase for continuing AYD as it is to remain \$1.40/household/month through April 2024. As a result, staff recommends that the Village continue the AYD program.

Background

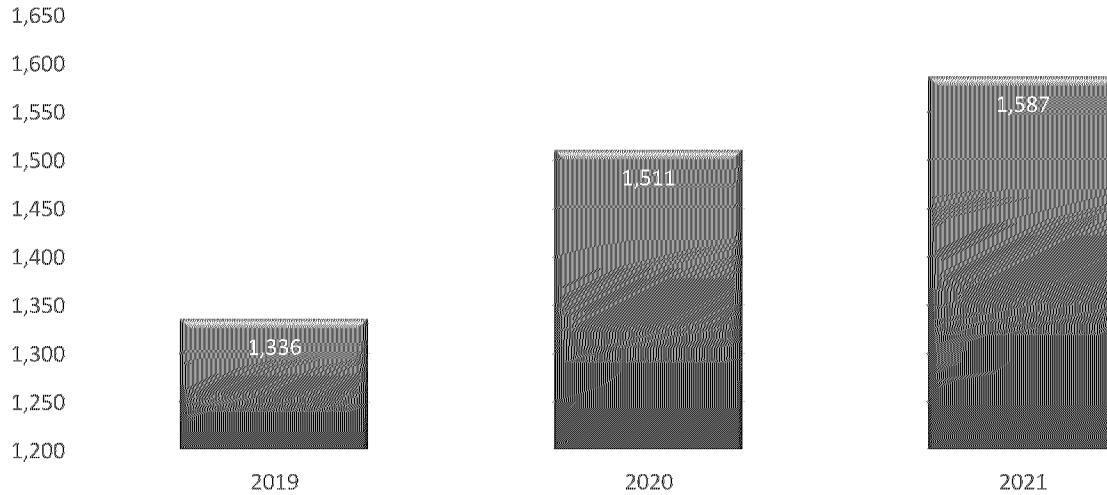
In 2019, the Village approved an extension to the existing solid waste contract with WM. The current contract, which went into effect May 2019 and expires April 2024, included AYD service. Pursuant to our contract with WM, the Village has the option to cancel the service any time after April 30, 2022. The following memorandum provides a summary of the program's utilization as well as customer feedback about the service.

RESIDENT UTILIZATION

From May, 1, 2019 through December 31, 2021, a total of **4,434** residential households used the AYD program. *Chart 1* below shows the monthly utilization for AYD.

Chart 1- Annual Utilization

Buffalo Grove 2019-2021 AYD Utilization

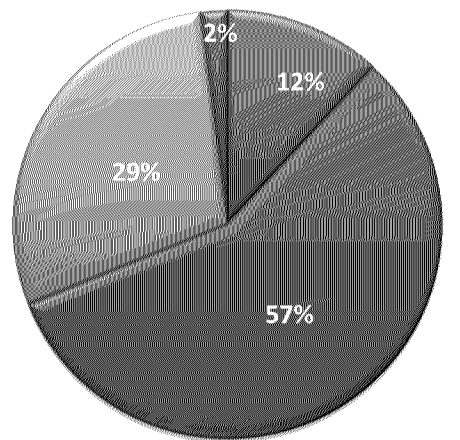


MATERIALS COLLECTED

Approximately 330,000 pounds of material were collected, of which 91% or 300,300 pounds were sent for recycling. The majority of the items collected were lead batteries, computers, TVs, and latex paint.

Chart 2- Items Collected

Items Collected By Category

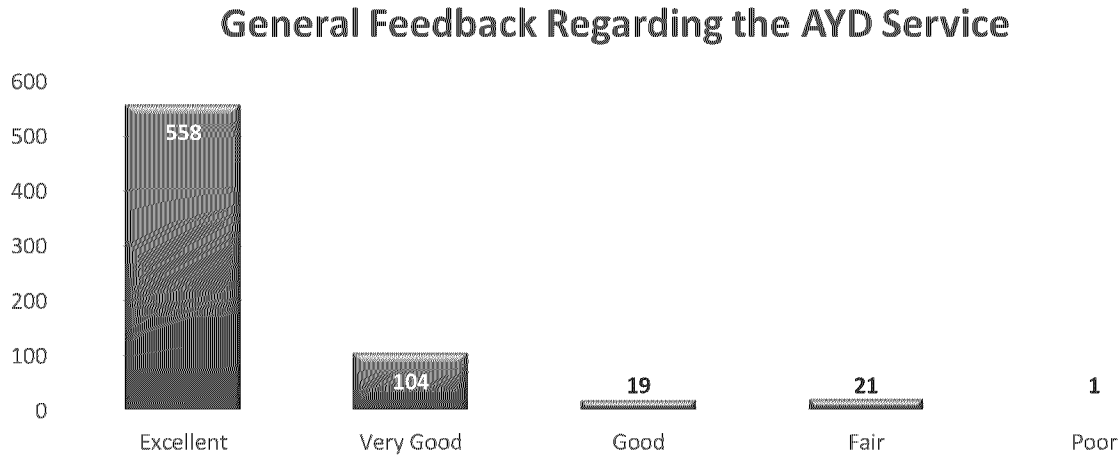


■ Chemicals ■ Electronics ■ Paint ■ Other

RESIDENT SATISFACTION

As part of the AYD program, WM provided resident's comment cards to share their feedback regarding the service. Through December 2021, the Village received 703 comment cards showing strong support for the program and wishing for it to continue.

Chart 3- Resident Feedback



Next Steps

Overall, the AYD program has been well utilized by residents. Pursuant to our contract with WM, the Village has the option to continue the program through the terms of the agreement. Staff recommends that the Village continue the AYD program. Over the remaining terms of the contract, staff will continue to monitor the program's utilization and customer satisfaction and report back to the Board should these areas decline.



Action Item : Vernon Township Energy Resilience Commission

Recommendation of Action

Staff recommends discussion.

In December 2021, Vernon Township invited local units of government to join the Township Energy Resilience Commission (VTERC) to explore initiatives within the township to improve energy resilience, create partnerships among Federal, State, County and local officials to develop and implement a plan to increase energy efficiency within the township, and to contribute to the Paris Climate Accord's carbon neutral goals.

ATTACHMENTS:

- 03-02-22 Energy Commission Recommendation (DOCX)

Trustee Liaison

Weidenfeld

Staff Contact

Dane Bragg, Office of the Village Manager

Monday, March 7, 2022	
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**VILLAGE OF
BUFFALO GROVE**



MEMORANDUM

DATE: March 3, 2022

TO: Village President Beverly Sussman and Trustees

FROM: Dane Bragg, Village Manager

SUBJECT: Vernon Township Energy Resilience Commission

Policy Question

Should the Village of Buffalo Grove execute a Memorandum of Understanding to engage Veregy energy services through the Vernon Township Energy Resilience Commission?

Staff Recommendation

Staff recommends the Village continue to engage energy services company (ESCO) projects on an as needed basis and independent of the VTERC. Further, staff recommends that the Village remain vendor-neutral in the selection of ESCO's based on the nature and scope of the work. The Village will continue to engage with VTERC on an as-needed basis to pursue partnership opportunities that support the Sustainability Plan.

Background

In December 2021, Vernon Township invited local units of government to join the Township Energy Resilience Commission (VTERC) to explore initiatives within the township to improve energy resilience, create partnerships among Federal, State, County and local officials to develop and implement a plan to increase energy efficiency within the township, and to contribute to the Paris Climate Accord's carbon neutral goals. Village Manager Bragg and Trustee Weidenfeld attended an introductory meeting on December 12. During the meeting, presentations were made by Township officials and representatives of Veregy. A subsequent meeting was held remotely on January 25, at which time Township officials asked for commitments from each unit of government to proceed with a feasibility study exploring recommendations for infrastructure improvements and reducing our carbon footprint. VTERC intends to seek comparative data of energy efficiency projects across multiple units of government to position projects for possible regional, state and federal funding opportunities.

Buffalo Grove completed an energy performance audit in 2014 which resulted in several projects completed as outlined further in this memorandum.

Sustainability Plan

Buffalo Grove has a long history of environmental planning for operations and community-focused initiatives. In 2018, the environmental plan was transitioned to a sustainability plan consisting of ten categories:

1. Climate
2. Economic Development
3. Energy
4. Land
5. Leadership
6. Mobility
7. Municipal Operations
8. Sustainable Communities
9. Waste & Recycling
10. Water

The Village also adopted the Greenest Region Compact in 2017. The GRC provides the framework for the Village's sustainability plan (using generally the same categories) and provides 49 actionable goals for municipalities to pursue. Additional Vernon Township communities including Long Grove and Lincolnshire have also adopted the GRC.

The Village has already completed (or is in the process of completing) many of the GRC and sustainability plan initiatives related to energy conservation and renewable energy. A few examples of these projects include:

1. Community Choice Electric Aggregation (CCA)
 - a. 100% renewable energy opt-in, 2014-2017
 - b. 50% renewable energy opt-out, 2017-present
2. Street lighting LED conversions – 2015-16
3. Decorative gas streetlight LED conversion – 2016
4. Building system lighting LED conversion – 2015-17
5. Electric vehicle charging stations – Arboretum Club – 2019
6. Automated water meter reading – 2015-16

The Village also has plans to complete an energy audit of all facilities again in 2022 as well as explore demand response programs with ComEd where economically feasible. Looking into the future, the Village will consider additional sustainable energy strategies as aging facilities are replaced and/or retrofitted to today's standards. Rooftop solar, high-efficiency or geothermal heating and cooling systems and natural lighting plans are a few of the contemplated initiatives.

In considering the adoption of sustainability practices, the Village assesses:

1. Cost/benefit of the overall improvement
2. Viability of the contemplated technology/source for long-term use
3. Community or operational need
4. Overall quality of the alternative technology/source

5. Reliability of the technology/source, lead time for repair and emergency backup considerations
6. Regional, state and federal funding sources to expedite sustainability initiatives.

The Village has also been successful in leveraging outside funding sources for sustainability initiatives, including Congestion Mitigation Air Quality (CMAQ) funds for transportation improvements that reduce fuel consumption, LED lighting grants for building lighting system upgrades, performance contracting initiatives for mechanical and energy projects, as well as Federal 319 grant funds for streambank stabilization and conservation projects.

Next Steps

The Village Board does not need to take specific action to join or not join the VTERC initiative. If the Board concurs with staff's recommendation, the Administrative Services Director will attend VTERC meetings as needed and recommend partnerships that support the Village's longstanding sustainability goals.



Information Item : Fire Department Accreditation and Strategic Plan Review

Recommendation of Action

Staff recommends presentation.

Deputy Chief Wagner and Fire Analyst Grace will present the 2022-2025 fire department Strategic Plan and overview the fire department accreditation efforts.

ATTACHMENTS:

- Accreditation Update Memo COW 3.7.21 (DOCX)

Trustee Liaison
Johnson

Staff Contact
Mike Baker, Fire

Monday, March 7, 2022	
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VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: March 7, 2022

TO: President Beverly Sussman and Board of Trustees

FROM: Mike Baker, Fire Chief
Tyler Grace, Fire Analyst

SUBJECT: Fire Department Accreditation Update

In 1986, the International Association of Fire Chiefs and the International City/County Management Association came together to develop a framework for the continuous improvement of the fire and emergency services, resulting in the formation of the fire service's accreditation body, the Center for Public Safety Excellence (CPSE). From its inception, CPSE values involvement from diverse organizations on CPSE board and commissions, including the International Association of Fire Chiefs (IAFC), the International City/County Management Association (ICMA), the International Association of Fire Fighters (IAFF), the National Fire Protection Association (NFPA), the Insurance Services Office (ISO), and the Department of Defense (DoD).

Fire accreditation, is a quality improvement model based on risk analysis, self-assessment, and community adopted performance targets, resulting in a process by which the Department can continue to pursue continuous improvement through self-reflection and industry best practices. It is projected that the Buffalo Grove Fire Department will achieve formal accreditation in March of 2023. Over the past year, the Department has made considerable strides in its efforts towards gaining accredited status, having completed an update of its Community Risk Assessment and Standards of Cover (CRA-SOC), released its 2022-2025 Strategic Plan, and begun the Self-Assessment process.

CRA-SOC Update

Over the past few months, the Department has worked to complete an update of its CRA-SOC. The CRA-SOC identifies the types of risks that exist within the community, how the Department has structured itself to reduce the impacts of those risks, and ultimately, how the Department performs when those risks present themselves within the community. The CRA-SOC sets a standard by which the Department measures itself and will guide future improvements in service delivery. The most recent update of the document included 2020 and 2021 performance data, as well as a general update of the GIS maps. Demographic and economic data will be updated in 2023 in conjunction with the full release of the 2020 census data.

2022-2025 Strategic Plan

Throughout the latter half of 2021, the Buffalo Grove Fire Department worked to complete a thorough community driven strategic planning process that sought to identify a clear vision for the Department and the necessary goals and initiatives needed to make that vision into a reality. The process incorporated a wide collection of perspectives including input from the Department's chief officers, lieutenants, and

firefighters, as well as from residents and business owners. The Strategic Plan became effective on January 1, 2022 and was released on the Department's webpage.

Self-Assessment Process

The Department has been in the midst of the CPSE's self-assessment process since July of 2021. Over the next few months, the Department will complete the process of measuring itself against 228 performance indicators. Firefighters, lieutenants, chief officers, and administrative employees have all been involved in the process, with considerable attention being given to integrating continuous improvement concepts at all levels of the organization.

Next Steps: Peer Team Review and Accreditation Hearing

In the coming months, the Department will seek to complete its self-assessment and submit the documentation to the Commission of Fire Accreditation International for review. After receiving the documentation, the Commission will organize a team of fire agency representatives from across the country to review the Department's Self-Assessment, Strategic Plan, CRA-SOC, and other relevant policies. It is anticipated that the Peer Team will visit Buffalo Grove in the later half of this year.

Attachments

2022-2025 Strategic Plan

Community Risk Assessment and Standards of Cover - Draft



Information Item : Discuss Pond/Basin Management

Recommendation of Action

Staff recommends discussion.

Staff is proposing a detention basin and native area management policy for property owners

ATTACHMENTS:

- basin inspection memo (DOCX)
- Inspection letter example (DOCX)
- Basin Inspection checksheet 8-3-21 (DOCX)

Trustee Liaison

Stein

Staff Contact

Darren Monico, Public Works

Monday, March 7, 2022

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: February 10, 2022
TO: Dane Bragg, Village Manager
FROM: Darren Monico, Village Engineer
SUBJECT: Basin Inspection and Native Area Management Memo

Recommendation

As the Public Works Department has actively increased its stewardship of the natural areas and detention basins around the Village, staff would like to expand this to the many privately owned detention basins and natural areas around the Village. Staff is proposing to only send out the letters to the basin owners this year and to begin enforcement the next year. The letter will include helpful information on how to complete these forms and the benefits of good pond or basin management.

Background Information

As shown recently by the Forestry Division within the Public Works Department, these areas are an important part of the Village's stormwater management and native area land management, and like all infrastructure, they need maintenance and care to ensure that they are in proper working condition. If these areas are not maintained properly, they will require a lot more money and time investment down the line to return them to a functioning natural state.

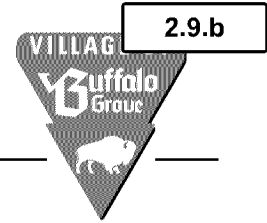
Therefore, staff is proposing a management program in which the property owners would be required to perform a yearly inspection of the privately owned ponds or native area and provided the report to the Village. While this may sound like a new requirement, this is just clarifying the property owner's responsibility and this program is meant to assist property owners with good land stewardship. This program is intended to keep these lands functioning well and helping property owners to avoid costly repair bills if they are not maintained. The goal of this program would be to seek compliance and not add additional burdens on the village's residents or staff.

In addition, there are elements of the Village's National Pollution Discharge Elimination Systems (NPDES) permit, the Lake County Stormwater Management Commission, and the FEMA's Community Rating System that require these efforts of the Village, and this program would be rolling them altogether in one program. If the Village Board agrees with this proposal, staff will bring back an ordinance for consideration at the next available Board meeting.

Attachment: basin inspection memo (Discuss Pond/Basin Management)

A sample letter and inspection sheet are included for review. The inspection should be completed by a knowledgeable consultant for the HOA or management, and it is expected that their current pond management company can complete the checklist.

VILLAGE OF BUFFALO GROVE



Engineering Department
Fifty-One Raupp Blvd.
Buffalo Grove, IL 60089-2198
Fax 847-537-5845

Darren Monico
Village Engineer
Phone 847-459-2523
dmonico@vbg.org

<DATE>

RE: STORMWATER BASIN INSPECTION

Dear <CONTACT>,

This letter is to inform you of the new requirements for stormwater facility inspections in the Village of Buffalo Grove. Beginning in 2022, all owners of private facilities are required to perform and submit the results of an inspection of their stormwater facilities. These inspections are intended to ensure that the privately-operated facilities connected with the Village's stormwater system are properly maintained and in good working order. If you were unaware of the maintenance responsibilities of your organization, now is a great time to familiarize yourself!

Included, please find information on the stormwater facilities your <HOA> is responsible for. An example suggested checklist is also included as a guide. Depending on your organization's facility (ies) you may not utilize all form fields. Additional materials about stormwater and typical stormwater facilities is included. We encourage you to visit the Village's stormwater webpage at [<STORMWATER HOMEPAGE>](#) to learn more about stormwater and view some tips and tricks relating to inspections and various facility types.

This letter is intended for the Homeowner Association's President or designated representative according to the most recent records we have available. If you are not the appropriate contact, please contact me at the Public Works Engineering Division at 847-459-2523 so that we may update our records. I can also answer any questions you may have about the inspection and associated requirements. Thank you in advance for your cooperation!

Sincerely,

Darren Monico, P.E.
Village Engineer

*An Internationally Accredited
Public Works Agency
Since 2004*



Packet Pg. 22

Attachment: Inspection letter example (Discuss Pond/Basin Management)

Why am I receiving this notice?

The Village of Buffalo Grove has instituted a requirement for the inspection and submission of inspection record of all privately-held stormwater facilities in the Village of Buffalo Grove. Not only does this requirement serve the practical purposes of ensuring facilities are well maintained, but it also helps with our compliance responsibilities under the Illinois Environmental Protection Agency (IEPA) and the National Flood Insurance Program (NFIP). According to our records, you are the most recent contact for your association. If you do not believe this is accurate, please contact the Engineering Division at Public Works at 847-459-2523.

My organization has to maintain stormwater facilities? What are these?

Stormwater facilities are an important part of the Village's stormwater conveyance system. While the Village maintains the pipes under Village right-of-ways, stormwater storage areas are typically the responsibility of private HOAs or business park management. Storage areas can be in the form of wet ponds, dry-bottom depressions, even buried pipes and holding tanks; these areas are designed to retain the water from storms and release it at a slower, more controlled rate. This keeps downstream streams and ponds from being overwhelmed and helps downstream neighbors from being flooded out!

Why do we need to inspect stormwater facilities?

Most facilities are designed to function with very little maintenance, but they still need someone to keep an eye on things! Stormwater facilities should be inspected (at minimum) annually to ensure they are functioning as designed and to schedule any needed maintenance. Common issues include overgrown vegetation, shoreline instability, clogged pipes, eroded locations at pipe inflows, and debris/garbage accumulation.

The Village takes care of the pond next to ours; why can't Public Works just take care of my organization's basin?

Public works does an excellent job caring for the facilities we already have maintenance responsibility over. When subdivisions are originally designed and accepted, they assign responsibilities for maintenance. Some assign maintenance to the Village or Park District or other public entities, others create a private HOA or maintenance entity responsible for the functionality of shared storm facilities.

What if I find a problem during the inspection?

That is what inspections are for! Many of the issues you find can be delt with on the spot with a pair of loppers or a shovel. Depending on what the issue is, you may want to consult a landscaping contractor or engineer to help you with a solution. Public Works also has knowledgeable staff ready to discuss many of your facility's issues. You can contact the Engineering Division to get you pointed in the right direction. Call us at 847-459-2523.

Where can I learn more about stormwater?

The Village's stormwater page is full of helpful pointers and great resources for many of your questions. Please visit our stormwater homepage at <STORMWATER HOMEPAGE>.

Stormwater Facility Maintenance Inspection Form

FACILITY #: _____ LOCATION: _____ DATE: _____ TIME: _____ LAST INSPECTION DATE: _____ 36-HOUR PRECIPITATION: _____ INSPECTOR: _____ AFFILIATION: _____	Subdivision Name: _____ Owner: _____ Property Classification (circle): Residential Industrial Commercial OTHER: _____ Type of Basin (circle): Detention (dry bottom) Retention (wet bottom) Wetland Multi-pond system? (Y/N) _____
Inspection: Y =Yes, Inspected; N =No, Not inspected; N/A = Not Applicable Follow-Up: 0= No issues, 1= Monitor (potential for future problem), 2= Routine Maintenance Required, 3= Immediate Repair necessary	
*** Use NOTES area for additional details on why items were not inspected and maintenance follow-up needs/location. ***	

INSPECTION AREAS		Inspection	Follow-Up	NOTES
A) Shoreline Areas				
1.	Does the facility show signs of settling, cracking, bulging, misalignment or other structural deterioration?	Y N N/A	0 1 2 3	
2.	Do the embankments, emergency spillways, side slopes or inlet/outlet ends show signs of erosion?	Y N N/A	0 1 2 3	
3.	Are there trees present on the banks?	Y N N/A	0 1 2 3	
4.	Is there evidence of animal burrows?	Y N N/A	0 1 2 3	
5.	Is the downstream outfall showing evidence of erosion or destabilization?	Y N N/A	0 1 2 3	
6.	Is there standing water in appropriate or inappropriate areas?	Y N N/A	0 1 2 3	
7.	Is there accumulation of trash or debris?	Y N N/A	0 1 2 3	
8.	Is there evidence of encroachment or improper use of the impounded areas?	Y N N/A	0 1 2 3	
9.	Are there signs of vandalism or dumping of yard waste?	Y N N/A	0 1 2 3	
B) Vegetation				
1.	Is vegetation being appropriately maintained?	Y N N/A	0 1 2 3	
2.	If native vegetation: is the area being overly mowed or encroached upon?	Y N N/A	0 1 2 3	

Attachment: Basin Inspection checklist 8-3-21 (Discuss Pond/Basin Management)

C) Pipes & Structures				
1.	Are the pipes going into and/or out of the pond clogged or obstructed with sediment or other debris? Is there a build up of clippings that could clog the facility?	Y N N/A	0 1 2 3	
2.	Vegetation around the outfall pipe(s) should be neat and trim. All grating and trash racks should be clear as well.	Y N N/A	0 1 2 3	
3.	Is there damage, corrosion, or stains on any pipe ends? Have any end sections become dislodged?	Y N N/A	0 1 2 3	
4.	Is the control structure clear and easy to access?	Y N N/A	0 1 2 3	
5.	Are restrictors present, accessible, and clean?	Y N N/A	0 1 2 3	
6.	Is the overflow weir appropriately stabilized with vegetation/ rip rap/concrete in good condition? Is it clear of woody vegetation and there are no signs of erosion?	Y N N/A	0 1 2 3	
D) Illicit Discharges				
1.	Is there excessive algae or dominance of one type of vegetation?	Y N N/A	0 1 2 3	
2.	Is there evidence of automotive fluids entering or clogging the facility?	Y N N/A	0 1 2 3	
3.	Is there a foul or offensive odor emanating from the water, inlets or any part of the basin?	Y N N/A	0 1 2 3	
4.	Is there flow present after 3 days of dry weather?	Y N N/A	0 1 2 3	
5.	Is the water an odd color or excessively turbid? Is there suds, oily sheen, or grey water?	Y N N/A	0 1 2 3	
E) Wet-Bottom (Retention) Basins				
1.	Aerator missing or not functional?	Y N N/A	0 1 2 3	
2.	Is there evidence of a fish kill?	Y N N/A	0 1 2 3	
3.	Does the water level appear to be abnormally high or low? (submerged trees or very shallow water)	Y N N/A	0 1 2 3	
4.	Is there excessive sediment accumulation anywhere?	Y N N/A	0 1 2 3	
F) Dry-Bottom (Detention) Basins				
1.	Does the underdrain appear to be functioning? (no suspicious ponding areas, no apparent clogs/blockages)	Y N N/A	0 1 2 3	
2.	Is vegetation being properly maintained?	Y N N/A	0 1 2 3	
3.	Is there undesirable or woody growth?	Y N N/A	0 1 2 3	
4.	Are low-flow channels functional and in good condition?	Y N N/A	0 1 2 3	

ITEM No.	NOTES (condition, maintenance needs, reinspection, expertise needs ...)

Not familiar with some of these terms? Here's some basics:

Shoreline Areas:

A review of the general condition of the pond/basin including the surrounding area and side slopes. Generally, these should be inspected for any signs of erosion, deposition/accumulation of materials that may block water flows, and any trash.

A specific item to review is the emergency overflow weir or spillway. This is an area where, if the outfall pipes clog or become overwhelmed, stormwater will spill over out of the full pond at a controlled spot.

Vegetation: Some basins are designed as native areas with specific ecologically valuable plantings and habitats. Even if the basin is just turf grass (lawn mix) it needs to be properly maintained to ensure it performs as functioned.

Pipes and Structures:

Any pipes coming into the basin or out of the basin (daylighted). These are typically "flared" pipe ends. Look for signs of damage, deterioration, stains, or undermining of the slope around these ends. Any blocked pipes need to be cleaned out.

The Control Structure is typically a manhole or other storm structure that regulates the flow of water out of the basin. This is typically where the "restrictor" is housed. A restrictor is, as it sounds, some hardware restricting the flow of water to be released at a controlled rate. Typical restrictors include steel plates placed in a manhole, smaller pipes mortared into larger ones, or for large basins, even a 12" storm pipe can be the restrictor.

The Overflow Weir is referenced again since there is often one inside structures or near the control structure stabilized with large rocks or concrete. This should be clear of large debris as it's meant to convey water during high flow events.

Illicit Discharges:

Anything that is not naturally occurring snowmelt, rainfall, or water runoff can be an illicit discharge. Paints, oils, soaps and solvents, dumpster discharge, any pollutant is considered an illicit discharge and should be reported immediately to the Public Works Department.

Wet-Bottom (Retention) Basins/Ponds and Dry-Bottom (Detention) Basins:

Some basins are designed to retain water for only a day or two after a storm where others have permanent wet pools. Both should be inspected for their specific maintenance needs to ensure stormwater flows through them unimpeded.