Roseville Public Works, Environment and Transportation Commission
Meeting Agenda

Tuesday, May 26, 2015, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

6:30 p.m.	**1.**	**Introductions/Roll Call**
6:35 p.m.	**2.**	**Public Comments**
6:40 p.m.	**3.**	**Approval of April 28, 2015 Meeting Minutes**
6:45 p.m.	**4.**	**Communication Items**
7:00 p.m.	**5.**	**Annual Stormwater Meeting**
7:30 p.m.	**6.**	**Neighborhood Organized Trash Collection Guide**
8:00 p.m.	**7.**	**Discussion Topics for June 22, 2015 Joint Meeting with City Council**
8:15 p.m.	**8.**	**Possible Items for Next Meeting – June 23, 2015**
8:30 p.m.	**9.**	**Adjourn**

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Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 26, 2015 **Item No:** 3

Item Description: Approval of the April 28, 2015 Public Works Commission Minutes

Attached are the minutes from the April 28, 2015 meeting.

Recommended Action:
Motion approving the minutes of April 28, 2015 subject to any necessary corrections or revision.

April 28, 2015 Minutes

Move**:** _____

Second**:** _____

Ayes**:** _____

Nays**:** _____

Roseville Public Works, Environment and Transportation Commission Meeting Minutes

Tuesday, April 28, 2015, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1. Introduction / Call Roll

Chair Dwayne Stenlund called the meeting to order at approximately 6:30 p.m. and Public Works Director Schwartz called the roll.

Members Present: Chair Dwayne Stenlund; Members Brian Cihacek, Sarah Brodt Lenz, Joe Wozniak, Duane Seigler; and newly-appointed members Kody Thurnau and John Heimerl

Staff Present: Public Works Director Duane Schwartz and City Engineer Marc Culver

Oath of Office

Chair Stenlund welcomed and administered the oath of office to newly-appointed PWETC members Kody Thurnau and John Heimerl.

Roseville University

Chair Stenlund announced the upcoming Roseville University and invited the public and members of the PWETC to attend as available, as outlined in the promotional materials included in the meeting packet.

2. Election of Officers

With no additional nominations, Member Lenz moved, Member Wozniak seconded, nomination of Member Stenlund as Chair of the PWETC.

Member Stenlund accepted the nomination.

Ayes: 7
Nays: 0
Motion carried.

With no additional nominations, Member Seigler moved, Member Lenz seconded, nomination of Member Cihacek as Vice Chair of the PWETC.

Member Cihacek accepted the nomination.

Ayes: 7
Nays: 0
Motion carried.

Chair Stenlund invited each member of the PWETC and staff present to introduce themselves and share their areas of interest in the community and on the PWETC.

Chair Stenlund thanked outgoing Public Works Director Duane Schwartz for his years of service and assistance to the community and the PWETC over the years.

Current City Engineer/Assistant Public Works Director and incoming Public Works Director Culver recognized Mr. Schwartz; noting that he had set the bar high; and expressed his appreciation for Mr. Schwartz's direction, guidance and mentorship over the last few years and for his service during his 32 year tenure with City of Roseville

3. Public Comments
None.

4. Approval of March 24, 2015 Meeting Minutes
Member Cihacek moved, Member Wozniak seconded, approval of the March 24, 2014, meeting as amended.

Corrections:
Several members submitted typographical and grammatical errors to staff for incorporation into the amended meeting minutes.

- **Page 13, Lines 540 – 541 (Cihacek)**
  Correct statement to be gender-neutral as applicable.
- **Page 14, Line 591 (Cihacek)**
  Correct $90 million to $9 million

Ayes: 7
Nays: 0
Motion carried.

5. Communication Items
Mr. Culver noted reviewed project updates and maintenance activities listed in the staff report and attachments dated April 28, 2015.

Made in Minnesota Solar Grant Application Update
Mr. Culver advised that the City had submitted three applications, with all being unsuccessful among the over 300 applications for these grants. Mr. Culver stated that staff would proceed with updating current proposals for several larger public building roofs, and retain the smaller roofs for a future Made in Minnesota grant

opportunity. Mr. Culver advised that he anticipated having those new or additional proposals available for review at the May or June 2015 PWETC meetings, including financing options for solar installations.

At the request of Member Cihacek, Mr. Culver advised that staff was working with some of the groups having presented to the PWETC in the past, via an informal Request for Proposals (RFP) rather than starting the process over. Mr. Culver noted this would involve working with firms under the CERTS program and larger types of applications that would provide a quicker payback and tax rebate financing options.

Bus Rapid Transit (BRT)

While having anticipated information to share with the PWETC tonight, Mr. Culver advised that it was not yet available, and would plan a status report at the May 2015 PWETC meeting.

Annual Joint Meeting of the City Council and PWETC

Mr. Culver asked Members to mark their calendars for this June 22, 2015 and plan to attend.

Chair Stenlund concurred, advising that a brainstorming session was planned at the next PWETC meeting, listing projects accomplished to-date and those anticipated in the future by the body.

Sealcoating Update

At the request of Chair Stenlund, Mr. Culver advised that the City Council had approved the recommendation of staff and the PWETC to suspend sealcoating with an annual review to determine if the suspension was addressing the delamination distresses. Mr. Culver anticipated a minimum of two years to make a determination; and noted monies typically allocated for sealcoating would be used for mill and overlay efforts instead.

Chair Stenlund asked if staff anticipated any change in the City's pavement index ranking at this time.

Mr. Culver responded that none was proposed, and any additional monies would serve to alleviate the annual backlog of streets needing mill and overlay versus available funding, allowing staff to get to some of those lower-rated pavements more quickly than normally allowed.

At the request of Chair Stenlund, Mr. Culver confirmed that the City would continue to perform its annual indexing and surveys; with additional time spend on minor pothole filling and crack sealing that would typically be spent on sealcoating efforts.

Sewer Lining Project

At the request of Chair Stenlund, Mr. Culver advised that this project is well underway.

Upper Villa Park Stormwater Update

At the request of Chair Stenlund, Mr. Culver advised that this plan was similar to that of the previously discussed Evergreen Park Project ultimately rejected. While bids opened last week for this project were somewhat higher than the original engineer's estimate, Mr. Culver advised that this program run by the Capitol Region Watershed District who will award the project, should be under construction later this fall. Unlike the system proposed for Evergreen Park with two tanks (one for re-use and one for infiltration), Mr. Culver advised that this Villa Park system will capture a good portion of what it captures, basically due to different soils than found at the other park.

Public Works Director Schwartz suggested this would be a good field trip opportunity this fall if the project was under construction, as well as that of the BRT along Snelling Avenue.

Chair Stenlund stated that was a great idea; and encouraged PWETC members if they had areas of interest they would like to include for a future van tour that were under the mantle of the PWETC to bring them to his or staff's attention.

Victoria Street Project Update

As part of this project and given existing stormwater issues and treatment options, Mr. Culver advised that it was proposed to build a 4-bay (pond) on one of the nearby parcels in that area near Pioneer Park via an easement to install a small pond and mitigate wetland issues due to installation of the sidewalk. Mr. Culver noted the approval of the watershed district.

Mr. Culver advised that the appraisal for only the easement portion of the property was $50,000; and that staff was currently working with Capitol Region Watershed District on a grant allowing purchase of the parcel outright based on the property's total appraisal of $96,000. Mr. Culver advised that the remaining property would then be wrapped into the park and provide a protective buffer for the wetland area, allowing for improved vegetation, connect trails and fill in some of the missing gaps.

Mr. Culver further advised that the Planning Commission would be reviewing the parcel at their upcoming May 6, 2015 meeting to make sure it fit with the goals of the City's Comprehensive Plan; with subsequent presentation to the City Council at their May 11, 2015 meeting for their consideration for purchase, at which time staff should have also received confirmation from the watershed district as to whether or not they will participate in that purchase.

Chair Stenlund asked if that would take some drainage from the parking and trail access areas.

Mr. Culver responded that, in order to meet the requirements of a Minnesota State Aid road such as Victoria Street is, it would be necessary to install curb & gutter throughout the entire area, with parking proposed along the east side of Victoria, striping the shoulder and shifting lanes. Mr. Culver noted that the east side was where people tried to access the trailhead for Reservoir Woods.

Member Thurnau spoke in support of connecting the two parks and green space, providing a nice thoroughfare versus the current barrier.

Mr. Culver clarified that there was currently no funding for the trail itself, and it would need to be added to the Pathway Master Plan for future funding.

Member Seigler asked if the City would consider using Eminent Domain if the current private landowner wasn't interested in selling the parcel.

Mr. Culver responded that the City would not use that option even though the parcel was the most desirable option; there were other methods to meet mitigation and stormwater treatment needs versus taking that public parcel, since it was necessary to prove a public good when using Eminent Domain.

At the request of Member Cihacek, Mr. Culver advised that staff had only held preliminary conversations to-date with the property owner, and would be meeting with them in the near future to determine their interest.

6. Eureka Recycling Annual Report

Mr. Chris Goodwin, Communications Manager at Eureka Recycling, provided a brief history of their firm's work with the City of Roseville through providing services and establishing best practices.

Mr. Goodwin reviewed the metrics and data requested annually by the City, various trends, and improvements or changes indicated in the program. Mr. Goodwin noted that 2014 incorporated major changes in the Roseville collection system through transitioning from dual to single sort curbside collection via carts, and addressed some of the lessons learned.

While all information presented was included in the report, Mr. Goodwin keyed some of the highlights and major accomplishments, as well as ongoing impacts for this program and in the industry nationwide, and asked for PWETC feedback during and after his presentation.

Mr. Goodwin's presentation included the transition in February of 2014 to carts and from dual to single sort, and educational efforts required for that transition, including surveying participants on the cart size to accommodate storage based on Roseville City ordinances. As part of the City's suggestion for more focus, education and participation at multi-family units, Mr. Goodwin addressed some of

those efforts, including providing property managers access to educational materials in various languages as needed.

Discussion among members and Mr. Goodwin included tonnage comparisons since 2006 for multi-family properties and the reason for some of those variables (e.g. vacancies and/or turnover of units, changes in on-site property managers, education of new tenants, renovations during some of that time); need for landlords to provide motivation and education to their tenants to increase awareness and use of the program; higher and lower income property findings for multi-family properties and various languages involved; and lack of financial incentives for tenants who pay the same rent whether or not they recycle compared to the financial incentives found for single-family homes.

Further discussion included variables in commercial recycling scenarios (multi-family rental properties); need to consider a discount program or some incentive to encourage more recycling to reduce garbage; the unique program for Roseville and Eureka Recycling for including multi-family properties in their residential hauling program; and the need to make sure education and information is available to support those efforts.

Mr. Goodwin reviewed the efforts used by Eureka to separately management, measure tonnage, and track tonnage by building through using separate trucks for pick-up at those multi-family buildings.

Mr. Goodwin reviewed the reductions experienced in revenue sharing based on the composition of materials, and the actual commodity market in selling those materials.

Member Wozniak asked that Eureka continue to compute and show revenue sharing and separate composition of materials, using established indices calculated for revenues generated minimum handling costs. Member Wozniak also requested that Eureka at a minimum show the running average on their chart, and whether greater or lower than average, especially if the size of the chart requires them to drop the year 2006 to incorporated the year 2015 in their next presentation.

Mr. Goodwin advised that their report editors could provide some type of graph commodity by commodity similar to that used for revenues.

Chair Stenlund noted, with so much data tracked and available, it was interesting to see the actual trends.

Mr. Goodwin concurred, and reviewed in detail how the residual rate was achieved; commending the City for their retaining their low rate typically well below 2%, and even when moving from dual to single sort, staying well below the national average of 5-10% by remaining at 2.5%. Even though the residual rate

increased minimally, Mr. Goodwin noted that the Eureka residual rate remained the envy of other single-sort facilities across the country.

Unfortunately, Mr. Goodwin noted that the revenue share continued to trend down and reviewed how and why materials are worth less than they were three years ago, based on commodities, their market prices, and impacts to those commodities.

As the PWETC considered options for future fieldtrips, Mr. Goodwin encouraged them to visit Eureka's MRF or glass separation facilities.

At the request of Member Wozniak, Mr. Goodwin reviewed how their firm was able to measure total tonnage at routes and lists of stops at single-family and/or multi-family properties, based on the number of carts tipped at each site, cart weights and amounts as distributed among buildings.

While multi-family properties are unique, Mr. Goodwin reviewed how the driver measured those carts before tipping them, monitoring each building, and continued to seek more efficient ways to track that tonnage beyond current practices. However, Mr. Goodwin noted how essential this type of information was as a tool to provide historical information on collections and properties from the previous year.

Chair Stenlund suggested some type of contest for multi-family properties to incentivize them to recycle, especially those showing significant drops from the previous year.

Mr. Goodwin concurred with such an incentive program; noting the need to find out how and why trends are fluctuating at specific buildings to address those needs.

Chair Stenlund noted his previous request to address a way to provide recycling at construction site for materials (e.g. water bottles from workers); with Mr. Goodwin remembering that request, but recognizing the unfortunate logistical issues involved in such a system.

Mr. Goodwin noted Eureka's observation of last year's Rosefest to monitor events and their plan to work with Rotary in 2015 to make this large city event a zero waste event, providing another example to Roseville residents and others of the intent of the City of Roseville to lead recycling efforts.

Member Cihacek noted dramatic drops indicated in municipal buildings in Roseville (e.g. fire station) and asked if there was some variable that accounted for that; and why the City's policy about recycling at the city level was not tracking as well as residential recycling.

Mr. Goodwin stated that it was hard to describe the why, as each building was unique; but suggested the downtrend at the fire station was perhaps due to it only being open during a portion of the year. As far as City Hall trending, Mr. Goodwin note that in some years, they performed massive file purging while in other years, they did not. Similar to multi-family properties with new property managers and/or renovations, Mr. Goodwin noted there may be reasons for reduced recycling in some years.

For those multi-family properties not wishing to participate, Mr. Goodwin advised that they then got City staff involved in working with them to encourage their participation.

Member Heimerl stated that he felt good about the education efforts by Eureka, and asked how much they were working with the School District and if so, whether or not their programs were proving successful.

Mr. Goodwin responded that outreach to schools was being used more and more, especially with individual teachers using environmental or sustainable curriculum. Mr. Goodwin noted that it was only natural for kids to want to prove themselves smarter than adults, and therefore provided a good source to alert those adults to new materials now being recycled (e.g. milk cartons and linens) and encouraged continuing to get kids excited about it. Mr. Goodwin advised that part of those educational efforts included visits to the MRF to provide the eye-opening event when you could visibly see the situations and problem materials and their impact in the process (e.g. plastic bags tangled in equipment and rationale in not using black plastics due to unreadable resin codes).

Member Lenz asked Mr. Goodwin to review their educational flyer and list of materials for easier reading and only one-sided for posting purposes.

Mr. Goodwin duly noted that request and advised that he would review the materials prior to their next printing; but asked that Member Lenz send him a copy of her list for reference when redesigning the flyer to ensure it was updated and feedback incorporated.

Member Wozniak noted the report showing some municipal parks were not recycling and others were.

Mr. Goodwin advised that multiple parks may have materials going to one central location, or recycling canisters may not be available in all parks as Ramsey County was providing those containers to municipal parks. Mr. Goodwin cautioned that there were a number of places where Eureka may tip but were not representative of parks having service.

Mr. Culver concurred, advising that City staff continued to work with Ramsey County to increase recycling participation in parks. However, Mr. Culver noted

that there some logistical issues. While ideally recycling bins are located next to every trash bin, Mr. Culver noted that with the miles of paths, this often became logistically difficult for collection. Mr. Culver advised that the largest item of waste was that from animals, and often people deposited that waste in bins without separating it, creating a significant issue when attempting to separate materials. Mr. Culver advised that, while the City continued to try to make it easy to recycle at municipal parks, sometimes collecting from those parks, or how to locate carts or bins remained challenging. Mr. Culver advised that the Parks & Recreation Department and Public Works Departments had ideas and goals, and continued to seek cost participation with Ramsey County in meeting those goals.

Member Wozniak advised that he was not directly involved in that aspect of the program in his work with Ramsey County; however he noted his awareness of comments regarding issues getting recycling in Roseville parks.

Chair Stenlund recognized the ongoing and ever-improving efforts at the Skating Center.

Chair Stenlund asked Mr. Goodwin to address seasonal activities and increased materials (e.g. Christmas material) and frustrations by Eureka drivers with materials put in carts that are not recyclable.

Mr. Goodwin responded that if customers were experiencing any anger coming from Eureka personnel, whether drivers or others, he wanted to know about those experiences to address them. Mr. Goodwin clarified that Eureka recognized that there may be extra materials placed on the side of the cart as a result of special events, and considered it acceptable. However, if it was not an exception and more of a typical overflow situation, Mr. Goodwin advised that a larger cart was indicated. Mr. Goodwin advised that an occasional or seasonal overage of material should not be problem for Eureka even though it caused the driver to stop to put that material in the cart and tip it again to ensure tonnage was accurate and the materials were picked up.

At the request of Chair Stenlund, Mr. Goodwin addressed future organics collection and results of their piloting efforts and processing since 2001, allowing Eureka to find several best practice models on how best to roll out residential organic recycling. With organic recycling anticipated for Ramsey County, Mr. Goodwin reviewed how smaller trucks were used at tipping points and then materials moved to a larger truck to transport materials to a larger facility out-of-town (e.g. Shakopee or Rosemount), which created cost barriers for such a curbside collection program as proposed.

Mr. Goodwin noted that the City of Minneapolis and Hennepin County as an example had a much shorter distance to access those out-of-town facilities and also had systems in place to subsidize tipping fees. Mr. Goodwin opined that having a facility within reach for smaller trucks would be a way to accomplish the

program, either operated by Ramsey County or a private entity, but need to be permitted by the MPCA and probably subsidized to some degree by Ramsey County for that market development to happen with a closer transfer station. Mr. Goodwin recognized the growing interest in organic recycling in Ramsey County.

Member Cihacek suggested using the compost drop offs across Ramsey County, and while not to scale for city-wide collection, questioned if was a possible solution.

Mr. Goodwin, with concurrence by Member Wozniak, noted that those sites were fairly small and often embedded in neighborhoods, creating some difficulties or desirability in a larger scale operation being permitted within an area of residential backyards.

Member Cihacek suggested that residents could drop off organics with their leaves and other materials at those sites.

Mr. Goodwin questioned the percentage of residents willing to haul those materials themselves, and how participation could be improved upon, advising that organics represented 30% or more of current garbage tonnage.

Chair Stenlund thanked Mr. Goodwin for his annual update, and asked for his opinion in trending for 2015 related to revenue.

Mr. Goodwin opined that, at this time, he foresaw no turnaround in areas experiencing downward pressures at least in the short- or median-term given market impacts. Mr. Goodwin continued to express his confidence in continuing education for multi-family buildings through specific communication efforts in removing higher problem materials called bulkies (e.g. toys, kitty litter pails, etc.).

Chair Stenlund asked that Eureka create an app for smart phones allowing instant information on items recyclable or not, and additional information based on symbols on materials.

Mr. Goodwin duly noted that request, advising that Eureka was currently revamping their website to make it more usable for other applications, including I-pads, and sought further feedback once that website was launched.

7. I-35W Interchange Project

Mr. Culver provided a brief update on the I-35W Interchange Project and anticipated reconstruction at I-35W Northbound at Cleveland Avenue and as it intersects with Twin Lakes Parkway. Mr. Culver reviewed the plan sheet as displayed and bidding process, and subsequent financing as well as timelines.

Discussion included timelines for construction; limited storm water work required as part of the project; current state bid climate; separated process for signal work;

and traffic volume projections as the area continues to expand; and current ratings of those intersections.

Additional discussion included funding already identified for the Wal-Mart Development for this project; and past and updated traffic studies supporting the project to support further development in the area, originally identified in 2001 and continually updated.

8. Review Path Master Plan Status

Mr. Culver provide a brief review of the Pathway Master Plan as detailed in the staff report, first developed in 1975 and updated several times over time, including most recently by the PWETC in 2013 as they developed a priority and ranking system based on their individual and corporate perspectives. Mr. Culver noted the variables in this ranking compared to that of the Parks & Recreation Commission.

Chair Stenlund noted the difficulty in ranking the paths based on individual interpretations and funding sources available, often succumbing to political discussions on that funding as well as community interest and feedback.

Mr. Culver advised that he was providing this essentially as a reference for the PWETC and subsequent to the City Council's review of and feedback on the PWETC ranking. Mr. Culver noted the City Council's concern in how the PWETC ranking system was laid out and addressed and their perceived lack of consistency between PWETC members in criteria used and how ranked. Mr. Culver advised that the City Council suggested the PWETC develop an ultimate ranking system if funding was actually available, providing a more consistent ranking system and more public input on that ranking upon its completion.

While there is currently no talk of establishing a dedicated funding source for pathways at this point, Mr. Culver advised that staff is looking at updating the Pathway Master Plan as part of the city-wide Comprehensive Plan Update efforts in 2017, and as part of the other elements and overall transportation plan. Therefore, Mr. Culver suggested the PWETC reconsider the Master Plan at that same time and within that same process; and wrap it into other elements to seek more public input at the time the Comprehensive Plan Update is being processes.

Mr. Culver advised that his rationale in bringing this forward tonight is to recognize the progress made in the Master Plan since 2013; and to introduce newly-appointed PWETC members to it.

At the request of Member Seigler, Mr. Culver clarified that the umbrella term "pathway" is frequently used; but typically a trail indicates an 8' wide or more bituminous surface, while a sidewalk was considered 6' wide and constructed with a concrete surface.

Discussion ensued regarding various bike lanes, existing trails, areas identified off-road versus bike lanes on-road depending on the actual segment and based on previous feedback received to-date; criteria used in determining which is appropriate based on traffic volumes and/or conditions or limited rights-of-way available; differences in areas with a dedicated funding source and others worked into road projects as available.

Chair Stenlund noted his difficulty in determining ranking based on whether there was dedicated funding in place or anticipated; whether or not to take larger or smaller segments; and how to rank them accordingly if tied to other projects with a funding source. If revisiting his ranking, Chair Stenlund admitted that he may not rank it the same again; and noted other individual PWETC members had different agendas as well, making it difficult to come to a consensus on the ranking.

Mr. Culver encouraged individual members to go to the City's website and search for the Master Plan, as adopted in 2008, to begin their review of what went into the background of the Plan and how priorities were established. Mr. Culver noted current development (e.g. motels being developed in the Twin Lakes area that will incorporated a sidewalk along Cleveland Avenue) that will help the City achieve its goals.

9. Possible Items for Next Meeting – May 26, 2015

- Chair Stenlund noted the annual NPDES/MS4 Report at the May meeting
- Solar Update (Cihacek)
- BRT Project (Cihacek)
- Parking Lot Paving (Cihacek)

  Member Cihacek suggested this may be an appropriate topic for the PWETC's joint work session with the City Council
- Transit Accessibility (Lenz)

  Member Lenz suggested an overview of this issue, citing Lexington Avenue buses to the Central Corridor line, and current difficulties in getting from Roseville to St. Paul, even though getting from Roseville to Minneapolis wasn't problematic. Member Lenz noted this seemed to be a west versus east metro issue for transit funding, and sought an update and general overview.

  Member Thurnau opined that this seemed to be more of a regional equity issue related to density and service issues dictated by ridership numbers.

  Member Lenz opined that if routes was more convenient, there would be more ridership, and reiterated her interest in hearing about that equity

  Member Cihacek opined that major road closures along transit routes also were problematic and suggested having a conversation about Roseville and how they intended to handle that issue.

Member Thurnau concurred, opining the BRT needed to address how it planned to improve and adjust those local routes.

Mr. Culver noted the need to make adjustments to local feeders to get riders to the BRT as it was implemented,

Member Seigler noted this was basically addressing the 84 route.

- Joint Meeting Topics for the June 22 City Council meeting (Wozniak)

Member Wozniak, noting the decision ratified again by the City Council meeting last week regarding them not pursuing organized collection at this point, noted this would not be on the PWETC's work list.

However, Member Wozniak noted the City Council's charge to the PWETC to review the Cities of Chaska and Chanhassen models of residential collection kits and process and create a Roseville model to recommend to the City Council for residents to organize collection on their blocks. Member Wozniak expressed his concern about whether those model kits may not apply to Roseville based on knowledge of resource recovery as it impacted organized collection. Member Wozniak expressed his concern that the kits may not provide all the answers or information sufficient for residents to make an informed decision. Therefore, Member Wozniak opined that the PWETC carefully review the information before making it available to Roseville residents.

Mr. Culver concurred that it was certainly a necessary step to ensure the kits were Roseville-specific.

10. Adjourn

Cihacek moved, Heimerl seconded, adjournment of the meeting at approximately 8:47 p.m.

Ayes: 7
Nays: 0
Motion carried.

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 26, 2015 **Item No:** 4

Item Description: Communication Items

Projects update:

- Victoria Street Reconstruction and Sidewalk Project: This project is underway. The City Council did approve the purchase of the parcel located south of Pioneer Park along Victoria Street for the purposes of wetland and storm water mitigation as well as long term wetland buffer protection. The Capital Region Watershed District also approved a grant for cost participation on this purchase. Major construction activities related to this project are now underway. This project should be complete by October of this year.
- Pavement Maintenance Program follow-up: This project is also underway. Staff is working with the contractor to identify some additional segments to repave using the monies originally identified for the Seal Coat program which was suspended by the City Council due to concerns with the "delamination" of the top layer of the pavement.
- Snelling Ave (A Line) Bus Rapid Transit Project: Metro Council recently received bids and awarded a contract for the construction of the new stations to serve the Bus Rapid Transit (BRT) line starting at Rosedale and traveling down Snelling then across Ford Parkway and 46th Street (Minneapolis) and ending at the METRO Blue Line LRT station at Hiawatha and 46th Street. Construction is still expected to be complete by the end of this construction season, but the staging was adjusted such that the Roseville stations will be constructed after the Minnesota State Fair. It is also expected that actual service will not start until the Spring of 2016.

Attachments:

A: PMP Project map
B: A Line BRT Fact Sheet

2015 PMP Project
P-15-04

Propsed Additions to PMP Project (0.93 miles)

2015 PMP- CITY (3.17 miles)

2015 PMP- MSA (1.57 miles)

Prepared by:
Engineering Department
May 21, 2015

Data Sources and Contacts:
* Ramsey County GIS Base Map (5/1/15)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

0 500 1000 1500 2000 Feet

mapdoc: 2015PMPProjectMap.mxd
map: 2015PMPProjectMap.pdf

N

Attachment B

Arterial BRT

A Line - Home
Project Library
Meetings & Events
Committees / Decision-Making Process
Project FAQs

Katie Roth
Project Manager
Metro Transit BRT/
Small Starts Project Office
brtprojects@metrotransit.org

Subscribe to ***A Line Update*** to get project news delivered to your inbox.

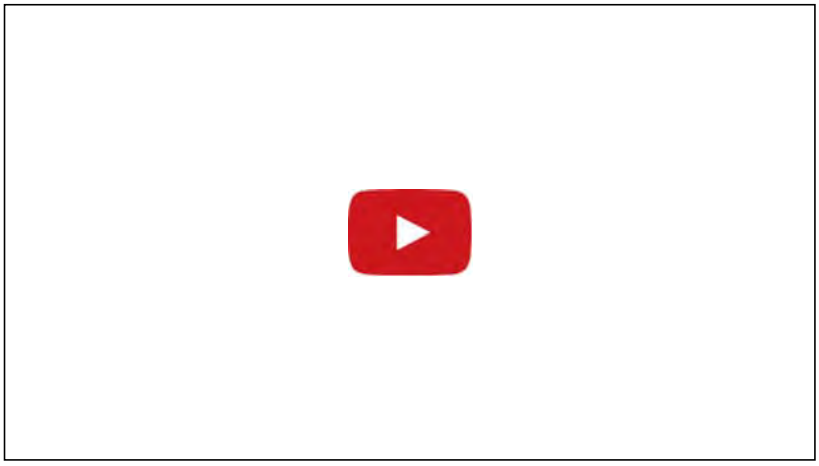
The A Line: Snelling Bus Rapid Transit (BRT)

A new kind of bus service is coming to Snelling Avenue & Ford Parkway!

The **A Line** is a new kind of bus service for the Twin Cities' busiest urban streets. Bus rapid transit – or BRT – is a package of transit enhancements that adds up to a **faster trip** and an **improved experience**.

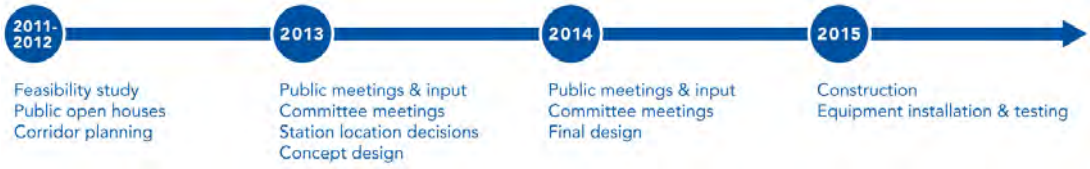
- **Frequent service:** Service so frequent you won't need a schedule, along with fewer stops so you'll be moving more of the time
- **Train-like features:** You'll pay your fare before you get on for faster boarding and wait at enhanced stations
- **Enhanced stations with more amenities:** Real-time departure signs so you'll always know when the bus is coming, enhanced maps and signage
- **Enhanced security:** Stations with cameras and emergency phones, fare enforcement by Transit Police and improved lighting
- **Specialized vehicles:** Unique, recognizable buses with wider aisles and additional doors so more people can get on and off easily

The **A Line** will connect the Twin Cities' two light-rail lines with the busy Snelling Avenue commercial corridor and several popular destinations, including Hamline University, Macalester College, Highland Village, Rosedale Shopping Center, Minnehaha Park and Midway Shopping Center.



Timeline

The **A Line** is scheduled for construction in 2015. Once construction is underway mid-year, a timeline for launching the service will be set.



Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 26, 2015 **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 as required, ranging from best management practices to education of the public about how they can help to reduce pollution. We have attached a copy of the City's annual report. Staff will present a summary of this information at the meeting, including the new completed requirements of the permit.

This is a required public information meeting where City residents are encouraged to share their comments and feedback regarding the City's proposed SWPPP and past years report. The report and findings from this meeting will be part of our documentation for our permit.

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

Attachments:
A. 2014 Annual Report
B. 2013-2018 NPDES Phase II Permit
C. Stormwater Best Management Practice Inventory
D. Stormwater Pond/Wetland Inventory

NPDES PHASE II Permit
City of Roseville 2014 Annual Report
Best Management Practices / Minimum Control Measures

Attachment A

Unique ID	Title	Measurable Goal		Yes	No	Implementation Status
BMP Area 1: Public Education and Outreach Measures						
1a-1	**Distribute Educational Materials**					
1	Roseville City News	Number of storm water related articles	7			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	17			Currently in place and will continue. Annually solicit and develop new materials
		Publication frequency	1/week			
		Circulation	Local TV, Newspaper, and 30 other contacts, posted on website, emailed to 600+ on liserv			
3	News Update	Number of storm water related articles written and provided to local newspapers	9			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	2458			
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	40			
6	Local access cable channels	Number of storm water related segments aired	36 programs; 100 Pubilc 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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Unique ID	Title	Measurable Goal		Yes	No	Implementation Status
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 25, 2010			
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)	550 vehicles brought in material to drop off	X		Currently in place and will continue: Summary of material dropped off: Mixed Solid Waste (MSW) 23.66 tons, Construction Demolition Debris (C&D) 3.9 tons, Metals 5.95 tons, Batteries 18, Tires 72, Appliances 71, Small Engines included in scrap, Electronics 15.97 tons, concrete 1 ton, carpet negligble.
3	"Adopt-a-Park" Program	Number of parks adopted	28			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
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Attachment A

Unique ID	Title	Measurable Goal		Yes	No	Implementation Status
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	5			Minor spills, Mitigation preformed by Fire personnel.
		Did training occur (y/n)		X		
		List training programs offered	Hazardous material	X		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	18			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	78			Currently in place and will continue annually
		Number of resulting BMPs	5			

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Unique ID	Title	Measurable Goal		Yes	No	Implementation Status
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	Vegetative Stabilization	Number of sites stabilized	0			Changed this item on 2010 permit to be more in keeping with intent of BMP
2	Structural Stabilization	Number of sites stabilized	0			Changed this item on 2010 permit to be more in keeping with intent of BMP
		Description of stabilization method used				
3	Detention/Retention	Number of detention and retention BMPs installed	11			Deleted this item on 2010 permit to be more in keeping with intent of BMP
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		Next update after Grass Lake, Capitol Region and Rice Creek update their storm water plans.
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**			x		
1	Municipal Staff Training	Training conducted in-house		x		Training practices currently in place and will continue annually
		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		Training practices currently in place and will continue annually
		Oil recycling program in place		X		
3	Fertilizer/Pesticide/Herbicide Practices			X		Currently in place and will continue annually
		Who is licensed	7			Bill Norman, Trent Waters, Patti Sullivan, Anita Twaroski, Sean McDonagh, Wayne Skogstad, Jeff Evenson
		What kinds of licenses do we have				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			Currently in place and will continue
		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**					

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Unique ID	Title	Measurable Goal				Implementation Status
				Yes	No	
		Number of outfalls and ponds inspected (20% minimum/year)	245			Inspect 20% of current outfalls and ponds annually and maintain log of inspection and cleaning (where necessary)
		Number of outfalls or ponds where sediment was removed	11			

NPDES PHASE II Permit
City of Roseville 2014 Annual Report
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Unique ID	Title	Measurable Goal		Yes	No	Implementation Status
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)	245			Currently in place and will continue annually
		Number of outfalls, ponds where sediment was removed	11			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	no adjustment needed	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	237,000 ft			Currently in place and will continue annually
		Length of pipe replaced	8162 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

Minnesota Pollution Control Agency

GENERAL PERMIT
AUTHORIZATION TO DISCHARGE STORMWATER
ASSOCIATED WITH SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS
UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION
SYSTEM/STATE DISPOSAL SYSTEM (NPDES/SDS) PERMIT PROGRAM

EFFECTIVE DATE: August 1, 2013 **EXPIRATION DATE: July 31, 2018**

In compliance with the provisions of the federal Clean Water Act (CWA), as amended, (33 U.S.C. 1251 et seq); 40 CFR Parts 122, 123, and 124, as amended; Minnesota Statutes Chapters 115 and 116, as amended; and Minnesota Rules Chapter 7001 and 7090.

This permit establishes conditions for discharging **stormwater** and specific other related discharges to **waters of the state.** This permit is required for discharges that are from **small Municipal Separate Storm Sewer Systems (small MS4),** as defined in this permit.

Applicants who submit a complete application in accordance with the requirements of Part II of this permit, and that receive written notification of permit coverage from the **Commissioner**, are authorized to discharge **stormwater** from **small MS4**s under the terms and conditions of this permit.

This permit shall become effective on the date identified above, and supersedes the previous **general permit** MNR040000, with an expiration date of May 31, 2011.

Signature: _____ Date May 22, 2013

John Linc Stine
Commissioner
Minnesota Pollution Control Agency

If you have questions on this permit, including the specific permit requirements, permit reporting or permit compliance status, please contact the appropriate Minnesota Pollution Control **Agency** offices.

Municipal Stormwater Program
Municipal Division
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194
Telephone: 651-296-6300 or toll free in Minnesota: 800-657-3864

Table of Contents

PART I. AUTHORIZATION UNDER THIS PERMIT

A. Eligibility

To be eligible for authorization to discharge **stormwater** under this permit, the applicant must be an **owner** and/or **operator** (**owner**/**operator**) of a **small MS4** and meet one or more of the criteria requiring permit issuance as specified in Minn. R. 7090.1010.

1. Authorized **Stormwater** Discharges

This permit authorizes **stormwater** discharges from **small MS4s** as defined in 40 CFR § 122.26(b)(16).

2. Authorized **Non-Stormwater Discharge**s

The following categories of **non-stormwater discharge**s or flows are authorized under this permit to enter the **permittee**'s **small MS4** only if the **permittee** does not identify them as significant contributors of pollutants (i.e., **illicit discharge**s), in which case the discharges or flows shall be addressed in the **permittee**'s **SWPPP**: water line flushing, landscape irrigation, diverted stream flows, rising groundwaters, uncontaminated groundwater infiltration (as defined at 40 CFR § 35.2005(b)(20)), uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and **wetlands**, dechlorinated swimming pool discharges, street wash water, and discharges or flows from firefighting activities.

B. Limitations on Authorization

The following discharges or activities are not authorized by this permit:

1. **Non-stormwater discharge**s, except those authorized in Part I.A.2.

2. Discharges of **stormwater** to the **small MS4** from activities requiring a separate NPDES/SDS permit. This permit does not replace or satisfy any other permitting requirements.

3. Discharges of **stormwater** to the **small MS4** from any other entity located in the drainage area or outside the drainage area. Only the **permittee**'s **small MS4** and the portions of the storm sewer system that are under the **permittee**'s operational control are authorized by this permit.

4. This permit does not replace or satisfy any environmental review requirements, including those under the Minnesota Environmental Policy Act (Minn. Stat. § 116D), or the National Environmental Policy Act (42 U.S.C. §§ 4321 - 4370 f).

5. This permit does not replace or satisfy any review requirements for endangered or threatened species, from new or expanded discharges that adversely impact or contribute to adverse impacts on a listed endangered or threatened species, or adversely modify a designated critical habitat.

6. This permit does not replace or satisfy any review requirements for historic places or archeological sites, from new or expanded discharges which adversely affect properties listed or eligible for listing in the National Register of Historic Places or affecting known or discovered archeological sites.

7. Prohibited discharges pursuant to Minn. R. 7050.0180, subp. 3, 4, and 5.

C. Permit Authorization

In order for an applicant to be authorized to discharge **stormwater** from a **small MS4** under this permit:

1. The applicant shall submit a complete application to discharge **stormwater** under this permit in accordance with Part II.

2. The **Commissioner** shall review the permit application for completeness and compliance with this permit.

   a. If an application is determined to be incomplete, the **Commissioner** will notify the applicant in writing, indicate why the application is incomplete, and request that the applicant resubmit the application.
   b. If an application is determined to be complete, the **Commissioner** shall make a preliminary determination as to whether the permit should be issued or denied in accordance with Minn. R. 7001.

3. The **Commissioner** shall provide public notice with the opportunity for a hearing on the preliminary determination.

4. Upon receipt of written notification of final approval of the application from the **Commissioner**, the applicant is authorized to discharge **stormwater** from the **small MS4** under the terms and conditions of this permit.

D. Transfer of Ownership or Control

Where the ownership or significant operational control of the **small MS4** changes after the submittal of an application under Part II, the new **owner**/**operator** must submit a new application in accordance with Part II.

E. Issuance of Individual Permits

1. The permit applicant may request an individual permit in accordance with Minn. R. 7001.0210, subp.6, for authorization to discharge **stormwater** associated with a **small MS4.**

2. The **Commissioner** may require an individual permit for the permit applicant or **permittee** covered by a **general permit**, in accordance with Minn. R. 7001.0210, subp. 6.

F. Rights and Responsibilities

1. The **Commissioner** may modify this permit or issue other permits, in accordance with Minn. R. 7001, to include more stringent effluent limitations or permit requirements that modify

or are in addition to the MCMs in Part III.D of this permit, or both. These modifications may be based on the **Commissioner**'s determination that such modifications are needed to protect water quality.

2. The **Commissioner** may designate additional **small MS4s** for coverage under this permit in accordance with Minn. R. 7090. The **owner**/**operator** of a **small MS4** that is designated for coverage must comply with the permit requirements by the dates specified in the **Commissioner**'s determination.

PART II. APPLICATION REQUIREMENTS

A. Application for Reauthorization

If a permit has been issued by the **Agency** and the **permittee** holding the permit desires to continue the permitted activity beyond the expiration date of the permit, the **permittee** shall submit a written application for permit reissuance at least 180 days before the expiration date of the existing permit. (Minn. R. 7001.0040, subp.3).

B. **New Permittee** Applicants

To become a **new permittee** authorized to discharge **stormwater** under this permit, the **owner/operator** of a **small MS4** shall submit an application, on a form provided by the **Commissioner**, in accordance with the schedule in Appendix A, Table 3, and the following requirements:

1. Submit Part 1 of the permit application (includes the permit application fee).

2. Submit Part 2 of the permit application, with the **Stormwater Pollution Prevention Program** (**SWPPP**) document completed in accordance with Part II.D.

C. **Existing Permittee** Applicants

All **existing permittee**s seeking to continue discharging **stormwater** associated with a **small MS4** after the **effective date** of this permit shall submit Part 2 of the permit application, on a form provided by the **Commissioner**, in accordance with the schedule in Appendix A, Table 1, with the **SWPPP** document completed in accordance with Part II.D. NOTE: **Existing permittee**s were required to submit Part 1 of the permit application prior to the expiration date (May 31, 2011) of the **Agency**'s ***small MS4 general permit*** *No.MNR040000,* effective June 1, 2006, (see Part II.A above).

D. **Stormwater Pollution Prevention Program** (**SWPPP**) Document

All applicants shall submit a **SWPPP** document with Part 2 of the application form when seeking coverage under this permit. The **SWPPP** document shall become an enforceable part of this permit upon approval by the **Commissioner**. Modifications to the **SWPPP** document that are required or allowed by this permit (see Part III.G) shall also become enforceable provisions. The **SWPPP** document shall be submitted on a form provided by the **Commissioner** and shall include the following:

1. A description of partnerships with another regulated **small MS4**(s), into which the applicant has entered, in order to satisfy one or more requirements of this permit.

2. A description of all Regulatory Mechanism(s) (e.g., contract language, an ordinance, permits, standards, etc.) the applicant has developed, implemented, and enforced that satisfies the requirements of each program specified under Part III.D.3, 4, and 5. The description shall include the type(s) of Regulatory Mechanism(s) the applicant has in place at the time of application that will be used to satisfy the requirements. If the Regulatory Mechanism(s) have not been developed at the time of application (e.g., **new permittee** applicants), or revised to meet new requirements of this permit (e.g., **existing permittee** applicants); the

applicant shall describe tasks and corresponding schedules necessary to satisfy the permit requirements in accordance with the schedule in Appendix A, Table 2 (**existing permittee** applicants), or Table 3 (**new permittee** applicants).

3. A description of existing Enforcement Response Procedures (ERPs) the applicant has developed and implemented that satisfy the requirements of Part III.B.1. If the applicant has not yet developed ERPs (e.g., **new permittee** applicants), or existing ERPs must be updated to satisfy new requirements, the description must include tasks and corresponding schedules necessary to satisfy the permit requirements in accordance with the schedule in Appendix A, Table 2 (**existing permittee** applicants), or Table 3 (**new permittee** applicants).

4. A description of the status of the applicant's storm sewer system map and inventory as required by Part III.C. The description must indicate whether each requirement of Part III.C.1, is satisfied, and for Part III.C.2, is complete, at the time of application. For each requirement of Part III.C that is not satisfied at the time of application, the applicant shall include tasks and corresponding schedules necessary to satisfy the mapping and inventory requirements in accordance with the schedule in Appendix A, Table 2 (**existing permittee** applicants), or Table 3 (**new permittee** applicants).

5. For each Minimum Control Measure (MCM) outlined in Part III.D:

    a. The **Best Management Practices** (**BMP**s) the applicant will implement, or has implemented, for each MCM.
    b. The measurable goals for each of the **BMP**s identified in Part II.D.5.a, including as appropriate, the months and years in which the applicant will undertake required actions, including interim milestones and the frequency of the action, in narrative or numeric form, as appropriate.
    c. Name(s) of individual(s) or position titles responsible for implementing and/or coordinating each component of the MCM.

6. For each **applicable Waste Load Allocation (WLA)** approved prior to the **effective date** of this permit, the applicant shall submit the following information as part of the **SWPPP** document:

    a. **TMDL** project name(s)
    b. Numeric **WLA**(s), including units
    c. Type of **WLA** (i.e., categorical or individual)
    d. **Pollutant**(s) **of concern**
    e. Applicable flow data specific to each **applicable WLA**
    f. For each **applicable WLA** not met at the time of application, a compliance schedule is required. Compliance schedules can be developed to include multiple **WLA**s associated with a **TMDL** project and shall include:

        (1) Interim milestones, expressed as **BMP**s or progress toward implementation of **BMP**s to be achieved during the term of this permit
        (2) Dates for implementation of interim milestones
        (3) Strategies for continued **BMP** implementation beyond the term of this permit
        (4) Target dates the **applicable WLA**(s) will be achieved

g. For each **applicable WLA** the **permittee** is reasonably confident is being met at the time of application, the **permittee** must provide the following documentation:

(1) Implemented **BMPs** used to meet each **applicable WLA**
(2) A narrative describing the **permittee's** strategy for long-term continuation of meeting each **applicable WLA**.

7. For the requirements of Part III.F, **Alum or Ferric Chloride Phosphorus Treatment System**s, if applicable, the applicant shall submit the following:

a. **Geographic coordinate**s of the system
b. Name(s) of individual(s) or position titles responsible for the operation of the system
c. Information listed in Part III.F.3.a(1)-(6), if the system is constructed at the time the application is submitted to the **Agency**
d. Indicate if the system complies with the requirements of Part III.F
e. If applicable, for each Part III.F requirement that the applicant's system does not comply with at the time of application, describe tasks and corresponding schedules necessary to bring the system into compliance in accordance with the schedule in Appendix A, Table 2 (**existing permittee** applicants), or Table 3 (**new permittee** applicants).

PART III. **STORMWATER POLLUTION PREVENTION PROGRAM (SWPPP)**

The **permittee** shall develop, implement, and enforce a **SWPPP** designed to **reduce** the discharge of pollutants from the **small MS4** to the **Maximum Extent Practicable** (**MEP**), to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act.

If the **permittee** enters into a partnership for purposes of meeting **SWPPP** requirements, the **permittee** maintains legal responsibility for compliance with this permit.

Existing permittees shall revise their **SWPPP** developed under the **Agency**'s ***small MS4 general permit*** *No.MNR040000* that was effective June, 1, 2006, to meet the requirements of this permit in accordance with the schedule in Appendix A, Table 2. **New permittee**s shall develop, implement, and enforce their **SWPPP** in accordance with the schedule in Appendix A, Table 3. The **permittee**'s **SWPPP** shall consist of the following:

A. Regulatory Mechanism(s)

To the extent allowable under state, tribal or local law, the **permittee** shall develop, implement, and enforce a Regulatory Mechanism(s) to meet the terms and conditions of Part III.D.3, 4, and 5. A Regulatory Mechanism(s) for the purposes of this permit may consist of contract language, an ordinance, permits, standards, or any other mechanism, that will be enforced by the **permittee**.

B. Enforcement Response Procedures (ERPs)

1. The **permittee** shall develop and implement written ERPs to enforce and compel compliance with the Regulatory Mechanism(s) developed and implemented by the **permittee** in accordance with Part III.A.

2. Enforcement conducted by the **permittee** pursuant to the ERPs shall be documented. Documentation shall include, at a minimum, the following:

    a. Name of the **person** responsible for violating the terms and conditions of the **permittee**'s Regulatory Mechanism(s)
    b. Date(s) and location(s) of the observed violation(s)
    c. Description of the violation(s), including reference(s) to relevant Regulatory Mechanism(s)
    d. Corrective action(s) (including completion schedule) issued by the **permittee**
    e. Date(s) and type(s) of enforcement used to compel compliance (e.g., written notice, citation, stop work order, withholding of local authorizations, etc.)
    f. Referrals to other regulatory organizations (if any)
    g. Date(s) violation(s) resolved

C. Mapping and Inventory

1. Mapping

New permittees shall develop, and **existing permittee**s shall update, a storm sewer system map that depicts the following:

a. The **permittee's** entire **small MS4** as a goal, but at a minimum, all **pipe**s 12 inches or greater in diameter, including **stormwater flow direction** in those **pipe**s
b. **Outfall**s, including a unique identification (ID) number assigned by the **permittee**, and an associated **geographic coordinate**
c. **Structural stormwater BMP**s that are part of the **permittee**'s **small MS4**
d. All **receiving water**s

2. Inventory (2009 Minnesota Session Law, Ch. 172. Sec. 28).

a. The **permittee** shall complete an inventory of:

(1) All ponds within the **permittee**'s jurisdiction that are constructed and operated for purposes of water quality treatment, **stormwater** detention, and flood control, and that are used for the collection of **stormwater** via constructed conveyances. **Stormwater** ponds do not include areas of temporary ponding, such as ponds that exist only during a construction project or short-term accumulations of water in road ditches.
(2) All **wetland**s and lakes, within the **permittee**'s jurisdiction, that collect **stormwater** via constructed conveyances.

b. **The permittee** shall complete and submit the inventory to the **Agency** on a form provided by the **Commissioner**. Each feature inventoried shall include the following information:

(1) A unique identification (ID) number assigned by the **permittee**
(2) A **geographic coordinate**
(3) Type of feature (e.g., pond, **wetland**, or lake). This may be determined by using best professional judgment.

D. Minimum Control Measures (MCMs)

The **permittee** shall incorporate the following six MCMs into the **SWPPP**. The **permittee** shall document as part of the **SWPPP**, a description of **BMP**s used for each MCM, the responsible **person**(s) and department(s) in charge, an implementation schedule, and measureable goals that will be used to determine the success of each **BMP**.

1. Public Education and Outreach

New permittees shall develop and implement, and **existing permittee**s shall revise their current program, as necessary, and continue to implement, a public education program to distribute educational materials or equivalent outreach that informs the public of the impact **stormwater** discharges have on water bodies and that includes actions citizens, businesses, and other local organizations can take to **reduce** the discharge of pollutants to **stormwater**. The program shall also include:

a. Distribution of educational materials or equivalent outreach focused on:

(1) Specifically selected **stormwater**-related issue(s) of high priority to the **permittee** to be emphasized during this permit term (e.g., specific **TMDL** reduction targets, changing local business practices, promoting adoption of residential **BMP**s, lake

improvements through lake associations, responsible management of pet waste, household chemicals, yard waste, deicing materials, etc.)

(2) **Illicit discharge** recognition and reporting **illicit discharge**s to the **permittee**

b. An implementation plan that consists of the following:

(1) Target audience(s), including measurable goals for each audience
(2) Responsible **Person**(s) in charge of overall plan implementation
(3) Specific activities and schedules to reach measurable goals for each target audience
(4) A description of any coordination with and/or use of other **stormwater** education and outreach programs being conducted by other entities, if applicable
(5) Annual evaluation to measure the extent to which measurable goals for each target audience are attained

c. Documentation of the following information:

(1) A description of any specific **stormwater**-related issues identified by the **permittee** under Part III.D.1.a(1)
(2) All information required under Part III.D.1.b
(3) Any modifications made to the program as a result of the annual evaluation under Part III.D.1.b(5)
(4) Activities held, including dates, to reach measurable goals
(5) Quantities and descriptions of educational materials distributed, including dates distributed

2. Public Participation/Involvement

a. **New permittee**s shall develop and implement, and **existing permittee**s shall revise their current program, as necessary, and continue to implement, a Public Participation/Involvement program to solicit public input on the **SWPPP**. The **permittee** shall:

(1) Provide a minimum of one (1) opportunity annually for the public to provide input on the adequacy of the **SWPPP**. Public meetings can be conducted to satisfy this requirement provided appropriate local public notice requirements are followed and opportunity to review and comment on the **SWPPP** is provided.
(2) Provide access to the **SWPPP** document, Annual Reports, and other documentation that supports or describes the **SWPPP** (e.g., Regulatory Mechanism(s), etc.) for public review, upon request. All public data requests are subject to the Minnesota Government Data Practices Act, Minn. Stat. § 13.
(3) Consider public input, oral and written, submitted by the public to the **permittee**, regarding the **SWPPP**.

b. Document the following information:

(1) All relevant written input submitted by **person**s regarding the **SWPPP**
(2) All responses from the **permittee** to written input received regarding the **SWPPP**, including any modifications made to the **SWPPP** as a result of the written input received

(3) Date(s) and location(s) of events held for purposes of compliance with this requirement
(4) Notices provided to the public of any events scheduled to meet this requirement, including any electronic correspondence (e.g., website, e-mail distribution lists, notices, etc.)

3. **Illicit Discharge** Detection and Elimination (IDDE)

New permittees shall develop, implement, and enforce, and **existing permittee**s shall revise their current program as necessary, and continue to implement and enforce, a program to detect and eliminate **illicit discharge**s into the **small MS4**. The IDDE program shall consist of the following:

a. Map of the **small MS4** as required by Part III.C.1.
b. Regulatory Mechanism(s) that effectively prohibits **non-stormwater discharge**s into the **small MS4**, except those **non-stormwater discharge**s authorized under Part I.B.1.
c. Incorporation of **illicit discharge** detection into all inspection and maintenance activities conducted under Part III.D.6.e and f. Where feasible, **illicit discharge** inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation).
d. Detecting and tracking the source of **illicit discharge**s using visual inspections. The **permittee** may also include the use of mobile cameras, collecting and analyzing water samples, and/or other detailed inspection procedures that may be effective investigative tools.
e. Training of all field staff, in accordance with the requirements of Part III.D.6.g(2), in **illicit discharge** recognition (including conditions which could cause **illicit discharge**s), and reporting **illicit discharge**s for further investigation.
f. Identification of priority areas likely to have **illicit discharge**s, including at a minimum, evaluating land uses associated with business/industrial activities, areas where **illicit discharge**s have been identified in the past, and areas with storage of large quantities of **significant materials** that could result in an **illicit discharge**. Based on this evaluation, the **permittee** shall conduct additional **illicit discharge** inspections in those areas identified as having a higher likelihood for **illicit discharge**s.
g. For timely response to known, suspected, and reported **illicit discharge**s:

(1) Procedures for investigating, locating, and eliminating the source of **illicit discharge**s.
(2) Procedures for responding to spills, including emergency response procedures to prevent spills from entering the **small MS4**. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (Metro area), if the source of the **illicit discharge** is a spill or leak as defined in Minn. Stat. § 115.061.
(3) When the source of the **illicit discharge** is found, ERPs required by Part III.B (if necessary) to eliminate the **illicit discharge** and require any needed corrective action(s).

h. Documentation of the following information:

(1) Date(s) and location(s) of IDDE inspections conducted in accordance with Part III.D.3.c and f
(2) Reports of alleged **illicit discharge**s received, including date(s) of the report(s), and any follow-up action(s) taken by the **permittee**
(3) Date(s) of discovery of all **illicit discharge**s
(4) Identification of **outfall**s, or other areas, where **illicit discharges** have been discovered
(5) Sources (including a description and the responsible party) of **illicit discharges** (if known)
(6) Action(s) taken by the **permittee**, including date(s), to address discovered **illicit discharges**

4. Construction Site **Stormwater** Runoff Control

New permittees shall develop, implement, and enforce, and **existing permittee**s shall revise their current program, as necessary, and continue to implement and enforce, a Construction Site **Stormwater** Runoff Control program that **reduce**s pollutants in **stormwater** runoff to the **small MS4** from **construction activity** with a land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger **common plan of development or sale**, that occurs within the **permittee**'s jurisdiction. The program shall incorporate the following components:

a. Regulatory Mechanism(s)

A Regulatory Mechanism(s) that establishes requirements for erosion and sediment controls and waste controls that is at least as stringent as the **Agency's *general permit*** *to Discharge Stormwater Associated with Construction Activity No.MN R100001* (as of the **effective date** of this permit). The **permittee**'s Regulatory Mechanism(s) shall require that owners and operators of **construction activity** develop site plans that must be submitted to the **permittee** for review and approval, prior to the start of **construction activity**. Site plans must be kept up-to-date by the owners and operators of **construction activity** with regard to **stormwater** runoff controls. The Regulatory Mechanism(s) must require that site plans incorporate the following erosion and sediment controls and waste controls as described in the above referenced permit:

(1) **BMPs** to minimize erosion
(2) **BMP**s to minimize the discharge of sediment and other pollutants
(3) **BMP**s for dewatering activities
(4) Site inspections and records of rainfall events
(5) **BMP** maintenance
(6) Management of solid and hazardous wastes on each project site
(7) Final stabilization upon the completion of **construction activity**, including the use of perennial vegetative cover on all exposed soils or other equivalent means
(8) Criteria for the use of temporary sediment basins

b. Site plan review

The program shall include written procedures for site plan reviews conducted by the **permittee** prior to the start of **construction activity**, to ensure compliance with requirements of the Regulatory Mechanism(s). The site plan review procedure shall include notification to owners and operators proposing **construction activity** of the need to apply for and obtain coverage under the **Agency**'s ***general permit*** *to Discharge Stormwater Associated with Construction Activity No.MN R100001.*

c. Public input

The program shall include written procedures for receipt and consideration of reports of noncompliance or other **stormwater** related information on **construction activity** submitted by the public to the **permittee.**

d. Site inspections

The program shall include written procedures for conducting site inspections, to determine compliance with the **permittee**'s Regulatory Mechanism(s). The written procedures shall:

(1) Include procedures for identifying priority sites for inspection. Prioritization can be based on such parameters as topography, soil characteristics, type of **receiving water**(s), stage of construction, compliance history, weather conditions, or other local characteristics and issues.
(2) Identify frequency at which site inspections will be conducted
(3) Identify name(s) of individual(s) or position titles responsible for conducting site inspections
(4) Include a checklist or other written means to document site inspections when determining compliance.

e. ERPs required by Part III.B of this permit

f. Documentation of the following information:

(1) For each site plan review – The project name, location, total acreage to be disturbed, owner and operator of the proposed **construction activity**, and any **stormwater** related comments and supporting documentation used by the **permittee** to determine project approval or denial.
(2) For each site inspection - Inspection checklists or other written means used to document site inspections

5. Post-Construction **Stormwater** Management

New permittees shall develop, implement, and enforce, and **existing permittee**s shall revise their current program, as necessary, and continue to implement and enforce, a Post-Construction **Stormwater** Management program that prevents or **reduce**s **water pollution** after **construction activity** is completed, related to **new development** and **redevelopment** projects with land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger **common plan of development or sale**, within the **permittee**'s jurisdiction and that discharge to the **permittee**'s **small MS4**. The program shall consist, at a minimum, of the following:

a. A Regulatory Mechanism(s) that incorporates:

(1) A requirement that owners and/or operators of **construction activity** submit site plans with post-construction **stormwater** management **BMP**s to the **permittee** for review and approval, prior to start of **construction activity**

(2) Conditions for Post-Construction **Stormwater** Management:

The **permittee** shall develop and implement a Post-Construction **Stormwater** Management program that requires the use of any combination of **BMP**s, with highest preference given to **Green Infrastructure** techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a **construction activity** to the **MEP**:

(a) For **new development** projects – no net increase from pre-project conditions (on an annual average basis) of:

1) **Stormwater** discharge Volume**,** unless precluded by the **stormwater** management limitations in Part III.D.5.a(3)(a)
2) **Stormwater** discharges of Total Suspended Solids (TSS)
3) **Stormwater** discharges of Total Phosphorus (TP)

(b) For **redevelopment** projects – a net reduction from pre-project conditions (on an annual average basis) of:

1) **Stormwater** discharge Volume**,** unless precluded by the **stormwater** management limitations in Part III.D.5.a(3)(a)
2) **Stormwater** discharges of TSS
3) **Stormwater** discharges of TP

(3) **Stormwater** management limitations and exceptions

(a) Limitations

1) The **permittee**'s Regulatory Mechanism(s) shall prohibit the use of infiltration techniques to achieve the conditions for post-construction **stormwater** management in Part III.D.5.a(2) when the infiltration **structural stormwater BMP** will receive discharges from, or be constructed in areas:

a) Where industrial facilities are not authorized to infiltrate industrial **stormwater** under an **NPDES/SDS** Industrial **Stormwater** Permit issued by the **Agency**
b) Where vehicle fueling and maintenance occur
c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally **saturated soil**s or the top of bedrock
d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating **stormwater**

2) The **permittee**'s Regulatory Mechanism(s) shall restrict the use of infiltration techniques to achieve the conditions for post-construction **stormwater** management, without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas:

a) With predominately Hydrologic Soil Group D (clay) soils
b) Within 1,000 feet up-gradient, or 100 feet down-gradient of **active karst** features
c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13
d) Where soil infiltration rates are more than 8.3 inches per hour

3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction **stormwater** management in Part.III.D.5.a(2), the **permittee**'s Regulatory Mechanism(s) may allow exceptions as described in Part III.D.5.a(3)(b). The **permittee**'s Regulatory Mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process.

(b) Exceptions for **stormwater** discharge volume

The **permittee**'s Regulatory Mechanism(s) may allow for lesser volume control on the site of the original **construction activity** than that in Part III.D.5.a(2) only under the following circumstances:

1) The owner and/or operator of a **construction activity** is precluded from infiltrating **stormwater** through a designed system due to any of the infiltration related limitations described above, and
2) The owner and/or operator of the **construction activity** implements, to the **MEP**, volume reduction techniques, other than infiltration, (e.g., evapotranspiration, reuse/harvesting, conservation design, green roofs, etc.) on the site of the original **construction activity** that **reduce**s **stormwater** discharge volume, but may not meet the conditions for post-construction **stormwater** management in Part III.D.5.a(2).

(4) Mitigation provisions

There may be circumstances where the **permittee** or other owners and operators of a **construction activity** cannot cost effectively meet the conditions for post-construction **stormwater** management for TSS and/or TP in Part III.D.5.a(2) on the site of the original **construction activity**. For this purpose, the **permittee** shall identify, or may require owners or operators of a **construction activity** to identify, locations where mitigation projects can be completed. The **permittee**'s Regulatory Mechanism(s) shall ensure that any **stormwater** discharges of TSS and/or TP not addressed on the site of the original **construction activity** are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:

(a) Mitigation project areas are selected in the following order of preference:
    1) Locations that yield benefits to the same **receiving water** that receives runoff from the original **construction activity**
    2) Locations within the same Department of Natural Resource (**DNR**) **catchment area** as the original **construction activity**
    3) Locations in the next adjacent **DNR catchment area** up-stream
    4) Locations anywhere within the **permittee**'s jurisdiction
(b) Mitigation projects must involve the creation of new **structural stormwater BMP**s or the retrofit of existing **structural stormwater BMP**s, or the use of a properly designed regional **structural stormwater BMP**.
(c) Routine maintenance of **structural stormwater BMP**s already required by this permit cannot be used to meet mitigation requirements of this Part.
(d) Mitigation projects shall be completed within 24 months after the start of the original **construction activity**.
(e) The **permittee** shall determine, and document, who is responsible for long-term maintenance on all mitigation projects of this Part.
(f) If the **permittee** receives payment from the owner and/or operator of a **construction activity** for mitigation purposes in lieu of the owner or operator of that **construction activity** meeting the conditions for post-construction **stormwater** management in Part III.D.5.a(2), the **permittee** shall apply any such payment received to a public **stormwater** project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e).

(5) Long-term maintenance of **structural stormwater BMP**s

The **permittee**'s Regulatory Mechanism(s) shall provide for the establishment of legal mechanism(s) between the **permittee** and owners or operators responsible for the long-term maintenance of **structural stormwater BMP**s not owned or operated by the **permittee**, that have been implemented to meet the conditions for post-construction **stormwater** management in Part III.D.5.a(2). This only includes **structural stormwater BMPs** constructed after the **effective date** of this permit, that are directly connected to the **permittee**'s **MS4**, and that are in the **permittee**'s jurisdiction. The legal mechanism shall include provisions that, at a minimum:

(a) Allow the **permittee** to conduct inspections of **structural stormwater BMP**s not owned or operated by the **permittee**, perform necessary maintenance, and assess costs for those **structural stormwater BMP**s when the **permittee**

determines that the owner and/or operator of that **structural stormwater BMP** has not conducted maintenance.

(b) Include conditions that are designed to preserve the **permittee**'s right to ensure maintenance responsibility, for **structural stormwater BMP**s not owned or operated by the **permittee**, when those responsibilities are legally transferred to another party.

(c) Include conditions that are designed to protect/preserve **structural stormwater BMP**s and site features that are implemented to comply with Part III.D.5.a(2). If site configurations or **structural stormwater BMP**s change, causing decreased **structural stormwater BMP** effectiveness, new or improved **structural stormwater BMP**s must be implemented to ensure the conditions for post-construction **stormwater** management in Part III.D.5.a(2) continue to be met.

b. Site plan review

The program shall include written procedures for site plan reviews conducted by the **permittee** prior to the start of **construction activity**, to ensure compliance with requirements of the Regulatory Mechanism(s).

c. Documentation of the following information:

(1) Any supporting documentation used by the **permittee** to determine compliance with Part III.D.5.a, including the project name, location, owner and operator of the **construction activity**, any checklists used for conducting site plan reviews, and any calculations used to determine compliance

(2) All supporting documentation associated with mitigation projects authorized by the **permittee**

(3) Payments received and used in accordance with Part III.D.5.a(4)(f)

(4) All legal mechanisms drafted in accordance with Part III.D.5.a(5), including date(s) of the agreement(s) and name(s) of all responsible parties involved

6. Pollution Prevention/Good Housekeeping For Municipal Operations

New permittees shall develop and implement, and **existing permittee**s shall revise their current program, as necessary, and continue to implement, an operations and maintenance program that prevents or **reduce**s the discharge of pollutants from **permittee** owned/operated facilities and operations to the **small MS4**. The operations and maintenance program shall include, at a minimum, the following:

a. Facilities Inventory

The **permittee** shall develop and maintain an inventory of **permittee** owned/operated facilities that contribute pollutants to **stormwater** discharges. Facilities to be inventoried may include, but is not limited to: composting, equipment storage and maintenance, hazardous waste disposal, hazardous waste handling and transfer; landfills, solid waste handling and transfer, parks, pesticide storage, public parking lots, public golf courses; public swimming pools, public works yards, recycling, salt storage, vehicle storage and maintenance (e.g., fueling and washing) yards, and materials storage yards.

b. Development and Implementation of **BMP**s for inventoried facilities and municipal operations

Considering the source of pollutants and sensitivity of **receiving water**s (e.g., Outstanding Resource Value Waters (ORVWs), **impaired water**s, trout streams, etc.), the **permittee** shall develop and implement **BMP**s that prevent or **reduce** pollutants in **stormwater** discharges from the **small MS4** and from:

(1) All inventoried facilities that discharge to the **MS4**, and
(2) The following municipal operations that may contribute pollutants to **stormwater** discharges, where applicable:

(a) Waste disposal and storage, including dumpsters
(b) Management of temporary and permanent stockpiles of materials such as street sweepings, snow, deicing materials (e.g., salt), sand and sediment removal piles
(c) Vehicle fueling, washing and maintenance
(d) Routine street and parking lot sweeping
(e) Emergency response, including spill prevention plans
(f) Cleaning of maintenance equipment, building exteriors, dumpsters, and the disposal of associated waste and wastewater
(g) Use, storage, and disposal of **significant materials**
(h) Landscaping, park, and lawn maintenance
(i) Road maintenance, including pothole repair, road shoulder maintenance, pavement marking, sealing, and repaving
(j) Right-of-way maintenance, including mowing
(k) Application of herbicides, pesticides, and fertilizers
(l) Cold-weather operations, including plowing or other snow removal practices, sand use, and application of deicing compounds

c. Development and implementation of **BMP**s for **MS4** discharges that may affect Source Water Protection Areas (Minn. R. 4720.5100-4720.5590)

The **permittee** shall incorporate **BMP**s into the **SWPPP** to protect any of the following drinking water sources that the **MS4** discharge may affect, and the **permittee** shall include the map of these sources with the **SWPPP** if they have been mapped:

(1) Wells and source waters for DWSMAs identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330
(2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health (MDH) under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13

d. Pond Assessment Procedures and Schedule

The **permittee** shall develop procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all **permittee** owned/operated ponds constructed and used for the collection and treatment of **stormwater**. The schedule (which may exceed this permit term) shall be based on measureable goals and priorities established by the **permittee**.

e. Inspections

(1) Unless inspection frequency is adjusted as described below, the **permittee** shall conduct annual inspections of **structural stormwater BMPs** (excluding **stormwater** ponds which are under a separate schedule below) to determine structural integrity, proper function and maintenance needs.

Inspections of **structural stormwater BMP**s shall be conducted annually unless the **permittee** determines if either of the following conditions apply: 1) Complaints received or patterns of maintenance indicate a greater frequency is necessary, or 2) Maintenance or sediment removal is not required after completion of the first two annual inspections; in which case the **permittee** may reduce the frequency of inspections to once every two (2) years. However, **existing permittee**s are authorized under this permit to continue using inspection frequency adjustments, previously determined under the *general **stormwater** permit for **small MS4**s No.MNR040000*, effective June 1, 2006, provided that documentation requirements in Part III.D.6.h(2) are satisfied.

(2) Prior to the expiration date of this permit, the **permittee** shall conduct at least one inspection of all ponds and **outfall**s (excluding underground **outfall**s) in order to determine structural integrity, proper function, and maintenance needs.

(3) The **permittee** shall conduct quarterly inspections of stockpiles, and storage and material handling areas as inventoried in Part III.D.6.a, to determine maintenance needs and proper function of **BMP**s.

f. Maintenance

Based on inspection findings, the **permittee** shall determine if repair, replacement, or maintenance measures are necessary in order to ensure the structural integrity, proper function, and treatment effectiveness of **structural stormwater BMP**s. Necessary maintenance shall be completed as soon as possible to prevent or **reduce** the discharge of pollutants to **stormwater**.

g. Employee Training

The **permittee** shall develop and implement a **stormwater** management training program commensurate with employee's job-duties as they relate to the **permittee**'s **SWPPP**, including reporting and assessment activities. The **permittee** may use training materials from the United States Environmental Protection Agency (USEPA), state and regional agencies, or other organizations as appropriate to meet this requirement. The employee training program shall:

(1) Address the importance of protecting water quality
(2) Cover the requirements of the permit relevant to the job duties of the employee
(3) Include a schedule that establishes initial training for new and/or seasonal employees, and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements

h. Documentation of the following information:

(1) Date(s) and description of findings of all inspections conducted in accordance with Part III.D.6.e
(2) Any adjustments to inspection frequency as authorized under Part III.D.6.e(1)
(3) A description of maintenance conducted, including dates, as a result of inspection findings
(4) Pond sediment excavation and removal activities, including:
  (a) The unique ID number (consistent with that required in Part III.C.2.a) of each **stormwater** pond from which sediment is removed
  (b) The volume (e.g., cubic yards) of sediment removed from each **stormwater** pond
  (c) Results from any testing of sediment from each removal activity
  (d) Location(s) of final disposal of sediment from each **stormwater** pond
(5) Employee **stormwater** management training events, including a list of topics covered, names of employees in attendance, and date of each event

E. Discharges to **Impaired Water**s with a USEPA-Approved **TMDL** that Includes an **Applicable WLA**

For each **applicable WLA** approved prior to the **effective date** of this permit, the **BMPs** included in the compliance schedule at application constitute a discharge requirement for the **permittee**. The **permittee** shall demonstrate continuing progress toward meeting each discharge requirement, on a form provided by the **Commissioner**, by submitting the following:

1. An assessment of progress toward meeting each discharge requirement, including a list of all **BMP**s being applied to achieve each **applicable WLA**. For each **structural stormwater BMP**, the **permittee** shall provide a unique identification (ID) number and **geographic coordinate**. If the listed **structural stormwater BMP** is also inventoried as required by Part III.C.2, the same ID number shall be used.

2. A list of all **BMP**s the **permittee** submitted at the time of application in the **SWPPP** document compliance schedule(s) and the stage of implementation for each **BMP**, including any **BMP**s specifically identified for the **small MS4** in the **TMDL** report that the **permittee** plans to implement

3. An up-dated estimate of the cumulative reductions in loading achieved for each **pollutant of concern** associated with each **applicable WLA**

4. An up-dated narrative describing any adaptive management strategies used (including projected dates) for making progress toward achieving each **applicable WLA**

F. **Alum or Ferric Chloride Phosphorus Treatment System**s

If the **permittee** uses an **alum or ferric chloride phosphorus treatment system**, the **permittee** shall comply with the following:

1. Minimum Requirements of an **Alum or Ferric Chloride Phosphorus Treatment System**

   a. Limitations

      (1) The **permittee** shall use the treatment system for the treatment of phosphorus in **stormwater. Non-stormwater discharges** shall not be treated by this system.
      (2) The treatment system must be contained within the conveyances and **structural stormwater BMPs** of a **small MS4**. The utilized conveyances and **structural stormwater BMPs** shall not include any **receiving water**s.
      (3) Phosphorus treatment systems utilizing chemicals other than alum or ferric chloride must receive written approval from the **Agency**.
      (4) In-lake phosphorus treatment activities are not authorized under this permit.

   b. Treatment System Design

      (1) The treatment system shall be constructed in a manner that diverts the **stormwater** flow to be treated from the main conveyance system.
      (2) A **High Flow Bypass** shall be part of the inlet design.
      (3) A flocculent storage/settling area shall be incorporated into the design, and adequate maintenance access must be provided (minimum of 8 feet wide) for the removal of accumulated sediment.

2. Monitoring During Operation

   a. A designated **person** shall perform visual monitoring of the treatment system for proper performance at least once every seven (7) days, and within 24 hours after a rainfall event greater than 2.5 inches in 24 hours. Following visual monitoring which occurs within 24 hours after a rainfall event, the next visual monitoring must be conducted within seven (7) days after that rainfall event.
   b. Three benchmark monitoring stations shall be established. Table B-1 shall be used for the parameters, units of measure, and frequency of measurement for each station.
   c. Samples shall be collected as grab samples or flow-weighted 24-hour composite samples.
   d. Each sample, excluding pH samples, must be analyzed by a laboratory certified by the MDH and/or the MPCA, and:

      (1) Sample preservation and test procedures for the analysis of pollutants shall conform to 40 CFR Part 136 and Minn. R. 7041.3200.
      (2) Detection limits for dissolved phosphorus, dissolved aluminum, and dissolved iron shall be a minimum of 6 micrograms per liter (µg/L), 10 µg/L, and 20 µg/L, respectively.
      (3) pH must be measured within 15 minutes of sample collection using calibrated and maintained equipment.

Table B-1:
Monitoring Parameters During Operation

Station	Alum Parameters	Ferric Parameters	Units	Frequency
Upstream-Background	Total Phosphorus	Total Phosphorus	mg/L	1 x week
	Dissolved Phosphorus	Dissolved Phosphorus	mg/L	1 x week
	Total Aluminum	Total Iron	mg/L	1 x month
	Dissolved Aluminum	Dissolved Iron	mg/L	1 x week
	pH	pH	SU	1 x week
	Flow	Flow	Mgd	Daily
Alum or Ferric Chloride Feed	Alum	Ferric	Gallons	Daily Total Dosed In Gallons
Discharge From Treatment	Total Phosphorus	Total Phosphorus	mg/L	1 x week
	Dissolved Phosphorus	Dissolved Phosphorus	mg/L	1 x week
	Total Aluminum	Total Iron	mg/L	1 x month
	Dissolved Aluminum	Dissolved Iron	mg/L	1 x week
	pH	pH	SU	1 x week
	Flow	Flow	Mgd	Daily

e. In the following situations, the **permittee** shall perform corrective action(s) and immediately notify the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (Metro area):

(1) The pH of the discharged water is not within the range of 6.0 and 9.0
(2) Any indications of toxicity or measurements exceeding **water quality standards**
(3) A spill, as defined in Minn. Stat. § 115.01, subd. 13, of alum or ferric chloride

3. Reporting and Recordkeeping

a. Annual Reporting

The **permittee** shall submit the following information with the Annual Report in Part IV.B. The Annual Report must include a month-by-month summary of:

(1) Date(s) of operation
(2) Chemical(s) used for treatment
(3) Gallons of water treated
(4) Gallons of alum or ferric chloride treatment used
(5) Calculated pounds of phosphorus removed
(6) Any performance issues and the corrective action(s), including the date(s) when corrective action(s) were taken

b. On-Site Recordkeeping

A record of the following design parameters shall be kept on-site:

(1) Site-specific jar testing conducted using typical and representative water samples in accordance with ASTM D2035-08 (2003)
(2) Baseline concentrations of the following parameters in the influent and **receiving water**s:

(a) Aluminum or Iron
(b) Phosphorus

(3) The following system parameters and how each was determined:

(a) Flocculent settling velocity
(b) Minimum required retention time
(c) Rate of diversion of **stormwater** into the system
(d) The flow rate from the discharge of the outlet structure
(e) Range of expected dosing rates

4. Treatment System Management

The following site-specific procedures shall be developed and a copy kept on-site:

a. Procedures for the installation, operation and maintenance of all pumps, generators, control systems, and other equipment
b. Specific parameters for determining when the solids must be removed from the system and how the solids will be handled and disposed of
c. Procedures for cleaning up and/or containing a spill of each chemical stored on-site

G. **Stormwater Pollution Prevention Program (SWPPP)** Modification

1. The **Commissioner** may require the **permittee** to modify the **SWPPP** as needed, in accordance with the procedures of Minn. R. 7001, and may consider the following factors:

a. Discharges from the **small MS4** are impacting the quality of **receiving waters.**
b. More stringent requirements are necessary to comply with state or federal regulations.
c. Additional conditions are deemed necessary to comply with the goals and applicable requirements of the Clean Water Act and protect water quality.

2. Modifications that the **permittee** chooses to make to the **SWPPP** document developed under Part II.D, other than modifications authorized in Part III.G.3 below, must be approved by the **Commissioner** in accordance with the procedures of Minn. R. 7001. All requests must be in writing, setting forth schedules for compliance. The request must discuss alternative program modifications, assure compliance with requirements of the permit, and meet other applicable laws.

3. The **SWPPP** document may only be modified by the **permittee** without prior approval of the **Commissioner** provided it is in accordance with a. or b. below, and the **Commissioner** is notified of the modification in the Annual Report for the year the modification is made.

a. A **BMP** is added, and none subtracted, from the **SWPPP** document.
b. A less effective **BMP** identified in the **SWPPP** document is replaced with a more effective **BMP**. The alternate **BMP** shall address the same, or similar, concerns as the ineffective or failed **BMP**.

PART IV. ANNUAL **SWPPP** ASSESSMENT, ANNUAL REPORTING, AND RECORD KEEPING

A. Annual **SWPPP** Assessment

The **permittee** shall conduct an Annual Assessment of their **SWPPP** to determine program compliance, the appropriateness of **BMP**s, and progress towards achieving the measurable goals identified in their **SWPPP** document. The Annual **SWPPP** Assessment shall be performed prior to completion of each Annual Report.

B. Annual Reporting

The **permittee** shall submit an Annual Report to the **Agency** by June 30th of each calendar year. The Annual Report shall cover the portion of the previous calendar year during which the **permittee** was authorized to discharge **stormwater** under this permit. The Annual Report shall be submitted to the **Agency**, on a form provided by the **Commissioner**, that will at a minimum, consist of the following:

1. The status of compliance with permit terms and conditions, including an assessment of the appropriateness of **BMPs** identified by the **permittee** and progress towards achieving the identified measurable goals for each of the MCMs in Part III.D.1-6. The assessment must be based on results of information collected and analyzed, including monitoring (if any), inspection findings, and public input received during the reporting period.

2. The **stormwater** activities the **permittee** plans to undertake during the next reporting cycle

3. A change in any identified **BMP**s or measurable goals for any of the MCMs in Part III.D.1-6

4. Information required in Part III.E, to demonstrate progress in meeting **applicable WLA**s

5. Information required to be recorded or documented in Part III

6. A statement that the **permittee** is relying on a partnership(s) with another regulated **Small MS4**(s) to satisfy one or more permit requirements (if applicable), and what agreements the **permittee** has entered into in support of this effort

C. Record Keeping

1. The **permittee** shall keep records required by the **NPDES** permit for at least three (3) years beyond the term of this permit. The **permittee** shall submit records to the **Commissioner** only if specifically asked to do so.

2. The **permittee** shall make records, including components of the **SWPPP**, available to the public at reasonable times during regular business hours (see 40 CFR § 122.7 for confidentiality provision).

3. The **permittee** shall retain copies of the permit application, all documentation necessary to comply with **SWPPP** requirements, all data and information used by the **permittee** to complete the application process, and any information developed as a requirement of this permit or as requested by the **Commissioner**, for a period of at least three (3) years beyond the date of permit expiration. This period is automatically extended during the course of an

unresolved enforcement action regarding the **small MS4** or as requested by the **Commissioner**.

D. Where to Submit

The **permittee** shall use an electronic submittal process, when provided by the **Agency**, when submitting information required by this permit. When submitting information electronically is not possible, the **permittee** may use the following mailing address:

Minnesota Pollution Control Agency (MPCA)
Attn: WQ Submittals Center
520 Lafayette Road North
St. Paul, MN 55155-4194

PART V. GENERAL CONDITIONS

A. The **Agency**'s issuance of a permit does not release the **permittee** from any liability, penalty, or duty imposed by Minnesota or federal statutes or rules or local ordinances, except the obligation to obtain the permit. (Minn. R. 7001.0150, subp.3, item A)

B. The **Agency**'s issuance of a permit does not prevent the future adoption by the **Agency** of pollution control rules, standards, or orders more stringent than those now in existence and does not prevent the enforcement of these rules, standards, or orders against the **permittee**. (Minn. R. 7001.0150, subp.3, item B)

C. The permit does not convey a property right or an exclusive privilege. (Minn. R. 7001.0150, subp. 3, item C)

D. The **Agency**'s issuance of a permit does not obligate the **Agency** to enforce local laws, rules, or plans beyond that authorized by Minnesota statutes. (Minn. R. 7001.0150, subp.3, item D)

E. The **permittee** shall perform the actions or conduct the activity authorized by the permit in accordance with the plans and specifications approved by the **Agency** and in compliance with the conditions of the permit. (Minn. R. 7001.0150, subp. 3, item E)

F. The **permittee** shall at all times properly operate and maintain the facilities and systems of treatment and control and the appurtenances related to them which are installed or used by the **permittee** to achieve compliance with the conditions of the permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. The **permittee** shall install and maintain appropriate backup or auxiliary facilities if they are necessary to achieve compliance with the conditions of the permit and, for all permits other than hazardous waste facility permits, if these backup or auxiliary facilities are technically and economically feasible. (Minn. R. 7001.0150. subp. 3, item F.)

G. The **permittee** may not knowingly make a false or misleading statement, representation, or certification in a record, report, plan, or other document required to be submitted to the **Agency** or to the **Commissioner** by the permit. The **permittee** shall immediately upon discovery report to the **Commissioner** an error or omission in these records, reports, plans, or other documents. (Minn. Stat. § 609.671; Minn.R. 7001.0150, subp.3, item G.; and Minn. R. 7001.1090, subp. 1, items G and H)

H. The **permittee** shall, when requested by the **Commissioner**, submit within a reasonable time the information and reports that are relevant to the control of pollution regarding the construction, modification, or operation of the facility covered by the permit or regarding the conduct of the activity covered by the permit. (Minn. R. 7001.0150, subp. 3, item H)

I. When authorized by Minn. Stat. §§ 115.04; 115B.17, subd. 4; and 116.091, and upon presentation of proper credentials, the **Agency**, or an authorized employee or agent of the **Agency**, shall be allowed by the **permittee** to enter at reasonable times upon the property of the **permittee** to examine and copy books, papers, records, or memoranda pertaining to the construction, modification, or operation of the facility covered by the permit or pertaining to the activity covered by the permit; and to conduct surveys and investigations, including sampling or monitoring, pertaining to the construction, modification, or operation of the facility covered by

the permit or pertaining to the activity covered by the permit. (Minn. R. 7001.0150, subp.3, item I)

J. If the **permittee** discovers, through any means, including notification by the **Agency**, that noncompliance with a condition of the permit has occurred, the **permittee** shall take all reasonable steps to minimize the adverse impacts on human health, public drinking water supplies, or the environment resulting from the noncompliance. (Minn. R. 7001.0150, subp.3, item J)

K. If the **permittee** discovers that noncompliance with a condition of the permit has occurred which could endanger human health, public drinking water supplies, or the environment, the **permittee** shall, within 24 hours of the discovery of the noncompliance, orally notify the **Commissioner**. Within five days of the discovery of the noncompliance, the **permittee** shall submit to the **Commissioner** a written description of the noncompliance; the cause of the noncompliance, the exact dates of the period of the noncompliance, if the noncompliance has not been corrected; the anticipated time it is expected to continue, and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance. (Minn. R. 7001.0150, subp.3, item K)

L. The **permittee** shall report noncompliance with the permit not reported under item K as a part of the next report, which the **permittee** is required to submit under this permit. If no reports are required within 30 days of the discovery of the noncompliance, the **permittee** shall submit the information listed in item K within 30 days of the discovery of the noncompliance. (Minn. R. 7001.0150, subp.3, item L)

M. The **permittee** shall give advance notice to the **Commissioner** as soon as possible of planned physical alterations or additions to the permitted facility (**MS4**) or activity that may result in noncompliance with a Minnesota or federal pollution control statute or rule or a condition of the permit. (Minn. R. 7001.0150, subp. 3, item M)

N. The permit is not transferable to any **person** without the express written approval of the **Agency** after compliance with the requirements of Minn. R. 7001.0190. A **person** to whom the permit has been transferred shall comply with the conditions of the permit. (Minn. R. 7001.0150, subp.3, item N)

O. The permit authorizes the **permittee** to perform the activities described in the permit under the conditions of the permit. In issuing the permit, the state and **Agency** assume no responsibility for damage to **person**s, property, or the environment caused by the activities of the **permittee** in the conduct of its actions, including those activities authorized, directed, or undertaken under the permit. To the extent the state and **Agency** may be liable for the activities of its employees, that liability is explicitly limited to that provided in the Tort Claims Act, Minn. Stat. § 3.736. (Minn. R. 7001.0150, subp. 3, item O)

P. This permit incorporates by reference the applicable portions of 40 CFR §§ 122.41 and 122.42 parts (c) and (d), and Minn. R. 7001.1090, which are enforceable parts of this permit.

APPENDIX A

SCHEDULES

Table 1
Application Submittal Schedule for **Existing permittee**s

Group 1 Within 90 days after permit **effective date**		
Alexandria, City	Glencoe, City	Oak Grove, City
Andover, City	Grand Rapids, City	Orono, City
Anoka Technical College	Greenwood, City	Ramsey, City
Arden Hills, City	Hibbing, City	Sartell, City
Birchwood Village, City	Hilltop, City	South St Paul, City
Cambridge, City	Inver Hills Community College	St Bonifacius, City
Centerville, City	Little Falls, City	St Cloud Technical College
Chaska, City	Long Lake, City	St Louis County
Dakota County Technical College	Maple Plain, City	St Paul Park, City
Detroit Lakes, City	Minnetonka Beach, City	Waite Park, City
Excelsior, City	Monticello, City	Woodland, City
	Northland Comm & Technical College	
Group 2 Within 120 days after permit **effective date**		
Anoka, City	Hutchinson, City	Nowthen, City
Anoka-Ramsey Community College	La Crescent, City	Proctor, City
Baxter, City	Lake Superior College - Duluth	Red Wing, City
Brainerd, City	Landfall, City	Shakopee, City
Buffalo, City	Lauderdale, City	South Washington WD
Champlin, City	Litchfield, City	Spring Park, City
Clay County	Mendota, City	St Joseph, City
Coon Creek WD	Midway Township	St Michael, City
Dayton, City	MN State Comm and Tech College-Moorhead	Stearns County
Dilworth, City	Moorhead, City	Tonka Bay, City
East Grand Forks, City	Mounds View, City	West St Paul, City
Elk River, City	North Oaks, City	Willernie, City
Elko New Market, City		Winona, City
Fridley, City		
Group 3 Within 150 days after permit **effective date**		
Albert Lea, City	Hennepin Technical College Eden Prairie	Owatonna, City
Anoka County	Hermantown, City	Pine Springs, City
Apple Valley, City	Hopkins, City	Plymouth, City
Austin, City	Houston County	Prior Lake, City
Bemidji, City	Hugo, City	Prior Lake-Spring Lake WSD
Benton County	Independence, City	Ramsey County Public Works
Big Lake, City	Inver Grove Heights, City	Ramsey-Washington Metro WD
Big Lake Township	Jackson Township	Redwood Falls, City
Blaine, City	La Crescent Township	Rice Creek WD
Bloomington, City	Laketown Township	Rice Lake Township
Brockway Township	Lakeville, City	Richfield, City

Brooklyn Center, City	Lake Elmo, City	Robbinsdale, City
Brooklyn Park, City	Le Sauk Township	Rochester, City
Burnsville, City	Lexington, City	Rochester Community & Tech College
Capitol Region WD	Lilydale, City	Rochester Township
Carver, City	Lino Lakes, City	Rosemount, City
Carver County	Little Canada, City	Roseville, City
Cascade Township	Loretto, City	Sauk Rapids, City
Century College	Louisville Township	Sauk Rapids Township
Chanhassen, City	Mahtomedi, City	Savage, City
Circle Pines, City	Mankato, City	Osseo, City
Cloquet, City	Maplewood, City	Otsego, City
Columbia Heights, City	Maple Grove, City	Scott County
Coon Rapids, City	Marion Township	Sherburne County
Corcoran, City	Marshall, City	Shoreview, City
Cottage Grove, City	Medicine Lake, City	Shorewood, City
Credit River Township	Medina, City	Spring Lake Park, City
Crystal, City	Mendota Heights, City	Spring Lake, Township
Dakota County	Metropolitan State University	Saint Paul College
Deephaven, City	Minden Township	St Anthony Village, City
Dellwood, City	Minnehaha Creek WD	St Cloud, City
Duluth, City	Minnesota Correctional-Lino Lakes	St Cloud State University
Duluth Township	Minnesota Correctional-St Cloud	St Joseph Township
Eagan, City	Minnetonka, City	St Louis Park, City
East Bethel, City	Minnetrista, City	St Peter, City
Eden Prairie, City	MNDOT Metro District	Stillwater, City
Edina, City	MNDOT Outstate District	Sunfish Lake, City
Empire Township	MN State University-Moorhead	U of M-Duluth
Fairmont, City	Montevideo, City	U of M-Twin Cities Campus
Falcon Heights, City	Mound, City	Vadnais Heights, City
Faribault, City	Mpls Community/Technical College	Valley Branch WD
Farmington, City	New Brighton, City	Victoria, City
Federal Medical Center	New Hope, City	Waconia, City
Fergus Falls, City	New Ulm, City	Waseca, City
Forest Lake, City	Newport City	Washington County
Gem Lake, City	Normandale Community College	Watab Township
Golden Valley, City	North Branch, City	Wayzata, City
Grant, City	North Hennepin Community College	West Lakeland Township
Ham Lake, City	North Mankato, City	White Bear Lake, City
Hastings, City	North St Paul, City	White Bear Township
Haven Township	Northfield, City	Willmar, City
Haverhill Township	Oakdale, City	Woodbury, City
Hennepin County	Olmsted County	Worthington, City
Hennepin Technical College Brooklyn Pk		

Table 2

Existing Permittees – Schedule of Permit Requirements

Permit Requirement	*Schedule*
PART II. APPLICATION REQUIREMENTS • *Submit Part 2 of the permit application with the **SWPPP** document completed in accordance with Part II.D.*	• See Table 1 above.
PART III. **STORMWATER POLLUTION PREVENTION PROGRAM (SWPPP)** • *Complete revisions to incorporate requirements of Part III.A-F into current **SWPPP**.* Part III.C Mapping and Inventory Part III.C.2 Inventory • *Complete and submit inventory in accordance with Part III.C.2.* Part III.D.6 Pollution Prevention/Good Housekeeping For Municipal Operations Part III.D.6.e Inspections • *Conduct inspections.* Part III.E **Impaired Waters** and **TMDL**s (if applicable) • Submit all information required by Part III.E. Part III.F. **Alum or Ferric Chloride Phosphorus Treatment System**s (if applicable) • *Meet requirements for treatment systems under Part III.F.*	• Within 12 months of the date permit coverage is extended, unless other timelines have been specifically established in this permit and identified below. • Within 12 months of the date permit coverage is extended. • Annually (Part III.D.6.e(1) and (2)), Quarterly (Part III.D.6.e(3)). • With each Annual Report required in Part IV.B. • Within 12 months of the date permit coverage is extended.
PART IV. ANNUAL **SWPPP** ASSESSMENT, ANNUAL REPORTING AND RECORD KEEPING Part IV.A Annual **SWPPP** Assessment • *Conduct assessment of the **SWPPP**.* Part IV.B Annual Reporting • *Submit an Annual Report*	• Annually and prior to completion of each Annual Report. • By June 30th of each calendar year.

Table 3

New Permittees – Schedule of Permit Requirements

Permit Requirement	*Schedule*
PART II. APPLICATION REQUIREMENTS • *Submit Part 1, and Part 2 of the permit application with the proposed **SWPPP** document as required by Part II.D.*	• Within 18 months of written notification from the **Commissioner** that the **MS4** meets the criteria in Minn. R. 7090.1010, Subpart 1.A. or B. and permit coverage is required.
PART III. **STORMWATER POLLUTION PREVENTION PROGRAM (SWPPP)** • *Complete all requirements of Part III.A-F.* Part III.A Regulatory Mechanism(s) **Illicit Discharge** Detection and Elimination (see Part III.D.3)	• Within 36 months of the date permit coverage is extended, unless other timelines have been specifically established in this permit and identified below; or • Within timelines established by the **Commissioner** under Part I.F.2.

• *Develop, implement, and enforce Regulatory Mechanism.*	• Within 12 months of the date permit coverage is extended.
Construction Site **Stormwater** Runoff Control (see Part III.D.4)	
• *Develop, implement, and enforce Regulatory Mechanism.*	• Within six (6) months of the date permit coverage is extended.
Post-Construction **Stormwater** Management (see Part III.D.5)	
• *Develop, implement, and enforce Regulatory Mechanism.*	• Within 24 months of the date permit coverage is extended.
Part III.B Enforcement Response Procedures (ERPs)	
• *Develop and implement written ERPs for the Regulatory Mechanism(s) required under Part III.A.*	• Within 24 months of the date permit coverage is extended.
Part III.C Mapping and Inventory Part III.C.1 Mapping	
• *Develop a storm sewer system map.*	• Within 24 months of the date permit coverage is extended.
Part III.C.2 Inventory	
• *Complete and submit inventory in accordance with Part III.C.2.*	• Within 24 months of the date permit coverage is extended.
Part III.D Minimum Control Measures Part III.D.4 Construction Site **Stormwater** Runoff Control	
• *Develop, implement, and enforce a Construction Site **Stormwater** Runoff Control program.*	• Within six (6) months of the date permit coverage is extended. See Part III.A Regulatory Mechanism(s).
Part III.D.5 Post-Construction **Stormwater** Management	
• *Develop, implement, and enforce a Post-Construction **Stormwater** Management program.*	• Within 24 months of the date permit coverage is extended. See Part III.A Regulatory Mechanism(s).
Part III.D.6 Pollution Prevention/Good Housekeeping for Municipal Operations Part III.D.6.e Inspections	
• *Conduct inspections.*	• Annually (Part III.D.6.e(1) and (2)), Quarterly (Part III.D.6.e(3)).
Part III.E **Impaired Water**s and **TMDL**s (if applicable)	
• *Submit all information required by Part III.E.*	• With each Annual Report required in Part IV.B.
Part III.F. **Alum or Ferric Chloride Phosphorus Treatment System**s (if applicable)	
• *Meet requirements for treatment systems under Part III.F.*	• Within 12 months of the date permit coverage is extended.
PART IV. ANNUAL **SWPPP** ASSESSMENT, ANNUAL REPORTING AND RECORD KEEPING Part IV.A Annual **SWPPP** Assessment	
• *Conduct assessment of the **SWPPP**.*	• Annually and prior to completion of each Annual Report.
Part IV.B Annual Reporting	
• *Submit an Annual Report.*	• By June 30th of each calendar year.

APPENDIX B

DEFINITIONS AND ABBREVIATIONS

The definitions in this Part are for purposes of this permit only.

1. "**Active Karst**" means geographic areas underlain by carbonate bedrock (or other forms of bedrock that can erode or dissolve) with less than 50 feet of sediment cover.

2. **"Agency"** means the Minnesota Pollution Control **Agency** or MPCA. (Minn. Stat. § 116.36, subd. 2.)

3. "**Alum or Ferric Chloride Phosphorus Treatment System**" means the diversion of flowing **stormwater** from a **MS4**, removal of phosphorus through the use a continuous feed of alum or ferric chloride additive, flocculation, and the return of the treated **stormwater** back into a **MS4** or **receiving water**.

4. "**Applicable WLA**" – means a **Waste Load Allocation** assigned to the **permittee** and approved by the USEPA.

5. "**Best Management Practices"** or **"BMPs"** means practices to prevent or **reduce** the pollution of the **waters of the state**, including schedules of activities, prohibitions of practices, and other management practices, and also includes treatment requirements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge, or waste disposal or drainage from raw material storage. (Minn. R. 7001.1020, subp.5.)

6. **"Commissioner"** means the **Commissioner** of the Minnesota Pollution Control **Agency** or the **Commissioner**'s designee. (Minn. Stat. § 116.36, subd. 3.)

7. "**Common Plan of Development or Sale**" means a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.

8. "**Construction Activity**" includes **construction activity** as defined in 40 CFR § 122.26(b)(14)(x) and **small construction activity** as defined in 40 CFR § 122.26(b)(15). This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated **stormwater** runoff, leading to soil erosion and movement of sediment into **surface waters** or drainage systems. Examples of **construction activity** may include clearing, grading, filling, and excavating. **Construction activity** includes the disturbance of less than one acre of total land area that is a part of a larger **common plan of development or sale** if the larger common plan will ultimately disturb one (1) acre or more.

9. **"DNR Catchment Area"** means the Hydrologic Unit 08 areas delineated and digitized by the Minnesota DNR. The catchment areas are available for download at the Minnesota DNR Data Deli website. **DNR catchment area**s may be locally corrected, in which case the local corrections may be used.

10. **"Effective Date"** means the date, located on the front cover of this permit, on which this permit shall become effective.

11. **"Existing Permittee"** means an **Owner**/**Operator** of a **small MS4** that has been authorized to discharge **stormwater** under a previously issued **general permit** for **small MS4**s in the state of Minnesota.

12. **"General permit"** means a permit issued under Minn. R. 7001.0210 to a category of **permittee**s whose operations, emissions, activities, discharges, or facilities are the same or substantially similar. (Minn. R. 7001.0010, subp.4.)

13. **"Geographic Coordinate"** means the point location of a **stormwater** feature expressed by X, Y coordinates of a standard Cartesian coordinate system (i.e. latitude/longitude) that can be readily converted to Universal Transverse Mercator (UTM), Zone 15N in the NAD83 datum. For polygon features, the **geographic coordinate** will typically define the approximate center of a **stormwater** feature.

14. **"Green Infrastructure"** means a wide array of practices at multiple scales that manage wet weather and that maintains or restores natural hydrology by infiltrating, evapotranspiring, or harvesting and using stormwater. On a regional scale, green infrastructure is the preservation or restoration of natural landscape features, such as forests, floodplains and wetlands, coupled with policies such as infill and redevelopment that reduce overall imperviousness in a watershed. On the local scale, green infrastructure consists of site and neighborhood-specific practices, such as bioretention, trees, green roofs, permeable pavements and cisterns.

15. **"High Flow Bypass"** means a function of an inlet device that allows a certain flow of water through, but diverts any higher flows away. **High flow bypass**es are generally used for **BMPs** that can only treat a designed amount of flow and that would be negatively affected by higher flows.

16. **"Illicit Discharge"** means any discharge to a **municipal separate storm sewer** that is not composed entirely of stormwater except discharges pursuant to a NPDES permit (other than the **NPDES** permit for discharges from the **municipal separate storm sewer**) and discharges resulting from firefighting activities. (40 CFR § 122.26(b)(2))

17. **"Impaired Water"** means waters identified as impaired by the **Agency**, and approved by the USEPA, pursuant to section 303(d) of the Clean Water Act (33 U.S.C. § 303(d)).

18. **"Maximum Extent Practicable"** or **"MEP"** means the statutory standard (33 U.S.C. § 1342(p)(3)(B)(iii)) that establishes the level of pollutant reductions that an **Owner** or **Operator** of **Regulated MS4s** must achieve. The USEPA has intentionally not provided a precise definition of **MEP** to allow maximum flexibility in **MS4** permitting. The pollutant reductions that represent **MEP** may be different for each **small MS4**, given the unique local hydrologic and geologic concerns that may exist and the differing possible pollutant control strategies. Therefore, each **permittee** will determine appropriate **BMPs** to satisfy each of the six Minimum Control Measures (MCMs) through an evaluative process. The USEPA envisions application of the **MEP** standard as an iterative process.

19. **"Municipal separate storm sewer system"** or **"MS4"** means a conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains:

    a. owned or operated by a state, city, town, county, district, association, or other public body, created by or pursuant to state law, having jurisdiction over disposal of sewage, industrial

wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district, or drainage district or similar entity, or an Indian tribe or an authorized Indian tribe organization, or a designated and approved management **Agency** under section 208 of the federal Clean Water Act, United States Code, title 33, section 1288, that discharges into **waters of the state**

b. designed or used for collecting or conveying stormwater

c. that is not a combined sewer; and

d. that is not part of a publicly owned treatment works as defined in 40 CFR § 122.2

Municipal separate storm sewer systems do not include separate storm sewers in very discrete areas, such as individual buildings. (Minn. R. 7090.0080, subp. 8).

20. **"New development"** means all **construction activity** that is not defined as **redevelopment.**

21. **"New Permittee"** means an **Owner**/**Operator** of a **small MS4** that has not been authorized to discharge **stormwater** under a previously issued General **Stormwater** Permit for **small MS4**s in the state of Minnesota and that applies for, and obtains coverage under this permit.

22. **"Non-Stormwater Discharge"** means any discharge not composed entirely of **stormwater**.

23. **"Operator"** means the **person** with primary operational control and legal responsibility for the **municipal separate storm sewer system**. (Minn. R. 7090.0080, subp.10.)

24. **"Outfall"** means the point source where a **municipal separate storm sewer system** discharges to a **receiving water**, or the **stormwater** discharge permanently leaves the **permittee**'s **MS4**. It does not include diffuse runoff or conveyances that connect segments of the same stream or water systems (e.g., when a conveyance temporarily leaves an **MS4** at a road crossing).

25. **"Owner"** means the **person** that owns the **municipal separate storm sewer system**. (Minn. R. 7090.0080, subp.11.)

26. **"Permittee"** means a **person** or **person**s, that signs the permit application submitted to the **Agency** and is responsible for compliance with the terms and conditions of this permit.

27. **"Person"** means the state or any Agency or institution thereof, any municipality, governmental subdivision, public or private corporation, individual, partnership, or other entity, including, but not limited to, association, commission or any interstate body, and includes any officer or governing or managing body of any municipality, governmental subdivision, or public or private corporation, or other entity.(Minn. Stat. § 115.01, subd. 10.)

28. **"Pipe"** means a closed manmade conveyance device used to transport **stormwater** from location to location. The definition of **pipe** does not include foundation drain **pipe**s, irrigation **pipe**s, land drain tile **pipe**s, culverts, and road sub-grade drain **pipe**s.

29. **"Pollutant of Concern"** means a pollutant specifically identified in a USEPA-approved **TMDL** report as causing a water quality impairment.

30. **"Receiving Water"** means any lake, river, stream or **wetland** that receives **stormwater** discharges from an **MS4.**

31. **"Redevelopment"** means any **construction activity** where, prior to the start of construction, the areas to be disturbed have 15 percent or more of impervious surface(s).

32. **"Reduce"** means **reduce** to the **Maximum Extent Practicable** (**MEP**) unless otherwise defined in the context in which it is used.

33. **"Saturated Soil"** means the highest seasonal elevation in the soil that is in a reduced chemical state because of soil voids being filled with water. **Saturated soil** is evidenced by the presence of redoximorphic features or other information.

34. **"Significant Materials"** includes, but is not limited to: raw materials, fuels, materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under Section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any chemical the facility is required to report pursuant to Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA); fertilizers, pesticides, and waste products such as ashes, slag, and sludge that have the potential to be released with **stormwater** discharges. When determining whether a material is significant, the physical and chemical characteristics of the material should be considered (e.g. the material's solubility, transportability, and toxicity characteristics) to determine the material's pollution potential. (40 CFR § 122.26(b)(12).

35. **"Small Municipal Separate Storm Sewer System"** or **"small MS4",** means all separate storm sewers that are:

    1. Owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, **stormwater**, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management Agency under section 208 of the CWA that discharges to waters of the United States.

    2. Not defined as "large" or "medium" **Municipal Separate Storm Sewer Systems** pursuant to 40 CFR § 122.26 paragraphs (b)(4) and (b)(7) or designated under paragraph (a)(1)(v).

    3. This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.

36. **"Stormwater"** means **stormwater** runoff, snow melt runoff, and surface runoff and drainage. (Minn. R. 7090.0080, subp.12.)

37. **"Stormwater flow direction"** means the direction of predominant flow within a **pipe**. Flow direction can be discerned if **pipe** elevations can be displayed on the storm sewer system map.

38. **"Stormwater Pollution Prevention Program"** or **"SWPPP"** means a comprehensive program developed by the **permittee** to manage and **reduce** the discharge of pollutants in **stormwater** to and from the **small MS4**.

39. **"Structural Stormwater BMP"** means a stationary and permanent **BMP** that is designed, constructed and operated to prevent or **reduce** the discharge of pollutants in **stormwater.**

40. **"Total Maximum Daily Load"** or **"TMDL"** means the sum of the individual **Waste Load Allocations** for point sources and load allocations for nonpoint sources and natural background, as more fully defined in 40 CFR § 130.2, paragraph (i). A **TMDL** sets and allocates the maximum amount of a pollutant that may be introduced into a **water of the state** and still assure attainment and maintenance of **water quality standards**. (Minn. R. 7052.0010 subp. 42)

41. **"Waste Load Allocation"** or **"WLA"** means the portion of a receiving water's loading capacity that is allocated to one of its existing or future point sources of pollution, as more fully defined in Code of Federal Regulations, title 40, section 130.2, paragraph (h). In the absence of a **TMDL** approved by USEPA under 40 CFR § 130.7, or an assessment and remediation plan developed and approved according to Minn. R. 7052.0200, subp. 1.C, a **WLA** is the allocation for an individual point source that ensures that the level of water quality to be achieved by the point source is derived from and complies with all applicable **water quality standards** and criteria. (Minn. R. 7052.0010 subp. 45)

42. **"Water pollution"** means (a) the discharge of any pollutant into any waters of the state or the contamination of any waters of the state so as to create a nuisance or render such waters unclean, or noxious, or impure so as to be actually or potentially harmful or detrimental or injurious to public health, safety or welfare, to domestic, agricultural, commercial, industrial, recreational or other legitimate uses, or to livestock, animals, birds, fish or other aquatic life; or (b) the alteration made or induced by human activity of the chemical, physical, biological, or radiological integrity of waters of the state. (Minn. Stat. § 115.01, subd. 13)

43. **"Water Quality Standards"** means those provisions contained in Minn. R. 7050 and 7052.

44. **"Waters of the State"** means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof. (Minn. Stat. § 115.01, subd. 22.)

45. **"Wetlands"** are those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. **Wetlands** generally include swamps, marshes, bogs, and similar areas. Constructed **wetlands** designed for wastewater treatment are not **waters of the state**. **Wetlands** must have the following attributes:

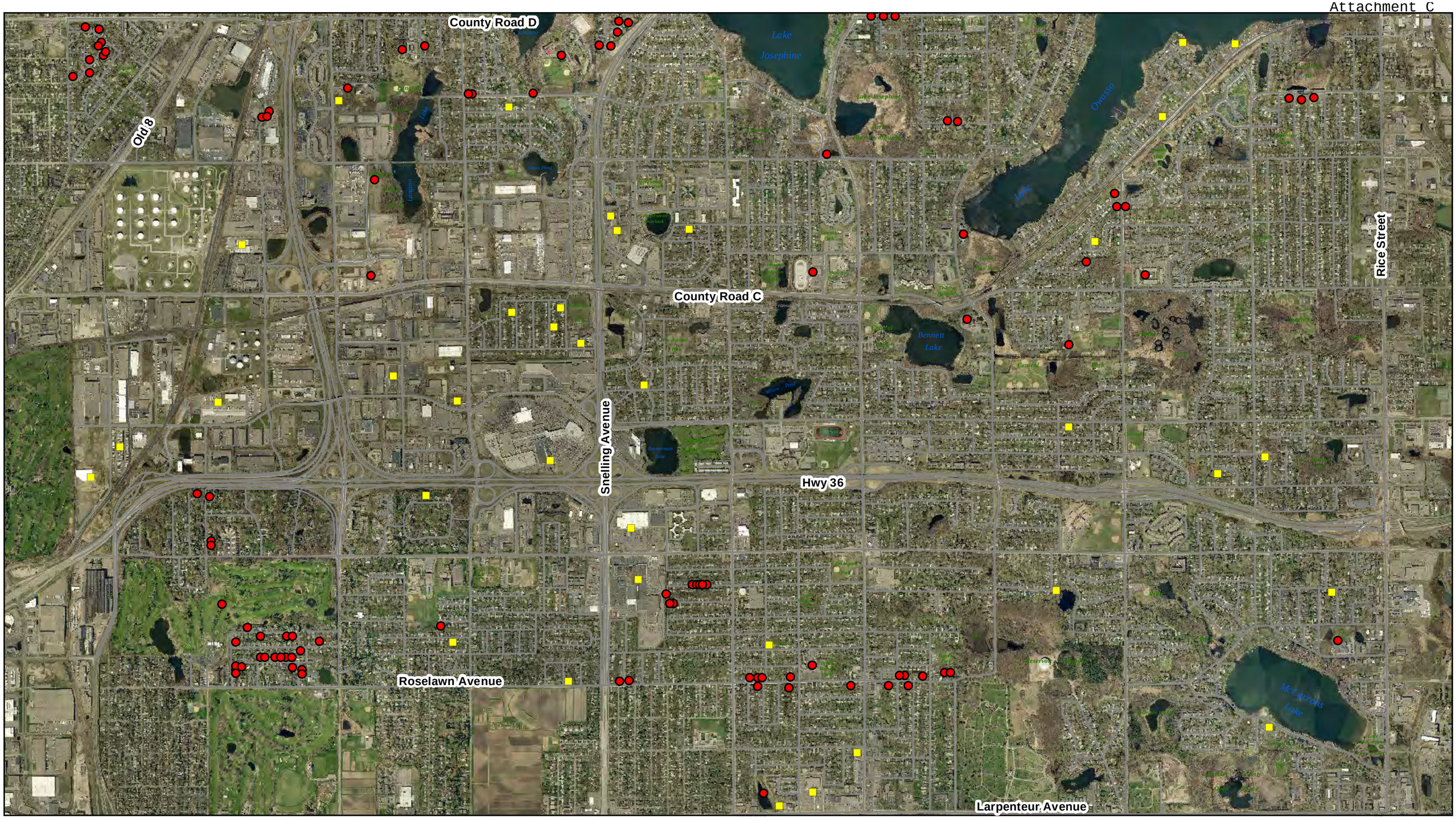
    1. A predominance of hydric soils

    2. Inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition and

3. Under normal circumstances support a prevalence of such vegetation. (Minn. R. 7050.0186, subp. 1a.B.)

ABBREVIATIONS AND ACRONYMS

- BMP - Best Management Practice
- CFR – Code of Federal Regulations
- CWA – Clean Water Act or the Federal Water Pollution Control Act, 33 U.S.C. §1251 *et seq)*
- DNR – Department of Natural Resources
- DWSMA – Drinking Water Supply Management Area
- ERPs– Enforcement Response Procedures
- IDDE - Illicit Discharge Detection and Elimination
- MCM – Minimum Control Measure
- MDH – Minnesota Department of Health
- MEP – Maximum Extent Practicable
- MS4 - Municipal Separate Storm Sewer System
- NPDES - National Pollutant Discharge Elimination System
- ORVW - Outstanding Resource Value Water
- SDS – State Disposal System
- TMDL - Total Maximum Daily Load
- TP – Total Phosphorus
- TSS - Total Suspended Solids
- USEPA - United States Environmental Protection Agency
- WLA – Waste Load Allocation



Stormwater Best Management Practice Inventory

ROSEVILLE

Prepared by:
Engineering Department
May 19, 2015

Owner

- Public
- Private

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes § 466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

Data Sources and Contacts:
* Ramsey County GIS Base Map (12/02/13)
* City of Roseville Engineering Department

For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

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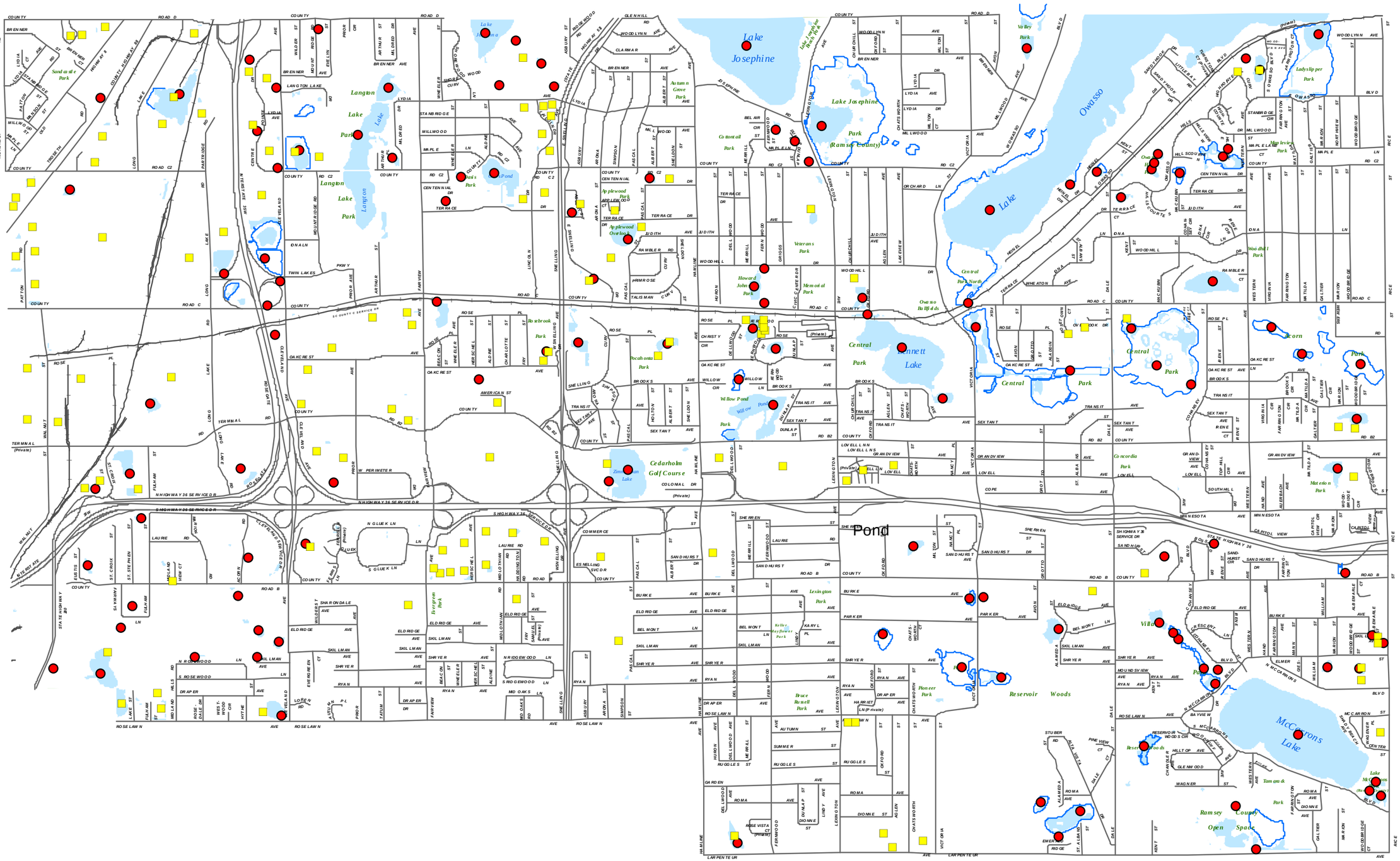
mapdoc: Stormwater BMP Inventory.mxd
map: Stormwater BMP Inventory.pdf



Pond Invetory

Prepared by:
Engineering Department
March 17, 2015

Legend

- Private Owner
- Public Owner
- Wetland_Lines
- Water

Data Sources and Contacts:
* Ramsey County GIS Base Map (9/2/14)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

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mapdoc: PondInventory.mxd
map: PondInventory.pdf

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Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 26, 2015 **Item No:** 6

Item Description: Neighborhood Organized Trash Collection Guide

Background:
At the April 20, 2015 City Council meeting, the Council directed staff to bring back a residential trash organization kit/process model for review and potential adoption. Examples from the Cities of Chanhassen and Chaska were cited.

Staff has used the guides from Chaska, Chanhassen and largely the City of Victoria to assemble a DRAFT Neighborhood Organized Trash Collection Guide. Staff will offer a brief presentation to the PWETC and ask for input on this draft guide. Staff will then implement the recommendations of the PWETC and present them to the City Council at an upcoming meeting.

Recommended Action:
Review the DRAFT Neighborhood Organized Trash Collection Guide and offer comments and recommended changes.

Attachments:
A. DRAFT Neighborhood Organized Trash Collection Guide
B. Roseville Trash Collection Zones Map

City of Roseville Neighborhood Organized Trash Collection Guide

The City of Roseville allows residents to use any garbage haulers service that is licensed within the City. However, this open system generates multiple garbage servicing each neighborhood at the same time.

While not a formal program of the City nor administered by City staff, residents who live on the same street, cul-de-sac or neighborhood have always had an option of using the same hauler to collect their garbage. If done intentionally and as an organized group, this type of organized collection can have several benefits:

- Increased traffic safety
- Decreased noise levels
- Decreased wear and tear on city streets
- Decreased potential air pollution.

By setting up your neighborhood with one hauler, there may be a possibility of a reduced monthly rate and additional services may be available as a group.

The City of Roseville requires haulers to collect trash on certain days of the week based on five zones. Therefore it is not possible to change your collection day as part of this process. A map showing the zones and which day your trash must be collected is available on the City's website.

Below are ***suggested*** ideas and resource materials included in this packet that can be used as a tool for your neighborhood to set up organized collection services. Feel free to modify these documents. Please note, these are simply suggestions and this is not a formal program of the City nor will City staff contact the haulers on your behalf.

1. Start by surveying neighbors to see if they want to organize collection services with a single collection date and what factors of garbage collection are important to them. A Residents Garbage Survey form is provided for your convenience, please feel free to modify.
2. Record the results of your Residents Garbage Survey.
3. A list of City of Roseville Licensed Garbage Haulers is included in this packet.
4. Contact the licensed haulers to see if they are interested in receiving a proposal from your neighborhood for organized collection. A list of licensed garbage haulers is included. This list can change periodically.
5. Draft a proposal letter and share it with each participating neighbor to allow for their feedback. Be sure to include the name of your neighborhood's representative in the letter in case the garbage hauler has questions about the proposal letter. A Sample Proposal Letter is included.
6. Mail or email a finished proposal letter to each garbage hauler requesting one.
7. Once proposals are received back from the Garbage Hauler, record summary of the proposals in the attached Summary of Proposals Form.
8. Meet with neighbors to review vendor proposals.
9. Negotiate terms and services with garbage haulers if interested in their services.
10. Neighbors choose the winning vendor and notify vendor and set up service.

RESIDENTS ORGANIZED GARBAGE COLLECTION SURVEY

Greetings, I would like to introduce myself as the organizer for starting a neighborhood Organized Trash Collection Program. The intent of this program is to reduce the number of vehicles that travel through our neighborhood and as a result we may have other benefits including: Increased traffic safety, decreased noise levels, decreased wear and tear on city streets, and decreased potential air pollution as well as the possibility of reduced monthly trash collection rates.

This program is optional, no one is required to participate. However, to see if this program can be put together I need information from neighbors and an estimated number of interested households. I am hoping that by participating in this program it will benefit our neighborhood by having one hauler. Based upon the proposals received from haulers you may not have to switch companies, but if you do, the concept is that the gained benefits will offset any inconveniences you may have in switching haulers. Again, participation is optional.

1. Are you interested in being part of a group to have garbage collected from our neighborhood on a single day each week at possibly a discounted price?

   YES_____ NO_____ NOT SURE_____

2. Please identify your current garbage collection company and how much you pay for this service.
   _____ $_____

3. Do you have a contract with your current garbage provider, if so what are your term lengths or cancellation requirements and do you pre-pay months in advance for your service? (This may affect your decision or when you switch over to neighborhood organized collection.)
   _____

4. What are the preferred sizes of garbage containers we should seek in a group effort?

   32 Gallon _____ 64 Gallon _____ 96 Gallon _____

5. Other Comments:_____

Your Name:_____Your Address:_____
Phone Number:_____Email:_____

2. RESIDENTS ORGANIZED GARBAGE COLLECTION SURVEY RESULTS

Address	Name	Current Garbage Hauler	Survey Returned?

3. 2015 Licensed Garbage Haulers

Ace Solid Waste 763-427-3110 http://acesolidwaste.com/
Advanced Disposal 651-459-3029 http://advanceddisposal.com/
Aspen Waste Systems* 612-884-8008 http://www.aspenwaste.com/twincities/index.html
Garbage Man 763-269-8182 http://www.garbagemanco.com/
Gene's Disposal Service* 651-426-1224 http://genesdisposalservice.com/
Republic Services 651-455-8634 http://www.republicservices.com/
Walter's Recycling & Refuse 763-780-8464 https://waltersrecycling.com/
Waste Management 952-890-1100 http://www.wm.com/location/minnesota/twin-cities/areas.jsp

* These haulers have agreed to take all the solid waste it collects in Roseville to a Resource Recovery Facility where it is processed into fuel for electricity generating plants

4. CONTACT LIST

Keep track of each company's name, representative and phone number you contact and if they want to receive a proposal letter.

Company	Representative	Proposal Letter

5. SAMPLE PROPOSAL LETTER

Please use the options below as a guide to start your process.

The proposal letter may be addressed individually to each company. The proposal should identify the location of your neighborhood and the number of residences that are seeking competitive proposals for trash collection services and who is the representative in your neighborhood to return the proposals to. Set a deadline for proposals to be received, identify the date when you would like the chosen vendor to begin providing service and include any particular concerns or requirements of your neighborhood. Below are additional options you may want to include in the sample proposal letter.

REQUEST PROPOSAL FROM: Insert vendor name, address and representative.

SERVICES LOCATION: Insert your neighborhood name, location and or map and number of homes to that will be involved in the organized collection.

DEADLINE TO SUBMIT THE PROPOSAL: List when the proposal must be returned to you by.

REQUEST HOW LONG THE PRICE IS GUARANTEED FOR

LENGTH/EXTENSION OF SERVICE GUARANTEE: Insert the requested length of price guarantee. Each following year of continued service, quoted prices in this proposal will increase by no more than this maximum percentage: _____%.

GARBAGE COLLECTION DAY: State the day of the week you prefer to have all waste picked up, but ask if that is not an option, what day do they provide service.

CONTACT PERSON: Request who will be the company representative to serve as the contact person to respond to questions, complaints or calls for service. Also request phone number and email address of the company representative.

HOUSEHOLD GARBAGE

32 Gallon Cart with Lid- Total Monthly Price $_____

64 Gallon Cart with Lid- Total Monthly Price $_____

64 Gallon Cart with Lid- Total Monthly Price $_____

Other sizes offered_____ with Lid- Total Monthly Price $_____

Other sizes offered_____ with Lid- Total Monthly Price $_____

Extra Bag Price $_____

YARD WASTE

The Yard Waste services will be optional at the sole discretion of each individual homeowner.

Container sizes offered_____ with Lid- Total weekly Price $_____

Container sizes offered_____ with Lid- Total Monthly Price $_____

YARD WASTE BAGS

Weekly pick up price $_____

Monthly pick up price $_____

Number of bags allowed per week?_____

Additional charge for extra bags over allotted amount of bags each week:_____

Do you provide bags, if so, please provide size, cost and quantity:_____

_____

ADDITIONAL SERVICES

Additional Services will be at the sole discretion of each individual homeowner.

Please list and explain additional services that you provide such as appliance pick up, furniture pick up, roll-off containers or shredding services. Note any charges, restrictions, or exemptions.

INCENTIVES

Please list any special incentives or programs you offer your customers:

_____

_____

BILLING

Please indicate what your billing terms are: monthly, quarterly or other:_____

_____

What is the minimum number of accounts needed for our neighborhood to receive a discounted rate?_____

Do you offer any discounts for certain billing terms or if payments are made in advance?

_____

Do the rates included taxes, surcharges and other fees? If not, what are those fees?_____

NOT A CONTRACT

The homeowners and any garbage collection company submitting a proposal acknowledge and agree that any business relationship formed from this effort is not a collective contract because the group of homeowners within the City is not acting on behalf of a Homeowners Association or other legal entity. Each homeowner will be individually and solely responsible for paying all of their bills or services provided by the garbage collection company. It is understood and agreed upon that no homeowner will have any obligation, responsibility, duty or debt for another homeowner in the group. A list of all homeowners in the group by name and address will be submitted to the chosen garbage-collection company once an agreement is reached for that company to provide services to the group of homeowners. Although the homeowners anticipate a long-lasting and mutually beneficial arrangement with the chosen garbage collection company, it is acknowledged and agreed upon that each homeowner and the chosen garbage collection company are entitled at any time, with or without cause, to cancel the business relationship formed by this effort without any penalty and without prejudice.

Your name _____

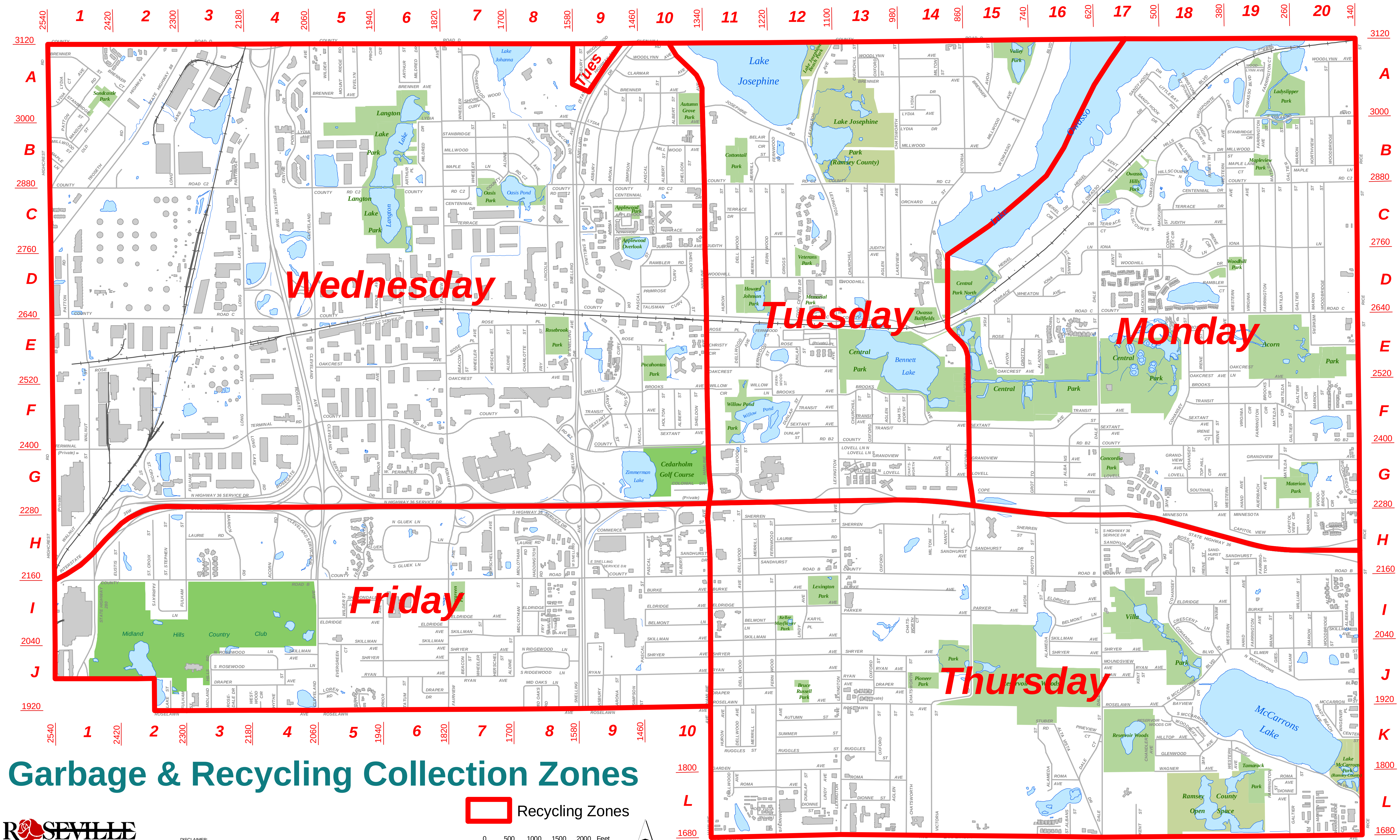
Your address _____

Your Phone Number _____

Your Email Address _____

6. Summary of Proposals

	Hauler 1	Hauler 2	Hauler 3	Hauler 4	Hauler 5	Hauler 6	Hauler 7
Term of Proposal							
Length of Price Guarantee							
% Increase to extend Guarantee							
Household Garbage							
32 Gallon Monthly Price							
64 Gallon Monthly Price							
96 Gallon Monthly Price							
Other Sizes Monthly Price							
Other Sizes Monthly Price							
Yard Waste							
Container size and weekly Price							
Container size and monthly Price							
Bags							
Weekly Pick up price							
Monthly Pick up price							
No. of bags allowed per week							
Additional bag charge							
Cost of bags							
Additional Services							
Incentives							
Billing Terms							
Discounts							



Garbage & Recycling Collection Zones

Recycling Zones

0 500 1000 1500 2000 Feet

N

ROSEVILLE
www.ci.roseville.mn.us

Propared by:
Engineering Department
April 2007

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

Data Sources and Contacts (3/05/07):
* Ramsey County GIS Base Map
* City of Roseville Engineering Development

mapdoc: RecyclingZones2007.mxd
map: RecyclingZones2007.pdf

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 26, 2015 **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 22, 2015. 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 22, 2015 Council packet. Attached is the 2014 Council Action from the Commission's 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. 2014 Council Action

REQUEST FOR COUNCIL ACTION

Date: June 23, 2014
Item No.:

Department Approval	City Manager Approval
DS	

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

BACKGROUND

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. The following are activities of the past year and issues the Commission would like to take up in the next year:

Activities and accomplishments:

- Annual storm water meeting
- Railroad noise
- Pavement Management Program status and issues
- Snelling BRT
- Single sort recycling conversion
- Pathway Master Plan build out plan
- Acknowledge the expanded Commission makeup

Work Plan items for the upcoming year:

- MS4 revised permit requirements
- Community solar gardens
- Additional Pathway Master Plan work
- LED lighting conversions
- Chloride/ ice control materials regulatory issues
- Mitigation of weather impacts on utilities

Question or Concerns for the City Council:

- Pavement Condition Index goals with cost benefits of the current targets
- Climate change response
- Organized waste collection
- Disaster debris management plan
- 2008 Pathway Master Plan
- Infrastructure needs and planning

Prepared by: Duane Schwartz, Public Works Director
Attachments: A: None

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 26, 2015 **Item No:** 8

Item Description: Look Ahead Agenda Items/ Next Meeting June 23, 2015

Suggested Items:

- Review Joint Meeting with City Council and set 2015 focus items for PWETC
- Update on City Campus Solar Project Request for Proposals

Recommended Action:
Set preliminary agenda items for the June 23, 2015 Public Works, Environment & Transportation Commission meeting.