

Roseville Public Works, Environment and Transportation Commission Meeting Agenda

Tuesday, May 22, 2012, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

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- | | |
|-----------|---|
| 6:30 p.m. | 1. Introductions/Roll Call |
| 6:35 p.m. | 2. Public Comments |
| 6:40 p.m. | 3. Approval of April 24, 2012 Meeting Minutes |
| 6:45 p.m. | 4. Communication Items |
| 7:00 p.m. | 5. Annual NPDES Storm Water Meeting |
| 7:15 p.m. | 6. Storm Water Management Plan Updated Discussion. |
| 8:00 p.m. | 7. City Council Annual Discussion Items |
| 8:15 p.m. | 8. Complete Streets Policy Discussion |
| 8:30 p.m. | 9. Possible Items for Next Meeting – June 26, 2012 |
| 8:35 p.m. | 10. Adjourn |

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For more information, stop by City Hall or call Carolyn at 651-792-7026 or check our website at
www.cityofroseville.com.*

Volunteering, a Great Way to Get Involved!

**Roseville Public Works, Environment and
Transportation Commission**

Agenda Item

Date: May 22, 2012

Item No: 3

Item Description: Approval of the Public Works Commission Minutes April 24, 2012

The minutes from the April 24, 2012, meeting are not available yet. The will be approved at the next commission meeting on June 26, 2012

Recommended Action:

Move: _____

Second: _____

Ayes: _____

Nays: _____

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 22, 2012

Item No: 4

Item Description: Communication Items

- Twin Lakes-Walmart Project update
- Another citywide sweeping of gutters begins May 21.
- Projects update-
 - Josephine Woods– The new streets in the development have been paved and are open to the City’s street system. The majority of the sidewalk adjacent to the development has been installed.
 - Josephine Lift Station– The bid opening was on May 2. The bid was awarded to Minger Construction. Work is anticipated to be completed at the end of summer.
 - Rice Street Reconstruction Phase 2- Staff continues to meet with Ramsey County regarding this project. Recent discussion focuses on project funding challenges and schedule.
 - 2012 Pavement Management Project. County Road C-2 work will be complete by early June. The sidewalk along County Road C-2 will be constructed the week of May 21. The utility work on Eldridge will be completed by the week of Memorial Day. Attached is the latest newsletter for the Har Mar Neighborhood. For more information go to: www.cityofroseville.com/2012PMP
 - The annual seal coating of streets is scheduled to begin June 11th. The city is contracting this maintenance this year with Pearson Bros. being the successful bidder
 - Staff is working on final plans for the following projects:
 - Fairview Pathway Phase 2
 - Drainage improvements
 - Waterman lining project

Recommended Action:

None

Attachments:

A. Street Maintenance newsletter



2012 Pavement Management Project

Volume 3- Belmont, Burke, Eldridge, Pascal, and Skillman Ave

May 16, 2012

Update

The City's Contractor, Valley Paving, has been working on watermain replacement and sanitary sewer repairs on Eldridge Ave. This work should be complete the week of Memorial Day.

Following the Eldridge utility work, the contractor will start work on Belmont, Burke, Pascal and Skillman. These streets do not have watermain reconstruction. The Contractor will be replacing the street pavement. Curbs scheduled for removal have been marked. The contractor will remove and replace curb. The existing pavement will be ground up and graded out for new pavement. Finally, the streets will be paved with two lifts of bituminous. This work should not take more than 4 weeks.

The work is anticipated to be complete in June. A full schedule is available on the project webpage. We meet with the contractor weekly and update this schedule if it changes. The schedule is weather dependent. If it rains, there will be delays.

The Contractor will maintain access during construction. If you have special access needs, please let us know.

Sanitary Sewer Lining

The majority of the sanitary sewer lining has been completed. The lining on Eldridge was delayed because of the utility work. We will be coordinating the Eldridge work in the coming weeks. The Contractor will provide you notice of this work at least 24 hours in advance of them performing work on the sewer that you are connected to.

Safety

Your assistance in keeping the work zone safe is important. The noise and dust created by construction traffic make it difficult for workers to watch onlookers. Heavy equipment operators must concentrate on the job at hand and may not notice children playing near or behind equipment.

Please remind children to stay clear of the construction area and equipment both during working and non-working hours.



Pavement Reclamation

Private work- Driveways

We have provided the list of people requesting driveway quotes to the Contractor. Other segments of this project are further along in the construction process. As a result, the contractor has been working with those property owners. Now that they are moving into your neighborhood they will shift their focus on your quotes. Please let us know if you have questions.

We recommend that you contact other driveway contractors for comparison quotes.

Gas Work

Xcel Energy has been replacing the gas mains on the streets under construction in your neighborhood. This is handled by their contractor. They will be restoring the disturbed areas in your yards.

School Bus stops: The City is coordinating this project with the Roseville School District. The Contractor is aware of bus stops and is required to minimize disruptions.

Project Description

As part of the City of Roseville's ongoing street maintenance program, streets which have curb and gutter but have a poor driving surface are improved using a mill and overlay process. This process usually consists of grinding all or a portion of the existing surface off the roadway and replacing it with a new blacktop driving surface. As part of the process, sunken or badly deteriorated curb and gutter will be replaced. The following street segments are included in this year's construction contract:

Segment 1: Municipal State Aid Mill & Overlay

- Lydia Avenue (Fairview Ave to Snelling Ave)
- Long Lake Road (Co Rd C2 to Co Rd D)
- County Road C2 (Hamline Ave to Lexington Ave)

Segment 2: Roseville Street Mill & Overlay:

- Belmont Ln W (Pascal Ave to Hamline Ave)
- Burke Ave W (Pascal Ave to Hamline Ave)
- Eldridge Ave W (Pascal Ave to Hamline Ave)
- Eldridge Ave W (Cul-de-sac to Fairview Ave)
- Partridge Rd (Cul-de-sac to W. County Road C2)
- Pascal St N (County Road C2 to Cul-de-sac)
- Pascal St N (W. County Road B to Burke Ave)
- Pascal St N (Eldridge Ave to Belmont Ave)
- Prior Cir (W. County Road D to Cul-de-sac)
- Skillman Ave W (Pascal Ave to Hamline Ave)
- Snelling Svc Dr W (Co Rd B to Roselawn Ave)

Don't see your street?

If your street is not on the list above, you are receiving this newsletter because this project will impact how you access your home.

Utility Flags

To protect against underground utility damage, the Contractor has called in utility locates. This is required by anyone digging a hole whether it is for planting a tree or removing curb. Xcel Energy, Comcast and CenturyLink have located their underground utilities by spray painting and placing flags in the boulevard.

Project Contacts:

Dean Findell, Project Coordinator

(651) 792-7046

dean.findell@ci.roseville.mn.us

Deb Bloom, City Engineer

(651) 792-7042

deb.bloom@ci.roseville.mn.us

Contact Us!

If you have any questions, concerns, or comments please contact us at 651-792-7003 between 8 am and 4:30 pm.

Throughout the project, we will keep you informed through monthly direct mailings and weekly updates on the project website.

If you would prefer to receive an electronic copy of these newsletters instead of paper, please let us know.

Notify Me list

To receive notifications of website updates and other project related news, sign up for the Street Maintenance Project "Notify Me" List at:

<http://www.ci.roseville.mn.us/list.aspx>

Signing up for this list does not automatically remove you from our newsletter mailing list.

After Hours

If an issue arises outside of regular business hours, contact the City's 24-hour non-emergency number at 651-767-0640.

ALWAYS CALL 911 FOR EMERGENCIES.

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 22, 2012

Item No: 5

Item Description: Annual NPDES Stormwater Public Meeting

Background:

In 2003 Roseville received a permit from the Minnesota Pollution Control Agency regarding how the City manages the discharge of storm water into public waters. The overall program goal is to reduce the amount of sediment and pollutants that enter surface water from storm sewer systems. We have proposed to do this through a number of activities, ranging from best management practices to education of the public about how they can reduce pollution. We have attached a copy of the City's annual report. Staff will present a summary of this information at the meeting.

This is a public information meeting where City residents are encouraged to share their comments and feedback regarding the City's proposed SWPPP and past report. The report and findings from this meeting will be brought to the City Council in June.

Recommended Action:

Receive Public Comments regarding the City's Storm Water Pollution Prevention Program.

Attachments:

- A. 2011 Annual Report
- B. 2011 NPDES Phase II Permit

**NPDES PHASE II Permit
City of Roseville 2011 Annual Report
Best Management Practices / Minimum Control Measures**

Attachment A

Unique ID	Title	Measurable Goal				Implementation Status
				Yes	No	
BMP Area 1: Public Education and Outreach Measures						
1a-1	Distribute Educational Materials					
1	Roseville City News	Number of storm water related articles	12			Currently in place and will continue. Annually solicit and develop new materials
		Publication frequency	6 times a year			
		Number of households to which it was sent	17,600			
2	News Update	Number of storm water related articles	16			Currently in place and will continue. Annually solicit and develop new materials
		Publication frequency	1/week			
		Circulation	Local TV, Newspaper, and 30 other contacts			
3	News Update	Number of storm water related articles written and provided to local newspapers	7			Currently in place and will continue. Annually solicit and develop new materials
4	City Website	Number of storm water related articles and links	22			Currently in place and will continue. Annually solicit and develop new materials
		Number of hits	3686			
5	Annual Open House	Open house completed (y/n) Roseville U	Roseville U	X		Currently in place and will continue. Annually solicit and develop new materials
		Attendance	17			
6	Local access cable channels	Number of storm water related segments aired	40 programs; 100 Public Service Announcements			Currently in place and will continue. Annually solicit and develop new materials
7	City Bulletin Board	Number of storm water related informational sheets posted	15 Slides			Currently in place and will continue annually. Continue to solicit and develop new materials annually. Slides run 24 hrs/day, 7 days/week, all year long.
8	Annual Home and Garden Show	Participated in Home & Garden Show (y/n)		X		Currently in place and will continue. Annually solicit and develop new materials
9	Special Inserts	Number of inserts distributed	500			Currently in place and will continue. Annually solicit and develop new materials
		Number of packets distributed	500			
1b-1	Implement an Education Program					
		See 1c-1, 1c-2, 1c-3, 1c-4, 1c-5, 1c-6				Defined on individual BMP sheets
1c-1	Education Program					
	Public Educational Programs	See 1a-1; 1, 2, 3, 4, 6, 7, 9				Currently in place and will continue. Annually solicit and develop new materials
1c-2	Education Program					
	Public Participation	See 1a-1, 5, 8, 9				Currently in place and will continue. Annually solicit and develop new materials
1c-3	Education Program					
	Illicit Discharge Detection and Elimination	See 3a-1, 3b-1, 3c-1, 3d-1, 3e-1				Currently in place and will continue. Annually solicit and develop new materials
1c-4	Education Program					
	Construction Site Run-off Control	See 4a-1, 5b-1, 5c-1, 5d-1, 5e-1, 4f-1				Currently in place and will continue. Annually solicit and develop new materials

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City of Roseville 2011 Annual Report
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Attachment A

Unique ID	Title	Measurable Goal				Implementation Status
				Yes	No	
1c-5	Education Program					
	Post-construction Storm Water Management in New Development and Redevelopment	See 5a-1, 5b-1, 5c-1				Currently in place and will continue. Annually solicit and develop new materials
1c-6	Education Program					
	Pollution Prevention / Good Housekeeping for Municipal Operations	See 6a-1, 6a-2, 6b-1, 6b-2, 6b-3, 6b-4, 6b-5, 6b-6, 6b-7				Currently in place and will continue. Annually solicit and develop new materials
1d-1	Coordination of Education Program					
		See 1a-1, 1b-1, 1c-1, 1c-2, 1c-3, 1c-4, 1c-5, 1c-6				Currently in place and will continue. Annually solicit and develop new materials
1e-1	Annual Public Meeting					
		Meeting completed		X		Meetings conducted annually prior to the SWPPP submittal
BMP Area 2: Public Participation and Involvement Measures						
2a-1	Comply with Public Notice Requirements					
		Completed public notice requirement (y/n)		X		30-day notice for annual storm water public meeting will be published every year through the life of the permit.
		Number of locations notice was posted	4			
2b-1	Solicit Public Input and Opinion on the Adequacy of the SWPPP					
		Meeting completed		X		Meetings conducted annually prior to the SWPPP submittal
		Date of meeting	May 22, 2012			
2c-1	Consider Public Input					
		Number of comments		X		Annual
2d-1	Public Outreach					
1	Earth Day	Celebration complete (y/n)		X		Currently in place and will continue. Annually solicit and develop new materials
		Number of participants	500			This celebration was held at Harriet Alexander Nature Center. Where a tree planting ceremony was held.
2	Spring Clean up Day	Spring Cleanup Day completed (y/n)	500 vehicles brought in material to drop off	X		Currently in place and will continue: Summary of material dropped off: Mixed Solid Waste (MSW) 16.48 tons, Construction Demolition Debris (C&D) 7.07 tons, Metals 7.14 tons, Batteries 542 lbs, Tires 49, Appliances 128, Small Engines included in scrap, Electronics 11.85 tons, concrete 1 ton, carpet negligible.
3	"Adopt-a-Park" Program	Number of parks adopted	30			Currently in place and will continue
4	Storm Drain Stenciling Program	Number of volunteer projects completed	0		x	Currently in place and will continue- No volunteers this year
5	Lake Monitoring	List of lakes monitored	Lake Josephine; Lake McCarrons; Lake Owasso; Bennett Lake; Willow Pond	X		Currently in place and will continue-visual periodic inspections.

**NPDES PHASE II Permit
City of Roseville 2011 Annual Report
Best Management Practices / Minimum Control Measures**

Attachment A

Unique ID	Title	Measurable Goal	Implementation Status	
			Yes	No
BMP Area 3: Illicit Discharge Detection and Elimination Measures				
3a-1	Storm Sewer System Map	2004 - Complete mapping and verification of 25% 2005 - Complete mapping and verification of 50% 2006 - Complete mapping and verification of 75% 2007 - Complete mapping and verification of 100%	X	Completed in 2006- continue to monitor and update on an annual basis
3b-1 (1) Regulatory Program Control				
1	Illicit discharge ordinance	Implement ordinance, review annually	X	Updated Ordinance in 2009
2	Illegal Dumping/ Nuisance (Ordinance)	Implement ordinance, review annually	X	Updated Ordinance in 2009
3	Illicit Connection to Storm Sewer (Ordinance)	Implement ordinance, review annually	X	Updated Ordinance in 2009
4	Right-to-entry Provision (Ordinance)	Implement ordinance, review annually	X	Updated Ordinance in 2009
5	Post-construction Inspection of Storm Sewer (Ordinance)	Implement ordinance, review annually	X	Ordinance in place, review annually
6	Septic Systems Prohibited in Water Management Overlay Districts (Ordinance)	Implement ordinance, review annually	X	Ordinance in place, review annually
3c-1 Illicit Discharge Detection and Elimination Plan				
		Number of outfalls inspected for dry weather flow	100	Inspect and document dry weather flow from storm water outfalls annually
		Number of illicit discharges located	0	
3d-1 Public and Employee Illicit Discharge Information Program				
		Document and evaluate spill responses	9	Minor spills, Mitigation preformed by Fire personnel.
		Did training occur (y/n)	X	
		List training programs offered	Hazardous material	Currently in place and will continue
3e-1 Identification of Non-Storm Water Discharges and Flows				
1	Industrial/Warehouse District Inspection	Frequency (maintain log sheet)	yearly	X Currently in place and will continue annually
2	Spill Reduction and Response Program	Frequency (maintain log sheet)	yearly	X Currently in place and will continue annually
BMP Area 4: Construction Site Storm Water Runoff Control Measures				
4a-1	Ordinance or other Regulatory Mechanism			
		Implement and review ordinance annually	X	Implement and review ordinance annually
4b-1 Construction Site Implementation of Erosion and Sediment Control BMPs				
		Number of plans reviewed	11	Currently in place and will continue annually
4c-1 Waste Controls for Construction Site Operators				
		Implement ordinance, review annually	X	Implement ordinance and review annually
4d-1 Procedure for Site Plan Review				
		Number of plans reviewed	94	Currently in place and will continue annually
		Number of resulting BMPs	12	

**NPDES PHASE II Permit
City of Roseville 2011 Annual Report
Best Management Practices / Minimum Control Measures**

Attachment A

Unique ID	Title	Measurable Goal	Implementation Status	
			Yes	No
4e-1	Establishment of Procedures for the Receipt and Consideration of Reports of Storm Water Noncompliance			
	Distribute information		X	
				Currently in place and will continue annually
4f-1	Establishment of Procedures for Site Inspections and Enforcement			
	Number of permits issued	0		
				Currently in place and will continue annually
BMP Area 5: Post-Construction Storm Water Management Measures				
5a-1	Development and Implementation of Structural and/or Non-structural BMPs			
1	Non-Structural BMPs	Number installed	0	
2	Structural BMPs	Number installed	0	
5b-1	Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment			
1	Wetland Buffer (Ordinance)	Ordinance completed	X	
				Currently in place and review annually
2	Impervious Surface Coverage (Ordinance)	Ordinance completed	X	
				Currently in place and review annually
5c-1	Long-term Operation and Maintenance of BMPs			
1	Comprehensive Surface Water Management Plan	Implement CSWMP	X	
				Working on update in 2012
2	Fertilizer (Ordinance)	Implement ordinance	X	
				Ongoing
3	Storm Water Facilities	Implement ordinance	X	
				Ongoing
BMP Area 6: Pollution Prevention and Good Housekeeping Measures				
6a-1	Municipal Operations and Maintenance Program			
1	Municipal Staff Training	Training conducted in-house	X	
		Brochures and postings on City notice boards	X	
		Training programs offered to City employees	10	
2	Fleet/Equipment Maintenance and Oil Recycling	Fleet/equipment maintenance program in place	X	
		Oil recycling program in place	X	
3	Fertilizer/Pesticide/Herbicide Practices		X	
		Who is licensed	4	
		What kinds of licenses do we have		
				Bill Norman, Mike Lavelle, Wayne Skogstad, Jeff Evenson Pesticide, tree inspector
6a-2	Street Sweeping Program			
	Street sweeping program and procedures exist		X	
				Program in place and will continue annually
6b-2	Annual Inspection of All Structural Pollution Control Devices			
	Number of devices inspected	16		
	Number of devices from which sediment was removed	16		
				Currently in place and will continue
6b-3	Inspection of a Minimum of 20 Percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis			
	Number of outfalls and ponds inspected (20% minimum/year)	193		
	Number of outfalls or ponds where sediment was removed	0		
				Inspect 20% of current outfalls and ponds annually and maintain log of inspection and cleaning (where necessary)

**NPDES PHASE II Permit
City of Roseville 2011 Annual Report
Best Management Practices / Minimum Control Measures**

Attachment A

Unique ID	Title	Measurable Goal				Implementation Status	
				Yes	No		
6b-4 Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas							
		Ice Control Policy in place		X		Currently in place and will continue annually	
6b-5 Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures							
		Storm water conveyance system inspection completed (y/n)		X		Currently in place and will continue annually	
		Documentation of maintenance actions completed (y/n)		X		Currently in place and will continue annually	
6b-6 Record Reporting and Retention of All Inspections and Responses to the Inspections							
1	Pond, Sediment Basins and MS4 Outfall Inspection and Cleaning	Number of outfalls, ponds inspected (20% minimum/year)	193			Currently in place and will continue annually	
		Number of outfalls, ponds where sediment was removed	0			Currently in place and will continue annually	
2	Structural Pollution Devices Inspection and Cleaning	Number of devices inspected	16			Currently in place and will continue annually	
		Number of devices from which sediment was removed	16			Currently in place and will continue annually	
6b-7 Evaluation of Inspection Frequency							
		In place and will continue	need to do more	X		Evaluate frequency every two years	
6c-1 Good Housekeeping Programs							
1	Leaf Litter Pick-up Program	Leaf-litter-pickup completed this year (y/n)		X		Currently in place and will continue annually	
		Quantity picked up	20,000 CY.				
2	Wood Chip Recycling Program	Wood chip recycling program in place (y/n)		X		Currently in place and will continue annually	
3	Recycling and Compost Program	Recycling and composting program exists		X		Currently in place and will continue annually	
		Quantity composted	5,000 cy				
4	Sanitary Sewer Maintenance Program	Inventory of system completed.		X		Currently in place and will continue annually	
		Updates to system documented (y/n)		X		Currently in place and will continue annually	
		Length of pipe cleaned	274,560 ft			Currently in place and will continue annually	
		Length of pipe replaced or lined	15,109 ft			Currently in place and will continue annually	
		Contingency plan for spills/leaks exists (y/n)		X		Currently in place and will continue annually. Fire Dept and Bay West	
IV. D-1 Impaired Waters Review Process							
		In place and will continue		X		Currently in place and will continue annually	
Drinking Water Sources							
		Develop map identifying vulnerable drinking water sources		X		Currently in place and will continue annually	



City of Roseville, Minnesota

**Storm Water Pollution Prevention Plan
(SWPPP)**

and

Permit Application

***For Coverage under General Permit MN R 040000
Authorization to Discharge Storm Water Associated with
Municipal Separate Storm Sewer Systems (MS4) under the
National Pollutant Discharge Elimination System/State
Disposal System Permit Program***

May 22, 2012

TABLE OF CONTENTS

I. General Stormwater Permit Application for Small Municipal Separate Storm Sewer Systems (MS4s)

II. Introduction

History

Permit Goals

Permit Coverage

Permit Requirements

III. Minimum Control Measures and Best Management Practices (BMP) Summary Sheets

MCM1 Public Education and Outreach

MCM2 Public Participation and Involvement

MCM3 Illicit Discharges, Detection and Elimination

MCM4 Construction Site Storm Water Runoff Control

MCM5 Post-Construction Storm Water Management

MCM6 Pollution Prevention / Good Housekeeping

Additional BMPs

II. Introduction

History

The Clean Water Act was enacted in 1972 to regulate discharges of pollutants into the surface waters of the United States. Water quality standards were set for all contaminants in surface waters. In 1987, the Clean Water Act was amended to require implementation of a two-phase comprehensive national program to address storm water runoff. Phase I of the National Pollutant Discharge Elimination System (NPDES) program regulated large construction sites, 10 categories of industrial facilities, and major metropolitan municipalities with populations greater than 100,000 (such as Minneapolis and Saint Paul). Implementation of Phase II in 1999 broadened the program to include smaller construction sites, municipally owned or operated industrial activity, and many more municipalities. The Environmental Protection Agency (EPA) delegated regulation of the Clean Water Act to the Minnesota Pollution Control Agency (MPCA).

Permit Goals

The MPCA has identified the goals of this permit to restore and maintain the chemical, physical, and biological integrity of waters of the state through management and treatment of urban storm water runoff. This is accomplished by requiring the preparation of a Storm Water Pollution Prevention Program (SWPPP) from Municipal Separate Storm Sewer Systems (MS4).

Permit Coverage

The City of Roseville has prepared the following permit in accordance with the MPCA. This permit authorizes discharges of storm water from Small Municipal Separate Storm Sewer Systems (MS4) as defined in 40 CFR 122.26 (b) (16). The City understands the limitations to the permit as listed in Part II, Section B of the General Permit.

Permit Requirements

As a part of the NPDES Phase II permit, the City of Roseville is required to develop and implement a Storm Water Pollution Prevention Program (SWPPP) to reduce the discharge of pollutants from their storm sewer system to the maximum extent practicable. The SWPPP must cover the following six minimum control measures:

- Public education and outreach;
- Public participation/involvement;
- Illicit discharge, detection and elimination;
- Construction site runoff control;
- Post-construction site runoff control; and
- Pollution prevention/good housekeeping.

The SWPPP must identify best management practices (BMPs) and measurable goals associated with each minimum control measure. BMP summary sheets are located in the next section of this report, which describe each BMP and steps for implementation in more detail. An annual report on the implementation of the SWPPP must be submitted each year.

III. Minimum Control Measures and Best Management Practices (BMP) Summary Sheets

MCM 1 Public education and outreach

MCM 2 Public participation/involvement

MCM 3 Illicit discharge, detection and elimination

MCM 4 Construction site runoff control

MCM 5 Post-construction site runoff control

MCM 6 Pollution prevention/good housekeeping

Additional BMPs

MCM-1 Public Education and Outreach

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
1a-1	Distribute Educational Materials	V.G.1.a
1b-1	Implement an Education Program	V.G.1.b
1c-1	Education Program: Public Education and Outreach	V.G.1.c
1c-2	Education Program: Public Participation	V.G.1.c
1c-3	Education Program: Illicit Discharge Detection and Elimination	V.G.1.c
1c-4	Education Program: Construction Site Run-off Control	V.G.1.c
1c-5	Education Program: Post-Construction Stormwater Management in New Development and Redevelopment	V.G.1.c
1c-6	Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations	V.G.1.c
1d-1	Coordination of Education Program	V.G.1.d
1e-1	Annual Public Meeting	V.G.1.e

The City of Roseville will provide its citizens with storm water education in the form of displays, pamphlets, booklets, local newspaper, public television and utility stuffers. For the majority of the cases, the audience will be homeowners, businesses, and developers. The audience will depend on the situation or campaign that may be occurring at the time. The method of distributing the materials will always be tailored to most efficiently reach the intended audience. The City of Roseville has created and will continuously update a link on the City's website containing storm sewer issues and pollution prevention programs in the City. General educational goals will include increased awareness to storm water systems, activities that lead to storm water pollution, pollution prevention measures and awareness on the adverse effect pollution and toxins have on the water bodies and environment.

The content of educational materials will assume the general public has a basic understanding of the subject matter and will attempt to relay the importance of storm water pollution control/prevention through various methods.

The Annual Public SWPPP meeting will also include an educational component. The City will notify the public 30 days prior to the annual meeting. The notice will refer to the SWPPP as being a topic of discussion at the meeting and will inform people on the location, date and time of the public meeting. The notice will also inform the public on where they may view a copy of the SWPPP. Following the public meeting, all relevant material discussed concerning the SWPPP will be submitted with the annual report.

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

***BMP Title:** Distribute Educational Materials

***BMP Description:**

- 1) Roseville City News
This newsletter is distributed to all residents. It includes information on a variety of subjects that are of interest to the local population, including lawn care, recycling, fall litter pickup schedules, street sweeping schedules, ordinance changes, volunteer opportunities, phone number to call in for complaints and other storm water related information.
 - 2) Roseville News Update
Information sheet distributed to people on the mailing list and by request. Includes general information, volunteer opportunities, events and storm water issues.
 - 3) Newspaper articles
The City periodically sends in seasonally appropriate storm water related articles to local newspapers for publication
 - 4) City website
The City has a website that has articles on a variety of subjects that are of interest to residents, including storm water related articles.
 - 5) Roseville Universtiy
Every year the City has a series of classes where City residents are invited to take tours of the facility, meet staff and ask questions. These classes include presintations and special displays related to matters of interest to residents, including storm water issues. On occasion the City may invite a storm water professional to make a presentation.
 - 6) Local access cable channels
The City periodically airs segments related to issues of interest to residents, including storm water. Programs are aired based on time of year, activity and relevance to viewers.
 - 7) City Bulletin Board
A variety of information, including that which is storm water related, is posted on the bulletin board in City Hall.
 - 8) Annual Home and Garden Show
Every year the City participates in the Home and Garden Show. The City has a booth/display where information on good lawn care practices, native plantings and other such information is available for residents.
 - 9) Special inserts and packets
A variety of storm water related brochures/inserts are created for use. Special new resident packets are also prepared that include storm water related material.
- Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

- 1) Number of storm water related articles
Publication frequency
Number of households to which it was sent
- 2) Number of storm water related articles
Publication frequency
Circulation
- 3) Number of storm water related articles written and provided to local newspapers
- 4) Number of storm water related articles and links
Number of hits

- 5) Roseville University completed (y/n)
Attendance
- 6) Number of storm water related segments aired
- 7) Number of storm water related informational sheets posted
- 8) Participated in Home & Garden Show (y/n)
- 9) Number of inserts distributed
Number of packets distributed

***Timeline/Implementation Schedule:**

- 1) Currently in place and will continue annually
Solicit and develop new materials
- 2) Currently in place and will continue annually
Solicit and develop new materials
- 3) Currently in place and will continue annually
- 4) Currently in place and will continue annually
Solicit and develop new materials
- 5) Currently in place and will continue annually
Solicit and develop new display and presentation materials
- 6) Currently in place and will continue annually
Solicit and air new material
- 7) Currently in place and will continue annually
Solicit and develop new materials
- 8) Currently in place and will continue annually
- 9) Currently in place and will continue annually
Solicit and develop new materials

Specific Components and Notes:

- 4) Information on the website includes updates on leaf litter pickup, snow removal, volunteer opportunities in addition to information on storm water issues, access to ordinances, as well as matters of general interest
- 5) Displays
Partners/speakers

***Responsible Party for this BMP:**

Name: 1) Tim Pratt; 2) Carolyn Curti; 3) Carolyn Curti; 4) Debra Bloom; 5) Debra Bloom; 6) Tim Pratt; 7) Carolyn Curti; 8) Debra Bloom; 9) Debra Bloom

Department: 1) Administration; 2) Administration; 3) Administration; 4) Public Works; 5) Public Works; 6) Administration; 7) Administration; 8) Public Works; 9) Public Works

Phone: 1) 651-792-7027; 2) 651-792-7026; 3) 651-792-7026; 4) 651-792-7042; 5) 651-792-7042; 6) 651-792-7027; 7) 651-792-7026; 8) 651-792-7042; 9) 651-792-7042

E-mail: tim.pratt@ci.roseville.mn.us; carolyn.curti@ci.roseville.mn.us; deb.bloom@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

***BMP Title:** Implement an Education Program

***BMP Description:**

The City has implemented a public education program to distribute educational material and conduct outreach activities about the impacts of storm water discharge on water bodies and how the public can reduce pollutants in storm water runoff.

Location(s) in SWPPP of detailed information relating to this BMP:

1c-1, 1c-2, 1c-3, 1c-4, 1c-5, 1c-6

***Measurable Goals:**

Defined on individual BMP sheets as noted above

***Timeline/Implementation Schedule:**

Defined on individual BMP sheets as noted above

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Pat Dolan

Department: Public Works

Phone: 651-792-7054

E-mail: pat.dolan@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

*BMP Title: Education Program: Public Education and Outreach
*Audience(s) Involved: General Public Including area grade school classes that have come to the City for tours and discussion on storm water. Roseville University attendees (Roseville citizen group)
*Educational Goals for Each Audience: Inform and educate about activities and issues in the City regarding the impacts of storm water discharge on water bodies and how the public can reduce pollutants in storm water runoff.
*Activities Used to Reach Educational Goals: See 1a-1; 1, 2, 3, 4, 6, 7, 9
*Activity Implementation Plan: See 1a-1; 1, 2, 3, 4, 6, 7, 9
*Performance Measures: See 1a-1; 1, 2, 3, 4, 6, 7, 9
*Responsible Party for this BMP: Name: Pat Dolan Department: Public Works Phone: 651-792-7054 E-mail: pat.dolan@ci.roseville.mn.us

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

*BMP Title: Education Program: Public Participation
*Audience(s) Involved: General Public Including area grade school classes that have come to the City for tours and discussion on storm water. Roseville University attendees (Roseville citizen group)
*Educational Goals for Each Audience: See 1a-1; 5, 8, 9
*Activities Used to Reach Educational Goals: See 1a-1; 5, 8, 9
*Activity Implementation Plan: See 1a-1; 5, 8, 9
*Performance Measures: See 1a-1; 5, 8, 9
*Responsible Party for this BMP: Name: Pat Dolan Department: Public Works Phone: 651-792-7054 E-mail: pat.dolan@ci.roseville.mn.us

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3

*BMP Title: Education Program: Illicit Discharge Detection and Elimination
*Audience(s) Involved: General public and City staff
*Educational Goals for Each Audience: Inform residents on the proper discharge of hazardous materials and sump pump connections, yard waste and recycling. Inform Local business on proper disposal of waste and recycling. Educate City staff on what an illicit discharge is, what to look for in detecting an illicit discharge. Use the City webpage and bulletin board to inform the general public.
*Activities Used to Reach Educational Goals: Articles in City newsletter, website and bulletin board. City ordinances, recycling and composting.
*Activity Implementation Plan: 2009 develop materials for each target audience. See 3b-1, 3d-1
*Performance Measures: Number of materials distributed Number of calls/reports of illicit discharge See 3b-1, 3d-1
*Responsible Party for this BMP: Name: Pat Dolan Department: Public Works Phone: 651-792-7054 E-mail: pat.dolan@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4

*BMP Title: Education Program: Construction Site Run-off Control
*Audience(s) Involved: General public, developers, contractors and City staff
*Educational Goals for Each Audience: Inform and educate about Federal, State and local storm water management regulations (ordinances, site plan review and permitting process) currently in place for construction site runoff control. Inform and educate about construction site runoff control activities in the City in regard to the impacts of storm water discharge on water bodies and how to reduce pollutants in storm water runoff.
*Activities Used to Reach Educational Goals: City newsletter City website Distribution of information Training of city staff; encouraging contractors to attend training courses.
*Activity Implementation Plan: Provide erosion control requirements to all builders/contractors. Encourage staff to attend training courses.
*Performance Measures: Number of articles in newsletter/website Number of permits issued Number of staff attending training courses
*Responsible Party for this BMP: Name: Pat Dolan Department: Public Works Phone: 651-792-7054 E-mail: pat.dolan@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

*BMP Title:	Education Program: Post-Construction Stormwater Management in New Development and Redevelopment
*Audience(s) Involved:	General public, contractors, developers and City staff
*Educational Goals for Each Audience:	Inform and educate about Federal, State and local storm water management regulations (ordinances, site plan review and permitting process) currently in place for construction site runoff control. Inform and educate about construction site runoff control activities in the City in regard to the impacts of storm water discharge on water bodies and how to reduce pollutants in storm water runoff.
*Activities Used to Reach Educational Goals:	City newsletter City website Distribution of information Training of city staff; encouraging contractors to attend training courses.
*Activity Implementation Plan:	Provide erosion control requirements to all builders/contractors. Encourage staff to attend training courses.
*Performance Measures:	Effectiveness and continued maintenance of permanent storm water management features.
*Responsible Party for this BMP:	Name: Pat Dolan Department: Public Works Phone: 651-792-7054 E-mail: pat.dolan@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6

*BMP Title: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
*Audience(s) Involved: General public and City staff
*Educational Goals for Each Audience: Inform and educate about the NPDES requirements. Inform and educate about pollution prevention, good housekeepng for municipal operations in the City in regard to impacts of storm water discharge on water bodies and how to reduce pollutants in storm water runoff.
*Activities Used to Reach Educational Goals: Articles in City newsletter, webstie and bulletin board. Training, both inhouse and seminars/courses for City staff. See BMP 6a-1 Internal staff meetings to discuss updates and changes in regulations.
*Activity Implementation Plan: Meet regularly with staff to review updates and changes to regulations
*Performance Measures: Attendance at staff meetings Number of staff attending offsite training. See 6a-1
*Responsible Party for this BMP: Name: Pat Dolan Department: Public Works Phone: 651-792-7054 E-mail: pat.dolan@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

*BMP Title: Coordination of Education Program
*BMP Description: Our education program utilizes educational material and activities from many entities. Rice Creek Watershed District, Capitol Region Watershed District, Grass Lake Water Management Organization. Through these organizations we reference their web sites and supply their educational material to our residents. EPA, DNR, reference their web sites. Harriet Alexander Nature Center, Roseville School District. We share handouts, fliers and educational materials. They have volunteers that help distribute fliers, handouts, and place do not pollute stickers on City storm sewer catch basins. Location(s) in SWPPP of detailed information relating to this BMP: 1a-1, 1b-1, 1c-1, 1c-2, 1c-3, 1c-4, 1c-5, 1c-6
*Measurable Goals: See other locations identified above
*Timeline/Implementation Schedule: See other locations identified above
Specific Components and Notes:
*Responsible Party for this BMP: Name: Pat Dolan Department: Public Works Phone: 651-792-7054 E-mail: pat.dolan@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

*BMP Title:	Annual Public Meeting
*BMP Description:	The City will conduct an annual storm water meeting to discuss storm water issues and allow for public input to the SWPPP. At the meeting, interested persons will be provided the opportunity to make oral statements regarding the SWPPP.
Location(s) in SWPPP of detailed information relating to this BMP:	2a-1, 2b-1, 2c-1
*Measurable Goals:	Meeting completed
*Timeline/Implementation Schedule:	Meetings will be conducted annually prior to the SWPPP submittal through the life of the Permit
Specific Components and Notes:	Availability of SWPPP for public review Consideration of oral and written input to SWPPP
*Responsible Party for this BMP:	Name: Pat Dolan Department: Public Works Phone: 651-792-7054 E-mail: pat.dolan@ci.roseville.mn.us

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Additional BMP Summary Sheet Copy as Necessary

MS4 Name:

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number:

*BMP Title:
*BMP Description: Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals:
*Timeline/Implementation Schedule:
Specific Components and Notes:
*Responsible Party for this BMP: Name: Department: Phone: E-mail:

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

MCM-2 Public Participation and Involvement

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
2a-1	Comply with Public Notice Requirements	V.G.2.a
2b-1	Solicit Public Input and opinion on the Adequacy of the SWPPP	V.G.2.b
2c-1	Consider Public Input	V.G.2.c
2d-1	Public Outreach	V.G.2.d

The City of Roseville will encourage public participation through a variety of community service projects that can be completed by any of the following: Boy/girl scouts, church or school groups, or any other group or person in the City of Roseville.

Public meetings will be held in order to obtain input on SWPPP prior to the annual report. All public input (written and oral) will be considered in the SWPPP and appropriate adjustments will be made. The public will be notified 30 days prior to the public meeting and relevant material gathered from the meeting will be submitted in the annual report.

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

***BMP Title:** Comply with Public Notice Requirements

***BMP Description:**

The City will post a 30-day public notice prior to the annual storm water meeting (UIN 2-11). The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the website (UIN 1-4), City Hall bulletin board, local newspaper and any other location or by any means the City may deem necessary or appropriate. A copy of the meeting notice will be made available to the Agency, appropriate City and county officials, and all other interested person.

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

Completed public notice requirement (y/n)
Number of locations notice was posted.

***Timeline/Implementation Schedule:**

30-day notice for annual storm water public meeting will be published every year through the life of the permit

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Pat Dolan

Department: Public Works

Phone: 651-792-7054

E-mail: pat.dolan@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-1

*BMP Title:	Solicit Public Input and opinion on the Adequacy of the SWPPP
*BMP Description:	The City will conduct an annual storm water meeting to discuss storm water issues and allow for public input to the SWPPP. At the meeting, interested persons will be provided the opportunity to make oral statements regarding the SWPPP.
	Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals:	Meeting completed (y/n)
*Timeline/Implementation Schedule:	Meetings will be conducted annually prior to the SWPPP submittal through the life of the Permit
Specific Components and Notes:	Availability of SWPPP for public review Consideration of oral and written input to SWPPP
*Responsible Party for this BMP:	Name: Pat Dolan Department: Public Works Phone: 651-792-7054 E-mail: pat.dolan@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

*BMP Title: Consider Public Input
*BMP Description: Comments received at the annual meeting will be considered as they relate to the cities SWPPP. Written and oral comments received during the annual meeting and the 30-day public notice will be documented with a city response and submitted with annual report.
Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: Number of comments received
*Timeline/Implementation Schedule: Annual; comments will be accepted through the year
Specific Components and Notes:
*Responsible Party for this BMP: Name: Pat Dolan Department: Public Works Phone: 651-792-7054 E-mail: pat.dolan@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet Copy as Necessary

MS4 Name: City of Roseville

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2d-1

*BMP Title: Public Outreach
*BMP Description: 1) Earth Day 2) Spring clean up day 3) Adopt-A-Park program 4) Storm drain stenciling program 5) Lake monitoring Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: 1) Celebration complete (y/n). Number of participants 2) Spring clean up day completed (y/n). Number of participants 3) Number of parks adopted 4) Number of volunteer projects completed 5) List of lakes monitored
*Timeline/Implementation Schedule: Currently in place and will continue annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: 1) Lonnie Brokke; 2) Tim Pratt; 3) Lonnie Brokke; 4) Steve Zweber; 5) Steve Zweber Department: 1), 3) Parks & Recreation; 2) Administration; 4), 5) Public Works Phone: 1) 651-792-7101; 2) 651-792-7027; 3) 651-792-7101; 4) 651-792-7052; 5) 651-792-7052 E-mail: 1), 3) lonnie.brokke@ci.roseville.mn.us; 2)tim.pratt@ci.roseville.mn.us; 4), 5) steve.zweber@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

MCM-3 Illicit Discharges, Detection, and Elimination

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
3a-1	Storm Sewer System Map	V.G.3.a
3b-1	Regulatory Control Program	V.G.3.b
3c-1	Illicit Discharge Detection and Elimination Plan	V.G.3.c
3d-1	Public and Employee Illicit Discharge Information Program	V.G.3.d
3e-1	Identification of Non Stormwater Discharges and Flows	V.G.3.e

The following measures will be taken to develop, implement and enforce this program in order with the goal of pollution reduction in the City's water bodies. A storm sewer system map, depicting water bodies, conveyance systems, and outfalls will be completed by June 30, 2008. All pollution control devices (grit chambers, separators, etc) will be inspected and documented annually to ensure proper function and request any repair. The City will instigate ordinances that will enforce businesses or homeowner to comply with eliminating illicit discharges and connections. Public reporting of any illicit behavior, such as illicit connections or discharges, will be made possible on the City's webpage or at City Hall.

The City of Roseville will inform employees, businesses, and the general public of the hazards associated with illegal discharges and improper disposal of wastes. This will be accomplished through brochures, pamphlets, and flyers in the utility bills, similar to as previously mentioned in the Public Education and Outreach measure. Specific audiences may be targeted due to their type of business but the overall objective is to inform the audience of the ways to detect and eliminate illicit discharges and the hazards associated with illegal discharges and improper disposal of waste.

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3a-1

***BMP Title:** Storm Sewer System Map

***BMP Description:**

The City maintains electronic maps of the storm sewer system and is in the process of completing its digital documentation and verification. Any changes/improvements to the system are included in periodic updates. The storm sewer map will show:

- 1) Ponds, streams lakes & wetlands that are part of the MS4
- 2) Structural pollution devices that are part of the MS4
- 3) All pipes & conveyances in the MS4 system, as goal – but at minimum – those pipes $\geq$ 24 inches in diameter
- 4) Outfalls, including discharges from Roseville to other MS4s or waters and wetlands that are not part of Roseville (and do not have operational control); structures that discharge storm water directly into groundwater; overland discharge points and all other points of discharge from the MS4's system, not diffuse flows

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

- 2004 – Complete mapping and verification of 25%
- 2005 - Complete mapping and verification of 50%
- 2006 - Complete mapping and verification of 75%
- 2007 - Complete mapping and verification of 100%

***Timeline/Implementation Schedule:**

Update mapping as infrastructure is constructed.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Jolinda Stapleton

Department: Public Works

Phone: 651-792-7044

E-mail: jolinda.stapleton@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3b-1

*BMP Title: Regulatory Control Program
*BMP Description: 1) Illicit discharge ordinance Ordinance language that prohibits non-storm water discharge (including hazardous and non-hazardous materials) and has provision for enforcement procedures and violations 2) Illegal dumping/nuisance (ordinance) Presently ordinances exist that: -Prohibit throwing/plpaicng leaves/trash or other materials in streets, alleys or gutters -Prohibit dumping of solid wastes anywhere in the City -Prohibit discharge of cesspools upon any private or public place, street, drain, stream, lake, drainage structure within the City 3) Illicit connection to storm sewer (ordinance) Presently an ordinance exists that prohibits any person from connecting any drain to a storm sewer of the City without first obtaining a permit 4) Right-to-entry provision (ordinance) An ordinance to allow the Public Works Director or other designated staff bearing proper credentials to enter (at resonable times) properties for the purpose of isnpction, sampling and testing of all Municipal/public sewers and connections with them 5) Post-construction inspection of storm sewer (ordinance) An ordinance to allow inspection of all storm sewer connections after construction is completed 6) Septic systems prohibited in water management overlay districts (ordinance) An ordinance exists that prohibits on-site sewage treatment in all water management overlay districts Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: 1) 2006- Development of language, consultation with attorney 2007- Changes to present ordinance if necessary. Implementation of new ordinance if necessary. 2) Implement ordinance, review annually 3) Implement ordinance, review annually 4) 2006- Develop language, consult attorney 2007- Changes to present ordinance if necessary. Implement new ordinance if necessary. 5) Implement ordinance, review annually 6) Implement ordinance, review annually
*Timeline/Implementation Schedule: 1) 2006- Develop language, consult attorney 2007- Changes to present ordinance if necessary. Implement new ordinance if necessary. 2) Ordinance in place, review annually 3) Ordinance in place, review annually 4) 2006- Develop language, consult attorney 2007- Changes to present ordinance if necessary. Implement new ordinance if necessary. 5) Ordinance in place, review annually 6) Ordinance in place, review annually
Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Debra Bloom

Department: Public Works

Phone: 651-792-7042

E-mail: deb.bloom@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

*BMP Title: Illicit Discharge Detection and Elimination Plan	
*BMP Description: The City will identify and document any dry weather flow by inspecting storm ponds, outfalls, and structural pollution control devices. If any illicit discharges or dumping is found, the City will use the existing nuisance ordinance BMP 3b-1 to enforce the procedures and penalties to eliminate the discharge.	
Location(s) in SWPPP of detailed information relating to this BMP:	
*Measurable Goals: Number of outfalls inspected for dry weather flow Number of illicit discharges located	
*Timeline/Implementation Schedule: 2008 Develop and implement illicit discharge detection and elimination program for City staff Ongoing Inspect sites and document any reports annually.	
Specific Components and Notes: Keep records of inspection, inform property owners and eliminate if present	
*Responsible Party for this BMP: Name: Steve Zweber Department: Public Works Phone: 651-792-7052 E-mail: steve.zweber@ci.roseville.mn.us	

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3d-1

*BMP Title: Public and Employee Illicit Discharge Information Program
*BMP Description: The City staff has equipment on hand and receives training to deal with small spills on City property. The City will provide training to staff on illicit discharge in part with BMP 6a-1. The general public will receive information on illicit discharge detection and elimination as part of BMP 1c-3. The City will also provide a mechanism for the public to report any illicit discharges. The City will also post signs to inform and educate the public on hazards of illegal discharges and improper disposal of waste. These signs will be posted near parks and recreation areas. The City has a stenciling program to encourage citizens to eliminate illegal dumping into the storm sewer system. Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: Number of sources used to publish information Number of signs installed/maintained Number of stencils completed Number of staff trained
*Timeline/Implementation Schedule: Currently in place and will continue annually 2008-2009 develop and implement staff training program
Specific Components and Notes:
*Responsible Party for this BMP: Name: Tim O'Neill Department: Fire Phone: 651-792-7304 E-mail: tim.oneill@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3e-1

*BMP Title: Identification of Non Stormwater Discharges and Flows
*BMP Description: The City has reviewed the following categories of non-storm water discharges or flows (i.e., illicit discharges) and has determined they are not significant contributors of pollutants to the City storm sewer system. Landscape irrigation, foundation drains, springs, lawn watering, individual residential car washing, water from crawl space pumps, street wash water, irrigation water, uncontaminated pumped ground water, discharges from portable water sources, air condition condensation, footing drains, uncontaminated ground water infiltration (as defined at 40 CFR § 35.2005(b) (20) rising ground waters, diverted stream flows, waterline flushing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, discharges or flows from fire fighting activities. Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: 1) Frequency (maintain log sheet) 2) Frequency (maintain log sheet)
*Timeline/Implementation Schedule: Annually evaluate the above categories to determine any significant contribution of pollutants to the City's storm sewer system
Specific Components and Notes:
*Responsible Party for this BMP: Name: 1) John Loftus 2) Tim O'Neill Department: Fire Phone: 1) 651-792-7341 2) 651-792-7304 E-mail: 1) john.loftus@ci.roseville.mn.us 2) tim.oneill@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet Copy as Necessary

MS4 Name:

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number:

*BMP Title:
*BMP Description:
Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals:
*Timeline/Implementation Schedule:
Specific Components and Notes:
*Responsible Party for this BMP: Name: Department: Phone: E-mail:

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

MCM-4 Construction Site Storm Water Runoff Control

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
4a-1	Ordinance or other Regulatory Mechanism	V.G.4.a
4b-1	Construction Site Implementation of Erosion and Sediment Control BMPs	V.G.4.b
4c-1	Waste Controls for Construction Site Operators	V.G.4.c
4d-1	Procedure for Site Plan Review	V.G.4.d
4e-1	Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance	V.G.4.e
4f-1	Establishment of Procedures for Site Inspections and Enforcement	V.G.4.f

The City currently has measures in place for Construction Site Storm Water Runoff Control. An erosion control ordinance was adopted in 2006. Construction specifications, which are included in all construction projects through out the City, require the Contractor to follow certain criteria that ensure environmental compliance. Site plan review and pertinent State and Federal permits also are required prior to construction to ensure environmental regulations are met.

In order to prevent pollution to water bodies during construction, contractors are required to provide acceptable erosion control measures and maintenance during the life of the contract. Special attention will be made to ensure that the water is not direction discharged into a lake, stream, or other body of water.

The City of Roseville falls within the Rice Creek Watershed, Capitol Region Watershed and Grass Lake Watershed. Projects meeting certain criteria are reviewed by the governing watershed district for consideration of potential water quality impacts. Based on their review, the governing watershed may require a permit prior to any construction activity.

Pollutants from construction sites can cause physical, chemical, and biological harm to water bodies, eventually requiring dredging and destroying aquatic habitats. In order to prevent such action, the City of Roseville has a permit program requiring construction activity to meet a set of criteria. The permit will compliment the MPCA construction storm water permit as much as possible.

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF
CONTROL

Unique BMP Identification Number: 4a-1

*BMP Title: Ordinance or other Regulatory Mechanism
*BMP Description: The City presently has an ordinance that outlines permit requirements for land alteration, grading and filling. In addition, it has a Minimum Disturbance requirement standard for all developments in its ordinances. Procedures for enforcement included in the ordinance are the following components: 1-Requirements for Construction Site Plan submittal by site operators to the MS4, which includes erosion and sediment control and storm water treatment BMPs 2-Site plan review and approval by MS4 prior to activity on site 3-Requirements and design standards for temporary erosion and sediment controls during construction activities 4-Requirements for record keeping of rainfall amounts and inspections by site operators 5-Regular inspections by site operators 6-Requirements and criteria for the site operator to conduct dewatering and/or basin draining at the site 7-Requirements and criteria for BMP maintenance 8-Requirements concernnig waste controls for solid and hazardous wastes 9-Requirements and design standards for permanent storm water management controls following the completion of construction activities 10-Requirements for stable slopes and the establishment of perennial vegetative cover on all exposed soils upon the completion of any construction activity Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: Implement ordinance Review ordinance annually
*Timeline/Implementation Schedule: Implement ordinance Review ordinance annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: Debra Bloom Department: Public Works

Phone: 651-792-7042

E-mail: deb.bloom@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF
CONTROL

Unique BMP Identification Number: 4b-1

*BMP Title: Construction Site Implementation of Erosion and Sediment Control BMPs
*BMP Description: The City has a review and permit process in place for all proposed land disturbances meeting specified criteria within the City. Applicants are required to use temporary and permanent erosion and sediment control measures and use best management practices on the site to preserve shoreland and vegetation as defined in the erosion and sediment control ordinance. The City has developed an information sheet with a list and description of minimum erosion and sediment control measures/best management practices. This information sheet will be made available to developers/contractors/construction site personnel. Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: Number of plans reviewed
*Timeline/Implementation Schedule: Currently in place and will continue annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: Debra Bloom Department: Public Works Phone: 651-792-7042 E-mail: deb.bloom@ci.roseville.mn.us

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

*BMP Title:	Waste Controls for Construction Site Operators
*BMP Description:	The City has included a provision for construction site waste control in its ordinances. The ordinance will include a provision for all waste/debris and unused building materials to be properly disposed of and not allowed to be carried by runoff into a receiving channel or the storm water system.
	Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals:	2005 - Review existing ordinance, develop language 2006 - Implement ordinance, review annually
*Timeline/Implementation Schedule:	Implement ordinance Review annually
Specific Components and Notes:	
*Responsible Party for this BMP:	
Name:	Debra Bloom
Department:	Public Works
Phone:	651-792-7042
E-mail:	deb.bloom@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

*BMP Title: Procedure for Site Plan Review
*BMP Description: Plan review procedures are identified in City ordinances, which require submittal, review and approval of required permit applications. Design standards and timelines for review are provided in the ordinance. The City uses this regulatory mechanism to ensure post-construction runoff control compliance with the approved Surface Water Management Plan. Final approval by the City Engineer is required, as well as compliance with the City's Comprehensive Surface Water Management Plan (CSWMP), National Urban Runoff Program (NURP) and the standards established by MPCA in their publication "Urban Best Management Practices." Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: Number of plans reviewed Number of resulting BMPs
*Timeline/Implementation Schedule: Currently in place and will continue annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: Debra Bloom Department: Public Works Phone: 651-792-7042 E-mail: deb.bloom@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

*BMP Title:	Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance
*BMP Description:	The City will receive and log reports on non-compliance on construction sites by means of calls to City Hall and letters or comments submitted on the City website. The City's erosion control inspector will follow-up the reports and bring into compliance when appropriate. Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals:	Number of complaints Enforcement of non-compliant sites
*Timeline/Implementation Schedule:	Currently in place and will continue annually
Specific Components and Notes:	
*Responsible Party for this BMP:	Name: Debra Bloom Department: Public Works Phone: 651-792-7042 E-mail: deb.bloom@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

*BMP Title:	Establishment of Procedures for Site Inspections and Enforcement
*BMP Description:	The City has developed procedures for inspection and enforcement of construction site control measures related to erosion and sediment, as well as site waste. The City formalizes its construction site inspection program by outlining complaint and response procedures, specifying conditions that could lead to inspections and enforcement of control measures. Contractors are required to obtain an erosion control permit. Engineering staff inspects sites as required by the MPCA NPDES Phase II permit requirements.
	Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals:	Number of permits issued
*Timeline/Implementation Schedule:	Currently in place and will continue annually
Specific Components and Notes:	Formalize Procedures Create inspection log sheet for documentation
*Responsible Party for this BMP:	Name: Deb Bloom Department: Public Works Phone: 651-792-7042 E-mail: deb.bloom@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet Copy as Necessary**MS4 Name:**

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number:

*BMP Title:
*BMP Description: Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals:
*Timeline/Implementation Schedule:
Specific Components and Notes:
*Responsible Party for this BMP: Name: Department: Phone: E-mail:

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

MCM-5 Post-Construction Storm Water Management

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
5a-1	Development and Implementation of Structural and/or Nonstructural BMPs	V.G.5.a
5b-1	Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment	V.G.5.b
5c-1	Long-term Operation and Maintenance of BMPs	V.G.5.c

Two issues that are the primary focus of the Post-Construction Storm Water Management control measure include runoff pollution and runoff quantity. The City of Roseville will incorporate the construction of storm water treatment features into each of its street improvement projects to the maximum extent possible. Ordinances will be reviewed and/or developed to ensure runoff from new development and redevelopment is addressed. The City will also develop operation and maintenance programs for its constructed storm water treatment facilities/BMPs. permit coverage.

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN
NEW DEVELOPMENT AND REDEVELOPMENT

Unique BMP Identification Number: 5a-1

*BMP Title: Development and Implementation of Structural and/or Non-structural BMPs
*BMP Description: As new developments and redevelopments come in for permit staff reviews them to ensure that they comply with the goals and policies included in the City's comprehensive surface water management plan. BMPs such as rain gardens, infiltration trenches, biofiltration trenches, vegetated swales, etc. are installed to manage post-construction runoff. The type of BMP is determined through the plan review process. 1) Non- Structural Stabilization: Practices that focus on preserving open space, protecting natural systems, and incorporating existing landscape features such as wetlands and stream corridors to manage storm water at its source. Other practices include clustering and concentrating development, minimizing disturbed areas, and reducing the size of impervious areas. 2) Structural Stabilization: a physical device that is typically designed and constructed to trap or filter pollutants from runoff, or reduce runoff velocities. Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: 1) Number of Non-structural BMPs installed 2) Number of Structural BMPs installed
*Timeline/Implementation Schedule: Currently in place and will continue annually Review and update BMPs annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: 1), 2) Debra Bloom Department: Public Works Phone: 1), 2) 651-792-7042 E-mail: 1), 2) deb.bloom@ci.roseville.mn.us

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN
NEW DEVELOPMENT AND REDEVELOPMENT

Unique BMP Identification Number: 5b-1

*BMP Title: Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment
*BMP Description: 1) Wetland buffer (ordinance) The City has ordinances that establish a buffer around wetlands; establish wetland overlay district lot standards and list procedures for determination of actions for proposed fill, grading or drainage of public waters or wetlands. The City also has an ordinance that prohibits fertilizer application within ten feet of any wetland or water resource. 2) Impervious surface coverage (ordinance) Through zoning ordinances the City limits the amount of impervious coverage that can be created on a site. Limits on impervious coverage are more stringent in the shoreland/wetland overlay district. Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: 1) Ordinance completed 2) Ordinance completed
*Timeline/Implementation Schedule: 1) Currently in place, review annually 2) Currently in place, review annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: Debra Bloom Department: Public Works Phone: 651-792-7042 E-mail: deb.bloom@ci.roseville.mn.us

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Unique BMP Identification Number: 5c-1

*BMP Title: Long-term Operation and Maintenance of BMPs
*BMP Description: 1) Comprehensive Surface Water management Plan The City has a Comprehensive Surface Water management Plan (CSWMP) that is adopted by resolution. The CSWMP outlines City and agency goals and policies regarding storm water management. Roseville residents and business owners are invited to the public meetings and participate in the discussion and share concerns and views. 2) Fertilizer (ordinance) The City has a fertilizer ordinance that limits phosphate application within the City and prohibits application during certain periods and on impervious surfaces. The ordinance also includes licensing requirements for commercial applicators. 3) Storm water facilities The City has an ordinance requiring storm water facilities to be maintained in proper conditions consistent with the performance standards for which they were originally designed. Clean up and removal of settled materials is required every five years. 4) The City currently has a storm water utility fee to assist with funding the long-term operation and maintenance of BMPs and the storm sewer system Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: 1) Implement CSWMP 2) Implement ordinance 3) Implement ordinance
*Timeline/Implementation Schedule: 1) Next update- 2011 2) Ongoing 3) Ongoing
Specific Components and Notes:
*Responsible Party for this BMP: Name: Debra Bloom Department: Public Works Phone: 651-792-7042

E-mail: deb.bloom@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet Copy as Necessary**MS4 Name:**

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Unique BMP Identification Number:

*BMP Title:
*BMP Description: Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals:
*Timeline/Implementation Schedule:
Specific Components and Notes:
*Responsible Party for this BMP: Name: Department: Phone: E-mail:

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MCM-6 Pollution Prevention/Good Housekeeping

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
6a-1	Municipal Operations and Maintenance Program	V.G.6.a
6a-2	Street Sweeping**	
6b-2	Annual Inspection of All Structural Pollution Control Devices	V.G.6.b.2
6b-3	Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis	V.G.6.b.3
6b-4	Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas	V.G.6.b.4
6b-5	Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures	V.G.6.b.5
6b-6	Record Reporting and Retention of all Inspections and Responses to the Inspections	V.G.6.b.6
6b-7	Evaluation of Inspection Frequency	V.G.6.b.7
6c-1	Good Housekeeping Programs	V.G.6.c.1

The goal of the Pollution Prevention / Good Housekeeping measure is to improve and/or protect the quality of receiving waters by altering the performance of MS4 operations. It can also result in cost-savings due to proper and timely maintenance that could avoid damage from age and neglect. The City of Roseville will perform maintenance activities, maintenance schedules, and long-term inspection procedures for structural and nonstructural storm water controls to reduce floatables and other pollutants discharged from the City's separate storm sewers.

Training seminars will be conducted to instruct city employees on proper inspection for storm sewer structures. Proper documentation will be made, any action recommended to improve current condition will be sent to the party responsible for Pollution Prevention / Good Housekeeping measure and prompt corrective action will be taken. Records will be kept of all inspection results and any maintenance performed or recommended.

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

*BMP Title: Municipal Operations and Maintenance Program
*BMP Description: 1) Municipal staff training The City currently has in-house training/orientation for new staff, brochures and posting on City information boards. The City staff that conducts storm water infrastructure inspections are trained in the operations and maintenance of all the City's storm water BMPs. All City staff attend training programs offered by outside agencies and manufacturers of equipment used in municipal work. The City conducts annual training for all staff for continuing education. 2) Fleet/equipment maintenance and oil recycling The City regularly maintains its fleet and recycles the oil periodically. 3) Fertilizer/pesticide/herbicide practices In addition to a fertilizer ordinance, the City uses licensed applicators for application on City owned property. Only organic fertilizer is used on City property. Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: 1) Training conducted in-house Brochures and posting on City notice boards Training programs offered to City employees 2) Fleet/equipment maintenance program in place Oil recycling program in place 3) Clearly defined fertilizer application practices in place
*Timeline/Implementation Schedule: Training and practices currently in place and will continue annually
Specific Components and Notes: 1) Guidance from MPCA "Protecting Water Quality in Urban Areas" chapter on Pollution Prevention Training may include: 1. Fertilizer/herbicide/pesticide application 2. Spill prevention and reduction 3. Debris removal 4. Sewer cleaning 5. Vehicle inspection
*Responsible Party for this BMP: Name: 1) Pat Dolan; 2) Ted Fish; 3) Luke Gerlinger Department: 1) Public works; 2) Public Works; 3) Parks & Recreation Phone: 1) 651-792-7054; 2) 651-792-7061; 3) 651-792-7141

E-mail: 1) pat.dolan@ci.roseville.mn.us; 2) ted.fish@ci.roseville.mn.us; 3)
luke.gerlinger@ci.roseville.mn.us

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

***BMP Title:** Street Sweeping**

***BMP Description:**

Street sweeping is conducted by the City twice a year, usually once in early March or early April and completed late April, and again in mid-August and completed by Labor Day. Storm water quality areas are swept on a priority basis throughout the year.

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

Street sweeping program and procedures exist

***Timeline/Implementation Schedule:**

Program in place and will continue annually

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Steve Zweber

Department: Public Works

Phone: 651-792-7052

E-mail: steve.zweber@ci.roseville.mn.us

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

***BMP Title:** Annual Inspection of All Structural Pollution Control Devices

***BMP Description:**

The City currently has inspection in place for all structural pollution devices annually.

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

Number of devices inspected

Number of devices from which sediment was removed

***Timeline/Implementation Schedule:**

Currently in place and will continue annually

Specific Components and Notes:

Keep records of inspection results, date and any maintenance performed or recommended

***Responsible Party for this BMP:**

Name: Steve Zweber

Department: Public Works

Phone: 651-792-7052

E-mail: steve.zweber@ci.roseville.mn.us

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-3

***BMP Title:** Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis

***BMP Description:**

A minimum of 20% of the ponds, sediment basins and outfalls in the City will be inspected annually in rotation until all have been inspected during the Permit period. A log describing the inspection and cleaning (if necessary) will be maintained.

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

Number of outfalls and ponds inspected (20% minimum/year)

Number of outfalls or ponds where sediment was removed

***Timeline/Implementation Schedule:**

Inspect 20% of current outfalls and ponds annually and maintain log of inspection and cleaning (where necessary)

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Steve Zweber

Department: Public Works

Phone: 651-792-7052

E-mail: steve.zweber@ci.roseville.mn.us

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-4

***BMP Title:** Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas

***BMP Description:**

The City has a well-defined ice control policy that is in adherence with guidelines established by the State of Minnesota. The staff keeps current with new technologies and techniques through communication with the US Salt Institute. The City also has a covered salt and sand storage facility.

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

Ice Control Policy in place

***Timeline/Implementation Schedule:**

Ice Control Policy in place and will continue annually

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Steve Zweber

Department: Public Works

Phone: 651-792-7052

E-mail: steve.zweber@ci.roseville.mn.us

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-5

***BMP Title:** Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures

***BMP Description:**

The City currently conducts inspection of the storm conveyance system and any ancillary appurtenances not covered by other inspections on an annual basis and makes repairs and replacements if necessary.

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

Storm water conveyance system inspection completed (y/n)
Documentation of maintenance actions completed (y/n)

***Timeline/Implementation Schedule:**

Currently in place and will continue annually

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Steve Zweber
Department: Public Works
Phone: 651-792-7052
E-mail: steve.zweber@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

***BMP Title:** Record Reporting and Retention of All Inspections and Responses to the Inspections

***BMP Description:**

1) Pond, sediment basins and MS4 outfall inspection and cleaning

A minimum of 20% of the ponds, sediment basins and outfalls in the City will be inspected annually in rotation until all have been inspected during the Permit period. A log describing the inspection and cleaning (if necessary) will be maintained.

2) Structural pollution devices inspection and cleaning

The City currently has inspection in place for all structural pollution devices annually.

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

1) Number of outfalls, ponds inspected (20% minimum/year)

Number of outfalls, ponds where sediment was removed

2) Number of devices inspected

Number of devices from which sediment was removed

***Timeline/Implementation Schedule:**

Currently in place and will continue annually

Specific Components and Notes:

Keep records of inspection results, date and any maintenance performed or recommended

***Responsible Party for this BMP:**

Name: Steve Zweber

Department: Public Works

Phone: 651-792-7052

E-mail: steve.zweber@ci.roseville.mn.us

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

***BMP Title:** Evaluation of Inspection Frequency

***BMP Description:**

Evaluate the inspections conducted as a part of 6b-2 and 6b-3. After two years of inspections if patterns of maintenance become apparent, adjust frequency of inspections.

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

Adjust inspections

***Timeline/Implementation Schedule:**

Every two years

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Steve Zweber

Department: Public Works

Phone: 651-792-7052

E-mail: steve.zweber@ci.roseville.mn.us

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Additional MP Summary Sheet Copy as Necessary

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6c-1

*BMP Title: Good Housekeeping Programs
*BMP Description: 1) Leaf litter pick-up program: The City has an annual leaf letter pick-up program, wherein the City is broken up into 4 areas and leaves are vacuumed over a 2.5 week period and composted at the City compost site 2) Wood chip recycling program The City currently chips wood from trees brought down on City property and makes it available to residents for use in landscaping 3) Recycling and compost program There is a City-wide recycling and composting program managed by designated City staff 4) Sanitary sewer maintenance program The City maintains an inventory of its sanitary sewer system. Periodic inspections and maintenance are performed when necessary to ensure the proper functioning of the system. Sanitary system upgrades and changes, if any, are documented; and the inventory is updated annually. Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: 1) Leaf-litter-pickup competed this year. Quantity picked up. 2) Wood chip recycling program in place 3) Recycling and composting program exists. Quantity composted. 4) Inventory of system completed. Updates to system documented. Length of pipe cleaned. Length of pipe replaced. Contingency plan for spills/leaks exists
*Timeline/Implementation Schedule: 1) Currently in place and will continue annually. 2) Currently in place and will continue annually. 3) Currently in place and will continue annually. 4) Currently in place and will continue annually.
Specific Components and Notes: 4) Keep records of inspection results, date and any maintenance performed or recommended.
*Responsible Party for this BMP: Name: 1), 2), 3) Steve Zweber; 4) Tony Thury Department: Public Works Phone: 1), 2), 3) 651-792-7052; 4) 651-792-7053 E-mail: steve.zweber@ci.roseville.mn.us; tony.thury@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional MP Summary Sheet Copy as Necessary

MS4 Name: City of Roseville

Minimum Control Measure: IV.D Section 303(d) listings

Unique BMP Identification Number: IV.D-1

***BMP Title:** Impaired Waters Review Process

***BMP Description:**

The following terms are used in the course of this BMP description:

- Trigger event
- Impaired waters evaluation
- Impaired waters report

These terms are used to describe steps of a process to address a specific MS4 Permit requirement. These terms do not imply or mandate the creation of written reports or materials that must be submitted to the MPCA. Written documentation from these steps will be retained as part of the City's MS4 Permit records. These records will be retained as per Part VI.B. of the MS4 General Permit and available to the MPCA upon request.

For waters that are impaired only for mercury, only Step 1 of this BMP will be implemented. Based on the Minnesota statewide mercury TMDL, it is being assumed that the City's MS4 discharge does not contribute to the mercury impairment. This assumption also applies to waters with multiple impairments that include mercury. For these waters, only the other non-mercury impairments must be addressed through Steps 2 through 5.

As per 40 CFR 122.2 and 122.3, the measures in this BMP will not be applied to flows from irrigated agriculture or agricultural storm water runoff within the City's jurisdiction.

The steps included in this BMP will be instigated by one or more of the following trigger events:

1. The extension of MS4 Permit coverage upon approval of the City's submittal materials and Application by the MPCA Commissioner.
2. The release of a new 303(d) list of Impaired Waters by the MPCA that is approved by the USEPA.

In Step 1, the City will review the Impaired Waters List to determine whether there are any impaired waters located within five miles of the City's boundaries that receive discharge from the City's MS4. Such waters will be identified as "impaired waters of concern." This term is used only for the purposes of this BMP to define the set of impaired waters that must be addressed in the subsequent steps. The City will depend on the 303(d) list of Impaired Waters to make this determination. Where the information in the list is insufficient, the City will contact the MPCA for further clarification.

In Step 2, the City will identify the location(s) of discharge(s) from the City's MS4 to the impaired waters of concern identified in Step 1. Discharges may include pipes, outlets, ditches, swales, street gutters, or other discrete conveyances for storm water runoff. As part of Step 2, the City will also delineate the watershed area within the City's jurisdiction that discharges to each impaired water of concern identified in Step 1.

In Step 3, the City will prepare an impaired waters evaluation addressing the hydrology, land use, and other characteristics of each watershed area delineated in Step 2.

In Step 4, the City will prepare an impaired waters report. This report will address the results of the steps listed above along with a determination of whether changes to the City's SWPPP are warranted to reduce the impact from the City's MS4 storm water discharge to each impaired water of concern.

In Step 5, the City will incorporate the changes identified in the impaired waters report into the City's SWPPP, as per the provisions of the MS4 General Permit regarding SWPPP modifications. The changes to the SWPPP will be reported in the subsequent Annual Report, along with a summary of the process (as listed above) that resulted in the changes.

Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals: Step 1: Completion of the City's determination whether there are impaired waters of concern Step 2: A map showing the locations of discharges and delineated watershed areas Step 3: Completion of the impaired waters evaluation Step 4: Completion of the impaired waters report Step 5: Changes to the City's SWPPP
*Timeline/Implementation Schedule: Step 1: Within 6 months of a trigger event Step 2: Within 6 months of a trigger event Step 3: Within 12 months of a trigger event Step 4: Within 12 months of a trigger event Step 5: Within 18 months of a trigger event
Specific Components and Notes: The steps listed in this BMP will be executed in response to the listing of impaired waters. It is likely that these tasks will precede (perhaps by years) the initiation and completion of the TMDL Study and Waste Load Allocation for these impaired waters. The data, information, and understanding of the water quality problems and solutions for the impaired waters will be significantly less at the time of the preparation of these materials than when the TMDL Study and the Waste Load Allocation have been completed. For this reason, the level of analysis and the breadth of the response by the City will be significantly less for the preparation of these materials and modifications to the SWPPP at this time than at the time of the completion of the TMDL Study and the Waste Load Allocation. The City's analysis and response for this BMP will be based on data and information that are readily available at the time.
*Responsible Party for this BMP: Name: Debra Bloom Department: Public Works Phone: 651-792-7042 E-mail: deb.bloom@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional MP Summary Sheet Copy as Necessary

MS4 Name: City of Roseville

Minimum Control Measure: Drinking Water Sources

Unique BMP Identification Number: Source Water Protection

***BMP Title:** Source Water Protection Areas

***BMP Description:**

The City of Roseville will evaluate drinking water sources when considering storm water infiltration projects. The following steps will be taken:

- The City will determine if any part of the proposed infiltration site is within a vulnerable wellhead protection area or drinking water supply management area as defined by Minnesota Rules (4720.5100-5590), what aquifer is used by drinking water supply wells, where the aquifer is vulnerable to contamination from land-disturbing activities, what are the existing and/or proposed land uses in the area, what are the contaminants of concern in the storm water.
- The City will follow the Minnesota Department of Health's (MDOH) guidance on evaluation storm water infiltration projects in vulnerable wellhead protection areas to determine if infiltration practices are appropriate in the proposed area.

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

Develop a map identifying potentially vulnerable wellhead protection areas or drinking water sources.
Keep records of the evaluation process and conclusions for proposed infiltration projects in vulnerable areas.

***Timeline/Implementation Schedule:**

2008 - Develop map identifying vulnerable drinking water sources. Review annually to update map with any changes.
Review MDOH guidance for changes prior to each project in areas of vulnerable drinking water sources.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Debra Bloom

Department: Public Works

Phone: 651-792-7043

E-mail: deb.bloom@ci.roseville.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 22, 2012

Item No: 6

Item Description: Storm Water Management Plan Update Discussion

Background:

The City has recently initiated an update to its Comprehensive Surface Water Management Plan (CSWMP) which was originally developed in 1990 and was last updated in 2002. The CSWMP is a document that is required to be updated to maintain consistency with local watershed standards and with the Metropolitan Surface Water Management Act. The CSWMP is a required chapter of the City's overall Comprehensive Plan and establishes the City's vision and practices for managing storm water and surface water drainage throughout the City. SEH Inc. has been retained to assist the City with this update. They had drafted the city's first Storm Water Management Plan and have a familiarity with the city. Ron Leaf, the Project Manager from SEH will be in attendance to give a brief presentation and to lead the discussion.

There are two primary goals for this meeting with the Commission. First is to give the Commission a brief overview of the CSWMP update process and schedule. Second, and most importantly, we are looking for input from the Commission and the public on potential opportunities and efforts towards improved education for residents, new or improved water quality practices, changes in maintenance, or reductions in the costs of managing water and natural resource areas within the City.

Recommended Action:

Discuss Storm Water Management Plan Update

Attachments:

None

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 22, 2012

Item No: 7

Item Description: City Council Joint Meeting Annual Discussion Items

Background:

The PWETC is scheduled for its annual joint meeting with the City Council on June 11, 2012. We ask that the Commission create a list of the topics you will discuss with the City Council and staff will include them in the June 11, 2012 Council packet. Attached is the 2011 Council Action from your discussion with the Council last year.

Each year, the Public Works, Environment, and Transportation Commission meets with the City Council to review activities and accomplishments and to discuss the upcoming year's work plan and issues that may be considered.

Activities and accomplishments:

- ☐ X
- ☐ X
- ☐ X

Work Plan items for the upcoming year:

- ☐ X
- ☐ X
- ☐ X

Question or Concerns for the City Council:

- ☐ X
- ☐ X
- ☐ X

Recommended Action:

Create list of discussion items for the City Council meeting

Attachments:

A. 2011 Council Action

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 06/13/11

Item No.:

Department Approval



City Manager Approval

Item Description: Joint Meeting with Public Works, Environment and Transportation
 Commission

BACKGROUND

The Public Works, Environment, and Transportation Commission have provided the following topic areas for discussion at the June 13, 2011 Council meeting. They look forward to the opportunity to meet with the City Council.

1. Review of Past Year

- a. Intersection Improvement Recommendations
- b. Erosion Control Ordinance Update
- c. Annual Storm Water Report/ Public Meeting
- d. Annual Recycling Report
- e. Organized Solid Waste Collection Discussions
- f. Coal Tar Sealant Ban Ordinance Development
- g. Forestry Ordinance Update
- h. Trees and Storm Water Benefits
- i. Review and Comment of Josephine Woods Plat and Public Improvements

2. 2011-12 PWETC Topics for Discussion with the Council

- a. Capital Improvement Plan/Infrastructure Funding Review/Assessment Policy Review/ Asset Management
- b. Public Works Engineering Staffing as it Relates to Infrastructure Needs
- c. Neighborhood traffic Management Policy
- d. Coordination of Pathway Planning/Implementation with Park and Rec. Commission
- e. Community Volunteer Projects ie. Boy scouts etc.
- f. Undergrounding Overhead Electric on Ph II Rice Street
- g. Conservation Water Rate Effectiveness Review

Prepared by: Duane Schwartz, Public Works Director

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 22, 2012

Item No: 8

Item Description: Complete Streets Policy Discussion

Background:

Over the past few years there has been a movement to make streets more conducive to all modes of transportation such as biking, walking, and alternative transit options. The term “complete streets” has been attached to this effort and many local governments have taken actions to make their streets more useable for all modes of transportation.

Attached to this report is an example complete streets policy that was approved by the City of Falcon Heights last year. This policy sets standards that the city will consider when completing street projects. Specifically, components such as sidewalks, landscaping, lighting, transit facilities, and storm water will be taken into consideration in the design process.

It is important to note that this policy does not require the installation of these elements, but does call for the city to consider them when designing street projects.

Adoption of this policy also helps meet one of the GreenStep Cities program criteria set by the Minnesota Pollution Control Agency.

Recommended Action:

Discuss Complete Streets Policy and applicability to Roseville.

Attachments:

- A. Complete Streets Draft Policy

City of Falcon Heights Complete Streets Policy

The City of Falcon Heights is committed to developing and maintaining a safe, efficient, balanced and environmentally sound transportation system and supports integrating physical activity into daily routines through actions such as biking, walking, or taking transit.

Falcon Heights will enhance safety, mobility, accessibility and convenience for all corridor users including pedestrians, bicyclists, transit riders, motorists, commercial and emergency vehicles, and for people of all ages and abilities by planning, designing, operating, and maintaining a network of complete streets. This policy applies to all corridors under the City of Falcon Heights jurisdiction. The city will work with other transportation agencies to incorporate a complete streets philosophy and encourages the State of Minnesota, neighboring cities, Ramsey County and regional organizations to adopt similar policies.

Given the limited number of new streets constructed in Falcon Heights, flexibility in accommodating different modes of travel on existing streets is essential to balancing the needs of all corridor users. The city will implement complete streets in such a way that the character of the project area, the values of the community, and the needs of all users are fully considered. Therefore, complete streets will not look the same in all settings, and will not necessarily include exclusive elements for all modes.

As part of any transportation project, incorporation of complete street elements will be considered. These elements include, but are not limited to:

- Sidewalks and trails
- Speed limits
- Stormwater drainage
- Trees and other landscaping options
- Lane widths
- Lighting
- Public transit and bicycle facilities
- On-street parking

Applicable design standards and best practices will be followed in conjunction with construction, reconstruction, changes in allocation of pavement space on an existing roadway, or other changes in street corridor. The planning, design, and implementation processes for all transitway and roadway corridors will:

- Involve the local community and stakeholders
- Consider the function of the road
- Integrate innovative and non-traditional design options

- Consider transitway corridor alignment and station areas
- Assess the current and future needs of corridor users
- Include documentation of efforts to accommodate all modes and all users
- Incorporate a review of existing system plans to identify complete streets opportunities.

The City of Falcon Heights will implement complete streets unless one or more of the following conditions are documented:

- The cost of establishing complete street elements is excessive in relation to total project cost.
- The street jurisdiction (Ramsey County or the State of Minnesota for non-city streets) refuses suggested plans or there is a lack of community support.
- There are safety risks that cannot be overcome.
- The corridor has severe topographic, environmental, historic, or natural resource constraints.

For the purposes of this policy, “Complete Streets” are defined as:

“A complete street is designed to be a transportation corridor for all users: pedestrians, cyclists, transit users, and motorists. Complete streets are designed and operated to enable safe continuous travel networks for all users. Pedestrians, bicyclists, motorists and bus riders of all ages and abilities are able to safely move from destination to destination along and across a network of complete streets. Transportation improvements, facilities and amenities that may contribute to complete streets and that are considered as elements of a "complete street" include: street and sidewalk lighting; pedestrian and bicycle safety improvements; access improvements, including compliance with the Americans with Disabilities Act; public transit facilities accommodation including, but not limited, to pedestrian access improvement to transit stops and stations; street trees and landscaping; drainage; and street amenities.”

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 22, 2012

Item No: 9

Item Description: Look Ahead Agenda Items/ Next Meeting June 26, 2012

Suggested Items:

- Assessment Policy Revisions
-

Recommended Action:

Set preliminary agenda items for the June 26, 2012 Public Works, Environment & Transportation Commission meeting.