



CITY OF CAHOKIA HEIGHTS

Private Sewer Lateral Repair Program

Communications Plan Supporting Documents

Resident outreach, public information, implementation, and tracking materials

Approved by the Illinois Environmental Protection Agency (IEPA) for program implementation.

**City of Cahokia Heights
Office of the Mayor
103 Main Street
Cahokia Heights, Illinois 62206
(618) 337-9500**

**City of Cahokia Heights
Code Enforcement
4300 Bond Ave
Cahokia Heights, IL 62207
(618) 337-9517**



**Curtis McCall Sr., Mayor
Richard Duncan, City Clerk**

**City of Cahokia Heights
Office of the City Engineer
4300 Bond Ave
Cahokia Heights, Illinois 62206
(618) 215-7225**

**City of Cahokia Heights
Water and Sewer Department
2525 Mousette Lane
Cahokia Heights, IL 62206
(618) 332-1222**

06/15/2026

VIA EMAIL ONLY

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Illinois Environmental Protection Agency
Bureau of Water
Division of Water Pollution Control
1021 North Grand Avenue East
Springfield, Illinois 62702

Re: Submittal of Private Sewer Lateral Repair Program Materials

Consent Decree Compliance

Dear All,

On behalf of the City of Cahokia Heights, I am attaching materials for review and approval by the Illinois Environmental Protection Agency in accordance with the requirements of the Consent Decree governing improvements to the City's sanitary sewer system.

The attached materials include the Private Sewer Lateral Repair Program Communications Plan Supporting Documents, which were prepared to support resident outreach, public information, implementation, and IEPA review.

All public-facing communication materials incorporate the Consent Decree-required notice language, and the City will not distribute or publish any materials until IEPA approval is received.

The City respectfully requests IEPA's review and approval of the submitted materials so that the Program may be implemented in compliance with the Consent Decree and applicable state and federal requirements.

If you have any questions or require additional information during your review, please feel free to contact me.

Sincerely,
Sheldon W. Butler
City Engineer
City of Cahokia Heights
Office: 618.215.7225
Cell: 618.979.0400
Email: sbutler@cahokiaillinois.org

Private Sewer Lateral Repair Program Communications Plan Supporting Documents

01	Resident Program Overview Notice	Mailing insert, website download, application packet cover.
02	Resident Fact Sheet	Resident handout, website download, and public meeting support.
03	Pre-Approval Application Instructions Notice	Application packet and resident guidance.
04	Homeowner-Directed Work and Reimbursement Notice	Resident guidance for pre-approved owner-directed work and reimbursement.
05	Property Access and Construction Notice	Resident notice before inspection, access, or construction coordination.
06	Clean-Water Disconnection Notice	Resident notice explaining prohibited clean-water connections.
07	Program Webpage Content and FAQ	City website / program webpage content and resident FAQ.
08	Digital and Social Media Outreach Posts	Website, Facebook, community platform, and reminder post language.
09	Public Meeting and City Council Outreach Script	City Council meetings and public information meetings.
10	Resident Intake and Outreach Tracking Forms	Internal tracking and documentation of resident inquiries and outreach.
11	Door Hanger / Field Notice Template	Door hanger, hand-delivery, and field crew coordination notice.
12	Accessibility and Equity Outreach Checklist	Internal compliance and implementation file.
13	Direct Mail Tri-Fold Brochure	Resident direct-mail brochure and public handout.
14	Program Area Map - Centreville TIF District	Eligibility reference map

Approved by the Illinois Environmental Protection Agency (IEPA) for program implementation.



CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program
RESIDENT OUTREACH DOCUMENT

Resident Program Overview Notice

No-cost private sewer lateral inspection and repair assistance for eligible property owners

DOCUMENT CONTROL

Prepared for	Resident outreach and IEPA communication-plan support
Purpose	Resident-facing notice for mailing, website posting, meeting handouts, and application packets.
Status	Approved for program implementation
Primary City contact	City of Cahokia Heights - Office of the City Engineer 4300 Bond Avenue, Cahokia Heights, Illinois 62206 Phone: 618-215-7225 Email: sbutler@cahokiaillinois.org

PROGRAM SUMMARY

The City of Cahokia Heights is implementing the Private Sewer Lateral Repair Program to reduce inflow and infiltration (I/I), help prevent sewer backups and sewer overflows, and improve the reliability of the sanitary sewer system.

No-cost eligible repairs: Eligible property owners may receive inspection, repair, replacement, and basic restoration services at no cost, subject to inspection, eligibility, program requirements, available funding, and City approval.

PROGRAM AREA

This pilot program is limited to eligible residential properties within the existing Tax Increment Financing (TIF) District in the former City of Centreville. Funding is currently available through December 31, 2026. Participation does not increase property taxes. Contact the City at 618-215-7225 or sbutler@cahokiaillinois.org if you have questions about whether your property is within the TIF District.

WHO MAY APPLY

- Any resident (including both renters and property owners) within the area of the Centreville TIF District may apply.
- Rental properties:** Either the property owner or tenant may apply, but work will occur only after the legal property owner signs all required agreements and authorizations.
- Landlords who apply for the program shall be responsible for notifying tenants and coordinating access, if applicable.
- Application priority: Subject to eligibility and available funding, priority will be given to households with documented medical conditions or related financial hardship residents age 65 or older, low-income households, and properties located in areas experiencing high inflow and infiltration (I/I).

WHAT THE PROGRAM MAY INCLUDE

- CCTV or other diagnostic inspection of the private sewer lateral.
- Repair or replacement of defective private sewer lateral segments.
- Installation of cleanouts, caps, backflow prevention devices, or related appurtenances where needed
- Work performed by the City or by a City-approved contractor. Homeowners may opt to select a contractor from the City's pre-approved contractor list and seek reimbursement.
- Basic restoration of disturbed areas to reasonable construction standards. Program documents and the approved property-specific scope will provide additional details regarding restoration work.
- Identification and required disconnection of prohibited clean-water sources.



CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program

HOW TO PARTICIPATE

1. Contact the City to request information or application materials (City contact below).
2. If the applicant is a renter, the legal property owner must sign all required agreements and authorizations before work may occur.
3. Submit the required program application materials.
4. Sign the Property Access & Participation Agreement if City-completed work is requested.
5. Await City review, eligibility confirmation, inspection, pre-approval, and scheduling.
6. For homeowner-directed work or reimbursement, receive City pre-approval before work begins and use a City pre-qualified contractor.

CLEAN-WATER CONNECTIONS THAT MUST BE DISCONNECTED

Clean-water sources must not discharge into the sanitary sewer system and must be disconnected before work can be completed or reimbursement can be approved. Clean-water sources may include:

- Downspouts
- Sump pumps
- Foundation drains
- Driveway drains
- Yard drains

AFTER REPAIRS

After repairs are completed, property owners remain responsible for long-term maintenance of the private sewer lateral and any installed equipment, including cleanouts, caps, and backflow prevention devices.

REQUIRED CONSENT DECREE LEGAL NOTICE

This project was undertaken in connection with the settlement of an enforcement action, United States et al. v. City of Cahokia Heights, taken on behalf of the U.S. Environmental Protection Agency and the State of Illinois to enforce the Clean Water Act and the Illinois Environmental Protection Act.

CONTACT

City of Cahokia Heights - Office of the City Engineer
4300 Bond Avenue, Cahokia Heights, Illinois 62206
Phone: 618-215-7225 | Email: sbutler@cahokiaillinois.org



CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program
RESIDENT OUTREACH DOCUMENT

Fact Sheet for Property Owners

Private Sewer Lateral Repair Program

DOCUMENT CONTROL

Prepared for	Resident outreach and IEPA communication-plan support
Purpose	Resident-facing fact sheet for public meetings, mailings, and website download.
Status	Approved for program implementation
Primary City contact	City of Cahokia Heights - Office of the City Engineer 4300 Bond Avenue, Cahokia Heights, Illinois 62206 Phone: 618-215-7225 Email: sbutler@cahokiaillinois.org

WHY IS THE CITY REPAIRING OR REPLACING PRIVATE SEWER LATERALS?

The City is implementing major sanitary sewer improvements to reduce inflow and infiltration (I/I), prevent sewer overflows, reduce basement backup risk, and improve system reliability. Damaged private sewer laterals and prohibited clean-water connections can allow groundwater and stormwater to enter the sanitary sewer system.

WHAT IS A PRIVATE SEWER LATERAL?

A private sewer lateral is the pipe that carries wastewater from a home or business to the public sewer main. Property owners are responsible for maintaining this pipe, including portions located under yards, sidewalks, or streets.

WHERE IS THE PROGRAM AVAILABLE?

The pilot program is limited to eligible residential properties within the existing TIF District in the former City of Centreville. Funding is available through December 31, 2026 and does not increase property taxes. Contact the City at 618-215-7225 or sbutler@cahokiaillinois.org if you have questions about whether your property is within the TIF District.

WHO CAN APPLY?

Property owners and renters may apply. If a renter applies, no work will occur until the legal property owner signs all required agreements and authorizations and coordinates access. Subject to eligibility and available funding, priority will be given to households with documented medical conditions or related financial hardship, residents age 65 or older, low-income households, and properties in areas experiencing high I/I.

WHY DOES THE CITY NEED ACCESS?

The City and authorized contractors may need temporary access to exterior yard areas, basements, sidewalks, driveways, adjacent rights-of-way, and other areas necessary to inspect, repair, replace, or verify the private sewer lateral.



CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program

WHAT TO EXPECT DURING CONSTRUCTION

- Advance notice will be provided before construction, at least 72 hours notice will be provided.
- Work may occur in yard areas, basements, sidewalks, driveways, or nearby public right-of-way as necessary.
- Most lateral repair work is expected to be completed within one (1) to three (3) days, depending on site conditions.
- Temporary disruption to water or sewer service may occur.
- Disturbed areas will be restored to reasonable construction standards; final restoration may not match original conditions exactly.

REPAIR PROCESS

1. Inspection of the sewer lateral using CCTV or other diagnostic tools.
2. City review and written pre-approval of required work.
3. Excavation and repair or replacement of defective sewer lateral segments.
4. Installation of cleanouts, caps, backflow prevention devices, or related appurtenances as needed.
5. Restoration of disturbed areas to reasonable construction standards.

HOMEOWNER-DIRECTED WORK AND REIMBURSEMENT

Any homeowner-directed repair or reimbursement request must be approved by the City before work begins and must use a City pre-qualified contractor. Work completed without prior written approval may not be eligible for reimbursement.

COSTS AND MAINTENANCE

There is no cost to eligible property owners for approved inspection, repair or replacement of the sewer lateral, or basic restoration. Property owners remain responsible for long-term maintenance of the private lateral and any installed equipment after work is complete.

REQUIRED CONSENT DECREE LEGAL NOTICE

This project was undertaken in connection with the settlement of an enforcement action, United States et al. v. City of Cahokia Heights, taken on behalf of the U.S. Environmental Protection Agency and the State of Illinois to enforce the Clean Water Act and the Illinois Environmental Protection Act.

CONTACT

City of Cahokia Heights - Office of the City Engineer
4300 Bond Avenue, Cahokia Heights, Illinois 62206
Phone: 618-215-7225 | Email: sbutler@cahokiaillinois.org

PRE-APPROVAL APPLICATION INSTRUCTIONS

Resident Application Notice

This notice explains how eligible property owners may request review for participation in the Private Sewer Lateral Repair Program.

Before Work Begins

- A complete Pre-Approval Application Packet is required.
- Written City approval is required before repair work begins.
- Work completed without prior written approval is not eligible for reimbursement.
- City-directed work requires a signed Property Access & Participation Agreement.

Application Packet Checklist

- Pre-Approval Application Form
- Property owner contact information
- Description of reported sewer issues
- Optional photos or documentation
- Existing CCTV or diagnostic inspection, if available
- Signed Property Access & Participation Agreement for City-completed work

City Review Steps

1. Review application for completeness
2. Verify property ownership and program area eligibility
3. Prioritize applications based on program criteria and available funding
4. Coordinate CCTV or diagnostic inspection as needed
5. Determine scope of work
6. Issue written pre-approval or request additional information

Questions / Assistance

Contact the City of Cahokia Heights Office of the City Engineer at 618-215-7225 or sbutler@cahokiaillinois.org. Residents may request information, ask questions, or request that application materials be mailed to them.

Required Legal Notice

This project was undertaken in connection with the settlement of an enforcement action, United States et al. v. City of Cahokia Heights, taken on behalf of the U.S. Environmental Protection Agency and the State of Illinois to enforce the Clean Water Act and the Illinois Environmental Protection Act.

HOMEOWNER-DIRECTED WORK AND REIMBURSEMENT NOTICE

Private Sewer Lateral Repair Program

Important Reimbursement Rule

- Reimbursement requests must be pre-approved by the City before work begins.
- The contractor must be included on the City pre-qualified contractor list.
- The City must approve the final work after inspection before reimbursement is issued.
- Reimbursement is subject to program requirements, documentation, and available funding.

Required Documentation

- Final contractor invoice
- Before-and-after photographs
- Post-repair inspection documentation, including CCTV if required
- Completed W-9
- Signed Reimbursement Request Form
- Proof of payment if paid upfront
- Confirmation that work was pre-approved by the City

Ineligible Work

- Work performed without prior written City approval
- Work performed by a contractor not on the City pre-qualified contractor list
- Interior plumbing work not related to the approved sewer lateral scope
- Decorative landscaping, specialty features, or hardscaping beyond standard restoration

Questions / Assistance

Contact the City of Cahokia Heights Office of the City Engineer at 618-215-7225 or sbutler@cahokiaillinois.org. Residents may request information, ask questions, or request that application materials be mailed to them.

Required Legal Notice

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PROPERTY ACCESS AND CONSTRUCTION NOTICE

Private Sewer Lateral Repair Program

This notice explains what property owners should expect if their property is approved for City-directed inspection, repair, or replacement work.

Property Access Requirement

- No work will begin until the property owner signs the Property Access & Participation Agreement.
- The City and its authorized contractors may need temporary access to exterior yard areas, basements, crawlspaces, sidewalks, driveways, and adjacent right-of-way as necessary.
- Reasonable advance notice will be provided to property owners and renters before construction.
- Upstream or downstream properties will be notified when the City determines notice is necessary due to potential access, service, traffic, or construction impacts.

Typical Construction Activities

- Inspection and assessment of the private sewer lateral
- Excavation, trenching, and exposing the lateral as needed
- Repair or replacement of approved sewer lateral segments
- Installation of cleanouts, caps, check valves, backflow devices, or other related appurtenances
- Backfilling, compaction, and basic restoration
- Post-repair inspection or verification

Restoration Limits

Basic restoration may include backfill, compaction, grading, seeding, and functional restoration of hard surfaces. Restoration may not exactly replicate original landscaping, decorative features, irrigation systems, or original finishes.

Questions / Assistance

Contact the City of Cahokia Heights Office of the City Engineer at 618-215-7225 or sbutler@cahokiaillinois.org. Residents may request information, ask questions, or request that application materials be mailed to them.

Required Legal Notice

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CLEAN-WATER DISCONNECTION NOTICE

Private Sewer Lateral Repair Program

Clean-water connections to the sanitary sewer system contribute to inflow and infiltration, sewer backups, and sanitary sewer overflows. These connections must be disconnected if identified.

Clean-Water Sources That Must Not Connect to the Sanitary Sewer

- Roof downspouts
- Sump pumps
- Foundation drains
- Driveway drains
- Yard drains
- Other stormwater or groundwater sources

Owner Responsibilities

- Disconnect prohibited clean-water sources before work can be completed or reimbursement approved
- Manage stormwater in a way that does not create adverse drainage conditions
- Do not reconnect prohibited clean-water sources after disconnection
- Allow follow-up verification inspections if requested by the City

Questions / Assistance

Contact the City of Cahokia Heights Office of the City Engineer at 618-215-7225 or sbutler@cahokiaillinois.org. Residents may request information, ask questions, or request that application materials be mailed to them.

Required Legal Notice

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CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program
DIGITAL OUTREACH DOCUMENT

Program Webpage Content and FAQ

Website-ready resident outreach content

DOCUMENT CONTROL

Prepared for	Resident outreach and IEPA communication-plan support
Purpose	Website landing page content, downloadable material list, and resident FAQ for the Program webpage.
Status	Approved for program implementation
Primary City contact	City of Cahokia Heights - Office of the City Engineer 4300 Bond Avenue, Cahokia Heights, Illinois 62206 Phone: 618-215-7225 Email: sbutler@cahokiaininois.org

RECOMMENDED WEBPAGE TITLE

Private Sewer Lateral Repair Program - No-Cost Repairs for Eligible Property Owners

RECOMMENDED WEBPAGE INTRODUCTION

The City of Cahokia Heights is launching a Private Sewer Lateral Repair Program to help eligible residential property owners repair or replace damaged private sewer laterals. The program is designed to reduce inflow and infiltration (I/I), help prevent sewer backups and sewer overflows, and improve the City's sanitary sewer system.

Eligibility area: This pilot program is currently limited to eligible residential properties within the existing Tax Increment Financing (TIF) District in the former City of Centreville. Funding is available through December 31, 2026 and does not increase property taxes.

Contact the City at 618-215-7225 with any questions about whether your property is within the Centreville TIF District.

RECOMMENDED DOWNLOAD LINKS

- Program Overview Notice
- Resident Fact Sheet
- Direct Mail Brochure
- Pre-Approval Application
- Property Access & Participation Agreement
- CCTV / Diagnostic Documentation Form
- Contractor Proposal Submission Form
- Reimbursement Request Form
- Pre-Qualified Contractor List
- Frequently Asked Questions

HOW TO APPLY

1. Review the Program Overview Notice and Fact Sheet.
2. Confirm that the property is located in the designated program area.
3. Complete the Pre-Approval Application.
4. Submit any available CCTV/diagnostic documentation, if already completed.
5. Sign the Property Access & Participation Agreement for City-completed work.
6. Await City review, inspection, pre-approval, and scheduling.



CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program

FREQUENTLY ASKED QUESTIONS

Q: Is the program free?

A: Eligible repairs may be completed at no cost to participating property owners, subject to inspection, eligibility, available funding, and City approval.

Q: Who can apply?

A: Either the property owner or tenant may apply, but work will occur only after the legal property owner signs all required agreements and authorizations.

Q: Can I hire my own contractor?

A: Yes, but only if the City provides written pre-approval before work begins and the contractor is on the City's pre-qualified contractor list.

Q: What is a private sewer lateral?

A: It is the pipe that carries wastewater from a home or business to the public sewer main.

Q: Will the City need access to my property?

A: Yes. Temporary access may be needed for inspection, excavation, repair, installation, restoration, and verification.

Q: How long does work take?

A: Most approved work is expected to take one (1) to three (3) days, depending on site conditions.

Q: What clean-water connections are prohibited?

A: Downspouts, sump pumps, foundation drains, driveway drains, yard drains, and other sources of groundwater or stormwater must not connect to the sanitary sewer.

Q: Will my property be restored?

A: Disturbed areas will be restored to reasonable construction standards, but restoration may not match original conditions exactly.

Q: Who maintains the lateral after repair?

A: The property owner remains responsible for long-term maintenance of the private lateral and installed equipment after repairs are complete.

Q: Where do I get help?

A: Contact the City of Cahokia Heights Office of the City Engineer at 618-215-7225 or sbutler@cahokiaillinois.org.



CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program

REQUIRED CONSENT DECREE LEGAL NOTICE

This project was undertaken in connection with the settlement of an enforcement action, United States et al. v. City of Cahokia Heights, taken on behalf of the U.S. Environmental Protection Agency and the State of Illinois to enforce the Clean Water Act and the Illinois Environmental Protection Act.



CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program
DIGITAL OUTREACH DOCUMENT

Digital and Social Media Outreach Posts

Website, Facebook, community platform, and reminder post language

DOCUMENT CONTROL

Prepared for	Resident outreach and IEPA communication-plan support
Purpose	Reusable public-facing posts for digital outreach, subject to IEPA approval before use.
Status	Approved for program implementation
Primary City contact	City of Cahokia Heights - Office of the City Engineer 4300 Bond Avenue, Cahokia Heights, Illinois 62206 Phone: 618-215-7225 Email: sbutler@cahokiaillinois.org

WEBSITE / FACEBOOK LAUNCH POST

The City of Cahokia Heights is launching a Private Sewer Lateral Repair Program to assist eligible residential property owners with repairing or replacing damaged private sewer laterals. The program is designed to reduce inflow and infiltration (I/I), help prevent sewer backups and sewer overflows, and improve the reliability of the City's sanitary sewer system. Eligible repairs may be completed at no cost to participating property owners, subject to inspection, eligibility, available funding, and program requirements. To learn more or request application materials, contact the Office of the City Engineer at 618-215-7225 or sbutler@cahokiaillinois.org.

Required legal notice to include with posts or linked webpage:

This project was undertaken in connection with the settlement of an enforcement action, United States et al. v. City of Cahokia Heights, taken on behalf of the U.S. Environmental Protection Agency and the State of Illinois to enforce the Clean Water Act and the Illinois Environmental Protection Act.

SHORT SOCIAL MEDIA POST

Sewer backups can begin with damaged private sewer laterals. The City of Cahokia Heights is offering a Private Sewer Lateral Repair Program for eligible residential property owners in the area of Centreville TIF District. Repairs may be available at no cost, subject to inspection and approval. Funds are available through December 31, 2026. Learn more at <https://cahokiaheightsil.us/> or by calling 618-215-7225

Required legal notice to include with posts or linked webpage:

This project was undertaken in connection with the settlement of an enforcement action, United States et al. v. City of Cahokia Heights, taken on behalf of the U.S. Environmental Protection Agency and the State of Illinois to enforce the Clean Water Act and the Illinois Environmental Protection Act.

ELIGIBILITY REMINDER POST

Reminder: The Private Sewer Lateral Repair Program is currently limited to eligible residential properties within the existing TIF District in the former City of Centreville. Only property owners may apply. Tenants may report sewer issues, but the property owner must authorize participation. Learn more at <https://cahokiaheightsil.us/> or by calling 618-215-7225



CITY OF CAHOKIA HEIGHTS

Private Sewer Lateral Repair Program

Required legal notice to include with posts or linked webpage:

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APPLICATION REMINDER POST

Interested in the Private Sewer Lateral Repair Program? Contact the City to request application materials. Property owners must submit the required program documents and receive City review and pre-approval before work is scheduled or reimbursement can be considered. Learn more at <https://cahokiaheightsil.us/> or by calling 618-215-7225

Required legal notice to include with posts or linked webpage:

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CLEAN-WATER CONNECTION EDUCATION POST

Downspouts, sump pumps, foundation drains, driveway drains, and yard drains should not discharge into the sanitary sewer system. Removing prohibited clean-water connections helps reduce sewer backups, sewer overflows, and stress on public infrastructure. Interested in participating in the City's Private Lateral Repair program? Learn more at <https://cahokiaheightsil.us/> or by calling 618-215-7225

Required legal notice to include with posts or linked webpage:

This project was undertaken in connection with the settlement of an enforcement action, United States et al. v. City of Cahokia Heights, taken on behalf of the U.S. Environmental Protection Agency and the State of Illinois to enforce the Clean Water Act and the Illinois Environmental Protection Act.

CONSTRUCTION EXPECTATION POST

Approved private sewer lateral work may include inspection, excavation, repair or replacement, installation of cleanouts or related equipment, and restoration of disturbed areas. Most work is expected to take one to three days, depending on site conditions. Interested in participating in the City's Private Lateral Repair program? Learn more at <https://cahokiaheightsil.us/> or by calling 618-215-7225

Required legal notice to include with posts or linked webpage:

This project was undertaken in connection with the settlement of an enforcement action, United States et al. v. City of Cahokia Heights, taken on behalf of the U.S. Environmental Protection Agency and the State of Illinois to enforce the Clean Water Act and the Illinois Environmental Protection Act.

FINAL REMINDER POST

Funding for the pilot Private Sewer Lateral Repair Program is available through December 31, 2026, subject to eligibility and program requirements. Contact the City of Cahokia Heights Office of the City Engineer at 618-215-7225 for information or visit <https://cahokiaheightsil.us/>

Required legal notice to include with posts or linked webpage:

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CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program
PUBLIC MEETING OUTREACH DOCUMENT

Public Meeting and City Council Outreach Script

Talking points, agenda, and Q&A guide

DOCUMENT CONTROL

Prepared for	Resident outreach and IEPA communication-plan support
Purpose	Agenda, presentation script, and resident Q&A guide for council meetings and public outreach meetings.
Status	Approved for program implementation
Primary City contact	City of Cahokia Heights - Office of the City Engineer 4300 Bond Avenue, Cahokia Heights, Illinois 62206 Phone: 618-215-7225 Email: sbutler@cahokiaillinois.org

SUGGESTED MEETING AGENDA

1. Welcome and purpose of the Private Sewer Lateral Repair Program
2. Why private laterals matter to sewer backups and inflow/infiltration
3. Program area, eligibility, and funding timeline
4. How the repair process works
5. Property access, construction expectations, and restoration
6. Clean-water connections that must be disconnected
7. Application, pre-approval, and reimbursement requirements
8. Resident questions and next steps

OPENING STATEMENT

Good evening. The City of Cahokia Heights is presenting information about the Private Sewer Lateral Repair Program. This program is designed to help eligible property owners address defective private sewer laterals that may contribute to inflow and infiltration, sewer backups, sewer overflows, and strain on the City's sanitary sewer system.

The program is currently being implemented as a pilot within the existing TIF District in the former City of Centreville, with funding available through December 31, 2026. Participation does not increase property taxes and eligible repairs may be completed at no cost to participating property owners, subject to inspection, eligibility, available funding, and City approval.

KEY TALKING POINTS

- A private sewer lateral is the pipe from a home or business to the public sewer main.
- Damaged laterals can allow stormwater and groundwater to enter the sanitary sewer system. This excess stormwater and groundwater can lead to backups into buildings and contribute to sanitary sewer overflows.
- Clean-water connections such as downspouts, sump pumps, foundation drains, driveway drains, and yard drains must not connect to the sanitary sewer.
- Either the property owner or tenant may apply, but work will occur only after the legal property owner signs all required agreements and authorizations.
- The City must review eligibility, inspect the lateral, and issue pre-approval before work begins.
- Homeowner-directed work or reimbursement must be approved by the City before work begins and must use a City pre-qualified contractor.
- Property owners remain responsible for long-term maintenance of the private lateral and any installed equipment after repairs are completed.



CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program
RESIDENT Q&A GUIDANCE

Question: Will this cost me anything?

Suggested Response: Eligible inspection, repair or replacement work may be completed at no cost, subject to program requirements and City approval.

Question: Can renters sign up?

Suggested Response: Either the property owner or tenant may apply, but work will occur only after the legal property owner signs all required agreements and authorizations.

Question: Will my yard or driveway be restored?

Suggested Response: Disturbed areas will be restored to reasonable construction standards; however, restoration may not exactly match existing materials, landscaping, or finishes.

Question: Can I choose my own contractor?

Suggested Response: Only with City pre-approval and only if the contractor is on the City's pre-qualified contractor list.

Question: How do I start?

Suggested Response: Contact the Office of the City Engineer at 618-215-7225 or sbutler@cahokiaillinois.org to request materials.

REQUIRED CONSENT DECREE LEGAL NOTICE

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CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program
IMPLEMENTATION DOCUMENT

Resident Intake and Outreach Tracking Forms

Administrative forms supporting the Communications Plan

DOCUMENT CONTROL

Prepared for	Resident outreach and IEPA communication-plan support
Purpose	Internal forms to document resident inquiries, outreach activities, accessibility requests, and distribution efforts.
Status	Approved for program implementation
Primary City contact	City of Cahokia Heights - Office of the City Engineer 4300 Bond Avenue, Cahokia Heights, Illinois 62206 Phone: 618-215-7225 Email: sbutler@cahokiaillinois.org

RESIDENT PHONE / EMAIL INTAKE SCRIPT

Thank you for contacting the City of Cahokia Heights. The City is providing information about the Private Sewer Lateral Repair Program. I can take your contact information, confirm whether you are the property owner or a tenant reporting an issue, and explain how to request application materials. Program eligibility depends on property location, inspection findings, available funding, and City approval.

RESIDENT INQUIRY INTAKE FORM

Date received	
Resident / caller name	
Property address	
Phone / email	
Property owner or tenant?	
Issue reported	
Application materials requested?	
Follow-up assigned to	
Notes / next action	

OUTREACH DISTRIBUTION LOG

Outreach item	Distribution date	Method	Target area	Quantity / audience	Staff initials



CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program

ACCESSIBILITY / ACCOMMODATION REQUEST LOG

Date	Resident name	Address	Requested accommodation	Action taken	Completed by/date

THREE-ROUND DIRECT MAIL DISTRIBUTION CHECKLIST

Mailing round	Target date	Recipient list verified	Mailed / delivered	Proof retained
Round 1				
Round 2				
Round 3				



CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program
FIELD OUTREACH DOCUMENT

Door Hanger / Field Notice Template

Private Sewer Lateral Repair Program

DOCUMENT CONTROL

Prepared for	Resident outreach and IEPA communication-plan support
Purpose	Template for site-specific resident notices when field inspection or construction coordination is needed.
Status	Approved for program implementation
Primary City contact	City of Cahokia Heights - Office of the City Engineer 4300 Bond Avenue, Cahokia Heights, Illinois 62206 Phone: 618-215-7225 Email: sbutler@cahokiaillinois.org

NOTICE OF SEWER LATERAL PROGRAM ACTIVITY

The City of Cahokia Heights is providing this notice because your property may be located in or near an area being evaluated for the Private Sewer Lateral Repair Program.

Important: No work will begin on private property unless the property owner authorizes participation and signs the required Property Access & Participation Agreement.

REASON FOR NOTICE

- The City is evaluating private sewer laterals to reduce inflow and infiltration (I/I).
- City staff or authorized contractors may be conducting field review, inspection coordination, or resident outreach in the area.
- Eligible repairs may be available at no cost to participating property owners, subject to inspection, eligibility, available funding, and City approval.

RESIDENT ACTION REQUESTED

1. Contact the City if you are the property owner and would like more information.
2. Submit application materials if you wish to be considered for the Program.
3. Notify the City if you have experienced sewer backups or suspect sewer lateral issues.
4. Either the property owner or tenant may apply, but work will occur only after the legal property owner signs all required agreements and authorizations.

CONTACT

City of Cahokia Heights - Office of the City Engineer
4300 Bond Avenue, Cahokia Heights, Illinois 62206
Phone: 618-215-7225 | Email: sbutler@cahokiaillinois.org

REQUIRED CONSENT DECREE LEGAL NOTICE

This project was undertaken in connection with the settlement of an enforcement action, United States et al. v. City of Cahokia Heights, taken on behalf of the U.S. Environmental Protection Agency and the State of Illinois to enforce the Clean Water Act and the Illinois Environmental Protection Act.



CITY OF CAHOKIA HEIGHTS
Private Sewer Lateral Repair Program
IMPLEMENTATION DOCUMENT

Accessibility and Equity Outreach Checklist

Communications Plan implementation support

DOCUMENT CONTROL

Prepared for	Resident outreach and IEPA communication-plan support
Purpose	Checklist to document equitable outreach efforts and resident support during the Program rollout.
Status	Draft public-facing material - do not distribute until IEPA approval is received
Primary City contact	City of Cahokia Heights - Office of the City Engineer 4300 Bond Avenue, Cahokia Heights, Illinois 62206 Phone: 618-215-7225 Email: sbutler@cahokiaininois.org

ACCESSIBILITY AND EQUITY OBJECTIVES

- Make outreach materials understandable and accessible to residents.
- Use multiple communication channels to improve public awareness.
- Provide support for residents who need application assistance.
- Track requests for mailed packets, phone support, accessibility accommodations, and follow-up assistance.
- Prioritize awareness among elderly, low-income, medically vulnerable, and historically impacted residents.

CHECKLIST

Item	Completed?	Date	Notes
Direct mail brochure prepared and approved before distribution.	☐ Yes ☐ No		
Program webpage prepared with downloadable forms and FAQ.	☐ Yes ☐ No		
Phone and email contact route confirmed.	☐ Yes ☐ No		
Hard-copy application packets available upon request.	☐ Yes ☐ No		
Resident inquiry log established.	☐ Yes ☐ No		
Accessibility/accommodation request log established.	☐ Yes ☐ No		
Public meeting or City Council outreach presentation scheduled, if applicable.	☐ Yes ☐ No		
Social media and website posts approved before posting.	☐ Yes ☐ No		
Outreach distribution records retained.	☐ Yes ☐ No		
Required Consent Decree notice included in all public-facing materials.	☐ Yes ☐ No		

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WHAT IS A PRIVATE SEWER LATERAL?

A private sewer lateral is the pipe that carries wastewater from a home or business to the public sewer main. Property owners are responsible for maintaining this pipe, including sections beneath yards, sidewalks, or streets.

Defective laterals can allow groundwater and stormwater to enter the sewer system, which can contribute to backups and sewer overflows.



PRIVATE SEWER LATERAL
(Property Owner Responsibility)

PUBLIC SEWER MAIN
(City Responsibility)



WHY IT MATTERS:

Damaged laterals can contribute to basement backups, sewer overflows, and system failures.



CONTACT INFORMATION



City of Cahokia Heights
Office of the City Engineer



Phone: 618-215-7225



Email: sbutler@cahokiaillinois.org



Call or email to request information, ask questions, or have application materials mailed to you.

PROGRAM AREA



This pilot program is limited to eligible properties within the existing Tax Increment Financing (TIF) District in the former City of Centreville.



Funding is currently available through the end of 2026.



Participation does not increase property taxes.



Required Legal Notice:

This project was undertaken in connection with the settlement of an enforcement action, *United States et al. v. City of Cahokia Heights*, taken on behalf of the U.S. Environmental Protection Agency and the State of Illinois to enforce the Clean Water Act and the Illinois Environmental Protection Act.



CITY OF
CAHOKIA HEIGHTS

PRIVATE SEWER LATERAL REPAIR PROGRAM



**NO-COST REPAIRS
FOR ELIGIBLE
PROPERTY OWNERS**



**LEARN MORE • APPLY
REQUEST A MAILED PACKET**



CLEANER SYSTEMS. STRONGER COMMUNITY.
Working Together for a Healthier Cahokia Heights.



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WHY THIS PROGRAM MATTERS

The City of Cahokia Heights is reducing inflow and infiltration (I/I), preventing sewer backups and overflows, and improving the reliability of our sanitary sewer system for homes and businesses.



NO COST TO ELIGIBLE PROPERTY OWNERS

- ✓ Pilot program within the existing TIF District in the former City of Centreville
- ✓ Funding available through the end of 2026
- ✓ Participation does not increase property taxes
- ✓ Damaged laterals and illegal clean-water connections can contribute to backups and system failures

CLEAN-WATER CONNECTIONS THAT MUST BE DISCONNECTED

- Downspouts
- Sump Pumps
- Foundation Drains
- Driveway Drains
- Yard Drains

HOW THE REPAIR PROCESS WORKS

1



Inspection of the sewer lateral using CCTV or other diagnostic tools.

2



City review and written pre-approval of required work.

3



Excavation and repair or replacement of defective sewer lateral segments

4



Installation of cleanouts, caps, backflow prevention devices, or related appurtenances as needed

5



Restoration of disturbed areas to reasonable construction standards



Homeowners must disconnect prohibited clean-water connections before work can be completed or reimbursement can be approved.

WHAT TO EXPECT & HOW TO PARTICIPATE



WHAT TO EXPECT DURING CONSTRUCTION

- Advance notice prior to construction (72 hours)
- Work may occur in yard areas, basements, sidewalks, or driveways as necessary
- Most work is completed within 1 to 3 days, depending on site conditions
- Temporary disruption to water or sewer service may occur
- Basic restoration is included, but original conditions may not match exactly



HOW TO PARTICIPATE

- 1 Contact the City to request information or application materials.
- 2 Submit the required program application materials.
- 3 Sign the Property Access & Participation Agreement.
- 4 Await City review, approval, and scheduling



QUESTIONS? CONTACT THE CITY OF CAHOKIA HEIGHTS OFFICE OF THE CITY ENGINEER

• 618-215-7225 • sbutler@cahokiallinois.org



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PROGRAM AREA REFERENCE

Program Area Map - Centreville TIF District

Eligibility reference map

Document Type	Program Area Map
Purpose	Full-page map reference for resident materials, internal review, website coordination, and eligibility discussions.
Status	Approved for program implementation
Primary City Contact	City of Cahokia Heights - Office of the City Engineer 4300 Bond Avenue, Cahokia Heights, Illinois 62206 Phone: 618-215-7225 Website: cahokiaill.org Email: sbutler@cahokiaillinois.org

The Private Sewer Lateral Repair Program pilot area is limited to eligible residential properties within the existing Centreville TIF District in the Centreville area of Cahokia Heights. Eligibility will be verified by the City using parcel records, municipal data, and official TIF boundary documentation.

