

**CITY OF PALOS HEIGHTS  
PUBLIC WORKS DEPARTMENT**

**IEPA ANNUAL FACILITY INSPECTION REPORT  
NPDES MS4**

Permit No. ILR400417

Reporting Period:  
March 2024 – March 2025



Prepared by:  
Adam Jasinski, P.E.  
Date: March 30, 2025

*Submitted to the Illinois Environmental Protection Agency in accordance with the requirements of the General NPDES Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s).*



# Illinois Environmental Protection Agency

2520 West Iles Avenue • P.O. Box 19276 • Springfield • Illinois • 62794-9276 • (217) 782-3397

## Division of Water Pollution Control ANNUAL FACILITY INSPECTION REPORT

### for NPDES Permit for Storm Water Discharges from Separate Storm Sewer Systems (MS4)

*This fillable form may be completed online, a copy saved locally, printed and signed before it is submitted to the Compliance Assurance Section at the above address. Complete each section of this report.*

Report Period: From March, 2024 To March, 2025

Permit No. ILR40 0417

#### MS4 OPERATOR INFORMATION: (As it appears on the current permit)

Name: City of Palos Heights Public Works Department Mailing Address 1: 7607 W. College Drive

Mailing Address 2: \_\_\_\_\_ County: Cook

City: Palos Heights State: IL Zip: 60463 Telephone: 708-361-1806

Contact Person: Adam Jasinski Email Address: ajasinski@palosheights.org  
(Person responsible for Annual Report)

#### Name(s) of governmental entity(ies) in which MS4 is located: (As it appears on the current permit)

City of Palos Heights Cook County

#### THE FOLLOWING ITEMS MUST BE ADDRESSED.

A. Changes to best management practices (check appropriate BMP change(s) and attach information regarding change(s) to BMP and measurable goals.)

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| 1. Public Education and Outreach             | <input type="checkbox"/> | 4. Construction Site Runoff Control       | <input type="checkbox"/> |
| 2. Public Participation/Involvement          | <input type="checkbox"/> | 5. Post-Construction Runoff Control       | <input type="checkbox"/> |
| 3. Illicit Discharge Detection & Elimination | <input type="checkbox"/> | 6. Pollution Prevention/Good Housekeeping | <input type="checkbox"/> |

B. Attach the status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, and your identified measurable goals for each of the minimum control measures.

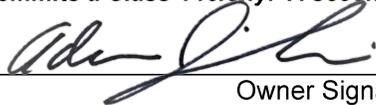
C. Attach results of information collected and analyzed, including monitoring data, if any during the reporting period.

D. Attach a summary of the storm water activities you plan to undertake during the next reporting cycle ( including an implementation schedule.)

E. Attach notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).

F. Attach a list of construction projects that your entity has paid for during the reporting period.

**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))**

  
Owner Signature:

Adam Jasinski  
Printed Name:

5/30/2025  
Date:

Director of Public Works  
Title:

EMAIL COMPLETED FORM TO: [epa.ms4annualinsp@illinois.gov](mailto:epa.ms4annualinsp@illinois.gov)

or Mail to: ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
WATER POLLUTION CONTROL  
COMPLIANCE ASSURANCE SECTION #19  
2520 WEST ILES AVENUE  
POST OFFICE BOX 19276  
SPRINGFIELD, ILLINOIS 62794-9276

This Agency is authorized to require this information under Section 4 and Title X of the Environmental Protection Act (415 ILCS 5/4, 5/39). Failure to disclose this information may result in: a civil penalty of not to exceed \$50,000 for the violation and an additional civil penalty of not to exceed \$10,000 for each day during which the violation continues (415 ILCS 5/42) and may also prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

A. No Changes;

B. Status of 6 Minimal Controls  
Palos Heights NPDES

1. Public Education and Outreach

Lake Katherine Nature Center established a team of City employees and residents, the Green Team, in April 2022 to educate the public on environmental stewardship and sustainability. Each month, the Green Team posts newsletters that provide insight on ways to minimize the impact that urban areas have on the environment. Within the audit period, a total of 10 newsletters were published and are available on:

<https://www.lakekatherine.org/240/Green-Notes>.

City updated its website with specific Stormwater Pollution Prevention subfolder at:

<https://www.palosheights.org/453/Stormwater-Pollution-Prevention>

The Code Enforcement Officer is responsible for any complaints that come in regarding pet waste management. A warning will be issued in response to a complaint for the first offense.

2. Public Participation/Involvement

The City conducted several public events throughout the year including:

- Twice a year, residents are able to recycle electronics through a program that has been created with Republic Services and the City. The events were conducted on April 6, 2024 and October 5, 2024. Waste and 14.36 tons of electronics were recycled
- The City held a Fall Tree Planting Program, with trees being planted starting the week of October 21, 2024
- City Clean-Up Day April 13, 2024

3. Illicit Discharge Detection and Elimination

The City of Palos Heights has a system in place to register complaints about illegal dumping and respond to those complaints in order to resolve the problem. The City Ordinance prohibits non-storm water discharges into the storm sewer system.

The City of Palos Heights is actively working to identify and eliminate potential illicit discharges through the systematic mapping of its storm sewer network. In partnership with RJN Group, the City has initiated a comprehensive storm sewer mapping project aimed at accurately documenting the entire system within City limits. As of this reporting period, approximately 25% of the network has been successfully mapped. This effort will enhance the City's

ability to monitor, investigate, and address unauthorized discharges in compliance with NPDES MS4 permit requirements and to better protect local water quality.

Goal: Finalize compilation of sanitary and storm structures and connections using GIS data to better monitor and maintain City systems.

#### 4. Construction Site Runoff Control

The Public Works Department, Code Enforcement Officer, and Building Department all monitor the erosion control measures and construction site runoff. Permits are not issued until the erosion control and tree protection are in place. Also, a nuisance bond is collected as part of the permit application prior to construction.

#### 5. Post-Construction Runoff Control

Sod is required in the front yard of all new construction and the silt fence cannot be removed until the seeding in the rear yard has begun to grow. For newly built houses or additions to existing houses, front ditch is cleaned and regraded to ensure positive flow and maintain existing drainage patterns within ROW.

#### 6. Pollution Prevention/Good Housekeeping

##### Municipal Facility Maintenance

- Regular Inspections: Public Works conducts routine inspections of municipal garages, storage yards, and equipment areas for potential pollutant sources (e.g., leaks, spills, or waste buildup).
- Secondary Containment: Public Works stores fuels, oils, paints, anti-icing liquids and other hazardous materials in secondary containment to prevent runoff in case of leaks.

##### Street and Parking Lot Sweeping

- Scheduled Sweeping: Public Works maintains a regular sweeping schedule for city streets and municipal parking lots to reduce the accumulation of debris and sediment that could enter the storm system.

##### Stormwater Infrastructure Maintenance

- Catch Basin Cleaning: Public Works utilizes its Vactor Truck to clean storm drain inlets and catch basins regularly to prevent clogs and pollutant buildup.
- Outfall Inspections: Public Works conducts a weekly dry-weather outfall inspections to detect illicit discharges or unusual flow conditions.

##### Snow and Ice Management

- Salt Application Controls: Public Works uses calibrated spreaders to minimize road salt application and brining or pre-wetting techniques to increase efficiency and reduce waste.
- Covered Storage: Public Works stores salt and de-icing materials under cover and on impervious surfaces with proper runoff containment.

#### Equipment and Vehicle Maintenance

- Designated Wash Areas: Public Works uses designated wash bays that discharge to the sanitary sewer (not storm sewer), and avoid washing equipment outdoors.

C. N/A this period.

D. Storm sewer jetting and vacuum, creek cleaning, re-build storm and sanitary sewer structures, regrading of ditches, and curb replacement are included in the road program. The City is participating with the MWRD on a project to improve local flooding on Cypress Avenue. The City has several additional drainage improvements to replace deteriorated storm sewers within the corporate limits.

E. N/A

F. Jet storm sewer and correct deficiencies, MFT Roads Program, culvert replacement identified through inspection program.